



City Council

Regular Meeting & Work Session Agenda

Monday, April 20, 2026
6:00 PM or immediately following
the EDA meeting
(whichever is later)
Elk River City Hall

- Regular meeting in Council Chambers
- Work Session meeting in Upper Town Conference Room immediately following regular meeting

1. CALL MEETING TO ORDER

2. PLEDGE OF ALLEGIANCE

3. CONSIDER AGENDA

4. CONSENT AGENDA

Considered to be routine and noncontroversial and will be approved by one motion. There will be no separate discussion of these items unless there is a request to remove the item from the consent agenda to the regular agenda.

4.1 April 6, 2026, Regular Meeting Minutes

4.2 April 7, 2026, Board of Appeal & Equalization Meeting Minutes

4.3 Check Register

4.4 Consumption and Display Licenses: Pinewood Golf Club & Aegir Brewing Company

4.5 Resolution 26-26: Premises Permit for Elk River-Rogers VFW Post 5518

4.6 Council Retreat Date Change

4.7 Resolution 26-27 Amending the 2026 Compensation Plan for Non-Organized Employees

4.8 Ordinance 26-10 Amending Chapter 26 - Health and Sanitation, to Regulate Cannabis and Hemp Retail Business Registration

4.9 FT Center Policies and Procedures Update

4.10 Separation Agreement

4.11 GNT Trailhead and Trailside Amenities Agreement 26-14

4.12 Vikings Youth Football Camp Agreement 26-15

4.13 Elk River Northbound Liquor Store & Fire Station #1 - Subcontractor Qualifications

4.14 Purchase Agreements 26-16, 26-17 and Resolution 26-32 with Coborns

5. OPEN FORUM

An opportunity to provide comments and feedback regarding items not on the agenda. Information provided in Open Forum will not be discussed at this meeting; rather, the information will be referred to staff and/or scheduled for discussion at a future meeting.

6. PRESENTATIONS, AWARDS, AND RECOGNITION

6.1 City of Elk River Volunteer of the Month

6.2 Introduce New Staff

7. PUBLIC HEARINGS

An opportunity for the public to express their opinions and raise questions pertaining to the agenda item. All comments become part of the official public record. For this reason, all comments must be made at the podium so they can be heard and recorded. Comments may also be provided in writing. There will not be deliberations, discussions, or answers to questions until the hearing is closed. It is important to be courteous and allow each presenter to comment before adding additional testimony.

7.1 Conditional Use Permit: Habitat for Humanity build site, ISD 728 - 900 School St NW

7.2 Resolution 26-28: Land Use Amendment, Sherburne County - PID 75-00844-0020

7.3 Resolution 26-29: Plat of Heinen Estates, April Heinen - 21446 Brook Rd NW

7.4 Resolution 26-30 - Adoption of Tax Increment District 30 and Project Plan

7.5 TIF 30 Agreement and Business Subsidy

8. GENERAL BUSINESS

Items in which the information is presented by city staff or consultants, then deliberation and action occur. General Business items are not opportunities to receive or provide public input. However, the presiding officer may, at its sole discretion, solicit public feedback.

8.1 Resolution 26-31: Recognize the 1983 State of Minnesota flag as the official flag to be displayed on city-owned property.

8.2 Northbound Advertisement for Bid

8.3 Additional Service Agreement 26-12 with CNH Architect Group

8.4 FT Center and Downtown Parking Lot Improvements

8.5 Park and Recreation Framework Plan RFP

9. MOTION TO ADJOURN REGULAR MEETING

10. WORK SESSION

Work Sessions are less formal meetings to encourage dialog. Official action or votes are not typically taken. At the conclusion of a discussion, a simple consensus provides staff direction for execution of the item. This portion of the agenda is audio recorded but not video recorded or broadcast. Work Sessions are open to the public; however, visitors who wish to provide input must be invited by the presiding officer, assume a seat at the discussion table and provide their full name and address for the official record.

10.1 Concept Review: Aggregate Mining, Steven Karst - 21975 Brook Rd NW

10.2 FT Center - Facility Improvements

The Elk River Vision

A welcoming community with revolutionary and spirited resourcefulness, exceptional service, and community engagement that encourages and inspires prosperity

11. MOTION TO ADJOURN

12. INFORMATION

12.1 March Financial Reports

The Elk River Vision

A welcoming community with revolutionary and spirited resourcefulness, exceptional service, and community engagement that encourages and inspires prosperity



**Meeting of the City Council
Held at the Elk River City Hall
Monday, April 6, 2026**

Members Present: Mayor John Dietz, Councilmember Cory Grupa, Councilmember J. Brian Calva, Councilmember Mike Beyer, Councilmember Jennifer Wagner

Members Absent: None

Staff Present: Business Services Director/Assistant City Administrator Joe Stremcha, Community Development Director Zack Carlton, Fire Chief Mark Dickinson, and Deputy Clerk Jolene Richter.

1. **CALL MEETING TO ORDER**
Pursuant to due call and notice thereof, the meeting was called to order at 6:30 p.m.
2. **PLEDGE OF ALLEGIANCE**
The Pledge of Allegiance was recited.
3. **CONSIDER AGENDA**
Moved by Councilmember Wagner and seconded by Councilmember Beyer to approve the agenda. Motion carried 5-0.
4. **CONSENT AGENDA**
Mayor Dietz pulled Item 4.9, Additional Service Agreement 26-12 with CNH Architect Group for discussion.
Moved by Councilmember Grupa and seconded by Councilmember Calva to approve the following consent items as outlined in their respective staff reports. Motion carried 5-0.
 - 4.1 January 20, 2026, Closed Meeting Minutes
 - 4.2 January 20, 2026, Regular Meeting Minutes
 - 4.3 March 2, 2026, Regular Meeting Minutes
 - 4.4 March 16, 2026 Regular Meeting Minutes
 - 4.5 Check Register

4.6 Annual Election Not to Waive the Statutory Tort Limits for Liability Insurance

4.7 Temporary Liquor License: Aegir Brewing Company

4.8 IT Services MOU with ERMU

4.9 Additional Service Agreement 26-12 with CNH Architect Group

Mayor Dietz pulled this item from consent for discussion.

Mayor Dietz asked about the increase in building size and the cost associated with it. Chief Dickinson explained that after going through the design phase and realizing the needs for the department, the design had increased from the original, along with the estimated costs in the RFP. This item will be discussed at a future Council meeting.

4.10 Security Information and Event Management Services Agreement 26-13 with the City of Rogers

4.11 Resolutions 26-22, 26-23, and 26-24 Related to Closing of the Coborn's Land Purchase

4.12 Conditional Use Permit: Educational Institution, Good Shepherd Lutheran High School — 630 Freeport Ave NW

4.13 Resolution 26-25 of Support for CAER Grant

5. OPEN FORUM

No one appeared for open forum.

6. PRESENTATIONS, AWARDS, AND RECOGNITION

6.1 Oath of Office for Deputy Chief Kreuser

Chief Dickinson introduced the new Fire Deputy Chief, John Kreuser.

Mayor Dietz performed the oath of office, and the pinning ceremony was held.

7. PUBLIC HEARINGS

7.1 Interim Use Permit: Educational Institution, Good Shepherd Lutheran High School — 630 Freeport Ave NW

The staff report was presented.

No action was taken.

7.2 Ordinance Amendment 26-07: Sign Standards and Codification of the Elk River Crossing Planned Unit Development. Resolution 26-21 for summary publication of the ordinance.

The staff report was presented.

Mayor Dietz opened the public hearing. There being no one to speak to this matter, Mayor Dietz closed the public hearing.

Councilmember Wagner asked if this changes any of the current signs in the area. Mr. Carlton stated no and explained that it provides more opportunity than what was there before.

Moved by Councilmember Grupa and seconded by Councilmember Calva to adopt Ordinance 26-07 amending the sign standards and codifying the development standards for the Elk River Crossing Planned Unit Development. Motion carried 5-0.

Moved by Councilmember Wagner and seconded by Councilmember Beyer to adopt Resolution 26-21 for summary publication of the ordinance. Motion carried 5-0.

8. GENERAL BUSINESS

8.1 Ordinance Amendment 26-08 Good Shepherd Lutheran HS

The staff report was presented.

Kelly Lampkin, 7495 269th Ave NW, St. Francis, thanked the Council and staff for all the support they had received throughout the process and expressed their appreciation.

8.2 State Flag Display Discussion

The staff report was presented. Mayor Dietz invited residents to speak on this topic.

Gary Tonsager, 11156 193rd Ave NW, explained the history and significance of the previous flag, and is in favor of the previous flag.

Dean Determan, 20791 Twin Lakes Rd NW, is in favor of a resolution for the previous flag for historical reasons.

Joyce Klegon, 18254 Monroe Court NW, is for the new state flag, stating it does represent Minnesota.

Lavine Hoselton, 12964 Meadowvale Rd NW, is for the new state flag and is wondering what this division is doing for our children.

Jan Filer, 19448 Vernon St NW, is for the new state flag, and stated she does not want to see

division.

Linda Schultz, 19561 York St NW, is for the previous flag representing the heritage of Minnesota.

Mitch Johnson, 19561 Tyler St NW, is for the previous flag and explained that the flag is a symbol representing the values and heritage of Minnesota.

Andy Price, 10072 189th Ave NW, is for the new state flag, stating it is clean and simple, and is tied to the state motto.

Jefferey Grates, 13029 180th Court NW, explained he served in the service and served as a public servant, and explained the previous flag represents the state and is for the previous flag.

Darlene Determan, 20791 Twin Lakes Rd NW, would like the previous state flag.

Neil Shubert, 358 Gates Ave NW, is for the new flag, stating the flag is not about personal preference; it is about consistency and clarity, regardless of how people feel the flag represents the present Minnesota.

Vicki Stevenson, 19850 Watson Cir NW, is for the previous flag, would like to respect history and respect our heritage. She explained she would like people to fly the flag they choose and not receive any disrespect over which one they choose, but she still supports the heritage of the previous flag.

Debra Mortenson, 17149 Olson Court NW, is for the previous flag and stated that it represents the state in a good way.

Mary Roy, 18015 Naples St NW, is for the new flag and stated there was a process for it, and there was an opportunity for public to vote on it.

Don Kent, 337 Norfolk Ave NW, is for the previous flag, stating that if you want unity, bring back the previous flag, and explained that it is historic.

Ed Leduc, 14383 209th Ave NW, thanked the Council for letting them voice their opinion and would like the previous flag flown.

Deb Morey, 13449 214th Lane NW, explained that she is the daughter of a WWII Vet who fought for our freedoms, which is about law and due process. She does not think the public was aware of the voting for the new flag, and is for the previous flag for historical purposes.

Mayor Dietz brought the discussion back to the Council.

Councilmember Calva explained the submissions that were received and the emails and phone calls he received about the flag. He thanked the people who had conversations with him regarding the flag and explained that the divisiveness is not whether you want the new flag versus the old flag; the divisiveness was created by how the marketing of the new flag went. He further stated that there is no correlation between the new state seal and the new flag, and thinks we wouldn't be in this predicament if they had gone with something closer to the state seal. He stated his vote is for the previous flag.

Councilmember Grupa explained he did not like the way the process of the new flag was brought forth and explained that it wasn't elected people on the committee, and it wasn't brought forth to the people very well. He further explained that when we talk about unity, we as the Council represent the entire city and take into consideration what comes before them. He stated he had conversations with everyone who emailed him as well. He explained that we get to choose which flag to fly that represents what the majority of what the city residents would like, and with that said, he would choose the previous flag.

Councilmember Wagner thanked the audience for being part of the process and discussion. She explained she read the dissenting report for the flag redesign and stated she did see when the flag was marketed, but thought it was poorly marketed (coming from a marketing professional). She also stated she had read about each person who was on the board and does not think all of Minnesota was represented on that board. She explained that the flag that had the majority vote of the public didn't even make it into the top 5, and people were only able to vote in a 30-day window. She does not agree with the process that the current flag was chosen and said that every other state flag was voted on by legislators, but this one was not, and she does not understand why. She further explained that she does not think the current flag represents the state and states that she thinks it is our job to fight back and to show the representatives that we don't agree. She would like to fly the previous flag.

Councilmember Beyer thanked the Mayor for taking this on and the Council. He explained that we are non-partisan people who are elected to make decisions for the city. He stated he does not take this as a political thing. The previous flag has been behind him at the dais for a year, and no one had said anything until they brought it up now. He explained that they could have just decided themselves, but as elected officials, they chose to bring it to the people to hear from them. He appreciated everyone's input at the meeting tonight and said it was very professional and polite. He stated that if the majority is to fly the old flag, that is where his stance is.

Mayor Dietz thanked everyone for coming and speaking and stated he is happy that the public is involved. He explained that he doesn't think they have received 1,100 submissions on any other topic within the city in the 32 years he has been involved. He explained he is going with the majority, which he does not think is divisive; rather, it is listening to the people and agreeing with what the people want. He stated he will agree to fly the 1983 flag.

Moved by Councilmember Grupa and seconded by Councilmember Beyer to instruct city staff to bring back a resolution at the April 20, 2026, Council meeting stating that on all city properties now or in the future, that fly a Minnesota state flag shall fly the one that was the official state flag from 1983 - 2023. Motion carried 5-0.

Mayor Dietz called a 5-minute recess at 7:30 p.m.

The regular meeting reconvened at 7:35 p.m.

8.3 Discuss Work Session Items

There were no topics added to the work session list.

9. COUNCIL LIAISON UPDATES

9.1 Council Liaison Updates

The Councilmembers provided updates as outlined in the respective advisory board's minutes.

10. MOTION TO ADJOURN REGULAR MEETING

Moved by Councilmember Beyer and seconded by Councilmember Wagner to adjourn the regular meeting. Motion carried 5-0.

The regular meeting adjourned at 7:44 p.m. Mayor Dietz called the work session to order at 7:44 p.m.

11. WORK SESSION

11.1 POC Assistant Chief Position

The Council agreed to move forward with the recommended pay.

12. MOTION TO ADJOURN

Moved by Councilmember Wagner and seconded by Councilmember Calva to adjourn the meeting of the City Council. Motion carried 5-0.

The meeting adjourned at 7:49 p.m.

Minutes prepared by Jolene Richter.

John J. Dietz, Mayor

Jolene Richter, Deputy City Clerk



**Meeting of the City Council
Held at the Elk River City Hall
Tuesday, April 7, 2026**

Members Present: Mayor John Dietz, Councilmember Cory Grupa, Councilmember J. Brian Calva, Councilmember Jennifer Wagner

Members Absent: Councilmember Mike Beyer

Staff Present: Deputy Clerk Jolene Richter

Others Present: Sherburne County Assessor Michelle Moen, Deputy County Assessor David Selbitschka, Residential Appraiser Bill Holker

1. CALL MEETING TO ORDER

Pursuant to due call and notice thereof, the meeting was called to order at 6:00 p.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. SHERBURNE COUNTY ASSESSOR'S REPORT

Ms. Moen reviewed her report as provided in the packet.

3.1 City Staff Report

4. HEAR APPEALS SUBMITTED BY ATTENDEES

There were no attendees.

5. HEAR MISC. APPEALS BY COUNTY

The county assessor presented appeals that were submitted in writing.

Sam Luehrs

75-00500-0250

20779 York Street NW

Moved by Councilmember Wagner and seconded by Councilmember Calva to vote no change. Motion carried 4-0.

Madeline Goerss

75-00658-0140

11071 195th Circle NW

Moved by Councilmember Grupa and seconded by Councilmember Calva to lower the land valuation to \$84,000. Motion carried 4-0.

6. ESTABLISH RECONVENE DATE

No reconvene date is needed.

7. MOTION TO EITHER RECESS OR ADJOURN

Moved by Councilmember Grupa and seconded by Councilmember Calva to adjourn the meeting of City Council. Motion carried 4-0.

The meeting adjourned at 6:30 p.m.

Minutes prepared by Jolene Richter.

John J. Dietz, Mayor

Jolene Richter, Deputy Clerk



Request for Action

To
City Council

Item Number
4.3

Meeting Date
April 20, 2026

Prepared By
Amy Stangler, Accounting Clerk

Item Description
Check Register

Reviewed by
Lori Stich
Joe Stremcha
Cal Portner
Jolene Richter

Action Requested
Approve, by motion, the check register for the period ending April 20, 2026.

Background/Discussion
The details for the period ending April 20, 2026, are attached to this request for action.

Total for All Funds	\$917,582.07
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Financial Impact
None.

Mission/Policy/Goal
The City of Elk River Mission Statement.

- Attachments**
1. 4.3 at 1 Check Register with Apr Cr Card
 2. 4.3 at 2 Check Register

The Elk River Vision

A welcoming community with revolutionary and spirited resourcefulness, exceptional service, and community engagement that encourages and inspires prosperity

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
ASPEN MILLS						
101						
373408	1	UNIFORMS - MCCLURG	Invoice	04/01/2026	180.91	101-4-2320-4217
101						
373409	1	UNIFORMS - HELLAND	Invoice	04/01/2026	192.22	101-4-2320-4217
Total 10749 ASPEN MILLS:					<u>373.13</u>	
CHRONICLES IN HEALTH						
101						
2026-626	1	PRESENTATION FEE - 4/10/26	Invoice	04/13/2026	125.00	101-4-5510-4409
Total 14073 CHRONICLES IN HEALTH:					<u>125.00</u>	
FEDEX						
101						
9-246-62134	1	DELIVERY	Invoice	04/08/2026	11.39	101-4-2110-4322
Total 18515 FEDEX:					<u>11.39</u>	
OPG-3 INC.						
101						
9601	1	PROFESSIONAL SVCS - WEB SERVE	Invoice	03/31/2026	205.00	101-4-1350-4319
Total 12886 OPG-3 INC.:					<u>205.00</u>	
PRINCETON RENTAL INC						
101						
1-581664	1	SUPPLIES	Invoice	03/26/2026	3.52	101-4-5110-4219
Total 10469 PRINCETON RENTAL INC:					<u>3.52</u>	
VICTORY DOOR SYSTEMS INC						
602						
16721	1	DOOR REPAIRS	Invoice	04/10/2026	250.00	602-4-9020-4404
Total 15004 VICTORY DOOR SYSTEMS INC:					<u>250.00</u>	
AMAZON CAPITAL SERVICES						
101						
13N9-7X1X-XCJC	1	PARK PASSPORT SUPPLIES	Invoice	03/30/2026	28.71	101-4-5110-4219
101						
16KQ-93Y6-XNDK	1	TRANSCRIPTION EAR PHONES	Invoice	04/01/2026	192.45	101-4-2150-4219
101						
16LR-XWCV-3JXX	1	SUPPLIES	Invoice	03/31/2026	26.96	101-4-5110-4219
101						
16LR-XWCV-3JXX	2	SHOP TOOLS	Invoice	03/31/2026	17.98	101-4-3150-4219
101						
17QD-R7DP-GPC9	1	FARMERS MARKET SUPPLIES	Invoice	04/07/2026	22.79	101-4-5230-4219
101						
19M9-KPFM-DC97	1	SUPPLIES - WATERPROOF FABRIC	Invoice	04/02/2026	249.99	101-4-5110-4219
602						
1CJ3-YDP7-1FR6	1	SUPPLIES-FILTER	Invoice	03/26/2026	373.99	602-4-9020-4219
101						
1FMG-QGVF-D6GR	1	ADOPT A PARK SUPPLIES	Invoice	04/05/2026	100.39	101-4-5220-4219

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
1GJH-TRRL-WYQN	1	SUPPLIES - LASER LEVEL	Invoice	04/10/2026	632.00	101-4-3300-4219
101						
1KR9-9DQR-DRYL	1	BLUETOOTH ADAPTER/WIRELESS K	Invoice	04/02/2026	129.34	101-4-1350-4219
101						
1L16-7749-F6MJ	1	ADOPT A PARK SUPPLIES	Invoice	04/07/2026	39.99	101-4-5220-4219
101						
1MPK-DCK9-LXCX	1	SUPPLIES	Invoice	03/30/2026	46.99	101-4-3150-4219
101						
1MPK-DCK9-LXCX	2	SUPPLIES	Invoice	03/30/2026	24.24	101-4-3120-4201
101						
1MTR-H1LD-4TJX	1	DRONE SUPPLIES - SD CARDS	Invoice	04/02/2026	198.01	101-4-2120-4219
101						
1N9F-DFJ4-TFKQ	1	SUPPLIES	Invoice	04/10/2026	1.50	101-4-1120-4201
101						
1N9F-DFJ4-TFKQ	2	SUPPLIES	Invoice	04/10/2026	6.00	101-4-1210-4201
101						
1N9F-DFJ4-TFKQ	3	SUPPLIES	Invoice	04/10/2026	1.50	101-4-1220-4201
101						
1N9F-DFJ4-TFKQ	4	SUPPLIES	Invoice	04/10/2026	1.50	101-4-1310-4201
101						
1N9F-DFJ4-TFKQ	5	SUPPLIES	Invoice	04/10/2026	4.50	101-4-1510-4201
101						
1N9F-DFJ4-TFKQ	6	SUPPLIES	Invoice	04/10/2026	2.70	101-4-2410-4201
101						
1N9F-DFJ4-TFKQ	7	SUPPLIES	Invoice	04/10/2026	2.70	101-4-2440-4219
101						
1N9F-DFJ4-TFKQ	8	SUPPLIES	Invoice	04/10/2026	3.00	101-4-3300-4201
101						
1N9F-DFJ4-TFKQ	9	SUPPLIES	Invoice	04/10/2026	3.59	101-4-5210-4219
101						
1N9F-DFJ4-TFKQ	10	SUPPLIES-EDA	Invoice	04/10/2026	3.00	101-4-6210-4440
101						
1NHH-DCPY-GK1Q	1	EARBUDS/KEYBOARD/MOUSE	Invoice	04/07/2026	224.97	101-4-1350-4219
101						
1P33-PLRY-J49G	1	SUPPLIES - KEYBOARDS	Invoice	03/30/2026	113.97	101-4-1350-4219
602						
1PCY-JV3K-WL7W	1	SNOWBLOWER PARTS	Invoice	04/06/2026	75.98	602-4-9020-4219
221						
1TVJ-XCWL-YG1C	1	WRISTBANDS	Invoice	03/30/2026	17.37	221-4-5400-4219
221						
1VFX-1CDF-649P	1	WRISTBANDS	Invoice	03/31/2026	9.39	221-4-5400-4219
101						
1VPN-XX7F-946Y	1	SUPPLIES	Invoice	03/30/2026	33.98	101-4-5110-4219
101						
1XFG-WN7T-CTFL	1	SUPPLIES - TABLET CASE	Invoice	04/08/2026	20.99	101-4-5110-4219
101						
1XP9-QVJK-1TRJ	1	SUPPLIES - LOCKBOXES/BATTERIES	Invoice	04/10/2026	12.74	101-4-5220-4219
101						
1XQG-QPRG-K3HD	1	APPLE EAR BUDS	Invoice	04/07/2026	186.19	101-4-1350-4219
101						
1YCK-FRQH-QLYT	1	PHONES	Invoice	03/30/2026	419.16	101-4-1350-4219
Total 13706 AMAZON CAPITAL SERVICES:					<u>3,228.56</u>	

ARTISAN BEER COMPANY

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
3842986	1	BEER	Invoice	04/01/2026	207.70	603-4-9111-4252
603						
3842987	1	THC PRODUCTS	Invoice	04/01/2026	149.25	603-4-9111-4256
603						
3842988	1	BEER	Invoice	04/01/2026	347.80	603-4-9151-4252
603						
3842989	1	THC PRODUCTS	Invoice	04/01/2026	55.70	603-4-9151-4256
603						
3843896	1	THC PRODUCTS	Invoice	04/03/2026	320.00	603-4-9151-4256
603						
3844819	1	BEER	Invoice	04/08/2026	355.30	603-4-9111-4252
603						
3844820	1	THC PRODUCTS	Invoice	04/08/2026	606.50	603-4-9111-4256
603						
3844821	1	BEER	Invoice	04/08/2026	153.80	603-4-9151-4252
603						
3844822	1	BEER	Invoice	04/08/2026	33.85	603-4-9151-4252
603						
3845739	1	THC PRODUCTS	Invoice	04/10/2026	1,407.00	603-4-9111-4256
603						
447753	1	THC PRODUCTS CREDIT	Invoice	03/27/2026	36.12-	603-4-9151-4256
603						
448436	1	THC PRODUCTS CREDIT	Invoice	04/07/2026	85.00-	603-4-9111-4256
Total 12167 ARTISAN BEER COMPANY:					<u>3,515.78</u>	
BELLBOY CORPORATION						
603						
210950600	1	LIQUOR	Invoice	04/07/2026	383.00	603-4-9111-4251
603						
210950600	2	FREIGHT	Invoice	04/07/2026	9.90	603-4-9111-4332
603						
210964000	1	WINE	Invoice	04/07/2026	136.00	603-4-9111-4253
603						
210964000	2	FREIGHT	Invoice	04/07/2026	1.65	603-4-9111-4332
603						
210968200	1	LIQUOR CREDIT	Invoice	04/02/2026	55.83-	603-4-9111-4251
603						
210974700	1	LIQUOR	Invoice	04/07/2026	95.00	603-4-9111-4251
603						
210974700	2	FREIGHT	Invoice	04/07/2026	1.65	603-4-9111-4332
Total 11800 BELLBOY CORPORATION:					<u>571.37</u>	
BENEFIT EXTRAS, INC.						
101						
1611175	1	COBRA ADMINISTRATION-FEB	Invoice	03/10/2026	117.50	101-4-1220-4319
101						
1651801	1	COBRA ADMINISTRATION-MAR	Invoice	04/12/2026	117.50	101-4-1220-4319
Total 52492 BENEFIT EXTRAS, INC.:					<u>235.00</u>	
BERGANKDV, LTD.						
101						
1281336	1	AUDIT SERVICES	Invoice	03/30/2026	11,500.00	101-4-1310-4301

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
602						
1281336	2	AUDIT SERVICES	Invoice	03/30/2026	3,450.00	602-4-9010-4301
603						
1281336	3	AUDIT SERVICES	Invoice	03/30/2026	2,875.00	603-4-9112-4301
603						
1281336	4	AUDIT SERVICES	Invoice	03/30/2026	2,875.00	603-4-9152-4301
605						
1281336	5	AUDIT SERVICES	Invoice	03/30/2026	1,150.00	605-4-9210-4301
607						
1281336	6	AUDIT SERVICES	Invoice	03/30/2026	1,150.00	607-4-9310-4301
Total 14652 BERGANKDV, LTD.:					<u>23,000.00</u>	
BERNICK'S						
603						
10474405	1	POP/MISC	Invoice	04/01/2026	55.57	603-4-9111-4255
603						
10474410	1	POP/MISC CREDIT	Invoice	04/01/2026	16.50-	603-4-9111-4255
603						
10474411	1	BEER	Invoice	04/01/2026	2,330.65	603-4-9111-4252
603						
10474412	1	BEER CREDIT	Invoice	04/01/2026	6.16-	603-4-9111-4252
603						
10474413	1	POP/MISC	Invoice	04/01/2026	116.78	603-4-9151-4255
603						
10474414	1	BEER	Invoice	04/01/2026	957.35	603-4-9151-4252
603						
10477282	1	BEER	Invoice	04/08/2026	3,341.80	603-4-9111-4252
603						
10477283	1	BEER CREDIT	Invoice	04/08/2026	8.88-	603-4-9111-4252
603						
10477284	1	THC PRODUCTS	Invoice	04/08/2026	98.00	603-4-9151-4256
603						
10477285	1	BEER	Invoice	04/08/2026	1,743.40	603-4-9151-4252
Total 11950 BERNICK'S:					<u>8,612.01</u>	
BERRY COFFEE COMPANY						
101						
1107549	1	COFFEE SUPPLIES	Invoice	04/08/2026	163.89	101-4-3120-4219
101						
1107746	1	COFFEE - PD	Invoice	03/30/2026	241.41	101-4-2190-4219
101						
1109756	1	COFFEE SUPPLIES	Invoice	04/08/2026	162.81	101-4-5510-4219
Total 11959 BERRY COFFEE COMPANY:					<u>568.11</u>	
BLAINE BROTHERS MAINTENAN						
101						
10004459292	1	SUPPLIES	Invoice	03/30/2026	124.66	101-4-3150-4219
101						
10004460066	1	SUPPLIES	Invoice	03/31/2020	201.35	101-4-3150-4219
Total 15243 BLAINE BROTHERS MAINTENAN:					<u>326.01</u>	
BLAINE LOCK & SAFE, INC						

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
34697	1	LOCK REPAIRS	Invoice	04/09/2026	396.50	101-4-5110-4401
Total 12256 BLAINE LOCK & SAFE, INC:					<u>396.50</u>	
BREAKTHRU BEVERAGE MINNESOTA						
603						
126332038	1	LIQUOR	Invoice	04/01/2026	75.00	603-4-9151-4251
603						
126336004	1	LIQUOR	Invoice	04/01/2026	327.50	603-4-9151-4251
603						
126336004	2	FREIGHT	Invoice	04/01/2026	2.90	603-4-9151-4332
603						
126336005	1	POP/MISC	Invoice	04/01/2026	166.05	603-4-9151-4255
603						
126336005	2	FREIGHT	Invoice	04/01/2026	7.25	603-4-9151-4332
603						
126463136	1	LIQUOR	Invoice	04/09/2026	1,515.09	603-4-9151-4251
603						
126463136	2	FREIGHT	Invoice	04/09/2026	29.00	603-4-9151-4332
603						
126463137	1	WINE	Invoice	04/09/2026	584.00	603-4-9151-4253
603						
126463137	2	FREIGHT	Invoice	04/09/2026	10.15	603-4-9151-4332
603						
414658150	1	LIQUOR CREDIT	Invoice	04/06/2026	247.50-	603-4-9151-4251
603						
414658150	2	FREIGHT CREDIT	Invoice	04/06/2026	1.45-	603-4-9151-4332
603						
414658151	1	POP/MISC CREDIT	Invoice	04/06/2026	20.00-	603-4-9151-4255
603						
414658151	2	FREIGHT CREDIT	Invoice	04/06/2026	1.45-	603-4-9151-4332
Total 8002 BREAKTHRU BEVERAGE MINNESOTA:					<u>2,446.54</u>	
603						
126328123	1	WINE	Invoice	03/31/2026	2,600.00	603-4-9111-4253
603						
126328123	2	FREIGHT	Invoice	03/31/2026	37.70	603-4-9111-4332
603						
126328124	1	LIQUOR	Invoice	03/31/2026	482.50	603-4-9111-4251
603						
126328124	2	FREIGHT	Invoice	03/31/2026	7.25	603-4-9111-4332
603						
126336350	1	POP/MISC	Invoice	04/01/2026	144.00	603-4-9111-4255
603						
126336350	2	FREIGHT	Invoice	04/01/2026	2.90	603-4-9111-4332
603						
126336351	1	LIQUOR	Invoice	04/01/2026	108.00	603-4-9111-4251
603						
126336351	2	FREIGHT	Invoice	04/01/2026	1.45	603-4-9111-4332
603						
126336352	1	WINE	Invoice	04/01/2026	520.00	603-4-9111-4253
603						
126336352	2	FREIGHT	Invoice	04/01/2026	7.25	603-4-9111-4332
603						
126463282	1	WINE	Invoice	04/09/2026	296.00	603-4-9111-4253

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
126463282	2	FREIGHT	Invoice	04/09/2026	2.90	603-4-9111-4332
603						
126463283	1	LIQUOR	Invoice	04/09/2026	3,072.06	603-4-9111-4251
603						
126463283	2	FREIGHT	Invoice	04/09/2026	42.78	603-4-9111-4332
603						
126463284	1	WINE	Invoice	04/09/2026	336.00	603-4-9111-4253
603						
126463284	2	FREIGHT	Invoice	04/09/2026	2.90	603-4-9111-4332
603						
414625070	1	LIQUOR CREDIT	Invoice	03/30/2026	171.00-	603-4-9111-4251
603						
414625070	2	FREIGHT CREDIT	Invoice	03/30/2026	2.90-	603-4-9111-4332
603						
414625071	1	LIQUOR CREDIT	Invoice	03/30/2026	4.66-	603-4-9111-4251
603						
414625071	2	FREIGHT CREDIT	Invoice	03/30/2026	.06-	603-4-9111-4332
603						
414625072	1	LIQUOR CREDIT	Invoice	03/30/2026	2.66-	603-4-9111-4251
603						
414625072	2	FREIGHT CREDIT	Invoice	03/30/2026	.03-	603-4-9111-4332
603						
414625073	1	LIQUOR CREDIT	Invoice	03/30/2026	31.50-	603-4-9111-4251
603						
414625073	2	FREIGHT CREDIT	Invoice	03/30/2026	.24-	603-4-9111-4332
603						
414625074	1	WINE CREDIT	Invoice	03/30/2026	8.67-	603-4-9111-4253
603						
414625074	2	FREIGHT CREDIT	Invoice	03/30/2026	.12-	603-4-9111-4332
603						
414625075	1	LIQUOR CREDIT	Invoice	03/30/2026	10.50-	603-4-9111-4251
603						
414625075	2	FREIGHT CREDIT	Invoice	03/30/2026	.12-	603-4-9111-4332
603						
414639502	1	LIQUOR CREDIT	Invoice	03/31/2026	45.00-	603-4-9111-4251
603						
414639502	2	FREIGHT CREDIT	Invoice	03/31/2026	1.45-	603-4-9111-4332
603						
414639503	1	LIQUOR CREDIT	Invoice	03/31/2026	11.25-	603-4-9111-4251
603						
414639503	2	FREIGHT CREDIT	Invoice	03/31/2026	.12-	603-4-9111-4332
Total 12893 BREAKTHRU BEVERAGE MINNESOTA:					<u>7,373.41</u>	
C & L DISTRIBUTING CO						
603						
1839001669	1	BEER CREDIT	Invoice	04/01/2026	287.70-	603-4-9151-4252
603						
2273538	1	BEER	Invoice	04/01/2026	11,599.90	603-4-9151-4252
603						
2273538	2	THC PRODUCTS	Invoice	04/01/2026	200.00	603-4-9151-4256
603						
2273538	3	FREIGHT	Invoice	04/01/2026	5.00	603-4-9151-4332
603						
2276756	1	BEER	Invoice	04/08/2026	4,095.10	603-4-9151-4252

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
2276756	2	THC PRODUCTS	Invoice	04/08/2026	84.90	603-4-9151-4256
603						
2276756	3	FREIGHT	Invoice	04/08/2026	5.00	603-4-9151-4332
603						
2277864	1	LIQUOR	Invoice	04/08/2026	2,119.84	603-4-9151-4251
Total 8003 C & L DISTRIBUTING CO:					<u>17,822.04</u>	
603						
1839001670	1	BEER CREDIT	Invoice	04/01/2026	50.95-	603-4-9111-4252
603						
1839001676	1	BEER CREDIT	Invoice	04/08/2026	40.20-	603-4-9111-4252
603						
1839001677	1	LIQUOR CREDIT	Invoice	04/08/2026	9.40-	603-4-9111-4251
603						
1839001678	1	LIQUOR CREDIT	Invoice	04/08/2026	40.00-	603-4-9111-4251
603						
1839001679	1	BEER CREDIT	Invoice	04/08/2026	30.00-	603-4-9111-4252
603						
2274506	1	LIQUOR	Invoice	04/01/2026	4,339.39	603-4-9111-4251
603						
2274509	1	THC PRODUCTS	Invoice	04/01/2026	195.93	603-4-9111-4256
603						
2274510	1	BEER	Invoice	04/01/2026	4,944.45	603-4-9111-4252
603						
2274510	2	FREIGHT	Invoice	04/01/2026	5.00	603-4-9111-4332
603						
2274546	1	LIQUOR	Invoice	04/01/2026	37.72	603-4-9111-4251
603						
2278147	1	THC PRODUCTS	Invoice	04/08/2026	383.68	603-4-9111-4256
603						
2278148	1	LIQUOR	Invoice	04/08/2026	1,823.50	603-4-9111-4251
603						
2278149	1	BEER	Invoice	04/08/2026	10,105.00	603-4-9111-4252
603						
2278149	2	FREIGHT	Invoice	04/08/2026	5.00	603-4-9111-4332
603						
2279305	1	BEER	Invoice	04/10/2026	5,488.00	603-4-9111-4252
603						
2279884	1	BEER	Invoice	04/13/2026	855.00	603-4-9111-4252
603						
2279884	2	FREIGHT	Invoice	04/13/2026	5.00	603-4-9111-4332
Total 13375 C & L DISTRIBUTING CO:					<u>28,017.12</u>	
CENTERPOINT ENERGY						
602						
11504615-3 MAR 26	1	NATURAL GAS	Invoice	04/08/2026	23.80	602-4-9050-4389
101						
11809755-9 MAR 26	1	NATURAL GAS - FS #3	Invoice	04/07/2026	1,217.93	101-4-2310-4389
211						
6781052-3 MAR 26	1	NATURAL GAS	Invoice	04/08/2026	61.39	211-4-5600-4389
602						
7628405-8 MAR 26	1	NATURAL GAS	Invoice	04/07/2026	851.78	602-4-9050-4389
602						
7836556-6 MAR 26	1	NATURAL GAS	Invoice	04/07/2026	21.00	602-4-9050-4389

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
9497572-9	MAR 26	1 NATURAL GAS	Invoice	04/07/2026	2,400.63	101-4-3120-4389
Total 13845 CENTERPOINT ENERGY:					<u>4,576.53</u>	
CHARTER COMMUNICATIONS						
101						
175341301	APR 26	1 ERMU INTERNET	Invoice	04/07/2026	190.00	101-4-1350-4321
101						
175341301	APR 26	2 VIDEO SERVICES-CH	Invoice	04/07/2026	43.76	101-4-1600-4321
101						
175341301	APR 26	3 PHONE LINE ELEVATOR-CITY HALL	Invoice	04/07/2026	48.54	101-4-1600-4389
101						
175341301	APR 26	4 PHONE LINE ELEVATOR-CITY HALL	Invoice	04/07/2026	40.00	101-4-1600-4389
101						
175341301	APR 26	5 VIDEO SERVICES/BACKUP INTERNE	Invoice	04/07/2026	118.75	101-4-2110-4321
101						
175341301	APR 26	6 PHONE LINE ELEVATORS-PBL SAFE	Invoice	04/07/2026	97.11	101-4-2190-4389
101						
175341301	APR 26	7 PHONE LINE ELEVATOR-PBL SAFE	Invoice	04/07/2026	40.00	101-4-2190-4389
101						
175341301	APR 26	8 INTERNET, PHONE, VIDEO-FS #3	Invoice	04/07/2026	370.81	101-4-2310-4321
101						
175341301	APR 26	9 VIDEO SERVICES-FS #1	Invoice	04/07/2026	36.93	101-4-2310-4321
101						
175341301	APR 26	10 VIDEO SERVICES-EMERGENCY	Invoice	04/07/2026	41.63	101-4-2330-4389
101						
175341301	APR 26	11 PHONE LINES, FIRE ALARM, TV SVC	Invoice	04/07/2026	114.82	101-4-3120-4321
101						
175341301	APR 26	12 EMERG BUTTONS-ORONO & RIVER	Invoice	04/07/2026	97.08	101-4-5110-4389
221						
175341301	APR 26	13 INTERNET, PHONE, VIDEO-FT CENT	Invoice	04/07/2026	497.49	221-4-5400-4321
603						
175341301	APR 26	14 PHONE LINE CHGS-NORTHBOUND	Invoice	04/07/2026	48.54	603-4-9112-4321
101						
175341301	APR 26	15 TAXES & FEES	Invoice	04/07/2026	17.11	101-4-1350-4321
Total 13954 CHARTER COMMUNICATIONS:					<u>1,802.57</u>	
CINTAS CORPORATION LOC 470						
603						
4264871171		1 MATS, TOWELS, SCRAPERS, MOPS	Invoice	04/03/2026	70.68	603-4-9112-4404
602						
4264871175		1 UNIFORM RENTAL/CLEANING	Invoice	04/03/2026	191.95	602-4-9020-4417
603						
4264877466		1 MATS, TOWELS, SCRAPERS, MOPS	Invoice	04/03/2026	48.24	603-4-9152-4404
602						
4265654628		1 UNIFORM RENTAL/CLEANING	Invoice	04/10/2026	155.45	602-4-9020-4417
603						
4265654691		1 MATS, TOWELS, SCRAPERS, MOPS	Invoice	04/10/2026	102.97	603-4-9112-4404
603						
4265660030		1 MATS, TOWELS, SCRAPER, MOPS	Invoice	04/10/2026	46.94	603-4-9152-4404
Total 14080 CINTAS CORPORATION LOC 470:					<u>616.23</u>	
CLAYTON ASWEGAN						

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
4092026 CA	1	UNIFORM REIMBURSEMENT - ASWE	Invoice	04/09/2026	99.99	101-4-2130-4217
Total 15130 CLAYTON ASWEGAN:					99.99	
CNH ARCHITECTS LTD						
292						
3742	1	MAR 26 SERVICES - FS1	Invoice	03/31/2026	62,704.35	292-4-2310-4319
Total 52295 CNH ARCHITECTS LTD:					62,704.35	
COUNTRY SIDE SERVICES						
101						
1-115181	1	CUTTING EDGES FOR PLOWS	Invoice	04/01/2026	740.82	101-4-3130-4219
Total 11269 COUNTRY SIDE SERVICES:					740.82	
CRYSTAL SPRINGS ICE						
603						
2-603897	1	ICE	Invoice	04/13/2026	251.83	603-4-9111-4255
603						
2-603897	2	FREIGHT	Invoice	04/13/2026	4.00	603-4-9111-4332
Total 52407 CRYSTAL SPRINGS ICE:					255.83	
CYBER ADVISORS, INC.						
101						
161428-1	1	3CX HOSTING FEE	Invoice	03/31/2026	6,487.40	101-4-1350-4404
101						
162677	1	PHONE SERVICE TICKET	Invoice	03/31/2026	900.00	101-4-1350-4319
Total 15723 CYBER ADVISORS, INC.:					7,387.40	
DACOTAH PAPER CO						
221						
38524	1	CLEANING SUPPLIES	Invoice	04/02/2026	64.78	221-4-5430-4219
Total 15887 DACOTAH PAPER CO:					64.78	
DAHLHEIMER BEVERAGE, LLC						
603						
2737039	1	POP/MISC	Invoice	04/02/2026	18.50	603-4-9151-4255
603						
2737040	1	THC PRODUCTS	Invoice	04/02/2026	74.00	603-4-9151-4256
603						
2737041	1	BEER	Invoice	04/02/2026	4,467.40	603-4-9151-4252
603						
2739413	1	BEER	Invoice	04/06/2026	33.85	603-4-9151-4252
603						
2739413	2	POP/MISC	Invoice	04/06/2026	48.50	603-4-9151-4255
603						
2739414	1	BEER	Invoice	04/06/2026	4,410.90	603-4-9151-4252
603						
2739414	2	POP/MISC CREDIT	Invoice	04/06/2026	18.50-	603-4-9151-4255
603						
2742785	1	BEER	Invoice	04/09/2026	112.00	603-4-9151-4252

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
2742786	1	THC PRODUCTS	Invoice	04/09/2026	468.00	603-4-9151-4256
603						
2742787	1	BEER	Invoice	04/09/2026	13,448.92	603-4-9151-4252
603						
2743616	1	BEER CREDIT	Invoice	04/08/2026	105.00-	603-4-9151-4252
Total 8005 DAHLHEIMER BEVERAGE, LLC:					<u>22,958.57</u>	
221						
2743173	1	BEER	Invoice	04/09/2026	49.30	221-4-5430-4252
Total 15366 DAHLHEIMER BEVERAGE, LLC:					<u>49.30</u>	
603						
2736864	1	BEER	Invoice	04/02/2026	4,720.75	603-4-9111-4252
603						
2739415	1	THC PRODUCTS	Invoice	04/06/2026	74.00	603-4-9111-4256
603						
2739416	1	POP/MISC	Invoice	04/06/2026	81.00	603-4-9111-4255
603						
2739416	2	BEER	Invoice	04/06/2026	4,722.05	603-4-9111-4252
603						
2740464	1	BEER CREDIT	Invoice	04/06/2026	172.40-	603-4-9111-4252
603						
2740483	1	BEER	Invoice	04/09/2026	27,179.24	603-4-9111-4252
603						
2740483	2	LIQUOR	Invoice	04/09/2026	1,350.00	603-4-9111-4251
603						
2742729	1	THC PRODUCTS	Invoice	04/09/2026	769.00	603-4-9111-4256
603						
2744752	1	BEER	Invoice	04/13/2026	3,665.05	603-4-9111-4252
Total 15900 DAHLHEIMER BEVERAGE, LLC:					<u>42,388.69</u>	
DAKOTA SUPPLY GROUP						
101						
S105558395.001	1	IRRIGATION SUPPLIES	Invoice	04/06/2026	3,320.64	101-4-5110-4219
Total 13183 DAKOTA SUPPLY GROUP:					<u>3,320.64</u>	
DANIELLE FAULHABER						
101						
101	1	TRANSCRIPTION SERVICES - MARC	Invoice	04/01/2026	277.33	101-4-2150-4409
Total 13642 DANIELLE FAULHABER:					<u>277.33</u>	
DOUGLAS GREEN						
221						
371	1	TABLE RENTAL-FIRE BANQUET	Invoice	04/10/2026	241.68	221-4-5430-4219
Total 14948 DOUGLAS GREEN:					<u>241.68</u>	
E C M PUBLISHERS INC						
101						
1093086	1	CITY PROGRESS EDITION 3-28-26	Invoice	03/29/2026	580.00	101-4-1110-4359

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
1093649	1	CRIME PREVETNION SUPPLIES	Invoice	04/01/2026	259.00	101-4-2150-4219
245						
1093935	1	TIF 30 NOTICES	Invoice	04/04/2026	368.00	245-4-6210-4440
Total 17000 E C M PUBLISHERS INC:					<u>1,207.00</u>	
ELK RIVER MUNICIPAL UTILITIES						
101						
4-2-26 ERMU	1	WATER/ELECTRIC	Invoice	04/02/2026	742.04	101-4-5110-4389
602						
4-2-26 ERMU	2	ELECTRIC	Invoice	04/02/2026	1,190.38	602-4-9050-4389
101						
4-2-26 ERMU	3	ELECTRIC	Invoice	04/02/2026	139.20	101-4-2330-4389
101						
4-2-26 ERMU	4	ELECTRIC	Invoice	04/02/2026	66.11	101-4-2190-4389
101						
4-2-26 ERMU	5	ELECTRIC	Invoice	04/02/2026	33.00	101-4-5110-4389
Total 17700 ELK RIVER MUNICIPAL UTILITIES:					<u>2,170.73</u>	
607						
2593	1	BILLING SVCS - MAR 26	Invoice	03/31/2026	876.90	607-4-9310-4319
602						
2593	2	BILLING SVCS - MAR 26	Invoice	03/31/2026	602.04	602-4-9010-4319
605						
2593	3	BILLING SVCS - MAR 26	Invoice	03/31/2026	2,820.42	605-4-9210-4319
Total 17701 ELK RIVER MUNICIPAL UTILITIES:					<u>4,299.36</u>	
FASTENAL COMPANY						
101						
MNELK146212	1	SUPPLIES - VENDING	Invoice	03/27/2026	161.73	101-4-5110-4219
101						
MNELK146212	2	SUPPLIES - VENDING	Invoice	03/27/2026	242.77	101-4-3120-4219
101						
MNELK146312	1	SUPPLIES - VENDING	Invoice	03/31/2026	31.38	101-4-3120-4219
101						
MNELK146431	1	SUPPLIES - VENDING	Invoice	04/10/2026	66.39	101-4-5110-4219
101						
MNELK146431	2	SUPPLIES - VENDING	Invoice	04/10/2026	136.01	101-4-3120-4219
101						
MNELK146431	3	SUPPLIES - VENDING	Invoice	04/10/2026	12.75	101-4-3150-4219
101						
MNELK146431	4	SUPPLIES - VENDING	Invoice	04/10/2026	12.75	101-4-1600-4219
Total 18453 FASTENAL COMPANY:					<u>663.78</u>	
FIRST HOSPITAL LABORATORIES						
101						
FL00702276	1	DRUG SCREENING RANDOM 2	Invoice	04/03/2026	122.32	101-4-1220-4319
Total 18890 FIRST HOSPITAL LABORATORIES:					<u>122.32</u>	
GESTALT ENGINEERING LLC						
228						
1331	1	LANDFILL ASSIST - MAR	Invoice	04/01/2026	1,715.00	228-4-7000-4319

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 14099 GESTALT ENGINEERING LLC:					1,715.00	
GOPHER STATE ONE-CALL INC						
602						
6030374	1	LOCATION CALLS	Invoice	03/31/2026	260.55	602-4-9020-4404
Total 20150 GOPHER STATE ONE-CALL INC:					260.55	
GOVERNMENT FINANCE OFFICE						
101						
54261001-2026	1	GFOA CITY MEMBERSHIP RENEWAL	Invoice	04/09/2026	500.00	101-4-1310-4433
Total 19525 GOVERNMENT FINANCE OFFICE:					500.00	
GRAINGER						
101						
9860235044	1	PARTS #92	Invoice	03/30/2026	76.96	101-4-3120-4221
602						
9870900645	1	SUPPLIES	Invoice	04/07/2026	37.06	602-4-9020-4219
602						
9874702245	1	SUPPLIES	Invoice	04/10/2026	394.80	602-4-9020-4219
Total 20300 GRAINGER:					508.82	
GRANITE CITY JOBBING CO						
603						
516939	1	POP/MISC	Invoice	04/03/2026	902.73	603-4-9111-4255
603						
516939	2	SUPPLIES	Invoice	04/03/2026	66.44	603-4-9112-4219
603						
516939	3	FREIGHT	Invoice	04/03/2026	5.00	603-4-9111-4332
603						
516943	1	POP/MISC	Invoice	04/03/2026	240.53	603-4-9151-4255
603						
516943	2	SUPPLIES	Invoice	04/03/2026	19.84	603-4-9152-4219
603						
516943	3	FREIGHT	Invoice	04/03/2026	5.00	603-4-9151-4332
603						
518225	1	POP/MISC	Invoice	04/10/2026	718.21	603-4-9111-4255
603						
518225	2	FREIGHT	Invoice	04/10/2026	5.00	603-4-9111-4332
603						
518225	3	SUPPLIES	Invoice	04/10/2026	71.66	603-4-9112-4219
603						
518228	1	POP/MISC	Invoice	04/10/2026	173.09	603-4-9151-4255
603						
518228	2	SUPPLIES	Invoice	04/10/2026	46.60	603-4-9152-4219
603						
518228	3	FREIGHT	Invoice	04/10/2026	5.00	603-4-9151-4332
Total 10654 GRANITE CITY JOBBING CO:					2,259.10	
HAWKINS & BAUMGARTNER, P.A.						
101						
4-6-2026	1	MAR PROSECUTION SVCS	Invoice	04/06/2026	20,603.54	101-4-1400-4304

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 21048 HAWKINS & BAUMGARTNER, P.A.:					20,603.54	
HAWKINS, INC.						
602						
7388021	1	CHLORINE & SULFER DIOXIDE	Invoice	04/07/2026	1,747.78	602-4-9020-4219
Total 21053 HAWKINS, INC.:					1,747.78	
HEARTLAND BUSINESS SYSTEMS, LLC						
221						
874118-H	1	OUTDOOR SECURITY CAMERA	Invoice	03/30/2026	2,045.60	221-4-5400-4219
Total 14882 HEARTLAND BUSINESS SYSTEMS, LLC:					2,045.60	
HEARTLAND TIRE, INC.						
101						
811001057	1	TIRES #238	Invoice	04/09/2026	2,000.52	101-4-3120-4221
101						
811001058	1	TIRES - POLICE	Invoice	04/09/2026	1,104.00	101-4-2120-4221
Total 14883 HEARTLAND TIRE, INC.:					3,104.52	
HELPING PAWS OF MINNESOTA INC						
101						
76 - 4/30/26	1	PRESENTATION 4/30/26	Invoice	04/30/2026	100.00	101-4-5510-4409
Total 52600 HELPING PAWS OF MINNESOTA INC:					100.00	
HOME DEPOT CREDIT SERVICES						
101						
4612271	1	SUPPLIES	Invoice	04/02/2026	21.66	101-4-5110-4219
221						
7613051	1	SUPPLIES - LOST AND FOUND BIN	Invoice	04/09/2026	179.00	221-4-5400-4219
Total 21600 HOME DEPOT CREDIT SERVICES:					200.66	
ISD 728-COMMUNITY EDUCATION						
101						
2526-3032 MAR	1	GYM RENTAL & BLDG SUPERVISOR	Invoice	04/10/2026	315.00	101-4-5220-4412
Total 21985 ISD 728-COMMUNITY EDUCATION:					315.00	
JOHNSON BROS LIQUOR						
603						
1021833	1	LIQUOR	Invoice	04/01/2026	9,566.66	603-4-9111-4251
603						
1021833	2	FREIGHT	Invoice	04/01/2026	173.71	603-4-9111-4332
603						
1021834	1	WINE	Invoice	04/01/2026	7,344.89	603-4-9111-4253
603						
1021834	2	FREIGHT	Invoice	04/01/2026	160.95	603-4-9111-4332
603						
1021835	1	FREIGHT	Invoice	04/01/2026	.29	603-4-9151-4332
603						
1021836	1	WINE	Invoice	04/01/2026	336.01	603-4-9151-4253

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
1021836	2	FREIGHT	Invoice	04/01/2026	12.18	603-4-9151-4332
603						
1021837	1	LIQUOR	Invoice	04/01/2026	3,410.84	603-4-9111-4251
603						
1021837	2	FREIGHT	Invoice	04/01/2026	34.80	603-4-9111-4332
603						
1021838	1	LIQUOR	Invoice	04/01/2026	6,881.28	603-4-9151-4251
603						
1021838	2	FREIGHT	Invoice	04/01/2026	70.91	603-4-9151-4332
603						
1021839	1	WINE	Invoice	04/01/2026	3,301.00	603-4-9151-4253
603						
1021839	2	FREIGHT	Invoice	04/01/2026	64.38	603-4-9151-4332
603						
1021840	1	LIQUOR	Invoice	04/01/2026	1,160.08	603-4-9151-4251
603						
1021840	2	FREIGHT	Invoice	04/01/2026	13.92	603-4-9151-4332
603						
1026327	1	LIQUOR	Invoice	04/08/2026	7,029.32	603-4-9111-4251
603						
1026327	2	FREIGHT	Invoice	04/08/2026	69.24	603-4-9111-4332
603						
1026328	1	WINE	Invoice	04/08/2026	5,880.17	603-4-9111-4253
603						
1026328	2	FREIGHT	Invoice	04/08/2026	126.59	603-4-9111-4332
603						
1026329	1	POP/MISC	Invoice	04/08/2026	370.00	603-4-9111-4255
603						
1026329	2	FREIGHT	Invoice	04/08/2026	17.40	603-4-9111-4332
603						
1026330	1	LIQUOR	Invoice	04/08/2026	572.18	603-4-9151-4251
603						
1026330	2	FREIGHT	Invoice	04/08/2026	8.70	603-4-9151-4332
603						
1026331	1	FREIGHT	Invoice	04/08/2026	1.74	603-4-9151-4332
603						
1026332	1	LIQUOR	Invoice	04/08/2026	5,599.24	603-4-9111-4251
603						
1026332	2	FREIGHT	Invoice	04/08/2026	45.24	603-4-9111-4332
603						
1026333	1	LIQUOR	Invoice	04/08/2026	390.00	603-4-9111-4251
603						
1026333	2	FREIGHT	Invoice	04/08/2026	5.22	603-4-9111-4332
603						
1026334	1	LIQUOR	Invoice	04/08/2026	1,820.63	603-4-9151-4251
603						
1026334	2	FREIGHT	Invoice	04/08/2026	33.71	603-4-9151-4332
603						
1026335	1	WINE	Invoice	04/08/2026	910.94	603-4-9151-4253
603						
1026335	2	FREIGHT	Invoice	04/08/2026	40.02	603-4-9151-4332
603						
1026336	1	LIQUOR	Invoice	04/08/2026	7,695.00	603-4-9151-4251
603						
1026336	2	FREIGHT	Invoice	04/08/2026	106.14	603-4-9151-4332

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
177997	1	LIQUOR CREDIT	Invoice	03/31/2026	39.92-	603-4-9151-4251
603						
178482	1	LIQUOR CREDIT	Invoice	04/02/2026	23.76-	603-4-9111-4251
603						
178483	1	WINE CREDIT	Invoice	04/02/2026	14.00-	603-4-9111-4253
Total 22775 JOHNSON BROS LIQUOR:					<u>63,175.70</u>	
JOHNSON CONTROLS						
290						
42278568	1	COMPOST SITE PASSES-1,000 (PMT	Invoice	03/30/2026	2,145.00	290-4-9220-4409
Total 13666 JOHNSON CONTROLS:					<u>2,145.00</u>	
KRISS PREMIUM PRODUCTS, INC						
221						
199934	1	WATER TREATMENT CHEMICALS	Invoice	04/01/2026	281.50	221-4-5400-4219
Total 23297 KRISS PREMIUM PRODUCTS, INC:					<u>281.50</u>	
KVC COMPANIES LLC						
221						
232320-4	1	FLOOR GLUE REMOVER - FH IMPRO	Invoice	04/08/2026	456.96	221-4-5400-4219
Total 15203 KVC COMPANIES LLC:					<u>456.96</u>	
LAKE STATE RECYCLING INC						
603						
86523	1	CARDBOARD RECYCLING-WB	Invoice	04/03/2026	150.00	603-4-9152-4389
Total 13119 LAKE STATE RECYCLING INC:					<u>150.00</u>	
LAWAL SCOTT ERICKSON ARCHITECTS						
604						
6463	1	NORTHBOUND/CANNABOUND PROF	Invoice	03/31/2026	37,188.66	604-4-9410-4319
603						
6463	2	NORTHBOUND/CANNABOUND PROF	Invoice	03/31/2026	75,504.25	603-4-9112-4319
Total 52379 LAWAL SCOTT ERICKSON ARCHITECTS:					<u>112,692.91</u>	
LEAGUE OF MN CITIES INS TRUST						
291						
1004566 4-1-26	1	WORK COMP DEDUCTIBLE BILLING	Invoice	04/01/2026	784.20	291-4-7000-4109
291						
26078	1	WORK COMP CLAIMS	Invoice	04/01/2026	429.23	291-4-7000-4109
Total 23800 LEAGUE OF MN CITIES INS TRUST:					<u>1,213.43</u>	
LEXISNEXIS RISK SOLUTIONS FL INC						
101						
1300264462	1	ONLINE INVESTIGATIVE SERVICES	Invoice	03/31/2026	533.34	101-4-2130-4433
Total 52587 LEXISNEXIS RISK SOLUTIONS FL INC:					<u>533.34</u>	
LVC COMPANIES INC						

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
602						
194725	1	TEST FIRE SPRINKLERS	Invoice	04/10/2026	940.00	602-4-9020-4404
Total 13996 LVC COMPANIES INC:					940.00	
M T I DISTRIBUTING INC						
101						
1507141-00	1	PARTS CREDIT #720	Invoice	02/09/2026	34.83-	101-4-5110-4221
101						
1511830-00	1	PARTS	Invoice	03/30/2026	3,819.21	101-4-5110-4221
101						
1511830-01	1	MOWER BLADES	Invoice	04/07/2026	482.24	101-4-5110-4219
101						
1511898-00	1	PARTS	Invoice	03/31/2026	1,096.84	101-4-5110-4221
Total 24475 M T I DISTRIBUTING INC:					5,363.46	
MACQUEEN EQUIPMENT LLC						
101						
P64533	1	SUPPLIES - FACEPIECES	Invoice	03/24/2026	7,211.66	101-4-2320-4219
Total 24576 MACQUEEN EQUIPMENT LLC:					7,211.66	
MACQUEEN EQUIPMENT, LLC						
101						
P71305	1	PARTS #309	Invoice	03/30/2026	652.85	101-4-3120-4221
Total 24575 MACQUEEN EQUIPMENT, LLC:					652.85	
MAKALU VENTURES LLC						
101						
4577-5527	1	DRONE TRAINING - ROSCOE	Invoice	04/01/2026	159.00	101-4-2120-4331
Total 52616 MAKALU VENTURES LLC:					159.00	
MANSFIELD OIL CO						
101						
27742032	1	UNLEADED FUEL	Invoice	04/03/2026	16,039.70	101-4-3120-4212
Total 12310 MANSFIELD OIL CO:					16,039.70	
MARCO HOLDINGS LLC						
101						
INV15066143	1	MICROSOFT VISIO PLAN2	Invoice	03/30/2026	18.00	101-4-1350-4404
Total 24714 MARCO HOLDINGS LLC:					18.00	
MARTIES INC						
101						
343	1	SUPPLIES - GRASS SEED	Invoice	04/01/2026	139.50	101-4-3120-4219
101						
345	1	SUPPLIES - GRASS SEED	Invoice	04/06/2026	183.75	101-4-3120-4219
Total 15079 MARTIES INC:					323.25	
MAVERICK BEVERAGE CO MN LLC						

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
INV1724820	1	LIQUOR	Invoice	04/02/2026	475.00	603-4-9111-4251
603						
INV1724820	2	FREIGHT	Invoice	04/02/2026	14.00	603-4-9111-4332
Total 14588 MAVERICK BEVERAGE CO MN LLC:					<u>489.00</u>	
METRO PRODUCTS LLC						
101						
191086	1	SUPPLIES	Invoice	03/25/2026	116.40	101-4-3120-4219
101						
191086	2	SUPPLIES	Invoice	03/25/2026	116.39	101-4-3150-4219
101						
191086	3	SUPPLIES	Invoice	03/25/2026	116.39	101-4-5110-4219
101						
191171	1	SHOP SUPPLIES	Invoice	03/31/2026	61.10	101-4-3150-4219
Total 52382 METRO PRODUCTS LLC:					<u>410.28</u>	
MIDWAY FORD						
101						
931681	1	PARTS #604	Invoice	03/16/2026	859.10	101-4-2120-4221
Total 11156 MIDWAY FORD:					<u>859.10</u>	
MIDWEST ENERGY EFFICIENCY ALLIANCE						
101						
14645687223	1	BOC TUITION-DEBIASO	Invoice	04/10/2026	1,695.00	101-4-1600-4331
Total 10248 MIDWEST ENERGY EFFICIENCY ALLIANCE:					<u>1,695.00</u>	
MINNESOTA REC & PARK ASSN						
101						
4656	1	NMRPA SPRING CONF - SHELBY/ELL	Invoice	04/02/2026	70.00	101-4-5210-4331
Total 26572 MINNESOTA REC & PARK ASSN:					<u>70.00</u>	
MINNESOTA UI						
101						
19401759	1	1ST QTR UNEMPLOYMENT	Invoice	04/08/2026	1,226.12	101-4-2310-4110
221						
19401759	2	1ST QTR UNEMPLOYMENT	Invoice	04/08/2026	1,963.39	221-4-5400-4110
101						
19401759	3	1ST QTR UNEMPLOYMENT	Invoice	04/08/2026	2,166.91	101-4-1600-4110
603						
19401759	4	1ST QTR UNEMPLOYMENT	Invoice	04/08/2026	86.64	603-4-9112-4110
Total 26076 MINNESOTA UI:					<u>5,443.06</u>	
MN DEPT OF LABOR & INDUSTRY						
101						
MAR 26 BP	1	BP SURCHARGE MAR 2026 CONF #	Invoice	04/06/2026	2,539.53	101-3-0000-3233
Total 26180 MN DEPT OF LABOR & INDUSTRY:					<u>2,539.53</u>	
MN DEPT OF MOTOR VEHICLES						

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
11220 - #74 TRL	1	TITLE/REGISTRATION - TRAILER 112	Invoice	04/01/2026	728.78	101-4-3120-4219
101						
12974 - #411	1	TITLE/REGISTRATION - #411 - 12974	Invoice	04/14/2026	1,284.50	101-4-3120-4437
101						
26224 - 2014 FORD	1	TAB RENEWAL VIN 6224 2014 FORD	Invoice	04/01/2026	16.25	101-4-2110-4437
Total 26190 MN DEPT OF MOTOR VEHICLES:					<u>2,029.53</u>	
MN SHERIFF'S ASSOCIATION						
101						
4795	1	TRAINING-T ROSSMEISL	Invoice	03/30/2026	175.00	101-4-2150-4331
Total 11064 MN SHERIFF'S ASSOCIATION:					<u>175.00</u>	
MN VALLEY TESTING LAB INC						
602						
1351139	1	WATER TESTING	Invoice	04/01/2026	479.40	602-4-9020-4319
Total 24500 MN VALLEY TESTING LAB INC:					<u>479.40</u>	
MONTICELLO SENIOR CENTER						
101						
4-08-2026 TOURN	1	POOL TOURNAMENT- 4/8/26	Invoice	04/08/2026	60.00	101-4-5510-4409
Total 27070 MONTICELLO SENIOR CENTER:					<u>60.00</u>	
N C S I						
101						
67769	1	BACKGROUND CHECKS - RECREATI	Invoice	04/01/2026	444.00	101-4-5220-4409
221						
67769	2	BACKGROUND CHECKS - BREAKAW	Invoice	04/01/2026	407.00	221-4-5410-4409
101						
67769	3	BACKGROUND CHECKS - PARKS	Invoice	04/01/2026	74.00	101-4-5110-4409
Total 27519 N C S I:					<u>925.00</u>	
NAPA OF ELK RIVER, LLC						
101						
335984	1	PARTS #U0012	Invoice	04/09/2026	46.61	101-4-3150-4221
Total 52338 NAPA OF ELK RIVER, LLC:					<u>46.61</u>	
NOKOMIS SHOE SHOP						
602						
924277	1	SAFETY BOOTS-HALL	Invoice	03/26/2026	199.95	602-4-9020-4219
602						
924278	1	SAFETY BOOTS - DIETSCH	Invoice	03/26/2026	189.95	602-4-9020-4219
602						
924279	1	SAFETY BOOTS-BEADLES	Invoice	03/26/2026	194.95	602-4-9020-4219
602						
924281	1	SAFETY BOOTS-M STEVENS	Invoice	03/26/2026	199.95	602-4-9020-4219
Total 11698 NOKOMIS SHOE SHOP:					<u>784.80</u>	
NORTHLAND MECHANICAL CONTRACTORS, INC						

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
119635	1	BOILER REPAIRS	Invoice	04/01/2026	3,616.00	101-4-3120-4401
Total 12509 NORTHLAND MECHANICAL CONTRACTORS, INC:					<u>3,616.00</u>	
OXFORD STREET MERCHANTS						
603						
764050	1	WINE CREDIT	Invoice	04/08/2026	54.00-	603-4-9111-4253
Total 52608 OXFORD STREET MERCHANTS:					<u>54.00-</u>	
OXYGEN SERVICE CO, INC						
101						
3647741	1	CYLINDER RENTALS	Invoice	03/31/2026	214.54	101-4-3150-4219
Total 28960 OXYGEN SERVICE CO, INC:					<u>214.54</u>	
PAUSTIS WINE COMPANY						
603						
291370	1	LIQUOR	Invoice	04/02/2026	288.00	603-4-9111-4251
603						
291370	2	WINE	Invoice	04/02/2026	620.00	603-4-9111-4253
603						
291370	3	FREIGHT	Invoice	04/02/2026	12.00	603-4-9111-4332
Total 29251 PAUSTIS WINE COMPANY:					<u>920.00</u>	
PERFECTION PLUS, INC.						
101						
316392	1	CLEANING SVCS - TROTT BROOK	Invoice	04/01/2026	60.00	101-4-5210-4401
211						
316393	1	MONTHLY CONTRACT CLEANING - P	Invoice	04/01/2026	2,490.00	211-4-5600-4405
Total 12651 PERFECTION PLUS, INC.:					<u>2,550.00</u>	
PHILLIPS WINE & SPIRITS CO						
603						
5150290	1	LIQUOR	Invoice	04/01/2026	2,251.65	603-4-9111-4251
603						
5150290	2	FREIGHT	Invoice	04/01/2026	42.92	603-4-9111-4332
603						
5150291	1	WINE	Invoice	04/01/2026	5,054.70	603-4-9111-4253
603						
5150291	2	FREIGHT	Invoice	04/01/2026	177.48	603-4-9111-4332
603						
5150292	1	POP/MISC	Invoice	04/01/2026	53.25	603-4-9111-4255
603						
5150292	2	FREIGHT	Invoice	04/01/2026	1.74	603-4-9111-4332
603						
5150293	1	LIQUOR	Invoice	04/01/2026	981.55	603-4-9151-4251
603						
5150293	2	FREIGHT	Invoice	04/01/2026	15.66	603-4-9151-4332
603						
5150294	1	WINE	Invoice	04/01/2026	1,132.20	603-4-9151-4253
603						
5150294	2	FREIGHT	Invoice	04/01/2026	33.06	603-4-9151-4332

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
5150295	1	POP/MISC	Invoice	04/01/2026	75.10	603-4-9151-4255
603						
5150295	2	FREIGHT	Invoice	04/01/2026	2.24	603-4-9151-4332
603						
5153678	1	LIQUOR	Invoice	04/08/2026	1,017.80	603-4-9151-4251
603						
5153678	2	FREIGHT	Invoice	04/08/2026	13.05	603-4-9151-4332
603						
5153679	1	WINE	Invoice	04/08/2026	1,216.80	603-4-9151-4253
603						
5153679	2	FREIGHT	Invoice	04/08/2026	20.88	603-4-9151-4332
603						
5155473	1	LIQUOR	Invoice	04/10/2026	2,646.45	603-4-9111-4251
603						
5155473	2	FREIGHT	Invoice	04/10/2026	34.80	603-4-9111-4332
603						
5155474	1	WINE	Invoice	04/10/2026	6,253.65	603-4-9111-4253
603						
5155474	2	FREIGHT	Invoice	04/10/2026	151.38	603-4-9111-4332
603						
5155475	1	POP/MISC	Invoice	04/10/2026	414.15	603-4-9111-4255
603						
5155475	2	FREIGHT	Invoice	04/10/2026	18.05	603-4-9111-4332
Total 29665 PHILLIPS WINE & SPIRITS CO:					<u>21,608.56</u>	
PLAISTED COMPANIES INC						
101						
93369	1	SUPPLIES-BLACK DIRT	Invoice	03/31/2026	1,737.00	101-4-3120-4219
Total 29845 PLAISTED COMPANIES INC:					<u>1,737.00</u>	
POSTMASTER						
101						
537876 - ECM-FLYERS	1	FIRE EXPO POSTCARD POSTAGE	Invoice	04/09/2026	2,643.46	101-4-2310-4322
Total 30000 POSTMASTER:					<u>2,643.46</u>	
PRECISE MRM LLC						
101						
IN200-2011969	1	DATA PLAN 2 WAY RADIOS	Invoice	03/27/2026	437.00	101-4-3130-4219
Total 11804 PRECISE MRM LLC:					<u>437.00</u>	
PRO-TEC DESIGN, INC						
101						
123250	1	SECURITY SYSTEM REPAIRS	Invoice	03/31/2026	899.31	101-4-2190-4401
602						
123278	1	REPAIR DOOR STRIKE	Invoice	03/31/2026	274.50	602-4-9020-4404
211						
123279	1	SERVICE CALL - LIBRARY	Invoice	03/31/2026	274.50	211-4-5600-4401
Total 30229 PRO-TEC DESIGN, INC:					<u>1,448.31</u>	
PRYES BREWING COMPANY LLC						

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
W-118715	1	BEER	Invoice	04/01/2026	601.00	603-4-9111-4252
Total 52318 PRYES BREWING COMPANY LLC:					<u>601.00</u>	
QUALITY FLOW SYSTEMS INC						
602						
50784	1	REPAIR OF HWY 169 LS VAUGHAN M	Invoice	04/01/2026	5,595.00	602-4-9050-4404
602						
50785	1	169 LS-REPLACE VAUGHN CHOPPE	Invoice	04/01/2026	15,499.00	602-4-9050-4404
602						
50841	1	TROTT BROOK LS - PUMP REPAIRS	Invoice	04/10/2026	835.80	602-4-9020-4404
Total 30500 QUALITY FLOW SYSTEMS INC:					<u>21,929.80</u>	
RALPHIE'S MINNOCO						
101						
1192 - 4-1-26	1	FUEL - FIRE 3/26/26 858	Invoice	03/26/2026	7.69	101-4-2320-4212
101						
1192 - 4-1-26	2	FUEL - FIRE 3/26/26 857	Invoice	03/26/2026	.46	101-4-2320-4212
Total 13175 RALPHIE'S MINNOCO:					<u>8.15</u>	
RDO EQUIPMENT CO						
101						
P2438014	1	PARTS #723	Invoice	04/07/2026	187.07	101-4-5110-4221
Total 30678 RDO EQUIPMENT CO:					<u>187.07</u>	
REPUBLIC SERVICES #899						
101						
899-004972505	1	MAR COMM GARBAGE SVC	Invoice	03/31/2026	140.23	101-4-1600-4389
101						
899-004972505	2	MAR COMM GARBAGE SVC	Invoice	03/31/2026	179.10	101-4-2190-4389
101						
899-004972505	3	MAR COMM GARBAGE SVC	Invoice	03/31/2026	911.35	101-4-3120-4389
603						
899-004972505	4	MAR COMM GARBAGE SVC	Invoice	03/31/2026	89.06	603-4-9112-4389
603						
899-004972505	5	MAR COMM GARBAGE SVC	Invoice	03/31/2026	89.06	603-4-9152-4389
602						
899-004972505	6	MAR COMM GARBAGE SVC	Invoice	03/31/2026	148.66	602-4-9020-4389
602						
899-004972505	7	MAR COMM GARBAGE SVC	Invoice	03/31/2026	273.68	602-4-9020-4384
101						
899-004972505	8	MAR COMM GARBAGE SVC	Invoice	03/31/2026	270.96	101-4-2310-4389
101						
899-004972505	9	MAR COMM GARBAGE SVC-FS 3	Invoice	03/31/2026	98.72	101-4-2310-4389
221						
899-004972505	10	MAR COMM GARBAGE SVC	Invoice	03/31/2026	710.47	221-4-5400-4389
228						
899-004972505	11	MAR COMM GARBAGE SVC	Invoice	03/31/2026	288.25	228-4-7000-4389
101						
899-004972505	12	MAR COMM GARBAGE SVC	Invoice	03/31/2026	490.05	101-4-5110-4389
211						
899-004972505	13	MAR COMM GARBAGE SVC	Invoice	03/31/2026	64.47	211-4-5600-4389

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
899-004972877	1	GARBAGE SVC - RIVERS EDGE	Invoice	03/31/2026	247.68	101-4-5110-4389
605						
899-004973605	1	RESIDENTIAL GARBAGE SVC	Invoice	03/31/2026	105,768.29	605-4-9210-4409
Total 10407 REPUBLIC SERVICES #899:					<u>109,770.03</u>	
RINK-TEC INTERNATIONAL INC						
221						
6545	1	NEW SELONOID MODULE FOR AMM	Invoice	03/30/2026	2,600.44	221-4-5400-4401
Total 14686 RINK-TEC INTERNATIONAL INC:					<u>2,600.44</u>	
RMB ENVIRONMENTAL LAB INC						
602						
E001084	1	TOXICITY TESTING	Invoice	03/31/2026	1,375.00	602-4-9020-4319
Total 14972 RMB ENVIRONMENTAL LAB INC:					<u>1,375.00</u>	
SANITATION PRODUCTS INC						
410						
96488	1	PATCH TRAILER #88	Invoice	04/03/2026	47,985.00	410-4-3120-4560
Total 52385 SANITATION PRODUCTS INC:					<u>47,985.00</u>	
SHERBURNE CO SHERIFF'S OFFICE						
101						
202608	1	MHZ RADIO MAINT-FIRE	Invoice	03/26/2026	8,800.00	101-4-2320-4404
101						
202612	1	MHZ RADIO MAINT-EOC	Invoice	03/26/2026	480.00	101-4-2330-4404
101						
202613	1	MHZ RADIO MAINT-PARK & REC	Invoice	03/26/2026	720.00	101-4-2330-4404
101						
202614	1	MHZ RADIO MAINT-STREETS	Invoice	03/26/2026	2,160.00	101-4-2330-4404
101						
202615	1	MHZ RADIO MAINT-BLDG DIV	Invoice	03/26/2026	320.00	101-4-2330-4404
101						
202616	1	MHZ RADIO MAINT-WW	Invoice	03/26/2026	160.00	101-4-2330-4404
Total 32240 SHERBURNE CO SHERIFF'S OFFICE:					<u>12,640.00</u>	
SNAP-ON INDUSTRIAL						
101						
ARV/67573795	1	SHOP TOOLS	Invoice	03/30/2026	52.15	101-4-3150-4219
Total 32650 SNAP-ON INDUSTRIAL:					<u>52.15</u>	
SOUTHERN GLAZER'S WINE & SPIRITS OF MN						
603						
118708	1	LIQUOR CREDIT	Invoice	04/02/2026	24.00-	603-4-9151-4251
603						
118709	1	LIQUOR CREDIT	Invoice	04/02/2026	121.00-	603-4-9151-4251
603						
2742057	1	LIQUOR	Invoice	04/02/2026	107.00	603-4-9151-4251
603						
2742057	2	FREIGHT	Invoice	04/02/2026	1.28	603-4-9151-4332

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
2744650	1	LIQUOR	Invoice	04/09/2026	2,159.63	603-4-9151-4251
603						
2744650	2	FREIGHT	Invoice	04/09/2026	14.08	603-4-9151-4332
603						
2744651	1	WINE	Invoice	04/09/2026	1,576.75	603-4-9151-4253
603						
2744651	2	FREIGHT	Invoice	04/09/2026	23.25	603-4-9151-4332
603						
2744652	1	FREIGHT	Invoice	04/09/2026	4.05	603-4-9151-4332
603						
5138455	1	LIQUOR	Invoice	04/02/2026	1,924.14	603-4-9151-4251
603						
5138455	2	FREIGHT	Invoice	04/02/2026	23.20	603-4-9151-4332
603						
5138456	1	WINE	Invoice	04/02/2026	621.17	603-4-9151-4253
603						
5138456	2	FREIGHT	Invoice	04/02/2026	11.73	603-4-9151-4332
603						
5138457	1	WINE	Invoice	04/02/2026	68.00	603-4-9151-4253
603						
5138457	2	FREIGHT	Invoice	04/02/2026	1.49	603-4-9151-4332
603						
5138458	1	LIQUOR	Invoice	04/02/2026	270.00	603-4-9151-4251
603						
5138458	2	FREIGHT	Invoice	04/02/2026	1.49	603-4-9151-4332
603						
5138459	1	WINE	Invoice	04/02/2026	63.96	603-4-9151-4253
603						
5138459	2	FREIGHT	Invoice	04/02/2026	1.28	603-4-9151-4332
Total 8000 SOUTHERN GLAZER'S WINE & SPIRITS OF MN:					<u>6,727.50</u>	
603						
2744647	1	LIQUOR	Invoice	04/09/2026	4,107.50	603-4-9111-4251
603						
2744647	2	FREIGHT	Invoice	04/09/2026	52.08	603-4-9111-4332
603						
2744648	1	WINE	Invoice	04/09/2026	1,494.44	603-4-9111-4253
603						
2744648	2	FREIGHT	Invoice	04/09/2026	27.92	603-4-9111-4332
603						
2744649	1	FREIGHT	Invoice	04/09/2026	6.25	603-4-9111-4332
603						
5138449	1	LIQUOR	Invoice	03/31/2026	7,930.60	603-4-9111-4251
603						
5138449	2	FREIGHT	Invoice	03/31/2026	56.46	603-4-9111-4332
603						
5138450	1	WINE	Invoice	03/31/2026	120.00	603-4-9111-4253
603						
5138450	2	FREIGHT	Invoice	03/31/2026	1.46	603-4-9111-4332
603						
5138451	1	WINE	Invoice	03/31/2026	120.00	603-4-9111-4253
603						
5138451	2	FREIGHT	Invoice	03/31/2026	1.46	603-4-9111-4332
603						
5138452	1	LIQUOR	Invoice	03/31/2026	71.87	603-4-9111-4251

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
5138452	2	FREIGHT	Invoice	03/31/2026	2.50	603-4-9111-4332
603						
5138453	1	WINE	Invoice	03/31/2026	1,952.52	603-4-9111-4253
603						
5138453	2	FREIGHT	Invoice	03/31/2026	27.39	603-4-9111-4332
603						
5138454	1	WINE	Invoice	03/31/2026	68.00	603-4-9111-4253
603						
5138454	2	FREIGHT	Invoice	03/31/2026	1.46	603-4-9111-4332
603						
5138735	1	FREIGHT	Invoice	03/31/2026	1.25	603-4-9111-4332
603						
7559 U LKB	1	FREIGHT CREDIT	Invoice	02/13/2026	.01-	603-4-9111-4332
603						
7812 U LKB	1	FREIGHT CREDIT	Invoice	03/09/2026	1.04-	603-4-9111-4332
603						
8009 U LKB	1	FREIGHT CREDIT	Invoice	03/23/2026	.01-	603-4-9111-4332
603						
8097 U LKB	1	FREIGHT CREDIT	Invoice	03/30/2026	.05-	603-4-9111-4332
603						
9692796	1	WINE CREDIT	Invoice	04/07/2026	54.00-	603-4-9111-4253
603						
9692877	1	WINE CREDIT	Invoice	04/07/2026	24.00-	603-4-9111-4253
Total 11314 SOUTHERN GLAZER'S WINE & SPIRITS OF MN:					<u>15,964.05</u>	
ST CLOUD STATE UNIVERSITY						
101						
1364538	1	MMCI REGISTRATION-ROBERTSON	Invoice	04/14/2026	640.00	101-4-1210-4331
Total 31630 ST CLOUD STATE UNIVERSITY:					<u>640.00</u>	
STAPLES BUSINESS ADVANTAGE						
101						
7009339341	1	SUPPLIES	Invoice	03/31/2026	43.12	101-4-2410-4201
Total 33059 STAPLES BUSINESS ADVANTAGE:					<u>43.12</u>	
SUBURBAN CHEVROLET LLC						
101						
584238P	1	PARTS #627	Invoice	04/07/2026	1,868.30	101-4-3150-4221
Total 52619 SUBURBAN CHEVROLET LLC:					<u>1,868.30</u>	
SUMMIT COMPANIES						
101						
3960309	1	FIRE EXTINGUISHER INSP-FS 3	Invoice	03/25/2026	453.45	101-4-2310-4401
Total 33444 SUMMIT COMPANIES:					<u>453.45</u>	
SUSAN D COLLINS						
101						
4062026 - 4/23/26	1	APRIL CARDMAKING CLASS 4/23/26	Invoice	04/06/2026	252.00	101-4-5510-4409
Total 15209 SUSAN D COLLINS:					<u>252.00</u>	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
SUSAN MONTAGUE						
101						
3312026	1	MARCH INSTRUCTOR FEES	Invoice	03/31/2026	250.00	101-4-5510-4409
Total 14562 SUSAN MONTAGUE:					250.00	
TEAM LABORATORY CHEMICAL						
602						
INV0051184	1	FLUORESCENT GREEN PAINT	Invoice	04/07/2026	214.50	602-4-9020-4219
Total 14016 TEAM LABORATORY CHEMICAL:					214.50	
THE GREGORY GROUP INC						
245						
91203B	1	PREP OF REAL ESTATE EXHIBIT CO	Invoice	03/11/2026	350.00	245-4-6210-4319
Total 52502 THE GREGORY GROUP INC:					350.00	
THE WINE COMPANY						
603						
438314	1	WINE	Invoice	04/10/2026	624.00	603-4-9111-4253
603						
438314	2	FREIGHT	Invoice	04/10/2026	18.00	603-4-9111-4332
Total 36423 THE WINE COMPANY:					642.00	
TRANSUNION RISK & ALTERNATIVE						
101						
556261-202603-1	1	ONLINE INVESTIGATIVE SVCS-MAR	Invoice	04/01/2026	110.00	101-4-2130-4433
Total 12665 TRANSUNION RISK & ALTERNATIVE:					110.00	
TRI-COUNTY LAW ENFORCEMENT						
101						
4-01-2026 DUES	1	ANNUAL DUES	Invoice	04/01/2026	90.00	101-4-2130-4433
Total 34691 TRI-COUNTY LAW ENFORCEMENT:					90.00	
US AUTOFORCE						
101						
INV0015790286	1	TIRES #U0061	Invoice	04/06/2026	357.60	101-4-3150-4221
Total 35560 US AUTOFORCE:					357.60	
US BANK						
101						
3252026 CC PMT 1	1	ARROWWOOD RESORT - CONF LOD	Invoice	03/25/2026	376.68	101-4-2320-4331
101						
3252026 CC PMT 1	2	WINNING THE FIREGROUND - CONF/	Invoice	03/25/2026	105.56	101-4-2320-4331
101						
3252026 CC PMT 1	3	WAL-MART - PROGRAM SUPPLIES	Invoice	03/25/2026	42.90	101-4-5510-4219
221						
3252026 CC PMT 1	4	WAL-MART - RETURN CREDIT	Invoice	03/25/2026	29.70-	221-4-5430-4259
221						
3252026 CC PMT 1	5	D & V - TURBO CHEF OVEN REPAIRS	Invoice	03/25/2026	1,749.43	221-4-5400-4401
221						
3252026 CC PMT 1	6	7SHIFTS - SUPPLIES	Invoice	03/25/2026	97.98	221-4-5430-4219

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
221						
3252026 CC PMT 1	7	WAL - MART - CREDIT FOR FRAUDU	Invoice	03/25/2026	20.38-	221-4-5430-4259
221						
3252026 CC PMT 1	8	HOWIES HOCKEY TAPE - RESALE/TA	Invoice	03/25/2026	50.50	221-4-5400-4259
221						
3252026 CC PMT 1	9	SPARX HOCKEY - SHARPENING SUP	Invoice	03/25/2026	128.97	221-4-5400-4219
101						
3252026 CC PMT 1	10	MADDENS - CONF POSER/BALABON	Invoice	03/25/2026	738.72	101-4-2130-4331
101						
3252026 CC PMT 1	11	MACIA - CONF POSER/BALABON	Invoice	03/25/2026	840.00	101-4-2130-4331
101						
3252026 CC PMT 1	12	PIN-IT - RIBBONS/PINS	Invoice	03/25/2026	71.58	101-4-2120-4219
101						
3252026 CC PMT 1	13	CELLEBRITE - POSER CERTIFICATIO	Invoice	03/25/2026	330.00	101-4-2130-4433
101						
3252026 CC PMT 1	14	POSTBOARD - LICENSE RENEWALS	Invoice	03/25/2026	540.00	101-4-2110-4433
101						
3252026 CC PMT 1	15	GERRY DAVIS - FLAG FOOTBALL SU	Invoice	03/25/2026	191.66	101-4-5220-4219
101						
3252026 CC PMT 1	16	SAMS - MEMBERSHIP	Invoice	03/25/2026	55.00	101-4-5210-4433
101						
3252026 CC PMT 1	17	NEEC - CONF/LORE	Invoice	03/25/2026	75.00	101-4-1600-4331
101						
3252026 CC PMT 1	18	L & R MFG - WEAPON CLEANING SU	Invoice	03/25/2026	814.00	101-4-2120-4219
101						
3252026 CC PMT 1	19	BCA - CONF/ASWEGAN	Invoice	03/25/2026	275.00	101-4-2130-4331
101						
3252026 CC PMT 1	20	SP PATCH PANEL - UNIFORM PATCH	Invoice	03/25/2026	48.00	101-4-2120-4219
101						
3252026 CC PMT 1	21	TITLETOWN DRONES - LIGHT KIT	Invoice	03/25/2026	178.00	101-4-2120-4219
101						
3252026 CC PMT 1	22	BCA - CONF/ROSCOE	Invoice	03/25/2026	75.00	101-4-2120-4331
101						
3252026 CC PMT 1	23	NEEC - CONF/PELARSKI	Invoice	03/25/2026	240.00	101-4-1600-4331
101						
3252026 CC PMT 1	24	DEPT OF LABOR - CONF/TREBESCH	Invoice	03/25/2026	125.00	101-4-2410-4331
101						
3252026 CC PMT 1	25	APA - MEMBERSHIP/CARLTON	Invoice	03/25/2026	753.40	101-4-1510-4433
101						
3252026 CC PMT 1	26	FACEBOOK - ADS	Invoice	03/25/2026	193.46	101-4-5210-4349
603						
3252026 CC PMT 1	27	FACEBOOK - ADS	Invoice	03/25/2026	54.69	603-4-9112-4349
603						
3252026 CC PMT 1	28	FACEBOOK - ADS	Invoice	03/25/2026	54.69	603-4-9152-4349
221						
3252026 CC PMT 1	29	FACEBOOK - ADS	Invoice	03/25/2026	81.16	221-4-5400-4349
101						
3252026 CC PMT 1	30	ASANA - SUBSCRIPTION	Invoice	03/25/2026	67.45	101-4-1120-4319
221						
3252026 CC PMT 1	31	FACEBOOK - ADS	Invoice	03/25/2026	38.58	221-4-5400-4349
101						
3252026 CC PMT 1	32	3CMA - ANNUAL CONF/SORHEIM	Invoice	03/25/2026	645.00	101-4-1120-4331
101						
3252026 CC PMT 1	33	AMAZON DIGITAL - LIFETIME APP	Invoice	03/25/2026	21.56	101-4-1120-4319
101						
3252026 CC PMT 1	34	MNGFOA - MEMBERSHIPS - STICH/K	Invoice	03/25/2026	160.00	101-4-1310-4433

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
3252026 CC PMT 1	35	GFOA - WEBINAR/KNUTSON	Invoice	03/25/2026	105.00	101-4-1310-4331
101						
3252026 CC PMT 2	1	SMARTLINK - ORONO/DAAC/WOODL	Invoice	03/25/2026	75.00	101-4-5110-4404
101						
3252026 CC PMT 2	2	DNR - SEEDLINGS FOR HILLSIDE PA	Invoice	03/25/2026	797.20	101-4-5110-4219
101						
3252026 CC PMT 2	3	CARLSBAD MFG - SIGN BRACKETS	Invoice	03/25/2026	696.55	101-4-5110-4219
101						
3252026 CC PMT 2	4	123 PONDS - REPAIR PARTS	Invoice	03/25/2026	307.76	101-4-5110-4219
101						
3252026 CC PMT 2	5	GOOGLE - GOOGLE WORKSPACE	Invoice	03/25/2026	62.00	101-4-1350-4404
101						
3252026 CC PMT 2	6	FLOWROUTE - TELEPHONE	Invoice	03/25/2026	420.25	101-4-1600-4321
101						
3252026 CC PMT 2	7	IT AUDIT - MEMBERSHIP	Invoice	03/25/2026	180.00	101-4-1350-4331
101						
3252026 CC PMT 2	8	MAC PARKING - CONF PARKING	Invoice	03/25/2026	83.50	101-4-2320-4331
602						
3252026 CC PMT 2	9	OBSSESSED GARAGE - SUPPLIES	Invoice	03/25/2026	243.82	602-4-9020-4219
602						
3252026 CC PMT 2	10	SPRINGER PUMPS - REPAIR SUPPLI	Invoice	03/25/2026	140.38	602-4-9020-4219
602						
3252026 CC PMT 2	11	RALPHIE'S - PROPANE	Invoice	03/25/2026	26.99	602-4-9020-4219
101						
3252026 CC PMT 2	12	HARBOR FREIGHT - SHOP TOOLS	Invoice	03/25/2026	282.79	101-4-3150-4219
101						
3252026 CC PMT 2	13	J & B TOOL - SHOP TOOL	Invoice	03/25/2026	73.32	101-4-3150-4219
101						
3252026 CC PMT 2	14	HB HONDA - GENERATOR PARTS	Invoice	03/25/2026	155.08	101-4-5110-4221
101						
3252026 CC PMT 2	15	JB TOOLS - SHOP TOOLS	Invoice	03/25/2026	69.87	101-4-3150-4219
101						
3252026 CC PMT 2	16	US BANK REBATE	Invoice	03/25/2026	705.97-	101-3-0000-3625
Total 35099 US BANK:					<u>12,182.43</u>	
US FOODS, INC						
221						
3315143	1	SUPPLIES - HOT DOG BAGS	Invoice	04/06/2026	129.19	221-4-5430-4219
221						
3431480	1	KITCHEN SUPPLIES	Invoice	04/10/2026	15.43	221-4-5430-4219
221						
3431480	2	CATERING/CONCESSIONS FOOD	Invoice	04/10/2026	585.82	221-4-5430-4259
221						
3466048	1	CONCESSIONS FOOD/BEVERAGES	Invoice	04/10/2026	250.14	221-4-5430-4259
Total 52522 US FOODS, INC:					<u>980.58</u>	
UTILITY CONSULTANTS, INC						
602						
127430	1	SAMPLE TESTING	Invoice	04/02/2026	2,970.08	602-4-9020-4319
Total 35571 UTILITY CONSULTANTS, INC:					<u>2,970.08</u>	
VERIZON WIRELESS-VSAT						

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
9022429488	1	CELL TOWER - 26000169	Invoice	04/01/2026	725.00	101-4-2130-4319
101						
9022430135	1	SUBPOENA FEES - 26000169	Invoice	04/08/2026	75.00	101-4-2130-4319
Total 13677 VERIZON WIRELESS-VSAT:					<u>800.00</u>	
VESTIS GROUP INC						
221						
2500950618	1	CONCESSIONS - LINENS	Invoice	04/02/2026	29.76	221-4-5430-4219
221						
2500950619	1	LOBBY RUGS	Invoice	04/02/2026	21.56	221-4-5400-4219
221						
2500956443	1	CONCESSIONS - LINENS	Invoice	04/09/2026	29.76	221-4-5430-4219
221						
2500956444	1	LOBBY RUGS	Invoice	04/09/2026	21.56	221-4-5400-4219
Total 52462 VESTIS GROUP INC:					<u>102.64</u>	
VIKING COCA-COLA CO						
603						
3901094	1	POP/MISC	Invoice	04/03/2026	383.30	603-4-9151-4255
603						
3901161	1	POP	Invoice	04/11/2026	324.25	603-4-9111-4255
Total 35725 VIKING COCA-COLA CO:					<u>707.55</u>	
VINOCOPIA						
603						
392881-IN	1	LIQUOR	Invoice	04/09/2026	284.75	603-4-9111-4251
603						
392881-IN	2	WINE	Invoice	04/09/2026	600.00	603-4-9111-4253
603						
392881-IN	3	FREIGHT	Invoice	04/09/2026	16.00	603-4-9111-4332
603						
392939-IN	1	LIQUOR	Invoice	04/08/2026	292.25	603-4-9151-4251
603						
392939-IN	2	WINE	Invoice	04/08/2026	784.00	603-4-9151-4253
603						
392939-IN	3	FREIGHT	Invoice	04/08/2026	16.00	603-4-9151-4332
Total 35763 VINOCOPIA:					<u>1,993.00</u>	
WALMAN OPTICAL						
602						
214971-1	1	SAFETY GLASSES - A KITZMAN	Invoice	03/30/2026	160.00	602-4-9020-4219
Total 35960 WALMAN OPTICAL:					<u>160.00</u>	
WASTE MANAGEMENT CORP SVCS						
602						
217342-0500-4	1	BIO SOLIDS HAULING-MAR 26	Invoice	04/01/2026	44,635.36	602-4-9020-4409
605						
50462-1706-2	1	GARBAGE TIPPING FEES 3/16-3/31/2	Invoice	04/01/2026	25,894.43	605-4-9210-4384
602						
50487-1706-9	1	BIO SOLIDS HAULING-MARCH	Invoice	04/01/2026	453.17	602-4-9020-4409

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 36033 WASTE MANAGEMENT CORP SVCS:					70,982.96	
WBL AUTO COMPANY, LLC						
101						
87314W	1	TIRE #U0029	Invoice	04/02/2026	166.95	101-4-3150-4221
Total 52509 WBL AUTO COMPANY, LLC:					166.95	
WINDSTREAM						
101						
4-03-26	1	PHONE LINE CHGS-FIRE	Invoice	04/03/2026	148.55	101-4-2310-4321
101						
4-03-26	2	PHONE LINE CHGS-FIRE INSP	Invoice	04/03/2026	51.88	101-4-2320-4321
Total 11102 WINDSTREAM:					200.43	
WRUCK SEWER & PORTABLE RENTAL						
101						
I33029	1	PORTABLE RENTALS - MARCH	Invoice	04/02/2026	1,908.19	101-4-5110-4415
Total 13814 WRUCK SEWER & PORTABLE RENTAL:					1,908.19	
ZIEGLER INC						
602						
IN002356452	1	PARTS	Invoice	04/01/2026	83.23	602-4-9020-4219
Total 36900 ZIEGLER INC:					83.23	
Total :					867,222.10	
Grand Totals:					867,222.10	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
101-3-0000-3233	2,539.53	.00	2,539.53
101-3-0000-3625	.00	705.97-	705.97-
101-4-1110-4359	580.00	.00	580.00
101-4-1120-4201	1.50	.00	1.50
101-4-1120-4319	89.01	.00	89.01
101-4-1120-4331	645.00	.00	645.00
101-4-1210-4201	6.00	.00	6.00
101-4-1210-4331	640.00	.00	640.00
101-4-1220-4201	1.50	.00	1.50
101-4-1220-4319	357.32	.00	357.32
101-4-1310-4201	1.50	.00	1.50
101-4-1310-4301	11,500.00	.00	11,500.00
101-4-1310-4331	105.00	.00	105.00
101-4-1310-4433	660.00	.00	660.00
101-4-1350-4219	1,073.63	.00	1,073.63
101-4-1350-4319	1,105.00	.00	1,105.00
101-4-1350-4321	207.11	.00	207.11

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
101-4-1350-4331	180.00	.00	180.00
101-4-1350-4404	6,567.40	.00	6,567.40
101-4-1400-4304	20,603.54	.00	20,603.54
101-4-1510-4201	4.50	.00	4.50
101-4-1510-4433	753.40	.00	753.40
101-4-1600-4110	2,166.91	.00	2,166.91
101-4-1600-4219	12.75	.00	12.75
101-4-1600-4321	464.01	.00	464.01
101-4-1600-4331	2,010.00	.00	2,010.00
101-4-1600-4389	228.77	.00	228.77
101-4-2110-4321	118.75	.00	118.75
101-4-2110-4322	11.39	.00	11.39
101-4-2110-4433	540.00	.00	540.00
101-4-2110-4437	16.25	.00	16.25
101-4-2120-4219	1,309.59	.00	1,309.59
101-4-2120-4221	1,963.10	.00	1,963.10
101-4-2120-4331	234.00	.00	234.00
101-4-2130-4217	99.99	.00	99.99
101-4-2130-4319	800.00	.00	800.00
101-4-2130-4331	1,853.72	.00	1,853.72
101-4-2130-4433	1,063.34	.00	1,063.34
101-4-2150-4219	451.45	.00	451.45
101-4-2150-4331	175.00	.00	175.00
101-4-2150-4409	277.33	.00	277.33
101-4-2190-4219	241.41	.00	241.41
101-4-2190-4389	382.32	.00	382.32
101-4-2190-4401	899.31	.00	899.31
101-4-2310-4110	1,226.12	.00	1,226.12
101-4-2310-4321	556.29	.00	556.29
101-4-2310-4322	2,643.46	.00	2,643.46
101-4-2310-4389	1,587.61	.00	1,587.61
101-4-2310-4401	453.45	.00	453.45
101-4-2320-4212	8.15	.00	8.15
101-4-2320-4217	373.13	.00	373.13
101-4-2320-4219	7,211.66	.00	7,211.66
101-4-2320-4321	51.88	.00	51.88
101-4-2320-4331	565.74	.00	565.74
101-4-2320-4404	8,800.00	.00	8,800.00
101-4-2330-4389	180.83	.00	180.83
101-4-2330-4404	3,840.00	.00	3,840.00
101-4-2410-4201	45.82	.00	45.82
101-4-2410-4331	125.00	.00	125.00
101-4-2440-4219	2.70	.00	2.70
101-4-3120-4201	24.24	.00	24.24
101-4-3120-4212	16,039.70	.00	16,039.70
101-4-3120-4219	3,479.48	.00	3,479.48
101-4-3120-4221	2,730.33	.00	2,730.33
101-4-3120-4321	114.82	.00	114.82
101-4-3120-4389	3,311.98	.00	3,311.98
101-4-3120-4401	3,616.00	.00	3,616.00
101-4-3120-4437	1,284.50	.00	1,284.50
101-4-3130-4219	1,177.82	.00	1,177.82
101-4-3150-4219	1,273.89	.00	1,273.89
101-4-3150-4221	2,439.46	.00	2,439.46
101-4-3300-4201	3.00	.00	3.00

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
101-4-3300-4219	632.00	.00	632.00
101-4-5110-4219	6,334.71	.00	6,334.71
101-4-5110-4221	5,258.20	34.83-	5,223.37
101-4-5110-4389	1,609.85	.00	1,609.85
101-4-5110-4401	396.50	.00	396.50
101-4-5110-4404	75.00	.00	75.00
101-4-5110-4409	74.00	.00	74.00
101-4-5110-4415	1,908.19	.00	1,908.19
101-4-5210-4219	3.59	.00	3.59
101-4-5210-4331	70.00	.00	70.00
101-4-5210-4349	193.46	.00	193.46
101-4-5210-4401	60.00	.00	60.00
101-4-5210-4433	55.00	.00	55.00
101-4-5220-4219	344.78	.00	344.78
101-4-5220-4409	444.00	.00	444.00
101-4-5220-4412	315.00	.00	315.00
101-4-5230-4219	22.79	.00	22.79
101-4-5510-4219	205.71	.00	205.71
101-4-5510-4409	787.00	.00	787.00
101-4-6210-4440	3.00	.00	3.00
211-4-5600-4389	125.86	.00	125.86
211-4-5600-4401	274.50	.00	274.50
211-4-5600-4405	2,490.00	.00	2,490.00
221-4-5400-4110	1,963.39	.00	1,963.39
221-4-5400-4219	3,161.91	.00	3,161.91
221-4-5400-4259	50.50	.00	50.50
221-4-5400-4321	497.49	.00	497.49
221-4-5400-4349	119.74	.00	119.74
221-4-5400-4389	710.47	.00	710.47
221-4-5400-4401	4,349.87	.00	4,349.87
221-4-5410-4409	407.00	.00	407.00
221-4-5430-4219	608.58	.00	608.58
221-4-5430-4252	49.30	.00	49.30
221-4-5430-4259	835.96	50.08-	785.88
228-4-7000-4319	1,715.00	.00	1,715.00
228-4-7000-4389	288.25	.00	288.25
245-4-6210-4319	350.00	.00	350.00
245-4-6210-4440	368.00	.00	368.00
290-4-9220-4409	2,145.00	.00	2,145.00
291-4-7000-4109	1,213.43	.00	1,213.43
292-4-2310-4319	62,704.35	.00	62,704.35
410-4-3120-4560	47,985.00	.00	47,985.00
602-4-9010-4301	3,450.00	.00	3,450.00
602-4-9010-4319	602.04	.00	602.04
602-4-9020-4219	4,283.33	.00	4,283.33
602-4-9020-4319	4,824.48	.00	4,824.48
602-4-9020-4384	273.68	.00	273.68
602-4-9020-4389	148.66	.00	148.66
602-4-9020-4404	2,560.85	.00	2,560.85
602-4-9020-4409	45,088.53	.00	45,088.53
602-4-9020-4417	347.40	.00	347.40
602-4-9050-4389	2,086.96	.00	2,086.96
602-4-9050-4404	21,094.00	.00	21,094.00
603-4-9111-4251	55,743.05	405.56-	55,337.49
603-4-9111-4252	68,515.99	308.59-	68,207.40

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
603-4-9111-4253	34,020.37	154.67-	33,865.70
603-4-9111-4255	3,314.99	16.50-	3,298.49
603-4-9111-4256	3,585.36	85.00-	3,500.36
603-4-9111-4332	1,445.08	6.15-	1,438.93
603-4-9112-4110	86.64	.00	86.64
603-4-9112-4219	138.10	.00	138.10
603-4-9112-4301	2,875.00	.00	2,875.00
603-4-9112-4319	75,504.25	.00	75,504.25
603-4-9112-4321	48.54	.00	48.54
603-4-9112-4349	54.69	.00	54.69
603-4-9112-4389	89.06	.00	89.06
603-4-9112-4404	173.65	.00	173.65
603-4-9151-4251	28,918.97	432.42-	28,486.55
603-4-9151-4252	41,404.27	392.70-	41,011.57
603-4-9151-4253	10,594.83	.00	10,594.83
603-4-9151-4255	1,221.85	38.50-	1,183.35
603-4-9151-4256	1,300.60	36.12-	1,264.48
603-4-9151-4332	604.03	2.90-	601.13
603-4-9152-4219	66.44	.00	66.44
603-4-9152-4301	2,875.00	.00	2,875.00
603-4-9152-4349	54.69	.00	54.69
603-4-9152-4389	239.06	.00	239.06
603-4-9152-4404	95.18	.00	95.18
604-4-9410-4319	37,188.66	.00	37,188.66
605-4-9210-4301	1,150.00	.00	1,150.00
605-4-9210-4319	2,820.42	.00	2,820.42
605-4-9210-4384	25,894.43	.00	25,894.43
605-4-9210-4409	105,768.29	.00	105,768.29
607-4-9310-4301	1,150.00	.00	1,150.00
607-4-9310-4319	876.90	.00	876.90
Grand Totals:	869,892.09	2,669.99-	867,222.10

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
00/00	869,892.09	2,669.99-	867,222.10
Grand Totals:	869,892.09	2,669.99-	867,222.10

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	Bank Number
132131										
04/26	04/10/2026	132131	12175	BIG LAKE POLICE DEPT	2ND QTR TZD	101-4-2120-4440	.00	2,836.84	2,836.84	1
Total 132131:							.00	2,836.84		
132132										
04/26	04/10/2026	132132	13038	MEDICINE LAKE TOURS	3-30-2026 - 4/	101-4-5510-4409	.00	1,748.00	1,748.00	1
Total 132132:							.00	1,748.00		
132133										
04/26	04/10/2026	132133	28425	NORTHLAND PETROLEUM SERVI	26365	101-4-3120-4409	.00	1,673.48	1,673.48	1
Total 132133:							.00	1,673.48		
132134										
04/26	04/10/2026	132134	52612	4AP HOLDINGS INC	1967357	101-4-5220-4219	.00	432.43	432.43	1
Total 132134:							.00	432.43		
132135										
04/26	04/10/2026	132135	10168	ADVANCE AUTO PARTS	631360286256	101-4-2120-4221	.00	144.99	144.99	1
Total 132135:							.00	144.99		
132136										
04/26	04/10/2026	132136	15576	CUMMINS SALES & SERVICE	E4-260369411	101-4-3150-4221	.00	1,265.73	1,265.73	1
Total 132136:							.00	1,265.73		
132137										
04/26	04/10/2026	132137	52614	DAN COLE	402026 MAILB	101-4-3120-4219	.00	97.81	97.81	1
Total 132137:							.00	97.81		
132138										
04/26	04/10/2026	132138	52617	DOMINICK SOETAERT	21	101-4-2110-4219	.00	1,725.00	1,725.00	1

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	Bank Number
Total 132138:							.00		1,725.00	
132139										
04/26	04/10/2026	132139	14883	HEARTLAND TIRE, INC.	811000741	101-4-3150-4221	.00	1,916.22	1,916.22	1
Total 132139:							.00		1,916.22	
132140										
04/26	04/10/2026	132140	52540	HUBBARD ELECTRIC LLC	2354	101-4-5110-4409	.00	210.00	210.00	1
Total 132140:							.00		210.00	
132141										
04/26	04/10/2026	132141	22415	INTERSTATE POWER SYSTEMS	R001228870:0	101-4-2190-4401	.00	1,454.00	1,454.00	1
04/26	04/10/2026	132141	22415	INTERSTATE POWER SYSTEMS	R001229633:0	101-4-1600-4401	.00	823.96	823.96	1
04/26	04/10/2026	132141	22415	INTERSTATE POWER SYSTEMS	R001230989:0	101-4-2310-4401	.00	1,018.00	1,018.00	1
Total 132141:							.00		3,295.96	
132142										
04/26	04/10/2026	132142	21985	ISD 728-COMMUNITY EDUCATION	2526-4285	290-4-2350-4409	.00	144.75	144.75	1
Total 132142:							.00		144.75	
132143										
04/26	04/10/2026	132143	22775	JOHNSON BROS LIQUOR	1021346	603-4-9111-4332	.00	200.58	200.58	1
Total 132143:							.00		200.58	
132144										
04/26	04/10/2026	132144	23555	LANGUAGE LINE SERVICES	11863573	101-4-2110-4319	.00	118.35	118.35	1
Total 132144:							.00		118.35	
132145										
04/26	04/10/2026	132145	12332	MARCO TECHNOLOGIES LLC	578629933	603-4-9112-4404	.00	3,708.19	3,708.19	1

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	Bank Number
Total 132145:							.00		3,708.19	
132146										
04/26	04/10/2026	132146	52547	MEGAN LARSON	1.13.2026 - 4/1	211-4-5600-4409	.00	275.00	275.00	1
Total 132146:							.00		275.00	
132147										
04/26	04/10/2026	132147	52615	MISSION CRITICAL CONCEPTS	1027	101-4-2130-4331	.00	550.00	550.00	1
Total 132147:							.00		550.00	
132148										
04/26	04/10/2026	132148	26010	MN COUNTY ATTORNEYS ASSOC	200013762	101-4-2110-4201	.00	78.00	78.00	1
Total 132148:							.00		78.00	
132149										
04/26	04/10/2026	132149	26180	MN DEPT OF LABOR & INDUSTRY	ABR0374450X	101-4-2310-4401	.00	50.00	50.00	1
Total 132149:							.00		50.00	
132150										
04/26	04/10/2026	132150	15124	PITNEY BOWES BANK INC	53337234 - 3-	101-4-2420-4322	.00	3,000.00	3,000.00	1
Total 132150:							.00		3,000.00	
132151										
04/26	04/10/2026	132151	30000	POSTMASTER	04062026	101-4-5510-4322	.00	1,000.00	1,000.00	1
Total 132151:							.00		1,000.00	
132152										
04/26	04/10/2026	132152	32240	SHERBURNE CO SHERIFF'S OFFICE	202609	101-4-2120-4404	.00	7,040.00	7,040.00	1
Total 132152:							.00		7,040.00	

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	Bank Number
132153										
04/26	04/10/2026	132153	32240	SHERBURNE CO SHERIFF'S OFFICE	2ND QTR TZD	101-4-2120-4440	.00	1,044.47	1,044.47	1
Total 132153:							.00	1,044.47		
132154										
04/26	04/10/2026	132154	33300	STREICHER'S	11815341	101-4-2120-4217	.00	69.98	69.98	1
Total 132154:							.00	69.98		
132155										
04/26	04/10/2026	132155	52613	TIETJEN FAMILY INC	461689	101-4-3120-4560	.00	9,595.00	9,595.00	1
Total 132155:							.00	9,595.00		
132156										
04/26	04/10/2026	132156	35560	US AUTOFORCE	INV001563274	101-4-3120-4221	.00	178.80	178.80	1
Total 132156:							.00	178.80		
132157										
04/26	04/10/2026	132157	52522	US FOODS, INC	3040063	221-4-5430-4259	.00	1,091.18	1,091.18	1
04/26	04/10/2026	132157	52522	US FOODS, INC	3070570	221-4-5430-4219	.00	121.79	121.79	1
04/26	04/10/2026	132157	52522	US FOODS, INC	3146004	221-4-5430-4259	.00	332.38	332.38	1
04/26	04/10/2026	132157	52522	US FOODS, INC	5868525	221-4-5430-4219	.00	12.13	12.13	1
Total 132157:							.00	1,557.48		
132158										
04/26	04/10/2026	132158	13677	VERIZON WIRELESS-VSAT	9022428408	101-4-2130-4319	.00	75.00	75.00	1
Total 132158:							.00	75.00		
1009559										
04/26	04/13/2026	1009559	17700	ELK RIVER MUNICIPAL UTILITIES	3-26-26 ERMU	101-4-2310-4389	.00	4,406.76	4,406.76	1
Total 1009559:							.00	4,406.76		

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	Bank Number
1009560										
04/26	04/13/2026	1009560	52382	METRO PRODUCTS LLC	190791	101-4-5110-4219	.00	130.94	130.94	1
Total 1009560:							.00	130.94		
1009561										
04/26	04/13/2026	1009561	33444	SUMMIT COMPANIES	3977718	101-4-2120-4219	.00	1,431.65	1,431.65	1
04/26	04/13/2026	1009561	33444	SUMMIT COMPANIES	3977721	603-4-9152-4404	.00	163.00	163.00	1
Total 1009561:							.00	1,594.65		
1009562										
04/26	04/13/2026	1009562	15138	WEBB & GERRITSEN MN LLC	156867	221-4-5430-4259	.00	195.56	195.56	1
Total 1009562:							.00	195.56		
Grand Totals:							.00	50,359.97		

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
101-2020	.00	43,703.24-	43,703.24-
101-4-1110-4322	3.07	.00	3.07
101-4-1210-4322	155.74	.00	155.74
101-4-1220-4322	14.45	.00	14.45
101-4-1310-4322	966.51	.00	966.51
101-4-1350-4404	2,114.82	.00	2,114.82
101-4-1510-4322	437.91	.00	437.91
101-4-1600-4401	823.96	.00	823.96
101-4-2110-4201	78.00	.00	78.00
101-4-2110-4219	1,725.00	.00	1,725.00
101-4-2110-4319	118.35	.00	118.35
101-4-2110-4322	558.61	.00	558.61
101-4-2120-4217	69.98	.00	69.98
101-4-2120-4219	1,431.65	.00	1,431.65
101-4-2120-4221	144.99	.00	144.99

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
101-4-2120-4404	7,040.00	.00	7,040.00
101-4-2120-4440	3,881.31	.00	3,881.31
101-4-2130-4319	75.00	.00	75.00
101-4-2130-4331	550.00	.00	550.00
101-4-2190-4401	1,454.00	.00	1,454.00
101-4-2310-4322	16.13	.00	16.13
101-4-2310-4389	1,269.93	.00	1,269.93
101-4-2310-4401	1,068.00	.00	1,068.00
101-4-2330-4389	173.85	.00	173.85
101-4-2410-4322	5.38	.00	5.38
101-4-2420-4322	115.80	.00	115.80
101-4-2440-4322	.77	.00	.77
101-4-3120-4219	141.45	.00	141.45
101-4-3120-4221	178.80	.00	178.80
101-4-3120-4322	655.13	.00	655.13
101-4-3120-4409	1,673.48	.00	1,673.48
101-4-3120-4560	9,595.00	.00	9,595.00
101-4-3150-4219	43.65	.00	43.65
101-4-3150-4221	3,181.95	.00	3,181.95
101-4-3300-4322	.77	.00	.77
101-4-5110-4219	43.65	.00	43.65
101-4-5110-4389	440.90	.00	440.90
101-4-5110-4409	210.00	.00	210.00
101-4-5210-4322	62.51	.00	62.51
101-4-5220-4219	432.43	.00	432.43
101-4-5510-4322	1,001.54	.00	1,001.54
101-4-5510-4409	1,748.00	.00	1,748.00
101-4-6210-4322	.77	.00	.77
211-2020	.00	275.00-	275.00-
211-4-5600-4409	275.00	.00	275.00
221-2020	.00	2,414.58-	2,414.58-
221-4-5400-4322	3.37	.00	3.37
221-4-5400-4415	658.17	.00	658.17
221-4-5430-4219	133.92	.00	133.92
221-4-5430-4259	1,619.12	.00	1,619.12
290-2020	.00	144.75-	144.75-
290-4-2350-4409	144.75	.00	144.75
602-2020	.00	1,238.79-	1,238.79-
602-4-9010-4322	1.54	.00	1.54
602-4-9010-4404	510.02	.00	510.02

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
602-4-9050-4389	727.23	.00	727.23
603-2020	.00	2,583.61-	2,583.61-
603-4-9111-4251	200.00	.00	200.00
603-4-9111-4332	.58	.00	.58
603-4-9112-4389	1,794.85	.00	1,794.85
603-4-9112-4404	212.59	.00	212.59
603-4-9152-4404	375.59	.00	375.59
Grand Totals:	<u>50,359.97</u>	<u>50,359.97-</u>	<u>.00</u>

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____



Request for Action

To
City Council

Item Number
4.4

Meeting Date
April 20, 2026

Prepared By
Jolene Richter, Deputy Clerk

Item Description
Consumption and Display Licenses: Pinewood Golf Club & Aegir Brewing Company

Reviewed by
Cal Portner
Jolene Richter

Action Requested

Approve, by motion, renewal of the Consumption and Display licenses for Baer Necessities, LLC DBA Pinewood Golf Club and Aegir Brewing Company, effective April 1, 2026, through March 31, 2027.

Background/Discussion

Pinewood Golf Club and Aegir Brewing Company are requesting renewal of their Consumption and Display licenses. The license is issued by the State of Minnesota after the local City Council has approved its issuance.

Financial Impact

None.

Mission/Policy/Goal

The City of Elk River Mission Statement.

Attachments

None

The Elk River Vision

A welcoming community with revolutionary and spirited resourcefulness, exceptional service, and community engagement that encourages and inspires prosperity



Request for Action

To
City Council

Item Number
4.5

Meeting Date
April 20, 2026

Prepared By
Jolene Richter, Deputy Clerk

Item Description
Resolution 26-26: Premises Permit for Elk River-Rogers VFW Post 5518

Reviewed by
Cal Portner
Jolene Richter

Action Requested
Adopt Resolution 26-26 approving a premises permit for Elk River-Rogers VFW Post 5518.

Background/Discussion
The Elk River-Rogers VFW Post 5518 applied to conduct gambling at the American Legion Post 112, 525 Railroad Dr NW.

The Gambling Control Board requires the local unit of government where the premises are located to approve the request by resolution before the applicant can submit their application to the Gambling Control Board.

Financial Impact
None.

Mission/Policy/Goal
The City of Elk River Mission Statement.

Attachments
I. RES 26-xx VFW Premises Permit American Legion

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**City of Elk River
City Council**

Resolution 26-26

A Resolution of the City Council of the City of Elk River Approving Premises Permit

WHEREAS, the City Council of the City of Elk River allows gambling licenses to be issued within the city.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Elk River, Minnesota, as follows: the request by Elk River-Rogers VFW Post 5518 for a premises permit at the American Legion Post 112, 525 Railroad Dr NW, is hereby approved.

Passed and adopted this 20th day of April 2026.

John J. Dietz, Mayor

ATTEST:

Jolene Richter, Deputy Clerk



Request for Action

To
City Council

Item Number
4.6

Meeting Date
April 20, 2026

Prepared By
Jolene Richter, Deputy Clerk

Item Description
Council Retreat Date Change

Reviewed by
Cal Portner
Jolene Richter

Action Requested

Approve, by motion, the date change for the Council Retreat from Monday, April 27, 2026, to Monday, May 11, 2026.

Background/Discussion

The Council Retreat was originally scheduled for Monday, April 27. The date has been changed to Monday, May 11, 2026, from 1:00 p.m. - 7:00 p.m due to schedule changes.

Financial Impact

None.

Mission/Policy/Goal

Meet changing needs - agile.

Attachments

None

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Request for Action

To
City Council

Item Number
4.7

Meeting Date
April 20, 2026

Prepared By
Lauren Wipper, Human Resources Manager

Item Description
Resolution 26-27 Amending the 2026 Compensation Plan for Non-Organized Employees

Reviewed by
Cal Portner
Jolene Richter

Action Requested

Approve, by motion, Resolution 26-27 , amending the 2026 Compensation Plan for Non-Organized Employees.

Background/Discussion

The 2026 Compensation Plan for Non-Organized Employees was approved by City Council on December 15, 2025.

Fire Chief Dickinson requested a change in the pay rate for the Paid On-Call Assistant Chief position. Chief Dickinson presented this to the City Council at the April 6, 2026, Regular Meeting Work session, and the Council was in agreement to make this change with retroactive pay as the position was filled on January 5, 2026.

Financial Impact

This is included in the 2026 budget.

Mission/Policy/Goal

The City of Elk River Mission Statement.

Attachments

1. Resolution - Comp Plan 2026 Amend
2. Comp Plan 2026 Redline

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**City of Elk River
City Council**

Resolution 26-27

**A Resolution of the City Council of the City of Elk River Amending the 2026
Compensation Plan for Non-Organized Employees**

WHEREAS, the City Council adopted the 2026 Compensation Plan for Non-Organized Employees as Resolution 25-77 on December 15, 2025; and

WHEREAS, the pay rate change for the Paid On-Call Assistant Chief was not requested in that document;

WHEREAS, the attached document highlights the change to the Paid On-Call Assistant Chief pay.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Elk River, Minnesota, as follows: to approve the amended 2026 Compensation Plan for Non-Organized Employees retroactive to January 1, 2026.

Passed and adopted this 20th day of April 2026.

John J. Dietz, Mayor

ATTEST:

Jolene Richter, Deputy Clerk

**CITY OF ELK RIVER
2026 COMPENSATION PLAN
FOR NON-ORGANIZED EMPLOYEES**

PAY

Pay Ranges

1. All current pay ranges of the approved City Pay Plan shall increase two and three quarters percent (2.75%) effective the first pay period of January 2026 which begins on December 28, 2025.
2. New Wastewater Treatment Operators who do not hold a certification will start at Step A of the city's pay plan. Operators who hold a D certification will start at Step B, and operators who hold a C or higher certification will start at Step C. Operators shall qualify for regular annual step increases with satisfactory performance. Operators may qualify for earlier step increases based on obtaining a higher-level certification as follows:

<u>Certification</u>	<u>Step</u>
-	A
D	B
C	C-D
B	E

With satisfactory performance and once a certification has been obtained, the employee shall immediately move to the next step. Employees who receive a step increase for obtaining a higher certification are not eligible for an annual step increase until after one year of receiving the certification-based step. Annual steps will be given in accordance with item #4 below. Operators who do not have an operator's certification shall not move to the top step of the pay grade.

Starting Pay

3. The city has discretion to negotiate a higher starting rate within the pay range as deemed appropriate based on experience, education/training, or the market.

Step Increases

4. All non-union full-time and eligible part-time employees maintaining satisfactory performance will move up one step in their pay range on their anniversary date of hire or promotion.

All orientation period employees will receive increases as stated in their employment letter. If no special provision was outlined in the employment letter, the employee shall receive the first step increase on the date noted above provided they have successfully passed Orientation and are performing satisfactorily.

Part-Time Pay

- Effective January 1, 2026, Paid On-Call Firefighters shall be paid in accordance with the following schedule:

<u>Position</u>	<u>Hourly Rate</u>
Academy Cadet	\$11.46
Firefighter	
Base Pay - Academy Graduate through year 5	\$18.05
Years 6 through 10	Base plus \$0.50
Years 11 through 15	Base plus \$1.50
Years 16 through 25	Base plus \$2.50
Years 26 and above	Base plus \$3.00

Additional to Firefighter Base Pay above:

Lieutenant	\$1.00
Assistant Chief	\$3.00

Captain

Base Pay	\$30.00
Assistant Chief	
 Base Pay	\$33.00

Years of Service Pay for Captain and Assistant Chief Positions:

Years 6 through 10	Base plus \$1.50
Years 11 through 15	Base plus \$2.50
Years 16 and above	Base plus \$3.00

Officers who serve on-call as Duty Officer shall be paid \$6.73 for each hour of on-call duty.

- Effective January 1, 2026, Fire Academy instructors and Fire Department members instructing a course for firefighters earning a certification or maintaining a certification or licensure shall be paid according to the following schedule:

Assistant Instructor	\$40.00 per hour
Lead Instructor	\$50.00 per hour

7. Part-Time Police Reserves are required to serve in both a volunteer and a paid capacity. Effective December 28, 2025, Police Reserves shall be paid \$20.11 per hour for the hours that are to be paid as determined by the Police Chief.
8. Part-Time, Seasonal, and Temporary Park and Recreation, Public Works, and Community Event Center employees shall be paid in accordance with the following schedule:

<u>Position</u>	<u>Hourly Rate</u>	<u>Maximum Annual Hourly Increase</u>
Recreation Program Leader I	\$14.00 – 15.00	\$0.25
Recreation Program Leader II	\$15.00 – 17.00	\$0.50
Recreation Supervisor Assistant	\$17.00 – 22.00	\$0.50
Recreation Intern	\$17.00 – 20.00	
Farmers Market Supervisor Assistant	\$17.00 – 22.00	\$0.50
Weekend Facility Supervisor	\$17.00 – 20.00	\$0.50
Recreation Building Attendant	\$12.00 – 14.00	\$0.50
Warming House Attendant	\$14.00 – 16.00	\$0.50
Flag Football Referee	\$25.00	
Summer Seasonal Public Works Laborer	\$18.00 – \$24.00	\$1.00
Winter Public Works Laborer	\$25.00 – \$30.00	\$1.00
Seasonal Gardener	\$18.00 – 25.00	\$0.75
Lead Seasonal Gardener	\$22.00 – 28.00	\$0.75
Seasonal Wastewater Laborer	\$18.00 – 22.00	\$1.00
FT Center Facility Worker/Ice Resurfacer	\$18.00 – 22.00	\$1.00
FT Center Event Production Worker	\$16.00 – 18.00	\$0.50
FT Center Customer Service Associate	\$16.00 – 20.00	\$0.75
FT Center Building Supervisor	\$20.00 – 24.00	\$0.75
Cafe Worker	\$14.00 – 16.00	\$0.50
Event Worker	\$16.00 – 20.00	\$0.75
Overlook Bartender	Minimum wage (\$11.41) + tips	
Skating Academy Instructor One	\$14.00 – 17.00	\$1.00
Skating Academy Instructor Two	\$16.00 – 20.00	\$1.00
Skating Academy Instructor Three	\$20.00 – 24.00	\$1.00
Skating Academy Director	\$24.00 – 30.00	\$1.00

Starting Pay Rate

At the city's discretion, when hired, employees may be granted an amount equivalent to the Maximum Annual Hourly Increase for each year of related education or previous work experience.

Annual Hourly Increase

Recreation Program Leads, Supervisor Assistant, Weekend Facility Supervisor, Building Attendant, Warming House Attendant, and Farmers Market Supervisor Assistant employees may receive an increase once per year at the city's discretion.

Summer Seasonal Public Works Laborer, Winter Public Works Laborer, Seasonal Wastewater Laborer, Seasonal Gardener, and Lead Seasonal Gardener employees may receive an increase at the beginning of the season at the city's discretion. If an employee returns for another season in the same calendar year, they are not eligible for another increase.

FT Center Customer Service Associate, Facility Worker/Ice Resurfacers, Event Production Worker, Cafe Worker, Event Worker, and Building Supervisor employees may receive an increase for each additional year the employee works for the FT Center. Increases will be given on the first day of the first full pay period of the calendar year at the city's discretion.

Skating Academy employees may receive an increase for each additional year the employee works for the FT Center. Increases will be given at the beginning of each fall program session (September) at the city's discretion.

Skating Academy

Assistant Skating Academy Director – At the beginning of each session, the Skating Academy Director shall assign one instructor to be Assistant Skating Academy Director.

Off Ice Time – Includes time spent planning lessons and skating programs, meetings, and any other activity that is not performed on the ice. The Skating Academy Director shall be paid 60% of his/her regular wage for off ice time which shall not exceed one half hour for each hour spent on ice. The Assistant Director shall be paid 50% of his/her regular wage for off ice time which includes off ice activities performed as Acting Director and required meetings FT Center Management and/or Skating Academy Director. If the off ice wage falls below minimum wage, minimum wage will be paid for off ice time.

- 9. Effective December 28, 2025, Part-Time Liquor Store Clerks shall be paid in accordance with the following schedule:

<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
16.18	17.33	18.87	20.40	21.95

Based on satisfactory performance Part-time Liquor Store Clerks will move up to Step B after six months, Step C on their first anniversary date, Step D on their second anniversary date, and Step E on their third anniversary date.

On-Call Pay

10. Wastewater Operators are assigned on call duties for periods of one week. The on-call operator will be compensated a total of 10 hours of overtime/compensatory for their on-call week (1-hr M-F, 2.5-hrs S-S). The on-call duties include responding to after-hours emergency callouts and performing required duties at the Wastewater Treatment Facility on Saturday, Sunday, and any holidays that fall within the assigned week. Wastewater operators shall receive 4 hours of additional overtime/compensatory pay for on-call rounds performed on paid holidays that fall within their on-call week (total of 14 hours of pay if during a week with a single-paid holiday). If a holiday falls on a Monday, the operator that was on call on Sunday is on call for the holiday. Unexpected conditions resulting in work for wastewater operators extending beyond a 2.5-hour rotation on weekends or holidays will be paid according to the actual time worked by the employee calculated to the nearest 15-minutes.

Premium Pay

11. Non-union snowplow operators working on snow removal duties on Saturdays and Sundays will receive one- and one-half times their regular rate of pay for their hours worked.

INSURANCE BENEFITS

12. All regular full-time employees are eligible for insurance benefits. Part-time employees scheduled to work 30 or more hours per week are eligible for prorated insurance benefits. Retired employees with a Phased Retirement Option Agreement are eligible for insurance benefits as identified in the Agreement. Seasonal and temporary employees are not eligible for insurance benefits.
13. Employees eligible for insurance benefits are eligible for participation in the city's Flexible Benefits Plan. The contribution levels shall be as follows:

<u>Health Insurance Election</u>	<u>Monthly City Contribution</u>
Single	\$753.00
Employee & Spouse	\$1,570.00
Employee & Child(ren)	\$1,557.00
Family	\$2,211.00
Opt-out	\$300.00

Employees participating in the city's Flexible Benefits Plan shall be provided \$25,000 group term life insurance coverage.

14. Paid On-call Firefighters who are not full-time city employees shall be provided \$10,000 life insurance coverage.

OTHER

15. The City Council may adjust any section of the Pay Plan at any City Council meeting for any reason including performance incentives, state or federal law changes, the Pay Equity Law, or any other reason the Council deems appropriate.
16. All employees who are members of the Law Enforcement Labor Services (LELS), Locals 231, 271, 501, and 589, or the International Union of Operating Engineers, Local 49, shall receive compensation and benefits as outlined in the Master Labor Agreement between the city and the union.

*City of Elk River
2026 Pay Plan*

Effective 12/28/2025

Grade Levels	Minimum A	B	C	D	Maximum E
1E	\$178,263	\$183,215	\$188,167	\$193,118	\$198,070
1.5E	\$156,155	\$160,493	\$164,831	\$169,168	\$173,506
2E	\$149,622	\$153,778	\$157,934	\$162,090	\$166,246
3E	\$144,812	\$148,834	\$152,857	\$156,880	\$160,902
4E	\$119,770	\$125,054	\$130,338	\$135,622	\$140,906
5E	\$110,365	\$115,234	\$120,103	\$124,972	\$129,841
6E	\$99,392	\$103,777	\$108,162	\$112,547	\$116,932
7E	\$88,913	\$92,835	\$96,758	\$100,681	\$104,603
8E	\$74,667	\$77,961	\$81,255	\$84,549	\$87,843
1N	\$87,080 \$41.87	\$90,922 \$43.71	\$94,764 \$45.56	\$98,606 \$47.41	\$102,448 \$49.25
2N	\$79,244 \$38.10	\$82,740 \$39.78	\$86,236 \$41.46	\$89,732 \$43.14	\$93,228 \$44.82
3N	\$69,549 \$33.44	\$73,896 \$35.53	\$78,243 \$37.62	\$82,590 \$39.71	\$86,937 \$41.80
4N	\$64,508 \$31.01	\$68,540 \$32.95	\$72,572 \$34.89	\$76,604 \$36.83	\$80,635 \$38.77
5N	\$60,521 \$29.10	\$64,914 \$31.21	\$69,306 \$33.32	\$73,699 \$35.43	\$78,091 \$37.54
6N	\$50,076 \$24.08	\$54,249 \$26.08	\$58,422 \$28.09	\$62,595 \$30.09	\$66,768 \$32.10



Request for Action

To
City Council

Item Number
4.8

Meeting Date
April 20, 2026

Prepared By
Jolene Richter, Deputy Clerk

Item Description
Ordinance 26-10 Amending Chapter 26 - Health and Sanitation, to Regulate Cannabis and Hemp Retail Business Registration

Reviewed by
Cal Portner
Jolene Richter

Action Requested

Approve, by Motion, Ordinance 26-10 amending Chapter 26 - Health and Sanitation, to Regulate Cannabis and Hemp Retail Business Registration, updating the ordinance to incorporate the changes in state statute.

Background/Discussion

The Council passed the original Cannabis and Hemp Retail Business Registration Ordinance 25-01 on January 6, 2025. Since then, the state statute has been amended. This ordinance amendment will incorporate the changes that were made in the state statute. Specifically, that the city accepts preliminary license approval from the Office of Cannabis Management as part of the business registration.

Financial Impact

None.

Mission/Policy/Goal

The City of Elk River Mission Statement.

Attachments

- I. Ordinance Amending Cannabis Retail Business Registration Application

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Ordinance 26 - 10

**AN ORDINANCE AMENDING CHAPTER 26 – HEALTH AND SANITATION,
OF THE CITY OF ELK RIVER, MINNESOTA, CITY CODE
TO REGULATE CANNABIS AND HEMP RETAIL BUSINESS REGISTRATION**

The City Council of the City of Elk River does hereby ordain as follows:

SECTION 1. That Section 26-218 of the Elk River, Minnesota, City Code is hereby amended to read as follows (the ~~stricken~~ language is deleted; the underlined language is inserted):

Sec. 26-218. Application procedure.

- (a) An applicant for a retail registration shall fill out an application form, as provided by the city. Said form shall include, but is not limited to:
 - (1) Full name of the property owner and applicant;
 - (2) Address, email address, and telephone number of the applicant;
 - (3) The address and parcel ID for the property which the retail registration is sought;
 - (4) Certification that the applicant complies with the requirements of local ordinances established pursuant to Minn. Stats. 342.13.
 - (5) If property taxes, assessments, and utilities are current at the premises.
- (b) The applicant shall include with the form:
 - (1) The registration fee;
 - (2) A copy of a valid ~~state~~ license or preliminary license approval issued by the ~~written notice of OCM license preapproval.~~
- (c) Completed applications will be submitted to the city administrator or designee for approval or denial.

SECTION 2. That Section 26-219 of the Elk River, Minnesota City Code is hereby amended to read as follows (the ~~stricken~~ language is deleted; the underlined language is inserted):

Sec. 26-219. Application approval.

- (a) An application shall not be approved if the cannabis retail business would exceed the maximum number of registered cannabis retail businesses permitted under Section 22-225.
- (b) An application shall not be approved or renewed if the applicant is unable to meet the requirements of this article.
- (c) An application that meets the requirements of (a) and (b) above and the following requirements shall be approved.

- (1) The applicant must have a valid license or preliminary license approval issued by the OCM that allows retails sales;
 - (2) The location for the cannabis retail business must comply with applicable zoning ordinances; and
 - (3) All property taxes, assessments, and utilities for the location of the retail establishment must be current.
- (d) Applications will be reviewed in the order they are received.

SECTION 3. That this ordinance shall take effect upon adoption and publication as provided by law.

Passed and adopted by the City Council of the City of Elk River this 20th day of April 2026.

ATTEST:

Jolene Richter, Deputy Clerk

John J. Dietz, Mayor



Request for Action

To
City Council

Item Number
4.9

Meeting Date
April 20, 2026

Prepared By
Joe Stremcha, Business Services Director/Assistant
City Administrator

Item Description
FT Center Policies and Procedures Update

Reviewed by
Joe Stremcha
Cal Portner
Jolene Richter

Action Requested

Accept, by motion, the FT Center Policies and Procedures revisions and Emergency Procedures Guide as presented.

Background/Discussion

The current policies and procedures guide on record is repetitive and siloed to each area of the facility with numerous inconsistencies. Further, significant updates are necessary with the service offerings expanding through The Overlook and The Yard improvements. Staff has consolidated and simplified the FT Center Policies and Procedures to reflect the needs of the operation for the foreseeable future.

The Emergency Procedures Guide has no change in content, but is updated visually to meet our current communication branding standards.

On April 13, the Community Event Center Commission reviewed these policies and recommended the City Council approve them as presented.

Financial Impact

None

Mission/Policy/Goal

Meet changing needs - agile.

Attachments

1. Complete Policy and Procedure (June 2025)
2. FT Center Policies & Procedures (April 2026)
3. FT Center Emergency Procedures (April 2026)

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Furniture and Things Community Event Center Policy and Procedures



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GENERAL FACILITY USE GUIDELINES

PURPOSE

To establish procedures and policies applicable to all areas of the Furniture and Things Community Event Center (FT Center) which promote respectful behavior to other users and to the building. To promote the use of the facility for activities that support being community oriented and financially self-sufficient.

DEFINITIONS

Facility User/User: An individual/group/organization utilizing a facility area in the FT Center. May be referred to as “Facility User”, “User”, “Renter”. This is the contact person during the reservation and permitting process.

FT Center: Furniture and Things Community Event Center

Rental Coordinator: This person works with renters/potential rentals to coordinate facility use. This position may be The Facility Superintendent, Assistant Facility Supervisor, or a designee.

- All users within the FT Center must adhere to the rules here-in. Renters of the FT Center must read and adhere to the rules outlined in the Facility Rental Procedures outlined on page 7.
- The FT Center, its grounds, and parking lot are smoke-free, tobacco-free, and cannabis free including smoking, chewing, and vaping. The City reserves the right to remove or a user or revoke a permit when in violation of the policy.
- Due to the location of the FT Center and the inability to access the building without crossing school district property, the FT Center is a gun-free facility.
- Any alcohol on - site must be purchased from and served by the FT Center. Minor consumption of alcohol, under the legal 21 years of age, is prohibited. (*MN Statute 340A.503*)
- Animals are prohibited in the facility unless a licensed service animal and/or pre-approved for an exhibit. Facility User is responsible to clean up all defecation and provide proper cleaning supplies and chemicals for any animals on the property (interior or exterior). The facility user shall be billed for any clean up deemed necessary by FT Center.
- Youth groups (participants aged 18 and younger) must be chaperoned on a ratio of one adult (18+) per ten (10) youth, or other ratio as FT Center staff deem necessary.
- Children eight (8) years of age and younger must always be in direct supervision by an adult/guardian in the facility/on FT Center property.
- The use of sticks, pucks, or balls in the “off-ice” areas of the facility is prohibited.

- Roller blading, roller skating, use of “wheelies” or skateboarding is not allowed in the FT Center.
- Foul, inappropriate, or offensive language is not permitted – verbally, written, or in music.
- Acts of vandalism or damage to the FT Center will be reported to the Elk River Police Department.
- The FT Center is not responsible for any lost or stolen property.
- Conducting group events or parties in common lobby areas is prohibited. Users shall be asked to utilize the meeting rooms for the specified rates.
- One-hour limit for table use in lounge areas. Patrons are welcome to use the lobby for viewing or dining.
- Violent/aggressive behavior to other patrons or to FT Center staff is strictly prohibited. Staff will refer to the Emergency Procedure Guide on page 19 in the event of violent/aggressive behavior.
- The FT Center does not close if the school district closes for inclement weather. Should weather dictate a need to shelter in the FT Center, please refer to the Emergency Procedure Guide on page 19 on shelter locations within the building.
- Use of the sound system for ice/turf rentals is allowed, however each group must provide their own cables to connect to the system. The volume levels are preset, staff will not turn up the volume beyond the preset levels. Foul, inappropriate, or offensive language is not permitted in the music played at the FT Center. Users who play inappropriate music will not be allowed to use the system.

HOURS OF OPERATION

PURPOSE

To establish operating hours that best meet the demands of FT Center users and promote efficient use of the building and scheduling of staff to meet the financial expectations of the facility.

DEFINITIONS

- | | |
|------------------------|--|
| Peak Season | A period of months where facility use is greater. Generally used as the programming period for the primary activity of each area. This includes September 1 – March 14 for ice and November 1 – April 30 for fieldhouse. |
| Off Peak Season | A period of months where facility use is lower. Generally used as the shoulder season for the primary activity of each area. This includes March 15-August 30 for ice and May 1 – October 31 for fieldhouse. |
| Prime Time | The most desirable time of day for facility use. |

Non-Prime Time The least desirable time of day for facility use.

GENERAL FACILITY HOURS

The Furniture and Things Community Event Center general building hours are for all areas unless specified differently within this section. This coincides with the walking track hours and is subject to change. Rental hours will dictate the facility hours beyond this schedule and customers are subject to an after-hour fee when scheduling past these hours.

- **Peak Season Facility Hours (October – March)**
 - Monday – Friday 7:15 a.m. to 8:00 p.m.
 - Saturday 7:15 a.m. to 8:00 p.m.
 - Sunday 7:15 a.m. to 8:00 p.m.
 - Holiday Refer to holiday schedule.

- **Off- Peak Season Facility Hours (April – September)**
 - Monday – Friday 7:15 a.m. to 4:00 p.m.
 - Saturday No set hours - determined by facility use.
 - Sunday No set hours – determined by facility use.
 - Holiday Refer to holiday schedule.

- **Holiday Hours**

The facility will observe the schedule listed below for federal holidays. Ice/Room/Turf rentals may be scheduled on holidays at an increased rate with a minimum of two hours if staffing is available. Holiday building hours will be posted if/when they vary from the general facility hours.

HOLIDAY HOURS OF OPERATION

Holiday	Day/Date	Proposed Hours
New Year’s Day	January 1	As usage dictates
Martin Luther King, Jr Day	3 rd Monday in January	7:15 a.m. – 8:00 p.m.
Presidents Day	3 rd Monday in February	7:15 a.m. – 8:00 p.m.
Easter Sunday	Sunday in March or April	Closed
Memorial Day	Last Monday in May	Closed
Juneteenth	June 19	7:15 a.m. – 4:00 p.m.
Independence Day	July 4	Closed
Labor Day	1 st Monday in September	Closed
Veterans Day	November 11	7:15 a.m. – 8:00 p.m.

Thanksgiving	4 th Thursday in November	Closed
	Friday after Thanksgiving	7:15 a.m. – 8:00 p.m.
Christmas Eve	December 24	As usage dictates
Christmas Day	December 25	Closed
New Years Eve	December 31	As usage dictates

SENIOR CENTER

Operating hours for the senior center are:

Monday – Friday 8:30 a.m. – 4:00 p.m.

Operating hours for weeknight and weekend hours may be approved by the Facilities Superintendent.

RESERVATION PROCEDURES

PURPOSE

To establish procedures and policies regarding the consistent scheduling of the Furniture and Things Community Event Center. To provide staff and FT Center users with a guide to ensure the efficient and accurate process of all facility rental requests.

DEFINITIONS

FT Center Furniture and Things Community Event Center

Facility User: The individual/group/organization authorized to use the Furniture and Things Community Event Center as shown on the Facility Use Permit.

Facility Use Permit: Document listing facility rental details agreed upon by Furniture and Things Community Event Center staff and the facility user.

Rental Coordinator: Furniture and Things Community Event Center staff person assisting the renter/potential renter with facility reservation, this could be The Facility Superintendent, the Assistant Facility Supervisor, or other designated employee.

Resident: A person residing within the City of Elk River. Residency is not determined by the school district. P.O. boxes in Elk River do not constitute an Elk River address. Disputes resolved by the Secretary of State polling location: <https://pollfinder.sos.state.mn.us/>

- Non-Resident:** Any user not residing within the City of Elk River as determined by the Secretary of State: <https://pollfinder.sos.state.mn.us/>
- Tentative:** The status of a reservation prior to submitting a payment.
- Firm:** The status of a reservation following a payment.

RESERVATION GUIDELINES

Renter Guidelines

- All groups using designated rental spaces at the FT Center must have a firm permit or contracted approval prior to facility use. No casual use is allowed. This includes the Cornerstone Automotive Arena, the Kiser Construction Arena, the turf fieldhouse, the party room(s), the Senior Activity Center, the flex space, the upper lobby, and the meeting room(s).
- One (1) contact person who will be present during the entire event (18 years or older) must be designated to coordinate and confirm all aspects of the rental with an FT Center representative prior to the event date. This user agrees to pay the City of Elk River for rental of the facilities and amenities listed on the permit and will be responsible for adhering to the reservation times and guidelines for themselves and their guests.
- Organizations with more than one division (i.e. youth athletics) will be required to identify one (1) contact person to schedule the facilities for each division or group within their organization.
- Residents may not reserve the facility for a non-resident.
- Residents must reside in the City of Elk River at the time of the rental.
- Renter cannot sublet, transfer, or reassign the reservation.
- By paying the rental fee, the customer agrees to follow the rules herein.

General Guidelines

- Renters must comply with all City Ordinances, Minnesota State statutes, and Federal Building Laws for use. Violation of these rules may result in the denial of future use of the FT Center. Denial of use does not exempt violators from possible prosecution under applicable City Ordinances, State, or Federal Laws.
- The FT Center, its grounds, and parking lot are smoke-free and tobacco-free including smoking, chewing, and vaping. The City reserves the right to remove a user or revoke a permit when in violation of the policy.
- Due to the location of the FT Center and the inability to access the building without crossing school district property, the FT Center is a gun-free facility.
- Renter assumes full responsibility for any unlawful act(s) committed in the facilities listed on the user permit during the reservation time.
- Renter must provide adequate adult (18 years or older) supervision of all minors during the event.

- All minors must stay in facilities listed on the user permit during your event.
- Event cannot exceed maximum capacity due to fire safety:
 - Party Rooms- 155
 - Meeting Rooms-134
 - Flex Space- 251
 - Senior Activity Center - 177
 - Upper Lobby-228
 - Fieldhouse-568
- At their discretion, FT Center staff may:
 - Order the removal of any offender.
 - Order immediate removal of all alcoholic beverages from premises.
 - Revoke the rental contract immediately and order all persons from premises.
- No exits, firefighting, or emergency equipment in any area of the facility can be blocked or covered for any reason.
- All electrical equipment must be U.L. (Underwriters Laboratories) approved. If not, it will be removed from the premises.
- Operation of any heater, barbecue, heat producing or open flame device, candles, lanterns, torches, welding equipment, smoke emitting devices or material in the FT Center must have written authorization by FT Center Management. No fog machines allowed.
- If security is deemed necessary by the FT Center, a \$135/hour charge with a 4-hour minimum will be added to the permit fee.
- Animals are prohibited in the facility unless a licensed service animal and/or pre-approved for an exhibit. Renter is responsible for cleaning up all defecation and providing proper cleaning supplies and chemicals for any animals on the property (interior or exterior). The facility user shall be billed for any clean up deemed necessary by FT Center.
- The FT Center is not responsible for any lost or stolen property.
- FT Center Staff cannot store or take responsibility for any of the renter's property including media devices and personal AV equipment.
- If deemed necessary, the FT Center reserves the right to substitute a meeting room other than that stated on the Rental Permit, to minimize conflicts of compatibility, space, and scheduling.

Fees

- All payments including facility rental, use of amenities, security fees (if required by FT Center), and damage deposit are due in full at the time of booking.
- Fees cover the use of the facilities/amenities according to the hours indicated on the permit only, and do not allow access or admission to public ice/turf programs.
- Rental times must include all set-up/decorating/deliveries and clean up time by the renter and all contracted service providers. Occupancy of the reserved facility after the time indicated on the permit will result in additional rental fees charged to the renter. No items are to be left overnight.
- Fees/Amenities for each rental space include:
 - Ice - includes a clean sheet of ice for the length of time reserved, up to two locker rooms, and hockey nets as needed (must be requested at the time of rental)

- Fieldhouse - includes use of the fieldhouse and batting cages (for full turf or north end rental- must be requested at the time of rental).
 - Tables and chairs are available to rent for an additional fee.
 - Use/closure of the walking track is not included in fieldhouse rental.
- Rooms – Tables and chairs allocated for each space, wall mounted tv (where applicable), sink/counter space (where applicable).
 - Additional tables and chairs are available to rent for an additional fee.
 - A/V equipment including podium, microphone, speaker, zoom/cart tv are available to rent for an additional fee.
- Basic assistance with FT Center A/V equipment is included in the rental fee and should be confirmed when placing the reservation. Requests for additional equipment and/or assistance will be an additional expense to the User. FT Center staff cannot assist with A/V equipment not owned by the FT Center.
- Rental spaces with all purchased amenities will be set up and available 15 minutes prior to the time listed on the permit unless previously coordinated with the renter.

Large Scale Event Guidelines

- Large scale events are defined as any events that are open to the public whether admission is charged or not.
- Facility Renters/Vendors at trade show/craft show/expo engaged in the business of making retail sales at the FT Center may require sales tax permits. Facility Renters/Vendors are responsible for filing sales tax and must have a Minnesota Sales and Use Tax Permit on their person during the event. This includes, but is not limited to, silent auctions, craft shows, business seminars selling products, fundraisers, etc.
- Materials used in the construction of displays, such as draping, table-coverings, banners, props, scenery, greenery, trees, and shrubs must be fire resistant. All vendors at trade shows/expos/craft shows, etc who have a canopy or covering on their display must have a minimum 5# fire extinguisher usable for class ABC fires in their booth. The FT Center has a limited number of extinguishers available to rent.
- Large scale events must maintain a minimum aisle width of 10' with cross rows every 30'. All aisles must be kept clear, clean, and free of obstructions.

Decoration Guidelines

- The FT Center does not provide linens, paper products, ice, food storage, serving pieces, dishes, flatware, or décor for events.
- Confetti, pinatas, glitter, bird seed, rice, rose petals, feathers or similar items are not allowed.
- Décor may not be added to the floor, ceiling, or lights.
- Décor may be added to the walls with blue painters' tape (tape not provided by the FT Center), as well as table décor, flowers, and balloons.
- Stick-on table skirts are not allowed.

- Renters may not decorate public areas (bathrooms, entrance, lobby, etc.) without approval from the FT Center.
- Decorations cannot inconvenience any other group.
- Renter is responsible for putting all trash/recycling in the provided receptacles upon completion of rental and for providing coverings to protect furnishings (i.e. table coverings for craft projects with paints, construction requiring adhesives, etc.). Renter shall be billed for any excessive clean up deemed necessary by FT Center.

Food Guidelines

- Groups of 75 or less may bring food and non-alcoholic beverages. Groups over 75 must have all food/beverage needs met by an approved caterer on the FT Center catering list. Staff members reserve the right to inspect coolers and large containers.
- Renters hosting a large-scale event including but not limited to craft shows, trade shows, vendor shows, expos, etc. who wish to have food service in addition to the FT Center Concession Stand (available as schedule/staffing allows) must work with a caterer on the FT Center's approved caterer list. If the user would like to work with a different caterer, the caterer must be added to the approved list by submitting the required paperwork/signed contracts available from The Facility Superintendent.
- All alcohol in the FT Center must be purchased from and served by a licensed caterer from the FT Center's approved caterer list. Alcohol must only be served in the spaces listed on a user permit. Minor consumption of alcohol, under the legal 21 years of age, is prohibited. (*MN Statute 340A.503*)
- All food trucks on FT Center property must have pre-approval (including location) from FT Center management. Only food trucks on the City's approved list may vend on City property. For current list, visit: <https://www.elkrivernm.gov/1531/Mobile-Food-Units>. Food trucks are not allowed inside the FT Center by order of the Fire Marshal.

Music, Audio and Entertainers

- Music and Audio:
 - Staff will monitor noise to ensure it's at an appropriate level.
 - Noise level should not disturb other guests using the FT Center.
 - Needs to be done 30 minutes prior to the end of the event.
- Inappropriate language is prohibited either verbally, in writing, or in music.
- Entertainers must be completed with all take down by the end time listed on the permit to avoid additional charges to the user.
- Fog machines are not allowed.

Clean Up

- Renters must remove all items from rented space at the end of their reservation.
 - This includes third-party rentals and catering.
- Renters must put all trash/recycling in the receptacles provided.
- Renters must remove all decorations.

- The FT Center is not responsible for items left on site.
- The event and cleanup must be completed by the end of the reservation time listed on the permit.

Damages

- The renter is responsible for all damages incurred in the facility rented during the reservation time listed on the permit.
- Renters will be charged actual costs for any damage caused to the facility.

Cancellations and Refunds

- Cancellations must be submitted in writing.
- Cancellations made more than 45 days prior to the event will incur no financial penalty. Any deposits made will be refunded to the renter.
- Cancellations made 45 days or less before the event will incur a 50% penalty. This will result in the forfeiture of the 50% deposit paid at the time of booking or a bill for 50% of the total amount, due by the original reservation date.
- Cancellations made 14 days or less before the event will incur a 100% penalty. This will result in the forfeiture of all deposits paid or a bill for the full reservation amount. All refund requests will be charged a \$10 fee.

Liability

Renter is responsible for:

- Management and appropriate conduct of all group members and guests.
- Any loss, breakage, or damage to the rooms, equipment, or other FT Center property.
- Any damages incurred by the facility.
- Any personal injuries and/or property damage caused by yourself or your employees, officials, agents, and guests.

The City of Elk River is not liable for any loss, damage, injury, or illness of the renters and guests of the FT Center.

Insurance Requirements

The renter shall provide a copy of their liability insurance with a minimum of the following requirements:

- \$1,000,000 coverage
- Insurance shall include liability for injury, death, and property damage.
- The insurance company must be licensed to do business in the state of Minnesota.
- The FTCenter must be named as an “additional insured” on the policy.
At least (7) seven days prior to the first event scheduled by the renter, the renter must give the FTCenter a certificate of insurance showing the required coverage.

PRIORITY SCHEDULING

Ice Rental Priority Scheduling

Ice is scheduled on a seasonal basis September – May in the following order:

- FT Center programs including but not limited to: Skating Academy & Breakaway Hockey League.
- FT Center Home Affiliates defined as a user group that rented more than 200 hours of ice from the FT Center in the previous calendar year and qualify for Silver or Gold Level User Ice Rates. These groups are billed after use by the City of Elk River. Home affiliates will receive priority scheduling based on level of play, in the following manner:
 - High School
 - Junior
 - Figure Skating
 - Youth
- Outside user reservations on a first-come first-served basis. These groups pay in advance to the FT Center directly. 50% is due at the time of booking. The remaining balance of the ice rental is due 14 days prior to the start of consecutive days of rentals.
- Special Note: Due to the nature of the Furniture and Things Community Event Center operations, there may be a need to coordinate and schedule private, commercial/business or non-resident civic group in advance of the priority scheduling guidelines as outlined above. When staff feel consideration as been given to the previous year's use of a particular area and/or programming needs, these requests will be processed (i.e. Community Room for a private event, conference, training, trade show, special event, etc.).

Turf Rental Priority Scheduling

Turf rentals are scheduled on an annual basis January – December in the following order:

- FT Center programs including but not limited to Makers Markets, recreational programming, open turf, etc.
- Elk River groups/Elk River youth associations beginning January 1st for the following year (i.e. Open January 2023 for January -December 2024). These groups have 30 days to reserve time before it is made available to outside groups. To hold the scheduled time, Elk River groups are allowed to put 50% of their total reservation fee down, with all remaining fees to be paid in full 30 days prior to their first scheduled event. After the first 30 days, all requests are processed on a first come first served basis.
- Non - Elk River renters can schedule turf for the following year February 1 (i.e. Beginning February 1, 2023, non-Elk River renters/associations can rent turf for January - December of 2024.) Non-Elk River renters must make their payment in full at the time the schedule is reserved.

Room Rental Priority Scheduling

Room Rentals are scheduled on a first come, first served basis in the following order*:

- FT Center events/programs
- Senior Activity Center programs
- Outside users with payment due at the time of reservation.

*Exception: The Senior Activity Center is unavailable to rent Monday – Friday 8:30 a.m. – 4:00 p.m. and is available to rent outside those hours to members only.

SPECIAL FEES/DAMAGE DEPOSITS

- A. A **special use fee** may be required in some events/activities. This fee will be applied to cover unusual, anticipated expenses, such as excessive clean-up, unusual set-up, city holidays, excess utility usage, or phone usage, and/or damage associated with the user's program or events. The special user fee is payable at the time the reservation is made and will be held until it has been determined by the city if any or all the fee was used. Any unused balance will be returned to the user and/or invoiced.

ICE USER GUIDELINES

PURPOSE

To establish procedures and policies regarding use of ice at the Furniture and Things Community Event Center.

DEFINITIONS

- FT Center** Furniture and Things Community Event Center
- Ice Renter** The individual/group/organization authorized to use either the Cornerstone Automotive Arena or the Kiser Construction Arena as noted on the facility use permit.
- Facility Use Permit:** Document listing facility rental details agreed upon by Furniture and Things Community Event Center staff and the ice user.
- Rental Coordinator:** Furniture and Things Community Event Center staff person assisting the renter/potential renter with facility reservation, this could be The Facility Superintendent, the Assistant Facility Supervisor, or other designated employee.

Tentative: The status of a reservation prior to submitting a payment.

Firm: The status of a reservation following a payment.

All ice users are expected to adhere to the general facility use guidelines, in addition to the rules listed below.

- Those participating in on- ice activities assume all inherent risks and responsibilities, whether spectator or participant.
- All ice use must be scheduled and paid, no casual use.
- The ice renter listed on the permit is responsible for the actions of all ice users during the times listed on their permit.
- Renters will not be allowed on the ice prior to the time listed on their ice rental permit.
- Users will not be allowed to stay on the ice after the time listed on their ice rental permit.
- The players gate must remain closed and users off the ice during resurfacing.
- Consumption of food and beverages (except water) is prohibited on the ice and in the player’s benches.
- All ice users must wear skates.
- Only skate assists are allowed on the ice, no chairs.
- Taunting or disturbing of participants (players, coaches, or officials) by other participants or spectators will not be tolerated.
- Alcohol use is prohibited on the ice or in the locker rooms.
- The use of sticks, pucks, or balls in the “off-ice” areas of the facility is prohibited.
- Spitting on the floor, in the sinks, or in the drinking fountain will not be tolerated.
- Player’s bags are not allowed in common areas of the facility, including, but not limited to, the lobby, restrooms, locker room hallways, etc.
- Damage beyond reasonable use to the ice or the locker rooms will be reported to FT Center management.
- The FT Center does not supply cords for connecting to the rink sound systems and staff will monitor it’s use for noise levels and appropriate content.

TURF USER GUIDELINES

PURPOSE

To establish procedures and policies regarding use of the turf at the Furniture and Things Community Event Center.

DEFINITIONS

FT Center Furniture and Things Community Event Center

Turf Renter	The individual/group/organization authorized to use either ½ or the full fieldhouse as noted on the facility use permit.
Facility Use Permit:	Document listing facility rental details agreed upon by Furniture and Things Community Event Center staff and the ice user.
Rental Coordinator:	Furniture and Things Community Event Center staff person assisting the renter/potential renter with facility reservation, this could be The Facility Superintendent, the Assistant Facility Supervisor, or other designated employee.
Tentative:	The status of a reservation prior to submitting a payment.
Firm:	The status of a reservation following a payment.

All turf users are expected to adhere to the general facility guidelines, in addition to the rules listed below:

- All field house use must be reserved and paid for or approved under contract – no casual use.
- The renter listed on the permit is responsible for the actions of all turf users during the time listed on the permit.
- All minors (under 18) must be under adult supervision throughout the time listed on the permit,
- The fieldhouse will be opened 15 minutes prior to each scheduled event and closed promptly after each rental period ends.
- All fieldhouse users must enter through the front entrance.
- No fieldhouse entry is allowed from the walking track area.
- Only the turf and batting cages (where applicable) are included in turf rental.
 - Turf rental does not include tables or chairs which can be rented for an additional fee.
 - Turf rental does not include use or closure of the walking track.
 - Turf rental does not include use of the north end of the fieldhouse on the opposite side of the white wall.
- Any turf user who wishes to leave equipment in the fieldhouse must have prior permission from the FT Center management on a seasonal basis and does so at their own risk.
- The FT Center is not responsible for any lost or stolen items.
- All ½ turf rentals will have the center divider curtain down.
- Use of batting cages must be requested at the time of rental for full turf or north end turf rentals.
- Only authorized personnel may operate the batting cages/center divider.
- Sunflower seeds are prohibited.

- Food/alcohol consumption (excluding water) in the fieldhouse is not allowed, except with pre-approved or catered events.
- No glass containers are allowed in the fieldhouse.
- Only controlled hitting (bunting or by a coach) is allowed outside of the batting cages.
- Do not throw or hit balls against the fieldhouse perimeter nets, the center divider, or the ceiling.
- Only plastic/rubber cleats are allowed.
- The FT Center does not supply cords for connecting to the fieldhouse sound system, and staff will monitor it's use for noise levels and appropriate content.
- Renters must clean up after themselves.

Cancellations and Refunds

- A. All cancellations must be received no less than fourteen (14) days prior to the rental time to be eligible for a refund.
- B. Refunds more than 14 days prior to scheduled use will receive a 50% refund.
 - a. Any cancellation of a rental total \$5,000 or above will require 45 or more days' notice to receive a full refund. Cancellation notices between 30-44 days prior are eligible for a 50% refund and cancellations notices less than 30 days in advance will not receive a refund.
- C. Refunds less than 14 days prior to scheduled use are not eligible for a refund.
- D. All refund requests will be charged a \$10 cancellation fee.
- E. Refunds will not be issued for no shows.
- F. The user should confirm their reservation by making the following two payments:
 - Pay the rental total. This amount is shown on the Facility Use Permit. This payment may be made in the form of cash, check, or Visa/MasterCard/Discover. In all cases, checks may be made out to City of Elk River.
 - Damage deposit.



FURNITURE — AND — THINGS

COMMUNITY EVENT CENTER

Emergency Procedures Guide

Furniture and Things Community Event Center

Furniture and Things Community Event Center

1000 School Street

Elk River, MN 55330

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EMERGENCY PROCEDURES GUIDE

To all employees of Furniture and Things Community Event Center,

Considering potential emergencies that can occur in the workplace, it is crucial for all city employees to be aware of and prepared for various emergency situations. This Emergency Procedures Guide has been created to provide you with the necessary information and instructions to handle emergency situations effectively and ensure the safety of yourself and others.

This guide will cover a range of likely emergency scenarios but is not intended to cover all possible situations. It will also outline the specific procedures and protocols to follow in each situation, as well as the roles and responsibilities of employees during an emergency.

It is important for every employee to familiarize themselves with this guide and to be prepared to take immediate and appropriate action when necessary. By being well-informed and ready to respond in an emergency, we can ensure the well-being and safety of our fellow employees and the public. It is important to familiarize yourself with the following procedures and know the location of emergency exits, evacuation routes, and emergency equipment within the workplace.

We hope that this guide will provide you with the knowledge and confidence to effectively manage any emergency situation that may arise.

FOR ALL EMERGENCIES:

CALL

911

MEDICAL EMERGENCIES

In the event of a medical emergency or injury, follow these steps to provide immediate aid and ensure safety:

1. **Call for Help:** Dial emergency services (such as 911) immediately to request assistance from paramedics and other first responders. Provide clear and accurate information about the nature of medical emergency or injury.
2. **Assess the Situation:** Quickly evaluate the scene for any immediate threats to your safety or the safety of the injured person. If the area is unsafe, move yourself and the injured person to a safe location if possible.
3. **Provide First Aid:** If you are trained in first aid, provide immediate assistance based on your level of training. This may include applying direct pressure to stop bleeding, performing CPR, or stabilizing the injured person's neck and spine if there is a suspected neck or back injury.
4. **Control Bleeding:** If the injured person is bleeding, apply direct pressure to the wound using a clean cloth or bandage. Elevate the injured area if possible and maintain pressure until help arrives.
5. **Monitor Vital Signs:** Check the injured person's vital signs, including breathing, pulse, and level of responsiveness. If necessary, provide basic life support measures such as CPR or rescue breathing.
6. **Gather Information:** Gather important information about the injured person, including their medical history, known allergies, and any medications they are taking. This information can be crucial for medical professionals when they arrive.
7. **Communicate with Emergency Services:** Stay on the line with emergency services and provide any updates on the injured person's condition. Follow any instructions given by the dispatcher.
8. **Stay Calm and Reassure the Injured Person:** Keep the injured person as calm as possible, providing reassurance and comfort while waiting for help to arrive. Talking to the injured person in a calm and confident manner can help reduce anxiety and promote a sense of safety.
9. **Document the Incident:** After the situation is under control, document the details of the medical emergency or injury, including the time it occurred, the events leading up to it, and the actions taken to provide aid.

BOMB THREAT PROCEDURE

(SEE APPENDIX A FOR QUICK GUIDE)

Purpose: To plan for incidents involving bomb threats or suspected explosive devices. (See Appendix A for guidance)

1. **Take the threat seriously:** If a bomb threat is received, it should be treated as a credible threat and all necessary actions should be taken to ensure the safety and security of everyone in the vicinity.
2. **Remain calm:** It is important to remain calm and not create panic. Alert others discreetly, if possible, and follow the established emergency procedures.
3. **Notify authorities:** Contact local law enforcement immediately to report the threat. Provide as much detail as possible about the threat, including the exact wording of the threat, if available.
4. **Evacuate the area:** If the threat is deemed credible, initiate an evacuation of the area. Follow established evacuation procedures and move to a safe location away from the potential target of the bomb threat. (See Evacuation Procedures guide)
5. **Follow instructions:** If emergency personnel are on the scene, follow their instructions and cooperate fully with their directions. Do not return to the area until it has been declared safe by the authorities.
6. **Search for suspicious items:** If it is safe to do so, staff members should conduct a brief search of their immediate area for any suspicious items. Do not touch or move any suspicious items and report them to the authorities immediately.
7. **Remain vigilant:** Even after the area has been cleared, remain vigilant for any suspicious activity or items. Report any concerns to authorities and follow their instructions.
8. **Communicate with those affected:** Ensure clear communication with those affected by the bomb threat, providing updates and information as it becomes available.
9. **Review and debrief:** After the threat has been resolved, conduct a thorough review of the incident to identify any areas for improvement in emergency procedures. Debrief with staff to discuss their experiences and any concerns.
10. **Provide support:** Offer support and resources to those affected by the bomb threat, including counseling and assistance with addressing any emotional or psychological impact.

It is important to regularly review and practice bomb threat procedures to ensure that all staff members are familiar with the steps to take in the event of a bomb threat. Additionally, consider incorporating bomb threat awareness and response training into regular employee training sessions.

EMERGENCY EVACUATION PROCEDURES

1. When the fire alarm sounds or an evacuation order is given, cease all work and leave the building via the nearest exit.
2. Follow the designated evacuation routes to the nearest exit, using stairways if the elevators are unavailable.
3. Do not use elevators during a fire emergency.
4. If possible, assist persons with disabilities or injuries in evacuating the building.
5. Move quickly and calmly to the designated assembly area outside the building.
6. Once outside, move away from the building to allow emergency personnel access to the premises.
7. Do not re-enter the building until the all-clear has been given by emergency personnel.

It is important to familiarize yourself with the location of emergency exits and evacuation routes within the workplace. Regularly review and practice these evacuation procedures to ensure everyone is prepared to respond effectively in the event of an emergency. If you have any questions about these procedures, please speak with a supervisor or safety coordinator. Your safety is our top priority.

EVACUATION PROCEDURES FOR BOMB THREAT

1. Evacuation will be accomplished by means other than a general fire alarm. A voice page may be used, but the word “bomb” should not be used in the evacuation message as it would cause undue alarm and panic. The voice page shall include, for example, the following message:

“May I have your attention please, all employees and visitors to the Furniture and Things Community Event Center, including the Senior Activity Center must evacuate the building as quickly and safely as possible. Immediately proceed to the designated assembly area outside of the building. Further information will be given when everyone has safely evacuated outside to the designated assembly area. Thank you.”

The designated assembly for all FT Center patrons and employees will be:

- The High School Football Stadium

If this area is deemed unsafe a location will be specified by the Supervisor on duty.

DISTURBANCES/HOSTILE SITUATIONS

In the event of a disturbance or hostile confrontation, it is essential to prioritize safety and take appropriate action to protect yourself and others. Here are some key emergency procedures to follow in such situations:

1. **Assess the Situation:** If you perceive a potential disturbance or aggression, quickly assess the situation to determine the level of threat and risk involved. Look for potential escape routes and safe areas to seek refuge.
2. **Stay Calm:** It is crucial to remain calm and composed in the face of a disturbance or confrontation. Panicking can escalate the situation and impair your ability to make rational decisions.
3. **Alert Authorities:** If possible, contact the appropriate authorities such as security personnel, law enforcement, or emergency services to report the disturbance and provide them with accurate information about the situation, including your location and any pertinent details.
4. **Seek Safety:** If you are in immediate danger, seek safety by moving to a secure location, such as a locked room or an area with a clear line of sight and escape route. If evacuation is necessary, follow established evacuation procedures and move to an assembly point if specified.
5. **Communicate:** If you are with other people, communicate with them to coordinate your actions and ensure everyone is aware of the situation and the steps being taken to address it.
6. **Follow Established Protocols:** If your organization or location has specific emergency protocols for disturbances and hostile confrontations, follow those procedures diligently. This may include following specific lockdown or evacuation procedures or taking shelter in designated safe areas.
7. **De-escalate if Possible:** If you are directly involved in the confrontation, attempt to de-escalate the situation by speaking calmly and avoiding aggressive or confrontational behavior. Seek to defuse tensions and create an opportunity for peaceful resolution.
8. **Provide Assistance:** After the immediate threat has been neutralized, if it is safe to do so, aid others who may be injured or traumatized. Administer first aid if necessary and offer support and comfort to those affected.

Remember that every situation is unique, and these guidelines are intended as a general framework for responding to disturbances and hostile confrontations. Always prioritize your safety and the safety of others and follow the directions of law enforcement and authorities when they arrive on the scene.

SMOKE OR FIRE EMERGENCY

In the event of a smoke or fire emergency, it is important to remain calm and act quickly to ensure the safety of everyone in the vicinity. Follow these emergency procedures to help keep yourself and others safe:

1. **Alert Others:** If you discover a fire or smoke, immediately notify others in the area by activating the nearest fire alarm. This will help alert everyone to the emergency and prompt them to evacuate the area.
2. **Evacuate the Area:** If it is safe to do so, evacuate the building or area immediately. Use the nearest exit and proceed to the designated assembly point outside of the building. Do not use elevators during a fire emergency.
3. **Close Doors:** As you evacuate, close all doors behind you to help contain the smoke and fire, as well as to slow down the spread of the fire.
4. **Stay Low:** If there is smoke present, stay low to the ground where the air is clearer and easier to breathe. Crawl if necessary to avoid inhaling smoke.
5. **Assist Others:** If you are able to do so safely, assist anyone who may need help evacuating the area, especially those with mobility impairments.
6. **Call for Help:** Once you are safely outside, call the local emergency services (911 or the local emergency number) to report the fire and provide them with as much information as possible, such as the location, size, and any potential hazards.
7. **Do Not Re-enter:** Under no circumstances should you re-enter the building or area until emergency responders have declared it safe to do so.
8. **Follow Instructions:** Listen to and follow any instructions provided by emergency personnel or building staff.
9. **Reassemble at a Safe Location:** Once outside, proceed to the designated assembly point to ensure that everyone is accounted for and to receive further instructions from emergency personnel.

It is important to review and practice these emergency procedures regularly to ensure everyone is prepared to respond appropriately in the event of a smoke or fire emergency. Remember, the safety and well-being of all individuals should be the top priority in any emergency situation.

SEVERE WEATHER

Severe weather events such as tornadoes and blizzards can pose a significant threat to safety. It is important to familiarize yourself with the following emergency procedures in the event of severe weather.

Blizzard:

Consideration to cancel events early if a blizzard is threatening the area should be made as early as possible to allow for safe travel for visitors and staff.

Tornadoes:

1. When a tornado warning is issued, take shelter in the designated tornado shelter area immediately.

Tornado Watch

- A **Watch** means...Conditions are present for severe weather, such as a tornado, to occur.
- Continue normal routine. Be alert for changing weather conditions.

Tornado Warning

A **Warning** means...A funnel cloud has been spotted, or a tornado has touched the ground, or winds in excess of 70 mph have been recorded. Outdoor warning sirens will be sounded.

When a tornado warning is issued, take shelter in the designated tornado shelter area immediately.

Upon receiving notification, FT Center Staff will make an announcement over the intercom. The announcement may read, *“A tornado warning has been issued for the Elk River area. The designated shelter areas are open for employees and visitors.”*

ACTIVE SHOOTER/HOSTILE EVENT

When an active shooter/hostile event is in or near the building, quickly determine the most reasonable ways to protect your own life. Remember that visitors are likely to follow the lead of employees and managers during an active shooter situation.

Because active shooter/hostile event situations are often over before law enforcement arrives on the scene, the individual must be prepared both mentally and physically to deal with an active shooter/hostile event situation. Rapid notification of these events is critical to ensure a timely law enforcement response. While keeping safety in mind, rapid reporting should be done as soon as possible.

Staff should consider the following guidance, in order, when responding to such a threat:

1. **RUN** and escape, if possible.
 - Getting away from the shooter or shooters is the top priority.
 - Leave your belongings behind and get away.
 - Help others escape, if possible, but evacuate regardless of whether others agree to follow.
 - Warn and prevent individuals from entering an area where the active shooter may be.
 - Call 911 when you are safe.
 - If placing a voice call to 9-1-1 is not safe, then consider texting 9-1-1 from a cellular phone.

Information to provide to law enforcement or 9-1-1 operator:

- Location of the active shooter/active attacker
 - Number of shooters/attackers, if more than one
 - Identification of the attacker if it is known.
 - Physical description of shooter(s)/attacker(s)
 - Number and type of weapons held by the shooter(s)/attacker(s)
 - Number of potential victims at the location
2. **HIDE** if escape is not possible.
 - Get out of the shooter's view and stay very quiet.
 - Silence all electronic devices and make sure they will not vibrate.
 - Lock and block doors, close blinds, and turn off lights.
 - Do not hide in groups- spread out along walls or hide separately to make it more difficult for the shooter.
 - Try to communicate with police silently. Use text message or social media to tag your location or put a sign in a window.
 - Stay in place until law enforcement gives you all clear. Your hiding place should be out of the shooter's view and provide protection if shots are fired in your direction.
 3. **FIGHT** as an absolute last resort.
 - Commit to your actions and act as aggressively as possible against the shooter.
 - Recruit others to ambush the shooter with makeshift weapons like chairs, fire extinguishers, scissors, books, etc.
 - Be prepared to cause severe or lethal injury to the shooter.
 - Throw items and improvise weapons to distract and disarm the shooter.

AFTER AN ACTIVE SHOOTER/HOSTILE EVENT

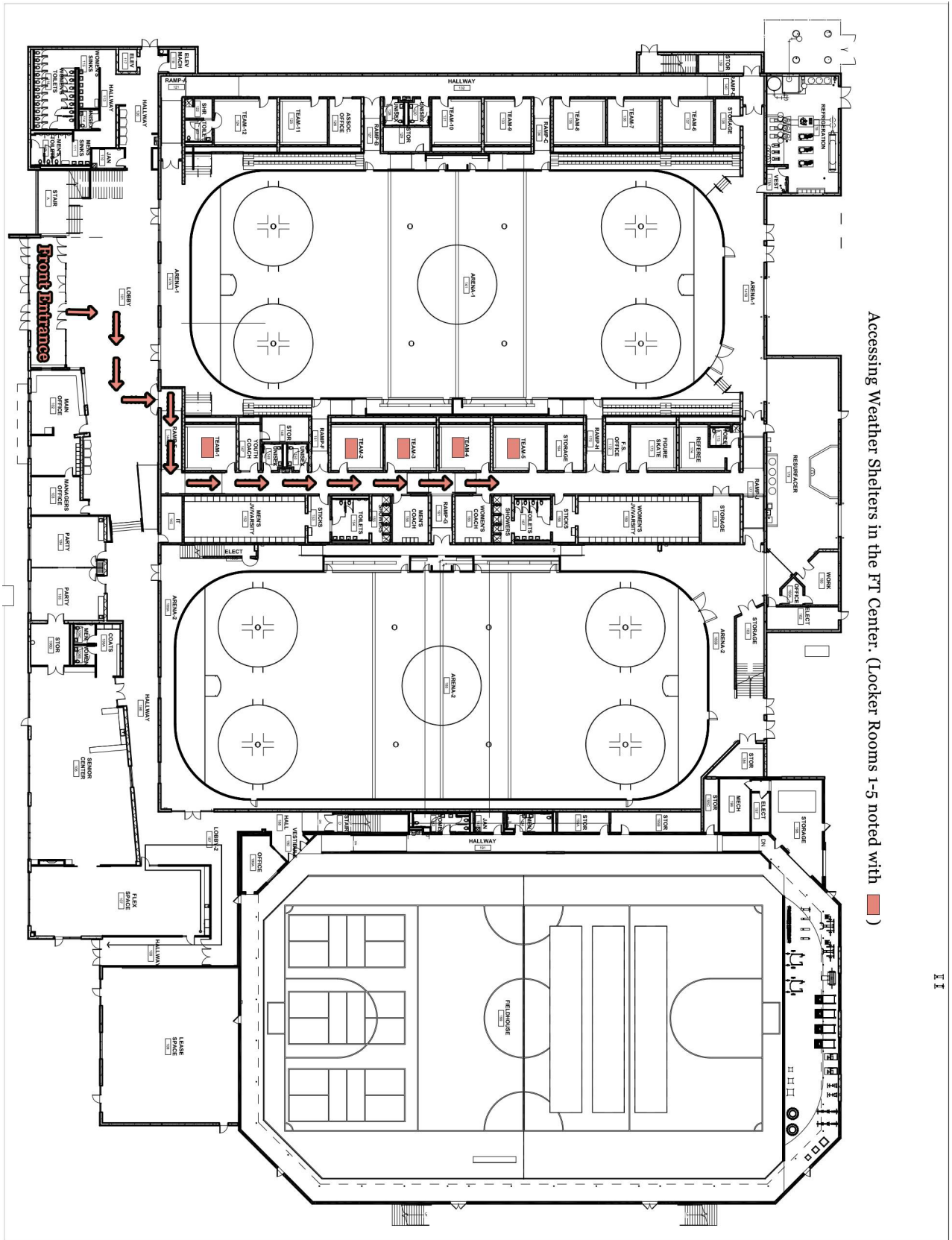
- Follow law enforcement instructions and evacuate in the direction they come from, unless otherwise instructed.
- Keep hands visible and empty.
- Know that law enforcement's first task is to end the incident, and they may have to pass injured along the way.
- Officers may be armed with rifles, shotguns, and/or handguns and may use pepper spray or tear gas to control the situation.
- Officers will shout commands and may push individuals to the ground for their safety.

- Take care of yourself first, and then you may be able to help the wounded before first responders arrive.
- If the injured are in immediate danger, help get them to safety.
- While you wait for first responders to arrive, provide first aid. Apply direct pressure to wounded areas and use tourniquets if you have been trained to do so.
- Turn wounded people onto their sides if they are unconscious and keep them warm.
- Consider seeking professional help for you and your family to cope with the long-term effects of the trauma.

KEY ACTIONS DURING A HOSTAGE SITUATION

Hostage situations are incredibly stressful scenarios. The following items outline some considerations in the rare event that such a situation presents itself at a facility.

- Be patient. Avoid drastic action.
- The initial 45 minutes are the most dangerous. Follow instructions and be alert. The captor is often emotionally unstable. Do not make mistakes that could jeopardize your well-being.
- Do not speak unless spoken to and then only when necessary. Do not talk down to the captor, who may be agitated. Avoid appearing hostile.
- Always maintain eye contact with the captor, if possible, but do not stare. Treat the captor respectfully.
- Comply with instructions as best you can and avoid arguments.
- Be observant. You may be released or have an opportunity to escape. The personal safety of others may depend on your memory.
- If medications, first aid, or restroom privileges are needed by anyone, say so.



Accessing Weather Shelters in the FT Center. (Locker Rooms 1-5 noted with ())

BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

** Refer to your local bomb threat emergency response plan for evacuation criteria*

DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

WHO TO CONTACT (Select One)

- 911
- Follow your local guidelines

For more information about this form contact the Office for Bombing Prevention at: OBP@cisa.dhs.gov



V2

BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER HUNG UP:

PHONE NUMBER WHERE CALL RECEIVED:

Ask Caller:

- Where is the bomb located? (building, floor, room, etc.) _____
- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will make it explode? _____
- Did you place the bomb? Yes No _____
- Why? _____
- What is your name? _____

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (background/level of noise) _____
- Estimated age: _____
- Is voice familiar? If so, who does it sound like? _____
- Other points: _____

Caller's Voice	Background Sounds	Threat Language
<input type="checkbox"/> Female	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Male	<input type="checkbox"/> House noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Accent	<input type="checkbox"/> Kitchen noises	<input type="checkbox"/> Taped message
<input type="checkbox"/> Angry	<input type="checkbox"/> Street noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Calm	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Coughing	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Cracking Voice	<input type="checkbox"/> Music	
<input type="checkbox"/> Crying	<input type="checkbox"/> Motor	
<input type="checkbox"/> Deep	<input type="checkbox"/> Clear	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Static	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Excited	<input type="checkbox"/> Local	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Long distance	
<input type="checkbox"/> Lisp		
<input type="checkbox"/> Loud		
<input type="checkbox"/> Nasal		
<input type="checkbox"/> Normal		
<input type="checkbox"/> Ragged		
<input type="checkbox"/> Rapid		
<input type="checkbox"/> Raspy		
<input type="checkbox"/> Slow		
<input type="checkbox"/> Slurred		
<input type="checkbox"/> Soft		
<input type="checkbox"/> Stutter		

Other Information:



POLICIES AND PROCEDURES

Last Updated: 4/8/2026



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FT Policies & Procedures

These rules outline the expectations for all guests of the Furniture and Things Community Event Center (FT Center). Our goal is to maintain a respectful, safe, and community-focused environment while supporting responsible and sustainable use of the facility.

General Facility Use

- FT Center staff have full authority to enforce facility rules and ensure safety. Guests must follow all staff directions.
- Unsafe, disruptive, damaging, or illegal activity will be stopped at staff discretion and may be reported to the Elk River Police Department.
- All accidents, injuries, or facility damage must be reported immediately to FT Center staff.
- The FT Center is not responsible for lost or stolen items. Staff cannot store or take responsibility for guest property.
- Parking and traffic flow must follow posted signs; fire lanes, loading zones, and emergency access areas must remain clear.
- Building areas may not be used for unreserved group events. Overlook Café and Lounge tables may not be rearranged; table use is limited to 1 hour to allow all guests access.
- Exits and emergency equipment cannot be blocked or covered.

Prohibited Items

- The FT Center is smoke-free, vape-free, tobacco-free, and cannabis-free. Outside parking areas are ISD 728 property and tobacco, cannabis and vape use are strictly prohibited by state law.
- The FT Center is a gun-free facility due to its location and required access across school district property. Possessing a gun on school property is a felony punishable by up to five years on prison, a fine of up to 410,000, or both.
- Outside alcohol is strictly prohibited. All alcohol must be purchased, provided, and served through the FT Center in accordance with Minnesota law. Service may be stopped at any time for safety concerns.
- Animals are not allowed unless they are licensed service animals or pre-approved for exhibits. Guests are responsible for cleanup and related costs.

Behavior and Supervision

- Violent or aggressive behavior is prohibited.
- Inappropriate language (spoken, written, or in music) is prohibited.
- No use of training aids, sticks, pucks, or balls unless in sporting areas like the ice or turf.
- Rollerblading, roller skating, skateboarding, and wheeled shoes are not allowed inside.
- Children **12 and under** must be supervised by an adult. Youth groups (18 and under) must have 1 adult for every 10 youth, unless otherwise directed by staff.
- **All public areas are under 24-hour camera surveillance.**

Compliance

Failure to follow policies may result in:

- Removal and suspension from the facility
- Loss of rental privileges
- Additional fees or charges

Hours of Operation

Facility Hours

- **Monday–Friday, 7:15 AM – 5:00 PM**
- **Hours will extend when rentals, programs, or scheduled activities occur.**
- **Check the interactive calendar for updated hours: www.ftcenter.finnlyconnect.com**
- **Hours may vary by area (ice, turf, rooms) based on rentals, programs, and guest needs.**
- **Entry outside scheduled hours is not permitted unless approved by FT Center staff.**

Holiday Hours

- **The FT Center will be closed for the following holidays: New Year’s Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day.**
- **The FT Center will open for holiday rentals for an additional \$100 per hour on top of regular rates (2-hour minimum) if staffing is available.**

Facility Rentals

General Rental Policies

- Reservation process: One contact person must coordinate and be present for the event.
- Deposit and payment: 50% deposit due at booking; remaining balance due at least 14 days before the event.
- Rental hours must include setup, deliveries, and cleanup. Occupying the rented space before or after your rental time will result in additional fees.
- Cancellations:
 - >45 days before rental: full refund of deposit. \$10 processing fee applies to refunds.
 - 45–15 days before rental: 50% penalty (deposit forfeited).
 - ≤14 days before rental: 100% penalty (full payment required).
 - If the FT Center rebooks your space, cancellation penalties will be waived.
- Renter is responsible for cleanup, damage, and guest conduct.
- Special use fees may apply for unusual setup, cleanup, holidays, or utilities.
- Renters must comply with all city, state, and federal laws.
- If security is required, Elk River Police Department officers will be contracted for hire and billed to the renter. Contract policing requires a two-officer minimum and a two-hour minimum.
- All electrical equipment must be U.L. approved.
- Operation of heaters, barbecues, candles, torches, welding equipment, smoke-emitting devices, or open flames requires written approval from FT Center management. Fog machines are not allowed.

Home Affiliate Program

- Organizations renting >200 hours in a calendar year will qualify for Silver Home Affiliate Discounted Pricing in the following year
- Organizations renting >800 hours in a calendar year will qualify for Gold Home Affiliate Discounted Pricing in the following year
- Home affiliates qualify for priority re-booking and receive priority scheduling based on level of play, in the following manner:
 - High School → Junior → Figure Skating → Youth
- Home affiliates may be billed after usage in lieu of deposit/pre-payments.

Decorations

- Table linens and linen napkins are available to rent, or renters can provide their own.
- Candles allowed only in glass holders taller than the flame consistent with fire code.
- Confetti, glitter, rice, birdseed, pom-poms, pinatas, and similar items are prohibited.
- Wall décor is allowed with blue painters' tape; no floor, ceiling, or light décor.
- Public areas (bathrooms, lobby) may not be decorated without approval.

Food and Beverages

- Catering and Bar Services are available in-house through the Overlook Café and Lounge.
- A \$25 room rental fee discount is provided for every \$100 purchased in pre-ordered Overlook catering food & beverages (the first hour cannot be discounted).
- **Groups of 40 or fewer may bring food and non-alcoholic drinks; groups over 40 must use the FT Center's Overlook Catering or an approved caterer.**
- Outside alcohol is strictly prohibited. All alcohol must be purchased, provided, and served through the FT Center in accordance with Minnesota law.
- No storage, refrigeration, or services are provided for outside food/beverage.
- Catering services may use food warmers that require open flame chafing dish fuel.
- **Senior Center programming is exempt from catering restrictions.**

Room Rentals

- Room Rental Options
 - Party Room A or B (or A and B combined) with tables and chairs.
 - Flex Space with tables and chairs.
 - Overlook Café with tables and chairs (may be unavailable during public hours).
 - Overlook Lounge with existing furniture (may be unavailable during public hours and bar minimum may apply).
 - **The Yard x Rinks & Links (tables and chairs available for an additional fee).**
 - Senior Center: Members only; unavailable Mon–Fri 8:30 AM – 4:00 PM.
- Additional tables, chairs, and linens are available to rent.
- Rooms include microphone and speaker system, large screen TVs for laptop connection via HDMI or Clickshare, all on request only. Staff can assist with FT Center equipment only.
- Guests will need to provide any extension cords.

Ice Arena Rentals

- Home to **Cornerstone Automotive Arena** and **Kiser Construction Arena** (NHL-size rinks with stadium seating).
- Two locker rooms are included per rental; more may be requested if available. Hockey nets are included on request.
- Ice scheduling priority:
 - FT Center events, programs, and maintenance.
 - Home Affiliates (High School → Junior → Figure Skating → Youth).
 - Outside reservations (first-come, first-served).
- Users must adhere to all General Facility Use, Rentals Policies, and the following:
 - Player's gates shall be fully closed and everyone off the ice during resurfacing.
 - Food and drinks (except water) are prohibited on the ice or in players' benches.
 - Only skate-assists are allowed on-ice, no chairs.
 - Hockey Bags are not to be left unattended in common areas or piled up in lobbies.
 - Taunting, spitting, or unsafe behavior is prohibited.
 - Sound system cords are not provided; staff will monitor noise levels.

Field House Rentals

- Home to **The Yard x Rinks & Links** field house.
 - November – April, full turf use, no exceptions.
 - May – October, turf status can be changed as approved by FT Center Staff.
 - Net or curtain surround with advance request.
- Includes 1–3 batting cages on the north side upon request.
- Walking track may be closed based on event needs.
- The Yard x Rinks & Links rental priority:
 - FT Center events and programs
 - Home Affiliates
 - Elk River Organizations (Jan 1 for following calendar year)
 - Outside reservations (Feb 1 for following calendar year)
- Users must adhere to all General Facility Use, Rentals Policies, and the following:
 - Equipment storage requires prior permission.
 - Only plastic or rubber cleats are allowed on turf.
 - No hitting balls against nets, dividers, or ceiling.
 - Sound system cords are not provided; staff will monitor noise levels.

**FT Center Policies & Procedures
History**

Adopted by:	On (date)	Item #



EMERGENCY PROCEDURES GUIDE

Last Updated: 4/8/2026



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EMERGENCY PROCEDURES GUIDE

To all employees of Furniture and Things Community Event Center,

Considering potential emergencies that can occur in the workplace, it is crucial for all city employees to be aware of and prepared for various emergency situations. This Emergency Procedures Guide has been created to provide you with the necessary information and instructions to handle emergency situations effectively and ensure the safety of yourself and others.

This guide will cover a range of likely emergency scenarios but is not intended to cover all possible situations. It will also outline the specific procedures and protocols to follow in each situation, as well as the roles and responsibilities of employees during an emergency.

It is important for every employee to familiarize themselves with this guide and to be prepared to take immediate and appropriate action when necessary. By being well-informed and ready to respond in an emergency, we can ensure the well-being and safety of our fellow employees and the public. It is important to familiarize yourself with the following procedures and know the location of emergency exits, evacuation routes, and emergency equipment within the workplace.

We hope that this guide will provide you with the knowledge and confidence to effectively manage any emergency situation that may arise.

FOR ALL EMERGENCIES: CALL 911

Medical Emergencies

In the event of a medical emergency or injury, follow these steps to provide immediate aid and ensure safety:

1. **Call for Help:** Dial emergency services (such as 911) immediately to request assistance from paramedics and other first responders. Provide clear and accurate information about the nature of medical emergency or injury.
2. **Assess the Situation:** Quickly evaluate the scene for any immediate threats to your safety or the safety of the injured person. If the area is unsafe, move yourself and the injured person to a safe location if possible.
3. **Provide First Aid:** If you are trained in first aid, provide immediate assistance based on your level of training. This may include applying direct pressure to stop bleeding, performing CPR, or stabilizing the injured person's neck and spine if there is a suspected neck or back injury.
4. **Control Bleeding:** If the injured person is bleeding, apply direct pressure to the wound using a clean cloth or bandage. Elevate the injured area if possible and maintain pressure until help arrives.
5. **Monitor Vital Signs:** Check the injured person's vital signs, including breathing, pulse, and level of responsiveness. If necessary, provide basic life support measures such as CPR or rescue breathing.
6. **Gather Information:** Gather important information about the injured person, including their medical history, known allergies, and any medications they are taking. This information can be crucial for medical professionals when they arrive.
7. **Communicate with Emergency Services:** Stay on the line with emergency services and provide any updates on the injured person's condition. Follow any instructions given by the dispatcher.
8. **Stay Calm and Reassure the Injured Person:** Keep the injured person as calm as possible, providing reassurance and comfort while waiting for help to arrive. Talking to the injured person in a calm and confident manner can help reduce anxiety and promote a sense of safety.
9. **Document the Incident:** After the situation is under control, document the details of the medical emergency or injury, including the time it occurred, the events leading up to it, and the actions taken to provide aid.

Bomb Threat Procedure (SEE APPENDIX A FOR QUICK GUIDE)

Purpose: To plan for incidents involving bomb threats or suspected explosive devices. (See Appendix A for guidance)

1. **Take the threat seriously:** If a bomb threat is received, it should be treated as a credible threat and all necessary actions should be taken to ensure the safety and security of everyone in the vicinity.
2. **Remain calm:** It is important to remain calm and not create panic. Alert others discreetly, if possible, and follow the established emergency procedures.

3. **Notify authorities:** Contact local law enforcement immediately to report the threat. Provide as much detail as possible about the threat, including the exact wording of the threat, if available.
4. **Evacuate the area:** If the threat is deemed credible, initiate an evacuation of the area. Follow established evacuation procedures and move to a safe location away from the potential target of the bomb threat. (See Evacuation Procedures guide)
5. **Follow instructions:** If emergency personnel are on the scene, follow their instructions and cooperate fully with their directions. Do not return to the area until it has been declared safe by the authorities.
6. **Search for suspicious items:** If it is safe to do so, staff members should conduct a brief search of their immediate area for any suspicious items. Do not touch or move any suspicious items and report them to the authorities immediately.

7. **Remain vigilant:** Even after the area has been cleared, remain vigilant for any suspicious activity or items. Report any concerns to authorities and follow their instructions.
8. **Communicate with those affected:** Ensure clear communication with those affected by the bomb threat, providing updates and information as it becomes available.
9. **Review and debrief:** After the threat has been resolved, conduct a thorough review of the incident to identify any areas for improvement in emergency procedures. Debrief with staff to discuss their experiences and any concerns.
10. **Provide support:** Offer support and resources to those affected by the bomb threat, including counseling and assistance with addressing any emotional or psychological impact.

It is important to regularly review and practice bomb threat procedures to ensure that all staff members are familiar with the steps to take in the event of a bomb threat. Additionally, consider incorporating bomb threat awareness and response training into regular employee training sessions.

Emergency Evacuation Procedures

1. When the fire alarm sounds or an evacuation order is given, cease all work and leave the building via the nearest exit.
2. Follow the designated evacuation routes to the nearest exit, using stairways if the elevators are unavailable.
3. Do not use elevators during a fire emergency.
4. If possible, assist persons with disabilities or injuries in evacuating the building.
5. Move quickly and calmly to the designated assembly area outside the building.
6. Once outside, move away from the building to allow emergency personnel access to the premises.
7. Do not re-enter the building until the all-clear has been given by emergency personnel.

It is important to familiarize yourself with the location of emergency exits and evacuation routes within the workplace. Regularly review and practice these evacuation procedures to ensure

everyone is prepared to respond effectively in the event of an emergency. If you have any questions about these procedures, please speak with a supervisor or safety coordinator. Your safety is our top priority.

Evacuation Procedures for Bomb Threat

Evacuation will be accomplished by means other than a general fire alarm. A voice page may be used, but the word “bomb” should not be used in the evacuation message as it would cause undue alarm and panic. The voice page shall include, for example, the following message:

“May I have your attention please, all employees and visitors to the Furniture and Things Community Event Center, including the Senior Activity Center must evacuate the building as quickly and safely as possible. Immediately proceed to the designated assembly area outside of the building. Further information will be given when everyone has safely evacuated outside to the designated assembly area. Thank you.”

The designated assembly for all FT Center patrons and employees will be:

- The High School Football Stadium

If this area is deemed unsafe a location will be specified by the Supervisor on duty.

Disturbances/Hostile Situations

In the event of a disturbance or hostile confrontation, it is essential to prioritize safety and take appropriate action to protect yourself and others. Here are some key emergency procedures to follow in such situations:

1. **Assess the Situation:** If you perceive a potential disturbance or aggression, quickly assess the situation to determine the level of threat and risk involved. Look for potential escape routes and safe areas to seek refuge.
2. **Stay Calm:** It is crucial to remain calm and composed in the face of a disturbance or confrontation. Panicking can escalate the situation and impair your ability to make rational decisions.
3. **Alert Authorities:** If possible, contact the appropriate authorities such as security personnel, law enforcement, or emergency services to report the disturbance and provide them with accurate information about the situation, including your location and any pertinent details.
4. **Seek Safety:** If you are in immediate danger, seek safety by moving to a secure location, such as a locked room or an area with a clear line of sight and escape route. If evacuation is necessary, follow established evacuation procedures and move to an assembly point if specified.
5. **Communicate:** If you are with other people, communicate with them to coordinate your actions and ensure everyone is aware of the situation and the steps being taken to address it.

6. **Follow Established Protocols:** If your organization or location has specific emergency protocols for disturbances and hostile confrontations, follow those procedures diligently. This may include following specific lockdown or evacuation procedures or taking shelter in designated safe areas.
7. **De-escalate if Possible:** If you are directly involved in the confrontation, attempt to de-escalate the situation by speaking calmly and avoiding aggressive or confrontational behavior. Seek to defuse tensions and create an opportunity for peaceful resolution.
8. **Provide Assistance:** After the immediate threat has been neutralized, if it is safe to do so, aid others who may be injured or traumatized. Administer first aid if necessary and offer support and comfort to those affected.

Remember that every situation is unique, and these guidelines are intended as a general framework for responding to disturbances and hostile confrontations. Always prioritize your safety and the safety of others and follow the directions of law enforcement and authorities when they arrive on the scene.

Smoke or Fire Emergency

In the event of a smoke or fire emergency, it is important to remain calm and act quickly to ensure the safety of everyone in the vicinity. Follow these emergency procedures to help keep yourself and others safe:

1. **Alert Others:** If you discover a fire or smoke, immediately notify others in the area by activating the nearest fire alarm. This will help alert everyone to the emergency and prompt them to evacuate the area.
2. **Evacuate the Area:** If it is safe to do so, evacuate the building or area immediately. Use the nearest exit and proceed to the designated assembly point outside of the building. Do not use elevators during a fire emergency.
3. **Close Doors:** As you evacuate, close all doors behind you to help contain the smoke and fire, as well as to slow down the spread of the fire.
4. **Stay Low:** If there is smoke present, stay low to the ground where the air is clearer and easier to breathe. Crawl if necessary to avoid inhaling smoke.
5. **Assist Others:** If you are able to do so safely, assist anyone who may need help evacuating the area, especially those with mobility impairments.
6. **Call for Help:** Once you are safely outside, call the local emergency services (911 or the local emergency number) to report the fire and provide them with as much information as possible, such as the location, size, and any potential hazards.
7. **Do Not Re-enter:** Under no circumstances should you re-enter the building or area until emergency responders have declared it safe to do so.
8. **Follow Instructions:** Listen to and follow any instructions provided by emergency personnel or building staff.
9. **Reassemble at a Safe Location:** Once outside, proceed to the designated assembly point to ensure that everyone is accounted for and to receive further instructions from emergency personnel.

It is important to review and practice these emergency procedures regularly to ensure everyone is prepared to respond appropriately in the event of a smoke or fire emergency. Remember, the safety and well-being of all individuals should be the top priority in any emergency situation.

Severe Weather

Severe weather events such as tornadoes and blizzards can pose a significant threat to safety. It is important to familiarize yourself with the following emergency procedures in the event of severe weather.

Blizzard

Consideration to cancel events early if a blizzard is threatening the area should be made as early as possible to allow for safe travel for visitors and staff.

Tornadoes

When a tornado warning is issued, take shelter in the designated tornado shelter area immediately.

- **Tornado Watch:**
 - A Watch means...Conditions are present for severe weather, such as a tornado, to occur.
 - Continue normal routine. Be alert for changing weather conditions.
- **Tornado Warning**
 - A Warning means...A funnel cloud has been spotted, or a tornado has touched the ground, or winds in excess of 70 mph have been recorded. Outdoor warning sirens will be sounded.
 - When a tornado warning is issued, take shelter in the designated tornado shelter area immediately.

Upon receiving notification, FT Center Staff will make an announcement over the intercom. The announcement may read, "A tornado warning has been issued for the Elk River area. The designated shelter areas are open for employees and visitors."

Active Shooter/Hostile Event

When an active shooter/hostile event is in or near the building, quickly determine the most reasonable ways to protect your own life. Remember that visitors are likely to follow the lead of employees and managers during an active shooter situation.

Because active shooter/hostile event situations are often over before law enforcement arrives on the scene, the individual must be prepared both mentally and physically to deal with an active shooter/hostile event situation. Rapid notification of these events is critical to ensure a timely law

enforcement response. While keeping safety in mind, rapid reporting should be done as soon as possible.

Staff should consider the following guidance, in order, when responding to such a threat:

1. RUN and escape, if possible.

- Getting away from the shooter or shooters is the top priority.
- Leave your belongings behind and get away.
- Help others escape, if possible, but evacuate regardless of whether others agree to follow.
- Warn and prevent individuals from entering an area where the active shooter may be.
- Call 911 when you are safe.
- If placing a voice call to 9-1-1 is not safe, then consider texting 9-1-1 from a cellular phone.
- Information to provide to law enforcement or 9-1-1 operator:
 - Location of the active shooter/active attacker
 - Number of shooters/attackers, if more than one
 - Identification of the attacker if it is known.
 - Physical description of shooter(s)/attacker(s)
 - Number and type of weapons held by the shooter(s)/attacker(s)
 - Number of potential victims at the location

1. HIDE if escape is not possible.

- Get out of the shooter's view and stay very quiet.
- Silence all electronic devices and make sure they will not vibrate.
- Lock and block doors, close blinds, and turn off lights.
- Do not hide in groups- spread out along walls or hide separately to make it more difficult for the shooter.
- Try to communicate with police silently. Use text message or social media to tag your location or put a sign in a window.
- Stay in place until law enforcement gives you all clear. Your hiding place should be out of the shooter's view and provide protection if shots are fired in your direction.

2. FIGHT as an absolute last resort.

- Commit to your actions and act as aggressively as possible against the shooter.
- Recruit others to ambush the shooter with makeshift weapons like chairs, fire extinguishers, scissors, books, etc.
- Be prepared to cause severe or lethal injury to the shooter.
- Throw items and improvise weapons to distract and disarm the shooter.

After An Active Shooter/Hostile Event

- Follow law enforcement instructions and evacuate in the direction they come from, unless otherwise instructed.
- Keep hands visible and empty.
- Know that law enforcement's first task is to end the incident, and they may have to pass injured along the way.

- Officers may be armed with rifles, shotguns, and/or handguns and may use pepper spray or tear gas to control the situation.
- Officers will shout commands and may push individuals to the ground for their safety.
- Take care of yourself first, and then you may be able to help the wounded before first responders arrive.
- If the injured are in immediate danger, help get them to safety.
- While you wait for first responders to arrive, provide first aid. Apply direct pressure to wounded areas and use tourniquets if you have been trained to do so.
- Turn wounded people onto their sides if they are unconscious and keep them warm.
- Consider seeking professional help for you and your family to cope with the long-term effects of the trauma.

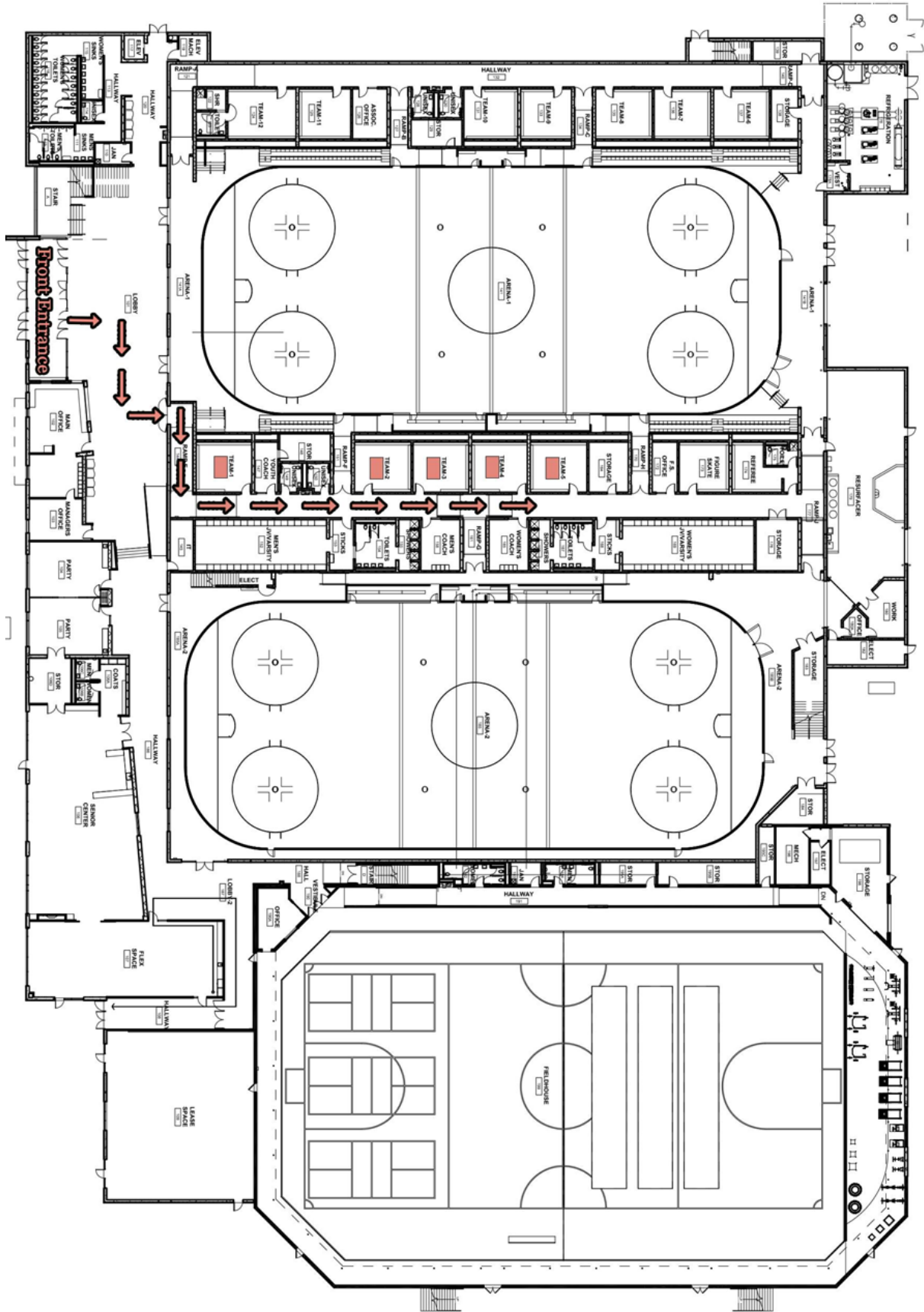
Key Actions During A Hostage Situation

Hostage situations are incredibly stressful scenarios. The following items outline some considerations in the rare event that such a situation presents itself at a facility.

- Be patient. Avoid drastic action.
- The initial 45 minutes are the most dangerous. Follow instructions and be alert. The captor is often emotionally unstable. Do not make mistakes that could jeopardize your well-being.
- Do not speak unless spoken to and then only when necessary. Do not talk down to the captor, who may be agitated. Avoid appearing hostile.
- Always maintain eye contact with the captor, if possible, but do not stare. Treat the captor respectfully.
- Comply with instructions as best you can and avoid arguments.
- Be observant. You may be released or have an opportunity to escape. The personal safety of others may depend on your memory.
- If medications, first aid, or restroom privileges are needed by anyone, say so.

Emergency Procedures Guide History

Adopted by:	On (date)	Item #



Accessing Weather Shelters in the FT Center. (Locker Rooms 1-5 noted with ■)

BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

* Refer to your local bomb threat emergency response plan for evacuation criteria

DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

WHO TO CONTACT (Select One)

- 911
- Follow your local guidelines

For more information about this form contact the Office for Bombing Prevention at: OBP@cisa.dhs.gov



V2

BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER HUNG UP:

PHONE NUMBER WHERE CALL RECEIVED:

Ask Caller:

- Where is the bomb located? (building, floor, room, etc.)

- When will it go off?

- What does it look like?

- What kind of bomb is it?

- What will make it explode?

- Did you place the bomb? Yes No

- Why?

- What is your name?

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (background/level of noise)

- Estimated age:

- Is voice familiar? If so, who does it sound like?

- Other points:

Caller's Voice	Background Sounds	Threat Language
<input type="checkbox"/> Female	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Male	<input type="checkbox"/> House noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Accent	<input type="checkbox"/> Kitchen noises	<input type="checkbox"/> Taped message
<input type="checkbox"/> Angry	<input type="checkbox"/> Street noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Calm	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Coughing	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Cracking Voice	<input type="checkbox"/> Music	
<input type="checkbox"/> Crying	<input type="checkbox"/> Motor	
<input type="checkbox"/> Deep	<input type="checkbox"/> Clear	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Static	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Excited	<input type="checkbox"/> Local	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Long distance	
<input type="checkbox"/> Lisp		
<input type="checkbox"/> Loud		
<input type="checkbox"/> Nasal		
<input type="checkbox"/> Normal		
<input type="checkbox"/> Ragged		
<input type="checkbox"/> Rapid		
<input type="checkbox"/> Raspy		
<input type="checkbox"/> Slow		
<input type="checkbox"/> Slurred		
<input type="checkbox"/> Soft		
<input type="checkbox"/> Stutter		

Other Information:



Request for Action

To
City Council

Item Number
4.10

Meeting Date
April 20, 2026

Prepared By
Lauren Wipper, Human Resources Manager

Item Description
Separation Agreement

Reviewed by
Cal Portner
Jolene Richter

Action Requested

Approve, by motion, the Separation Agreement and Release with Park Maintenance Worker Andy Bentzen.

Background/Discussion

Andy Bentzen's last day as a Park Maintenance Worker for the city was April 3, 2026. As part of the Severance Pay requirements, a release of claims must be executed. Mr. Bentzen returned his signed Agreement on April 15, 2026.

Financial Impact

As per the Severance Pay policy.

Mission/Policy/Goal

The City of Elk River Mission Statement

Attachments

- I. Separation Agreement

The Elk River Vision

A welcoming community with revolutionary and spirited resourcefulness, exceptional service, and community engagement that encourages and inspires prosperity

SEPARATION AND RELEASE AGREEMENT

1. Separation From Employment, Severance Payment, and Vacation Payment.

I, Andrew J. Bentzen, (referred to throughout this Separation and Release Agreement in the first person) understand that my last day of employment as a park maintenance worker with the City of Elk River (the "City") was April 3, 2026, (the "Separation Date"). I understand that City policy ("Severance Pay") provides that I may be eligible to receive a portion of my unused sick leave if I meet the following conditions: 1) I must resign in good standing; 2) I must provide proper written notice of my resignation in accordance with City policy; and 3) I must execute a release of claims. The amount I may be eligible for is determined in accordance with the Severance Pay policy. For purposes of this Agreement, the third condition described above is the "Release Condition"; the first and second conditions are the "Other Conditions."

I understand that in order to be eligible for a portion of my unused sick leave in connection with my separation from employment, I must satisfy the Other Conditions according to their terms and I must satisfy the Release Condition by signing and not rescinding this Separation and Release Agreement ("Agreement"). As of April 3, 2026, the amount of my unused sick and ESST leave is 101.6894 hours and my regular rate of pay at the time I gave notice to resign was \$39.43 per hour. If I satisfy the Release Condition and the Other Conditions, pursuant to the Severance Policy, the portion of my unused sick and ESST leave that I will receive is 60% up to 576 hours. Accordingly, the sum total of the payment that I will receive into my Post Employment Health Cre Savings Plan (PEHCSP) for my unused sick and ESST leave if I satisfy the Release Condition and the Other Conditions will be two thousand four hundred five dollars and seventy-seven cents (\$2,405.77) . The Severance will be paid into my PEHCSP on the first pay day following 18 days after I sign and return this Agreement, provided I do not rescind the Agreement.

I understand that City policy ("Resignation") provides that "With proper notice, the employee will be compensated for any accrued, unused vacation time." This is in addition to and not included in the Severance. As of April 3, 2026, the amount of my accrued, unused vacation time is 92.1974 hours. Accordingly, the sum total of the cash payment that I will receive for my accrued, unused vacation time will be three thousand six hundred thirty-five dollars and thirty-four cents (\$3,635.34) (the "Vacation Payout"). The Vacation Payout will be paid on the first pay day following 18 days after I sign and return this Agreement, provided I do not rescind the Agreement.

I understand that the Severance and Vacation Payout payments will be subject to normal deductions that the City is obligated by law to make or believes in good faith it is obligated by law to make. No representations as to taxability or tax treatment of the Severance and Vacation Payout have been made to me by the City. I understand that I will receive the Severance and Vacation Payout only if I satisfy the Other Conditions and sign this Agreement and do not rescind it within the fifteen (15) calendar days described below under Opportunity to Rescind.

2. No Other Benefits.

I understand that except for the Severance and Vacation payments described in this Agreement, following the Separation Date I shall receive no other benefits. All my rights under the City's benefit plans shall be governed in accordance with the terms of such plans. I acknowledge receipt of applicable summary plan descriptions relating to such plans. I understand that I will no longer be a park maintenance employee of the City after the Separation Date, and I hereby relinquish any rights I may have had under the City's employee policies and any contractual rights I may have had under any agreements with the City.

3. Return of Property.

As of the date of my signing of this Agreement, I warrant that I have returned the originals and all copies of all the City files, documents, software, hardware, keys, office equipment, all records and documents related to the City, and all other City property in my possession or under my control. If I find any City property after I sign this Agreement, I will promptly return it.

4. No Further Claim to Compensation.

This Agreement fully and completely satisfies any and all obligations between the City and me that arise out of or relate to my employment and all payments required under this Agreement to be paid as defined in Section 1. I have no claim to any compensation from the City, in any form, beyond the compensation that is specifically described in Sections 1 through 4 of this Agreement.

5. Complete Release.

In return for the Severance payment and other benefits provided herein, which I acknowledge are good and sufficient consideration for all aspects of this Agreement, I, on behalf of myself and all of my past, present and future heirs, executors, administrators, agents, attorneys, insurers, subrogees, lienors, trustees, indemnitors, principals, servants, representatives, employees, partners, predecessors, successors and assigns, hereby release the City, and any of its subsidiaries and affiliated entities, and all of their respective current and former officers, agents, directors, employees, independent contractors, shareholders, attorneys, accountants, insurers, representatives, predecessors, successors and assigns, both individually and in any representative capacity (collectively, the "Released Parties"), from each and every legal claim, demand or grievance of any kind ("Claim"), whether known or unknown, existing at any time up to and including the date I sign this Agreement, including without limitation any claim, demand or grievance in any way arising out of or related to my employment with the City or my separation of employment with the City.

I understand and agree that this Agreement is a full, final and complete settlement and release of the Released Parties of any and all Claims, whether known or unknown, including but not limited to any Claim I may have under: the federal or any state constitution; Employment Retirement Income Security Act; Title VII of the Civil Rights Act of 1964; the Americans with Disabilities Act; the Fair Labor Standards Act; the Equal Pay Act; the Family and Medical Leave Act; the Age Discrimination in Employment Act; the Minnesota Public Employment Labor Relations Act; the Minnesota Veterans Preference Act; the Minnesota Government Data

Practices Act; the Minnesota Employment, Wages, Conditions, Hours, and Restrictions Laws (Minn. Stat. Chapter 181); the Minnesota Whistleblower Act; section 176.82 of the Minnesota Worker's Compensation Act; the Minnesota Human Rights Act; the Minnesota Public Employment Labor Relations Act; and any other federal, state, or local government laws, regulations or executive orders governing employment. I further understand and agree that I am releasing any Claim I may have, whether known or unknown, for: payment of compensation or benefits of any kind; fraud or misrepresentation; promissory estoppel; wrongful or constructive discharge; defamation; invasion of privacy; breach of covenant of good faith and fair dealing; reprisal or retaliation; breach of contract; breach of a collective bargaining agreement; unjust enrichment; negligence; negligent hiring; supervision and retention; intentional or negligent infliction of emotional distress; and any other Claim arising under any law. I understand and agree that I am releasing my right to pursue, process, or appeal any Claim for a grievance I may have, whether known or unknown, under Article 7 of the Labor Agreement between the City of Elk River and International Union of Operating Engineers, Local No. 49 effective January 1, 2025 through December 31, 2027, and under the City of Elk River Personnel Policy Manual.

I further agree that if any Claim I release in this Agreement is prosecuted in my name before any court or administrative agency, I will waive any benefits I obtain through such prosecution and will not take any award of money or other damages from such Claim.

Notwithstanding the foregoing, this Agreement does not release any rights or claims I may have under the Minnesota Human Rights Act or the Age Discrimination in Employment Act that arise after I sign this Agreement or that arise from acts occurring after I sign this Agreement. Furthermore, this Agreement does not release any post-separation rights I may have under an ERISA welfare benefit or pension plan that are specifically provided for in the applicable plan document or required by law, any rights I may have under any plan subject to Section 409A of the Internal Revenue Code of the United States to the extent the release would cause a violation of Section 409A, or any rights to post-separation benefits continuation under state or federal law. This Agreement also does not prevent me from pursuing any claim to enforce this Agreement, or any right or claim that by law may not be waived.

6. Period for Review and Consideration.

I acknowledge, agree, represent, and warrant that I have been provided twenty-one (21) days in which to consider whether to sign this Agreement. I understand that I may use as much or as little of this twenty-one (21) day period as I wish prior to signing this Agreement. I also understand that upon the expiration of this twenty-one (21) day period, the offer to enter into this Agreement may be revoked if I have not by then accepted it. I also acknowledge that I have been advised by the City to seek advice of an attorney of my choosing and that I have had the opportunity to obtain such advice before I signed this Agreement. I acknowledge that if I sign this Agreement before the twenty-one (21) calendar days have elapsed, I am voluntarily waiving my right to the twenty-one (21) day review period.

7. Opportunity to Rescind Under the ADEA and MHRA.

I recognize that by signing this Agreement I am waiving and releasing any employment discrimination, retaliation, or other claims that he might have under the Age Discrimination in Employment Act ("ADEA"). After I sign this Agreement, I will have seven (7) calendar days to

revoke my waiver and release of any claims arising under the ADEA. This right of revocation applies only to claims arising under the ADEA. For a revocation of claims under the ADEA to be effective, it must be personally delivered to Lauren Wipper, City of Elk River, 13065 Orono Parkway, Elk River, Minnesota 55330, or sent by United States certified mail, return receipt requested and postmarked within the 7 day period.

I recognize that by signing this Agreement I am waiving and releasing any employment discrimination and retaliation claims that I might have under the Minnesota Human Rights Act ("MHRA"). Under the MHRA (Minnesota Statutes § 363A.31), I have the right to rescind this release of claims in writing within fifteen (15) calendar days after signing it. This right of rescission applies only to any claims arising under the MHRA. For a rescission of claims arising under the MHRA to be effective, it must be delivered to Lauren Wipper, either personally or by United States mail within the fifteen (15) day period. If delivered by mail, the rescission must be postmarked within the fifteen (15) day period, properly addressed to Lauren Wipper, City of Elk River, 13065 Orono Parkway, Elk River, Minnesota 55330 and sent by certified mail, return receipt requested.

8. Effect of Rescission of Release of Claims.

If I revoke or rescind any part of the Release of All Claims in this Agreement, Section 1 of this Agreement will automatically be rescinded without further action by either party.

9. Non-Disparagement.

I agree not to make any disparaging or negative remarks, either verbally or in writing, regarding the City or any of the City's current or former employees, elected or appointed officials, representatives, or business partners, either individually or in any representative capacity, with regard to acts occurring before the signing of this Agreement. The City agrees not to make any disparaging or negative remarks, either verbally or in writing, regarding myself or my employment either individually or in any representative capacity, providing a neutral reference to any inquiry related to my character or previous employment with the City.

10. No Admission of Wrongdoing.

Nothing in this Agreement may be construed to be an admission of liability or wrongdoing by, against, or on behalf of the City or me. Any form of wrongdoing or liability is expressly denied by the City and its representatives and by the undersigned and his representatives.

11. Complete Agreement.

I acknowledge and agree that there are no other agreements, covenants, promises, undertakings, or understandings between me and the City except as explicitly set forth in this Agreement and that I have not relied on any statement, representation, or promise of the City, or of any representative or attorney for the City, in executing this Agreement, except as may be set forth explicitly in this Agreement.

No modification of, or addition to, this Agreement shall be effective unless it is in writing and signed by all Parties to this Agreement.

12. Miscellaneous.

I understand that this Agreement is a contract, and that the contract has been agreed upon by the City in Minnesota, and that this Agreement will be construed and interpreted in accordance with the laws of the state of Minnesota. I also understand that if either the City or I believe that this Agreement has been violated or breached in some fashion, that any litigation brought to enforce this Agreement must be brought in the State of Minnesota. I also understand that nothing contained in this Agreement is to be construed by me or anyone else as an admission that the City has violated any local, state or federal law, rule, regulation or principle of common law.


13. Signature.

I have read this Agreement, know its contents and have signed it as a free and voluntary act having had adequate opportunity to consider its terms. Furthermore,

I HAVE SIGNED THIS AGREEMENT INTENDING TO BE LEGALLY BOUND TO ALL ITS TERMS.

Date: 4-15-26

Andrew J. Bentzen
EMPLOYEE NAME


EMPLOYEE SIGNATURE

Date: _____

THE CITY OF ELK RIVER

John J. Dietz, Mayor

ATTEST:

Jolene Richter, Deputy Clerk

GP:2771993 v1



Request for Action

To
Parks and Recreation Commission

Item Number
4.11

Meeting Date
April 20, 2026

Prepared By
Jeff Shelby, Recreation Manager

Item Description
GNT Trailhead and Trailside Amenities Agreement
26-14

Reviewed by
Jeff Shelby
Joe Stremcha
Cal Portner
Jolene Richter

Action Requested

Approve, by motion, the Joint Powers Agreement 26-14 between Sherburne County, the City of Elk River, and the City of Zimmerman for the design of a trail head and amenities along the Great Northern Regional Trail.

Background/Discussion

The city has worked with Sherburne County and the City of Zimmerman on the trailhead facility and amenities design over the last two years. The next step in the project is to formalize the working agreement.

On April 8, the Parks and Recreation Commission reviewed the agreement and recommended that the City Council approve it as presented.

Financial Impact

Under the joint agreement, the city's responsibility will be 17.58% of the accrued costs and will not exceed \$26,250. Funds will be deducted from the Park Dedication Fund.

Mission/Policy/Goal

Improve citizen quality of life. Responsible for every dollar - good stewards.

Attachments

1. GNRT Trailhead and Amenities Design JPA
2. 20260220 Memo Elk River City Council_GNRT

The Elk River Vision

A welcoming community with revolutionary and spirited resourcefulness, exceptional service, and community engagement that encourages and inspires prosperity

**JOINT POWERS AGREEMENT
BETWEEN SHERBURNE COUNTY, THE CITY OF ELK RIVER AND
CITY OF ZIMMERMAN
FOR DESIGN OF TRAILHEAD AND AMENITIES ALONG THE GREAT NORTHERN
REGIONAL TRAIL**

THIS AGREEMENT is made and entered into this ____ day of _____, 2026, (the "Effective Date") by and between the County of Sherburne ("SC"), a political subdivision of the State of Minnesota, 13880 Business Center Drive NW, Elk River, Minnesota 55330, (the "County"), The City of Elk River ("ER"), 13065 Orono Parkway Elk River, MN 55330, and the City of Zimmerman ("CZ"), 12980 Fremont Ave, Zimmerman, MN 55398

WHEREAS, the Parties intend to work with a consulting landscape architecture firm to design a trailhead facility and trailside amenities for the Great Northern Regional Trail between the Cities of Elk River and Zimmerman.

WHEREAS, the alignment goes through Sherburne County, City of Elk River and the City of Zimmerman jurisdictions; and

WHEREAS, the Parties agree that cooperating in the trailhead and amenities design and funding for the scope is in the best interest of the public, and therefore enter into this Agreement to identify the responsibilities and obligations of each of the Parties; and

NOW, THEREFORE, in consideration of the premises and covenants contained herein and subject to the provisions of Minn. Stat. § 471.59, the Parties agree as follows:

1. Purpose. The Parties enter into this Agreement for the purpose of jointly designing the trail use supporting features of this project.
2. Term. Notwithstanding the date of the signatures of the Parties, the term of this Agreement shall commence on the Effective Date and, unless earlier terminated pursuant to this Agreement, shall terminate on the date that Project has been completed and all other obligations of this Agreement have been fulfilled.
3. Duties of the Parties.
 - 3.1. Solicitation and Award of Contract. SC will act as the lead agency in soliciting proposals and qualifications from firms for the alignment analysis.
 - 3.2. Preliminary Information and Review. When requested by SC or the selected Consultant, ER and the CZ shall provide relevant documentation to assist the Consultant in preparing the preliminary report and preparations for the community engagement presentations.

Each Party shall retain responsibility for reviewing and approving presentation materials and final analysis reports/drawings for segments within their respective jurisdictions.

3.3. Cost Participation. SC will be responsible for administering the contract with the selected Consultant, including making payments to the Consultant. The current estimated total cost for services of the selected consultant is \$39,958.79.

Each Party shall proportionally share costs based on the percent construction estimate nt within each jurisdictional boundary using the following percentages:

- Sherburne County 22.60%
- The City of Elk River 17.58%
- City of Zimmerman 59.82%

Upon completion of the Design and Construction Administration, ER and CZ shall reimburse SC for the proportional share of the final costs applicable to the percentages referenced above. Final costs will be based on actual expenses incurred by SC, as reflected in SC's payments to the Consultant for professional services associated with the alignment analysis. ER and CZ shall remit payment to SC within 30 days of receiving an itemized invoice.

4. General Provisions.

4.1 Entire Agreement; Amendments. This Agreement constitutes the entire agreement and understanding of the parties with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements, documents and proposals, oral or written, between the parties with respect thereto. Any amendment or modification to this Agreement shall not be valid unless such amendment or modification (i) is in writing and signed by authorized representatives of both parties and (ii) references this Agreement.

4.2 Cooperation. The parties agree to cooperate in the use of resources, including available right-of-way to complete the project as a whole, to the extent feasible and to the extent permitted by law. The parties further agree to cooperate in the administration of the contract and completion of the project, including cooperating in resolving any disputes the parties may have with the contractor(s) both during the project and following completion of the project.

4.3 Notices. Any notices required or permitted to be given under this Agreement shall be delivered personally or sent by certified mail to the other party as follows:

To Sherburne County: Andrew Witter
Sherburne County Engineer
Sherburne County Government Center
13880 Business Center Drive
Elk River, MN 55330

To the City of Elk River: Jeff Shelby
Parks & Recreation Manager
Elk River Parks and Recreation
13065 Orono Parkway
Elk River, MN 55330

To the City of Zimmerman: Randy Piasecki
City Administrator
City of Zimmerman
12980 Fremont Ave
Zimmerman, MN 55398

4.4 Governing Law. This Agreement shall be governed by the laws of the State of Minnesota. For the purpose of resolving conflicts related to or arising out of this Agreement, the parties expressly agree that venue shall be exclusively in the State of Minnesota, County of Sherburne.

4.5 Disbursement of Funds. All funds disbursed by the County or Township pursuant to this Agreement shall be disbursed by each entity pursuant to the method provided by law.

4.6 Audit. The parties shall maintain complete and accurate records with respect to costs incurred and services performed under this Agreement for a period of at least six (6) years after the termination of this Agreement. Pursuant to Minn. Stat. § 16C.05, Subd. 5, each party shall allow the other party, the State Auditor, or their authorized representatives access to the books, records, documents, and accounting procedures and practices relevant to the subject matter of the Agreement, for purposes of audit.

4.7 Data Practices. All data created, collected, received, stored, used, maintained, or disseminated for any purpose in connection with this Agreement is governed by the Minnesota Data Practices Act, as well as other State and Federal rules and regulations relating to data privacy.

4.8 Termination. This Agreement may be terminated by either party at any time, with or without cause, upon not less than thirty (30) days written notice delivered by mail or in person to the other parties. If notice is delivered by mail, it shall be deemed to be received two days after mailing. Such termination shall not be effective with respect to any solicitation of bids or any purchases of services or goods which occurred prior to such notice of termination. Each Party shall pay its pro rata share of costs incurred prior to such notice of termination regardless of with Party initiates termination of agreement.

4.9 Liability. Each party will be solely responsible for its own acts and omissions and the results thereof, to the extent authorized by law. The parties mutually agree to indemnify and hold harmless each other from any claims, losses, costs, expenses or damages resulting from the acts or omissions of the respective officers, agents, or employees relating to activities conducted by either party under this Agreement. Minnesota Statutes Chapter 466 and other applicable laws govern the parties' liability.

4.10 Severability. In the event that any portion of this Agreement shall be held to be invalid, such invalidity shall not affect the validity of the remainder of this Agreement.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement to be effective as of the Effective Date set forth above.

SHERBURNE COUNTY

CITY OF ELK RIVER

By: _____
County Board Chair

By: _____
Mayor

Attest: _____
County Administrator

Attest: _____
Deputy City Clerk

CITY OF ZIMMERMAN

By: _____
City Administrator

Attest: _____
City Clerk



TO: Elk River City Council

FROM: Gina Hugo, Parks Director

DATE: February 20, 2026

SUBJECT: Consider staff recommendations for Award of Great Northern Regional Trail (GNRT) Trailhead and Amenities Design to Selected Firm Based on Cost Effectiveness, Proposal Content, References and Overall Best Value.

Proposals were submitted by five qualified firms and evaluated by staff. Based on cost effectiveness, project understanding, references, and past experience with the GNRT, staff recommends that the Sherburne County Board award the alignment analysis contract to Damon Farber.

The proposal submitted by Damon Farber is the best value of services and products at \$150,000. *Staff recommends awarding the project to Damon Farber.* Elk River's cost participation is based on percent project cost estimate (0.175) and will not exceed \$26,250.

Other firms submitted:

- Widseth – \$134,815
- WSB - \$99,994
- Aune Fernandez Landscape Architects - \$118,868
- Mend Collective - \$149,430

Request for Action



To
Parks and Recreation Commission

Item Number
4.12

Meeting Date
April 20, 2026

Prepared By
Jeff Shelby, Recreation Manager

Item Description
Vikings Youth Football Camp Agreement 26-15

Reviewed by
Jeff Shelby
Joe Stremcha
Cal Portner
Jolene Richter

Action Requested

Approve, by motion, the facility use Agreement 26-15 between the City of Elk River and the Minnesota Vikings to hold a one-day youth clinic for residents.

Background/Discussion

The Parks and Recreation Division has partnered with the Minnesota Vikings to hold a one-day youth clinic for residents on July 14. This is a non-contact clinic for boys and girls of all skill levels, ages 6-14. It is free to attend and will be held at Oak Knoll Athletic Complex.

On April 8, the Parks and Recreation Commission reviewed the agreement and recommended that the City Council approve it as presented.

Financial Impact

None

Mission/Policy/Goal

Opportunity to live, work, and play

Attachments

- I. 2026-07-14 - Facility Agreement - City of Elk River

The Elk River Vision

A welcoming community with revolutionary and spirited resourcefulness, exceptional service, and community engagement that encourages and inspires prosperity

Strictly Confidential

March 17, 2026

City of Elk River
Attn: Warren Ellingworth
999 Proctor Ave NW
Elk River, MN 55330

Re: Minnesota Vikings Youth Football Camp

This facilities agreement (“**Agreement**”) confirms the mutual agreement between Minnesota Vikings Football, LLC (“**Vikings**”) and the City of Elk River (“**City**”) for the use of the Oak Knoll Athletic Complex located at 999 Proctor Ave NW, Elk River, MN 55330 (the “**Facility**”) during the Vikings Youth Football Camp on July 14, 2026, from approximately 10:00AM – 12:30PM CT (the “**Event**”). Vikings will require access to the Facility starting at 8:00AM on the day of the Event to complete setup. City acknowledges and agrees that Vikings may formally terminate this Agreement at any time prior to the Event without any liability or obligation.

City represents and warrants that (i) it has the full right and authority to enter into this Agreement, (ii) that no other permission or consent to do so is necessary, (iii) this Agreement does not create a conflict with any other agreements or relationships entered into by City with other third parties at the time of entering into this Agreement and thereafter, (iv) City shall comply with all applicable city, county, state, and federal guidelines, regulations, laws and procedures, and (v) City has taken all steps necessary to obtain any necessary permissions, certifications, licenses, endorsements, or approvals required from any and all entities that govern facility use as required to provide use of the Facility.

The parties agree that Vikings shall have the right to use the Facility for the Event at no cost. However, notwithstanding the foregoing, Vikings agree to reimburse City up to Four Hundred Dollars (\$400) for City’s procurement of portable restrooms for the Event. Vikings shall reimburse City within thirty (30) days of completion of the Event and receipt of an approved invoice.

City shall be fully responsible for any and all damage, illness or injury caused to City or City’s property, unless such damage is caused by the gross negligence or willful misconduct of Vikings. Further, City shall be fully responsible for any and all damage, illness or injury caused to any person or property related to City’s acts or omissions or the Event. City shall indemnify, defend, and hold harmless Vikings, the National Football League and its member professional football clubs, and each of their respective affiliates, owners, members, officers, partners, directors, agents, invitees and employees (collectively, the “**Indemnified Parties**”) from and against all claims, damages, actions, judgments, suits, losses, fines, penalties, demands, costs, expenses, and liability whatsoever, including attorneys’ fees, expert fees and court costs (collectively, the “**Losses**”), and all expenses incidental to such Losses, based upon, arising out of, or in any way related to (i) the Facility; (ii) any act, error, or omission by City or anyone acting under its direction or control or on its behalf; (iii) damage to property or injuries to persons or other tortious acts caused or contributed to by City or anyone acting under its direction or control or on its behalf; or (iv) any breach of this Agreement by City.

Vikings shall indemnify, defend, and hold harmless City from and against any and all Losses based upon, arising out of, or in any way related to (i) Vikings’ gross negligence or willful misconduct; (ii) damage to property or injuries to persons or other tortious acts solely and directly caused by Vikings; or (iii) any breach of this Agreement by Vikings.

City shall provide and maintain in full force and effect, at its own expense, the following policies of insurance written by insurance companies qualified to do business in the State of Minnesota and the states where Services are provided, with an A.M. Best Company rating of A–IX or better: (i) Commercial General Liability insuring against loss or damage of any kind, type or nature, including bodily injury or death, with limits not less than \$1,000,000 each occurrence and \$3,000,000 aggregate; (ii) Workers’ Compensation in compliance with the

statutory requirements of the state of operation, and Employer's Liability with limits not less than \$1,000,000 each accident, \$1,000,000 disease- each employee and \$1,000,000 disease-policy limit; and (iii) Umbrella/Excess Liability with limits not less than \$1,000,000 each occurrence to apply in excess of the Commercial General Liability and Employer's Liability policy limits.

All such insurance and policies required above shall be primary and non-contributory and provide that the coverage may not be canceled unless thirty (30) days prior written notice is furnished to the Vikings. Each policy (excluding Workers' Compensation) shall include the Indemnified Parties as Additional Insureds, and all policies in (i) – (iii) above shall include a waiver of subrogation in favor of the Indemnified Parties. The insurance requirements set forth above shall not be construed as a limitation of any potential liability, and City shall remain solely and fully liable for the full amount of any loss or damage not compensated by insurance. City shall provide the Vikings with certificates of insurance evidencing the requirements set forth above. Vikings' approval or acceptance of a certificate of insurance does not constitute assumption of responsibility for the validity of any insurance policy nor does the Vikings represent that the required coverages and limits are adequate to protect City's interest, and the Vikings assume no liability therefore.

Vikings will not be liable to City for failure or delay in performing its obligations under this Agreement where such failure by the Vikings is due, in whole or in part, to war or the effects of war, terrorism, blockade, revolution, insurrection, civil commotion, riot, mobilization, strike, labor trouble, work stoppage, lockout, act of God, weather conditions, decisions of the NFL, plague, pandemic, epidemic, virus or disease outbreak and/or actual or anticipated public health crises, fire, flood, acts of government or the public enemy, any labor, material, or transportation shortage or curtailment, governmental regulation, or to any other similar or dissimilar cause or causes beyond the control of, or without the fault or negligence of, the Vikings, and all whether foreseeable or unforeseeable. In the case of a force majeure event, Vikings may cancel or modify this Agreement without liability, upon written notification to City. For clarity, a Vikings business decision to modify or not host the Event in response to any such force majeure event is considered a force majeure event.

This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota without giving effect to principles of conflict of laws. If any portion of this Agreement is held invalid or unenforceable, the remainder of this Agreement shall not be affected and shall continue to be valid and enforceable to the fullest extent permitted by law. The parties acknowledge neither party has, or shall be deemed to have, the authority to bind the other party without the other party's express written consent. City shall look only to the assets of Vikings, a limited liability company, and not to the assets of any member or other person, including without limitation Vikings' partners and owners, for the satisfaction of any obligation or debt under this Agreement. After the Event, all obligations relating to indemnification and liability, or which by implication were intended to continue, shall survive until fulfilled. This Agreement may be executed in any number of counterparts, each of which will be deemed an original, but all of which taken together shall constitute one single agreement. Faxed, electronic, and scanned signatures will be deemed acceptable to the same extent as an original.

Agreed and acknowledged:

CITY OF ELK RIVER

MINNESOTA VIKINGS FOOTBALL, LLC

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____



Request for Action

To
City Council

Item Number
4.13

Meeting Date
April 20, 2026

Prepared By
Joe Stremcha, Business Services Director/Assistant
City Administrator

Item Description
Elk River Northbound Liquor Store & Fire Station
#1 - Subcontractor Qualifications

Reviewed by
Joe Stremcha
Cal Portner
Jolene Richter

Action Requested

Approve, by motion, the revised list of contractors as of April 16, 2026, that have met the requirements outlined in the Subcontractor Request for Qualifications as published on January 13, 2026, for the Northbound Liquor Store and Fire Station #1 construction projects.

Background/Discussion

City Council first approved the list of qualified contractors on March 16, 2026. BCI, Inc. has now met the qualifications to be considered for bidding carpentry work on the Northbound Liquor Store and Fire Station #1 construction projects. Terra Construciton (CMaR) recommends including them in the bidding process.

Financial Impact

None.

Mission/Policy/Goal

Meet changing needs - agile.

Attachments

- I. Subcontractor RFQ Recommendation 2026-04-16 AMMEND

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763.463.0220
877.604.2118



info@terragc.com
terragc.com



April 16, 2026

Joe Stremcha
Assistant City Administrator
City of Elk River
13065 Orono Parkway
Elk River, MN 55330

RE: Elk River Northbound Liquor Store & Fire Station #1 - Subcontractor Request for Qualifications

Mr. Stremcha,

Below is the list of subcontractors who have responded to the Subcontractor Request for Qualifications (RFQ) published on 1/13/26 for the above referenced projects. Terra Construction (Terra) has reviewed the qualifications and, based on the information received, offer the recommendations below:

Contractors that have met the requirements outlined in the RFQ:

• **Concrete, Masonry & Precast:**

- Hollenback & Nelson
- Thompson Construction of Princeton
- Thomsen Construction of Anoka
- Axel Ohman
- B&D
- K Johnson
- Northland Concrete and Masonry
- Rice Lake
- Wells Precast
- Molin
- Taracon

• **Concrete Finishing (Polished Concrete/Epoxy):**

- Swedebro
- Lake Effect Coatings
- QC Companies
- Grazzini Brothers
- Kremer Davis
- Starting Line Floor Coatings
- Acoustics Associates

• **Steel:**

- KMH Steel Erectors
- Sowels Co. Steel Erectors
- Spartan Steel Erectors
- Amerect Steel & Precast
- Red Cedar Steel
- Linco
- Patriot Erectors
- K&K Fabrication
- Superior Iron

• **Carpentry:**

- BCI, Inc.
- Kellington Construction
- Kunz Construction
- Gustav & Rudy
- Reiling Construction
- Acoustics Associates
- Tekton

• **Waterproofing & Air Barrier:**

- Henkemeyer Coatings
- Homeco
- Northstar Weather Proofing



21025 Commerce Blvd, Suite 1000 // Rogers, MN 55374

- Structural Applicators
- **Roofing & Sheet Metal:**
 - John A Dalsin
 - Central Roofing
 - Lake Area Roofing
 - McDowall
 - MINT Roofing
 - Palmer West
 - Camacho
 - Atomic Sheet Metal
 - Progressive Building Systems
- **Joint Sealants:**
 - Carciofini
 - The Caulkers Co.
 - Wells
 - Molin
- **Doors, Frames, Hardware (Material Only):**
 - Wheeler Hardware
 - Mid Central Door
 - Bredemus Hardware
- **Glass & Glazing:**
 - Ford Metro
 - Midland Glass
 - Murphy Window
 - Minneapolis Glass
- **Overhead Doors:**
 - Garage Door Store
 - Yale
 - Crawford Doors
 - Idc Automatic
 - Overhead Door Company
- **Gypsum Board/EIFS:**
 - Prestige Drywall
 - Quality Drywall
 - Common Links
 - Olympic
 - Pinnacle Wall Systems
 - RTL Construction
 - Stucco 1
 - Mulcahy Nickolaus
- **Tile:**
 - Mid-State Tile
 - Superset
 - Acoustics Associates
 - Grazzini Brothers
- Blackhawk
- **Acoustical Ceilings:**
 - Twin City Acoustics
 - Acoustics Associates
 - Architectural Sales of MN
- **Flooring:**
 - Superset Flooring
 - Precision
 - Resilient Martin Group
 - Acoustics Associates
 - Grazzini Brothers
 - MCI Carpet One
- **Painting:**
 - Henkemeyer Coatings
 - DeGolier Painting
 - All-State Painting
 - Fransen Finishes
 - Mulcahy Nickolaus
- **Elevators:**
 - TKE
 - Otis
- **Fire Suppression:**
 - LVC
 - Viking
 - Breth-Zenzen
 - Frontier Fire Protection
 - Summit Companies
- **Plumbing, Piping, Mechanical:**
 - B&D Plumbing
 - Davis
 - El-Jay
 - Voss
 - Falcon
 - Precise
 - Yale Mechanical
 - Cool-Air Mechanical
 - Kraft Mechanical
 - McDowall Sheet Metal
 - Modern
 - Weidners Mechanical
 - Sun Mechanical



- **Electrical:**

- Bluesky Electric
- Laketown Electric
- AJ Moore Electric
- Medina Electric
- Vinco Electrical
- LSS
- Gephart
- LaForce
- Erickson Electric
- Kirtland Electric
-

- **Earthwork & Utilities:**

- Kevitt Companies
- DGN Dirtwork (Earthwork)
- Atlas
- Bolander
- Peterson Companies
- HOBS
- Veit
- New Look Contracting
- Dimke
- Michels

- Rachel
- T.Scherber
- U.S. Siteworks
- MU&E
- Fehn
- D&D
- St. Paul Utilities
- Voss
- United Water & Sewer

- **Bituminous Paving:**

- Knife River
- Bituminous Roadways
- GMH Asphalt
- Ohmann
- Hanson Paving

- **Site Concrete:**

- McNamara Concrete
- North Country Concrete
- Stapf

- **Landscaping:**

- Autumn Ridge Landscaping
- Great Northern Landscaping
- Peterson Companies
- Keller Fence (Fencing)
- Margolis Companies

Contractors that did not meet the requirements outlined in the RFQ:

- CD Tile – EMR is 1.29 (Pass/Fail requirement was 1.25)
- Sonus Interiors – EMR is 1.35 (Pass/Fail requirement was 1.25)
- Sentra-Sota – EMR is 1.72 (Pass/Fail requirement was 1.25)
- Electrical Production Services – EMR is 1.27 (Pass/Fail requirement was 1.25)

Copies of the qualifications submitted can be found here: [Sub Forms Received](#)

Should you have any questions or like further information, please feel free to contact me directly.

Respectfully,



Kory Reiners
Preconstruction Manager





Request for Action

To
City Council

Item Number
4.14

Meeting Date
April 20, 2026

Prepared By
Brent O'Neil, Economic Development Director

Item Description
Purchase Agreements 26-16, 26-17 and Resolution 26-32 with Coborns

Reviewed by
Joe Stremcha
Cal Portner
Jolene Richter

Action Requested

Approve, by motion, Resolution 26-32 approving amendments to the purchase agreements related to Coborn's Inc., and Coborn's Land Company.

Background/Discussion

The agreement with Coborn's to purchase property for the future liquor store included a primary parcel as well as a small portion of Coborn's existing parking lot. The additional parking lot area was included for a \$1 purchase price and potentially offered the city maximum flexibility in site layout and parking. The purchase agreements were written to make the closing of these two properties contingent on each other and to transfer to the city simultaneously.

As design nears completion, it has become evident that additional property is not needed to place the new store on the primary parcel. Bidding and construction are expected in the coming months, and it is important to have the primary parcel under title by early May. The smaller parking parcel is encumbered by a mortgage, which would need to be released, and Coborn's has not yet obtained it.

To keep things moving, we recommend this action to decouple the two agreements, which allows the city to close on the primary parcel and align with the planned construction timeline. We could then close later on the remaining property. This would also give the city a chance to examine the pros and cons of acquiring the second parcel, as items such as long-term repair and maintenance costs may offset advantages for acquiring the property, and the city may determine whether it no longer needs to acquire the second parcel.

Financial Impact

None

Mission/Policy/Goal

Meet changing needs - agile.

Attachments

- Resolution 26-32 Amendment 2 Coborn's Agreements

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2. Second Amendment - Coborn's Inc. Land Purchase
3. Second Amendment - Coborn Realty Land Purchase



**City of Elk River
City Council**

Resolution 26-32

A Resolution of the City Council of the City of Elk River Amending a Real Estate Purchase Agreements between the City of Elk River and Coborn's, Incorporated and Coborn Realty Company.

WHEREAS, the City entered into a land purchase agreement with Coborn's, Inc. on October 22, 2025, to purchase to parcels of real property, with closing to occur by March 6, 2026, and extended by the Council to May 1, 2026.

WHEREAS, the two agreements specified the closing of the properties is contingent on the properties closing simultaneously.

WHEREAS, to facilitate the expedient transfer of the Coborn Realty Company parcel, the City and Coborn's desire to modify the agreements by removing the requirement the properties must be transferred simultaneously.

WHEREAS, these modifications set the closing dates to May 5, 2026, for the Coborn Realty Company parcel and August 31, 2026, for the Coborn's Inc. parcel.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Elk River, Minnesota, as follows: These Amendments to the Purchase Agreements are hereby approved in substantially the same form as presented.

Passed and adopted this 20th day of April 2026.

John J. Dietz, Mayor

ATTEST:

Jolene Richter, Deputy Clerk

**SECOND AMENDMENT TO
REAL ESTATE PURCHASE AGREEMENT**

THIS SECOND AMENDMENT TO REAL ESTATE PURCHASE AGREEMENT is dated as of _____, 2026 (“Amendment”), between **CITY OF ELK RIVER**, a Minnesota municipal corporation (“**Purchaser**”) and the **COBORN’S, INCORPORATED** a Minnesota corporation (“**Seller**”).

RECITALS

WHEREAS, Seller and Purchaser entered into a Real Estate Purchase Agreement dated October 22, 2025, as amended by an Amendment to Real Estate Purchase Agreement (collectively, the “Purchase Agreement”) for the conveyance of a portion of Lot 1, Block 2, Hillside Crossing, according to the recorded plat thereof, Sherburne County, Minnesota (“Seller’s Parcel”).

WHEREAS, the parties desire to (i) amend the contingencies; and (ii) extend the date of closing.

NOW, THEREFORE, in consideration of the covenants and undertakings contained herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Purchaser and Seller agree as follows:

1. Incorporated. The above Recitals are hereby incorporated as a material part of this Amendment with the same force and effect as if restated in full in this Paragraph.

2. Amendment to Paragraph 8. Paragraph 8 of the Purchase Agreement is amended to delete subparagraphs (f), (g) and (h).

3. Amendment to Paragraph 9. Paragraph 9 of the Purchase Agreement is amended to read as follows:

9. Closing. The closing hereof shall take place on or before August 31, 2026 (the “**Closing**” or “**Date of Closing**”). The Closing shall take place at the offices of the Title Company as an escrow closing, unless otherwise agreed by the parties in writing. At Closing, Seller and Purchaser shall disclose their Social Security Numbers or Federal Tax Identification Numbers for the purpose of completing state and federal tax forms.

4. Amendment to Paragraph 16. Paragraph 16 of the Purchase Agreement is amended to read as follows:

16. Remedies.

(a) If Purchaser has performed or is ready, willing and able to perform all obligations required by this Agreement and Seller shall fail or refuse to perform this Agreement within the time and in the manner provided, then Purchaser, at its option may (a) terminate this Agreement, or (b) bring an action for specific performance provided that any action for such specific performance is commenced within six (6) months after such right arises. Purchaser may also bring a claim for actual damages for its actual out-of-pocket expenses related to this Agreement, as a result of Seller's default.

(b) If Seller defaults on any of its material obligations under this Agreement and fails to cure such default within ten (10) days after receiving written notice thereof, Purchaser shall be entitled, as its sole and exclusive remedy, to terminate this Agreement. Purchaser shall not have the right to recover any other damages of any kind from Seller or to obtain other equitable adjustment to the terms of the sale of the Property.

5. Except as provided herein, all terms and provisions of the Purchase Agreement shall remain in full force and effect.

Seller and Purchaser have executed this Amendment as of the date first written above.

(Remainder of page intentionally left blank)
(Signature pages to follow)

PURCHASER:

CITY OF ELK RIVER

BY: _____
John J. Dietz, Mayor

AND: _____
Jolene Richter, City Clerk

SELLER:

COBORN'S, INCORPORATED

By: _____
Print Name: _____
Its: _____

**SECOND AMENDMENT TO
VACANT LAND PURCHASE AGREEMENT**

THIS SECOND AMENDMENT TO VACANT LAND PURCHASE AGREEMENT is dated as of _____, 2026 (“Amendment”), between **CITY OF ELK RIVER**, a Minnesota municipal corporation (“**Purchaser**”) and the **COBORN REALTY COMPANY, LP** a Minnesota limited partnership (“**Seller**”).

RECITALS

WHEREAS, Seller and Purchaser entered into a purchase agreement dated October 22, 2025, as amended by an Amendment to Vacant Land Purchase Agreement (collectively the “Purchase Agreement”) for the conveyance of Lot 2, Block 2, Hillside Crossing, according to the recorded plat thereof, Sherburn County, Minnesota (“Seller’s Parcel”).

WHEREAS, the parties desire to extend the date of closing date.

NOW, THEREFORE, in consideration of the covenants and undertakings contained herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Purchaser and Seller agree as follows:

1. Incorporated. The above Recitals are hereby incorporated as a material part of this Amendment with the same force and effect as if restated in full in this Paragraph.

2. Amendment to Paragraph 9. Paragraph 9 of the Purchase Agreement is amended to delete subparagraphs (e) and (f).

3. Amendment to Paragraph 10. Paragraph 10 of the Purchase Agreement is amended to read as follows:

10. Closing. The closing hereof shall take place on or before May 5, 2026 (the “**Closing**” or “**Date of Closing**”). The Closing shall take place at the offices of the Title Company as an escrow closing, unless otherwise agreed by the parties in writing. At Closing, Seller and Purchaser shall disclose their Social Security Numbers or Federal Tax Identification Numbers for the purpose of completing state and federal tax forms.

4. Except as provided herein, all terms and provisions of the Purchase Agreement shall remain in full force and effect.

Seller and Purchaser have executed this Amendment as of the date first written above.

(Remainder of page intentionally left blank)
(Signature pages to follow)

PURCHASER:

CITY OF ELK RIVER

BY: _____
John J. Dietz, Mayor

AND: _____
Jolene Richter, City Clerk

SELLER:

COBORN REALTY COMPANY, LP

By: _____

Print Name: _____

Its: _____



Request for Action

To
City Council

Item Number
6.1

Meeting Date
April 20, 2026

Prepared By
Jolene Richter, Deputy Clerk

Item Description
City of Elk River Volunteer of the Month

Reviewed by
Cal Portner
Jolene Richter

Action Requested

Mayor Dietz will recognize and present a plaque to the April Volunteer of the Month Award recipient.

Background/Discussion

Mayor Dietz established the City of Elk River Volunteer of the Month Award program to recognize Elk River residents for their volunteer contributions and commitment to community service.

Financial Impact

None.

Mission/Policy/Goal

The City of Elk River Mission Statement.

Attachments

None

The Elk River Vision

A welcoming community with revolutionary and spirited resourcefulness, exceptional service, and community engagement that encourages and inspires prosperity



Request for Action

To
City Council

Item Number
6.2

Meeting Date
April 20, 2026

Prepared By
Joe Stremcha, Business Services Director/Assistant
City Administrator

Item Description
Introduce New Staff

Reviewed by
Joe Stremcha
Cal Portner
Jolene Richter

Action Requested
None

Background/Discussion

The following staff will be introduced to the City Council:

- Food and Beverage Supervisor Ahmed Whittaker
- City Clerk Justin Dunford

Financial Impact
None

Mission/Policy/Goal
Together we win

Attachments
None

The Elk River Vision

A welcoming community with revolutionary and spirited resourcefulness, exceptional service, and community engagement that encourages and inspires prosperity



Request for Action

To
City Council

Item Number
7.1

Meeting Date
April 20, 2026

Prepared By
Zack Carlton, Community Development Director

Item Description
Conditional Use Permit: Habitat for Humanity build site, ISD 728 - 900 School St NW

Reviewed by
Cal Portner
Jolene Richter

Action Requested

Open the public hearing, receive comments, and continue the hearing to June 1, 2026.

Background/Discussion

The school district is working to update and refine plans for a proposed educational home build site. The project is a partnership between ISD 728 and Habitat for Humanity, where students construct a home during the school year as part of the high school's technical education program. At the end of the school year, the home will be transported to a residential parcel and occupied.

Staff had concerns about the proposed location along Jackson Avenue and have discussed moving the site further into the school property. The school district and city staff also need to review state standards in more detail for the proposed use.

Financial Impact

None.

Mission/Policy/Goal

Together we win.

Attachments

None

The Elk River Vision

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Request for Action

To
City Council

Item Number
7.2

Meeting Date
April 20, 2026

Prepared By
Zack Carlton, Community Development Director

Item Description
Resolution 26-28: Land Use Amendment, Sherburne County - PID 75-00844-0020

Reviewed by
Cal Portner
Jolene Richter

Action Requested

Adopt, by motion, Resolution 26-28 amending the land use guidance for PID 75-00844-0020 from Mixed Residential to Business Park.

Background/Discussion

The applicant, Sherburne County, has submitted an application requesting approval of a Comprehensive Plan Amendment for the property (PID 75-00844-0020) south of the government center. The parcel is currently guided for Mixed Residential uses, and the county is looking to change the guidance to Business Park. The parcel had previously been guided for Business Park uses, but was changed to Mixed Residential with the adoption of the 2021 Comprehensive Plan Update. That change was made at the request of the county.

Planning Commission

The Commission held a public hearing on March 24, 2026. Multiple residents spoke during the hearing and asked about the county's plans for the property and if there were any developments or projects planned for the site. Staff noted that the current application does not approve any development, and that the only change requested at this time is a land use amendment. Staff also stated that the subject site is platted as an outlot, which means that any development proposal will require a public hearing notice and another public hearing.

Residents also asked about a possible jail expansion, as the county has discussed the possibility in the past. The land use needs to match the zoning, and changing the land use to residential, consistent with the current land use guidance, would not remove the possibility of a jail expansion, as *Government Facilities* are also permitted in residential districts.

The Planning Commission supported consistency with the current zoning and unanimously recommended approval of the land use amendment.

Financial Impact

None.

Mission/Policy/Goal

- Support the growth and development of the community.

The Elk River Vision

A welcoming community with revolutionary and spirited resourcefulness, exceptional service, and community engagement that encourages and inspires prosperity

- Meet changing needs - agile.

Attachments

1. Planning Commission Memo dated March 24, 2026
2. Resolution



Request for Action

To
Planning Commission

Item Number
5.2

Meeting Date
March 24, 2026

Prepared By
Zack Carlton, Community Development Director

Item Description
Land Use Amendment: Government Center Land,
Sherburne County - PID 75-00844-0020

Reviewed by
Chris Leeseberg

Action Requested

Recommend, by motion, approval of the Comprehensive Plan amendment requested by Sherburne County.

Background/Discussion

The applicant, Sherburne County, has submitted an application requesting approval of a Comprehensive Plan amendment for the property (PID 75-00844-0020) south of the government center. The parcel is currently guided for Mixed Residential uses, and the county is looking to change the guidance to Business Park. The parcel had previously been guided for Business Park uses, but was changed to Mixed Residential with the adoption of the 2021 Comprehensive Plan Update. That change was made at the request of the county.

The parcel is 33.89 acres and zoned Business Park, consistent with the requested land use guidance. The properties to the west are occupied by two data centers, both guided for and zoned Business Park. The parcel is bordered on the north by the Sherburne County Government Center, also zoned Business Park, and to the east and south by existing single-family homes.

The proposed land use amendment does not authorize any uses to immediately begin construction on the site, but does allow light industrial and office uses. When a development application is submitted to the city, careful consideration will be required to buffer the existing neighborhoods from adverse effects.

Financial Impact

None.

Mission/Policy/Goal

Support the growth and development of the community.

Attachments

1. Location Map
2. Applicant's Narrative
3. Land Use Map

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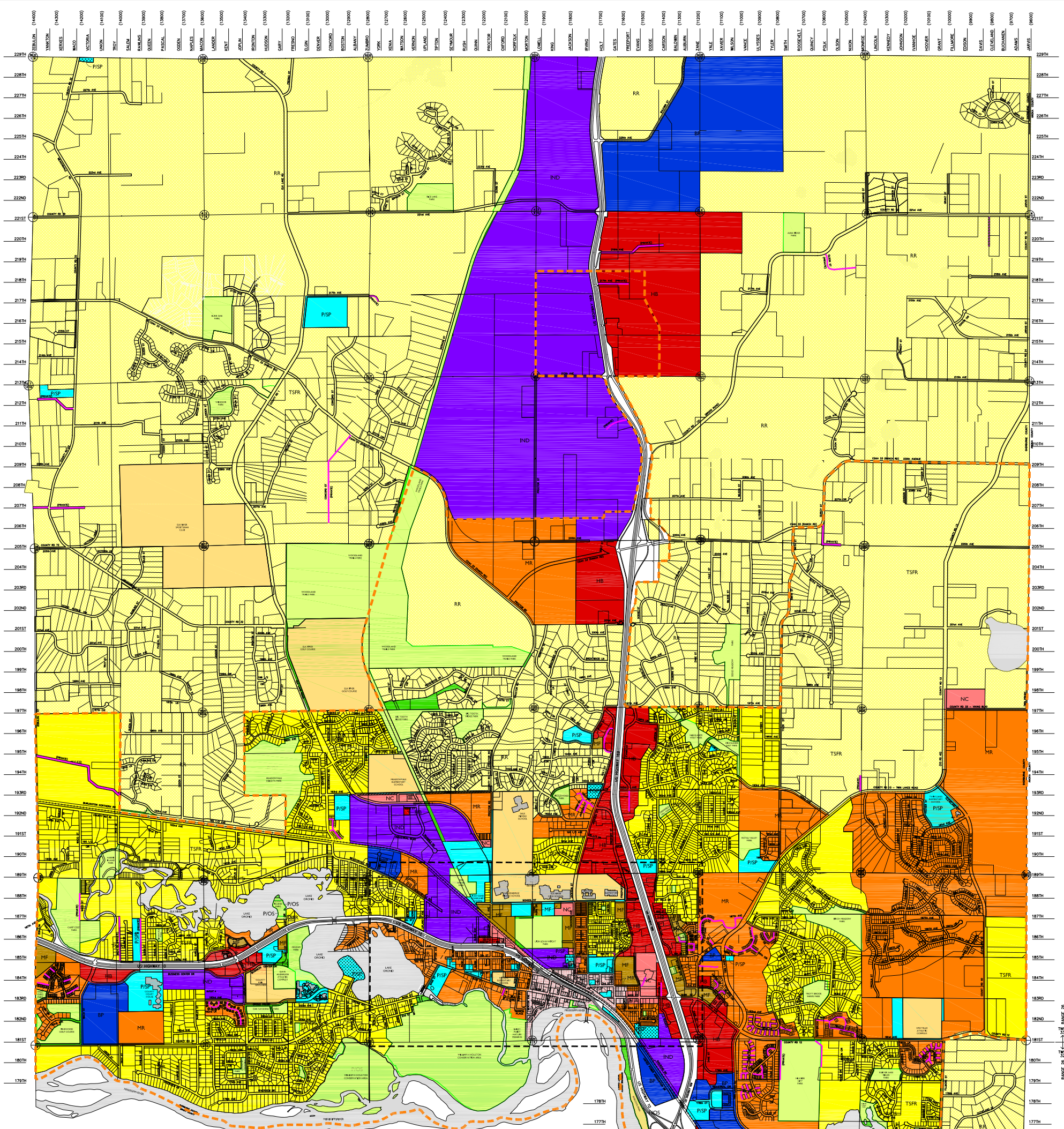


Project Location Map

Sherburne County
Land Use Amendment

Case No: LU 26-01

Legal Description of Property
Lot B Elk Path Business Center Fifth Addition
A Written Narrative see Description of Project Narrative
We are requesting the current land use of "Mixed Residential" be changed to "Business Park" for potential future industrial usage. At this time, the County does not have any specific project finalized, but this change would allow any future industrial interest on the land to proceed through the development process in a timelier fashion.



--- URBAN SERVICE AREA

LAND USE MAP

RR	Rural Residential
TSFR	Traditional Single-Family Residential
MR	Mixed Residential
MF	Multifamily
MU	Mixed Use
NC	Neighborhood Commercial
HB	Highway Business
BP	Business Park
IND	Industrial
P/OS	Parks and Open Space
P/SP	Public/Semi-Public
AG	Agriculture
(Red outline)	Urban Service Area

City of Elk River

2000 1000 500 0 1/8 1/4 1/2 1 MILE
 (IN FEET) (IN MILES)

BASE MAP REVISED BY
 CIA RIVER STAFF
 OCT 2024



**City of Elk River
City Council**

Resolution 26-28

A Resolution of the City Council of the City of Elk River Amending the Comprehensive Plan to Change the Land Use for PID 75-00844-0020 from Mixed Residential to Business Park

WHEREAS, Minnesota Statutes, Chapter 462.355, Subdivision 2, prescribes the procedure for amending the Comprehensive Plan, and

WHEREAS, the Planning Commission held a public hearing on March 24, 2026, and recommended approval of the Comprehensive Plan amendment request for the property described in **Exhibit A**, and

WHEREAS, the City Council held a public hearing on April 20, 2026, after which they reviewed the Comprehensive Plan amendment request and found the following:

1. The proposed land use is consistent with the surrounding land uses.
2. The use will not have adverse impacts on the surrounding land uses.
3. The proposed changes are in general conformance to the adopted Comprehensive Plan.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Elk River, Minnesota, as follows: The Land Use Plan shall be amended to change the guidance for the property described in Exhibit A from Mixed Residential to Business Park.

Passed and adopted this 20th day of April 2026.

John J. Dietz, Mayor

ATTEST:

Jolene Richter, Deputy Clerk

EXHIBIT A

Outlot B, ELK PATH BUSINESS CENTER FIFTH ADDITION, Sherburne County, Minnesota



Request for Action

To
City Council

Item Number
7.3

Meeting Date
April 20, 2026

Prepared By
Chris Leeseberg, Senior Planner

Item Description
Resolution 26-29: Plat of Heinen Estates, April
Heinen - 21446 Brook Rd NW

Reviewed by
Zack Carlton
Cal Portner
Jolene Richter

Action Requested

Adopt, by motion, Resolution 26-29 approving the Plat of Heinen Estates, subject to the following conditions:

1. Park Dedication Fee shall be paid for one new single-family parcel, at the applicable rate at the time of recording.
2. An Access Permit from Sherburne County Public Works will be required to establish driveway locations.
3. If PID 75-00111-3310 is determined to be under the applicant's ownership, the plat will need to be updated and include the parcel as an outlot in the proposed plat.

Background/Discussion

The applicant, April Heinen, has submitted a subdivision application to divide an existing parcel into two lots. The subject property is zoned Single Family Residential (R1a), which has a minimum lot size of 2.5 acres. The applicant proposes to subdivide the existing 18.6-acre parcel into two lots, along with the dedication of public right-of-way for County Road 121. One lot will contain the existing home and accessory structure, while the second lot will be a newly buildable parcel. The newly created parcel is subject to park dedication requirements.

Parks and Recreation Commission

The Parks and Recreation Commission recommended that park dedication be satisfied through a cash payment for one single-family parcel, at the applicable rate in effect at the time of recording.

Sherburne County

Property access requirements established by Sherburne County require a minimum spacing of 330 feet between driveways, unless shared access is provided within the county right-of-way. An Access Permit from Sherburne County Public Works will be required before establishing access. In addition, the city will require that all driveways maintain a minimum five-foot setback from side property lines.

The county also informed the city that it is reviewing ownership of PID 75-00111-3310, located across Brook

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Road (County Road 121), and questioned whether it should have been created during the road realignment process. While ownership of this parcel does not directly affect the current plat review, the final plat may need to address this parcel if it is determined to be under the applicant's ownership. If so, the parcel would need to be included in the plat as an Outlot, as it does not meet the minimum lot size requirements. If the parcel is not owned by the applicant, the proposed plat as submitted will be sufficient.

Applicable Regulations

City ordinance section 30-375 outlines the required findings for approval of a plat.

1. The proposed subdivision is consistent with the zoning regulations (Article VI of this chapter) and conforms in all respects with all requirements of this Code, including the zoning regulations and this article.

The subdivision is consistent with the zoning regulations of this article.

2. The proposed subdivision is consistent with all applicable general and specialized city, county, and regional plans, including, but not limited to, the city's comprehensive development plan.

The Comprehensive Plan guides the property for rural residential uses, supporting larger lot single-family uses with well and septic access. City services are not proposed for properties in this classification. The proposed subdivision is consistent with this guidance.

3. The physical characteristics of the site, including but not limited to topography, soils, vegetation, susceptibility to erosion and siltation, susceptibility to flooding, and drainage, are suitable for the type and density of development and uses contemplated.

Much of the site has large wetland complexes, but the new lot contains buildable area outside of the wetland setback requirements. All city ordinances related to wetland setbacks and buffers will need to be met when the property is developed in the future.

4. The proposed subdivision makes adequate provision for water supply, storm drainage, sewage transportation, erosion control and all other services, facilities and improvements otherwise required in this article.

Water supply and sewage will be handled onsite with private wells and septic systems. The remaining provisions are provided for within the proposed subdivision.

5. The proposed subdivision will not cause substantial environmental damage.

The delineated wetlands are protected by wetland buffer and setback ordinances.

6. The proposed subdivision will not conflict with easements of record or with easements established by judgment of a court.

The subdivision will not conflict with easements of record.

7. The proposed subdivision will not have an undue and adverse impact on the reasonable development of neighboring land.

The proposed subdivision will not have an adverse impact on the reasonable development of neighboring land. The proposed action is consistent with the area.

8. The proposed subdivision is not premature. A subdivision is premature if any of the following exist:

a. Lack of adequate stormwater drainage.

b. Lack of adequate roads.

c. Lack of adequate sanitary sewer systems.

d. Lack of adequate off-site public improvements or support systems.

The addition of one buildable lot at this location is not premature as the existing infrastructure can support the uses.

Financial Impact

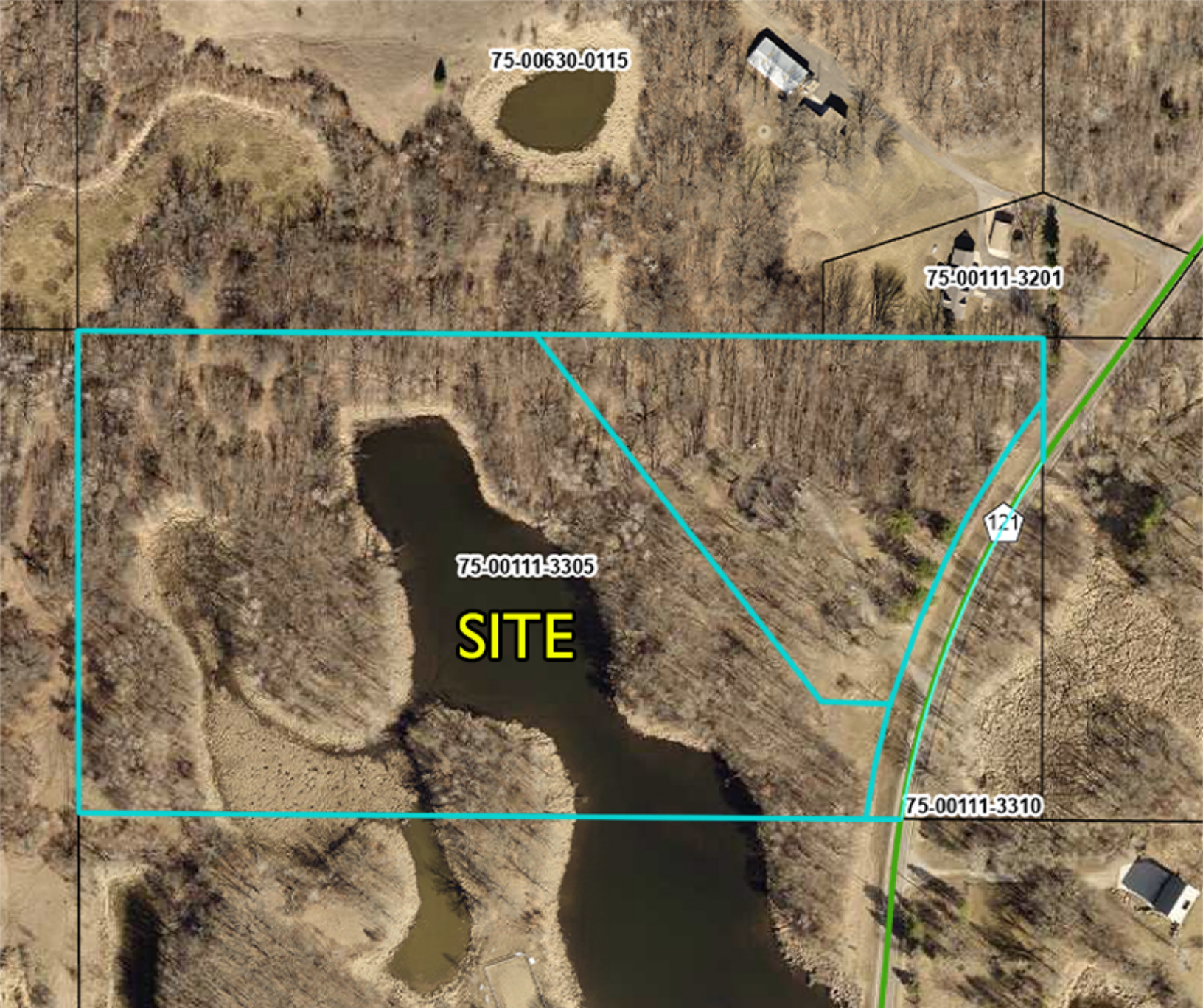
None.

Mission/Policy/Goal

Responsibly grow.

Attachments

1. P 26-01 Location Map
2. Preliminary Plat
3. Final Plat
4. Resolution 26-__
5. County Driveway Exhibit



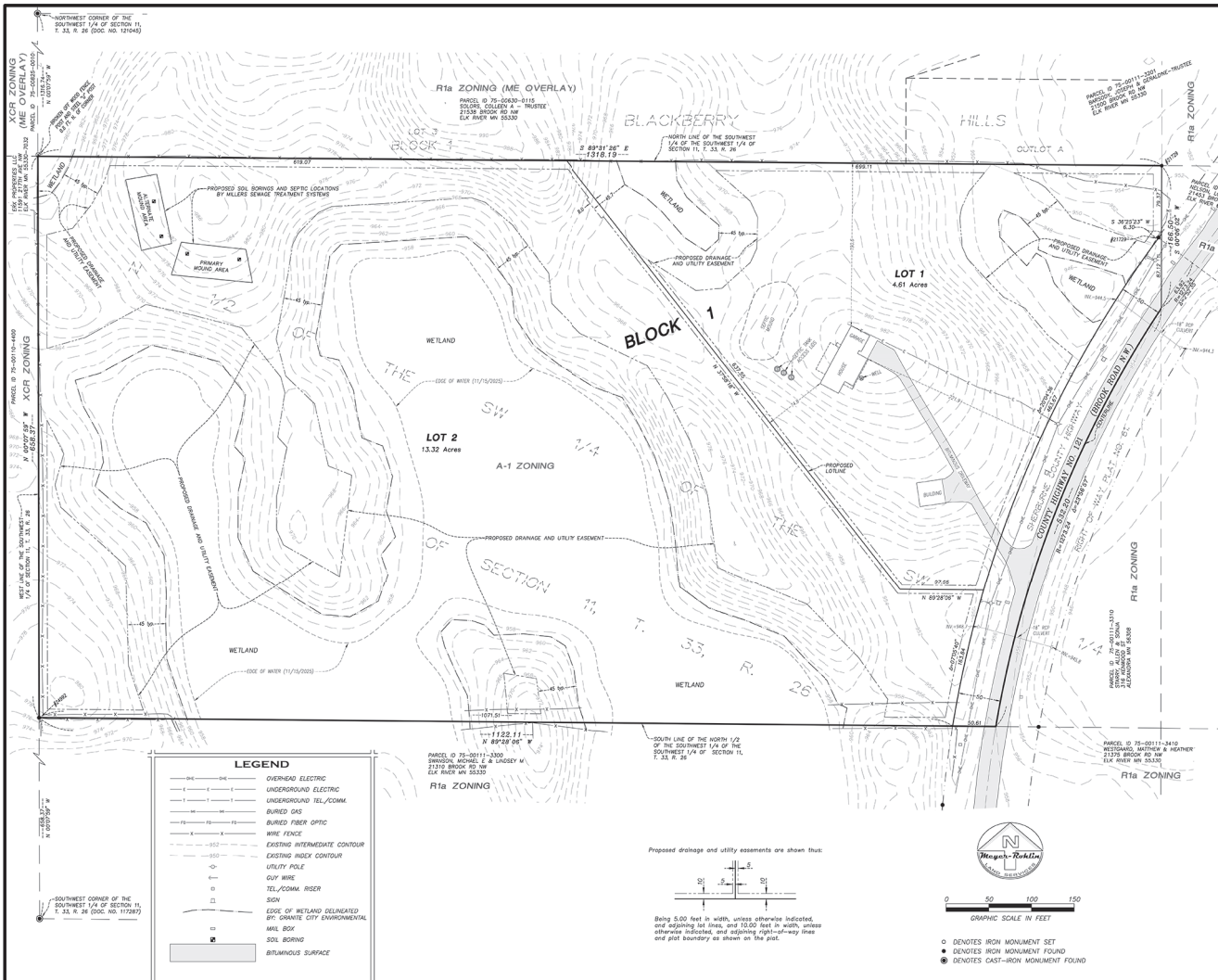
75-00111-3305
SITE

Project Location Map

Heinen
Simple Plat

Case No: P 26-01





EXISTING CONDITIONS AND PRELIMINARY PLAN FOR THE PROPOSED PLAT OF HEINEN ADDITION LOCATED IN THE CITY OF ELK RIVER SHERBURNE COUNTY, MN

OWNER / DEVELOPER:
HEINEN ESTATE LLC
21808 BROOK RD NW
ELK RIVER MN 55330
PH: (612) 308-6882

APPLICANT:
APRIL HEINEN
PH: (612) 308-6882

PARCEL DESCRIPTION (Parcel # 75-00111-3305):
The North Half of the Southwest Quarter of the Southwest Quarter (1/2 of SW1/4 of SW1/4), of Section Eleven (11), Township Thirty-Nine (39), Range Twenty-Six (26), Sherburne County, Minnesota, lying west of the public road.

PROPERTY ADDRESS:
21808 BROOK RD NW
ELK RIVER MN 55330

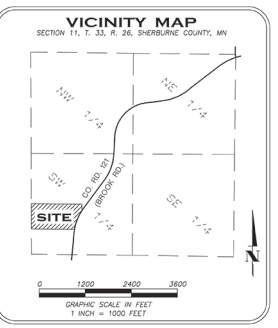
EXISTING ZONING: R-1A Rural Residential

DIMENSIONAL REGULATIONS (non-sewered):
Minimum Lot Area: 2.5 Acre
Minimum Lot Width: 160

PRIMARY BUILDING SETBACKS:
Front: 30
Side: 20
Rear: 30

TOTAL AREA TO BE PLATTED: 18.60 Acres

PROPOSED AREAS:
Lot 1 Block 1: 4.61 Acres
Lot 2 Block 1: 13.32 Acres
Public right-of-way: 0.67 Acres

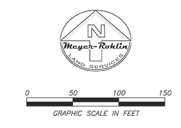
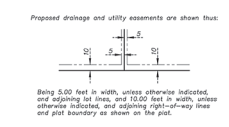


LEGEND

—○—○—	OVERHEAD ELECTRIC
—□—□—	UNDERGROUND ELECTRIC
—◇—◇—	UNDERGROUND TEL/COMM.
—○—○—	BURIED GAS
—○—○—	BURIED FIBER OPTIC
—○—○—	WIRE FENCE
—○—○—	EXISTING INTERMEDIATE CONTOUR
—○—○—	EXISTING WICK CONTOUR
—○—○—	UTILITY POLE
—○—○—	OUT WIRE
—○—○—	TEL/COMM. RISER
—○—○—	SICK
—○—○—	EDGE OF WETLAND DELINEATED BY GRANITE CITY ENVIRONMENTAL
—○—○—	MAIL BOX
—○—○—	SOIL BORING
—○—○—	BITUMINOUS SURFACE

PARCEL ID 75-00111-3306
WESTING, MARTINE & WINTER
21778 BROOK RD NW
ELK RIVER MN 55330

PARCEL ID 75-00111-3410
WESTING, MARTINE & WINTER
21778 BROOK RD NW
ELK RIVER MN 55330



NOTES:

- Existing ground contours are shown according to LIDAR data obtained online from the Minnesota Department of Natural Resources at: <http://dnr.org/data/state/minn/mnsp/mnsp07/>
- Matters of record are shown according to Commitment for Title Insurance issued by Stewart Title Guaranty Company, issuing agent Land Title, Inc., Commitment No. 689971, Commitment date January 8, 2024.

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

Date 10/02/2025

Trace C. McCoy
License No. 44531

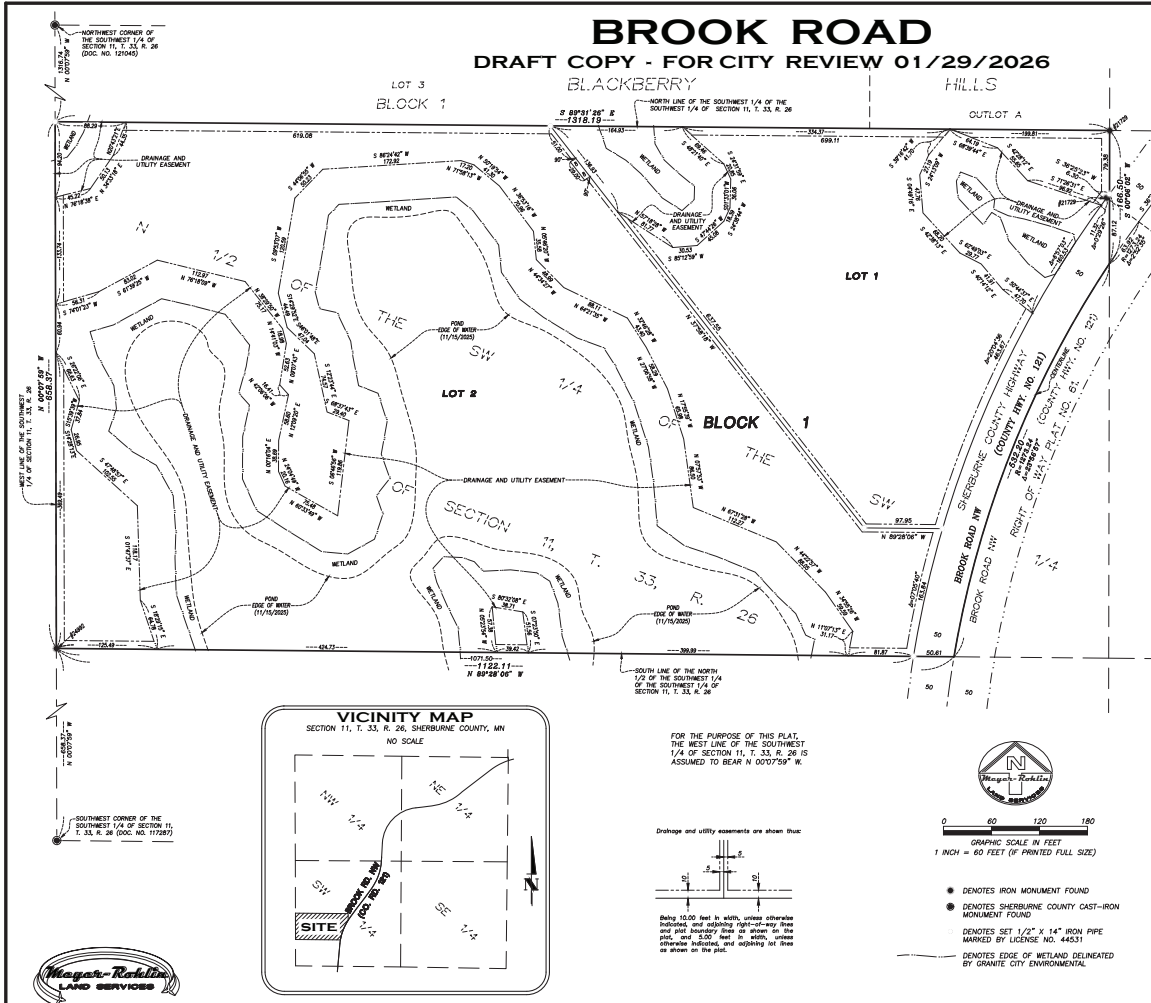
Mayer-Rohrer Land Services
1001 1st Avenue NE
PO Box 1474
Elk River, MN 55330
TEL: 763-877-1111 FAX: 763-877-1111 WWW.MAYER-ROHRER.COM

DRAWN BY	BOOK	SHEET	OF	FILE NO.
AAN	006	1	1	24177
PAGE	7	SHEETS		

DATE 10/02/2025

BROOK ROAD

DRAFT COPY - FOR CITY REVIEW 01/29/2026



KNOW ALL PERSONS BY THESE PRESENTS: That Heinen Estate, LLC, a Minnesota limited liability company, owner of the following described property situated in the County of Sherburne, State of Minnesota, to wit:

The North Half of the Southwest Quarter of the Southwest Quarter (N1/2 of SW1/4 of SW1/4) of Section Eleven (11), Township Thirty-three (33), Range Twenty-six (26), Sherburne County, Minnesota, lying west of the public road.

Has caused the same to be surveyed and plotted as BROOK ROAD and does hereby dedicate to the public for public use forever the easements as shown on this plat for drainage and utility purposes only. Also dedicating to the County of Sherburne for public use forever County Highway No. 121 as shown on this plat.

In witness whereof said Heinen Estate, LLC, a Minnesota limited liability company, has caused these presents to be signed by its proper officer this _____ day of _____, 20____.

Heinen Estate, LLC

(Signature)

(Name Printed)

State of Minnesota
County of _____

This instrument was acknowledged before me this _____ day of _____, 20____, by _____ of said Heinen Estate, LLC, a Minnesota limited liability company.

(Signature)

(Name Printed)
Notary Public, _____ County, Minnesota
My Commission Expires _____

I do hereby certify that this plat was prepared by me or under my direct supervision, that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on the plat; that all monuments depicted on the plat have been correctly set; that all water boundaries and wet lands, as defined in Minnesota Statutes 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Trace C. McCoy, Land Surveyor
Minnesota License No. 44531

State of Minnesota
County of Wright

The foregoing surveyor's certificate was acknowledged before me this _____ day of _____, 20____, by Trace C. McCoy, Land Surveyor, Minnesota License No. 44531.

(Signature)

(Name Printed)
Notary Public, _____ County, Minnesota
My Commission Expires _____

Approved and accepted by the City Council of the City of Elk River, Sherburne County, Minnesota, at a meeting held the _____ day of _____, 20____.

Mayor

Attest, Clerk

Pursuant to Sherburne County Ordinance Number 006, I hereby certify that this plat has been checked and approved as to compliance with Chapter 505, Minnesota Statutes this _____ day of _____, 20____.

Sherburne County Surveyor

I hereby certify that this plat has been reviewed by the office of the County Highway Engineer. Dated this _____ day of _____, 20____.

Sherburne County Highway Engineer

I hereby certify taxes payable in the year _____ on lands herein described are paid in full, and there are no delinquent taxes, and that transfer was entered this _____ day of _____, 20____.

Sherburne County Auditor/Treasurer

I hereby certify that this instrument was filed in the office of the County Recorder for record on this _____ day of _____, 20____, at _____ o'clock _____ M., and was duly recorded on Document No. _____.

Sherburne County Recorder



**City of Elk River
City Council**

Resolution 26- 29

**A Resolution of the City Council of the City of Elk River Granting Final Plat
Approval for Heinen Estate
Case No. P 26-21**

WHEREAS, application has been made for plat approval, pursuant to Section 30-391 of the Elk River City Code of Ordinances of the property legally described on attached Exhibit A and hereinafter referred to as “the Property”; and

WHEREAS, the proposed plat complies with each of the conditions set forth by the City Council in its approval of the plat of the Property.

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

- A. The proposed subdivision is consistent with the Chapter of 30 of the City Code of Ordinances and conforms with all of its requirements.
- B. The proposed subdivision is consistent with all applicable general and specialized city, county, and regional plans including, but not limited to, the City’s Comprehensive Plan.
- C. The physical characteristics of the site, including, but not limited to, topography, soils, vegetation, susceptibility to erosion and siltation, susceptibility to flooding, and drainage are suitable for the type and density of development and uses contemplated.
- D. The proposed subdivision makes adequate provision for water supply, storm drainage, sewage transportation, erosion control and all other services, facilities and improvements otherwise required herein.
- E. The proposed subdivision will not cause substantial environmental damage.

- F. The proposed subdivision will not conflict with easements of record or with easements established by judgment of a court.
 - G. The proposed subdivision will not have an undue or adverse impact on the reasonable development of neighboring land.
1. Final plat approval is hereby granted for the Property, subject to the conditions set forth in attached Exhibit B.
 2. The officers of the City are hereby authorized, once the conditions set forth in Exhibit B are met and complied with, to sign the final plat for the Property and to issue a certified copy of this Resolution giving final approval of the plat.
 3. The owner of the Property is authorized to record the final plat as required by law and shall file proof of said recording with the City. No building permits will be issued for the Property until the final plat is recorded.
 4. This final plat approval shall expire two years from the date of this resolution if the final plat is not recorded within that time.

Passed and adopted this 20th day of April 2026.

John J. Dietz, Mayor

ATTEST:

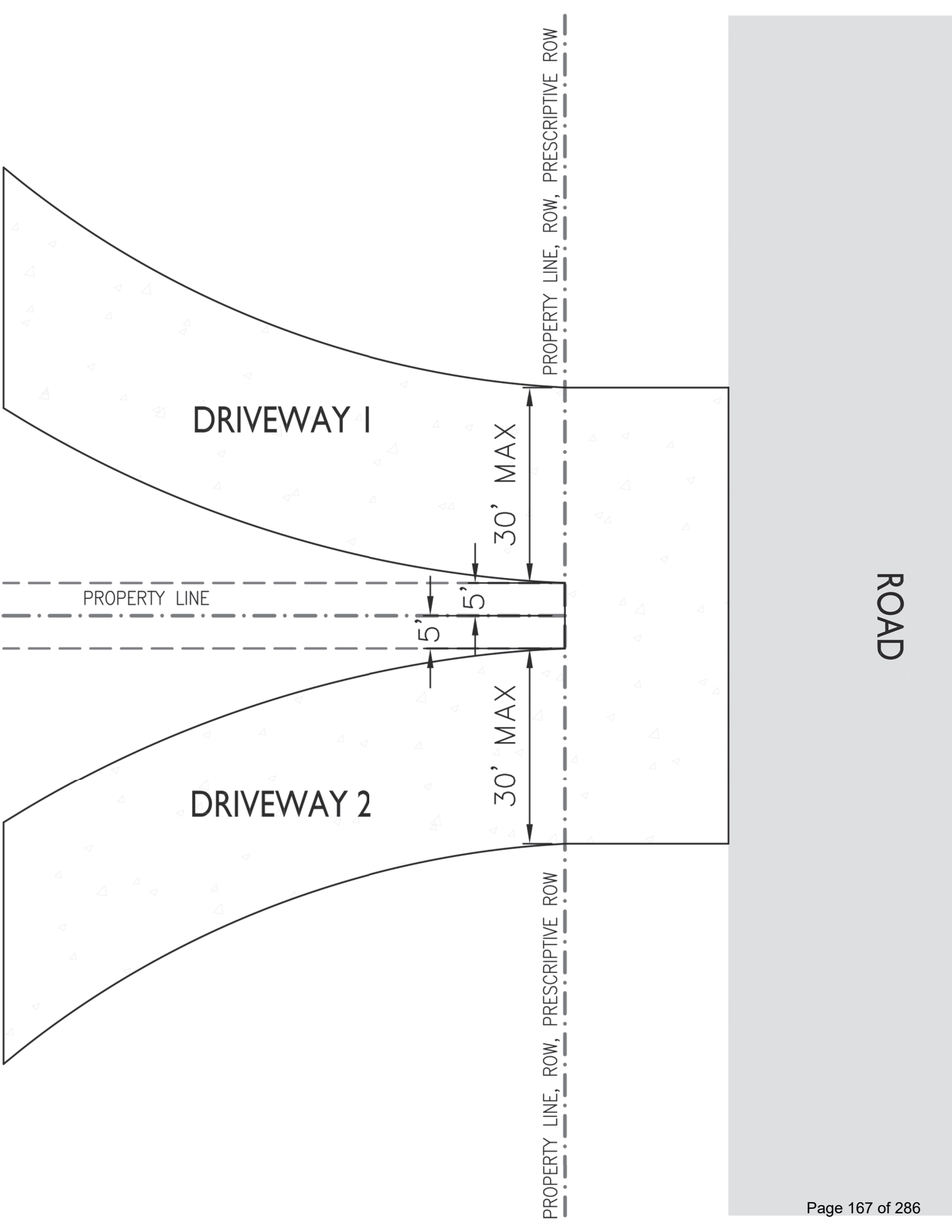
Jolene Richter, Deputy Clerk

EXHIBIT A
LEGAL DESCRIPTION

The North Half of the Southwest Quarter of the Southwest Quarter (N ½ of SW ¼ of SW ¼), of Section Eleven (11), Township Thirty-three (33), Range Twenty-six (26), lying West of the Public Road, Sherburne County, MN.

EXHIBIT B
CONDITIONS OF APPROVAL

1. Park Dedication Fee shall be paid for one new single-family parcel, at the applicable rate at the time of recording.
2. An Access Permit from Sherburne County Public Works will be required to establish driveway locations.
3. If PID 75-00111-3310 is determined to be under the applicant's ownership, the plat will need to be updated and include the parcel as an outlot in the proposed plat.



ROAD



Request for Action

To
City Council

Item Number
7.4

Meeting Date
April 20, 2026

Prepared By
Brent O'Neil, Economic Development Director

Item Description
Resolution 26-30 - Adoption of Tax Increment
District 30 and Project Plan

Reviewed by
Cal Portner

Action Requested

Approve, by motion, Resolution 26-30 creating Tax Increment District 30 and adopting the TIF 30 project plan.

Background/Discussion

Crystal Distribution, Inc. (CDI) has been operating in Elk River for 20 years. The company is located at 17560 Tyler Street NW and is headquartered in Plymouth. The company manufactures custom curb adapters for commercial HVAC systems. Over 100 employees work at the Elk River location, and the company has four other sites across the country, with a total employed headcount near 500. CDI is considering an expansion to better serve customers in the northeastern U.S. Its two final site options are a location in the Cleveland area, or to expand in Minnesota.

The EDA and CDI have been contemplating a land deal in which the EDA sells to CDI approximately seven acres adjacent to the current factory. This would allow CDI to build 45,000 s.f. or more of production space as well as address some site circulation issues through an expanded truck parking lot and additional docks. Near-term job growth would be 20 full-time, with longer-term growth above that.

CDI has requested Tax Increment Financing (TIF) to assist with acquisition costs of the property. Additionally, two utilities need to be relocated to accommodate the building expansion. This action creates TIF district No. 30 on the subject property and sets a plan for activities and financing to occur on the site.

The TIF plan allows for up to \$908,191 in total TIF expenditures, including property acquisition, site improvements, utilities, interest, administration costs, and other qualifying improvements. This total figure is a maximum as allowed by the TIF plan, and this action does not by itself award TIF dollars to the project. It is expected that both CDI and the EDA will incur expenses reimbursable by TIF. Actual awards of TIF to the project are specified in separate development and business subsidy agreements which will come before the City Council. The actual award is expected to be approximately \$350,000 for CDI's land acquisition, and up to \$250,000 for relocation of public utilities and land reimbursement to the EDA.

The Joint Finance Committee and EDA have reviewed the TIF proposal and recommend approval.

The Elk River Vision

A welcoming community with revolutionary and spirited resourcefulness, exceptional service, and community engagement that encourages and inspires prosperity

Financial Impact

Approximately \$600,000 in TIF-eligible expenses may be reimbursed through available tax increment to be determined by future agreement(s).

Mission/Policy/Goal

Responsibly grow.

Attachments

1. TIF 30 Project Plan
2. Resolution 26-30 - TIF 30
3. Comment Letter - Sherburne County

Adoption Date: April 6, 2026

City of Elk River Sherburne County, Minnesota

MODIFICATION TO THE DEVELOPMENT PROGRAM

Development District No. 1

&

Tax Increment Financing (TIF) Plan

Establishment of Tax Increment Financing District No. 30
(an economic development district)



Prepared by:

Ehlers
3001 Broadway Street, Suite 320
Minneapolis, Minnesota 55413

BUILDING COMMUNITIES. IT'S WHAT WE DO.

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Modification to the Development Program for Development District No. 1

FOREWORD

The following text represents a Modification to the Development Program for Development District No. 1. This modification represents a continuation of the goals and objectives set forth in the Development Program for Development District No. 1. Generally, the substantive changes include the establishment of Tax Increment Financing District No. 30.

For further information, a review of the Development Program for Development District No. 1, is recommended. It is available from the Economic Development Director at the City of Elk River. Other relevant information is contained in the tax increment financing plans for the tax increment financing districts located within Development District No. 1.

Tax Increment Financing Plan for Tax Increment Financing District No. 30

FOREWORD

The City of Elk River (the "City"), staff and consultants have prepared the following information to expedite the Establishment of Tax Increment Financing District No. 30 (the "District"), an economic development tax increment financing district, located in Development District No. 1.

STATUTORY AUTHORITY

Within the City, there exist areas where public involvement is necessary to cause development or redevelopment to occur. To this end, the City has certain statutory powers pursuant to *Minnesota Statutes ("M.S."), Sections 469.124 - 469.133*, inclusive, as amended, and *M.S., Sections 469.174 to 469.1794*, inclusive, as amended (the "TIF Act"), to assist in financing public costs related to this project.

This section contains the Tax Increment Financing Plan (the "TIF Plan") for the District. Other relevant information is contained in the Modification to the Development Program for Development District No. 1.

STATEMENT OF OBJECTIVES

The District currently consists of two (2) parcels of land and adjacent roads and internal rights-of-way. The District is being created to facilitate a 45,000 to 55,000 square foot expansion of Crystal Distribution, Inc.'s (CDI) manufacturing facility in the City. The City intends to enter into an agreement with CDI for expansion of the facility. Construction is anticipated to begin in 2026. This TIF Plan is expected to achieve many of the objectives outlined in the Development Program for Development District No. 1.

The activities contemplated in the Modification to the Development Program and the TIF Plan do not preclude the undertaking of other qualified development or redevelopment activities. These activities are anticipated to occur over the life of Development District No. 1 and the District.

DEVELOPMENT PROGRAM OVERVIEW

Pursuant to the Development Program and authorizing state statutes, the City is authorized to undertake the following activities in the District:

1. Property to be Acquired – The City currently owns one of the parcels of property within the District. Although not anticipated at this time, the remaining property located within the District may be acquired by the City and is further described in this TIF Plan.
2. Relocation - Relocation services, to the extent required by law, are available pursuant to *M.S., Chapter 117* and other relevant state and federal laws.
3. Upon approval of a developer’s plan relating to the project and completion of the necessary legal requirements, the City may sell to a developer selected properties that it may acquire within the District or may lease land or facilities to a developer.
4. The City may perform or provide for some or all necessary acquisition, construction, relocation, demolition, and required utilities and public street work within the District.
5. The City proposes both public and private infrastructure within the District. The proposed reuse of private property within the District will be for a manufacturing facility, and there will be continued operation of Development District No. 1 after the capital improvements within Development District No. 1 have been completed.

DESCRIPTION OF PROPERTY IN THE DISTRICT AND PROPERTY TO BE ACQUIRED

The District encompasses all property and adjacent roads rights-of-way and abutting roadways identified by the parcels listed below.

Parcel number	Address	Owner
75-00757-0110	17560 Tyler St.	O’ Brien Holdings, LLC
75-00757-0105	17610 Tyler St.	City & EDA

Please also see the map in Appendix A for further information on the location of the District.

The City and Economic Development Authority (EDA) may acquire any parcel within the District including interior and adjacent street rights of way. Any properties identified for acquisition will be acquired by the City only in order to accomplish one or more of the following: storm sewer improvements; provide land for needed public streets, utilities and facilities; carry out land acquisition, site improvements, clearance and/or development to accomplish the uses and objectives set forth in this plan. The City may acquire property by gift, dedication, condemnation or direct purchase from willing sellers in order to achieve the objectives of this TIF Plan. Such acquisitions will be undertaken only when there is assurance of funding to finance the acquisition and related costs.

The City currently owns one of the parcels of the property to be included in the District.

DISTRICT CLASSIFICATION

The City, in determining the need to create a tax increment financing district in accordance with *M.S., Sections 469.174 to 469.1794*, as amended, inclusive, finds that the District, to be established, is an economic development district pursuant to *M.S., Section 469.174, Subd. 12*.

The District is in the public interest because it will meet the statutory requirement of discouraging commerce, industry, or manufacturing from moving their operations to another state or municipality; resulting in increased employment in the State; and resulting in preservation and enhancement of the tax base of the State.

Pursuant to *M.S., Section 469.176, Subd. 4c*, revenue derived from tax increment from an economic development district may not be used to provide improvements, loans, subsidies, grants, interest rate subsidies, or assistance in any form to developments consisting of buildings and ancillary facilities, if more than 15% of the buildings and facilities (determined on the basis of square footage) are used for a purpose other than:

1. The manufacturing or production of tangible personal property, including processing resulting in the change in condition of the property;
2. Warehousing, storage, and distribution of tangible personal property, excluding retail sales;
3. Research and development related to the activities listed in items (1) or (2);

4. Telemarketing if that activity is the exclusive use of the property; or
5. Tourism facilities;
6. Space necessary for and related to the activities listed in items (1) to (5); or
7. A workforce housing project that satisfies the requirements of *M.S., Section 469.176, Subd. 4c(d)*.

The facilities in the District meet the conditions of Purposes 1, 2, and 6.

The District is being created to assist in the expansion of a manufacturing facility for CDI. The proposed facility will be used for manufacturing, warehouse, distribution and related activities.

Pursuant to *M.S., Section 469.176, Subd. 7*, the District does not contain any parcel or part of a parcel that qualified under the provisions of *M.S., Sections 273.111, 273.112, or 273.114 or Chapter 473H* for taxes payable in any of the five calendar years before the filing of the request for certification of the District.

DURATION & FIRST YEAR OF DISTRICT'S TAX INCREMENT

Pursuant to *M.S., Section 469.175, Subd. 1, and M.S., Section 469.176, Subd. 1*, the duration of the District must be indicated within the TIF Plan. Pursuant to *M.S., Section 469.176, Subd. 1b.*, the duration of the District will be 8 years after receipt of the first increment by the City. The date of receipt by the City of the first tax increment is expected to be 2028.

Thus, it is estimated that the District, including any modifications of the TIF Plan for subsequent phases or other changes, would terminate after 2036, or when the TIF Plan is satisfied. If increment is received in 2027, the term of the District will be 2035. The City reserves the right to decertify the District prior to the legally required date.

ORIGINAL TAX CAPACITY, TAX RATE & ESTIMATED CAPTURED NET TAX CAPACITY VALUE/INCREMENT & NOTIFICATION OF PRIOR PLANNED IMPROVEMENTS

Pursuant to *M.S., Section 469.174, Subd. 7 and M.S., Section 469.177, Subd. 1*, the Original Net Tax Capacity (ONTC) as certified for the District will be based on the market values placed on the property by the assessor in 2025 for taxes payable 2026.

Pursuant to *M.S., Section 469.177, Subds. 1 and 2*, the County Auditor shall certify in each year (beginning in the payment year 2028) the amount by which the original value has increased or decreased as a result of:

- 1. Change in tax exempt status of property;
- 2. Reduction or enlargement of the geographic boundaries of the District;
- 3. Change due to adjustments, negotiated or court-ordered abatements;
- 4. Change in the use of the property and classification;
- 5. Change in state law governing class rates; or
- 6. Change in previously issued building permits.

In any year in which the current Net Tax Capacity (NTC) value of the District declines below the ONTC, no value will be captured and no tax increment will be payable to the City.

The original local tax rate for the District will be the local tax rate for taxes payable 2026, assuming the request for certification is made before June 30, 2026. The final rates for 2026 were not available at the time the District was established. The ONTC and the Original Local Tax Rate for the District appear in the table below.

Pursuant to *M.S., Section 469.174 Subd. 4 and M.S., Section 469.177, Subd. 1, 2, and 4*, the estimated Captured Net Tax Capacity (CTC) of the District, within Development District No. 1, upon completion of the projects within the District, will annually approximate tax increment revenues as shown in the table below. The City requests 100% of the available increase in tax capacity be used for repayment of the obligations of the City and current expenditures, beginning in the tax year payable 2028. The Project Tax Capacity listed is an estimate of values when the projects within the District are completed.

Project Tax Capacity		
Estimated Development Tax Capacity upon completion	178,365	
Less: Original Net Tax Capacity (ONTC)	56,439	
Less: Fiscal Disparities	0	
Estimated Captured Tax Capacity (CTC)	121,926	
Original Local Tax Rate	106.8050%	Prelim. Pay 2026
Estimated Annual Tax Increment	\$130,223	
Percent Retained by the City	100%	

Note: Tax capacity includes a 5% inflation factor for the duration of the District. The tax capacity included in this chart is the estimated tax capacity of the District in year 9. The tax capacity of the District in year one is estimated to be \$73,314.

Pursuant to *M.S., Section 469.177, Subd. 4*, the City shall, after a due and diligent search, accompany its request for certification to the County Auditor or its notice of the District enlargement pursuant to *M.S., Section 469.175, Subd. 4*, with a listing of all properties within the District or area of enlargement for which building permits have been issued during the eighteen (18) months immediately preceding approval of the TIF Plan by the municipality pursuant to *M.S., Section 469.175, Subd. 3*. The County Auditor shall increase the original net tax capacity of the District by the net tax capacity of improvements for which a building permit was issued.

The City has reviewed the area to be included in the District and found no parcels for which building permits have been issued during the 18 months immediately preceding approval of the TIF Plan by the City.

SOURCES OF REVENUE/BONDS TO BE ISSUED

The total estimated tax increment revenues for the District are shown in the table below:

SOURCES	
Tax Increment	\$ 825,628
Interest	82,563
TOTAL	\$ 908,191

The costs outlined in the Uses of Funds will be financed primarily through the annual collection of tax increments. The City reserves the right to issue bonds (as defined in the TIF Act) or incur other indebtedness as a result of the TIF Plan. As presently proposed, the projects within the District will be financed by pay-as-you-go notes and interfund loans. Any refunding amounts will be deemed a budgeted cost without a formal modification to this TIF Plan.

This provision does not obligate the City to incur debt. The City will issue bonds or incur other debt only upon the determination that such action is in the best interest of the City.

The City may issue bonds secured in whole or in part with tax increments from the District in a maximum principal amount of \$752,437. Such bonds may be in the form of pay-as-you-go notes, revenue bonds or notes, general obligation bonds, or interfund loans. This estimate of total bonded indebtedness is a cumulative statement of authority under this TIF Plan as of the date of approval.

USES OF FUNDS

Currently under consideration for the District is a proposal to facilitate a 45,000 to 55,000 square foot expansion of CDI’s manufacturing facility in the City. The City has determined that it will be necessary to provide assistance to the project(s) for certain District costs, as described herein.

The City has studied the feasibility of the development or redevelopment of property in and around the District. To facilitate the establishment and development or redevelopment of the District, this TIF Plan authorizes the use of tax increment financing to pay for the cost of certain eligible expenses. The estimate of public costs and uses of funds associated with the District is outlined in the following table.

USES	
Land/Building Acquisition	\$400,000
Site Improvements/Preparation	100,000
Utilities	100,000
Other Qualifying Improvements	69,874
Administrative Costs (up to 10%)	82,563
PROJECT COSTS TOTAL	\$752,437
Interest	155,754
PROJECT AND INTEREST COSTS TOTAL	\$908,191

The total project cost, including financing costs (interest) listed in the table above does not exceed the total projected tax increments for the District as shown in the Sources of Revenue section.

Estimated capital and administrative costs listed above are subject to change among categories by modification of the TIF Plan without hearings and notices as required for approval of the initial TIF Plan, so long as the total capital and administrative costs combined do not exceed the total listed above.

Further, the City may spend up to 20% of the tax increment revenues from the District for activities (described in the table above) located outside the boundaries of the District but within the boundaries of the Development District No. 1 (including administrative costs, which are considered to be spend outside the District), subject to all other terms and conditions of this TIF Plan.

ESTIMATED IMPACT ON OTHER TAXING JURISDICTIONS

The estimated impact on other taxing jurisdictions assumes that the redevelopment contemplated by the TIF Plan would occur without the creation of the District. However, the City has determined that such development or redevelopment would not occur "but for" tax increment financing and that, therefore, the fiscal impact on other taxing jurisdictions is \$0. The estimated fiscal impact of the District would be as follows if the "but for" test was not met:

Impact on Tax Base			
Entity	Preliminary Pay 2026 Total NTC	CTC upon completion	Percent of CTC to Entity Total
Sherburne County	171,858,164	121,926	0.0709%
City of Elk River	43,981,418	121,926	0.2772%
ISD 728 (Elk River)	68,590,127	121,926	0.1778%

Impact on Tax Rates				
Entity	Preliminary Pay 2026 Extension Rate	Percent of Total	CTC	Potential Taxes
Sherburne County	38.8930%	36.41%	121,926	\$ 47,421
City of Elk River	41.1460%	38.52%	121,926	50,168
ISD 728 (Elk River)	24.4780%	22.92%	121,926	29,845
Other	2.2880%	2.14%	121,926	2,790
	106.8050%	100.00%		\$130,223

The estimates listed above display the captured tax capacity when all construction is completed. The tax rate used for calculations is the Preliminary Pay 2026 rate. The total net capacity for the entities listed above are based on Preliminary Pay 2026 figures. The District will be certified under the Final Pay 2026 rates, which were unavailable at the time this TIF Plan was prepared.

Pursuant to *M.S., Section 469.175 Subd. 2(b)*:

- (1) Estimate of total tax increment. It is estimated that the total amount of tax increment that will be generated over the life of the District is \$825,628;
- (2) Probable impact of the District on city provided services and ability to issue debt. The impact of the District on police protection is expected to be minimal. With any expansion of businesses, police calls for service will be increased. New developments add an increase in traffic, and additional overall demands to the call load. The City does not expect that the proposed development, in and of itself, will necessitate new capital investment in vehicles or facilities.

The probable impact of the District on fire protection is not expected to be significant. Typically new buildings generate few calls, if any, and are of superior construction. The City does not expect that the proposed development, in and of itself, will necessitate new capital investment in vehicles or facilities.

The impact of the District on public infrastructure is expected to be minimal. The development is not expected to significantly impact any traffic movements in the area. The current infrastructure for sanitary sewer, storm sewer and water will be able to handle the additional volume generated from the proposed development. On site improvements include standard hook-ups to the main service, relocation of utilities to accommodate the building expansion: a storm conveyance pipe, and a length of water service. These costs will be funded using a combination of TIF, grants, and private funding. No costs will be borne by the public utilities.

Based on the development plans, there are nominal additional costs associated with street maintenance, sweeping, plowing, lighting and sidewalks. The development in the District is expected to contribute an estimated \$67,500 in sanitary sewer (SAC) and water (WAC) connection fees.

The probable impact of the issuance of any general obligation tax increment bonds payable from tax increment revenues from the District on the City's ability to issue debt for general fund purposes is expected to be minimal. It is not anticipated that there will be any general obligation debt issued in relation to this project, therefore there will be no impact on the City's ability to issue future debt or on the City's debt limit.

- (3) Estimated amount of tax increment attributable to school district levies. It is estimated that the amount of tax increments over the life of the District that would be attributable to school district levies, assuming the school district's share of the total local tax rate for all taxing jurisdictions remained the same, is \$189,221;
- (4) Estimated amount of tax increment attributable to county levies. It is estimated that the amount of tax increments over the life of the District that would be attributable to county levies, assuming the county's share of the total local tax rate for all taxing jurisdictions remained the same, is \$300,652;
- (5) Additional information requested by the county or school district. The City is not aware of any standard questions in a county or school district written policy regarding tax increment districts and impact on county or school district services. The county or school district must request additional information pursuant to *M.S., Section 469.175 Subd. 2(b)* within 15 days after receipt of the tax increment financing plan.

No requests for additional information from the county or school district regarding the proposed development for the District have been received.

SUPPORTING DOCUMENTATION

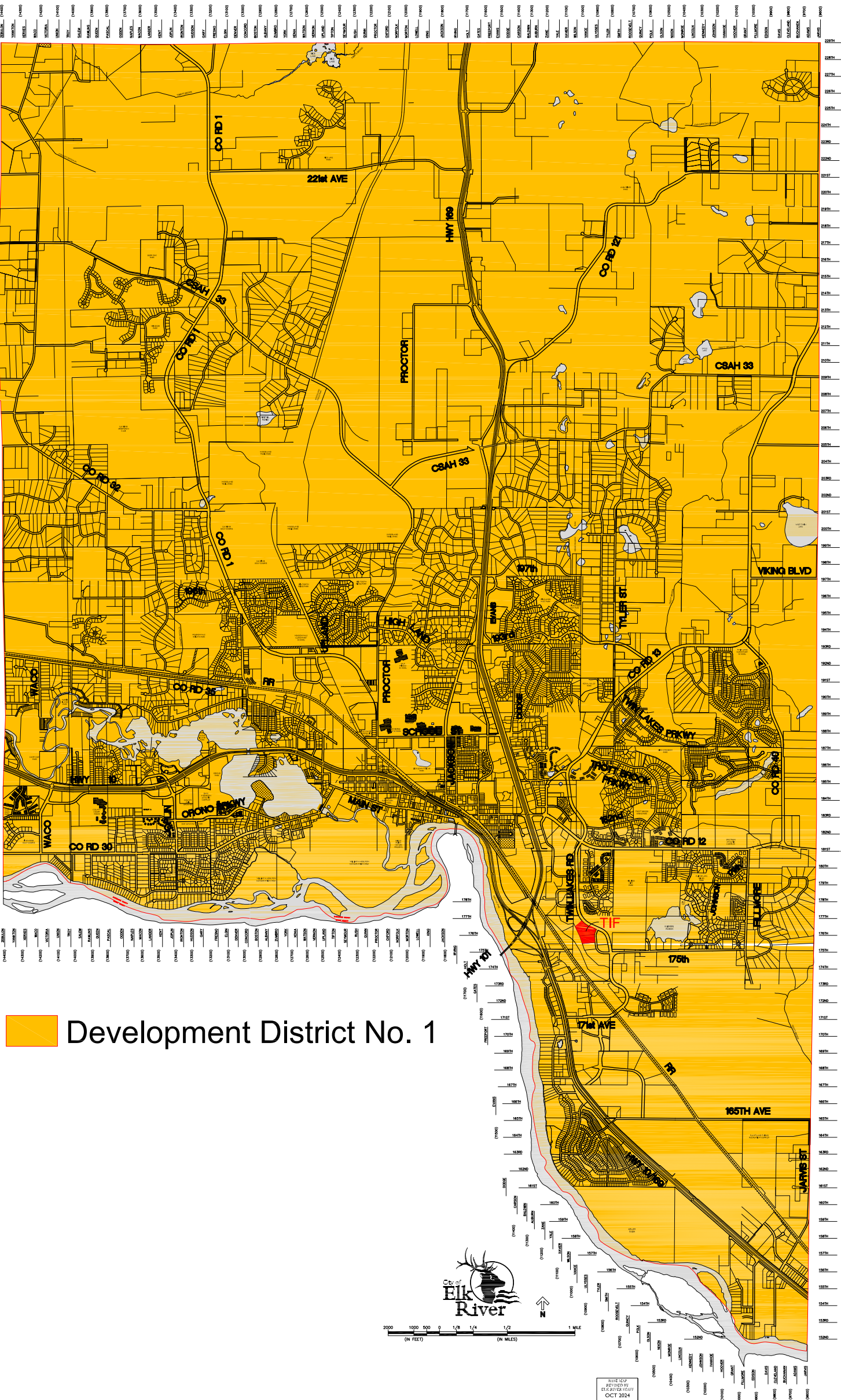
Pursuant to *M.S., Section 469.175, Subd. 1 (a), clause 7* this TIF Plan must contain identification and description of studies and analyses used to make the determination set forth in *M.S., Section 469.175, Subd. 3, clause (b)(2)* and the findings are required in the resolution approving the District.

- (i) In making said determination, reliance has been placed upon (1) written representation made by the Developer to such effects; and (2) City staff awareness of the feasibility of developing the project site within the District, which is further outlined in the city council resolution approving the establishment of the District and Appendix C.
- (ii) A comparative analysis of estimated market value both with and without establishment of the District and the use of tax increments has been performed. Such analysis is included with the cashflow in Appendix B and indicates that the increase in estimated market value of the proposed development (less the indicated subtractions) exceeds the estimated market value of the site absent the establishment of the District and the use of tax increments.

DISTRICT ADMINISTRATION

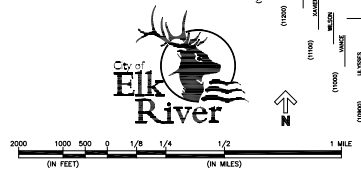
Administration of the District will be handled by the Economic Development Director.

Appendix A: Map of Development District No. 1 and the TIF District



(1400)	GENERAL
(1410)	COMMERCIAL
(1420)	INDUSTRIAL
(1430)	RESIDENTIAL
(1440)	AGRICULTURAL
(1450)	UNIVERSITY
(1460)	RECREATION
(1470)	ARTS AND CRAFTS
(1480)	OFFICE
(1490)	TELECOMMUNICATIONS
(1500)	COMMUNITY DEVELOPMENT
(1510)	RECREATION
(1520)	ARTS AND CRAFTS
(1530)	OFFICE
(1540)	TELECOMMUNICATIONS
(1550)	COMMUNITY DEVELOPMENT
(1560)	RECREATION
(1570)	ARTS AND CRAFTS
(1580)	OFFICE
(1590)	TELECOMMUNICATIONS
(1600)	COMMUNITY DEVELOPMENT
(1610)	RECREATION
(1620)	ARTS AND CRAFTS
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(1900)	COMMUNITY DEVELOPMENT
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(1930)	OFFICE
(1940)	TELECOMMUNICATIONS
(1950)	COMMUNITY DEVELOPMENT
(1960)	RECREATION
(1970)	ARTS AND CRAFTS
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(2010)	RECREATION
(2020)	ARTS AND CRAFTS
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(2110)	RECREATION
(2120)	ARTS AND CRAFTS
(2130)	OFFICE
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(2150)	COMMUNITY DEVELOPMENT
(2160)	RECREATION
(2170)	ARTS AND CRAFTS
(2180)	OFFICE
(2190)	TELECOMMUNICATIONS
(2200)	COMMUNITY DEVELOPMENT
(2210)	RECREATION
(2220)	ARTS AND CRAFTS
(2230)	OFFICE
(2240)	TELECOMMUNICATIONS
(2250)	COMMUNITY DEVELOPMENT
(2260)	RECREATION
(2270)	ARTS AND CRAFTS
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(2790)	TELECOMMUNICATIONS
(2800)	COMMUNITY DEVELOPMENT
(2810)	RECREATION
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(2990)	TELECOMMUNICATIONS
(3000)	COMMUNITY DEVELOPMENT
(3010)	RECREATION
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(3050)	COMMUNITY DEVELOPMENT
(3060)	RECREATION
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(3080)	OFFICE
(3090)	TELECOMMUNICATIONS
(3100)	COMMUNITY DEVELOPMENT
(3110)	RECREATION
(3120)	ARTS AND CRAFTS
(3130)	OFFICE
(3140)	TELECOMMUNICATIONS
(3150)	COMMUNITY DEVELOPMENT
(3160)	RECREATION
(3170)	ARTS AND CRAFTS
(3180)	OFFICE
(3190)	TELECOMMUNICATIONS
(3200)	COMMUNITY DEVELOPMENT
(3210)	RECREATION
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(3660)	RECREATION
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(3680)	OFFICE
(3690)	TELECOMMUNICATIONS
(3700)	COMMUNITY DEVELOPMENT
(3710)	RECREATION
(3720)	ARTS AND CRAFTS
(3730)	OFFICE
(3740)	TELECOMMUNICATIONS
(3750)	COMMUNITY DEVELOPMENT
(3760)	RECREATION
(3770)	ARTS AND CRAFTS
(3780)	OFFICE
(3790)	TELECOMMUNICATIONS
(3800)	COMMUNITY DEVELOPMENT
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(3850)	COMMUNITY DEVELOPMENT
(3860)	RECREATION
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(3880)	OFFICE
(3890)	TELECOMMUNICATIONS
(3900)	COMMUNITY DEVELOPMENT
(3910)	RECREATION
(3920)	ARTS AND CRAFTS
(3930)	OFFICE
(3940)	TELECOMMUNICATIONS
(3950)	COMMUNITY DEVELOPMENT
(3960)	RECREATION
(3970)	ARTS AND CRAFTS
(3980)	OFFICE
(3990)	TELECOMMUNICATIONS
(4000)	COMMUNITY DEVELOPMENT

Development District No. 1



BLUE MAP
REVISION BY
ELK RIVER STAFF
OCT 2024

 **TIF District No. 30**



Northstar Business Park
L1 B1 (partial)
75-00757-0105

Northstar Business Park
L2 B1
75-00757-0110

TWIN LAKES RD

TYLER ST

175th

TWIN LAKES RD

Appendix B: Estimated Cash Flow for the District

CDI Expansion - 5% Inflation

City of Elk River

45,000 Sq. Ft. Manufacturing Expansion



ASSUMPTIONS AND RATES

DistrictType:	Economic Development
District Name/Number:	
County District #:	
First Year Construction or Inflation on Value	2026
Existing District - Specify No. Years Remaining	
Inflation Rate - Every Year:	5.00%
Interest Rate:	4.00%
Present Value Date:	1-Aug-27
First Period Ending	1-Feb-28
Tax Year District was Certified:	Pay 2026
Cashflow Assumes First Tax Increment For Development:	2028
Years of Tax Increment	9
Assumes Last Year of Tax Increment	2036
Fiscal Disparities Election [Outside (A), Inside (B), or NA]	NA
Incremental or Total Fiscal Disparities	NA
Fiscal Disparities Contribution Ratio	NA Prelim. Pay 2026
Fiscal Disparities Metro-Wide Tax Rate	NA Prelim. Pay 2026
Maximum/Frozen Local Tax Rate:	106.805% Prelim. Pay 2026
Current Local Tax Rate: (Use lesser of Current or Max.)	106.805% Prelim. Pay 2026
State-wide Tax Rate (Comm./Ind. only used for total taxes)	29.0000% Prelim. Pay 2026
Market Value Tax Rate (Used for total taxes)	0.26739% Prelim. Pay 2026

Tax Rates		
Exempt Class Rate (Exempt)		0.00%
Commercial Industrial Preferred Class Rate (C/I Pref.)		
First \$150,000		1.50%
Over \$150,000		2.00%
Commercial Industrial Class Rate (C/I)		2.00%
Rental Housing Class Rate (Rental)		1.25%
Affordable Rental Housing Class Rate (Aff. Rental)		
First \$100,000		0.25%
Over \$100,000		0.25%
Non-Homestead Residential (Non-H Res. 1 Unit)		
First \$500,000		1.00%
Over \$500,000		1.25%
Homestead Residential Class Rate (Hmstd. Res.)		
First \$500,000		1.00%
Over \$500,000		1.25%
Agricultural Non-Homestead		1.00%

BASE VALUE INFORMATION (Original Tax Capacity)

Map ID	PID	Owner	Address	Land Market Value	Building Market Value	Total Market Value	Percentage Of Value Used for District	Original Market Value	Tax Year Original Market Value	Property Tax Class	Current Original Tax Capacity	Class After Conversion	After Conversion Orig. Tax Cap.	Area/ Phase
1	75-00757-0110	O' Brien Holdings, LLC	17560 Tyler St.	398,600	1,803,700	2,202,300	100%	2,202,300	Pay 2026	C/I Pref.	43,296	C/I Pref.	43,296	1
2	75-00757-0105	City & EDA	17610 Tyler St.	1,133,000	0	1,133,000	58%	657,140	Pay 2026	Exempt	-	C/I	13,143	
				1,531,600	1,803,700	3,335,300		2,859,440			43,296		56,439	

Note:

1. Base values are for pay 2026 based on review of County website on 6-30-25.
2. Located in SD #728

CDI Expansion - 5% Inflation

City of Elk River
45,000 Sq. Ft. Manufacturing Expansion



PROJECT INFORMATION (Project Tax Capacity)													
Area/Phase	New Use	Estimated Market Value Per Sq. Ft./Unit	Taxable Market Value Per Sq. Ft./Unit	Total Sq. Ft./Units	Total Taxable Market Value	Property Tax Class	Project Tax Capacity	Project Tax Capacity/Unit	Percentage Completed 2026	Percentage Completed 2027	Percentage Completed 2028	Percentage Completed 2029	First Year Full Taxes Payable
	Existing	87	87	33,000	2,859,440	C/I Pref.	56,439	2	100%	100%	100%	100%	2028
	Manufacturing	75	75	45,000	3,375,000	C/I	67,500	2	25%	100%	100%	100%	2029
TOTAL					6,234,440		123,939						
Subtotal Residential				0	0		0						
Subtotal Commercial/Ind.				78,000	6,234,440		123,939						

Note:

1. Market values are based upon estimates.

TAX CALCULATIONS									
New Use	Total Tax Capacity	Fiscal Disparities Tax Capacity	Local Tax Capacity	Local Property Taxes	Fiscal Disparities Taxes	State-wide Property Taxes	Market Value Taxes	Total Taxes	Taxes Per Sq. Ft./Unit
Existing	56,439	0	56,439	60,279	0	15,715	7,646	83,640	2.53
Manufacturing	67,500	0	67,500	72,093	0	18,705	9,024	99,823	2.22
TOTAL	123,939	0	123,939	132,373	0	34,420	16,670	183,463	

Note:

1. Taxes and tax increment will vary significantly from year to year depending upon values, rates, state law, fiscal disparities and other factors which cannot be predicted.

WHAT IS EXCLUDED FROM TIF?	
Total Property Taxes	183,463
less State-wide Taxes	(34,420)
less Fiscal Disp. Adj.	0
less Market Value Taxes	(16,670)
less Base Value Taxes	(60,279)
Annual Gross TIF	72,093

MARKET VALUE BUT / FOR ANALYSIS	
Current Market Value - Est.	2,859,440
New Market Value - Est.	6,234,440
Difference	3,375,000
Present Value of Tax Increment	654,926
Difference	2,720,074
Value likely to occur without Tax Increment is less than:	2,720,074



CDI Expansion - 5% Inflation

City of Elk River

45,000 Sq. Ft. Manufacturing Expansion

TAX INCREMENT CASH FLOW														
% of OTC	Project Tax Capacity	Original Tax Capacity	Fiscal Disparities NA	Captured Tax Capacity	Local Tax Rate	Annual Gross Tax Increment	Semi-Annual Gross Tax Increment	State Auditor 0.36%	Admin. at 10%	Semi-Annual Net Tax Increment	Semi-Annual Present Value	PERIOD ENDING Yrs.	Tax Year	Payment Date
100%	73,314	(56,439)	-	16,875	106.805%	18,023	9,012	(32)	(898)	8,081	7,767	0.5	2028	02/01/28
100%	126,761	(56,439)	-	70,322	106.805%	75,107	37,554	(135)	(3,742)	33,677	46,495	1.5	2028	02/01/29
100%	133,099	(56,439)	-	76,660	106.805%	81,877	37,554	(135)	(3,742)	33,677	76,997	2	2029	02/01/30
100%	139,754	(56,439)	-	83,315	106.805%	88,984	40,938	(147)	(4,079)	36,712	109,596	2.5	2030	08/01/30
100%	146,741	(56,439)	-	90,303	106.805%	96,448	40,938	(147)	(4,079)	36,712	141,556	3	2030	02/01/31
100%	154,078	(56,439)	-	97,640	106.805%	104,284	44,492	(160)	(4,433)	39,899	175,609	3.5	2031	08/01/31
100%	161,782	(56,439)	-	105,344	106.805%	112,512	44,492	(160)	(4,433)	39,899	208,995	4	2031	02/01/32
100%	169,872	(56,439)	-	113,433	106.805%	121,152	48,224	(174)	(4,805)	43,245	244,471	4.5	2032	08/01/32
100%	178,365	(56,439)	-	121,926	106.805%	130,223	48,224	(174)	(4,805)	43,245	279,251	5	2032	02/01/33
							52,142	(188)	(5,195)	46,759	316,120	5.5	2033	08/01/33
							52,142	(188)	(5,195)	46,759	352,266	6	2033	02/01/34
							56,256	(203)	(5,605)	50,448	390,500	6.5	2034	08/01/34
							56,256	(203)	(5,605)	50,448	427,984	7	2034	02/01/35
							60,576	(218)	(6,036)	54,322	467,554	7.5	2035	08/01/35
							60,576	(218)	(6,036)	54,322	506,349	8	2035	02/01/36
							65,112	(234)	(6,488)	58,390	547,231	8.5	2036	08/01/36
							65,112	(234)	(6,488)	58,390	587,311	9	2036	02/01/37
Total							828,611	(2,983)	(82,563)	743,065				
	Present Value From 08/01/2027			Present Value Rate	4.00%		654,926	(2,358)	(65,257)	587,311				

Appendix C: Findings Including But/For Qualifications

The reasons and facts supporting the findings for the adoption of the Tax Increment Financing Plan for Tax Increment Financing District No. 30 as required pursuant to *Minnesota Statutes (M.S.), Section 469.175, Subd. 3* are as follows:

1. *Finding that Tax Increment Financing District No. 30 is an economic development district as defined in M.S., Section 469.174, Subd. 12.*

Tax Increment Financing District No. 30 is a contiguous geographic area within the City's Development District No. 1, delineated in the TIF Plan, for the purpose of financing economic development in the City through the use of tax increment. The District is in the public interest because it will facilitate a 45,000 to 55,000 square foot expansion of CDI's manufacturing facility in the City in the City which will increase employment in the State and preserve and enhance the tax base of the State.

2. *Finding that the proposed development, in the opinion of the City Council, would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future and that the increased market value of the site that could reasonably be expected to occur without the use of tax increment financing would be less than the increase in the market value estimated to result from the proposed development after subtracting the present value of the projected tax increments for the maximum duration of Tax Increment Financing District No. 30 permitted by the TIF Plan.*

The proposed development, in the opinion of the City, would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future: This finding is supported by the fact that the development proposed in this plan is an expansion of a manufacturing facility that meets the City's objectives for economic development. The cost of land acquisition, and related site improvements necessary to maximize development potential, makes development of the facility infeasible without City assistance. The business was asked for and provided project cost detail and out of state alternative investment options as justification that the developer would not have gone forward without tax increment assistance.

The increased market value of the site that could reasonably be expected to occur without the use of tax increment financing would be less than the increase in market value estimated to result from the proposed

development after subtracting the present value of the projected tax increments for the maximum duration of the District permitted by the TIF Plan: The City supported this finding on the grounds that the project includes expansion of a manufacturing facility within Elk River that could be developed in another state. The City reasonably determines that no other development of similar scope is anticipated on this site without substantially similar assistance being provided to the development.

Therefore, the City concludes as follows:

- a. The City's estimate of the amount by which the market value of the entire District will increase without the use of tax increment financing is \$0.
 - b. If the proposed development occurs, the total increase in market value will be \$3,375,000 (see Appendix B of the TIF Plan)
 - c. The present value of tax increments from the District for the maximum duration of the district permitted by the TIF Plan is estimated to be \$654,926 (see Appendix B of the TIF Plan).
 - d. Even if some development other than the proposed development were to occur, the Council finds that no alternative would occur that would produce a market value increase greater than \$2,720,074 (the amount in clause b less the amount in clause c) without tax increment assistance.
3. *Finding that the TIF Plan for Tax Increment Financing District No. 30 conforms to the general plan for the development or redevelopment of the municipality as a whole.*

The City Council reviewed the TIF Plan and found that the TIF Plan conforms to the general development plan of the City.

4. *Finding that the Tax Increment Financing Plan for Tax Increment Financing District No. 30 will afford maximum opportunity, consistent with the sound needs of the City as a whole, for the development of Development District No. 1 by private enterprise.*

The project to be assisted by the District will result in increased employment in the City and the State of Minnesota, increased tax base of the State, and add a high-quality development to the City.



**City of Elk River
City Council**

Resolution 26-30

A Resolution of the City Council of the City of Elk River approving a modification of the development program for Municipal Development District No. 1, the establishment of Tax Increment Financing District No. 30, and a Tax Increment Financing plan therefor

BE IT RESOLVED By the City Council (the "City Council") of the City of Elk River, Minnesota (the "City") as follows:

Section 1. Background.

- 1.01. The City has previously established Development District No. 1 (the "Development District") within the City and has approved a Development Program therefor (the "Development Program") in accordance with Minnesota Statutes, Sections 469.124 through 469.133, as amended (the "City Development District Act").
- 1.02. The City has proposed to establish Tax Increment Financing District No. 30 (an economic development district) (the "TIF District"), within the Development District, and adopt a Tax Increment Financing Plan therefor (the "TIF Plan"), pursuant to the City Development District Act and Minnesota Statutes, Sections 469.174 through 469.1794, as amended (the "TIF Act"). To that end, the City has caused to be prepared a Modification to the Development Program (the "Development Program Modification") for the Development District and the TIF Plan. Copies of the Development Program Modification and the TIF Plan are on file with the City.
- 1.03. The City and its consultants have performed all actions required by law to be performed prior to the adoption and approval of the Development Program Modification and the TIF Plan, including without limitation notification of the commissioner of Sherburne County, Minnesota (the "County") representing the area included in the TIF District, notification of the County Auditor of the County and Clerk of the Board of Education of Independent School District No. 728 (the "School District"). In addition, on the date hereof, the City Council conducted a public hearing, following notice thereof published in the City's official newspaper at least 10 but not more than 30 days prior to the date hereof.
- 1.04. The TIF Plan and certain information and material (collectively, the "Materials") relating to the TIF Plan and to the activities contemplated therein have heretofore been prepared and submitted to the Council and/or made a part of the City's files

and proceedings on the TIF Plan. The Materials include the tax increment application, project financial information, project sources and uses and other information supplied by Crystal Distribution Inc., a Minnesota corporation or an entity affiliated therewith or related thereto (the "Developer"), as to the activities contemplated therein, and information constituting or relating to (1) why the assistance satisfies the so-called "but for" test and (2) the bases for the other findings and determinations made in this resolution. The Council hereby confirms, ratifies and adopts the Materials, which are hereby incorporated into and made as fully a part of this resolution to the same extent as if set forth in full herein.

- 1.05. The TIF District is being established to facilitate the development and expansion by the Developer of certain property in the TIF District currently owned or to be acquired by the City (the "Property") including the construction and equipping thereon of an approximately 40,000 to 48,000 square foot expansion of the Developer's manufacturing facility (the "Project"). At least 85% of the Project will be used for manufacturing, warehousing, distribution, or research, with less than 15% of the Project available for office or other space not related to such functions.

Section 2. Findings; Development District.

- 2.01. The boundaries of the Development District are not being expanded and the Development Program is not being modified other than to incorporate the establishment of the TIF District therein; therefore, the City Council reaffirms the findings and determinations originally made in connection with the establishment of the Development District and the adoption of the Development Program therefor. The purposes and development activities set forth in the proposed Development District Modification are hereby expanded to include all development and redevelopment activities occurring within the TIF District.

- 2.02. It is further specifically found and determined that (i) the land within the Development District would not be made available for redevelopment or development without the public intervention and financial assistance described in the Development Program Modification; (ii) the Development Program Modification will afford maximum opportunity, consistent with the sound needs of the City as a whole, for the development and redevelopment of the Development Program by private enterprise; and (iii) the Development Program Modification conforms to the general plan for the development of the City as a whole and otherwise promotes certain public purposes and accomplish certain objectives as specified in the Development Program Modification and the TIF Plan.

Section 3. Findings; TIF District.

- 3.01. The City Council hereby finds that the Project within the TIF District is in the public interest and the TIF District is an economic development district, as defined in Section 469.174, subdivision 12 of the TIF Act, because the Project will (i) discourage the Developer from moving its operations out of the State, effectively discouraging commerce and industry from relocating out of the State; (ii) result in increased

employment in the City and the State, including increased construction jobs; and (iii) result in capital investment in the City, which will preserve and enhance the City and the State's tax base.

3.02. The City Council hereby makes the following additional findings:

(a) The City Council further finds that the proposed Project, in the opinion of the City Council, would not occur solely through private investment within the reasonably foreseeable future and, therefore, the use of tax increment financing is deemed necessary. The specific basis for such finding being:

The Developer has represented that it could not proceed with the Project without tax increment assistance to offset the high cost of the land acquisition, utility relocation and site improvements necessary to maximize the development potential of the TIF District. The Developer has further represented that the Project is necessary for the Developer to retain its current operations in the State, as well as to expand its business and increase jobs and the tax base in the City and the State. The Developer has provided supplemental financial information demonstrating that the development of this site would not occur without the assistance provided in the TIF Plan and has provided project cost detail and out of state alternative investment options as justification for the determination that the Project would not occur without tax increment financing assistance. No private entity has undertaken efforts for similar land development in this area of the City with an emphasis on job creation. The proposed expansion of a manufacturing facility meets the City's objectives for economic development.

(b) The City Council further finds that the TIF Plan conforms to the general plan for the development or redevelopment of the City as a whole. The specific basis for such finding being:

The TIF Plan conforms with the general development plan of the City and will generally complement and serve to implement policies adopted in the City's comprehensive plan. The construction of the Project contemplated on the Property is in accordance with the existing zoning or approved zoning variances for the property.

(c) The City Council further finds that the TIF Plan will afford maximum opportunity consistent with the sound needs of the City as a whole for the development of the Development District by private enterprise. The specific basis for such finding being:

The proposed Project will be used by the Developer to expand its manufacturing facility and will afford maximum opportunity for the development of the Property to serve the needs of the City. The project includes an expansion of an existing manufacturing facility that could be moved to another state. The expanded facility is expected to create and retain jobs in the City and State plus create new tax base

for the City and the State. The development meets the City's community development goals in terms of land use, tax base growth and diversification and employment opportunities. The Project will maximize the potential of an underutilized site and will increase the taxable market valuation of the City and the State, will retain and increase jobs in the City and State, and add a high-quality development to the City. The City reasonably determines that no other development of similar scope is anticipated on this site without substantially similar assistance being provided to the development.

(d) For purposes of compliance with Section 469.175, subdivision 3(b)(2) of the TIF Act, the City Council hereby finds that the increased market value of the property to be developed within the TIF District that could reasonably be expected to occur without the use of tax increment financing is likely \$0, which is less than the increase in market value estimated to result from the Project (approximately \$3,375,000), after subtracting the present value of the projected tax increments for the maximum duration of the TIF District (approximately \$654,926), which is approximately \$2,720,074. Thus, the use of tax increment financing will be a positive net gain to the City, the School District, and the County, and the tax increment assistance does not exceed the benefit which will be derived therefrom.

3.03. The City elects to retain all of the captured tax capacity to finance the costs of the TIF District and the Development District.

3.04. The provisions of Sections 3.02 and 3.03 hereof are hereby incorporated by reference into and made a part of the TIF Plan. The findings of the TIF Plan are incorporated herein by reference and made a part hereof.

3.05. The City Council further finds that the TIF Plan is intended and in the judgment of the City Council its effect will be to promote the public purposes and accomplish the objectives specified therein. The TIF Plan will retain an existing business in the City, retain and increase employment, facilitate the expansion of an existing manufacturing facility and improve the tax base in the City and State. The City Council expressly finds that any private benefit to be received by a private developer is incidental, as the tax increment assistance is provided solely to make the Project financially feasible and thus produce the public benefits described. Therefore, the City Council finds that the public benefits of the TIF Plan exceed any private benefits.

Section 4. Creation of the TIF District and Approval and Adoption of the TIF Plan.

4.01. The TIF District is hereby established and the TIF Plan, as presented to the City Council on this date, including without limitation the findings and statements of objectives contained therein, is hereby approved, ratified, established, and adopted and shall be placed on file in the office of the Community Development Director. Approval of the TIF Plan does not constitute approval of any project or a development agreement with any developer. City staff and consultants are authorized and directed to proceed with implementation of the TIF Plan and to transmit the request for certification of the TIF District to the County Auditor in such

form and content as the County Auditor may specify and to file a copy of the TIF Plan with the Minnesota Commissioner of Revenue and the Office of the State Auditor as required by the TIF Act. The County Auditor is requested to certify the original net tax capacity of the TIF District as described in the TIF Plan, and to certify in each year thereafter the amount by which the original net tax capacity has increased or decreased in accordance with the TIF Act.

- 4.02. City staff, advisors, and legal counsel are authorized and directed to proceed with the implementation of the TIF Plan and to negotiate, draft, prepare, and present to the City Council for its consideration all further plans, resolutions, documents, and contracts necessary for this purpose.

Passed and adopted this 20 day of April 2026.

John J. Dietz, Mayor

ATTEST:

Jolene Richter, Deputy Clerk



Board of Commissioners
Andrew Hulse, District 1
Raeanne Danielowski, District 2
Gregg Felber, District 3
Gary Gray, District 4
Brad Schumacher, District 5

April 7, 2026

Mr. Jason Aarsvold
Ehlers Finance Advisors
3001 Broadway St NE
Suite 320
Minneapolis, MN 55413

Re: City of Elk River TIF District #30

Dear Mr. Aarsvold:

Thank you for the opportunity to provide comments concerning the establishment of tax increment financing (TIF) district #30.

Sherburne County adopted an updated economic development strategic plan in 2025. That plan identifies the county's intent to support the economic development efforts of our cities and other partners that help enhance the quality of life for all residents, create and sustain living wage jobs, expand the county's property tax base, and allow the county to be a partner with other public agencies and private sector stakeholders.

Pursuant to Minnesota Statute 479.175, subdivision 2, and consistent with the county's economic development strategic plan, Sherburne County submits the following comments:

1. The County Board supports the city's efforts to encourage and facilitate the development of the 45,000+ -sf manufacturing & warehousing facility addition. The development, when complete, is projected to add an estimated \$3.38M in taxable value and 20 jobs within the first two years following construction.
2. The TIF district proposal has been reviewed by our Taxation Division staff and there are no administrative issues that were identified.
3. The TIF district proposal has been reviewed by our Public Works Department and there are no administrative issues that were identified.

We appreciate the opportunity to provide comments on the proposed district. We request that these comments be incorporated into the record at the public hearing on April 20, 2026.

Sincerely,

A handwritten signature in black ink, appearing to read "Dan Weber". The signature is written in a cursive style with a large initial "D" and "W".

Dan Weber
Assistant County Administrator

Cc: Sherburne County Board of Commissioners
Brent O'Neil, Economic Development Director



Request for Action

To
City Council

Item Number
7.5

Meeting Date
April 20, 2026

Prepared By
Brent O'Neil, Economic Development Director

Item Description
TIF 30 Agreement and Business Subsidy

Reviewed by
Cal Portner

Action Requested

Following comments at the public hearing, continue, by motion, the public hearing to the regular City Council meeting on May 4, 2026.

Background/Discussion

The EDA intends to sell land to Crystal Distribution, Inc. for the project identified in the TIF 30 project plan. The EDA is expected to defer action on the sale of land until May 2026. As such, for proper sequencing and alignment, this agreement should be considered on a similar timetable. The requested date for the continued public hearing aligns with the EDA's expected action.

Financial Impact
N/A

Mission/Policy/Goal
Support the growth and development of the community.

Attachments
None

The Elk River Vision

A welcoming community with revolutionary and spirited resourcefulness, exceptional service, and community engagement that encourages and inspires prosperity



Request for Action

To
City Council

Item Number
8.1

Meeting Date
April 20, 2026

Prepared By
Cal Portner, City Administrator

Item Description
Resolution 26-31: Recognize the 1983 State of Minnesota flag as the official flag to be displayed on city-owned property.

Reviewed by
Cal Portner
Jolene Richter

Action Requested

Approve, by motion, Resolution 26-31 recognizing the 1983 State of Minnesota flag as the official flag to be displayed on city-owned property.

Background/Discussion

City Council discussed the State of Minnesota flag during their Regular Meeting on April 6, 2026. Mayor Dietz invited residents to speak on the topic, and 17 residents participated. Councilmembers thanked everyone for visiting and respectfully speaking on the topic.

The website form submission generated 1,053 responses from individuals listing an Elk River address. 786 (74.64%) supported the display of the former flag. 257 (24.41%) indicated a preference for the new flag. Ten respondents (0.95%) had no preference.

Moved by Councilmember Grupa and seconded by Councilmember Beyer to instruct city staff to bring back a resolution at the April 20, 2026, Regular Council meeting stating that on all city properties now or in the future, that fly a Minnesota state flag shall fly the one that was the official state flag from 1983 - 2023. Motion carried 5-0.

Financial Impact

None. The 1983 flags were preserved in storage or were left on display.

Mission/Policy/Goal

Work with citizens to achieve goals.

Attachments

1. 2026 Resolution Official Minnesota State Flag Display

The Elk River Vision

A welcoming community with revolutionary and spirited resourcefulness, exceptional service, and community engagement that encourages and inspires prosperity



**City of Elk River
City Council**

Resolution 26-31

A Resolution of the City Council of the City of Elk River directing the 1983-2023-designated Minnesota State Flag be displayed on all city-owned properties, now or in the future, that fly a Minnesota State Flag.

WHEREAS, The State of Minnesota established a State Emblems Redesign Commission to gather input and recommend a new state seal and flag for the State of Minnesota; and

WHEREAS, on May 11, 2024, a new Official Seal and Flag for the State of Minnesota were adopted; and

WHEREAS, certain Minnesota communities have considered the display of the pre-2024-adopted Minnesota State Flag; and

WHEREAS, Elk River residents contacted elected officials requesting reconsideration for the display of the previous state flag; and

WHEREAS, the Elk River City Council requested resident engagement to utilize in the flag display conversation; and

WHEREAS, resident engagement included published news articles, social media engagement, website feedback forms, and a public discussion at the April 6, 2026, Regular City Council Meeting; and

WHEREAS, following review of the submitted information, resident feedback on social media, and at the Regular City Council Meeting, the Elk River City Council directed city staff to prepare a resolution directing the display of the previous Minnesota State Flag on city-owned properties where the flag is displayed; and

WHEREAS, The Elk River City Council stated the following in support of the previous flag's display: 1) No correlations between the new state seal and the new (2024) flag. 2) Concerns with the process to select and approve the new flag and lack decision-making by elected state representatives. 3) Uncertain consent of the state's majority for the selected new flag. 4) Inadequate Greater Minnesota representation on the State Emblems Commission. 5) Poor marketing and implementation of a public process for statewide engagement. 6) Elk River resident engagement and feedback demonstrated a desire for the Minnesota State Flag officially approved for display from 1983-2023.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Elk River, Minnesota, as follows: The City of Elk River shall display the official 1983-2023 Minnesota State Flag as the representative flag of the State of Minnesota on all city-owned properties, now or in the future, that display a Minnesota State Flag.

Passed and adopted this 20th day of April 2026.

John J. Dietz, Mayor

ATTEST:

Jolene Richter, Deputy Clerk



Request for Action

To
City Council

Item Number
8.2

Meeting Date
April 20, 2026

Prepared By
Joe Stremcha, Business Services Director/Assistant
City Administrator

Item Description
Northbound Advertisement for Bid

Reviewed by
Cal Portner
Jolene Richter

Action Requested

Staff will present an update on the new Northbound construction project and request approval to proceed with one of the following motions:

A) Approve bid documents as presented to include Northbound with future lease space opportunities, and begin advertising the project for bidding on April 30 (with no Alternate design).

OR

B) Approve, by motion, staff and LSE to develop an additional alternative redesign that removes the lease space and advertise the project for bidding with the base building and alternate documentation on or before May 15.

Background/Discussion

Staff and LSE Architects are nearing completion of the 100% construction documents to begin soliciting bids for Northbound. Terra Construction (CM-r) has provided staff with a list of project value-engineering items to consider for cost-saving measures. It is estimated that over \$1,000,000 could be saved by removing the future lease space from the project scope. Northbound would be able to shift further to the west without incurring substantial costs related to the site, obtaining fill, installing deeper footings, and retaining wall construction, all in addition to the build-out of the lease space.

Option A) Proceed with the New Northbound bidding with the leased space addition (Former Cannabound). The Council should consider utilizing alternative funding sources for this capital investment and economic development initiative, as the leased space operation does not align with the use of Liquor/Retail Operation Funds.

Option B) Direct staff and LSE to develop an additional alternative redesign that removes the lease space. Both designs would be bid concurrently, and the Council can better decide the next course of action upon receipt of construction bids. The redesign addendum to add this bid alternative is \$49,750.

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Financial Impact

A bid alternative is \$49,750 in additional architectural fees. It is estimated by Terra Construction that over \$1,000,000 could be saved by removing the lease space from the project scope.

Mission/Policy/Goal

Responsible for every dollar - good stewards.

Attachments

1. Advertisement for Bid
2. Northbound - Current Site Plan and Alt. (April 17, 2026)

SECTION 00 11 13

ADVERTISEMENT FOR BIDS

Bids For: **NORTHBOUND LIQUOR RETAIL**
Elk River, MN

Deliver Bids Electronically to: **Terra Construction**
Kory Reiners
kreiners@terragc.com

Until **4:00PM** local time on **TBD, 2026**. Contractors are to deliver bids to Kory Reiners Electronically at kreiners@terragc.com.

Project Scope: Ground up construction of a new steel structure liquor store.

This project will be managed by Terra Construction, the Construction Manager. The scope of work will be bid and awarded by separate, distinct Bid Categories outlined in Specification Section 01 1202. Bidders shall review all Categories to determine which category they will provide a bid for.

There will NOT be a pre-bid walk-through. The site is available and open for anyone who wishes to visit the site.

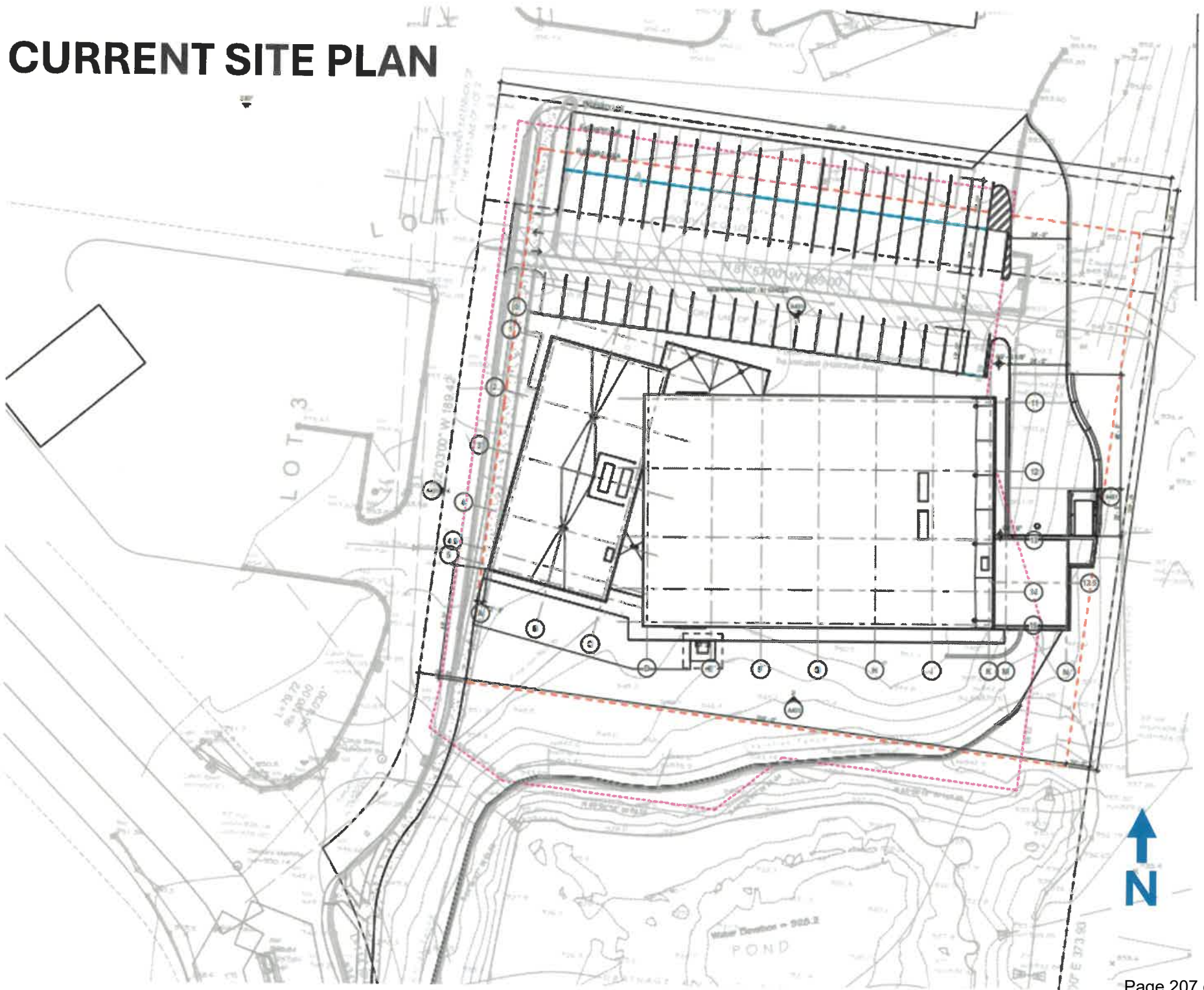
Bid Bonds are NOT required for this project, Performance and Payment bonds will be required for all awarded contractors.

Prevailing wages do NOT apply.

This project includes: Bid Categories as indicated in Spec Section 01 12 02. Refer to the drawings and specification sections. Refer to 01 12 16 for specific work sequencing and milestone schedules.

END OF SECTION

CURRENT SITE PLAN





Request for Action

To
City Council

Item Number
8.3

Meeting Date
April 20, 2026

Prepared By
Mark Dickinson, Fire Chief

Item Description
Additional Service Agreement 26-12 with CNH
Architect Group

Reviewed by
Cal Portner
Jolene Richter

Action Requested

Approve, by motion, the additional service Agreement 26-12 with CNH Architect Group for Fire Station I.

Background/Discussion

CNH Architect Group has submitted an Additional Service Agreement to the city for an increased fire station building scope.

This proposal expands the architectural service by the following changes in scope: The Elk River Fire Station I Project has increased in size, as approved by the city, from the original 28,000 sf facility indicated in the original RFP and listed in the Current AIA B132 Agreement between Owner-Architect to a size of 36,580 sf. Services for architectural, structural, civil, mechanical, electrical, and landscape design for this project are to be increased to address the design of this larger building.

The Additional Service Agreement has been reviewed by the City Attorney and has agreed with the proposed change.

Financial Impact

\$263,173.00 will be reimbursed to the Building Reserve Fund following the sale of bonds for construction.

Mission/Policy/Goal

Meet changing needs - agile.

Attachments

- I. CNH, Additional Service Agreement

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ADDITIONAL SERVICE AGREEMENT

PROJECT: Elk River Fire Station #1
CNH No.: 24040
CLIENT: City of Elk River

ASA #01 – Increased Fire Station Building Scope

December 15, 2025

Chief Mark Dickenson
City of Elk River
13065 Orono Parkway
Elk River, MN 55330

DESCRIPTION

This proposal expands the architectural service by the following changes in scope:

Increased Building Scope: The Elk River Fire Station #1 has increased in size, as approved by the City, from a 28,000 square foot facility indicated in the original RFP and listed in the current AIA B132 Agreement Between Owner-Architect to a size of 36,580 square feet, a 27% increase in project scope. This increase in project size is based on Owner decisions increasing space program to best meet the fire department’s long-term needs resulting in significantly larger building than the current contract includes. This Additional Service Agreement adjusts the design services and fee to address the larger project scope.

SERVICES: INCREASED BUILDING SCOPE

Our services for architectural, structural, civil, mechanical, electrical, and landscape design for this project are to be increased to address the design of this larger building.

PART I - SCHEMATIC DESIGN

The services included additional schematic design services of the larger fire station including:

- Multiple schematic floor plan options
- Preliminary review of building codes
- Preliminary review of city site planning requirements
- Significant number of schematic site plan options to address property seller requests
- Schematic exterior image options
- Refinement of floor plan, site plan and image options selected
- Exterior elevations
- Preliminary civil plan with grading, utilities and stormwater.
- Electrical site lighting layout and light level plan

- Preliminary landscape plan

PART II – DESIGN DEVELOPMENT

This portion of the work includes further development of the detailed elements of the larger fire station building design.

- Further development of floor plan
- Further development of site plan along with additional changes to meet property seller requests
- Further development of civil plan with grading, utilities and stormwater
- Further development of landscape plan
- Further development of exterior elevations
- Interior millwork and interior elevations
- Interior material selection

PART III - CONSTRUCTION DOCUMENTS

Our expanded services for this part include providing construction drawings for the larger building design.

- Structural design, final drawings and details as well as recalculated and detailed drawings at revised building footprint.
- Landscape design, final drawings and details plus revisions for reduced footprint
- Civil design, final drawings and details plus revisions for reduced footprint
- Mechanical / electrical design plus revising drawings and recalculating mechanical and electrical equipment sizing for the reduced building footprint
- Site plan and details plus revisions for reduced footprint
- Overall and enlarged floor plans plus revisions for reduced building plans
- Exterior elevations plus revisions to exterior for reduced building envelope layout
- Building and wall sections, details including revisions where wall systems changed
- Interior elevations plus revisions to adjust for changes in room layouts for reduced scope
- Millwork and other interior details
- Room and door schedules, revisions to room and door schedules
- Door, window and wall types
- Roof plan and details plus revisions for revised roof plan footprint
- Final review of building codes plus recalculation of allowable areas, occupant loads, exiting, and sanitary fixture counts for revise building size

PART IV – BIDDING

Our services for this part includes increased management and questions related to a larger building size.

- Answer bidder questions
- Write addenda as required
- Review product substitution requests

PART V - CONSTRUCTION ADMINISTRATION

Our services for this part include extended scope for administration of a larger building scope including construction phase support, submittals and site review.

- Weekly site review and client construction meetings
- Shop drawing review
- Monthly pay application review
- Preparation of construction administration documents as needed (Supplemental Information, Proposal Requests, and Change Orders)
- Answer contractor questions (Request for Information)
- Final punchlist review
- Review of project closeout documents

FEE

We propose the above additional services for an additional fixed fee of \$263,178 plus reimbursable expenses as indicated in our original contract.

AGREEMENT

Upon acceptance, this additional fee proposal becomes a part of the original AIA B132 Standard Form of Agreement Between Owner and Architect dated October 7, 2024. All items are to remain as originally indicated except as modified herein.

SCHEDULE

The Construction Document design phase completion noted in Paragraph 1.1.4.2 will be set to completion date of around March, 2026.

We appreciate working with you on this project and are pleased to meet these additional needs.

Sincerely,

Quinn S. Hutson, AIA, LEED AP
Principal / President
CNH Architects, Ltd.

ACCEPTED BY:

Signature: _____

Name: _____

Title: _____

Date: _____



Request for Action

To
City Council

Item Number
8.4

Meeting Date
April 20, 2026

Prepared By
Joe Stremcha, Business Services Director/Assistant
City Administrator
Ryan Sandhoefner, Engineering Project Manager

Item Description
FT Center and Downtown Parking Lot
Improvements

Reviewed by
Justin Femrite
Cal Portner
Jolene Richter

Action Requested

Approve, by motion, each of the following:

- The low bid and authorize the execution of a contract with Custom Builders Inc. at a cost of \$1,133,485.25 for the construction of the 2026 Parking Lot Improvements.
- Add Alternate 1 for early completion of the King Avenue parking lot on or before June 10, 2026, at an additional cost of \$55,000.
- Construct the FT Center city-owned property improvements as designed, sans an easement agreement with ISD 728 to construct improvements on ISD 728 property to increase FT Center dedicated parking from 75 to 120.

Background/Discussion

Bid opening was held on April 14. The engineer's estimate was \$1,257,843.50 and we received favorable bids. There were four bids received:

- Custom Builders Inc. = \$1,133,485.25
- C&L Excavating, Inc. = \$1,215,050.50
- J.R. Ferche, Inc. = \$1,445,983.06
- D&D Contracting LLC = \$1,520,535.87

FT Center staff receive consistent feedback on the lack of accessible, close-by, and convenient parking at the FT Center and ISD 728 Stadium during the school day and special events. Numerous vehicles disregard the fire lane, park on the grass (disturbing irrigation and landscaping), or require Senior Activity Center members and other program participants to access the FT Center from great distances. Staff is negotiating access, construction costs, and maintenance expenses with ISD 728 to equitably share in the investment of additional parking. The project is included in the 2026 CIP. The CIP identified the Building Reserve Fund to fund the project, and an interfund loan resolution will be necessary this summer. The FT Center Special Revenue Fund

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will make payments for these improvements over a 10-year amortization schedule at 4% interest.

On April 13, the Community Event Center Commission recommended the City Council construct the FT Center city-owned property improvements as designed sans an easement agreement with ISD 728.

Financial Impact

Funding sources are defined as:

- \$661,851.40 from Pavement Management for general parking lot improvements
- \$100,178.00 from Sewer Fund for sanitary sewer
- \$72,230.50 as reimbursement from Elk River Municipal Utilities for watermain
- \$228,889.55 from Building Reserve Fund - Financed as an interfund loan to the Multipurpose Facility Special Revenue Fund at 4% interest and 10-year amortization.
- \$70,335.80 from ISD 728 (Pending easement amendment for participation in project scope of work)

Mission/Policy/Goal

Meet changing needs - agile.

Attachments

1. Bid Tabulation
2. As Bid Cost Breakdown
3. FT Center 2026 Parking Lot Expansion (I)
4. 1996 RECIPROCAL EASEMENT AGREEMENT (ISD 728)
5. First Amendment to Reciprocal Easement Agreement (June 24, 2019)
6. FT Center Monument Sign - Easement Agreement and Site Plan

Owner: City of Elk River

Solicitor: Bolton & Menk, Inc.

04/14/2026 10:00 AM CDT

Line Item	Item Description	Unit	Engineer Estimate		Custom Builders Inc.		C&L Excavating, Inc		J.R. Ferche, Inc.		D&D Contracting LLC						
			Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension				
BASE BID					\$1,257,843.50			\$1,133,485.25			\$1,215,050.50			\$1,445,983.06			\$1,520,535.87
1	MOBILIZATION	LUMP SUM	1	\$75,000.00	\$75,000.00	\$67,000.00	\$67,000.00	\$100,000.00	\$100,000.00	\$88,799.01	\$88,799.01	\$108,867.41	\$108,867.41				
2	CLEARING (TREE)	EACH	30	\$500.00	\$15,000.00	\$55.00	\$1,650.00	\$160.00	\$4,800.00	\$110.00	\$3,300.00	\$360.00	\$10,800.00				
3	GRUBBING (TREE)	EACH	30	\$500.00	\$15,000.00	\$55.00	\$1,650.00	\$70.00	\$2,100.00	\$75.00	\$2,250.00	\$360.00	\$10,800.00				
4	SALVAGE & REINSTALL HYDRANT & VALVE	EACH	1	\$2,500.00	\$2,500.00	\$2,475.00	\$2,475.00	\$2,700.00	\$2,700.00	\$4,500.00	\$4,500.00	\$8,232.15	\$8,232.15				
5	REMOVE HYDRANT	EACH	1	\$500.00	\$500.00	\$285.00	\$285.00	\$250.00	\$250.00	\$850.00	\$850.00	\$3,780.00	\$3,780.00				
6	REMOVE GATE VALVE & BOX	EACH	2	\$300.00	\$600.00	\$281.00	\$562.00	\$100.00	\$200.00	\$700.00	\$1,400.00	\$270.00	\$540.00				
7	REMOVE DRAINAGE STRUCTURE	EACH	3	\$500.00	\$1,500.00	\$281.00	\$843.00	\$500.00	\$1,500.00	\$850.00	\$2,550.00	\$270.00	\$810.00				
8	REMOVE SANITARY STRUCTURE	EACH	3	\$500.00	\$1,500.00	\$611.00	\$1,833.00	\$500.00	\$1,500.00	\$1,200.00	\$3,600.00	\$648.00	\$1,944.00				
9	REMOVE IRRIGATION BOX	EACH	1	\$150.00	\$150.00	\$1,000.00	\$1,000.00	\$250.00	\$250.00	\$50.00	\$50.00	\$54.00	\$54.00				
10	REMOVE SIGN	EACH	22	\$100.00	\$2,200.00	\$30.00	\$660.00	\$35.00	\$770.00	\$65.00	\$1,430.00	\$54.00	\$1,188.00				
11	REMOVE BOLLARD	EACH	2	\$100.00	\$200.00	\$55.00	\$110.00	\$50.00	\$100.00	\$500.00	\$1,000.00	\$108.00	\$216.00				
12	REMOVE TRASH ENCLOSURE	EACH	1	\$1,000.00	\$1,000.00	\$2,200.00	\$2,200.00	\$1,000.00	\$1,000.00	\$2,000.00	\$2,000.00	\$3,780.00	\$3,780.00				
13	SALVAGE & REINSTALL FLAG POLE	EACH	1	\$1,000.00	\$1,000.00	\$5,000.00	\$5,000.00	\$2,000.00	\$2,000.00	\$2,500.00	\$2,500.00	\$5,832.00	\$5,832.00				
14	REMOVE FLAGPOLE BASE	EACH	1	\$500.00	\$500.00	\$500.00	\$500.00	\$250.00	\$250.00	\$650.00	\$650.00	\$864.00	\$864.00				
15	REMOVE CASTING	EACH	8	\$200.00	\$1,600.00	\$165.00	\$1,320.00	\$100.00	\$800.00	\$150.00	\$1,200.00	\$108.00	\$864.00				
16	REMOVE SEWER PIPE (STORM)	LIN FT	51	\$15.00	\$765.00	\$14.00	\$714.00	\$10.00	\$510.00	\$24.00	\$1,224.00	\$25.41	\$1,295.91				
17	REMOVE SEWER PIPE (SANITARY)	LIN FT	22	\$15.00	\$330.00	\$10.00	\$220.00	\$10.00	\$220.00	\$55.00	\$1,210.00	\$171.82	\$3,780.04				
18	REMOVE WATER MAIN	LIN FT	80	\$15.00	\$1,200.00	\$3.00	\$240.00	\$10.00	\$800.00	\$55.00	\$4,400.00	\$27.00	\$2,160.00				
19	REMOVE CONCRETE CURB & GUTTER	LIN FT	1639	\$10.00	\$16,390.00	\$2.75	\$4,507.25	\$3.25	\$5,326.75	\$8.50	\$13,931.50	\$4.94	\$8,096.66				
20	REMOVE BITUMINOUS PAVEMENT	SQ YD	5290	\$5.00	\$26,450.00	\$3.00	\$15,870.00	\$3.00	\$15,870.00	\$6.20	\$32,798.00	\$9.72	\$51,418.80				
21	REMOVE CONCRETE WALK	SQ YD	1297	\$6.00	\$7,782.00	\$2.75	\$3,566.75	\$6.00	\$7,782.00	\$10.00	\$12,970.00	\$29.14	\$37,794.58				
22	REMOVE BRICK PAVERS	SQ FT	8311	\$1.00	\$8,311.00	\$0.60	\$4,986.60	\$1.00	\$8,311.00	\$1.60	\$13,297.60	\$1.08	\$8,975.88				
23	REMOVE CONCRETE RIBBON CURB	LIN FT	500	\$2.00	\$1,000.00	\$3.75	\$1,875.00	\$3.00	\$1,500.00	\$7.50	\$3,750.00	\$5.40	\$2,700.00				
24	REMOVE PARKING BLOCKS	EACH	15	\$20.00	\$300.00	\$110.00	\$1,650.00	\$50.00	\$750.00	\$50.00	\$750.00	\$54.00	\$810.00				
25	SALVAGE LIGHTING UNIT	EACH	4	\$750.00	\$3,000.00	\$470.00	\$1,880.00	\$500.00	\$2,000.00	\$490.00	\$1,960.00	\$460.87	\$1,843.48				
26	REMOVE LIGHT POLE	EACH	6	\$500.00	\$3,000.00	\$110.00	\$660.00	\$500.00	\$3,000.00	\$490.00	\$2,940.00	\$457.05	\$2,742.30				
27	REMOVE LIGHT POLE BASE	EACH	6	\$500.00	\$3,000.00	\$110.00	\$660.00	\$600.00	\$3,600.00	\$550.00	\$3,300.00	\$270.00	\$1,620.00				
28	REMOVE LIGHT FOUNDATION	EACH	4	\$775.00	\$3,100.00	\$110.00	\$440.00	\$125.00	\$500.00	\$550.00	\$2,200.00	\$162.00	\$648.00				
29	SALVAGE LIMESTONE BLOCK	EACH	4	\$300.00	\$1,200.00	\$200.00	\$800.00	\$250.00	\$1,000.00	\$350.00	\$1,400.00	\$108.00	\$432.00				
30	SALVAGE PICNIC TABLE	EACH	2	\$300.00	\$600.00	\$200.00	\$400.00	\$150.00	\$300.00	\$200.00	\$400.00	\$108.00	\$216.00				
31	SALVAGE BIKE RACK	EACH	1	\$100.00	\$100.00	\$200.00	\$200.00	\$150.00	\$150.00	\$150.00	\$150.00	\$237.60	\$237.60				
32	SANDFILL EXISTING SANITARY	LIN FT	407	\$10.00	\$4,070.00	\$15.00	\$6,105.00	\$4.00	\$1,628.00	\$14.00	\$5,698.00	\$2.65	\$1,078.55				
33	SANDFILL EXISTING WATER MAIN	LIN FT	217	\$10.00	\$2,170.00	\$15.00	\$3,255.00	\$4.00	\$868.00	\$14.00	\$3,038.00	\$4.98	\$1,080.66				
34	EXCAVATION - COMMON (P) (EV)	CU YD	2355	\$20.00	\$47,100.00	\$9.00	\$21,195.00	\$20.00	\$47,100.00	\$27.65	\$65,115.75	\$21.60	\$50,868.00				
35	EXCAVATION - SUBGRADE	CU YD	100	\$20.00	\$2,000.00	\$10.00	\$1,000.00	\$20.00	\$2,000.00	\$24.00	\$2,400.00	\$10.80	\$1,080.00				
36	STABILIZING AGGREGATE	CU YD	100	\$30.00	\$3,000.00	\$28.00	\$2,800.00	\$65.00	\$6,500.00	\$55.00	\$5,500.00	\$108.00	\$10,800.00				
37	AGGREGATE BASE CLASS 5	TON	2493	\$30.00	\$74,790.00	\$28.00	\$69,804.00	\$26.00	\$64,818.00	\$34.50	\$86,008.50	\$34.66	\$86,407.38				
38	BITUMINOUS PATCH	SQ YD	942	\$32.00	\$30,144.00	\$17.00	\$16,014.00	\$17.50	\$16,485.00	\$42.00	\$39,564.00	\$30.17	\$28,420.14				
39	MILL BITUMINOUS SURFACE (1.5")	SQ YD	7488	\$1.50	\$11,232.00	\$1.00	\$7,488.00	\$4.00	\$29,952.00	\$3.30	\$24,710.40	\$2.89	\$21,640.32				
40	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C)	TON	1233	\$90.00	\$110,970.00	\$112.00	\$138,096.00	\$95.50	\$117,751.50	\$109.00	\$134,397.00	\$101.98	\$125,741.34				
41	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,C)	TON	858	\$85.00	\$72,930.00	\$96.00	\$82,368.00	\$95.50	\$81,939.00	\$103.00	\$88,374.00	\$96.81	\$83,062.98				
42	DUMPSTER ENCLOSURE	LUMP SUM	1	\$15,000.00	\$15,000.00	\$25,000.00	\$25,000.00	\$38,000.00	\$38,000.00	\$37,375.00	\$37,375.00	\$21,600.00	\$21,600.00				
43	12" RC PIPE SEWER CLASS V	LIN FT	163	\$45.00	\$7,335.00	\$53.00	\$8,639.00	\$64.00	\$10,432.00	\$100.00	\$16,300.00	\$80.58	\$13,134.54				
44	8" PVC PIPE SEWER	LIN FT	270	\$55.00	\$14,850.00	\$72.00	\$19,440.00	\$67.00	\$18,090.00	\$75.00	\$20,250.00	\$95.49	\$25,782.30				
45	CONNECT TO EXISTING STORM SEWER	EACH	4	\$1,000.00	\$4,000.00	\$1,375.00	\$5,500.00	\$1,000.00	\$4,000.00	\$3,200.00	\$12,800.00	\$378.00	\$1,512.00				
46	CONNECT TO EXISTING SANITARY SEWER	EACH	1	\$1,000.00	\$1,000.00	\$17,050.00	\$17,050.00	\$35,000.00	\$35,000.00	\$12,000.00	\$12,000.00	\$1,620.00	\$1,620.00				

47 8" X 6" PVC WYE	EACH	6	\$350.00	\$2,100.00	\$715.00	\$4,290.00	\$1,000.00	\$6,000.00	\$1,200.00	\$7,200.00	\$397.77	\$2,386.62
48 6" PVC SANITARY SERVICE PIPE	LIN FT	114	\$55.00	\$6,270.00	\$50.00	\$5,700.00	\$52.00	\$5,928.00	\$65.00	\$7,410.00	\$50.39	\$5,744.46
49 2" COPPER PIPE	LIN FT	50	\$40.00	\$2,000.00	\$42.00	\$2,100.00	\$86.00	\$4,300.00	\$100.00	\$5,000.00	\$81.69	\$4,084.50
50 2" CURB STOP & BOX	EACH	1	\$350.00	\$350.00	\$1,210.00	\$1,210.00	\$1,500.00	\$1,500.00	\$1,900.00	\$1,900.00	\$1,122.55	\$1,122.55
51 2" CORPORATION STOP	EACH	1	\$350.00	\$350.00	\$941.00	\$941.00	\$800.00	\$800.00	\$1,300.00	\$1,300.00	\$732.28	\$732.28
52 CONNECT TO EXISTING WATER MAIN	EACH	3	\$1,500.00	\$4,500.00	\$1,485.00	\$4,455.00	\$2,500.00	\$7,500.00	\$3,500.00	\$10,500.00	\$540.00	\$1,620.00
53 TEMPORARY WATER SERVICE	LUMP SUM	1	\$2,000.00	\$2,000.00	\$6,050.00	\$6,050.00	\$10,000.00	\$10,000.00	\$5,000.00	\$5,000.00	\$5,400.00	\$5,400.00
54 HYDRANT	EACH	1	\$7,500.00	\$7,500.00	\$6,380.00	\$6,380.00	\$7,700.00	\$7,700.00	\$7,400.00	\$7,400.00	\$8,160.70	\$8,160.70
55 6" GATE VALVE & BOX	EACH	2	\$2,500.00	\$5,000.00	\$3,520.00	\$7,040.00	\$2,600.00	\$5,200.00	\$3,000.00	\$6,000.00	\$2,892.21	\$5,784.42
56 ADJUST GATE VALVE BOX	EACH	1	\$400.00	\$400.00	\$165.00	\$165.00	\$250.00	\$250.00	\$400.00	\$400.00	\$270.00	\$270.00
57 6" WATERMAIN DUCTILE IRON CL 52	LIN FT	266	\$65.00	\$17,290.00	\$77.00	\$20,482.00	\$77.00	\$20,482.00	\$85.00	\$22,610.00	\$75.87	\$20,181.42
58 12" WATERMAIN DUCTILE IRON CL 52	LIN FT	27	\$80.00	\$2,160.00	\$105.00	\$2,835.00	\$148.00	\$3,996.00	\$175.00	\$4,725.00	\$411.59	\$11,112.93
59 WATERMAIN FITTINGS	POUND	366	\$18.00	\$6,588.00	\$15.00	\$5,490.00	\$11.00	\$4,026.00	\$15.00	\$5,490.00	\$16.66	\$6,097.56
60 CASTING ASSEMBLY	EACH	13	\$1,200.00	\$15,600.00	\$1,045.00	\$13,585.00	\$1,200.00	\$15,600.00	\$1,400.00	\$18,200.00	\$1,245.33	\$16,189.29
61 ADJUST FRAME AND RING CASTING	EACH	5	\$500.00	\$2,500.00	\$165.00	\$825.00	\$700.00	\$3,500.00	\$600.00	\$3,000.00	\$324.00	\$1,620.00
62 CONSTRUCT SANITARY STRUCTURE	LIN FT	28.5	\$750.00	\$21,375.00	\$831.00	\$23,683.50	\$725.00	\$20,662.50	\$465.00	\$13,252.50	\$718.17	\$20,467.85
63 CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	LIN FT	15.4	\$650.00	\$10,010.00	\$385.00	\$5,929.00	\$560.00	\$8,624.00	\$720.00	\$11,088.00	\$475.13	\$7,317.00
64 CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL (2'X3')	LIN FT	19	\$600.00	\$11,400.00	\$505.00	\$9,595.00	\$570.00	\$10,830.00	\$775.00	\$14,725.00	\$743.75	\$14,131.25
65 CONSTRUCT 8" OUTSIDE DROP	LIN FT	5.4	\$500.00	\$2,700.00	\$850.00	\$4,590.00	\$1,700.00	\$9,180.00	\$1,800.00	\$9,720.00	\$1,169.45	\$6,315.03
66 4" CONCRETE WALK	SQ FT	17181	\$10.00	\$171,810.00	\$7.75	\$133,152.75	\$6.50	\$111,676.50	\$9.00	\$154,629.00	\$7.59	\$130,403.79
67 4" CONCRETE WALK SLOPE PAVING	SQ FT	2805	\$10.00	\$28,050.00	\$7.75	\$21,738.75	\$8.00	\$22,440.00	\$9.00	\$25,245.00	\$7.56	\$21,205.80
68 6" CONCRETE WALK	SQ FT	827	\$15.00	\$12,405.00	\$10.00	\$8,270.00	\$17.00	\$14,059.00	\$20.00	\$16,540.00	\$135.52	\$112,075.04
69 7" CONCRETE PAVEMENT	SQ FT	464	\$20.00	\$9,280.00	\$14.00	\$6,496.00	\$15.50	\$7,192.00	\$18.00	\$8,352.00	\$16.24	\$7,535.36
70 CONCRETE CURB & GUTTER DESIGN B412	LIN FT	106	\$20.00	\$2,120.00	\$33.00	\$3,498.00	\$29.00	\$3,074.00	\$32.00	\$3,392.00	\$37.14	\$3,936.84
71 CONCRETE CURB & GUTTER DESIGN B612	LIN FT	2081	\$20.00	\$41,620.00	\$26.00	\$54,106.00	\$26.00	\$54,106.00	\$27.00	\$56,187.00	\$26.48	\$55,104.88
72 CONCRETE CURB & GUTTER DESIGN B618	LIN FT	25	\$20.00	\$500.00	\$50.00	\$1,250.00	\$38.00	\$950.00	\$35.00	\$875.00	\$50.22	\$1,255.50
73 CONCRETE CURB & GUTTER DESIGN S412	LIN FT	135	\$20.00	\$2,700.00	\$36.00	\$4,860.00	\$32.00	\$4,320.00	\$31.00	\$4,185.00	\$37.10	\$5,008.50
74 7" CONCRETE VALLEY GUTTER	SQ YD	10	\$120.00	\$1,200.00	\$180.00	\$1,800.00	\$150.00	\$1,500.00	\$150.00	\$1,500.00	\$140.94	\$1,409.40
75 TRUNCATED DOMES	SQ FT	102	\$75.00	\$7,650.00	\$67.00	\$6,834.00	\$75.00	\$7,650.00	\$65.00	\$6,630.00	\$67.50	\$6,885.00
76 LIGHTING UNIT TYPE SPECIAL 1	EACH	2	\$3,500.00	\$7,000.00	\$1,225.00	\$2,450.00	\$1,200.00	\$2,400.00	\$1,350.00	\$2,700.00	\$1,203.51	\$2,407.02
77 LIGHTING UNIT TYPE SPECIAL 2	EACH	4	\$12,000.00	\$48,000.00	\$4,132.00	\$16,528.00	\$4,000.00	\$16,000.00	\$4,400.00	\$17,600.00	\$4,055.54	\$16,222.16
78 LIGHTING UNIT TYPE SPECIAL 3	EACH	3	\$9,000.00	\$27,000.00	\$3,152.00	\$9,456.00	\$3,000.00	\$9,000.00	\$3,400.00	\$10,200.00	\$3,094.43	\$9,283.29
79 LIGHT FOUNDATION DESIGN SPECIAL	EACH	11	\$1,600.00	\$17,600.00	\$1,274.00	\$14,014.00	\$1,200.00	\$13,200.00	\$1,400.00	\$15,400.00	\$1,251.24	\$13,763.64
80 SERVICE CABINET - TYPE L1	EACH	2	\$15,000.00	\$30,000.00	\$16,424.00	\$32,848.00	\$16,000.00	\$32,000.00	\$17,500.00	\$35,000.00	\$16,126.35	\$32,252.70
81 EQUIPMENT PAD B	EACH	2	\$1,600.00	\$3,200.00	\$1,420.00	\$2,840.00	\$1,500.00	\$3,000.00	\$1,500.00	\$3,000.00	\$1,393.61	\$2,787.22
82 HANDHOLE	EACH	4	\$2,500.00	\$10,000.00	\$1,485.00	\$5,940.00	\$1,500.00	\$6,000.00	\$1,550.00	\$6,200.00	\$1,457.95	\$5,831.80
83 GFCI RECEPTACLE STATION	EACH	4	\$1,000.00	\$4,000.00	\$407.00	\$1,628.00	\$400.00	\$1,600.00	\$500.00	\$2,000.00	\$398.84	\$1,595.36
84 2" NON-METALLIC CONDUIT	LIN FT	430	\$10.00	\$4,300.00	\$5.52	\$2,373.60	\$5.50	\$2,365.00	\$6.00	\$2,580.00	\$5.42	\$2,330.60
85 2" NON-METALLIC CONDUIT DIRECTIONAL BORE	LIN FT	965	\$30.00	\$28,950.00	\$16.73	\$16,144.45	\$16.00	\$15,440.00	\$17.50	\$16,887.50	\$16.43	\$15,854.95
86 UNDERGROUND WIRE 1/C 2 AWG	LIN FT	100	\$4.00	\$400.00	\$4.17	\$417.00	\$4.00	\$400.00	\$4.50	\$450.00	\$4.09	\$409.00
87 UNDERGROUND WIRE 1/C 6 AWG	LIN FT	1365	\$2.50	\$3,412.50	\$2.00	\$2,730.00	\$2.00	\$2,730.00	\$2.00	\$2,730.00	\$1.95	\$2,661.75
88 UNDERGROUND WIRE 1/C 8 AWG	LIN FT	6920	\$2.00	\$13,840.00	\$1.50	\$10,380.00	\$1.50	\$10,380.00	\$1.55	\$10,726.00	\$1.45	\$10,034.00
89 INSTALL LIGHTING UNIT	EACH	4	\$1,000.00	\$4,000.00	\$1,941.00	\$7,764.00	\$1,850.00	\$7,400.00	\$2,100.00	\$8,400.00	\$1,905.27	\$7,621.08
90 FLAGPOLE BASE	EACH	1	\$2,000.00	\$2,000.00	\$2,500.00	\$2,500.00	\$1,500.00	\$1,500.00	\$3,750.00	\$3,750.00	\$4,320.00	\$4,320.00
91 TRAFFIC CONTROL	LUMP SUM	1	\$10,000.00	\$10,000.00	\$21,505.00	\$21,505.00	\$10,000.00	\$10,000.00	\$24,000.00	\$24,000.00	\$20,520.00	\$20,520.00
92 SIGN PANEL TYPE C	SQ FT	40	\$65.00	\$2,600.00	\$215.00	\$8,600.00	\$80.00	\$3,200.00	\$235.00	\$9,400.00	\$232.20	\$9,288.00
93 LANDSCAPE BUSH PLANTING	EACH	62	\$90.00	\$5,580.00	\$105.00	\$6,510.00	\$80.00	\$4,960.00	\$90.00	\$5,580.00	\$113.23	\$7,020.26
94 LANDSCAPE GRASS PLANTING	EACH	49	\$75.00	\$3,675.00	\$28.00	\$1,372.00	\$45.00	\$2,205.00	\$37.00	\$1,813.00	\$110.20	\$5,399.80
95 STABILIZED CONSTRUCTION EXIT	LUMP SUM	1	\$1,000.00	\$1,000.00	\$600.00	\$600.00	\$1,000.00	\$1,000.00	\$8,000.00	\$8,000.00	\$2,700.00	\$2,700.00
96 STORM DRAIN INLET PROTECTION	EACH	24	\$200.00	\$4,800.00	\$120.00	\$2,880.00	\$150.00	\$3,600.00	\$250.00	\$6,000.00	\$378.00	\$9,072.00
97 SILT FENCE, TYPE MS	LIN FT	120	\$3.00	\$360.00	\$2.50	\$300.00	\$5.00	\$600.00	\$6.00	\$720.00	\$5.40	\$648.00
98 TOPSOIL	CU YD	156	\$40.00	\$6,240.00	\$18.00	\$2,808.00	\$75.00	\$11,700.00	\$60.00	\$9,360.00	\$64.80	\$10,108.80
99 FERTILIZER TYPE 3	POUND	154	\$3.00	\$462.00	\$2.00	\$308.00	\$2.00	\$308.00	\$1.00	\$154.00	\$50.00	\$7,700.00
100 ROLLED EROSION PREVENTION CATEGORY 25	SQ YD	118	\$2.50	\$295.00	\$3.00	\$354.00	\$5.00	\$590.00	\$2.50	\$295.00	\$10.00	\$1,180.00

101 SEEDING	ACRE	0.44	\$4,000.00	\$1,760.00	\$16,000.00	\$7,040.00	\$1,000.00	\$440.00	\$1,400.00	\$616.00	\$1,296.00	\$570.24
102 HYDRAULIC BONDED FIBER MATRIX	POUND	1531	\$2.00	\$3,062.00	\$4.00	\$6,124.00	\$3.25	\$4,975.75	\$2.30	\$3,521.30	\$2.05	\$3,138.55
103 MULCH MATERIAL TYPE SPECIAL (WOOD CHIPS)	CU YD	59	\$150.00	\$8,850.00	\$110.00	\$6,490.00	\$150.00	\$8,850.00	\$280.00	\$16,520.00	\$45.76	\$2,699.84
104 RESIDENTIAL TURFGRASS	POUND	132	\$4.00	\$528.00	\$10.00	\$1,320.00	\$7.50	\$990.00	\$3.50	\$462.00	\$40.91	\$5,400.12
105 4" SOLID LINE MULTI-COMPONENT	LIN FT	8430	\$1.20	\$10,116.00	\$2.42	\$20,400.60	\$2.25	\$18,967.50	\$2.50	\$21,075.00	\$7.69	\$64,826.70
106 24" SOLID LINE MULTI-COMPONENT (WHITE)	LIN FT	18	\$12.00	\$216.00	\$11.00	\$198.00	\$10.00	\$180.00	\$11.50	\$207.00	\$60.00	\$1,080.00
107 PAVEMENT MESSAGE MULTI-COMPONENT	EACH	18	\$100.00	\$1,800.00	\$100.00	\$1,800.00	\$90.00	\$1,620.00	\$105.00	\$1,890.00	\$60.00	\$1,080.00
Base Bid Total:				\$1,257,843.50		\$1,133,485.25		\$1,215,050.50		\$1,445,983.06		\$1,520,535.87
ADD ALTERNATE 1 - KING PARKING LOT EARLY COMPLETION (JUNE 10TH)				\$30,000.00		\$55,000.00		\$165,000.00		\$34,000.00		\$50,000.00
108 KING PARKING LOT EARLY COMPLETION	LUMP SUM	1	\$30,000.00	\$30,000.00	\$55,000.00	\$55,000.00	\$165,000.00	\$165,000.00	\$34,000.00	\$34,000.00	\$50,000.00	\$50,000.00
Base Bid +Alternate 1 Total:				\$1,287,843.50		\$1,188,485.25		\$1,380,050.50		\$1,479,983.06		\$1,570,535.87

AS BID - COST BREAKDOWN

2026 PARKING LOT IMPROVEMENTS
CITY OF ELK RIVER, MN
BMI PROJECT NO. 25X.139740



Date: 4/15/2026

Item No.	Item	Unit	Estimated Quantity	Unit Price	Total Amount	Downtown Parking Lots				Furniture & Things Center Parking Lot					
						Downtown Parking Lots		Sanitary Sewer		ERMU Watermain		FT Center		School District	
						Quantity	Cost	Quantity	Cost	Quantity	Cost	Quantity	Cost	Quantity	Cost
BASE BID															
1	MOBILIZATION	LUMP SUM	1	\$67,000.00	\$67,000.00	0.7	\$46,900.00	0.1	\$6,700.00	0.1	\$6,700.00	0.08	\$5,360.00	0.02	\$1,340.00
2	CLEARING (TREE)	EACH	30	\$55.00	\$1,650.00	30	\$1,650.00								
3	GRUBBING (TREE)	EACH	30	\$55.00	\$1,650.00	30	\$1,650.00								
4	SALVAGE & REINSTALL HYDRANT & VALVE	EACH	1	\$2,475.00	\$2,475.00								1	\$2,475.00	
5	REMOVE HYDRANT	EACH	1	\$285.00	\$285.00					1	\$285.00				
6	REMOVE GATE VALVE & BOX	EACH	2	\$281.00	\$562.00					2	\$562.00				
7	REMOVE DRAINAGE STRUCTURE	EACH	3	\$281.00	\$843.00	3	\$843.00								
8	REMOVE SANITARY STRUCTURE	EACH	3	\$611.00	\$1,833.00			3	\$1,833.00						
9	REMOVE IRRIGATION BOX	EACH	1	\$1,000.00	\$1,000.00						\$0.00	1	\$1,000.00		
10	REMOVE SIGN	EACH	22	\$30.00	\$660.00	9	\$270.00					6	\$180.00	7	\$210.00
11	REMOVE BOLLARD	EACH	2	\$55.00	\$110.00	2	\$110.00								
12	REMOVE TRASH ENCLOSURE	EACH	1	\$2,200.00	\$2,200.00	1	\$2,200.00								
13	SALVAGE & REINSTALL FLAG POLE	EACH	1	\$5,000.00	\$5,000.00							1	\$5,000.00		
14	REMOVE FLAGPOLE BASE	EACH	1	\$500.00	\$500.00							1	\$500.00		
15	REMOVE CASTING	EACH	8	\$165.00	\$1,320.00	1	\$165.00	3	\$495.00			4	\$660.00		
16	REMOVE SEWER PIPE (STORM)	LIN FT	51	\$14.00	\$714.00	51	\$714.00								
17	REMOVE SEWER PIPE (SANITARY)	LIN FT	22	\$10.00	\$220.00			22	\$220.00						
18	REMOVE WATER MAIN	LIN FT	80	\$3.00	\$240.00					76	\$228.00			4	\$12.00
19	REMOVE CONCRETE CURB & GUTTER	LIN FT	1639	\$2.75	\$4,507.25	1483	\$4,078.25					64	\$176.00	92	\$253.00
20	REMOVE BITUMINOUS PAVEMENT	SQ YD	5290	\$3.00	\$15,870.00	3997	\$11,991.00					1111	\$3,333.00	182	\$546.00
21	REMOVE CONCRETE WALK	SQ YD	1297	\$2.75	\$3,566.75	644	\$1,771.00					324	\$891.00	329	\$904.75
22	REMOVE BRICK PAVERS	SQ FT	8311	\$0.60	\$4,986.60	8311	\$4,986.60								
23	REMOVE CONCRETE RIBBON CURB	LIN FT	500	\$3.75	\$1,875.00	500	\$1,875.00								
24	REMOVE PARKING BLOCKS	EACH	15	\$110.00	\$1,650.00	15	\$1,650.00								
25	SALVAGE LIGHTING UNIT	EACH	4	\$470.00	\$1,880.00							1	\$470.00	3	\$1,410.00
26	REMOVE LIGHT POLE	EACH	6	\$110.00	\$660.00	6	\$660.00								
27	REMOVE LIGHT POLE BASE	EACH	6	\$110.00	\$660.00	6	\$660.00								
28	REMOVE LIGHT FOUNDATION	EACH	4	\$110.00	\$440.00							1	\$110.00	3	\$330.00
29	SALVAGE LIMESTONE BLOCK	EACH	4	\$200.00	\$800.00	4	\$800.00								
30	SALVAGE PICNIC TABLE	EACH	2	\$200.00	\$400.00	2	\$400.00								
31	SALVAGE BIKE RACK	EACH	1	\$200.00	\$200.00	1	\$200.00								
32	SANDFILL EXISTING SANITARY	LIN FT	407	\$15.00	\$6,105.00			407	\$6,105.00						
33	SANDFILL EXISTING WATER MAIN	LIN FT	217	\$15.00	\$3,255.00					217	\$3,255.00				
34	EXCAVATION - COMMON (P) (EV)	CU YD	2355	\$9.00	\$21,195.00	1313	\$11,817.00					818	\$7,362.00	224	\$2,016.00
35	EXCAVATION - SUBGRADE	CU YD	100	\$10.00	\$1,000.00	80	\$800.00					10	\$100.00	10	\$100.00
36	STABILIZING AGGREGATE	CU YD	100	\$28.00	\$2,800.00	80	\$2,240.00					10	\$280.00	10	\$280.00
37	AGGREGATE BASE CLASS 5	TON	2493	\$28.00	\$69,804.00	1464	\$40,992.00					771	\$21,588.00	258	\$7,224.00
38	BITUMINOUS PATCH	SQ YD	942	\$17.00	\$16,014.00	762	\$12,954.00	90	\$1,530.00	90	\$1,530.00				
39	MILL BITUMINOUS SURFACE (1.5")	SQ YD	7488	\$1.00	\$7,488.00	7488	\$7,488.00								
40	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C)	TON	1233	\$112.00	\$138,096.00	1023	\$114,576.00					152	\$17,024.00	58	\$6,496.00
41	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,C)	TON	858	\$96.00	\$82,368.00	508	\$48,768.00					253	\$24,288.00	97	\$9,312.00
42	DUMPSTER ENCLOSURE	LUMP SUM	1	\$25,000.00	\$25,000.00	1	\$25,000.00								
43	12" RC PIPE SEWER CLASS V	LIN FT	163	\$53.00	\$8,639.00	135	\$7,155.00					28	\$1,484.00		
44	8" PVC PIPE SEWER	LIN FT	270	\$72.00	\$19,440.00			270	\$19,440.00						
45	CONNECT TO EXISTING STORM SEWER	EACH	4	\$1,375.00	\$5,500.00	1	\$1,375.00					3	\$4,125.00		
46	CONNECT TO EXISTING SANITARY SEWER	EACH	1	\$17,050.00	\$17,050.00			1	\$17,050.00						
47	8" X 6" PVC WYE	EACH	6	\$715.00	\$4,290.00			6	\$4,290.00						
48	6" PVC SANITARY SERVICE PIPE	LIN FT	114	\$50.00	\$5,700.00			114	\$5,700.00						
49	2" COPPER PIPE	LIN FT	50	\$42.00	\$2,100.00					50	\$2,100.00				
50	2" CURB STOP & BOX	EACH	1	\$1,210.00	\$1,210.00					1	\$1,210.00				
51	2" CORPORATION STOP	EACH	1	\$941.00	\$941.00					1	\$941.00				
52	CONNECT TO EXISTING WATER MAIN	EACH	3	\$1,485.00	\$4,455.00					2	\$2,970.00			1	\$1,485.00
53	TEMPORARY WATER SERVICE	LUMP SUM	1	\$6,050.00	\$6,050.00					1	\$6,050.00				
54	HYDRANT	EACH	1	\$6,380.00	\$6,380.00					1	\$6,380.00				
55	6" GATE VALVE & BOX	EACH	2	\$3,520.00	\$7,040.00					2	\$7,040.00				
56	ADJUST GATE VALVE BOX	EACH	1	\$165.00	\$165.00									1	\$165.00
57	6" WATERMAIN DUCTILE IRON CL 52	LIN FT	266	\$77.00	\$20,482.00					244	\$18,788.00			22	\$1,694.00
58	12" WATERMAIN DUCTILE IRON CL 52	LIN FT	27	\$105.00	\$2,835.00					27	\$2,835.00				

AS BID - COST BREAKDOWN

2026 PARKING LOT IMPROVEMENTS
CITY OF ELK RIVER, MN
BMI PROJECT NO. 25X.139740



Date: 4/15/2026

Item No.	Item	Unit	Estimated Quantity	Unit Price	Total Amount	Downtown Parking Lots						Furniture & Things Center Parking Lot			
						Downtown Parking Lots		Sanitary Sewer		ERMU Watermain		FT Center		School District	
						Quantity	Cost	Quantity	Cost	Quantity	Cost	Quantity	Cost	Quantity	Cost
59	WATERMAIN FITTINGS	POUND	366	\$15.00	\$5,490.00					327	\$4,905.00			39	\$585.00
60	CASTING ASSEMBLY	EACH	13	\$1,045.00	\$13,585.00	4	\$4,180.00	2	\$2,090.00			7	\$7,315.00		
61	ADJUST FRAME AND RING CASTING	EACH	5	\$165.00	\$825.00	1	\$165.00					4	\$660.00		
62	CONSTRUCT SANITARY STRUCTURE	LIN FT	28.5	\$831.00	\$23,683.50			28.5	\$23,683.50						
63	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	LIN FT	15.4	\$385.00	\$5,929.00	5.5	\$2,117.50					9.9	\$3,811.50		
64	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL (2'X3')	LIN FT	19.0	\$505.00	\$9,595.00	11.7	\$5,908.50					7.3	\$3,686.50		
65	CONSTRUCT 8" OUTSIDE DROP	LIN FT	5.4	\$850.00	\$4,590.00			5.4	\$4,590.00						
66	4" CONCRETE WALK	SQ FT	17181	\$7.75	\$133,152.75	12890	\$99,897.50					3348	\$25,947.00	943	\$7,308.25
67	4" CONCRETE WALK SLOPE PAVING	SQ FT	2805	\$7.75	\$21,738.75	2805	\$21,738.75								
68	6" CONCRETE WALK	SQ FT	827	\$10.00	\$8,270.00	78	\$780.00					578	\$5,780.00	171	\$1,710.00
69	7" CONCRETE PAVEMENT	SQ FT	464	\$14.00	\$6,496.00	464	\$6,496.00								
70	CONCRETE CURB & GUTTER DESIGN B412	LIN FT	106	\$33.00	\$3,498.00							28	\$924.00	78	\$2,574.00
71	CONCRETE CURB & GUTTER DESIGN B612	LIN FT	2081	\$26.00	\$54,106.00	1347	\$35,022.00					568	\$14,768.00	166	\$4,316.00
72	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	25	\$50.00	\$1,250.00	25	\$1,250.00								
73	CONCRETE CURB & GUTTER DESIGN S412	LIN FT	135	\$36.00	\$4,860.00							135	\$4,860.00		
74	7" CONCRETE VALLEY GUTTER	SQ YD	10	\$180.00	\$1,800.00							10	\$1,800.00		
75	TRUNCATED DOMES	SQ FT	102	\$67.00	\$6,834.00	31	\$2,077.00					35	\$2,345.00	36	\$2,412.00
76	LIGHTING UNIT TYPE SPECIAL 1	EACH	2	\$1,225.00	\$2,450.00	2	\$2,450.00								
77	LIGHTING UNIT TYPE SPECIAL 2	EACH	4	\$4,132.00	\$16,528.00	4	\$16,528.00								
78	LIGHTING UNIT TYPE SPECIAL 3	EACH	3	\$3,152.00	\$9,456.00							3	\$9,456.00		
79	LIGHT FOUNDATION DESIGN SPECIAL	EACH	11	\$1,274.00	\$14,014.00	4	\$5,096.00					3	\$3,822.00	4	\$5,096.00
80	SERVICE CABINET - TYPE L1	EACH	2	\$16,424.00	\$32,848.00	1	\$16,424.00					1	\$16,424.00		
81	EQUIPMENT PAD B	EACH	2	\$1,420.00	\$2,840.00	1	\$1,420.00					1	\$1,420.00		
82	HANDHOLE	EACH	4	\$1,485.00	\$5,940.00	4	\$5,940.00								
83	GFCI RECEPTACLE STATION	EACH	4	\$407.00	\$1,628.00	4	\$1,628.00								
84	2" NON-METALLIC CONDUIT	LIN FT	430	\$5.52	\$2,373.60							350	\$1,932.00	80	\$441.60
85	2" NON-METALLIC CONDUIT DIRECTIONAL BORE	LIN FT	965	\$16.73	\$16,144.45	965	\$16,144.45								
86	UNDERGROUND WIRE 1/C 2 AWG	LIN FT	100	\$4.17	\$417.00	50	\$208.50					50	\$208.50		
87	UNDERGROUND WIRE 1/C 6 AWG	LIN FT	1365	\$2.00	\$2,730.00	950	\$1,900.00					415	\$830.00		
88	UNDERGROUND WIRE 1/C 8 AWG	LIN FT	6920	\$1.50	\$10,380.00	5680	\$8,520.00					1240	\$1,860.00		
89	INSTALL LIGHTING UNIT	EACH	4	\$1,941.00	\$7,764.00									4	\$7,764.00
90	FLAGPOLE BASE	EACH	1	\$2,500.00	\$2,500.00							1	\$2,500.00		
91	TRAFFIC CONTROL	LUMP SUM	1	\$21,505.00	\$21,505.00	0.35	\$7,526.75	0.3	\$6,451.50	0.3	\$6,451.50	0.05	\$1,075.25		
92	SIGN PANEL TYPE C	SQ FT	40	\$215.00	\$8,600.00	26	\$5,590.00					14	\$3,010.00		
93	LANDSCAPE BUSH PLANTING	EACH	62	\$105.00	\$6,510.00							62	\$6,510.00		
94	LANDSCAPE GRASS PLANTING	EACH	49	\$28.00	\$1,372.00							49	\$1,372.00		
95	STABILIZED CONSTRUCTION EXIT	LUMP SUM	1	\$600.00	\$600.00	0.75	\$450.00					0.25	\$150.00		
96	STORM DRAIN INLET PROTECTION	EACH	24	\$120.00	\$2,880.00	15	\$1,800.00					9	\$1,080.00		
97	SILT FENCE, TYPE MS	LIN FT	120	\$2.50	\$300.00	120	\$300.00								
98	TOPSOIL	CU YD	156	\$18.00	\$2,808.00	144	\$2,592.00					12	\$216.00		
99	FERTILIZER TYPE 3	POUND	154	\$2.00	\$308.00	125	\$250.00					29	\$58.00		
100	ROLLED EROSION PREVENTION CATEGORY 25	SQ YD	118	\$3.00	\$354.00	118	\$354.00								
101	SEEDING	ACRE	0.44	\$16,000.00	\$7,040.00	0.36	\$5,760.00					0.08	\$1,280.00		
102	HYDRAULIC BONDED FIBER MATRIX	POUND	1531	\$4.00	\$6,124.00	1244	\$4,976.00					287	\$1,148.00		
103	MULCH MATERIAL TYPE SPECIAL (WOOD CHIPS)	CU YD	59	\$110.00	\$6,490.00							59	\$6,490.00		
104	RESIDENTIAL TURFGRASS	POUND	132	\$10.00	\$1,320.00	107	\$1,070.00					25	\$250.00		
105	4" SOLID LINE MULTI-COMPONENT	LIN FT	8430	\$2.42	\$20,400.60	7130	\$17,254.60					690	\$1,669.80	610	\$1,476.20
106	24" SOLID LINE MULTI-COMPONENT (WHITE)	LIN FT	18	\$11.00	\$198.00	18	\$198.00								
107	PAVEMENT MESSAGE MULTI-COMPONENT	EACH	18	\$100.00	\$1,800.00	11	\$1,100.00					3	\$300.00	4	\$400.00
TOTAL ESTIMATED BASE BID:					\$1,133,485.25	\$661,851.40	\$100,178.00	\$72,230.50	\$228,889.55	\$70,335.80					
ADD ALTERNATE 1 - KING PARKING LOT EARLY COMPLETION (JUNE 10TH)															
108	KING PARKING LOT EARLY COMPLETION	LUMP SUM	1	\$55,000.00	\$55,000.00										
ALTERNATE 1 TOTAL BID:					\$55,000.00										
BASE BID + ALTERNATE 1 TOTAL BID:					\$1,188,485.25										

CITY OF ELK RIVER

CONSTRUCTION PLANS FOR

2026 PARKING LOT IMPROVEMENTS

BITUMINOUS MILLING, GRADING, AGGREGATE BASE, PLANT MIXED BITUMINOUS PAVEMENT, CONCRETE CURB & GUTTER, STORM SEWER, SANITARY SEWER, WATERMAIN, ADA IMPROVEMENTS, TURF RESTORATION, AND LANDSCAPING

MARCH, 2026

RESOURCE LIST

CITY OF ELK RIVER

City Hall
13065 Orono Parkway
Elk River, MN 55330

City Administrator:
Calvin Portner

Mayor: John J. Dietz

City Council Members:
Cory Grupa
J. Brian Calva
Mike Beyer
Jennifer Wagner

Chief City Engineer:
Justin Femrite, P.E.

UTILITIES

GAS
Centerpoint Energy
800 LaSalle Avenue
PO Box 38
Minneapolis, MN
59038-0038

TELEPHONE/CABLE
Charter Communications
101 6th Street NE
Buffalo, MN 55313

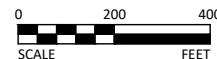
Centurylink
425 Monroe Street
Anoka, MN 55303

ELECTRIC
Elk River Municipal Utilities
13069 Orono Parkway
PO BOX 430
Elk River, MN
55330-0430

NOTE: EXISTING UTILITY INFORMATION SHOWN ON THIS PLAN HAS BEEN PROVIDED BY THE UTILITY OWNER. THE CONTRACTOR SHALL FIELD VERIFY EXACT LOCATIONS PRIOR TO COMMENCING CONSTRUCTION AS REQUIRED BY STATE LAW. NOTIFY GOPHER STATE ONE CALL, 1-800-252-1166 OR 651-454-0002.

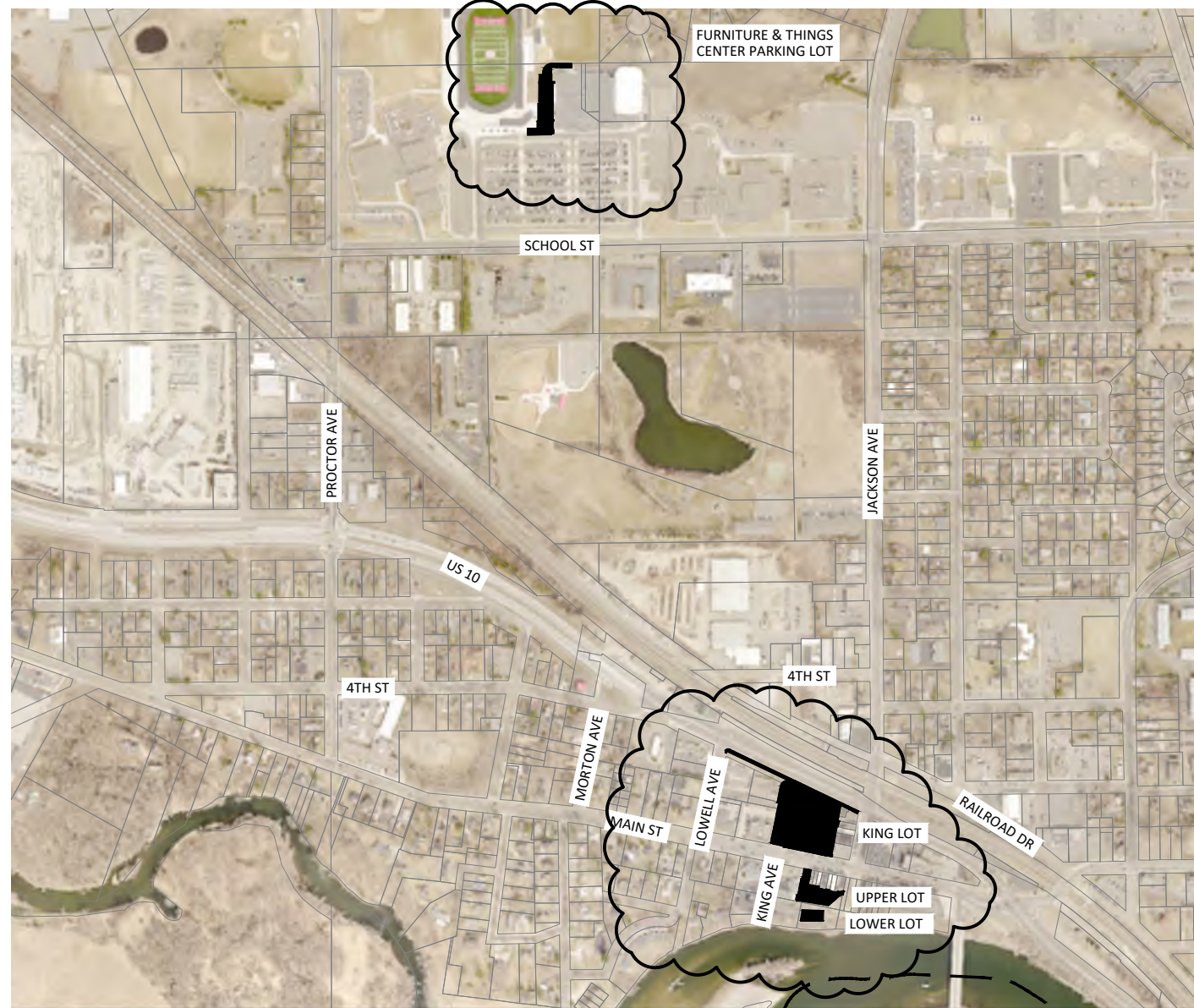
THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL "D". THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-22, ENTITLED "STANDARD GUIDELINES FOR INVESTIGATING AND DOCUMENTING EXISTING UTILITIES."

MAP OF THE
CITY OF ELK RIVER
SHERBURNE COUNTY, MN



MAP LEGEND

PROJECT LOCATION



SHEET NUMBER SHEET TITLE

SHEET NUMBER	SHEET TITLE
GENERAL	
1	TITLE SHEET
2	LEGEND
3	TYPICAL SECTIONS
4-5	CITY DETAILS
7-12	MNDOT PEDESTRIAN CURB RAMP DETAILS
DOWNTOWN PARKING LOTS	
13-14	EXISTING CONDITIONS & REMOVALS PLAN
15-17	STORM WATER POLLUTION PREVENTION PLAN
18	EROSION CONTROL PLAN
19	HWY 10 SIDEWALK PLAN & PROFILE
20-21	GRADING PLAN
22-23	SITE PLAN
24	UTILITY PLAN
25-28	LIGHTING PLAN
29	HWY 10 SIDEWALK CROSS SECTIONS
FURNITURE & THINGS CENTER PARKING LOT	
30	EXISTING CONDITIONS & REMOVALS PLAN
31	GRADING & EROSION CONTROL PLAN
32	SITE PLAN
33	LIGHTING PLAN

THIS PLAN SET CONTAINS 33 SHEETS.

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

JASON W. COOK, P.E. REG. NO. 47541 DATE: 3/27/2026

REVIEWED & APPROVED _____ DATE: _____
CITY OF ELK RIVER CHIEF ENGINEER

RECORD DRAWING INFORMATION	
OBSERVER:	
CONTRACTOR:	
DATE:	

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DRAFT



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RAMSEY, MN 55303
Phone: (763) 433-2851
Email: Ramsey@bolton-menk.com
www.bolton-menk.com



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CLIENT PROJ. NO.	25X.139740.000		

CITY OF ELK RIVER
2026 PARKING LOT IMPROVEMENTS
TITLE SHEET

SHEET
1
OF
33

EXISTING TOPOGRAPHIC SYMBOLS

	ACCESS GRATE		REGULATION STATION GAS
	AIR CONDITION UNIT		SATELLITE DISH
	ANTENNA		SIGN TRAFFIC
	AUTO SPRINKLER CONNECTION		SIGNAL CONTROL CABINET
	BARRICADE PERMANENT		SOIL BORING
	BASKETBALL POST		SIREN
	BENCH		TELEPHONE BOOTH
	BIRD FEEDER		TILE INLET
	BOLLARD		TILE OUTLET
	BUSH		TILE RISER
	CATCH BASIN RECTANGULAR CASTING		TRANSFORMER-ELECTRIC
	CATCH BASIN CIRCULAR CASTING		TREE-CONIFEROUS
	CURB STOP		TREE-DEAD
	CLEAN OUT		TREE-DECIDUOUS
	CULVERT END		TREE STUMP
	DRINKING FOUNTAIN		TRAFFIC ARM BARRIER
	DOWN SPOUT		TRAFFIC SIGNAL
	ELECTRIC CAR CHARGE STATION		TRASH CAN
	FILL PIPE		UTILITY MARKER
	FIRE HYDRANT		VALVE
	FLAG POLE		VALVE POST INDICATOR
	FLARED END / APRON		VALVE VAULT
	FUEL PUMP		VAULT
	GRILL		VENT PIPE
	GUY WIRE ANCHOR		WATER SPIGOT
	HANDHOLE		WELL
	HANDICAP SPACE		WETLAND DELINEATED MARKER
	IRRIGATION SPRINKLER HEAD		WETLAND
	IRRIGATION VALVE BOX		WET WELL
	LIFT STATION CONTROL PANEL		YARD HYDRANT
	LIFT STATION		
	LIGHT POLE		
	MAILBOX		
	MANHOLE-COMMUNICATION		
	MANHOLE-ELECTRIC		
	MANHOLE-GAS		
	MANHOLE-HEAT		
	MANHOLE-RECLAIMED WATER		
	MANHOLE-SANITARY SEWER		
	MANHOLE-STORM SEWER		
	MANHOLE-UTILITY		
	MANHOLE-WATER		
	METER		
	DRIVE-THRU MICROPHONE		
	PARKING METER		
	PAVEMENT MARKING		
	PEDESTAL-COMMUNICATION		
	PEDESTAL-ELECTRIC		
	PEDESTRIAN PUSH BUTTON		
	PICNIC TABLE		
	POLE-UTILITY		
	POST		
	RAILROAD SIGNAL POLE		

PROPOSED TOPOGRAPHIC SYMBOLS

	CLEANOUT
	MANHOLE
	LIFT STATION
	STORM SEWER CIRCULAR CASTING
	STORM SEWER RECTANGULAR CASTING
	STORM SEWER FLARED END / APRON
	STORM SEWER OUTLET STRUCTURE
	STORM SEWER OVERFLOW STRUCTURE
	CURB BOX
	FIRE HYDRANT
	WATER VALVE
	WATER REDUCER
	WATER BEND
	WATER TEE
	WATER CROSS
	WATER SLEEVE
	WATER CAP / PLUG
	RIP RAP
	DRAINAGE FLOW
	TRAFFIC SIGNS

SURVEY SYMBOLS

	BENCHMARK LOCATION		CAST IRON MONUMENT
	CONTROL POINT		STONE MONUMENT
	MONUMENT FOUND		

EXISTING TOPOGRAPHIC LINES

	RETAINING WALL
	FENCE
	FENCE-DECORATIVE
	GUARD RAIL
	TREE LINE
	BUSH LINE

SURVEY LINES

	CONTROLLED ACCESS
	BOUNDARY
	CENTERLINE
	EXISTING EASEMENT LINE
	PROPOSED EASEMENT LINE
	EXISTING LOT LINE
	PROPOSED LOT LINE
	EXISTING RIGHT-OF-WAY
	PROPOSED RIGHT-OF-WAY
	SETBACK LINE
	SECTION LINE
	QUARTER LINE
	SIXTEENTH LINE
	TEMPORARY EASEMENT

EXISTING UTILITY LINES

	FORCEMAIN
	SANITARY SEWER
	SANITARY SERVICE
	STORM SEWER
	STORM SEWER DRAIN TILE
	WATERMAIN
	WATER SERVICE
	RECLAIMED WATER

PROPOSED UTILITY LINES

	FORCEMAIN
	SANITARY SEWER
	SANITARY SERVICE
	STORM SEWER
	STORM SEWER DRAIN TILE
	WATERMAIN
	WATER SERVICE
	PIPE CASING
	TRENCHLESS PIPE (PLAN VIEW)
	TRENCHLESS PIPE (PROFILE VIEW)

GRADING INFORMATION

	EXISTING CONTOUR MINOR
	EXISTING CONTOUR MAJOR
	PROPOSED CONTOUR MINOR
	PROPOSED CONTOUR MAJOR
	PROPOSED GRADING LIMITS / SLOPE LIMITS
	PROJECT LIMITS
	PROPOSED SPOT ELEVATION
	RISE:RUN (SLOPE)

HATCH PATTERNS

	BITUMINOUS		GRAVEL
	CONCRETE		

EXISTING PRIVATE UTILITY LINES

NOTE:
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THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D UNLESS OTHERWISE NOTED. THIS UTILITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-22, ENTITLED "STANDARD GUIDELINE FOR INVESTIGATING AND DOCUMENTING EXISTING UTILITIES".

	UNDERGROUND FIBER OPTIC
	UNDERGROUND ELECTRIC
	UNDERGROUND GAS
	UNDERGROUND COMMUNICATION
	OVERHEAD ELECTRIC
	OVERHEAD COMMUNICATION
	OVERHEAD UTILITY

UTILITIES IDENTIFIED WITH A QUALITY LEVEL :

LINE TYPES FOLLOW THE FORMAT: UTILITY TYPE - QUALITY LEVEL
EXAMPLE: G-A UNDERGROUND GAS, QUALITY LEVEL A
UTILITY QUALITY LEVEL (A,B,C,D) DEFINITIONS CAN BE FOUND IN CI/ASCE 38-22.

UTILITY QUALITY LEVELS:

QUALITY LEVEL D: PROVIDES THE MOST BASIC LEVEL OF INFORMATION. IT INVOLVES COLLECTING DATA FROM EXISTING UTILITY RECORDS. RECORDS MAY INCLUDE AS-BUILT DRAWINGS, DISTRIBUTION AND SERVICES MAPS, EXISTING GEOGRAPHIC INFORMATION SYSTEM DATABASES, CONSTRUCTION PLANS, ETC.

QUALITY LEVEL C: INVOLVES SURVEYING VISIBLE SUBSURFACE UTILITY STRUCTURES SUCH AS MANHOLES, HAND-HOLES, UTILITY VALVES AND METERS, FIRE HYDRANTS, PEDESTALS AND UTILITY MARKERS, AND THEN CORRELATING THE INFORMATION WITH EXISTING UTILITY RECORDS TO CREATE COMPOSITE DRAWINGS. INCLUDES QUALITY LEVEL D ACTIVITIES.

QUALITY LEVEL B: INVOLVES DESIGNATING THE HORIZONTAL POSITION OF SUBSURFACE UTILITIES THROUGH SURFACE DETECTION METHODS AND COLLECTING THE INFORMATION THROUGH A SURVEY METHOD. INCLUDES QUALITY LEVEL C AND D TASKS.

QUALITY LEVEL A: PROVIDES THE HIGHEST LEVEL OF ACCURACY. IT INVOLVES LOCATING OR POTHOLING UTILITIES AS WELL AS ACTIVITIES IN QUALITY LEVELS B, C, AND D. THE LOCATED FACILITY INFORMATION IS SURVEYED AND MAPPED AND THE DATA PROVIDES PRECISE PLAN AND PROFILE INFORMATION.

ABBREVIATIONS

A	ALGEBRAIC DIFFERENCE	GRAV	GRAVEL	RSC	RIGID STEEL CONDUIT
ADJ	ADJUST	GU	GUTTER	RT	RIGHT
ALT	ALTERNATE	GV	GATE VALVE	SAN	SANITARY SEWER
B-B	BACK TO BACK	HDPE	HIGH DENSITY POLYETHYLENE	SCH	SCHEDULE
BIT	BITUMINOUS	HH	HANDHOLE	SERV	SERVICE
BLDG	BUILDING	HP	HIGH POINT	SHLD	SHOULDER
BMP	BEST MANAGEMENT PRACTICE	HWL	HIGH WATER LEVEL	STA	STATION
BR	BEGIN RADIUS	HYD	HYDRANT	STD	STANDARD
BV	BUTTERFLY VALVE	I	INVERT	STM	STORM SEWER
CB	CATCH BASIN	K	CURVE COEFFICIENT	TC	TOP OF CURB
C&G	CURB AND GUTTER	L	LENGTH	TE	TEMPORARY EASEMENT
CIP	CAST IRON PIPE	LO	LOWEST OPENING	TEMP	TEMPORARY
CIPP	CURED-IN-PLACE PIPE	LP	LOW POINT	TNH	TOP NUT HYDRANT
CL	CENTER LINE	LT	LEFT	TP	TOP OF PIPE
CL	CLASS	MAX	MAXIMUM	TYP	TYPICAL
CLVT	CULVERT	MH	MANHOLE	VCP	VITRIFIED CLAY PIPE
CMP	CORRUGATED METAL PIPE	MIN	MINIMUM	VERT	VERTICAL
C.O.	CHANGE ORDER	MR	MID RADIUS	VPC	VERTICAL POINT OF CURVE
COMM	COMMUNICATION	NIC	NOT IN CONTRACT	VPI	VERTICAL POINT OF INTERSECTION
CON	CONCRETE	NMC	NON-METALLIC CONDUIT	VPT	VERTICAL POINT OF TANGENT
CSP	CORRUGATED STEEL PIPE	NTS	NOT TO SCALE	WM	WATERMAIN
DIA	DIAMETER	NWL	NORMAL WATER LEVEL		
DIP	DUCTILE IRON PIPE	OHW	ORDINARY HIGH WATER LEVEL		
DWY	DRIVEWAY	PC	POINT OF CURVE	AC	ACRES
E	EXTERNAL CURVE DISTANCE	PCC	POINT OF COMPOUND CURVE	CF	CUBIC FEET
ELEC	ELECTRIC	PE	PERMANENT EASEMENT	CV	COMPACTED VOLUME
ELEV	ELEVATION	PED	PEDESTRIAN, PEDESTAL	CY	CUBIC YARD
EOF	EMERGENCY OVERFLOW	PERF	PERFORATED PIPE	EA	EACH
ER	END RADIUS	PERM	PERMANENT	EV	EXCAVATED VOLUME
ESMT	EASEMENT	PI	POINT OF INTERSECTION	LB	POUND
EX	EXISTING	PL	PROPERTY LINE	LF	LINEAR FEET
FES	FLARED END SECTION	PRC	POINT OF REVERSE CURVE	LS	LUMP SUM
F-F	FACE TO FACE	PT	POINT OF TANGENT	LV	LOOSE VOLUME
FF	FINISHED FLOOR	PVC	POLYVINYL CHLORIDE PIPE	SF	SQUARE FEET
F&I	FURNISH AND INSTALL	PVMT	PAVEMENT	SV	STOCKPILE VOLUME
FM	FORCEMAIN	R	RADIUS	SY	SQUARE YARD
FO	FIBER OPTIC	R/W	RIGHT-OF-WAY		
F.O.	FIELD ORDER	RCP	REINFORCED CONCRETE PIPE		
GRAN	GRANULAR	RET	RETAINING		

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HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER IN THE STATE OF MINNESOTA.

DRAFT

JASON W. JOOK
LIC. NO. 47541 DATE 03/27/2026



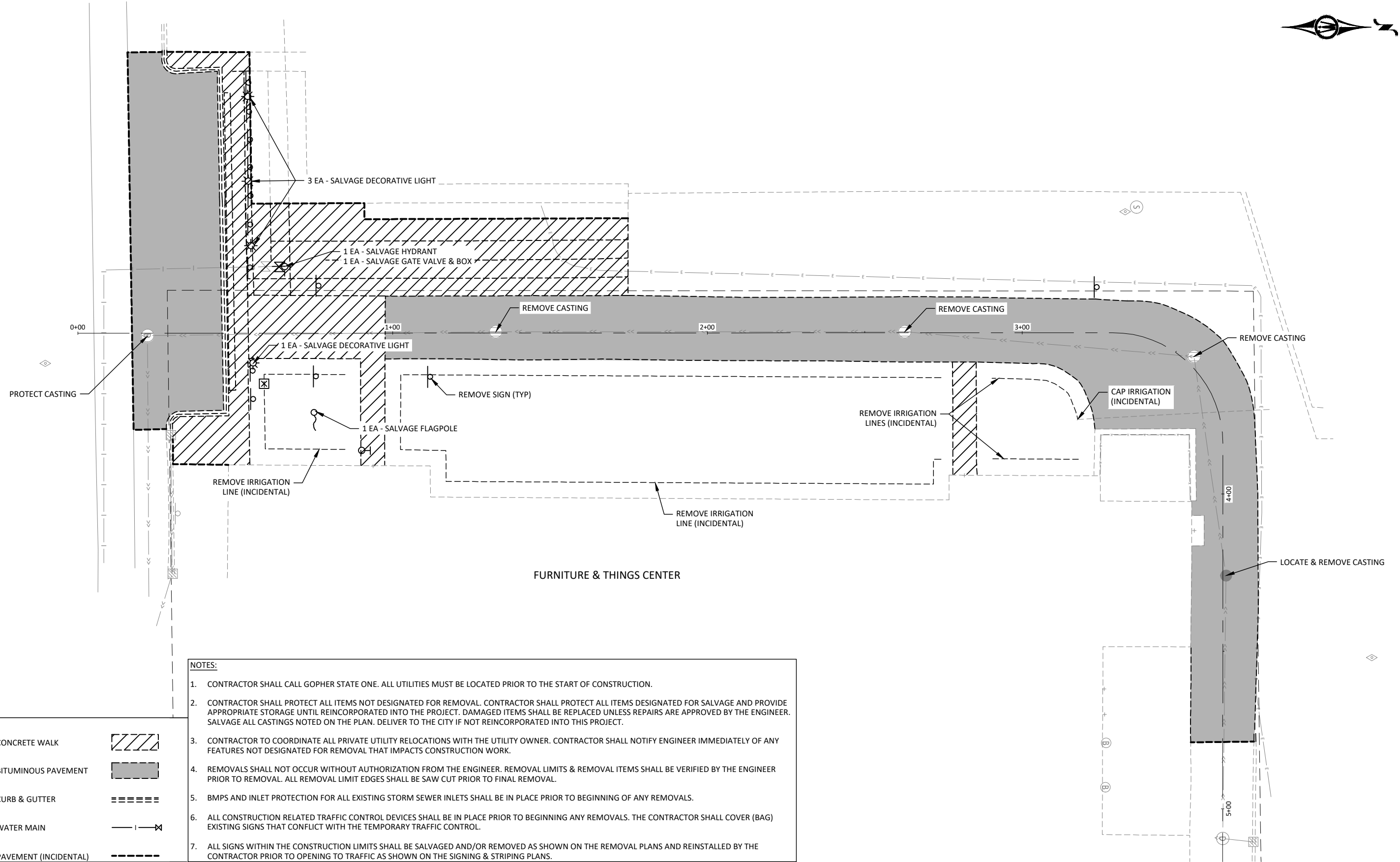
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Email: Ramsey@bolton-menk.com
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CLIENT PROJ. NO.:	25X.139740.000		

CITY OF ELK RIVER	
2026 PARKING LOT IMPROVEMENTS	
LEGEND	

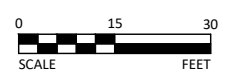
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33



- NOTES:**
1. CONTRACTOR SHALL CALL GOPHER STATE ONE. ALL UTILITIES MUST BE LOCATED PRIOR TO THE START OF CONSTRUCTION.
 2. CONTRACTOR SHALL PROTECT ALL ITEMS NOT DESIGNATED FOR REMOVAL. CONTRACTOR SHALL PROTECT ALL ITEMS DESIGNATED FOR SALVAGE AND PROVIDE APPROPRIATE STORAGE UNTIL REINCORPORATED INTO THE PROJECT. DAMAGED ITEMS SHALL BE REPLACED UNLESS REPAIRS ARE APPROVED BY THE ENGINEER. SALVAGE ALL CASTINGS NOTED ON THE PLAN. DELIVER TO THE CITY IF NOT REINCORPORATED INTO THIS PROJECT.
 3. CONTRACTOR TO COORDINATE ALL PRIVATE UTILITY RELOCATIONS WITH THE UTILITY OWNER. CONTRACTOR SHALL NOTIFY ENGINEER IMMEDIATELY OF ANY FEATURES NOT DESIGNATED FOR REMOVAL THAT IMPACTS CONSTRUCTION WORK.
 4. REMOVALS SHALL NOT OCCUR WITHOUT AUTHORIZATION FROM THE ENGINEER. REMOVAL LIMITS & REMOVAL ITEMS SHALL BE VERIFIED BY THE ENGINEER PRIOR TO REMOVAL. ALL REMOVAL LIMIT EDGES SHALL BE SAW CUT PRIOR TO FINAL REMOVAL.
 5. BMPS AND INLET PROTECTION FOR ALL EXISTING STORM SEWER INLETS SHALL BE IN PLACE PRIOR TO BEGINNING OF ANY REMOVALS.
 6. ALL CONSTRUCTION RELATED TRAFFIC CONTROL DEVICES SHALL BE IN PLACE PRIOR TO BEGINNING ANY REMOVALS. THE CONTRACTOR SHALL COVER (BAG) EXISTING SIGNS THAT CONFLICT WITH THE TEMPORARY TRAFFIC CONTROL.
 7. ALL SIGNS WITHIN THE CONSTRUCTION LIMITS SHALL BE SALVAGED AND/OR REMOVED AS SHOWN ON THE REMOVAL PLANS AND REINSTALLED BY THE CONTRACTOR PRIOR TO OPENING TO TRAFFIC AS SHOWN ON THE SIGNING & STRIPING PLANS.

LEGEND

REMOVE CONCRETE WALK	
REMOVE BITUMINOUS PAVEMENT	
REMOVE CURB & GUTTER	
REMOVE WATER MAIN	
SAWCUT PAVEMENT (INCIDENTAL)	



I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER IN THE STATE OF MINNESOTA.

DRAFT

JASON V. JOOK
 LIC. NO. 47541 DATE 03/27/2026



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 RAMSEY, MN 55303
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 Email: Ramsey@bolton-menk.com
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JWC			
CLIENT PROJ. NO.	25X.139740.000		

CITY OF ELK RIVER
 2026 PARKING LOT IMPROVEMENTS
 EXISTING CONDITIONS & REMOVALS PLAN

SHEET
 30
 OF
 33

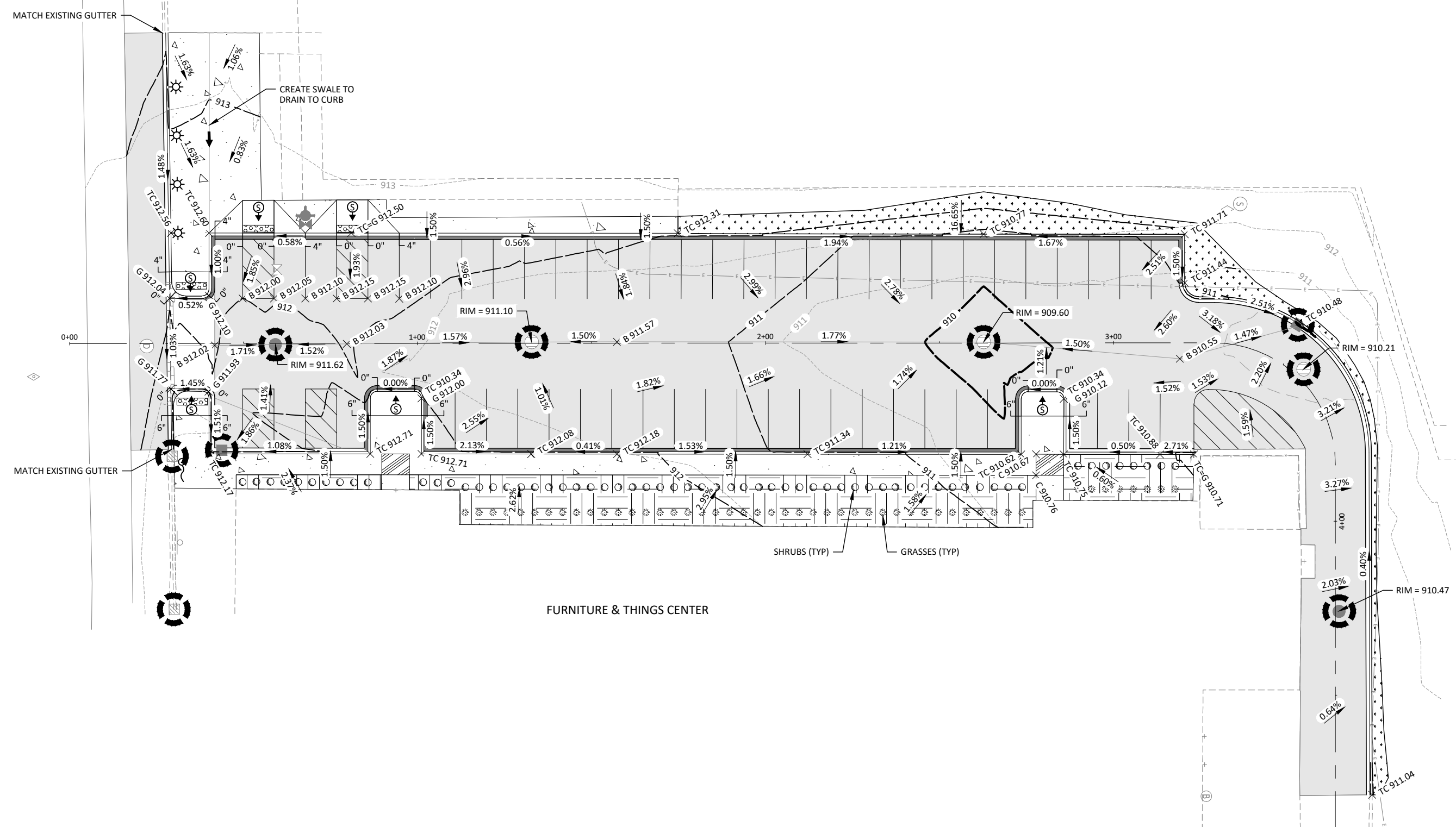
© Bolton & Menk, Inc. 2026. All Rights Reserved. P:\ELK\25X139740\2026\2026 PLR.dwg, Lot 148, 01:39:40.000, dwg 3/29/2026, 10:57:39 AM. Plotted by Caleb Shipley

GRADING LEGEND

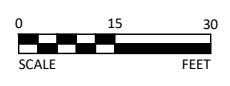
- EXISTING/PROPOSED DRAINAGE FLOW
- XX.X% PROPOSED GRADE
- TC 890.00 PROPOSED ELEVATION
- 952 PROPOSED CONTOUR MINOR
- 950 PROPOSED CONTOUR MAJOR
- ⊙ STEEP PEDESTRIAN RAMP - 5.0% MIN. AND 8.3% MAX RUNNING SLOPE.
- ⊕ FLAT PEDESTRIAN RAMP - 2.0% MIN. AND 5.0% MAX RUNNING SLOPE.
- 6" LANDING AREA. 2.0% MAX SLOPE IN ALL DIRECTIONS
- TRUNCATED DOMES

EROSION CONTROL LEGEND

- HYDRAULIC BONDED FIBER MATRIX, SEED RESIDENTIAL TURFGRASS, FERTILIZER TYPE 3
- MULCH MATERIAL TYPE SPECIAL
- STORM DRAIN INLET PROTECTION



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LIC. NO. 47541 DATE 03/27/2026



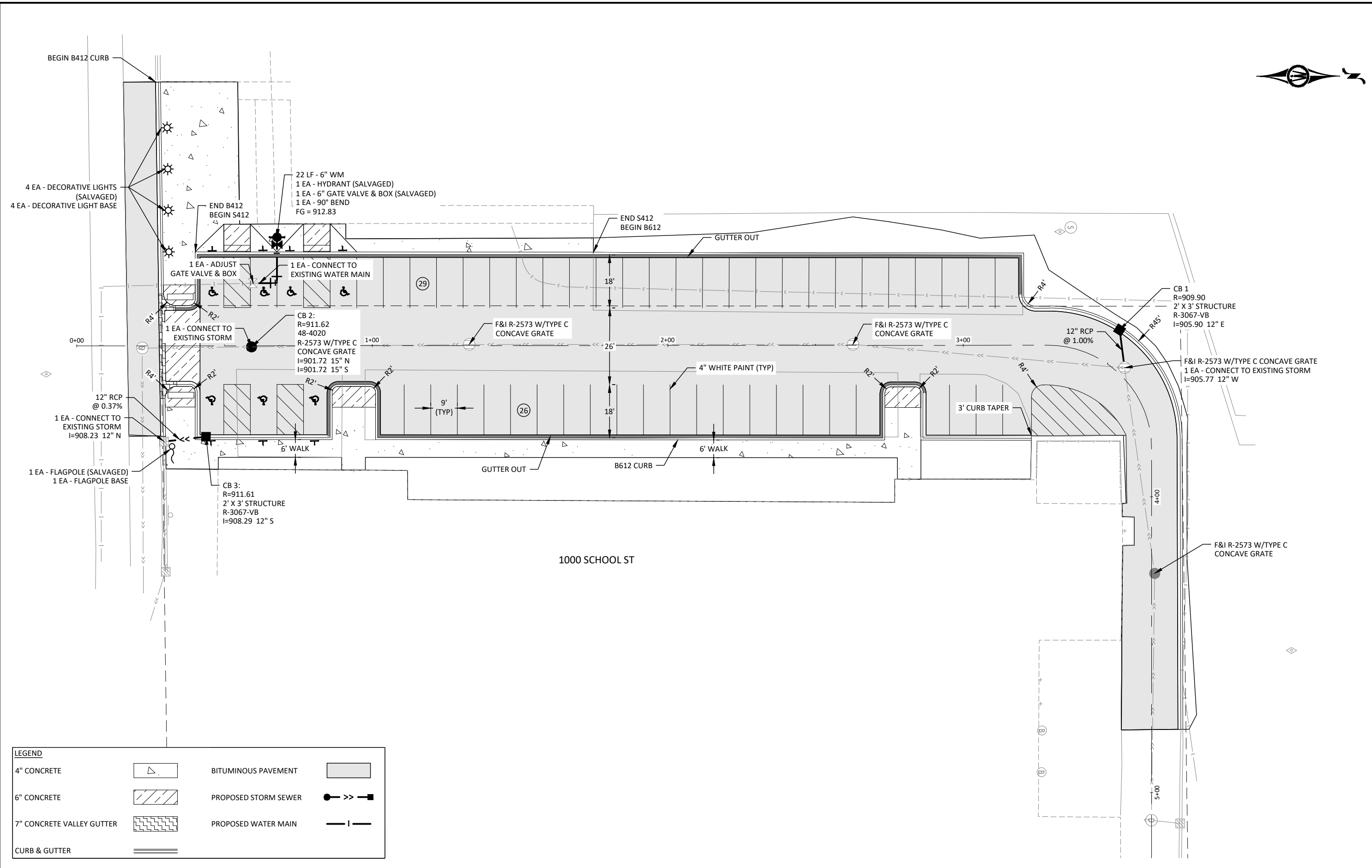
7533 SUNWOOD DR NW, SUITE 206
RAMSEY, MN 55303
Phone: (763) 433-2851
Email: Ramsey@bolton-menk.com
www.bolton-menk.com



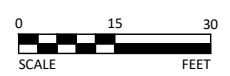
DESIGNED	NO.	ISSUED FOR	DATE
JWC			
CDS			
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JWC			
CLIENT PROJ. NO.	25X.139740.000		

CITY OF ELK RIVER
2026 PARKING LOT IMPROVEMENTS
GRADING & EROSION CONTROL PLAN

SHEET 31 OF 33



LEGEND			
4" CONCRETE		BITUMINOUS PAVEMENT	
6" CONCRETE		PROPOSED STORM SEWER	
7" CONCRETE VALLEY GUTTER		PROPOSED WATER MAIN	
CURB & GUTTER			



I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

DRAFT

JASON W. JOOK
LIC. NO. 47541 DATE 03/27/2026



7533 SUNWOOD DR NW, SUITE 206
RAMSEY, MN 55303
Phone: (763) 433-2851
Email: Ramsey@bolton-menk.com
www.bolton-menk.com



DESIGNED	NO.	ISSUED FOR	DATE
JWC			
DRAWN	CDS		
CHECKED	JWC		
CLIENT PROJ. NO.	25X.139740.000		

CITY OF ELK RIVER
2026 PARKING LOT IMPROVEMENTS
SITE & UTILITY PLAN

SHEET 32 OF 33

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FURNITURE & THINGS
COMMUNITY EVENT CENTER

SALVAGE AND RELOCATE
EXISTING DECORATIVE LIGHT

INSTALL THE SALVAGED
DECORATIVE LIGHTS TO
NEW LOCATIONS

SALVAGE AND RELOCATE
EXISTING DECORATIVE LIGHT

CONNECT TO THE EXISTING
SOURCE OF POWER (SOP)

SALVAGE AND RELOCATE
EXISTING DECORATIVE LIGHT

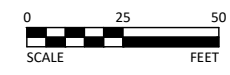
Illumination Footcandle Levels					
Mounting Height: 25 ft					
Pole Model: DSX1 LED P3 40K T4M MVOLT SPA DDBXD G1					
Max (fc)		Min (fc)		Max/Min	
Calculated	Recommended	Calculated	Recommended	Calculated	Recommended
3.83	4.0	0.2	0.2	19.2:1	20:1

LEGEND

- LIGHTING UNIT TYPE SPECIAL 2
- LIGHTING UNIT TYPE SPECIAL 3
- EXISTING DECORATIVE LIGHT
- PROPOSED DECORATIVE LIGHT
- LIGHTING UNIT NUMBER
- 2" NON-METALLIC CONDUIT
3-1/C #8
- 1-1/C #6 INS. GR.
(UNLESS OTHERWISE NOTED)
- PERMANENT GROUND ROD
(25 OHMS OR LESS)
- HANDHOLE

- GENERAL NOTES:**
1. THE CONTRACTOR IS RESPONSIBLE FOR THE COORDINATION OF CONNECTION TO POWER FOR THE LIGHTING SYSTEM WITH ERMU.
 2. THIS PLAN SPECIFIES CONDUIT SIZE, TYPE, & GENERAL LOCATION. EXACT LOCATIONS SHALL BE DETERMINED IN THE FIELD FOR CONDUIT, HANDHOLE, & CABINET.
 3. ALL CONDUIT SHALL BE TRENCHED UNLESS OTHERWISE NOTED.
 4. SEE SPECIAL PROVISIONS FOR THE LIGHTING UNITS TO BE FURNISHED & INSTALLED BY THE CONTRACTOR.
 5. IT SHALL BE THE CONTRACTORS RESPONSIBILITY TO UTILIZE THE GOPHER STATE ONE CALL EXCAVATION NOTICE SYSTEM FOR ALL UTILITY LOCATIONS.

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I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER IN THE STATE OF MINNESOTA.

DRAFT

JASON V. COOK
LIC. NO. 47541 DATE 03/27/2026



7533 SUNWOOD DR NW, SUITE 206
RAMSEY, MN 55303
Phone: (763) 433-2851
Email: Ramsey@bolton-menk.com
www.bolton-menk.com



DESIGNED	NO.	ISSUED FOR	DATE
JWC			
DRAWN			
CDS			
CHECKED			
JWC			
CLIENT PROJ. NO.	25X.139740.000		

CITY OF ELK RIVER		SHEET
2026 PARKING LOT IMPROVEMENTS		33
LIGHTING PLAN		OF
		33

335340

RECIPROCAL EASEMENT AGREEMENT

THIS AGREEMENT is made this 13th day of July, 1996, by and between the CITY OF ELK RIVER, a Minnesota municipal corporation (the "City") and ELK RIVER INDEPENDENT SCHOOL DISTRICT NO. 728, a Minnesota public corporation ("ISD").

RECITALS:

The City is the owner of that certain parcel of real property located in Elk River, Minnesota, which property is legally described on Exhibit A attached hereto and made a part hereof ("Parcel 1").

ISD is the owner of that certain parcel of real property located in Elk River, Minnesota, which property is legally described on Exhibit B attached hereto and made a part hereof ("Parcel 2") (the word "Parcel" when used herein shall mean either Parcel 1 or Parcel 2, depending on the context in which such word is used); and

The City and ISD desire to create and acquire certain additional rights in the respective Parcels and to apportion certain rights and obligations.

NOW, THEREFORE, in consideration of the mutual covenants contained herein and other good and valuable consideration, receipt of which is hereby acknowledged, the parties agree as follows:

ARTICLE I

EASEMENTS

Section 1.1 Easements for Use of Common Areas.

- (a) Each party hereby grants to the other party, its successors and assigns, the permanent, nonexclusive and mutual right, privilege and easement to use each portion of the parking areas (except as stated hereinbelow and except to the extent that such grant of parking rights would cause the grantor thereof to be in violation of applicable governmental parking standards or requirements), sidewalks, walkways, driveways and roadways (collectively the "Common Areas") constructed on its respective Parcel as such areas may exist from time to time for its respective intended purposes, such easements to be for the nonexclusive use of the grantee thereof and its licensees, guests, patrons, visitors, students, employees and invitees (collectively "Users"), in common with grantor, its licensees, guests, patrons, visitors, students, employees and invitees (collectively "Users") for the following purposes:

- (1) easements to use the respective parking facilities on each Parcel for the parking of vehicles and passage by pedestrians, subject to the right of the owner of Parcel 1 to designate approximately 20 parking spaces on Parcel 1 for the exclusive use of the Users of Parcel 1 (the "Reserved Parking Area");
 - (2) easements over, upon and across the various roadways and driveways on each Parcel to provide passage by vehicles and pedestrians between both Parcels and access to and from the adjoining public highways, rights of way and/or private roads; and
 - (3) easements to use the various sidewalks and walkways to provide passage by pedestrians to, from and between the Parcels.
- (b) The easements provided in this Section are subject to the rights of each grantor to change and relocate portions or all of said areas. Neither party shall cause such a relocation or cause an obstruction in a manner that would prevent or unreasonably interfere with access, ingress to or egress from the Common Areas on the Parcels either from the public or private roads abutting said areas or from the other party's Parcel. Neither party may impose any charge for parking on the Parcels, except by mutual agreement.

Section 1.2 Easements for Utilities. Each party hereby grants to the other party, its successors and assigns:

- (a) The permanent, nonexclusive, mutual and reciprocal right and easement to tie into, connect with, and use water, sanitary and storm sewer, gas, telephone and electric lines, conduits, transmission and metering devices, and other similar utility facilities situated in the Parcels, for the purpose of servicing the buildings and/or other improvements developed and/or to be developed on the other's Parcel, provided (i) the tie-in is completed at the sole cost and expense of the party exercising such right, including the repair of all damage so occasioned by the same; (ii) the party exercising such right pays for all utility services consumed on the benefited Parcel, whether measured by a separate metering device or apportioned on an equitable basis by all Parcels consuming such utility service.
- (b) The permanent, nonexclusive, mutual and reciprocal right and easement to enter upon any Parcel for the purposes of the furtherance of the rights and easements granted pursuant to Section 1.2(a) hereof, provided the party exercising such right repairs all damage occasioned thereby and indemnifies the other from and against all liability, damage, cost and expense occasioned thereby.

Section 1.3 Extinguishment of Easements. Any of the easements granted hereby may be (a) released or extinguished or (b) amended, waived or modified by instrument in recordable

form executed by the owners and mortgagees, if any, of the Parcels burdened and benefited by the respective easement(s) affected thereby.

Section 1.4 Non-Dedication. It is mutually agreed that the grants contained in this Article are not intended and shall not be construed as a dedication of the respective Parcels for public use and the parties hereto shall take whatever steps may be necessary to avoid such dedication.

ARTICLE II

MAINTENANCE AND OPERATION OF COMMON AREAS

The parties agree that ISD shall maintain the Common Areas and the Reserved Parking Area as follows: ISD agrees that it shall at its sole cost and expense maintain, repair, replace and keep free of snow and ice all parking areas, sidewalks, walkways and roadways as exist from time to time on both Parcels 1 and 2. Costs and expenses of maintaining and repairing the Common Areas on Parcels 1 and 2 and the Reserved Parking Area may include without limitation, striping, resealing, cleaning, snowplowing, resurfacing and sweeping.

ARTICLE III

MISCELLANEOUS

Section 3.1 Modifications. This Agreement may not be modified in any respect whatsoever or rescinded, in whole or in part, except with the consent of all parties hereto, and then only by written instrument duly executed in recordable form and duly recorded in the office of the Sherburne County Recorder and/or Registrar of Titles, as applicable.

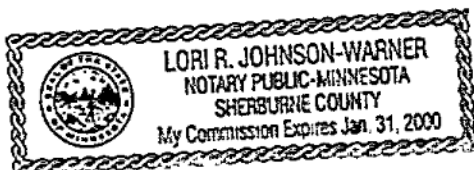
Section 3.2 Successors and Assigns. The easements and rights granted and obligations assumed herein (a) are made for the direct, mutual and reciprocal benefit or burden of the real property affected; (b) will constitute covenants running with the land; and (c) will be binding upon and inure to the benefit of the parties respective successors, assigns, transferees, tenants, employees, agents, customers, licensees and invitees.

Section 3.3 Indemnification. Each of the parties shall indemnify and hold the other party harmless of and from any and all loss, cost, liability, damage, injury or expense, including reasonable attorneys' fees, which may arise by reason of any violation of law, ordinance or regulation or by reason of injury to or death of a person(s), damage to the property, or claims of lien for work performed and/or materials or supplies furnished, or arising out of or in connection with the use of the Common Area on the indemnifying party's Parcel, or arising from or in connection with the willful or negligent acts or omissions of the indemnifying party or its agents, contractors, employees or successors in interest.

335340

STATE OF MINNESOTA)
) ss.
COUNTY OF SHERBURNE)

The foregoing instrument was acknowledged before me this 12th day of July, 1996, by David Flannery, the Superintendent of ELK RIVER INDEPENDENT SCHOOL DISTRICT NO. 728, a Minnesota public corporation, on behalf of the corporation.



[Signature]
Notary Public

THIS INSTRUMENT WAS DRAFTED BY:

DOHERTY RUMBLE & BUTLER (PKB)
PROFESSIONAL ASSOCIATION
3500 FIFTH STREET TOWERS
150 SOUTH FIFTH STREET
MINNEAPOLIS, MINNESOTA 55402
(612) 340-5555

335340

COUNTY RECORDER
SHERBURNE CO., MINN.
BY [Signature] DEPUTY

'96 NOV 12 PM 1 21

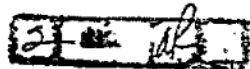


EXHIBIT A
TO
RECIPROCAL EASEMENT AGREEMENT

Legal Description of Parcel 1:

The North 289 feet of the West 383 feet, as measured along the West and North lines respectively, of the Northwest Quarter of the Northwest Quarter of Section 34.

TOGETHER WITH The North 289 feet of the East 88 feet, as measured along the East and North lines respectively, of the Northeast Quarter of the Northeast Quarter of Section 33.
EXCEPTING therefrom the following described parcel:

That part thereof lying southwesterly of the line connecting the Southeast corner of said North 289 feet of the East 88 feet with the Southwest corner of the North 222 feet of said East 88 feet of the Northeast Quarter of the Northeast Quarter.

ALL OF THE ABOVE being within Township 33, Range 26, Sherburne County, Minnesota.

EXHIBIT B

335340

The Northwest Quarter of the Northwest Quarter lying North of School Street, in Section 34, Township 33, Range 26, Sherburne County, Minnesota.

And also the Northeast Quarter of the Northeast Quarter of Section 33, Township 33, Range 26, Sherburne County, Minnesota, lying North of School Street.

Except:

The North 289 feet of the West 383 feet, as measured along the West and North lines respectively, of the Northwest Quarter of the Northwest Quarter of Section 34, Township 33, Range 26, Sherburne County, Minnesota.

And also except:

The North 289 feet of the East 88 feet, as measured along the East and North lines respectively, of the Northeast Quarter of the Northeast Quarter of Section 33, Township 33, Range 26, Sherburne County, Minnesota. EXCEPTING therefrom the following described parcel:

That part thereof lying Southwesterly of the line connecting the Southeast corner of said North 289 feet of the East 88 feet with the Southwest corner of the North 222 feet of said East 88 feet to the Northeast Quarter of the Northeast Quarter.

FIRST AMENDMENT
TO
RECIPROCAL EASEMENT AGREEMENT

THIS FIRST AMENDMENT TO RECIPROCAL EASEMENT AGREEMENT (“Amendment”) is made this 24th day of June, 2019, by and between the **City of Elk River**, a Minnesota municipal corporation (the “City”) and **Elk River Independent School District No. 728**, a Minnesota public corporation (“ISD”).

RECITALS

A. The City and ISD entered into a Reciprocal Easement Agreement dated July 12, 1996 and filed of record with the Sherburne County Recorded on November 12, 1996 as Document No. 335340 (“Reciprocal Easement”);

B. The parties have exchanged portions of their properties identified in the Reciprocal Easement in order to facilitate certain parking improvements and building expansions that necessitate a revision to the legal descriptions contained in the Reciprocal Easement;

C. The parties also desire to revise the number of parking stalls dedicated to the City’s use in connection with the expansion and improvement of the parking facilities located on ISD’s property;

NOW, THEREFORE, in consideration of the mutual covenants contained herein and other good and valuable consideration, receipt of which is hereby acknowledged, the parties agree as follows:

1. **Amendment to Exhibit A of Reciprocal Easement.** Exhibit A is amended in its entirety as attached in Exhibit A-1 to this Amendment.

2. **Amendment to Exhibit B of Reciprocal Easement.** Exhibit B is amended in its entirety as attached in Exhibit B-1 to this Amendment.

3. **Amendment to Section 1.1 of Reciprocal Easement.** Section 1.1(a)(1) is amended to read as follows:

(1) easements to use the respective parking facilities on each Parcel for the parking of vehicles and passage by pedestrians, subject to the right of the owner of Parcel 1 to designate approximately 75 parking spaces on Parcel 2 for the exclusive use of the Users of Parcel 1 (the “Reserved Parking Area”);

4. **Amendment to Section 3.6 of Reciprocal Easement.** Section 3.6 is amended in its entirety to read as follows:

**EXHIBIT A-1
TO
FIRST AMENDMENT TO
RECIPROCAL EASEMENT AGREEMENT**

Legal Description of City Property ("Parcel 1")

The North 289 feet of the West 383 feet, as measured along the west and north lines respectively, of the Northwest Quarter of the Northwest Quarter of Section 34, Township 33, Range 26, Sherburne County, Minnesota, lying westerly of a line described as commencing at the northwest corner of said Section 34; thence North 89 degrees 23 minutes 09 seconds East, assumed bearing, along said north line of the Northwest Quarter of the Northwest Quarter of Section 34 a distance of 242.57 feet to the point of beginning of the line to be described; thence South 00 degrees 02 minutes 29 seconds West parallel with said west line of the Northwest Quarter of the Northwest Quarter of Section 34 a distance of 289.00 feet to the south line of said North 289 feet, as measured along the west line of said Northwest Quarter of the Northwest Quarter of Section 34 and said line there terminating.

AND

That part of the Northwest Quarter of the Northwest Quarter of Section 34, Township 33, Range 26, Sherburne County, Minnesota, described as commencing at the northwest corner of said Section 34; thence North 89 degrees 23 minutes 09 seconds East, assumed bearing, along the north line of said Northwest Quarter of the Northwest Quarter of Section 34, a distance of 242.57 feet; thence South 00 degrees 02 minutes 29 seconds West, parallel with the west line of said Northwest Quarter of the Northwest Quarter of Section 34, a distance of 289.00 feet to the south line of the north 289 feet of said Northwest Quarter of the Northwest Quarter of Section 34, as measured along the west line of said Northwest Quarter of the Northwest Quarter of Section 34 and the point of beginning of the land to be described; thence South 89 degrees 23 minutes 09 seconds West, along said south line of the north 289 feet of the Northwest Quarter of the Northwest Quarter of Section 34 as measured along the west line of the Northwest Quarter of the Northwest Quarter of Section 34, a distance of 62.57 feet to the east line of the west 180.00 feet of said Northwest Quarter of the Northwest Quarter of Section 34; thence South 00 degrees 02 minutes 29 seconds West, along said east line of the west 180.00 feet of the Northwest Quarter of the Northwest Quarter of Section 34, a distance of 56.00 feet; thence North 47 degrees 51 minutes 00 seconds East 84.45 feet to the point of beginning.

AND

The North 345.00 feet of the East 278.90 feet, as measured along the east and north lines respectively, of the Northeast Quarter of the Northeast Quarter of Section 33, Township 33, Range 26, Sherburne County.

**EXHIBIT B-1
TO
FIRST AMENDMENT TO
RECIPROCAL EASEMENT AGREEMENT**

Legal Description of ISD Property (“Parcel 2”)

The Northwest Quarter of the Northwest Quarter lying north of School Street, of Section 34, Township 33; Range 26, Sherburne County, Minnesota.

Except the north 289 feet of the West 383 feet, as measured along the West and North lines respectively, of said Northwest Quarter of the Northwest Quarter of Section 34.

Also except that part of the Northwest Quarter of the Northwest Quarter of Section 34, Township 33, Range 26, Sherburne County, Minnesota, described as commencing at the northwest corner of said Section 34; thence North 89 degrees 23 minutes 09 seconds East, assumed bearing along the north line of said Northwest Quarter of the Northwest Quarter of Section 34, a distance of 242.57 feet; thence South 00 degrees 02 minutes 29 seconds West, parallel with the west line of said Northwest Quarter of the Northwest Quarter of Section 34, a distance of 289.00 feet to the south line of the north 289 feet of said Northwest Quarter of the Northwest Quarter of Section 34, as measured along the west line of said Northwest Quarter of the Northwest Quarter of Section 34 and the point of beginning of the land to be described; thence South 89 degrees 23 minutes 09 seconds West, along said south line of the north 289 feet of the Northwest Quarter of the Northwest Quarter of Section 34 as measured along the west line of the Northwest Quarter of the Northwest Quarter of Section 34, a distance of 62.57 feet to the east line of the west 180.00 feet of said Northwest Quarter of the Northwest Quarter of Section 34; thence South 00 degrees 02 minutes 29 seconds West, along said east line of the west 180.00 feet of the Northwest Quarter of the Northwest Quarter of Section 34, a distance of 56.00 feet; thence North 47 degrees 51 minutes 00 seconds East 84.45 feet to the point of beginning.

AND

The North 289 feet of the West 383 feet, as measured along the west and north lines respectively, of the Northwest Quarter of the Northwest Quarter of Section 34, Township 33, Range 26, Sherburne County, Minnesota, lying easterly of a line described as commencing at the northwest corner of said Section 34; thence North 89 degrees 23 minutes 09 seconds East, assumed bearing, along said north line of the Northwest Quarter of the Northwest Quarter 242.57 feet to the point of beginning of the line to be described; thence South 00 degrees 02 minutes 29 seconds West, parallel with said west line of the Northwest Quarter of the Northwest Quarter 289.00 feet to the south line of said North 289 feet, as measured along the west line of said Northwest Quarter of the Northwest Quarter of Section 34 and said line there terminating.

AND

The Northeast Quarter of the Northeast Quarter (NE ¼ of NE ¼) except the South Four Hundred Thirty-three (433) feet thereof; Section Thirty-three (33), Township Thirty-three (33), Range Twenty-six (26), Sherburne County, Minnesota.

EXCEPT The North 345.00 feet of the East 278.90 feet, as measured along the East and North lines respectively, of the Northeast Quarter of the Northeast Quarter of Section 33, Township 33, Range 26, Sherburne County, Minnesota.

EXHIBIT "F"

**A JOINT POWERS AGREEMENT FOR THE MUTUAL USE AND MAINTENANCE
OF LION JOHN WEICHT PARK**

EXHIBIT F

**A JOINT POWERS AGREEMENT
FOR THE MUTUAL USE AND MAINTENANCE
OF LION JOHN WEICHT PARK**

THIS AGREEMENT made and entered into this 24th day of June, 2019, by and between the **CITY OF ELK RIVER**, a municipal corporation and political subdivision of the State of Minnesota, hereinafter referred to as "CITY" and **INDEPENDENT SCHOOL DISTRICT 728**, herein referred to as "DISTRICT"; and

WITNESSETH:

WHEREAS, the CITY owns park property and recreational equipment adjacent to Elk River High School in Lion John Weicht Park, as identified in the Land Exchange Agreement, entered onto this same day; and

WHEREAS reference to PARK in this agreement shall be to the following defined amenities: two softball fields, concessions area, restrooms and parking lot adjacent to the softball fields; and

WHEREAS, the CITY and the DISTRICT intend to cooperate in the creation, maintenance, repair and improvement of the PARK amenities; and

WHEREAS, it is in the best interest of the CITY and the DISTRICT to provide for the joint use of public facilities as much as possible to reduce the tax burden of the CITY and the DISTRICT and for the benefit of the citizens of the CITY and DISTRICT; and

WHEREAS, the CITY and the DISTRICT wish to enter into a joint powers agreement to clearly establish each parties' respective rights and responsibilities related to the maintenance and use of the PARK; and

WHEREAS, Minnesota Statutes, Section 471.59 and 471.656 provides that two or more governmental units, by agreement entered into through action of their governing bodies, may jointly or cooperatively exercise any power common to the contracting parties or any similar powers, and that the agreement may provide for the exercise of such powers by one or more of the participating governmental units on behalf of the other participating units.

NOW THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:


1. The DISTRICT shall have priority use of the PARK during school hours. The DISTRICT will retain priority use of PARK for school activities that may occur outside normal school hours. The CITY will not charge the DISTRICT any fees for use of PARK.
2. While the DISTRICT is using the PARK pursuant to the terms of this agreement, the DISTRICT agrees to comply with the park rules for use, operation and supervision of the facility as established by the CITY park rules. DISTRICT policies will be in force during DISTRICT use of PARK.
3. In the event the DISTRICT, in its sole discretion, uses the PARK for DISTRICT events during a CITY-defined closure of the PARK, the DISTRICT will be responsible to repair any damage caused to the PARK during that time.

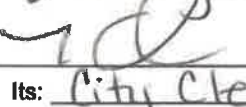
4. All CITY property situated on or within the PARK shall at all times remain the property of the CITY and the responsibility of the CITY. Correspondingly, all DISTRICT property situated on or within the PARK shall at times remain the property of the DISTRICT and the responsibility of the DISTRICT. Either party wishing to place additional property in the PARK shall first obtain written permission from City Administrator, and/or District Superintendent, to do so. Any such agreement shall become an amendment to this Agreement.
5. The CITY shall keep and maintain the PARK grounds in good order and repair, except as otherwise stated in this agreement. The DISTRICT has a parental notification policy for the application of chemicals. Prior to applying chemicals to the PARK, the CITY shall notify the DISTRICT. The DISTRICT, in accordance with its parental notification policy, shall notify the CITY when the application of chemicals may commence.
6. The CITY shall have the sole responsibility for scheduling the PARK grounds, with the DISTRICT given first priority of scheduling on both fields during the MSHSL Softball Season and summer programming involving Varsity and Junior Varsity practice/camps. Both parties acknowledge that special situations will occur during the MSHSL Softball Season such as scheduling of make-up games due to late spring start, inclement weather and playoff games. The appropriate CITY recreation and DISTRICT Community Education staff shall meet, at minimum, two times annually to discuss season dates and scheduling opportunities for the PARK.
7. Except as otherwise identified in this Agreement, the CITY will provide maintenance and replacement of the defined PARK amenities listed above. The CITY shall have sole responsibility for mowing and stripe the turf on all PARK grounds. The DISTRICT shall maintain the ag-lime infields to their standards for all DISTRICT activities. This infield maintenance includes but is not limited to dragging, chalking, filling and tamping the ag-lime surfaces, maintaining ag-lime/turf lip areas, maintaining bases, base paths, and pitchers plate. Maintenance of the softball fields shall be to a mutually agreed upon standard.
8. The CITY shall be responsible for the maintenance, repair and replacement of the parking lots and other mechanical systems that make up the PARK.
9. The CITY shall be responsible for the maintenance of the irrigation system and field irrigation. The CITY will provide the DISTRICT with reasonable access to the irrigation system and controls when necessary to aid in their infield maintenance during and in preparation for DISTRICT uses.
10. The CITY will equip and maintain the PARK with the following: Lighting on the Primary Field, Outfield Fencing, Warning Track, Bleachers for at least 170 spectators, 20' back stop at primary field and netted with a padded concrete back stop wall, CMU dugouts with precast roof, 10'x12' storage area at both dugouts, Concession Stand, Restrooms, Electrical Power, Scoreboards, Drinking Water, Irrigation, and Hitting Cage. One of the 10'x12' storage areas will be reserved for the DISTRICT's exclusive use. The CITY and the DISTRICT will cooperate in determining whether to add, remove, or replace amenities located in the PARK, and all such additions, removals, or replacements shall be memorialized in writing as an amendment to this agreement. Likewise, the use and responsibilities as stated in this joint powers agreement may be changed or amended only by written amendment to this agreement.

11. The CITY reserves the right to allow unscheduled, general public use of all other amenities located in Lion John Weicht Park during times the DISTRICT is using the PARK defined amenities. Such uses include but are not limited to use of picnic shelters, disk golf, walking, general recreation, and parking.
12. The CITY and the DISTRICT mutually agree to provide liability insurance in amounts not less than the statutory limits established under Minn. Stat. Ch. 466 to protect and indemnify each other from any and all claims for injuries and damages occurred or incurred by virtue of the CITY or DISTRICT use of the facilities identified under this Agreement. Said insurance shall be customarily set by law or industry standards. The CITY and the DISTRICT shall each add the other as an additional insured and provide the other with a certificate of insurance. Said insurance shall not be cancelled without at least thirty (30) days prior written notice to the other party.
13. The CITY shall be responsible for the actions of its employees, agents or contractors performing work under this agreement and shall indemnify, defend and hold harmless the DISTRICT for any claims, actions, or damages resulting therefrom. Nothing contained in this agreement is intended to create and employer/employee relationship between the DISTRICT and the CITY, nor the DISTRICT and employees, agents and contractors of the CITY.
14. The DISTRICT shall be responsible for the actions of its employees, agents or contractors performing work under this agreement and shall indemnify, defend and hold harmless the CITY for any claims, actions, or damages resulting therefrom. Nothing contained in this agreement is intended to create and employer/employee relationship between the CITY and the DISTRICT, nor the CITY and employees, agents and contractors of the DISTRICT.
15. Notwithstanding the indemnification provided under Paragraphs 14 and 15 of this Agreement, the provisions of the Municipal Tort Claims Act, Minn. Stat. Ch. 466 and other applicable laws govern liability of the DISTRICT and the CITY.
16. Nothing contained in this agreement shall be interpreted as a waiver of any governmental immunity, defenses, or liability caps contained in state law or elsewhere, nor shall this agreement be interpreted to provide for the stacking of any liability limits under state law.
17. This joint powers agreement shall remain in full force and effect until it is either cancelled in writing by either party upon sixty (60) days-notice, or otherwise terminates by operation of law.

IN WITNESS WHEREOF, the parties hereto have caused this JOINT POWERS AGREEMENT to be executed the day and year first written above.

CITY OF ELK RIVER

By: 
 Its: Mayor

By: 
 Its: City Clerk

INDEPENDENT SCHOOL DISTRICT 728

By: 
 Its: School Board Chair

By: 
 Its: School Board Clerk

Approved as to Form:

Its: _____

**SECOND AMENDMENT
TO
RECIPROCAL EASEMENT AGREEMENT**

THIS SECOND AMENDMENT TO RECIPROCAL EASEMENT AGREEMENT (“Second Amendment”) is made this 23 day of June, 2025, by and between the **CITY OF ELK RIVER**, a Minnesota municipal corporation (“City”) and **ELK RIVER INDEPENDENT SCHOOL DISTRICT NO. 728**, a Minnesota public corporation (“ISD”).

RECITALS

A. The City and the ISD entered into that certain **RECIPROCAL EASEMENT AGREEMENT** dated July 12, 1996, which was filed of record in the office of the Sherburne County Recorder on November 12, 1996 as Document No. 335340 (“Reciprocal Easement”);

B. The Reciprocal Easement was amended by that certain **FIRST AMENDMENT TO RECIPROCAL EASEMENT AGREEMENT** dated June 24, 2019, which is attached to this Agreement as **Exhibit A** (“First Amendment”);

C. The parties wish to revise Reciprocal Easement, as amended by the First Amendment, to provide for the installation and maintenance of a City monument sign on the ISD’s property;

NOW, THEREFORE, in consideration of the mutual covenants contained herein and other good and valuable consideration, receipt of which is hereby acknowledged, the parties agree as follows:

1. **Amendment to Article I.** Article I of the Reciprocal Easement is amended to add a new Section 1.5 as follows:

Section 1.5 Installation and Maintenance of City Monument Sign.

- (a) The ISD consents to the City’s installation of a monument sign on the ISD’s property along School Street, in the City of Elk River, County of Sherburne, State of Minnesota, in the location depicted on **Exhibit B** to this Second Amendment (the “City’s Sign”). The City’s Sign shall be used for the purpose of advertising and wayfinding to the City-owned community center, currently known as the Furniture and Things Community and Event Center (the “Community Center”).
- (b) The City shall bear the full cost of design, construction, installation, operation, and maintenance of the City’s Sign, including restoration of any property disturbance caused by the construction and installation of the City’s Sign.
- (c) Following the construction and installation of the City’s Sign, and restoration of the ISD’s property by the City, the ISD shall be responsible for the cost and completion of any mowing, turf maintenance, landscaping, and snow removal from the ISD’s property

on which the City's Sign is located, based on the ISD's standard property maintenance policies and practices.

- (d) As consideration for the use of the ISD's property for the City's Sign, the City will bear the cost to relocate electrical services for the ISD's sign to be replaced in a new location on the ISD property. The City's cost of such relocation shall not exceed \$10,000. The ISD shall be responsible for any relocation costs that exceed \$10,000.
- (e) In its operation of the City's Sign, any content posted on the City's Sign shall respect the ISD's content policies. The City shall not use words or images that directly promote alcohol, tobacco, drugs, drug paraphernalia, weapons, or any obscene, pornographic, or other illegal materials. The City shall refrain from accepting any advertisement fee or sponsorship donation that would result in the display of content that is inconsistent with these posting and advertising guidelines. Permissible advertising content may include the following examples:
 - Restaurant hours of operation, such as, "The Overlook 21+ Lounge open today from 6p – 10p."
 - Sporting events, such as, "Squash vs. ABC tonight at 7p."

2. **Effect of Reciprocal Easement.** The Reciprocal Easement, as amended by the First Amendment, shall remain in full force and effect, with the additional terms and conditions set forth in this Second Amendment.

3. **Recording.** This Second Amendment shall be recorded in the Office of the Sherburne County Recorder, and shall run with the respective properties owned by the City and the ISD.

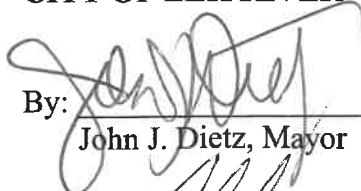
4. **Incorporation of Recitals and Exhibits.** The Recitals at the beginning of this Second Amendment, and the Exhibits attached to this Second Amendment, are each true and correct, and are incorporated into and made part of this Second Amendment, together with the Reciprocal Easement, as amended by the First Amendment.

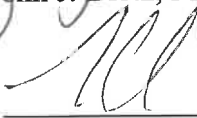
IN WITNESS WHEREOF, the City and the ISD have executed this Second Amendment to be effective as the date first written above.

[Signature pages follow]

**CITY SIGNATURE PAGE
FOR SECOND AMENDMENT TO RECIPROCAL EASEMENT**

CITY OF ELK RIVER

By:  _____
John J. Dietz, Mayor

And:  _____
Tina Allard, City Clerk

STATE OF MINNESOTA)
) ss
COUNTY OF SHERBURNE)

The foregoing instrument was acknowledged before me this 21 day of July, 2025, by John J. Dietz and Tina Allard, respectively, the Mayor and City Clerk of the **City of Elk River**, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by its City Council.

 _____
Notary Public



Exhibit A

First Amendment to Reciprocal Easement Agreement Dated June 24, 2019

Agreement 2019-16

FIRST AMENDMENT TO RECIPROCAL EASEMENT AGREEMENT

THIS FIRST AMENDMENT TO RECIPROCAL EASEMENT AGREEMENT ("Amendment") is made this 24th day of June, 2019, by and between the City of Elk River, a Minnesota municipal corporation (the "City") and Elk River Independent School District No. 728, a Minnesota public corporation ("ISD").

RECITALS

A. The City and ISD entered into a Reciprocal Easement Agreement dated July 12, 1996 and filed of record with the Sherburne County Recorded on November 12, 1996 as Document No. 335340 ("Reciprocal Easement");

B. The parties have exchanged portions of their properties identified in the Reciprocal Easement in order to facilitate certain parking improvements and building expansions that necessitate a revision to the legal descriptions contained in the Reciprocal Easement;

C. The parties also desire to revise the number of parking stalls dedicated to the City's use in connection with the expansion and improvement of the parking facilities located on ISD's property;

NOW, THEREFORE, in consideration of the mutual covenants contained herein and other good and valuable consideration, receipt of which is hereby acknowledged, the parties agree as follows:

1. **Amendment to Exhibit A of Reciprocal Easement.** Exhibit A is amended in its entirety as attached in Exhibit A-1 to this Amendment.

2. **Amendment to Exhibit B of Reciprocal Easement.** Exhibit B is amended in its entirety as attached in Exhibit B-1 to this Amendment.

3. **Amendment to Section 1.1 of Reciprocal Easement.** Section 1.1(a)(1) is amended to read as follows:

(1) easements to use the respective parking facilities on each Parcel for the parking of vehicles and passage by pedestrians, subject to the right of the owner of Parcel 1 to designate approximately 75 parking spaces on Parcel 2 for the exclusive use of the Users of Parcel 1 (the "Reserved Parking Area");

4. **Amendment to Section 3.6 of Reciprocal Easement.** Section 3.6 is amended in its entirety to read as follows:

Section 3.6 Notices. Any notice to be given hereunder by either of the parties hereto to the other may be personally delivered, delivered by contract carrier, or may be deposited in the United States mail, registered or certified, postage prepaid and return receipt requested, addressed to the party for whom intended as follows:

To the City: City of Elk River
 13065 Orono Parkway NW
 Elk River, Minnesota 55330
 Attention: City Administrator

To ISD: Elk River Independent School District No. 728
 11500 193rd Avenue NW
 Elk River, Minnesota 55330
 Attention: _____

Either party may change its address at any time by notifying the other in writing, of such change. Service of any notice pursuant hereto shall be deemed complete at the time of delivery.

5. Effect of Reciprocal Easement. The Reciprocal Easement shall remain in full force and effect except as specifically amended herein,

*[Remainder of page intentionally left blank]
[Signature pages to follow]*

**EXHIBIT A-1
TO
FIRST AMENDMENT TO
RECIPROCAL EASEMENT AGREEMENT**

Legal Description of City Property ("Parcel 1")

The North 289 feet of the West 383 feet, as measured along the west and north lines respectively, of the Northwest Quarter of the Northwest Quarter of Section 34, Township 33, Range 26, Sherburne County, Minnesota, lying westerly of a line described as commencing at the northwest corner of said Section 34; thence North 89 degrees 23 minutes 09 seconds East, assumed bearing, along said north line of the Northwest Quarter of the Northwest Quarter of Section 34 a distance of 242.57 feet to the point of beginning of the line to be described; thence South 00 degrees 02 minutes 29 seconds West parallel with said west line of the Northwest Quarter of the Northwest Quarter of Section 34 a distance of 289.00 feet to the south line of said North 289 feet, as measured along the west line of said Northwest Quarter of the Northwest Quarter of Section 34 and said line there terminating.

AND

That part of the Northwest Quarter of the Northwest Quarter of Section 34, Township 33, Range 26, Sherburne County, Minnesota, described as commencing at the northwest corner of said Section 34; thence North 89 degrees 23 minutes 09 seconds East, assumed bearing, along the north line of said Northwest Quarter of the Northwest Quarter of Section 34, a distance of 242.57 feet; thence South 00 degrees 02 minutes 29 seconds West, parallel with the west line of said Northwest Quarter of the Northwest Quarter of Section 34, a distance of 289.00 feet to the south line of the north 289 feet of said Northwest Quarter of the Northwest Quarter of Section 34, as measured along the west line of said Northwest Quarter of the Northwest Quarter of Section 34 and the point of beginning of the land to be described; thence South 89 degrees 23 minutes 09 seconds West, along said south line of the north 289 feet of the Northwest Quarter of the Northwest Quarter of Section 34 as measured along the west line of the Northwest Quarter of the Northwest Quarter of Section 34, a distance of 62.57 feet to the east line of the west 180.00 feet of said Northwest Quarter of the Northwest Quarter of Section 34; thence South 00 degrees 02 minutes 29 seconds West, along said east line of the west 180.00 feet of the Northwest Quarter of the Northwest Quarter of Section 34, a distance of 56.00 feet; thence North 47 degrees 51 minutes 00 seconds East 84.45 feet to the point of beginning.

AND

The North 345.00 feet of the East 278.90 feet, as measured along the east and north lines respectively, of the Northeast Quarter of the Northeast Quarter of Section 33, Township 33, Range 26, Sherburne County.

**EXHIBIT B-1
TO
FIRST AMENDMENT TO
RECIPROCAL EASEMENT AGREEMENT**

Legal Description of ISD Property ("Parcel 2")

The Northwest Quarter of the Northwest Quarter lying north of School Street, of Section 34, Township 33, Range 26, Sherburne County, Minnesota.

Except the north 289 feet of the West 383 feet, as measured along the West and North lines respectively, of said Northwest Quarter of the Northwest Quarter of Section 34.

Also except that part of the Northwest Quarter of the Northwest Quarter of Section 34, Township 33, Range 26, Sherburne County, Minnesota, described as commencing at the northwest corner of said Section 34; thence North 89 degrees 23 minutes 09 seconds East, assumed bearing along the north line of said Northwest Quarter of the Northwest Quarter of Section 34, a distance of 242.57 feet; thence South 00 degrees 02 minutes 29 seconds West, parallel with the west line of said Northwest Quarter of the Northwest Quarter of Section 34, a distance of 289.00 feet to the south line of the north 289 feet of said Northwest Quarter of the Northwest Quarter of Section 34, as measured along the west line of said Northwest Quarter of the Northwest Quarter of Section 34 and the point of beginning of the land to be described; thence South 89 degrees 23 minutes 09 seconds West, along said south line of the north 289 feet of the Northwest Quarter of the Northwest Quarter of Section 34 as measured along the west line of the Northwest Quarter of the Northwest Quarter of Section 34, a distance of 62.57 feet to the east line of the west 180.00 feet of said Northwest Quarter of the Northwest Quarter of Section 34; thence South 00 degrees 02 minutes 29 seconds West, along said east line of the west 180.00 feet of the Northwest Quarter of the Northwest Quarter of Section 34, a distance of 56.00 feet; thence North 47 degrees 51 minutes 00 seconds East 84.45 feet to the point of beginning.

AND

The North 289 feet of the West 383 feet, as measured along the west and north lines respectively, of the Northwest Quarter of the Northwest Quarter of Section 34, Township 33, Range 26, Sherburne County, Minnesota, lying easterly of a line described as commencing at the northwest corner of said Section 34; thence North 89 degrees 23 minutes 09 seconds East, assumed bearing, along said north line of the Northwest Quarter of the Northwest Quarter 242.57 feet to the point of beginning of the line to be described; thence South 00 degrees 02 minutes 29 seconds West, parallel with said west line of the Northwest Quarter of the Northwest Quarter 289.00 feet to the south line of said North 289 feet, as measured along the west line of said Northwest Quarter of the Northwest Quarter of Section 34 and said line there terminating.

AND

The Northeast Quarter of the Northeast Quarter (NE ¼ of NE ¼) except the South Four Hundred Thirty-three (433) feet thereof; Section Thirty-three (33), Township Thirty-three (33), Range Twenty-six (26), Sherburne County, Minnesota.

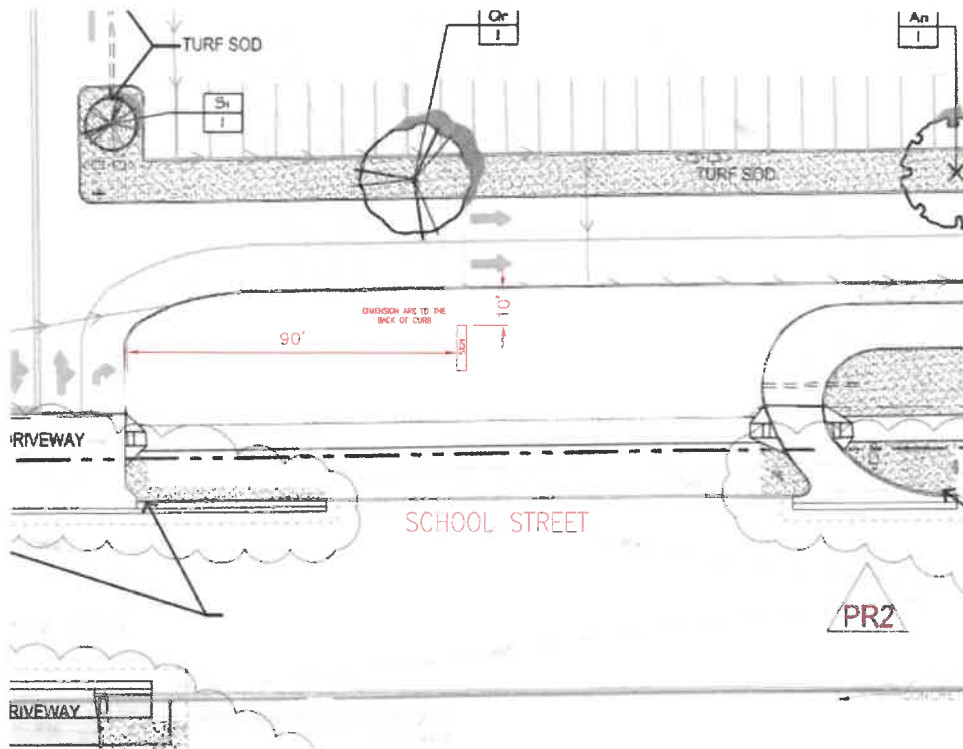
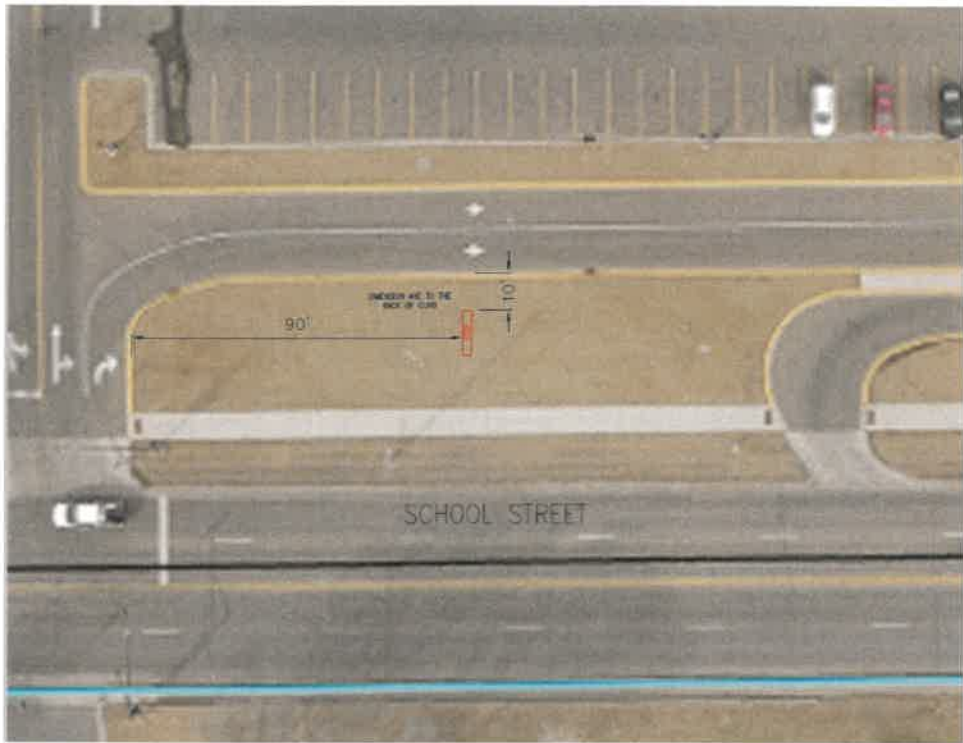
EXCEPT The North 345.00 feet of the East 278.90 feet, as measured along the East and North lines respectively, of the Northeast Quarter of the Northeast Quarter of Section 33, Township 33, Range 26, Sherburne County, Minnesota.

202422v1

7

Exhibit B

Depiction of Location of the City's Sign on the ISD's Property





Request for Action

To
City Council

Item Number
8.5

Meeting Date
April 20, 2026

Prepared By
Joe Stremcha, Business Services Director/Assistant
City Administrator

Item Description
Park and Recreation Framework Plan RFP

Reviewed by
Cal Portner
Jolene Richter

Action Requested

Approve, by motion, the Parks and Recreation Framework Plan Request for Proposals (RFP).

Background/Discussion

The Parks and Recreation Framework Plan is intended to provide direction for the City Council, the Parks and Recreation Commission (PRC), and city staff to guide them in the big picture decision-making that will impact the Parks and Recreation system. Whether allocating resources for maintenance, building a trail, installing a playground, protecting riverfront land, or developing the next season’s recreation program offerings, this plan offers guidance. This direction is based on the community’s expressed needs and desires as well as analyses of demographic changes, future trends, and Elk River’s current system.

The PRC has discussed updating the Parks and Recreation Framework Plan over the past few months. Staff in partnership with the PRC has developed a scope of work, timeline for implementation, and an RFP for a consultant to assist in its development.

On April 8, the PRC reviewed the RFP and requested that additional public/community engagements be added to further identify community goals. Specifically, that more than one Public Open House is held with the consultants attending and that at least one of those occurs at Woodland Trails Regional Park. The commission then recommended the City Council approve the RFP as revised.

Financial Impact

The 2026 Capital Improvement Plan includes an expense of \$100,000 from the Park Improvement Fund for consultant assistance for the development of this plan.

Mission/Policy/Goal

Responsibly grow.

Attachments

- I. Elk_River Parks and Recreation Framework Plan - FINAL DRAFT

The Elk River Vision

A welcoming community with revolutionary and spirited resourcefulness, exceptional service, and community engagement that encourages and inspires prosperity



Request for Proposals

Consultant Services for the City of Elk River

Parks and Recreation Framework Plan

City of Elk River
13065 Orono Parkway
Elk River, MN 55330

Proposals Due: May 12, 2026

Statement of Purpose

The City of Elk River, Minnesota is soliciting proposals from qualified and experienced consulting firms to prepare a comprehensive Parks and Recreation Framework Plan. The previous plan that was developed in 2015 has largely reached its endpoint and the city is now looking toward the next decade. This plan will guide long-term development and management of Elk River's parks, trails, facilities, and recreation services.

General Information on the City of Elk River

Elk River is located approximately 34 miles northwest of Minneapolis/St. Paul and serves as a regional hub for commerce and recreation. The city spans approximately 44 square miles and has a population of approximately 28,000 residents. Elk River is known for its natural resources, including the Mississippi and Elk Rivers, and an expanding system of parks and trails. The city has quickly grown as a desirable community for families seeking suburban amenities that are rooted in Elk River's rural history.

Project Overview

The Framework Plan will establish a 10-year vision for the parks and recreation system, evaluate existing conditions, identify service gaps, and provide a clear and actionable implementation strategy aligned with community priorities and growth.

The Parks and Recreation Commission has established a tentative Table of Contents for the Framework Plan. There are areas within that Table of Contents that city staff will produce. The goal is to integrate that work with the work produced by the consultant.

Please note that the Parks and Recreation Commission changed the title of the project to a framework plan to better reflect current sensitivities to previous language. The intention is that the final work product will reflect what is commonly referred to as a Parks and Recreation Master Plan.

Scope of Services

The scope of services is built on the tentative Table of Contents recommended by the Parks and Recreation Commission. The consultant will engage with city staff, elected officials, and advisory boards to assist in the creation of the contents of the plan. City staff will be responsible for the compilation of the final document. The following items are requested of the consultant for the project:

A) Inventory and Assessment - Identification of gaps in service and accessibility to include, but not limited to:

- Level of Service Analysis (includes Needs and Trends Assessment)
- Public/Community Engagement to Identify Community Goals
 - As part of the outreach process, the consultant will be required to provide inclusive engagement strategies as well as attend the following events (for no less than three (3) hours for any event that extends beyond three (3) hours) to ensure essential input is gathered from stakeholders:
 - 1) Farmers Market – July 16, 2026 – 3 p.m. to 7p.m.
 - 2) Elk Riverfest – July 25, 2026 – 10 a.m. to 4 p.m.
 - 3) Riverfront Concert Series – August 6, 2026 – 7 p.m. to 9 p.m.
 - 4) Orono Evening in the Park – August 18, 2026 – 6:30 p.m. to 9 p.m.
 - 5) Downtown Trick or Treat – October 23, 2026 – 2 p.m. to 6 p.m.
 - 6) Public Open Houses – Dates To Be Determined
 - 7) Woodland Trails Regional Park Open House – Date To Be Determined
 - Additional optional engagement opportunities:
 - 1) Entertainment in the Park – June 18, 2026
 - 2) Elk River Youth Association House Baseball Tournament – June 27, 2026
 - 3) Night to Unite – August 4, 2026
 - 4) Elk River Youth Softball Game Day – Date To Be Determined
 - 5) Senior Membership Drive – December 2026 – Date To Be Determined

B) System Plan - As part of the system plan, the consultant should provide recommendations for system improvements and identification of future needs in the following areas:

- Arts and Culture Programming
- Natural Resources
- Risk Management
- Park Usage
- Marketing

C) Implementation and Sustainability - The consultant should prioritize identified projects with a phased implementation strategy including cost estimates and funding opportunities in the following areas:

- Maintenance and Operations Strategy
- Capital Improvement Plan, Operations, and Maintenance Costs
- Identification of Future Needs
- Funding Options and Sources
- Implementation Recommendations
- Timeline

Deliverables

Coordinate with city staff and advisory boards to produce framework plan documents, digital files compatible with city systems, and engagement tools. City staff will be responsible for the compilation of the final document.

Proposal Requirements

Complete proposals should contain the following:

1. Cover Letter
2. Stated understanding of the project scope and your approach to integrating input.
Describe in detail your approach to the process and working with the city for a product to present to the City Council for approval.
3. Reference list
4. Three (3) examples of similar park framework/master plan projects led by the consultant and completed within previous six (6) years.
5. One (1) flash drive containing all contents of the proposal.
6. Project Schedule
7. Fee Proposal (Attachment A)
8. Consultant Background and Qualifications (Attachment B)

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Project Understanding & Approach – 20 points
- Experience & Qualifications – 20 points
- Community Engagement Approach – 15 points
- Project Team – 15 points
- Work Plan & Schedule – 10 points
- Past Work & References – 10 points
- Cost / Value – 10 points

Project Schedule

RFP Issued: **April 21, 2026**

Proposals Due: **May 12, 2026**

Consultant Selection: **May 18, 2026**

Project Duration: **12 months**

General Terms and Conditions

The city reserves the right to reject any or all proposals, request additional information, and waive irregularities. All materials submitted become public records in accordance with Minnesota law. The city is not responsible for costs incurred in proposal preparation.

Submission Requirements

Carefully read the information contained in this RFP and submit by certified mail **three (3) copies of your full proposal** following all requirements, specifications, and directions to:

City of Elk River
Attn: Jeff Shelby
13065 Orono Parkway
Elk River, MN 55330

Submittals must be received at the offices of the City of Elk River no later than **12 p.m. on May 12, 2026**.

Do not submit proposals to any other person or location by any other method.

Late submission: Late submissions will not be considered.

Attachment A

FEE PROPOSAL

The detailed fee proposal should include the following:

1. A total not-to-exceed cost for all services.
2. Hourly rates and anticipated hours used for key project personnel.
3. Costs associated with each major project milestone including tasks listed in the scope of services.
4. Anticipated reimbursable expenses, such as additional meetings, document printing, translation/interpretation services, materials, etc.
5. A statement describing the consultant team's previous budget performance and experience in meeting budgets.

Attachment B

CONSULTANT BACKGROUND AND QUALIFICATIONS

The City of Elk River will review and evaluate each proposal, and selection will be made based on the criteria listed below. The offices submitting proposals shall include with that proposal statements on the following:

- A. Credentials of project team, including portfolio of related projects; history of the proposed team working together on past projects, particularly as related to parks and recreation framework plans.

Include as a minimum:

1. Identification of project lead and project team.
2. Staffing plan.
3. Project lead resume and portfolio of related projects.
4. Identification of any sub-consultants.
5. Sub-consultant's portfolio of related projects.
6. Resumes of sub-consultant's staff.



Request for Action

To
City Council

Item Number
10.1

Meeting Date
April 20, 2026

Prepared By
Chris Leeseberg, Senior Planner

Item Description
Concept Review: Aggregate Mining, Steven Karst -
21975 Brook Rd NW

Reviewed by
Zack Carlton
Cal Portner
Jolene Richter

Action Requested

Provide the applicant with informal, non-binding, feedback regarding the proposed mineral extraction operation.

Background/Discussion

The subject parcel is located approximately $\frac{1}{4}$ to $\frac{1}{2}$ mile east of the nearest existing Mineral Excavation Overlay District (ME). The property is zoned R-1A (Single-Family Residential). In order to allow mineral extraction activities on the parcel, a rezoning to add the ME overlay will be required.

The applicant proposes a phased, low-impact aggregate and gravel extraction operation on a portion of the 36.12-acre parcel, situated primarily south of Brook Road NW. The scope of the project includes:

1. Extraction: Selective removal of sand, gravel, and aggregate materials.
2. Processing: On-site screening, temporary stockpiling, and loading of materials for transport.
3. Mitigation: A phased extraction model designed to minimize concurrent site disturbance, ensure public safety, and allow for the contemporaneous reclamation of exhausted areas.

The applicant has stated that the proposed operation is compatible with the character of the nearby agricultural uses, and that the project aligns with the city's Comprehensive Plan goals regarding orderly development, environmental stewardship, and the sustainable use of natural resources.

Depending on the total acreage affected by excavation activities, an Environmental Assessment Worksheet (EAW) may be required to determine whether a more comprehensive Environmental Impact Statement (EIS) would be necessary.

At this time, the applicant is requesting preliminary input from the city about whether it would support a potential amendment to expand the ME boundary to include the subject property, thereby allowing mineral extraction on the parcel.

Planning Commission

The Elk River Vision

A welcoming community with revolutionary and spirited resourcefulness, exceptional service, and community engagement that encourages and inspires prosperity

The Planning Commission engaged in a broader discussion regarding the proposed operation, including how it would function and the overall quality and viability of the aggregate resources in the area. The applicant indicated that a review of these factors has not yet been undertaken, as their initial priority was to gauge the city's level of support before investing further into due diligence.

Overall, the Commission expressed general support for the concept. In doing so, they also provided the applicant with preliminary feedback outlining key areas of concern, as well as the types of conditions and requirements that would likely accompany any future approval.

Financial Impact

None

Mission/Policy/Goal

Work with citizens to achieve goals.

Attachments

1. CR 26-01 Location Map
2. Narratives
3. Zoning



Project Location Map

Karst
Concept Review

Case No: CU 26-01

Conditional Use Permit Narrative - Aggregate & Gravel Extraction Operation

Project Information

Project: Aggregate & Gravel Extraction Operation

Property Address: 21975 Brook Road NW, Elk River, MN 55330

Parcel Size: 36.12 acres

Zoning District: Agricultural (AG)

Applicant: Property Owner

Project Overview

The applicant proposes a phased, low-impact aggregate and gravel extraction operation on the portion of the 36.12-acre parcel lying primarily south of Brook Road NW. The project includes selective removal of sand, gravel, and aggregate; temporary stockpiling; screening; and loading for transport. Extraction will occur in small, controlled phases to minimize disturbance, maintain safety, and ensure continuous reclamation. The operation is designed to be compatible with the Agricultural zoning district and to support the City's goals for orderly development, environmental stewardship, and responsible use of natural resources.

Consistency with the Comprehensive Plan

The Comprehensive Plan identifies several guiding themes - maintaining a distinct identity, preserving the environment, supporting strong neighborhoods, and ensuring orderly growth. This project aligns with those themes by utilizing a natural resource uniquely present on the property, supporting local construction and public works projects with nearby aggregate, reducing haul distances and emissions, maintaining rural character through screening and phased work areas, and protecting natural resources through dust control, stormwater management, and progressive reclamation.

Detailed Description of Operations

Scope of Work: Extraction of sand, gravel, and aggregate from naturally occurring deposits using loaders, excavators, and screening equipment. Material will be temporarily stockpiled and loaded for transport. Work will occur in phased areas to limit disturbance and allow ongoing reclamation.

Hours of Operation: Monday-Friday 7:00 AM-6:00 PM; Saturday (as needed) 8:00 AM-3:00 PM; no Sunday or holiday operations.

Employees: 1-5 employees, with the business primarily operated by the property owners - Steven, Jenny, and their three sons.

Conditional Use Permit Narrative - Aggregate & Gravel Extraction Operation

Parking: Existing gravel yard accommodates 10+ vehicles, though this capacity is not expected to be needed. No new paved parking is proposed.

Screening and Visual Mitigation: Preservation of mature tree lines, installation of berms and evergreen plantings along Brook Road, strategic placement of stockpiles as natural buffers, and no nighttime lighting.

Building Materials and Structures

No permanent buildings are proposed. Any temporary job trailer or equipment shelter will comply with all zoning and building safety standards.

Signage

No permanent signage is proposed. Any future safety or directional signage will be permitted separately.

Outdoor Storage

Materials Stored: Sand, gravel, screened aggregate, and heavy equipment such as a loader, excavator, and skid steer.

Volume: Approximately 500-5,000 cubic yards depending on the phase.

Screening: Natural vegetation and berms will screen all storage areas.

Variance Narrative (If Applicable)

1. Harmony with the Ordinance: The AG district allows natural resource extraction with a CUP. The project supports rural land use compatibility, environmental protection, and long-term land stewardship.
2. Consistency with the Comprehensive Plan: The project supports rural economic activity, responsible resource use, and environmental protection while maintaining rural character.
3. Practical Difficulties: The property contains unique, naturally occurring aggregate deposits that cannot be utilized without a variance or CUP.
4. Unique Circumstances: The gravel deposits and soil composition are natural features created by glacial

Conditional Use Permit Narrative - Aggregate & Gravel Extraction Operation

activity.

5. Essential Character: The rural character will remain intact through screening, limited hours, dust control, and traffic management. Reclamation will return the land to agricultural or open-space use.

Reclamation Plan

Reclamation will occur progressively as each phase is completed. This includes grading to stable slopes, replacing topsoil, seeding with native grasses, and restoring the land to agricultural use, pasture, or natural habitat.

Public Benefit and Alignment with City Department Missions

This project supports multiple City of Elk River departmental missions: Planning, Environmental Services, Public Works, Economic Development, Fire, Police, and Building Safety. It provides local aggregate for infrastructure, reduces haul distances and emissions, minimizes road wear, maintains rural character, restores the land after extraction, and strengthens the local economy.

A Written Narrative see [Description of Project Narrative](#)

The proposed project is a phased, low-impact aggregate and gravel extraction operation on the portion of the 36.12-acre parcel located south of Brook Road NW. Work will occur in small, controlled phases to minimize disturbance, maintain safety, and allow continuous reclamation. This use aligns with the Agricultural (AG) district and supports the City's goals for responsible rural land use, environmental stewardship, and local infrastructure needs.

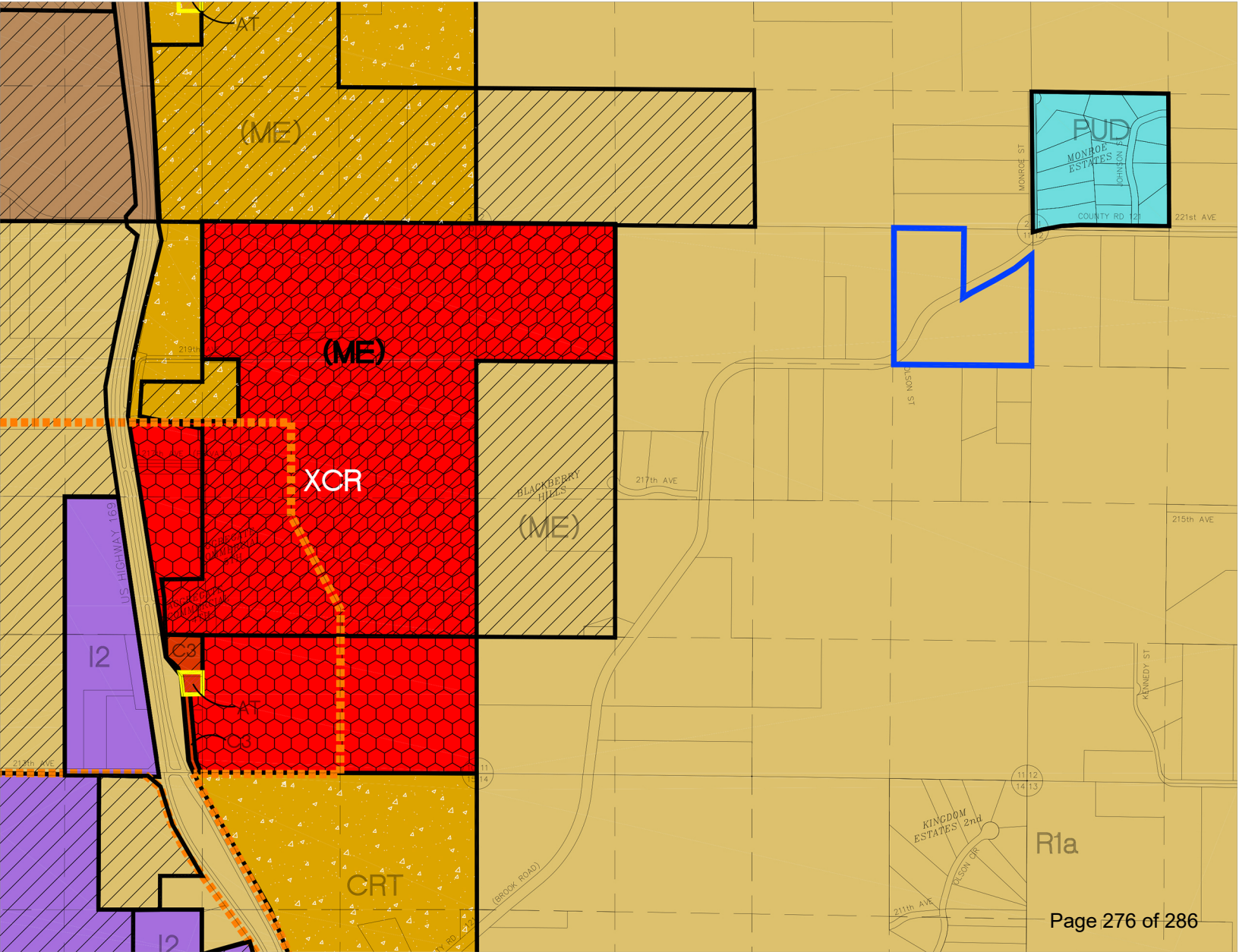
The project is consistent with the Comprehensive Plan by utilizing a natural resource already present on the property, reducing haul distances for local construction and public works, lowering emissions, and preserving rural character through screening, berms, and limited hours. Dust control, stormwater management, and phased reclamation protect natural resources.

Operations include extraction, screening, temporary stockpiling, and loading. Hours: Mon–Fri 7am–6pm; Sat (as needed) 8am–3pm; no Sundays/holidays. The business will be operated by 1–5 family members (Steven, Jenny, and their three sons). The existing gravel yard can accommodate 10+ vehicles, though this capacity is not expected to be needed.

No permanent buildings or signage are proposed. Outdoor storage will consist of temporary aggregate stockpiles and equipment, screened by natural vegetation and berms. Reclamation will restore each completed phase to stable slopes, topsoil, and native grasses, returning the land to agricultural or open-space use.

The project maintains the essential rural character of the area, supports local economic activity, reduces road wear, and aligns with the missions of Planning, Environmental Services, Public Works, and other City departments.

Please see attached PDF for comprehensive narrative.



AT

(ME)

(ME)

XCR

BLACKBERRY
HILLS
(ME)

12

CRT

PUD

MONROE
ESTATES

COUNTY RD 120 221st AVE

217th AVE

215th AVE

KINGDOM
ESTATES 2nd

R1a



Request for Action

To
City Council

Item Number
10.2

Meeting Date
April 20, 2026

Prepared By
Joe Stremcha, Business Services Director/Assistant
City Administrator

Item Description
FT Center - Facility Improvements

Reviewed by
Cal Portner
Jolene Richter

Action Requested

The City Council will consider the use of fund balance and an interfund loan (if necessary) to construct additional restrooms, showers, and a rooftop patio to expand The Overlook Lounge.

Background/Discussion

The FT Center's Multipurpose Facility Special Revenue Fund maintains a fund balance resulting from the original Ice Arena operations, deferred maintenance, and annual naming rights payments from community partners.

Over the past few years, the FT Center has replaced a Zamboni Ice Resurfacing Machine, retrofitted The Yard Field House to add a concrete floor, replaced doors, and added a new entryway. In the next few weeks, a 360-degree curtain track system will be added, pickleball court materials will be purchased, and staff will complete other minor improvements to the space.

On April 13, the Community Event Center Commission discussed the facility improvements and recommended that the Council consider constructing additional restrooms, showers, and a rooftop patio to expand The Overlook Lounge.

Due to its age, new construction, and ongoing periodic maintenance, the FT Center is not scheduled for major system improvements within the next 10–15 years. Staff has utilized the existing fund balance to implement improvements that increase revenue streams to offset both operational and maintenance costs and eventually further grow the fund balance from operations.

Because of the contractual agreements for community partnerships and growing operating revenues, staff feels comfortable financing planned/proposed capital improvements with an interfund loan from the Building Reserve Fund.

The Building Reserve Fund receives revenue from the WM Landfill agreement and maintains a healthy balance. It is intended, by policy, to be utilized for major system replacement in city-owned facilities. The city has invested significantly in facilities and has been diligent in the maintenance of those facilities, so there are very

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few large projects on the near horizon. An interfund loan provides flexible financing and adds a new revenue stream to the Building Reserve Fund to ensure solvency long into the future.

Financial Impact

The Multipurpose Facility Fund has an available fund balance to finance some of the new capital costs and the projected annual revenue is suitable for an interfund loan from the Building Reserve Fund.

Mission/Policy/Goal

Responsible for every dollar - good stewards.

Attachments

- I. The Yard x Rinks & Links Power Layout

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BACK OF BUILDING

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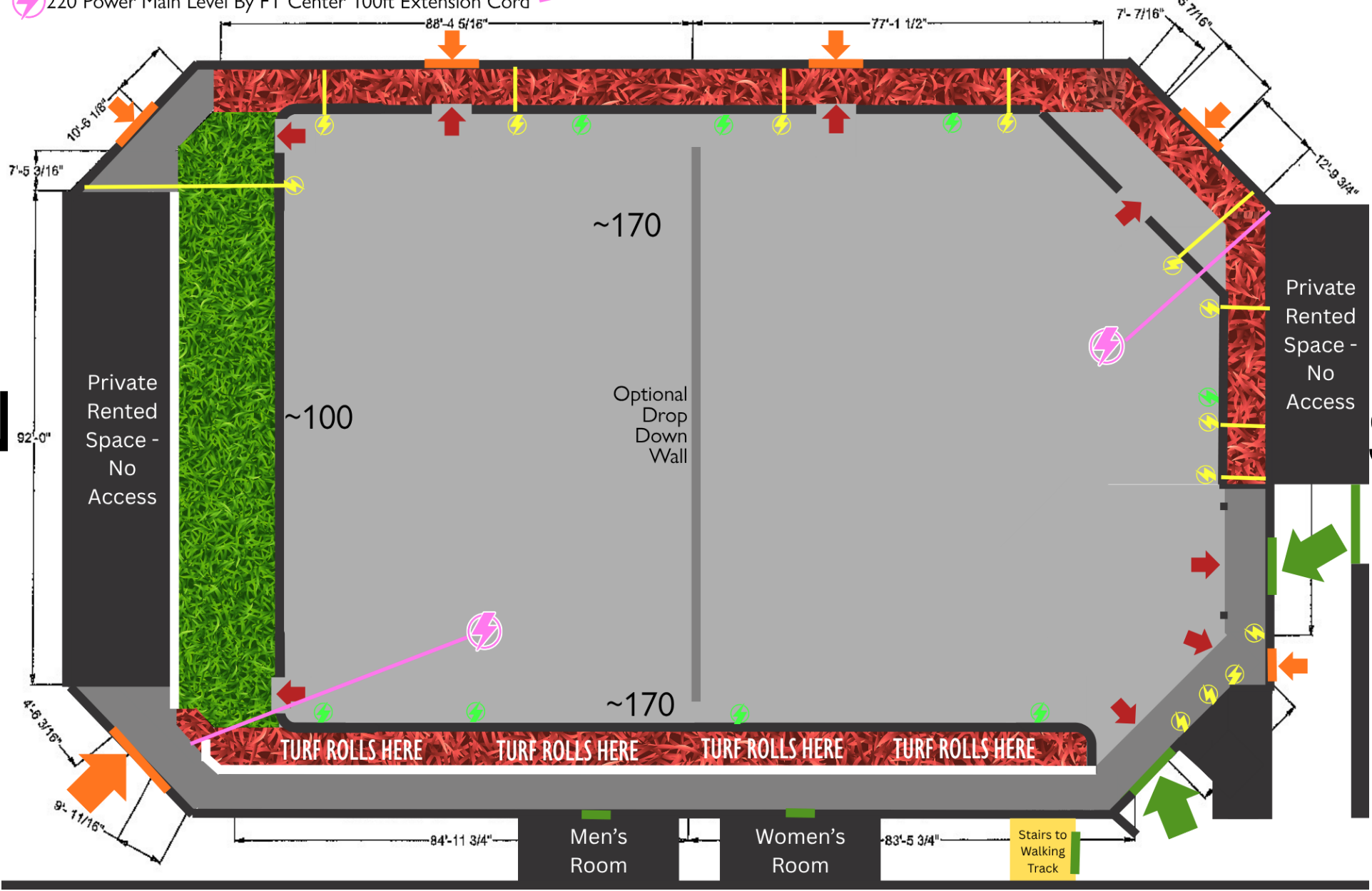
BACK OF BUILDING

S

FLEX SPACE

The FT Center has (1) 100ft 220 power extension cord for either 220 outlet. FT Center also has (1) power box that can be attached to either 220 outlet (or the extension cord) that has 20 additional 110 outlets on it

- ⚡ 110 Power Ground Level, may need GUEST Extension Cord
- ⚡ 110 Power Upper Level will need GUEST Extension Cord to come down
- ⚡ 220 Power Main Level By FT Center 100ft Extension Cord





Request for Action

To
City Council

Item Number
12.1

Meeting Date
April 20, 2026

Prepared By
Lori Stich, Finance Manager

Item Description
March Financial Reports

Reviewed by
Lori Stich
Joe Stremcha
Cal Portner
Jolene Richter

Action Requested
Information only

Background/Discussion

This report is designed to provide summary information regarding the overall level of revenues and expenditures in the General Fund, the Multipurpose Facility Special Revenue Fund, and the Enterprise Funds. These funds provide an important picture of the city's financial health.

For March, actual revenues (excluding property taxes and transfers-in) and expenditures should run about 25% of the annual budget. It is natural for some items to vary from month to month, such as exceeding the budget for Supplies but being below budget for Services. This is not considered serious as long as the total expenditure budget amount is not overspent. Significant variances from the budget are highlighted below, accompanied by a general discussion of the variance.

General Fund

Revenues:

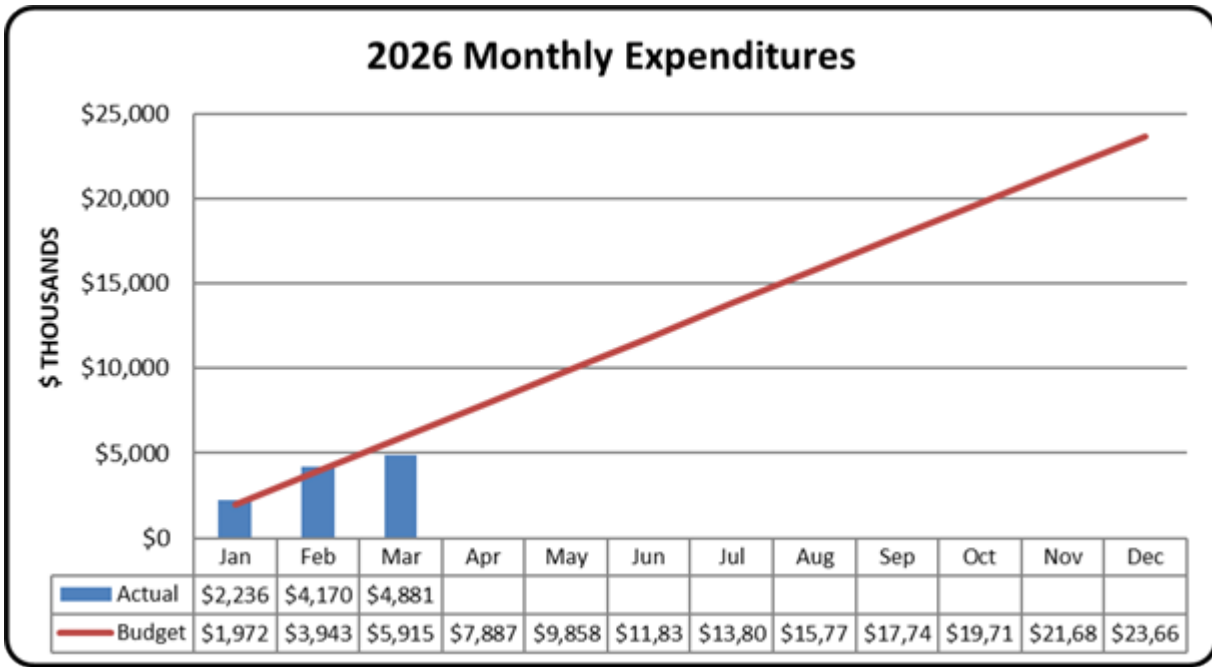
- Property taxes, our largest revenue source, are received in July and December.
- License & permit collections are 20% of budget estimates, consisting primarily of building-related permits and rental licenses.
- Charges for services are about 41% of estimates, with plan check fees and recreation fees making up the majority of March collections.
- Transfers-in consist of ERMU's 5% February monthly electric revenues. The remaining transfers-in will be recorded mid-year.

Expenditures:

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- Total departmental expenditures are about 26% of the budget. Most departments are within or below budget estimates.
- The second-quarter premiums for Workers' Comp and property/liability insurance are reflected in the departmental expenditures for March.



FTCenter

Through the end of March, revenues of \$694,222 exceeded expenditures of \$631,546 by \$62,676. The majority of March collections consist of ice rentals and concessions/catering, while expenditures are primarily attributable to personal services, utilities and field house improvements.

Financial Impact

None.

Mission/Policy/Goal

Responsible for every dollar - good stewards.

Attachments

- I. March Financial Reports

General Fund

As of:

3/31/2026

25.00% OF YEAR COMPLETED

REVENUES

		Budget	YTD Actual	% of budget	Budget Balance
Taxes					
101-3-0000-3111	Current Ad Valorem Taxes	16,864,450.00	255,038.75	1.51%	16,609,411.25
101-3-0000-3112	Delinquent Ad Valorem Taxes	0.00	636.93	0.00%	(636.93)
101-3-0000-3121	Gravel Tax	220,000.00	36,425.36	16.56%	183,574.64
101-3-0000-3131	Penalties/Interest	0.00	850.09	0.00%	(850.09)
	Total Taxes	17,084,450.00	292,951.13	1.71%	16,791,498.87
Licenses & Permits					
101-3-0000-3211	Liquor License	85,000.00	(2,480.00)	-2.92%	87,480.00
101-3-0000-3212	THC License	5,000.00	4,150.00	83.00%	850.00
101-3-0000-3213	Cigarette License	4,000.00	450.00	11.25%	3,550.00
101-3-0000-3214	Rental License	65,000.00	12,045.00	18.53%	52,955.00
101-3-0000-3216	Mining License	27,000.00	0.00	0.00%	27,000.00
101-3-0000-3217	Garbage Hauler License	2,500.00	0.00	0.00%	2,500.00
101-3-0000-3218	Other Business License/Permit	18,000.00	4,130.00	22.94%	13,870.00
101-3-0000-3229	NPDES Permit	17,000.00	5,775.00	33.97%	11,225.00
101-3-0000-3231	Building Permit	550,000.00	115,524.14	21.00%	434,475.86
101-3-0000-3232	Plumbing/Heating Permit	180,000.00	53,035.56	29.46%	126,964.44
101-3-0000-3233	Permit Surcharge	700.00	2,393.87	341.98%	(1,693.87)
101-3-0000-3235	Animal License	500.00	150.00	0.00%	350.00
101-3-0000-3237	Other Non-Business Lic/Permit	30,000.00	4,276.00	14.25%	25,724.00
	Total Licenses & Permits	984,700.00	199,449.57	20.25%	785,250.43
Intergovernmental Revenue					
101-3-0000-3322	MV Credit	6,000.00	0.00	0.00%	6,000.00
101-3-0000-3323	Fire State Aid	300,000.00	1,000.00	0.33%	299,000.00
101-3-0000-3325	Police 2% Aid	425,000.00	0.00	0.00%	425,000.00
101-3-0000-3326	Police Training Reimb	35,000.00	0.00	0.00%	35,000.00
101-3-0000-3329	State Crime Prevention Grant	50,000.00	7,464.77	14.93%	42,535.23
101-3-0000-3330	Other State Grants	0.00	960.00	0.00%	(960.00)
	Total Intergovernmental Revenue	816,000.00	9,424.77	1.15%	806,575.23
Charges for Services					
101-3-0000-3412	Planning & Zoning Fees	25,000.00	5,840.00	23.36%	19,160.00
101-3-0000-3413	Plan Check Fee	230,000.00	44,367.30	19.29%	185,632.70
101-3-0000-3415	Special Assessment Search	500.00	30.00	6.00%	470.00
101-3-0000-3417	Copies	1,500.00	631.38	42.09%	868.62
101-3-0000-3418	Other General Govt Services	0.00	0.00	0.00%	0.00
101-3-0000-3430	Lockout Fees	3,000.00	500.00	16.67%	2,500.00
101-3-0000-3431	Police Services	50,000.00	1,950.00	3.90%	48,050.00
101-3-0000-3432	School Liaison	200,000.00	94,942.50	47.47%	105,057.50
101-3-0000-3434	Animal Impound Fee	500.00	150.00	30.00%	350.00
101-3-0000-3436	Fire Contracts	480,050.00	267,998.65	55.83%	212,051.35
101-3-0000-3437	Fire Services	5,000.00	0.00	0.00%	5,000.00
101-3-0000-3438	Fire Inspections	0.00	0.00	0.00%	0.00
101-3-0000-3451	Street Services	35,000.00	3,806.25	10.88%	31,193.75
101-3-0000-3452	Engineering Services Reimb	20,000.00	0.00	0.00%	20,000.00
101-3-0000-3461	Recreation Fees	52,500.00	37,990.00	72.36%	14,510.00
101-3-0000-3462	Sr Center Activities	55,500.00	15,606.59	28.12%	39,893.41
101-3-0000-3463	Farmer's Market	15,000.00	22,594.00	150.63%	(7,594.00)
101-3-0000-3469	Elk RiverFest	15,000.00	2,970.00	19.80%	12,030.00

101-3-0000-3472	Park Use Fee	77,000.00	25,466.06	33.07%	51,533.94
101-3-0000-3475	Building Rent	0.00	377.50	0.00%	(377.50)
101-3-0000-3483	Sewer Inspection Fee	15,000.00	2,800.00	18.67%	12,200.00
101-3-0000-3484	Contractor License Check	1,200.00	305.00	25.42%	895.00
Total Charges for Services		1,281,750.00	528,325.23	41.22%	753,424.77
Fines & Forfeits					
101-3-0000-3510	Court Fines	170,000.00	30,097.54	17.70%	139,902.46
Total Fines & Forfeits		170,000.00	30,097.54	17.70%	139,902.46
Other Revenue					
101-3-0000-3621	Interest Income	200,000.00	0.00	0.00%	200,000.00
101-3-0000-3625	Refunds & Reimbursements	175,000.00	4,340.00	2.48%	170,660.00
101-3-0000-3626	Contributions	27,000.00	27,000.00	100.00%	0.00
101-3-0000-3629	Miscellaneous Revenue	12,000.00	1,291.80	10.77%	10,708.20
Total Other Revenue		414,000.00	32,631.80	7.88%	381,368.20
Transfers In					
101-3-0000-3926	Transfer-Capital Outlay Reserv	89,000.00	0.00	0.00%	89,000.00
101-3-0000-3942	Transfer-WWTS	187,200.00	0.00	0.00%	187,200.00
101-3-0000-3943	Transfer-Liquor	850,000.00	0.00	0.00%	850,000.00
101-3-0000-3944	Transfer-Garbage	62,400.00	0.00	0.00%	62,400.00
101-3-0000-3945	Transfer-Utilities	1,500,000.00	330,599.65	22.04%	1,169,400.35
101-3-0000-3946	Transfer-Stormwater	130,000.00	0.00	0.00%	130,000.00
101-3-0000-3948	Transfer-EDA	49,900.00	0.00	0.00%	49,900.00
101-3-0000-3949	Transfer-HRA	40,550.00	0.00	0.00%	40,550.00
Total Transfers In		2,909,050.00	330,748.72	11.37%	2,578,301.28
TOTAL GENERAL FUND REVENUES		23,659,950.00	1,423,628.76	6.02%	22,236,321.24

General Fund

As of:

3/31/2026

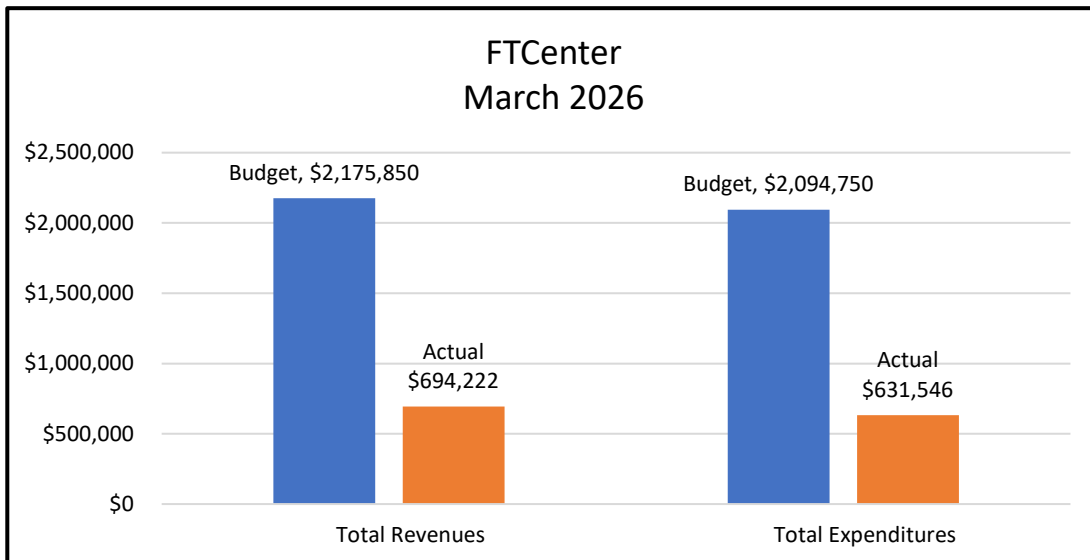
25.00% OF YEAR COMPLETED

EXPENDITURE SUMMARY

	<u>Budget</u>	<u>YTD Actual</u>	<u>% of budget</u>	<u>Budget Balance</u>
General Government				
City Council	243,150.00	69,135.72	28.43%	174,014.28
Communications	554,850.00	142,679.28	25.71%	412,170.72
Administrative Services	722,950.00	199,716.44	27.63%	523,233.56
Human Resources	471,650.00	143,053.94	30.33%	328,596.06
Elections	53,550.00	6,457.00	12.06%	47,093.00
Finance	1,040,450.00	266,630.78	25.63%	773,819.22
Information Technology	846,850.00	240,097.51	28.35%	606,752.49
Legal	340,000.00	49,966.52	14.70%	290,033.48
Community Development / Planning	516,950.00	163,486.82	31.63%	353,463.18
Building Maintenance	1,165,950.00	293,008.83	25.13%	872,941.17
Total General Government	5,956,350.00	1,574,232.84	26.43%	4,382,117.16
Public Safety				
Police Administration	1,419,850.00	511,690.06	36.04%	908,159.94
Patrol	4,299,800.00	1,109,162.92	25.80%	3,190,637.08
Investigations	1,633,050.00	438,500.98	26.85%	1,194,549.02
Police Support Services	1,038,050.00	261,291.18	25.17%	776,758.82
Police Reserves	15,250.00	3,020.60	19.81%	12,229.40
Public Safety Building	229,300.00	39,982.12	17.44%	189,317.88
Fire Administration	1,533,000.00	270,147.84	17.62%	1,262,852.16
Fire Operations	646,300.00	168,910.74	26.14%	477,389.26
Emergency Management	34,250.00	4,104.38	11.98%	30,145.62
Building Safety	614,200.00	154,000.88	25.07%	457,949.12
Code Enforcement	142,150.00	36,019.55	25.34%	106,130.45
Environmental	77,050.00	18,533.51	24.05%	58,516.49
Total Public Safety	11,682,250.00	3,015,364.76	25.81%	8,664,635.24
Public Works				
Street Maintenance	1,885,900.00	472,010.81	25.03%	1,413,889.19
Snow Removal	398,200.00	228,382.82	57.35%	169,817.18
Equipment Services	465,400.00	121,623.91	26.13%	343,776.09
Engineering	411,300.00	101,328.27	24.64%	309,971.73
Total Public Works	3,160,800.00	923,345.81	29.21%	2,237,454.19
Culture & Recreation				
Parks Department	1,779,650.00	384,342.05	21.60%	1,395,307.95
Parks & Rec Admin	586,900.00	150,223.03	25.60%	436,676.97
Recreation Programs	147,750.00	32,805.31	22.20%	114,944.69
Farmers Market	73,800.00	15,094.75	20.45%	58,705.25
Sr Citizen Programs	272,450.00	56,812.21	20.85%	215,637.79
Total Culture & Recreation	2,860,550.00	639,277.35	22.35%	2,221,272.65
Economic Development				
Economic Development	0.00	10,610.53	0.00%	(10,610.53)
Energy City	0.00	0.00	0.00%	0.00
Total Economic Development	0.00	10,610.53	0.00%	(10,610.53)
TOTAL GENERAL FUND EXPENDITURES	23,659,950.00	6,162,831.29	26.05%	17,494,868.71
REVENUES OVER/(UNDER) EXPENDITURES	0.00	(4,739,202.53)		4,741,452.53

**CITY OF ELK RIVER
FTCENTER - BUDGET TO ACTUAL
MONTH ENDED MARCH 31, 2026**

	Current Budget	Year to Date Actual	% of Budget
Revenues:			
Ice Rental	\$990,000	\$245,875	24.84%
Admissions	10,000	9,590	95.90%
Dry Floor Events/Craft Shows	0	0	0.00%
Facility Rental	313,300	129,796	41.43%
Advertising/Naming Rights/Sponsorships	212,500	28,429	13.38%
Recreation fees (Skating/Hockey)	160,000	67,342	42.09%
Concessions/catering/vending	470,000	203,027	43.20%
Other Revenues (interest, etc.)	20,050	10,163	50.69%
Total Revenues	\$2,175,850	\$694,222	31.91%
Operating expenses:			
Personal services	\$1,006,450	\$317,875	31.58%
Supplies	273,900	92,736	33.86%
Other services & charges	661,250	156,691	23.70%
Capital Outlay	153,150	56,543	36.92%
Transfers Out	0	7,700	0.00%
Total Expenditures	\$2,094,750	\$631,546	30.15%
Revenues over/(under) expenditures	\$81,100	\$62,676	



**CITY OF ELK RIVER
ENTERPRISE FUNDS - BUDGET TO ACTUAL
MONTH ENDED MARCH 31, 2026**

	Liquor			Sewer			Garbage			Stormwater		
	Current Budget	Year to Date Actual	% of Budget	Current Budget	Year to Date Actual	% of Budget	Current Budget	Year to Date Actual	% of Budget	Current Budget	Year to Date Actual	% of Budget
Sales and cost of sales:												
Sales	\$ 8,845,000	\$ 1,850,088	20.92%									
Cost of sales	(6,344,000)	(1,281,546)	20.20%									
Gross profit	2,501,000	568,542	22.73%									
Operating revenues:												
User charges	-	-	-	\$ 2,868,500	\$ 755,708	26.35%	\$ 2,132,000	\$ 514,624	24.14%	\$ 680,500	\$ 229,754	33.76%
Delinquency collections	-	-	-	-	41	-	-	133	-	-	22	-
Other	5,400	1,450	26.85%	200,000	29,122	14.56%	-	-	-	-	-	-
Total operating revenues	5,400	1,450	26.85%	3,068,500	784,871	25.58%	2,132,000	514,756	24.14%	680,500	229,776	33.77%
Operating expenses:												
Personal services	1,395,350	342,265	24.53%	928,650	242,381	26.10%	29,400	7,517	25.57%	-	-	-
Supplies	40,000	4,204	10.51%	329,000	69,721	21.19%	2,000	-	0.00%	1,000	-	0.00%
Other service charges	708,100	35,300	4.99%	992,750	274,462	27.65%	1,923,400	324,831	16.89%	67,100	3,519	5.24%
Depreciation *	60,000	-	0.00%	1,710,000	-	0.00%	-	-	-	500,000	-	0.00%
Total operating expenses	2,203,450	381,768	17.33%	3,960,400	586,564	14.81%	1,954,800	332,348	17.00%	568,100	3,519	0.62%
Operating income (loss)	302,950	188,224	62.13%	(891,900)	198,307	-22.23%	177,200	182,408	102.94%	112,400	226,257	201.30%
Nonoperating revenues (expenses):												
Interest income	75,000	-	0.00%	130,000	-	0.00%	15,000	-	0.00%	35,000	-	0.00%
Interest expense/agent fees	-	-	-	(72,200)	(37,168)	51.48%	-	-	-	-	-	-
Total nonoperating revenues (expenses)	75,000	-	0.00%	57,800	(37,168)	-64.30%	15,000	-	0.00%	35,000	-	0.00%
Income (loss) before contributions & transfers	377,950	188,224	49.80%	(834,100)	161,140	-19.32%	192,200	182,408	94.91%	147,400	226,257	153.50%
Contributions - connection fees	-	-	-	1,000,000	217,659	21.77%	-	-	-	-	-	-
Transfers in (ARPA funds)	-	-	-	-	-	0.00%	-	-	-	-	-	-
Sale of assets	-	-	0.00%	-	11,870	0.00%	-	-	0.00%	-	-	0.00%
Transfers out	(1,100,000)	-	0.00%	(187,200)	(4,100)	2.19%	62,400	-	0.00%	(130,000)	-	0.00%
NET INCOME (LOSS)	(722,050)	188,224	-26.07%	(21,300)	386,569	-1814.88%	254,600	182,408	71.64%	17,400	226,257	1300.33%
Items reclassified to balance sheet at year end:												
Bond Proceeds				-	-	-						
Capital Outlay	(130,000)	-	-	(182,200)	(220,000)	-	-	-	-	(100,000)	-	-
Bond Payment	-	-	-	(535,000)	(535,000)	-	-	-	-	-	-	-
Revenues over/(under) expenditures	(852,050)	188,224		(738,500)	(368,431)		254,600	182,408		(82,600)	226,257	

* Recorded at year-end