



City Council

Monday, October 7, 2024

6:30 PM

Elk River City Hall

Regular Meeting & Work Session Agenda

- Regular meeting in Council Chambers
 - Work Session meeting in Upper Town Conference Room immediately following regular meeting
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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 September 16, 2024, Regular Meeting Minutes

4.2 September 30, 2024, Special Meeting Minutes

4.3 Check Register

4.4 Agreement 24-26: CNH Architects for Professional Design Services and Construction Support for Fire Station 1 Replacement Project

4.5 Temporary Liquor License: Aegir Brewing Company

4.6 Resolution 24-58 Authorizing Execution of a Grant Agreement for the Toward Zero Death Program

4.7 2025 Flexible Benefits Plan

4.8 Hire Street Maintenance Operator

4.9 Hire Community Service Officer 2/Evidence Technician

4.10 Resolution 24-59: Convey City Property to Elk River Municipal Utilities for an Electrical Substation

4.11 Accept Bids for Property Clean-up and Demolition at 19176 Kent Street

4.12 Resolution 24-60 Authorizing OLID Assessment

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 Introduce Community Event Center Manager - Katie Harstad

6.2 Safe Streets for All Presentation

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.

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 Call Special Meeting of the Canvassing Board

8.2 Discuss Work Session Items

9. COUNCIL LIAISON UPDATES

9.1 Council Liaison Updates

10. MOTION TO ADJOURN REGULAR MEETING

11. WORK SESSION – UPPER TOWN CONFERENCE ROOM

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.

11.1 Discuss TH10 Access Options

11.2 Temporary Donation Bins

11.3 Energy City Commission

11.4 Environmental Services

12. MOTION TO ADJOURN

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, September 16, 2024**

Members Present: Councilmember Mike Beyer, Councilmember Jennifer Wagner, Mayor John Dietz, Councilmember Cory Grupa

Members Absent: Councilmember Matt Westgaard

Others Present: City Attorney Jared Shepherd

Staff Present: City Administrator Cal Portner, Business Services Director/Assistant City Administrator Joe Stremcha, Development Director Zack Carlton, Senior Planner Chris Leeseberg, City Clerk Tina Allard, Finance Manager Lori Stich, Economic Development Specialist Josh Mollan, Senior Multimedia Specialist Jake Pace, Senior Communications Coordinator Starr Sorheim, Communications Coordinator Klara Porath, Recreation Special Event Coordinator Karen Wingard, Parks and Recreation Manager Jeff Shelby, FT Center Assistant Manager Jen Katke, FT Center Administrative Assistant Laura Estby, FT Center Maintenance Supervisor Tony Seibert and Deputy Clerk Jolene Richter

1. CALL MEETING TO ORDER

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

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. CONSIDER AGENDA

Councilmember Wagner added Item 8.3 Downtown Business Retailer Award.

Moved by Councilmember Wagner and seconded by Councilmember Beyer to approve the agenda as amended. Motion Carried 4-0.

4. CONSENT AGENDA

Councilmember Wagner suggested an edit to Item 4.1 September 3, 2024, Meeting Minutes. She suggested to amend the motion on Item 4.12 within the minutes to read "to continue Item 4.12 Contract Award: Plants and Things Welcome Complex to the September 16, 2024, Council meeting."

Moved by Councilmember Grupa and seconded by Councilmember Beyer to approve the following amended consent items as outlined in their respective staff reports. Motion Carried 4-0.

4.1 September 3, 2024, Meeting Minutes

4.2 Check Register

4.3 Employee Termination

5. OPEN FORUM

Nate Ovall, 11025 192nd Ct., stated there is something significantly wrong with the railroad lights. He explained he spent 22 minutes waiting on Jackson Avenue trying to get to the North side of Elk River. The railroad arms have been down with no trains coming through. He further explained that this has happened multiple times and traffic backs up on Main Street and other surrounding streets and is a safety issue. He would like staff to get the data from the railroad, fire, and police departments to review and figure out if there is something that could be done.

6. PRESENTATIONS, AWARDS, AND RECOGNITION

6.1 City of Elk River Volunteer of the Month

Mayor Dietz recognized the September Volunteer of the Month, Paul Bell. Mr. Bell was not able to attend the Council meeting and was presented the awarded at the last Utilities Commission meeting. Mayor Dietz highlighted the following:

- Elk River Municipal Utilities commissioner
- Head trustee at Emmanuel Lutheran Church
- Executive Director of North Star Boys Choir
- Completed volunteer mission trip to Costa Rica
- Former Scoutmaster and youth soccer, and basketball coach
- Past Elk River Planning Commission member
- Former president of Minnesota Restaurant Association
- Served on MN Wellhead Protection and Safe Water Drinking boards

6.2 Award Recognition: Communications Team

The staff report was presented.

Senior Communications Coordinator Starr Sorheim presented the website redesign project and Senior Multimedia Specialist Jake Pace shared an Officer Spotlight video.

6.3 Proclamation: Constitution Week

Mayor Dietz recognized and presented the Constitution Week Proclamation to the Daughters of the American Revolution member, Marilyn Schroeder.

6.4 Elk RiverFest and Sips on Main 2024 Recap

The staff report was presented.

7. PUBLIC HEARINGS

7.1 Simple Plat: Resolution 24-52 - Pullman Place Second Addition, PID 75-00729-0010 - DigniSuites ER

The staff report was presented.

Mayor Dietz opened the public hearing.

Lawrence Cook, 17155 Quincy St NW, read his letter that was addressed to Councilmember Matt Westgaard. He stated Pullman Place residents are concerned regarding the traffic on their private road and are concerned that traffic would increase due to the development of the Pullman Place Second Addition.

Mayor Dietz closed the public hearing.

Moved by Councilmember Wagner and seconded by Councilmember Beyer to adopt Resolution 24-52 approving the final plat of Pullman Place Second Addition with the condition that Park Dedication shall be paid at the commercial rate applicable when the subdivision is released for recording. Motion Carried 4-0.

7.2 Conditional Use Permit: Senior Housing/Memory Care Facility, PID 75-00729-0010 - DigniSuites

The staff report was presented.

Mayor Dietz opened the public hearing.

Mayor Dietz asked if they could require the developer to upgrade the street. City Attorney Shepherd answered that considering it is a private drive that would not be an option.

Scott Clemens, 4901 West 93rd Street, Bloomington, MN with DigniSuites stated the existing road will not be the same alignment as it is now, but the access points will still be the same.

Brian Wings 3900 Van Dyke Street, White Bear Lake, MN - Owner and operator of DigniSuites was available for questions. Mr. Wings stated they will put speed bumps in their parking lot to make sure traffic does not go speeding through.

Mayor Dietz asked Lawrence Cook to return to the podium and asked if it would be acceptable to put speed bumps on their road. Mr. Cook stated that due to speed bumps making it difficult for snow plows, they probably would not add speed bumps.

Judy King, 17155 Quincy St NW, explained how they enter and exit the underground parking area and noted they have discussed putting a barrier up to deter traffic.

Mayor Dietz closed the public hearing.

Councilmember Beyer clarified that on 172nd and Twin Lake Road there was a study done in which the outcome did not support a left turn onto Twin Lakes Road. Councilmember Beyer wanted to clarify when the traffic study was done and if it was done before or after the development. Mr. Leeseberg stated it was done when the development was initiated. Councilmember Beyer also asked if there is a way to put in signs that say private road. The residents stated that there were already signs in place.

Mayor Dietz asked if people could be ticketed when someone on a private road. City Attorney Shepherd stated that yes, however, the likelihood would be slim.

It was discussed and decided that the city cannot deny the CUP due to the possible increased traffic on the Pullman Place private drive.

Councilmember Wagner stated there is a need for this type of facility and thinks it will benefit the community.

The Council directed staff to work with the Pullman Place Board and the Fire Department to come up with some solutions for the Pullman Place private drive.

Moved by Councilmember Wagner and seconded by Councilmember Grupa to approve the Conditional Use Permit with the following conditions to satisfy the standards set forth in Section 30-654:

1. The property shall be platted prior to the issuance of any building permit.
2. Staff approval of all site, civil, and development plans.
3. All comments on the Comment Letter dated August 21, 2024, shall be addressed.

Motion Carried 4-0.

7.3 Conditional Use Permit: Religious Institution, 21695 Elk Lake Rd NW - River of Life Church

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.

Moved by Councilmember Grupa and seconded by Councilmember Beyer to approve the Conditional Use Permit with the following conditions to satisfy the standards set forth in Section 30-654:

1. Any addition, of any size, after Phase 2 will require the property to provide access to 217th Avenue with an upgrade of the gravel street to city standards from Elk Lake Road to the second approved location of the second access.
2. A 20-foot-wide fire department access road shall be installed along the east side of the building, connecting the northern and southwestern parking areas. The location and layout shall be approved by the Fire Department.

Motion Carried 4-0.

7.4 Conditional Use Permit and Platted Exemption Resolution 24-53: Vehicle Sales and Service, 17094 Vance St NW - Cornerstone KIA

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.

Mayor Dietz asked Steve Rohlf of CornerStone Kia if they were going to plat the whole location. Mr. Rohlf stated that eventually it would be platted.

Councilmember Grupa clarified that there will not be a through road. Mr. Carlton clarified that there would not.

Moved by Councilmember Wagner and seconded by Councilmember Beyer to adopt Resolution 24-53 approving the plat of Jabez Fourth Addition, subject to the condition that the boundary line adjustment (P 24-08) is recorded prior to the plat. Motion Carried 4-0.

Moved by Councilmember Beyer and seconded by Councilmember Grupa to approve the Conditional Use Permit authorizing the expansion of an existing vehicle sale and service operation (Cornerstone Kia), with the following conditions:

- 1. The platted exemption (Case No. P 24-09) must be approved by the Elk River City Council and recorded with Sherburne County.**
- 2. Staff approval of all construction plans.**
- 3. Approval of an encroachment agreement, authorizing the proposed parking lot expansion to cross existing drainage and utility easements.**
- 4. Address any comments provided by MnDOT.**

Motion Carried 4-0.

7.5 Resolution 24-54 for Land Use Amendment, Ordinance 24-20 for Zone Change, and Preliminary Plat: Meadowsweet Bend Residential Subdivision - Twin Cities Land Development

The staff report was presented.

Mayor Dietz opened the public hearing.

Mary Gillette stated she is representing her parents who live to the north and east at 22017 Elk Lake Rd NW. Ms. Gillette has been in touch with the Minnesota Geological Survey and the Trust for Minnesota Public Lands. They are surveying the impact of the tamarack swamp to the north. She is concerned about the traffic impacting County Road 1 and County Road 33. She would like to know if there are plans for the deer population that will be impacted and how hunting will be impacted in that area. Ms. Gillette is interested in the wetland signs and how property owners will know when their property ends versus wetland. She is concerned about the future of the trail location. She suggested that the developer make it clear to buyers that there is agriculture in that area. She stated there will be a lot

of trees that will need to be removed, and she would like to know how oak wilt and emerald ash borer will be minimized. She explained that there is a concern about jumping worms spreading from site to site as well.

Mayor Dietz closed the public hearing.

Mayor Dietz suggested that the trail be removed and instead be replaced with a sidewalk and that they should not receive park dedication credit for the change.

Mr. Carlton addressed some of Ms. Gillette's questions. He stated the county had not requested a traffic study due to the development. Regarding the fencing concern for the agricultural property, they would be allowed to put up a barbed wire fence for livestock, and hunting limits are based on the nearest platted property. Therefore, moving the platted property lines closer to their property, they would need to seek permission from the police department to hunt. Mr. Carlton stated the city can provide wetland signs. He explained the trail that extends to the east would dead end to the limits of the property. He also noted oak pruning is in the development agreement, and he is unsure about the jumping worms concern.

Benjamin Schmidt, Twin Cities Land Development, discussed the proposed trail. He explained that it was originally understood the city wanted the trail, but they would be willing to move it. He also explained they would be open to switching the trail to a sidewalk and understood in that case they would not receive the park credit. Mr. Schmidt asked if any grading for stormwater would have to be 10 feet off of the right-of-way. He explained they would like to amend that a bit to be able to use some of the existing ditches for stormwater to limit the amount of grading and digging.

Mayor Dietz asked Mr. Carlton if condition Number 10 could be amended. Mr. Carlton stated that staff can work with the developer to minimize grading impacts and to place stormwater ponds in the best locations for all parties.

Councilmember Wagner asked if Dave Anderson of the Parks and Recreation Commission could further explain the trail suggestions.

Dave Anderson 14845 County Road 30 of the Parks and Recreation Commission recommended a sidewalk instead of the trail and stated if you follow the Trail Master Plan there should be a trail in this area, but they made the plan without a specific place to put the trail. He explained that the Master Plan is done without details about what developments look like and without topography. Mr. Anderson explained that he could not see a good placement for the trail and agreed with a sidewalk.

The Council agreed to change the trail language to sidewalks in Condition 8 and agreed to change Condition 10 to allow staff to work with the developer on the placement of stormwater ponds to minimize grading impacts. They also agreed to delete condition 16.

Moved by Councilmember Wagner and seconded by Councilmember Beyer to adopt Resolution 24-54 approving the Comprehensive Plan amendment to change the guidance for certain parcels from Rural Residential to Traditional Single-Family Residential. Motion Carried 4-0.

Moved by Councilmember Grupa and seconded by Councilmember Beyer to adopt Ordinance 24-20 approving a Zone Change that rezones the subject properties from R-1a

to R-1b subject to the condition that the Council approve the associated Comprehensive Plan amendment. Motion Carried 4-0.

Moved by Councilmember Beyer and seconded by Councilmember Grupa to approve the preliminary plat of Meadowsweet Bend, subject to the following conditions:

- 1. Council approval of the Land Use Amendment (LU 24-03) and Zone Change (ZC 24-02) supporting the plat.**
- 2. All cul-de-sacs and streets must comply with MN State Fire Code Chapter 5 and Appendix D.**
- 3. Staff approval of all site, utility, engineering, and landscaping plans.**
- 4. State and local approval of all wetland permits related to the proposed wetland fill.**
- 5. The developer shall pay a per lot trunk utility fee, determined by the Public Works Director, at the time of platting.**
- 6. A Sewer Access Fee shall be paid for each lot at the time of building permit.**
- 7. All buildable lots shall include a drainage and utility easement for areas within the 45-foot wetland setback or within 45 feet of the OHW for wet stormwater ponds.**
- 8. A sidewalk shall be constructed on one side of each residential street.**
- 9. Landscape plans shall be submitted for review and approval by city staff.**
- 10. Developer to work with city staff regarding all stormwater ponds within the drainage and utility easements.**
- 11. Address all comments from Sherburne County.**
- 12. A sign noting “future through street” shall be posted on all temporary dead-end streets.**
- 13. Accept the 1.52-acre parcel along the northwest corner of Burr Oak Park, less the area within the overhead powerline easement, as land dedication.**
- 14. Accept the 1.62-acre parcel along the east side of Burr Oak Park as land dedication.**
- 15. The developer shall pay a reduced park dedication rate based on a portion of the required land dedication being satisfied. Cash dedication will be determined with the development agreement and the final plat.**

Motion Carried 4-0.

7.6 Conditional Use Permit: Government Facility (Electrical Substation), PID 75-00915-0105 - Elk River Municipal Utilities

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.

Moved by Councilmember Wagner and seconded by Councilmember Grupa to approve the proposed government facility, subject to the following conditions:

- 1. Staff approval of all site and civil plans.**
- 2. The city shall transfer ownership of the parcel to ERMU.**

Motion Carried 4-0.

8. GENERAL BUSINESS

8.1 Set Budget Meeting Date and Adopt Resolution 24-55 Preliminary 2025 Tax Levy

The staff report was presented.

Mayor Dietz stated he is disappointed the increase in the net capacity is only 1.7 % and is not happy that the levy is increasing more than it did last year. He suggested taking \$100,000 out of the liquor store fund as he calculated the levy would be 6.7% and explained that the Council wanted the General Fund to be less than 4%. Mr. Stremcha confirmed it would be 6.8% or a 0.6% reduction.

Mr. Portner stated that it is still a work in progress. There will be some staff changes, and we have not received the fuel contract rates, which may change the numbers.

Mayor Dietz asked if the reason the net capacity had such a small increase was due to so little building this year or because the property values didn't increase that much. Mr. Stremcha explained the county did have a number of changes including water valuations. He also stated it is anticipated in future years the tax capacity will increase due to more developments and stated there will be continued growth just not in this round.

The Council agreed to add \$100,000 from the Liquor Fund.

The Council agreed that it is important that we show we want it less than last year.

Moved by Councilmember Beyer and seconded by Councilmember Grupa to set the budget meeting for 6:30 p.m., December 2, 2024, when public comment will be taken. Motion Carried 4-0.

Moved by Councilmember Wagner and seconded by Councilmember Beyer to adopt Resolution 24-55 authorizing the preliminary property tax levy as amended for collection in 2025. Motion Carried 4-0.

8.2 EDA Resolution 24-56 and HRA Resolution 24-57 - 2025 Budget and Tax Levy

The staff report was presented.

Moved by Councilmember Grupa and seconded by Councilmember Wagner to adopt Resolution 24-56 establishing the EDA tax levy of \$427,000 for collection in 2025. Motion Carried 4-0.

Moved by Councilmember Wagner and seconded by Councilmember Beyer to adopt Resolution 24-57 establishing the HRA tax levy of \$439,950 for collection in 2025. Motion Carried 4-0.

8.3 Minnesota Retailers Award Ceremony

Councilmember Wagner announced that the Downtown Elk River Business Association has been named

and awarded the Minnesota Retail Community of the Year through the Minnesota Retailers Association. She invited the Council and members of the community to attend the ceremony on October 10, 2024, from 2:00 p.m. - 4:00 p.m. at Brookview in Golden Valley.

9. MOTION TO ADJOURN REGULAR MEETING

Moved by Councilmember Beyer and seconded by Councilmember Wagner to adjourn the regular meeting of the City Council. Motion Carried 4-0.

The regular meeting adjourned at 7:58 p.m. Mayor Dietz called the work session to order at 8:02 p.m.

10. WORK SESSION – UPPER TOWN CONFERENCE ROOM

10.1 Commercial Tobacco Use

Sherburne County staff along with the following representatives shared the impact of and some solutions to reducing the harm of commercial tobacco use.

Presenters who were in attendance:

- Alicia Maxwell, Community Health Coordinator, Sherburne County Public Health
- ISD 728 representative
- Sherburne County Substance Use Prevention Coalition student representatives
- Emily Anderson, Director of Policy with Association for Nonsmokers-MN

Mayor Dietz asked how the underage kids received the products. The student representatives answered saying they commonly see adults using it or older siblings using it, and they get products from them and then share with their friends or some will find retailers that will sell to them or find people that are willing to buy for them. Mayor Dietz also asked if it is more likely that kids who have parents who use tobacco use themselves. Ms. Maxwell answered yes and explained the reasons given by kids that are using it are: family and friends use it, out of curiosity, to experience the nicotine buzz, for the flavors, and for anxiety and depression. Mayor Dietz asked if the kids who are doing this are more involved in discipline problems. The group answered that there is not just one niche, it was all over the board.

Councilmember Grupa asked what the Big Lake school district was doing and what is the Elk River school district doing regarding the problem. The ISD representative answered both school districts are advocates of education for both staff and students, they have programs for those who are caught, and they partner with MN Health Fairview to have a chemical liaison onsite.

Councilmember Wagner asked if any cities within Sherburne County have implemented the suggested restrictions. Ms. Maxwell answered no, not currently, and explained they are presenting at the city level and then bringing back any interest to the county.

10.2 Elk RiverFest 2025

The staff report was presented.

There was discussion regarding moving Elk RiverFest in its entirety to Orono Park instead of downtown.

Mayor Dietz suggested shifting the band to a family band instead of an adult band. He also asked if the car show could be moved to Orono Park rather than the fairgrounds.

Councilmember Beyer asked if there was any input from the downtown group. Ms. Wingard stated that it was brought to the last DERBA meeting and there were no concerns about moving Elk RiverFest out of downtown. She also stated it would not hurt downtown to move it from that area.

The Council discussed and agreed it would be great to have it all in one place at Orono Park.

Mr. Shelby stated that one of the things they talked about was using the stage as a community stage throughout the day and the focal point throughout the day.

Ms. Wingard brought up the alcohol portion of the event and explained that they are moving away from the sample size with multiple vendors and moving towards full-size beer/seltzers served in a fenced-off area that could be then taken to the general area to enjoy the concert. The intent would be so the concert would be open to everybody and also not to put such an emphasis on the alcohol portion. Mayor Dietz asked if the FT Center could supply alcohol. Mr. Stremcha stated that is something they can look into.

The Council agreed to move Elk RiverFest to Orono Park and integrate the changes as discussed.

10.3 FT Center User Group Rentals Policy and Procedures.

The staff report was presented.

Councilmember Wagner asked if there was a response to the Council receiving an email from Ryan Eason stating no one had contacted him regarding his statements at the open forum on August 19, 2024. Mr. Stremcha replied stating as soon as he received Councilmember Wagner's phone call the day of the Council meeting, he immediately reached out to both Mr. Eason's cell phone and work phone and email, but he nor anyone else on staff heard back from Mr. Eason. Commissioner Westgaard stated that Mr. Eason has not had any contact with anybody regarding his issues. Mr. Stremcha explained he has tried on multiple occasions to contact him. Commissioner Westgaard relayed that Mr. Eason stated he had not received a response.

Councilmember Wagner recapped with Commissioner Westgaard regarding the communication that happened on the day of the August 19, 2024, Council meeting. She stated Commissioner Westgaard and she spoke that morning, then she called Mr. Stremcha and relayed the concerns and it would be good customer service for Mr. Stremcha to get into contact with Mr. Eason. Mr. Stremcha did reach out to Mr. Eason that day but did not receive a response. Then Mr. Eason showed up to the Open Forum that night at the Council meeting expressing the same concerns that were relayed to Mr. Stremcha. The same concerns that Mr. Stremcha was trying to contact Mr. Eason about to address and never heard back from Mr. Eason.

Councilmember Beyer asked if Mr. Eason was expecting a response from the Council or staff. Commissioner Westgaard stated that he was unsure if Mr. Eason knows what the proper procedure is and who is responsible for that building.

Councilmember Beyer explained we have open meeting laws that the Council and the commissions need to follow and that is why it should go to staff first instead of copying the entire council on an email.

Commissioner Westgaard said that it would have been easier back at the February or March meetings to establish who they should contact. He stated that the commission was not aware of whom the leadership was. Mr. Shelby stated that Mr. Dalton was still responsible for the facility until August 1, 2024. Also, Mr. Stremcha was also visibly available in his leadership role. He stated he is struggling with the notion of the MFAC or other users not knowing who to contact and stated that the rest of the staff was there and available, as well.

Councilmember Grupa asked if that is something that the user groups would go to the commission versus staff. Mr. Stremcha stated that it is a collaborative effort. He stated that if there was an issue then the commissioner could bring it to staff.

Mr. Portner clarified that issues brought up during an Open Forum are typically directed to staff who return to the Council at a later date. He also stated going forward, communication will improve once new staff is in place. Mr. Portner asked if all of Mr. Eason's questions were addressed. Mr. Stremcha, Commissioner Westgaard and the Council concurred that all of the questions were addressed.

Commissioner Westgaard stated that hours were offered and that they were not hours that were heavily usable by their groups and said that there were far more early hours and far more late hours.

Mr. Stremcha stated that the Sunday hours were offered and not accepted, as were many days between 4:00 p.m. - 7:00 p.m. An entire Sunday afternoon was open and not accepted.

Commissioner Westgaard stated that the simple takeaway is a simple phone call avoids all of this and to collaborate schedule times. He also stated that ERYHA did not know about the events until a month before. Mr. Stremcha explained that he was crystal clear last November because he knew it would be an issue because it is the try-out season. Mr. Stremcha empathized that he knew the try-out screening and schedule would need to be looked at and gone through in 2023 before they even booked ice in January 2024. Commissioner Westgaard asked him to refresh his memory as to who was at the meeting. Mr. Stremcha stated Commissioner Westgaard, Ryan Eason, Tim Dalton and himself were part of that meeting.

Councilmember Wagner made it clear that they knew who to contact, they knew that if they contacted a councilmember, the councilmember would get in touch with the correct staff member. She reiterated after she got off the phone with Commissioner Westgaard that she immediately contacted Mr. Stremcha and Mr. Stremcha immediately reached out to Mr. Eason. Councilmember Wagner brought up an email from July 25, 2024, from the ERYHA ice scheduler that was addressed to Ms. Estby asking when they can schedule ice time and Ms. Estby replied "how about now?" She stated this is showing by the end of July they were working on scheduling ice.

Mr. Stremcha asked Ms. Estby when she sent the schedule for October ice. Ms. Estby replied she sent the September and October ice availability in July and then by the end of August the ERYHA had the November-March parameters to Ms. Estby. Mr. Stremcha specifically asked when was Ms. Estby given an October schedule. Ms. Estby stated that she received their October 1-20, 2024 ice times on September 15, 2024. Mr. Stremcha reiterated they were originally given to ERYHA in July. Mr. Stremcha stated the

fundamental problem is that we are given their ice schedule too late in the game to be able to have the opportunity to sell the hours that they are not using to other user groups, limiting the ability to sell ice.

Commissioner Westgaard stated that they should let the ERYHA scheduler know the situation and have that communication. Mr. Stremcha stated that it is deeper than the communication between the ERYHA scheduler and Ms. Estby. It is a fundamental problem that they have tried to remedy with ERYHA to schedule within the policy and procedures of the facility, which is 45 days out, so there would still be an opportunity to sell unused ice time to other user groups.

Mr. Stremcha stated he would be willing to sit down with Mr. Eason and whomever they think is necessary to have a collaborative meeting with the team to make things right and stated they will have a fresh note, a clean slate with having new staff at the FT Center as part of the conversation. The Council and Commissioner Westgaard agreed that it would be necessary to do so.

Commissioner Westgaard stated that Mr. Eason would like more than anything to work something out and stay at the FT Center.

Mayor Dietz stated that they made it clear now who the people are that you need to talk to and explained they are more than willing to sit down and figure things out and if that becomes a problem then they should come back to the Council to talk to us again.

It was discussed and agreed that there has to be better communication by all parties.

10.4 FT Center Leased Space Rental Rate

The staff report was presented.

Mr. Portner explained they were approached by Thumbs-Up, a local non-profit, asking about using the facility for programming for middle school and high school groups. They are asking for a non-profit rate or discounted rate, which has not been established yet at the FT Center.

Ms. Estby stated that this has been a common request.

Mr. Portner suggested waiting until the new Facility Manager starts to discuss non-profit rates. The Council agreed and directed staff to do some research on rates and what others are doing. Mayor Dietz stated that we have to clearly define what is non-profit or charitable giving and explained that it could potentially be a lot of groups.

Mr. Portner asked the Council about scheduling the Police Chief Interviews for Monday, September 30, 2024. It was agreed to move forward with scheduling the interviews for September 30, 2024.

II. MOTION TO ADJOURN

Moved by Councilmember Beyer and seconded by Councilmember Wagner to adjourn the meeting of City Council. Motion Carried 4-0.

The meeting adjourned at 10:04 PM

Minutes prepared by Jolene Richter.

12. INFORMATION

12.1 August Financial Reports



John J. Dietz, Mayor



Tina Allard, City Clerk

DRAFT



**Meeting of the City Council
Held at the Elk River City Hall
Monday, September 30, 2024**

Members Present: Mayor John Dietz, Councilmember Jennifer Wagner, Councilmember Mike Beyer, Councilmember Matt Westgaard, Councilmember Cory Grupa

Members Absent: None

Staff Present: City Administrator Cal Portner, Human Resources Manager Lauren Wipper, City Clerk Tina Allard

1. CALL MEETING TO ORDER

The meeting was called to order at 5:00 p.m.

2. POLICE CHIEF CANDIDATE INTERVIEW

2.1 Police Chief Candidate Interview

Senior Consultant Mike Brethorst, with MGT Consulting, provided the Council with details about his work and consulting experience and his role in recruitment. He provided an overview of the onboarding process and how his team vetted the candidates for police chief. He and Mr. Portner further discussed the interview panel process.

The Council met and interviewed David Kuhnly. The Council discussed the process and the candidate.

The Council consensus was to direct staff to draft an offer to Mr. Kuhnly. The Council asked staff to meet with the police department to discuss the process and decisions made and further asked staff to keep the City Council informed about the police department.

3. MOTION TO ADJOURN

Moved by Councilmember Beyer and seconded by Councilmember Grupa to adjourn the meeting of City Council. Motion Carried 5-0.

The meeting adjourned at 6:59 PM

Minutes prepared by Tina Allard.

John J. Dietz, Mayor

Tina Allard, City Clerk



Request for Action

To
City Council

Item Number
4.3

Meeting Date
October 7, 2024

Prepared By
Amy Stangler, Accounting Clerk

Item Description
Check Register

Reviewed by
Lori Stich
Joe Stremcha
Cal Portner
Tina Allard

Action Requested

Approve, by motion, the check register for the period ending October 7, 2024.

Background/Discussion

The details for the period ending October 7, 2024, are attached to this request for action.

Total for All Funds	\$ 1,536,379.19
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Financial Impact
N/A

Mission/Policy/Goal
N/A

Attachments

1. 4.3 at1 Check Register - Incode
2. 4.3 at2 Check Register - Civicsystems
3. 4.3 at3 Check Register - City Cr Card

The Elk River Vision

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



VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
AMAZON CAPITAL SERVICES	SUPPLIES	GENERAL FUND	Human Resources	45.95
	SUPPLIES	GENERAL FUND	Information Technology	47.99
	SUPPLIES	GENERAL FUND	Police Administration	18.56
	SUPPLIES	GENERAL FUND	Fire Operations	148.30
	SUPPLIES	MULTIPURPOSE FACIL	Multipurpose Facility	504.70
	SUPPLIES	MULTIPURPOSE FACIL	Multipurpose Facility	95.70
	SUPPLIES	MULTIPURPOSE FACIL	Multipurpose Facility	74.97
	SUPPLIES	TECHNOLOGY REPLACE	Information Technology	189.99
	SUPPLIES	TECHNOLOGY REPLACE	Information Technology	<u>94.16</u>
		TOTAL:		1,220.32
THE AMERICAN BOTTLING CO	POP/MISC	LIQUOR	Northbound-Cost of Sal	<u>285.86</u>
			TOTAL:	285.86
APPLIED CONCEPTS, INC	PARTS	GENERAL FUND	Patrol	<u>65.00</u>
			TOTAL:	65.00
ARTIC	WATER FILTERS	GENERAL FUND	Public safety building	381.00
	WATER FILTERS	GENERAL FUND	Fire Administration	1,143.00
	WATER FILTERS	GENERAL FUND	Street Maintenance	<u>653.00</u>
			TOTAL:	2,177.00
ARTISAN BEER COMPANY	BEER	LIQUOR	Northbound-Cost of Sal	89.25
	BEER	LIQUOR	Westbound-Cost of Sale	<u>324.60</u>
			TOTAL:	413.85
BERNICK'S	POP/MISC	LIQUOR	Northbound-Cost of Sal	30.00
	BEER	LIQUOR	Northbound-Cost of Sal	3,186.55
	BEER CREDIT	LIQUOR	Northbound-Cost of Sal	62.40-
	THC PRODUCTS	LIQUOR	Westbound-Cost of Sale	51.00
	BEER	LIQUOR	Westbound-Cost of Sale	1,059.80
	BEER CREDIT	LIQUOR	Westbound-Cost of Sale	<u>277.30-</u>
			TOTAL:	3,987.65
BREMMICK LLC	BEER	LIQUOR	Northbound-Cost of Sal	<u>175.00</u>
			TOTAL:	175.00
BREKTHRU BEVERAGE MINNESOTA	WINE	LIQUOR	Northbound-Cost of Sal	472.00
	LIQUOR	LIQUOR	Northbound-Cost of Sal	2,163.52
	LIQUOR	LIQUOR	Westbound-Cost of Sale	3,185.58
	POP/MISC	LIQUOR	Westbound-Cost of Sale	67.92
	BEER	LIQUOR	Westbound-Cost of Sale	<u>142.50</u>
			TOTAL:	6,031.52
C & L DISTRIBUTING CO	BEER CREDIT	LIQUOR	Northbound-Cost of Sal	20.80-
	WINE	LIQUOR	Northbound-Cost of Sal	183.00
	THC PRODUCTS	LIQUOR	Northbound-Cost of Sal	480.00
	BEER CREDIT	LIQUOR	Northbound-Cost of Sal	12.53-
	BEER	LIQUOR	Northbound-Cost of Sal	4,440.75
	BEER	LIQUOR	Northbound-Cost of Sal	<u>1,310.40</u>
			TOTAL:	6,380.82
C & L DISTRIBUTING CO	LIQUOR CREDIT	LIQUOR	Westbound-Cost of Sale	558.00-
	BEER	LIQUOR	Westbound-Cost of Sale	<u>8,192.40</u>
			TOTAL:	7,634.40

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
BRADLEY CATTADORIS	FARMERS MKT ENT 10/3/24	GENERAL FUND	Farmers Market	<u>175.00</u>
			TOTAL:	175.00
CENTERPOINT ENERGY	NATURAL GAS	LIBRARY	Library	49.24
	NATURAL GAS	WASTEWATER TREATME	Lift Stations	<u>36.96</u>
			TOTAL:	86.20
CHARTER COMMUNICATIONS	PHONE LINES, FIRE ALM, TV	GENERAL FUND	Information Technology	189.99
	PHONE LINES, FIRE ALM, TV	GENERAL FUND	Building Maintenance	29.99
	PHONE LINES, FIRE ALM, TV	GENERAL FUND	Building Maintenance	44.23
	PHONE LINES, FIRE ALM, TV	GENERAL FUND	Building Maintenance	39.99
	PHONE LINES, FIRE ALM, TV	GENERAL FUND	Police Administration	58.86
	PHONE LINES, FIRE ALM, TV	GENERAL FUND	Police Administration	39.99
	PHONE LINES, FIRE ALM, TV	GENERAL FUND	Public safety building	59.98
	PHONE LINES, FIRE ALM, TV	GENERAL FUND	Public safety building	39.99
	PHONE LINES, FIRE ALM, TV	GENERAL FUND	Fire Administration	36.18
	PHONE LINES, FIRE ALM, TV	GENERAL FUND	Fire Administration	338.52
	PHONE LINES, FIRE ALM, TV	GENERAL FUND	Emergency Management	42.07
	PHONE LINES, FIRE ALM, TV	GENERAL FUND	Street Maintenance	79.98
	PHONE LINES, FIRE ALM, TV	GENERAL FUND	Street Maintenance	15.80
	PHONE LINES, FIRE ALM, TV	GENERAL FUND	Parks Dept	29.99
	PHONE LINES, FIRE ALM, TV	GENERAL FUND	Parks Dept	29.99
	PHONE LINES, FIRE ALM, TV	MULTIPURPOSE FACIL	Multipurpose Facility	326.64
	PHONE LINES, FIRE ALM, TV	LIQUOR	Northbound-Operations	<u>29.99</u>
			TOTAL:	1,432.18
COMPLETE COOLING SERVICES	PARTS	GENERAL FUND	Equipment Services	<u>640.00</u>
			TOTAL:	640.00
CONNECTWISE LLC	SIEM SUBSCRIPTION-SEP	GENERAL FUND	Information Technology	3,897.56
	SIEM APPLIANCE MAINT-SEP	GENERAL FUND	Information Technology	<u>59.18</u>
			TOTAL:	3,956.74
DACOTAH PAPER CO	SUPPLIES	GENERAL FUND	Public safety building	474.59
	SUPPLIES CREDIT	GENERAL FUND	Public safety building	76.86-
	SUPPLIES	GENERAL FUND	Street Maintenance	50.88
	SUPPLIES	LIBRARY	Library	587.54
	SUPPLIES	MULTIPURPOSE FACIL	Multipurpose Facility	386.97
	SUPPLIES	WASTEWATER TREATME	WWTS Plant	<u>1,267.10</u>
			TOTAL:	2,690.22
DAHLHEIMER BEVERAGE, LLC	BEER CREDIT	LIQUOR	Northbound-Cost of Sal	60.38-
	BEER	LIQUOR	Northbound-Cost of Sal	60.38
	THC PRODUCTS	LIQUOR	Northbound-Cost of Sal	240.00
	BEER	LIQUOR	Northbound-Cost of Sal	<u>5,084.37</u>
			TOTAL:	5,324.37
DAHLHEIMER BEVERAGE, LLC	LIQUOR	LIQUOR	Westbound-Cost of Sale	263.00
	BEER	LIQUOR	Westbound-Cost of Sale	78.40
	THC PRODUCTS	LIQUOR	Westbound-Cost of Sale	170.00
	BEER	LIQUOR	Westbound-Cost of Sale	<u>2,524.10</u>
			TOTAL:	3,035.50
DAKOTA SUPPLY GROUP	SUPPLIES	GENERAL FUND	Parks Dept	<u>255.84</u>
			TOTAL:	255.84

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
DOLPHIN CAR WASH INC	SUPPLIES	GENERAL FUND	Fire Operations	150.00
	SUPPLIES	GENERAL FUND	Fire Operations	<u>150.00</u>
			TOTAL:	300.00
ECOWATER SYSTEMS	PERMIT REFUND	GENERAL FUND	General Fund	<u>50.00</u>
			TOTAL:	50.00
ELK RIVER MUNICIPAL UTILITIES	WATER/ELECTRIC/SWR/STMWTR	GENERAL FUND	Building Maintenance	6,532.76
	WATER/ELECTRIC/SWR/STMWTR	GENERAL FUND	Public safety building	7,883.30
	WATER/ELECTRIC/SWR/STMWTR	GENERAL FUND	Public safety building	64.62
	WATER/ELECTRIC/SWR/STMWTR	GENERAL FUND	Public safety building	64.46
	WATER/ELECTRIC/SWR/STMWTR	GENERAL FUND	Fire Administration	1,265.87
	WATER/ELECTRIC/SWR/STMWTR	GENERAL FUND	Emergency Management	78.27
	WATER/ELECTRIC/SWR/STMWTR	GENERAL FUND	Emergency Management	349.24
	WATER/ELECTRIC/SWR/STMWTR	GENERAL FUND	Street Maintenance	57.00
	WATER/ELECTRIC/SWR/STMWTR	GENERAL FUND	Street Maintenance	32.61
	WATER/ELECTRIC/SWR/STMWTR	GENERAL FUND	Street Maintenance	4,637.93
	WATER/ELECTRIC/SWR/STMWTR	GENERAL FUND	Parks Dept	95.45
	WATER/ELECTRIC/SWR/STMWTR	GENERAL FUND	Parks Dept	5,676.63
	WATER/ELECTRIC/SWR/STMWTR	GENERAL FUND	Parks Dept	384.87
	WATER/ELECTRIC/SWR/STMWTR	GENERAL FUND	Parks Dept	6,015.57
	WATER/ELECTRIC/SWR/STMWTR	GENERAL FUND	Parks Dept	42.86
	WATER/ELECTRIC/SWR/STMWTR	LIBRARY	Library	2,149.18
	WATER/ELECTRIC/SWR/STMWTR	MULTIPURPOSE FACIL	Multipurpose Facility	32,821.76
	BILLING SVCS - AUG	WASTEWATER TREATME	WWTS Administration	587.10
	WATER/ELECTRIC/SWR/STMWTR	WASTEWATER TREATME	WWTS Plant	25,076.41
	WATER/ELECTRIC/SWR/STMWTR	WASTEWATER TREATME	Lift Stations	3,391.01
	WATER/ELECTRIC/SWR/STMWTR	WASTEWATER TREATME	Lift Stations	1,074.58
	WATER/ELECTRIC/SWR/STMWTR	LIQUOR	Westbound-Operations	3,139.12
	BILLING SVCS - AUG	GARBAGE	Garbage	1,693.51
	BILLING SVCS - AUG	STORM WATER	Storm Water	<u>861.42</u>
			TOTAL:	103,975.53
ELK RIVER PRINTING & VENTURE	DOOR HANGERS-EMERALD ASH	GENERAL FUND	Street Maintenance	<u>397.50</u>
			TOTAL:	397.50
THE ENGRAVING SHOPPE, INC	TREE MEDALLION	PARK IMPROVEMENT F	Parks	<u>29.91</u>
			TOTAL:	29.91
GARY REX ERICKSON	ENTERTAINMENT 10/9/24	GENERAL FUND	Sr Citizen Programs	<u>200.00</u>
			TOTAL:	200.00
FLEETPRIDE	PARTS	GENERAL FUND	Street Maintenance	<u>370.50</u>
			TOTAL:	370.50
FORESTRY SUPPLIERS INC	SUPPLIES	GENERAL FUND	Parks Dept	<u>178.05</u>
			TOTAL:	178.05
ATT LLC	UNIFORMS-LIQUOR	LIQUOR	Northbound-Operations	84.90
	UNIFORMS-LIQUOR	LIQUOR	Northbound-Operations	22.40
	UNIFORMS-LIQUOR	LIQUOR	Northbound-Operations	<u>32.80</u>
			TOTAL:	140.10
GLOBAL RESERVE LLC	THC PRODUCTS	LIQUOR	Northbound-Cost of Sal	<u>130.00</u>
			TOTAL:	130.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
GRANITE CITY JOBBING CO	POP/MISC/SUPPLIES/FREIGHT	LIQUOR	Northbound-Cost of Sal	1,312.93
	POP/MISC/SUPPLIES/FREIGHT	LIQUOR	Northbound-Cost of Sal	5.00
	POP/MISC/SUPPLIES/FREIGHT	LIQUOR	Northbound-Cost of Sal	720.70
	POP/MISC/SUPPLIES/FREIGHT	LIQUOR	Northbound-Cost of Sal	5.00
	POP/MISC/SUPPLIES/FREIGHT	LIQUOR	Northbound-Operations	52.41
	POP/MISC/SUPPLIES/FREIGHT	LIQUOR	Northbound-Operations	109.98
	POP/MISC/THC/SUPPLIES/FREI	LIQUOR	Westbound-Cost of Sale	920.51
	POP/MISC/THC/SUPPLIES/FREI	LIQUOR	Westbound-Cost of Sale	180.00
	POP/MISC/THC/SUPPLIES/FREI	LIQUOR	Westbound-Cost of Sale	5.00
	POP/MISC/THC/SUPPLIES/FREI	LIQUOR	Westbound-Operations	<u>74.82</u>
	TOTAL:			3,386.35
SUPERIOR CAPITAL HOLDINGS - DSC COMM	SUPPLIES	GENERAL FUND	Patrol	<u>50.00</u>
	TOTAL:			50.00
INDIAN ISLAND WINERY LLC	WINE	LIQUOR	Westbound-Cost of Sale	<u>155.04</u>
	TOTAL:			155.04
JOHNSON BROS LIQUOR	LIQUOR/FREIGHT	LIQUOR	Northbound-Cost of Sal	5,007.22
	LIQUOR/FREIGHT	LIQUOR	Northbound-Cost of Sal	56.76
	WINE/FREIGHT	LIQUOR	Northbound-Cost of Sal	3,690.68
	WINE/FREIGHT	LIQUOR	Northbound-Cost of Sal	87.43
	POP/MISC/FREIGHT	LIQUOR	Northbound-Cost of Sal	56.95
	POP/MISC/FREIGHT	LIQUOR	Northbound-Cost of Sal	1.72
	LIQUOR/FREIGHT	LIQUOR	Northbound-Cost of Sal	3,619.20
	LIQUOR/FREIGHT	LIQUOR	Northbound-Cost of Sal	27.52
	WINE/FREIGHT	LIQUOR	Northbound-Cost of Sal	360.00
	WINE/FREIGHT	LIQUOR	Northbound-Cost of Sal	1.72
	LIQUOR CREDIT	LIQUOR	Westbound-Cost of Sale	184.00-
	WINE/LIQUOR CREDIT	LIQUOR	Westbound-Cost of Sale	3.34-
	WINE/LIQUOR CREDIT	LIQUOR	Westbound-Cost of Sale	12.69-
	LIQUOR CREDIT	LIQUOR	Westbound-Cost of Sale	20.70-
	WINE CREDIT	LIQUOR	Westbound-Cost of Sale	7.33-
	LIQUOR CREDIT	LIQUOR	Westbound-Cost of Sale	28.72-
	LIQUOR CREDIT	LIQUOR	Westbound-Cost of Sale	7.95-
	LIQUOR CREDIT	LIQUOR	Westbound-Cost of Sale	16.91-
	WINE CREDIT	LIQUOR	Westbound-Cost of Sale	13.79-
	LIQUOR/FREIGHT	LIQUOR	Westbound-Cost of Sale	198.00
	LIQUOR/FREIGHT	LIQUOR	Westbound-Cost of Sale	1.72
	WINE/FREIGHT	LIQUOR	Westbound-Cost of Sale	296.00
	WINE/FREIGHT	LIQUOR	Westbound-Cost of Sale	8.60
	WINE/FREIGHT	LIQUOR	Westbound-Cost of Sale	1,080.00
	WINE/FREIGHT	LIQUOR	Westbound-Cost of Sale	6.88
	LIQUOR/FREIGHT	LIQUOR	Westbound-Cost of Sale	2,450.40
	LIQUOR/FREIGHT	LIQUOR	Westbound-Cost of Sale	32.97
	WINE/FREIGHT	LIQUOR	Westbound-Cost of Sale	1,028.65
	WINE/FREIGHT	LIQUOR	Westbound-Cost of Sale	32.68
	LIQUOR/FREIGHT	LIQUOR	Westbound-Cost of Sale	6,202.30
	LIQUOR/FREIGHT	LIQUOR	Westbound-Cost of Sale	<u>56.76</u>
	TOTAL:			24,008.73
DAVID RONALD JOHNSTON	PRESENTATION 10/2/24	GENERAL FUND	Sr Citizen Programs	<u>200.00</u>
	TOTAL:			200.00
KRIS ENGINEERING INC	SUPPLIES	GENERAL FUND	Snow Removal	<u>6,834.52</u>
	TOTAL:			6,834.52

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
LANGUAGE LINE SERVICES	INTERPRETATION SVCS	GENERAL FUND	Police Administration	<u>108.20</u>
			TOTAL:	108.20
LEAGUE OF MN CITIES	4 MO MEMBERSHIP DUES	GENERAL FUND	City Council	<u>8,055.00</u>
			TOTAL:	8,055.00
M R P A	MRPA CONF - D LARSON	GENERAL FUND	Parks & Rec Admin	<u>470.00</u>
			TOTAL:	470.00
MARTIN MARIETTA MATERIALS	SUPPLIES	GENERAL FUND	Street Maintenance	400.00
	SUPPLIES	GENERAL FUND	Street Maintenance	<u>400.00</u>
			TOTAL:	800.00
JUSTIN STRAYER	THC PRODUCTS	LIQUOR	Westbound-Cost of Sale	<u>818.10</u>
			TOTAL:	818.10
MENARDS - ELK RIVER	PARTS/SUPPLIES	GENERAL FUND	Building Maintenance	281.91
	PARTS/SUPPLIES	GENERAL FUND	Patrol	20.88
	PARTS/SUPPLIES	GENERAL FUND	Public safety building	4.28
	PARTS/SUPPLIES	GENERAL FUND	Fire Operations	97.93
	PARTS/SUPPLIES	GENERAL FUND	Street Maintenance	135.95
	PARTS/SUPPLIES	GENERAL FUND	Equipment Services	20.95
	PARTS/SUPPLIES	GENERAL FUND	Parks Dept	19.45
	PARTS/SUPPLIES	GENERAL FUND	Parks Dept	455.87
	PARTS/SUPPLIES	GENERAL FUND	Recreation Programs	122.76
	PARTS/SUPPLIES	LIBRARY	Library	84.47
	PARTS/SUPPLIES	MULTIPURPOSE FACIL	Multipurpose Facility	538.61
	PARTS/SUPPLIES	WASTEWATER TREATME	WWTS Plant	123.98
	PARTS/SUPPLIES	LIQUOR	Northbound-Operations	8.97
	PARTS/SUPPLIES	LIQUOR	Westbound-Operations	<u>4.96</u>
			TOTAL:	1,920.97
MN DEPT OF LABOR & INDUSTRY	BOILER 117171	MULTIPURPOSE FACIL	Multipurpose Facility	<u>10.00</u>
			TOTAL:	10.00
MN DEPT OF MOTOR VEHICLES	TITLE/REGISTRATIONS-POL VE	GENERAL FUND	Police Administration	27.00
	TITLE/REGISTRATIONS-POL VE	GENERAL FUND	Police Administration	27.00
	TITLE/REGISTRATIONS-POL VE	GENERAL FUND	Police Administration	27.00
	TITLE/REGISTRATIONS-POL VE	GENERAL FUND	Police Administration	27.00
	TITLE/REGISTRATIONS-POL VE	GENERAL FUND	Police Administration	27.00
	TITLE/REGISTRATIONS-POL VE	GENERAL FUND	Police Administration	27.00
	TITLE/REGISTRATIONS-POL VE	GENERAL FUND	Police Administration	27.00
	TITLE TRANSFERS - POLICE	DRUG FORFEITURE RE DWI		<u>189.00</u>
			TOTAL:	378.00
MN DEPT OF REVENUE	AUG PETROLEUM TAX	GENERAL FUND	Street Maintenance	177.20
	AUG PETROLEUM TAX	WASTEWATER TREATME	Lift Stations	<u>67.05</u>
			TOTAL:	244.25
MN DEPT. OF REVENUE	AUG SALES & USE TAX	GENERAL FUND	NON-DEPARTMENTAL	979.02
	AUG SALES & USE TAX	GENERAL FUND	General Fund	18.14
	AUG SALES & USE TAX	MULTIPURPOSE FACIL	NON-DEPARTMENTAL	1,961.89
	AUG SALES & USE TAX	LIQUOR	NON-DEPARTMENTAL	50,536.69
	AUG SALES & USE TAX	LIQUOR	NON-DEPARTMENTAL	30,972.58
	AUG SALES & USE TAX	LIQUOR	Northbound-Operations	49.46
	AUG SALES & USE TAX	LIQUOR	Northbound-Operations	17.85

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	AUG SALES & USE TAX	LIQUOR	Westbound-Operations	69.62
	AUG SALES & USE TAX	LIQUOR	Westbound-Operations	<u>17.75</u>
			TOTAL:	84,623.00
N C S I	BACKGROUND CHECKS	MULTIPURPOSE FACIL	Multipurpose Facility	74.00
	BACKGROUND CHECKS	MULTIPURPOSE FACIL	Hockey	<u>351.50</u>
			TOTAL:	425.50
OFFICE OF MNIT SERVICES	INTERNET (WAN) SVCS	GENERAL FUND	Information Technology	<u>191.00</u>
			TOTAL:	191.00
OMANN BROS INC	AC FINES MIX	GENERAL FUND	Street Maintenance	901.80
	AC FINES MIX	GENERAL FUND	Street Maintenance	270.90
	AC FINES MIX	GENERAL FUND	Street Maintenance	724.50
	AC FINES MIX	GENERAL FUND	Street Maintenance	810.90
	AC FINES MIX	GENERAL FUND	Street Maintenance	<u>810.00</u>
			TOTAL:	3,518.10
PHILLIPS WINE & SPIRITS CO	WINE/FREIGHT	LIQUOR	Northbound-Cost of Sal	383.20
	WINE/FREIGHT	LIQUOR	Northbound-Cost of Sal	15.48
	LIQUOR/FREIGHT	LIQUOR	Northbound-Cost of Sal	1,711.21
	LIQUOR/FREIGHT	LIQUOR	Northbound-Cost of Sal	27.52
	WINE/FREIGHT	LIQUOR	Northbound-Cost of Sal	975.00
	WINE/FREIGHT	LIQUOR	Northbound-Cost of Sal	34.40
	WINE/FREIGHT	LIQUOR	Westbound-Cost of Sale	843.00
	WINE/FREIGHT	LIQUOR	Westbound-Cost of Sale	20.64
	WINE/FREIGHT	LIQUOR	Westbound-Cost of Sale	28.25
	WINE/FREIGHT	LIQUOR	Westbound-Cost of Sale	1.72
	LIQUOR/FREIGHT	LIQUOR	Westbound-Cost of Sale	5,621.27
	LIQUOR/FREIGHT	LIQUOR	Westbound-Cost of Sale	113.53
	WINE/FREIGHT	LIQUOR	Westbound-Cost of Sale	340.00
	WINE/FREIGHT	LIQUOR	Westbound-Cost of Sale	12.04
	POP/MISC/FREIGHT	LIQUOR	Westbound-Cost of Sale	71.80
	POP/MISC/FREIGHT	LIQUOR	Westbound-Cost of Sale	<u>3.44</u>
			TOTAL:	10,202.50
AMY PLUDE	DAMAGE DEP RFD-RIVERS EDGE	GENERAL FUND	General Fund	<u>250.00</u>
			TOTAL:	250.00
POSTMASTER	NEWSLETTER POSTAGE	GENERAL FUND	Sr Citizen Programs	<u>1,000.00</u>
			TOTAL:	1,000.00
PRECISE MRM LLC	5MB FLAT DATA PLAN	GENERAL FUND	Snow Removal	<u>456.00</u>
			TOTAL:	456.00
PRINCETON RENTAL INC	SUPPLIES	GENERAL FUND	Parks Dept	<u>264.59</u>
			TOTAL:	264.59
RES SPECIALTY PYROTECHNICS	FIREWORKS 7/27/24	GENERAL FUND	City Council	<u>22,000.00</u>
			TOTAL:	22,000.00
SAFETYFIRST SPECIALTY CONTRACTING INC	PLAYGROUND SURFACE CHIPS	PARK IMPROVEMENT F	Parks	<u>13,825.00</u>
			TOTAL:	13,825.00
SHAMROCK GROUP INC	ICE/FREIGHT-ELK RIVERFEST	GENERAL FUND	City Council	785.72
	ICE/FREIGHT	LIQUOR	Northbound-Cost of Sal	180.90

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	ICE/FREIGHT	LIQUOR	Northbound-Cost of Sal	4.00
	ICE/FREIGHT	LIQUOR	Northbound-Cost of Sal	287.42
	ICE/FREIGHT	LIQUOR	Northbound-Cost of Sal	<u>4.00</u>
			TOTAL:	1,262.04
SMALL LOT MN	WINE	LIQUOR	Westbound-Cost of Sale	<u>912.12</u>
			TOTAL:	912.12
SOUTHERN GLAZER'S WINE & SPIRITS-MN	FREIGHT	LIQUOR	Northbound-Cost of Sal	1.25
	LIQUOR/FREIGHT	LIQUOR	Northbound-Cost of Sal	11,403.21
	LIQUOR/FREIGHT	LIQUOR	Northbound-Cost of Sal	89.60
	WINE/FREIGHT	LIQUOR	Northbound-Cost of Sal	1,319.60
	WINE/FREIGHT	LIQUOR	Northbound-Cost of Sal	25.52
	LIQUOR/FREIGHT	LIQUOR	Westbound-Cost of Sale	162.00
	LIQUOR/FREIGHT	LIQUOR	Westbound-Cost of Sale	3.84
	LIQUOR/FREIGHT	LIQUOR	Westbound-Cost of Sale	8,064.20
	LIQUOR/FREIGHT	LIQUOR	Westbound-Cost of Sale	70.40
	WINE/FREIGHT	LIQUOR	Westbound-Cost of Sale	2,453.18
	WINE/FREIGHT	LIQUOR	Westbound-Cost of Sale	64.00
	FREIGHT	LIQUOR	Westbound-Cost of Sale	<u>0.64</u>
			TOTAL:	23,657.44
NEMECEK GROUP, LLC	REPLACE GLASS BRANDING	MULTIPURPOSE FACIL	Multipurpose Facility	<u>1,396.50</u>
			TOTAL:	1,396.50
STEP SAVER INC	BULK SALT	GENERAL FUND	Public safety building	120.00
	BULK SALT	GENERAL FUND	Fire Administration	<u>120.00</u>
			TOTAL:	240.00
SUSTAINABLE RESOURCES CENTER	HEALTHY HOMES-L DOMBROVSKI	GENERAL FUND	Energy City	<u>20.00</u>
			TOTAL:	20.00
SYSCO MINNESOTA INC	POP/MISC/SUPPLIES	MULTIPURPOSE FACIL	Arena concessions	1,721.00
	POP/MISC/SUPPLIES	MULTIPURPOSE FACIL	Arena concessions	158.82
	POP/MISC	MULTIPURPOSE FACIL	Arena concessions	<u>1,413.10</u>
			TOTAL:	3,292.92
T-MOBILE	WIRELESS SVCS	GENERAL FUND	City Council	67.24
	WIRELESS SVCS	GENERAL FUND	Communications	34.63
	WIRELESS SVCS	GENERAL FUND	Building Maintenance	108.94
	WIRELESS SVCS	GENERAL FUND	Police Administration	114.80
	WIRELESS SVCS	GENERAL FUND	Building Safety	57.81
	WIRELESS SVCS	GENERAL FUND	Code Enforcement	24.77
	WIRELESS SVCS	GENERAL FUND	Code Enforcement	19.27
	WIRELESS SVCS	GENERAL FUND	Street Maintenance	74.31
	WIRELESS SVCS	GENERAL FUND	Equipment Services	24.77
	WIRELESS SVCS	GENERAL FUND	Engineering	19.27
	WIRELESS SVCS	GENERAL FUND	Parks Dept	59.40
	WIRELESS SVCS	GENERAL FUND	Parks & Rec Admin	49.54
	WIRELESS SVCS	GENERAL FUND	Parks & Rec Admin	28.70
	WIRELESS SVCS	GENERAL FUND	Parks & Rec Admin	76.67
	WIRELESS SVCS	GENERAL FUND	Sr Citizen Programs	24.77
	WIRELESS SVCS	MULTIPURPOSE FACIL	Multipurpose Facility	79.24
	WIRELESS SVCS	WASTEWATER TREATME	WWTS Administration	330.31
	WIRELESS SVCS	WASTEWATER TREATME	WWTS Administration	28.70
	WIRELESS SVCS	LIQUOR	Westbound-Operations	28.70

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	<u>1,251.84</u>
TAHO SPORTSWEAR, INC.	SHIPPING & HANDLING	GENERAL FUND	Recreation Programs	<u>23.05</u>
			TOTAL:	23.05
THUMBS UP HIGH 5K	DAMAGE DEPOSIT REFUND	GENERAL FUND	General Fund	<u>250.00</u>
			TOTAL:	250.00
THYSSENKRUPP ELEVATOR CORP	ELEVATOR REPAIRS-FTCTR FIN INSURANCE RESERVE		General	<u>4,141.62</u>
			TOTAL:	4,141.62
TWENTY4SEVEN FIRE & SEC CORP	FIRE ALARM MONITORING-FS 3	GENERAL FUND	Fire Administration	570.00
	FIRE ALARM MONITORING-FS 1	GENERAL FUND	Fire Administration	<u>520.00</u>
			TOTAL:	1,090.00
WESTSIDE WHOLESALE TIRE	TIRES	GENERAL FUND	Street Maintenance	<u>378.00</u>
			TOTAL:	378.00
WINDSTREAM	PHONE LINE CHGS	GENERAL FUND	Fire Administration	130.21
	PHONE LINE CHGS	GENERAL FUND	Fire Operations	<u>51.47</u>
			TOTAL:	181.68
WINE MERCHANTS	WINE/FREIGHT	LIQUOR	Northbound-Cost of Sal	372.00
	WINE/FREIGHT	LIQUOR	Northbound-Cost of Sal	<u>4.01</u>
			TOTAL:	376.01

===== FUND TOTALS =====

101	GENERAL FUND	94,206.12
211	LIBRARY	2,870.43
221	MULTIPURPOSE FACILITY	41,915.40
291	INSURANCE RESERVE	4,141.62
294	DRUG FORFEITURE RESERVE	189.00
411	TECHNOLOGY REPLACEMENT	284.15
440	PARK IMPROVEMENT FUND	13,854.91
602	WASTEWATER TREATMENT SYS	31,983.20
603	LIQUOR	182,407.37
605	GARBAGE	1,693.51
607	STORM WATER	861.42

GRAND TOTAL:	374,407.13
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Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

Description	FUND	DEPARTMENT	Net Invoice Amount
A T & T MOBILITY			
WIRELESS SCVS-TRAIL CAMER	GEN	INVESTIGATI	45.94
WIRELESS SCVS-IPAD	GEN	CITY COUNCI	37.98
FIRSTNET WIRELESS SVCS-FIR	GEN	FIRE ADMINIS	631.75
FIRSTNET WIRELESS SVCS-AD	GEN	ADMINISTRAT	38.23
FIRSTNET WIRELESS SVCS-W	WAS	WASTEWATE	44.84
FIRSTNET WIRELESS SVCS-BL	GEN	BUILDING MAI	127.91
FIRSTNET WIRELESS SVCS-IT	GEN	INFORMATIO	409.63
FIRSTNET WIRELESS SVCS-PO	GEN	POLICE ADMI	2,890.41
Total A T & T MOBILITY:			4,226.69
ADVANCE AUTO PARTS			
PARTS	GEN	STREET MAIN	161.85
PARTS	GEN	STREET MAIN	178.96
Total ADVANCE AUTO PARTS:			340.81
AID ELECTRIC CORPORATION			
REPLACE FAN	GEN	FIRE ADMINIS	182.00
ADD OUTLETS - ORONO PARK	GEN	RECREATION	2,499.94
ADD POWER TO CUBICLES	MULT	MULTIPURPO	466.00
Total AID ELECTRIC CORPORATION:			3,147.94
AMAZON CAPITAL SERVICES			
SUPPLIES	GEN	ELECTIONS	111.99
SUPPLIES	WAS	WASTEWATE	144.85
SUPPLIES	WAS	WASTEWATE	70.19
SUPPLIES	GEN	STREET MAIN	31.09
SUPPLIES	GEN	RECREATION	39.78
SUPPLIES	WAS	WASTEWATE	53.94
SUPPLIES	GEN	PARKS & REC	12.59
SUPPLIES - CREDIT	GEN	RECREATION	11.98-
SUPPLIES	MULT	MULTIPURPO	197.67
SUPPLIES	GEN	COMMUNICAT	7.76
SUPPLIES	GEN	ADMINISTRAT	31.04
SUPPLIES	GEN	HUMAN RESO	7.76
SUPPLIES	GEN	FINANCE	7.76
SUPPLIES	GEN	COMMUNITY	13.97
SUPPLIES	GEN	PLANNING	15.52
SUPPLIES	GEN	BUILDING SA	13.97
SUPPLIES	GEN	PUBLIC SAFE	13.97
SUPPLIES	GEN	PUBLIC WOR	15.52
SUPPLIES	GEN	ECONOMIC D	9.32
SUPPLIES	GEN	PARKS & REC	18.63
SUPPLIES	WAS	WASTEWATE	12.99
SUPPLIES	GEN	RECREATION	11.98
SUPPLIES	GEN	RECREATION	5.99
SUPPLIES	GEN	FIRE OPERATI	54.99
SUPPLIES	GEN	STREET MAIN	13.48
SUPPLIES	GEN	FIRE ADMINIS	125.24

Description	FUND	DEPARTMENT	Net Invoice Amount
SUPPLIES	GEN	RECREATION	34.56
SUPPLIES	GEN	ELECTIONS	64.95
SUPPLIES	GEN	INFORMATIO	13.98
SUPPLIES	MULT	MULTIPURPO	161.86
SUPPLIES	WAS	WASTEWATE	69.33
SUPPLIES	GEN	RECREATION	69.48
SUPPLIES	GEN	BUILDING MAI	92.08
Total AMAZON CAPITAL SERVICES:			1,536.25
ARTISAN BEER COMPANY			
BEER	LIQU	NORTHBOUN	399.95
THC PRODUCTS	LIQU	NORTHBOUN	410.60
BEER	LIQU	WESTBOUND	221.50
BEER	LIQU	NORTHBOUN	304.50
THC PRODUCTS	LIQU	NORTHBOUN	142.80
BEER	LIQU	WESTBOUND	110.75
BEER CREDIT	LIQU	NORTHBOUN	43.80-
THC PRODUCTS CREDIT	LIQU	NORTHBOUN	106.92-
THC PRODUCTS CREDIT	LIQU	NORTHBOUN	9.81-
Total ARTISAN BEER COMPANY:			1,429.57
ASPEN MILLS			
UNIFORMS-MYETTE	GEN	FIRE OPERATI	8.85
UNIFORMS-JESSE SMITH	GEN	PATROL	637.25
Total ASPEN MILLS:			646.10
ATT LLC			
UNIFORMS-NB	LIQU	NORTHBOUN	90.35
Total ATT LLC:			90.35
AUTOMATIC SYSTEMS CO.			
POLYMER PUMP REPAIRS	WAS	WASTEWATE	996.25
Total AUTOMATIC SYSTEMS CO.:			996.25
BEAUDRY OIL CO			
UNLEADED FUEL CREDIT	GEN	STREET MAIN	230.53-
UNLEADED FUEL	GEN	STREET MAIN	18,739.29
Total BEAUDRY OIL CO:			18,508.76
BELLBOY CORP BAR SUPPLY			
POP/MISC	LIQU	NORTHBOUN	58.35
FREIGHT	LIQU	NORTHBOUN	2.83
Total BELLBOY CORP BAR SUPPLY:			61.18
BELLBOY CORPORATION			
LIQUOR	LIQU	NORTHBOUN	1,536.08
FREIGHT	LIQU	NORTHBOUN	24.75
Total BELLBOY CORPORATION:			1,560.83

Description	FUND	DEPARTMENT	Net Invoice Amount
BERRY COFFEE COMPANY			
SUPPLIES	GEN	FIRE ADMINIS	446.23
SUPPLIES	GEN	STREET MAIN	90.81
SUPPLIES	GEN	PUBLIC SAFE	171.75
SUPPLIES	GEN	BUILDING MAI	129.01
SUPPLIES	GEN	CULTURE & R	240.00
Total BERRY COFFEE COMPANY:			1,077.80
BLAINE LOCK & SAFE, INC			
CORES & KEYS	GEN	PARKS DEPA	1,079.50
KEYS CUT	GEN	FIRE ADMINIS	179.50
Total BLAINE LOCK & SAFE, INC:			1,259.00
BOLTON & MENK, INC			
2024 DOWNTOWN AREA PLAN	DEVE	ECONOMIC D	22,521.72
2023 STREET IMPROVEMENTS	PAVE	STREET IMPR	844.50
LINE AVE CUL-DE-SAC	STRE		772.00
MEGA LOOP TRAIL IMPROVEM	PARK		20,857.00
ROLLING HILLS SEWER EXT	TRUN	ROLLING HILL	6,858.00
YALE STREET EXTENSION	STRE		3,518.50
Total BOLTON & MENK, INC:			55,371.72
CAL PORTNER			
REIMB LODGING-ICMA CONF 9/	GEN	ADMINISTRAT	907.44
REIMB PER DIEM-ICMA CONF 9	GEN	ADMINISTRAT	240.00
Total CAL PORTNER:			1,147.44
CAMPBELL KNUTSON P.A.			
AUG LEGAL SVCS	GEN	LEGAL	7,526.22
LEGAL SVCS-IU 24-01 BYE IUP			450.00
LEGAL SVCS-P 24-10 MEADOW			288.00
LEGAL SVCS-P 24-13 PULLMAN			54.00
Total CAMPBELL KNUTSON P.A.:			8,318.22
CAPITAL ONE TRADE CREDIT			
SUPPLIES	WAS	WASTEWATE	564.18
Total CAPITAL ONE TRADE CREDIT:			564.18
CHARTER COMMUNICATIONS			
PHONE LINE CHGS - WW	WAS	WASTEWATE	135.26
Total CHARTER COMMUNICATIONS:			135.26
CHRIS TEFF			
REIMB UNIFORM ALLOW-TEFF	GEN	STREET MAIN	159.96
Total CHRIS TEFF:			159.96
CHRONICLES IN HEALTH			
CLASS-ARTHRITIS	GEN	CULTURE & R	25.00

Description	FUND	DEPARTMENT	Net Invoice Amount
Total CHRONICLES IN HEALTH:			25.00
CITY OF MONTICELLO			
ANIMAL CONTROL CHARGES J	GEN	POLICE SUPP	194.00
Total CITY OF MONTICELLO:			194.00
CLASSIC ACRYLICS, INC			
CLEAR POLYCARBONATE SHE	GEN	STREET MAIN	290.00
Total CLASSIC ACRYLICS, INC:			290.00
CONTINENTAL RESEARCH CORP			
SUPPLIES	WAS	WASTEWATE	991.00
Total CONTINENTAL RESEARCH CORP:			991.00
CUB FOODS			
SUPPLIES	GEN	CULTURE & R	18.99
SPOONS, PLATES & COFFEE-N	LIQU	NORTHBOUN	38.06
EMPLOYEE RECOGNITION - BE	GEN	CITY COUNCI	99.88
EMPLOYEE RECOGNITION - CA	GEN	CITY COUNCI	119.98
Total CUB FOODS:			276.91
DACOTAH PAPER CO			
SUPPLIES	GEN	PUBLIC SAFE	257.21
SUPPLIES	GEN	STREET MAIN	336.34
Total DACOTAH PAPER CO:			593.55
DAHLHEIMER BEVERAGE, LLC			
BEER CREDIT	LIQU	NORTHBOUN	136.80-
BEER	LIQU	NORTHBOUN	14,628.45
BEER	LIQU	NORTHBOUN	324.05
BEER CREDIT	LIQU	NORTHBOUN	180.00-
BEER	LIQU	NORTHBOUN	9,760.35
THC PRODUCTS	LIQU	NORTHBOUN	534.00
LIQUOR/BEER	LIQU	NORTHBOUN	76.50
BEER	LIQU	NORTHBOUN	4,741.15
BEER CREDIT	LIQU	NORTHBOUN	53.50-
BEER CREDIT	LIQU	NORTHBOUN	440.80-
BEER	LIQU	NORTHBOUN	13,365.45
POP/MISC	MULT	CONCESSION	224.00
BEER	LIQU	NORTHBOUN	416.00
Total DAHLHEIMER BEVERAGE, LLC:			43,258.85
DAVID WILLIAMS			
REIMB UNIFORMS - D. WILLIAM	GEN	INVESTIGATI	164.99
Total DAVID WILLIAMS:			164.99
DIAMOND VOGEL			
TRAFFIC MARKING PAINT	GEN	STREET MAIN	82.50

Description	FUND	DEPARTMENT	Net Invoice Amount
Total DIAMOND VOGEL:			82.50
DUSTY'S DRAIN CLEANING IN			
DRAIN REPAIRS - LIONS PARK	GEN	PARKS DEPA	409.00
Total DUSTY'S DRAIN CLEANING IN:			409.00
ELK RIVER WINLECTRIC			
SUPPLIES	GEN	PARKS DEPA	18.77
CORD RETRACT REEL	GEN	FIRE ADMINIS	293.77
Total ELK RIVER WINLECTRIC:			312.54
FACTORY MOTOR PARTS CO			
PARTS	GEN	EQUIPMENT S	119.45
Total FACTORY MOTOR PARTS CO:			119.45
FASTENAL COMPANY			
SUPPLIES	GEN	PARKS DEPA	20.83
SUPPLIES	GEN	STREET MAIN	150.17
Total FASTENAL COMPANY:			171.00
FLAGSHIP RECREATION LLC			
MEMORIAL BENCH	PARK	PARKS DEPA	2,402.00
TROTT BROOK PARK PLAYGRO	PARK	PARKS DEPA	28,786.90
Total FLAGSHIP RECREATION LLC:			31,188.90
GATR TRUCK CENTER			
PARTS	GEN	STREET MAIN	46.94
Total GATR TRUCK CENTER:			46.94
GILLETTE SIGNWORKS LLC			
NAME PLATES-JEFF S. & DORN	GEN	CITY COUNCI	51.00
Total GILLETTE SIGNWORKS LLC:			51.00
GRAINGER			
SUPPLIES	GEN	PUBLIC SAFE	113.30
SHOP DRILL PRESS	GEN	EQUIPMENT S	4,641.14
SUPPLIES	GEN	EQUIPMENT S	178.04
Total GRAINGER:			4,932.48
GRANITE CITY JOBBING CO			
POP/MISC	LIQU	NORTHBOUN	1,011.41
THC PRODUCTS	LIQU	NORTHBOUN	96.00
FREIGHT	LIQU	NORTHBOUN	5.00
SUPPLIES	LIQU	NORTHBOUN	88.91
POP/MISC	LIQU	WESTBOUND	769.63
FREIGHT	LIQU	WESTBOUND	5.00

Description	FUND	DEPARTMENT	Net Invoice Amount
Total GRANITE CITY JOBBING CO:			1,975.95
HAWKINS, INC.			
SUPPLIES	WAS	WASTEWATE	30.00
CHLORINE & SULFUR DIOXIDE	WAS	WASTEWATE	2,008.58
Total HAWKINS, INC.:			2,038.58
HOME DEPOT CREDIT SERVICE			
SUPPLIES	GEN	PARKS DEPA	229.00
SUPPLIES	WAS	WASTEWATE	99.97
SUPPLIES	GEN	PARKS DEPA	222.01
Total HOME DEPOT CREDIT SERVICE:			550.98
HUBBARD ELECTRIC			
ELECTRICAL SVCS-RIVERS ED	GEN	PARKS DEPA	282.90
ELECTRICAL SVC-REPAIR OUT	GEN	STREET MAIN	392.74
Total HUBBARD ELECTRIC:			675.64
IMAGETREND INC			
BASE CONTINUUM, GEOCODIN	GEN	FIRE ADMINIS	1,560.05
Total IMAGETREND INC:			1,560.05
JAYNE DIETZ			
REIMBURSE MILEAGE & PER DI	GEN	CITY COUNCI	228.80
Total JAYNE DIETZ:			228.80
JOE STREMCHA			
REIMB MILEAGE-ICMA CONF 9/	GEN	FINANCE	581.56
REIMB LODGING-CHICAGO - J	GEN	FINANCE	160.69
REIMB PER DIEM-ICMA CONF 9	GEN	FINANCE	240.00
Total JOE STREMCHA:			982.25
JOHNSON BROS LIQUOR			
LIQUOR CREDIT	LIQU	NORTHBOUN	14.12-
LIQUOR CREDIT	LIQU	NORTHBOUN	10.52-
POP/MISC CREDIT	LIQU	NORTHBOUN	4.50-
LIQUOR CREDIT	LIQU	NORTHBOUN	8.84-
LIQUOR CREDIT	LIQU	NORTHBOUN	24.84-
WINE CREDIT	LIQU	NORTHBOUN	3.33-
WINE	LIQU	NORTHBOUN	1,006.80
FREIGHT	LIQU	NORTHBOUN	17.20
LIQUOR	LIQU	NORTHBOUN	3,773.96
FREIGHT	LIQU	NORTHBOUN	50.17
WINE	LIQU	NORTHBOUN	1,398.45
FREIGHT	LIQU	NORTHBOUN	35.26
THC PRODUCTS	LIQU	NORTHBOUN	83.05
LIQUOR	LIQU	NORTHBOUN	3,561.15
FREIGHT	LIQU	NORTHBOUN	58.48
FREIGHT	LIQU	WESTBOUND	3.44
WINE	LIQU	WESTBOUND	364.00

Description	FUND	DEPARTMENT	Net Invoice Amount
FREIGHT	LIQU	WESTBOUND	8.60
LIQUOR	LIQU	WESTBOUND	3,126.20
FREIGHT	LIQU	WESTBOUND	51.60
LIQUOR	LIQU	WESTBOUND	2,680.80
FREIGHT	LIQU	WESTBOUND	39.56
WINE	LIQU	WESTBOUND	312.00
FREIGHT	LIQU	WESTBOUND	10.46
POP/MISC	LIQU	WESTBOUND	40.00
FREIGHT	LIQU	WESTBOUND	1.72
WINE	LIQU	NORTHBOUN	364.00
FREIGHT	LIQU	NORTHBOUN	10.50
LIQUOR	LIQU	NORTHBOUN	1,734.00
FREIGHT	LIQU	NORTHBOUN	25.07
WINE	LIQU	NORTHBOUN	4,026.15
FREIGHT	LIQU	NORTHBOUN	80.98
POP/MISC	LIQU	NORTHBOUN	103.90
FREIGHT	LIQU	NORTHBOUN	3.44
THC PRODUCTS	LIQU	NORTHBOUN	83.05
LIQUOR	LIQU	NORTHBOUN	3,511.60
FREIGHT	LIQU	NORTHBOUN	34.40
FREIGHT	LIQU	WESTBOUND	1.86
LIQUOR	LIQU	WESTBOUND	1,121.44
FREIGHT	LIQU	WESTBOUND	8.60
LIQUOR	LIQU	WESTBOUND	580.50
FREIGHT	LIQU	WESTBOUND	7.17
WINE	LIQU	WESTBOUND	3,841.25
FREIGHT	LIQU	WESTBOUND	86.00
LIQUOR	LIQU	WESTBOUND	1,274.94
FREIGHT	LIQU	WESTBOUND	10.32
Total JOHNSON BROS LIQUOR:			33,465.92
JOSH BAAS			
REIMB UNIFORM ALLOWANCE-	GEN	PARKS DEPA	100.00
Total JOSH BAAS:			100.00
JUNKYARD BREWING COMPANY			
BEER	LIQU	WESTBOUND	164.00
Total JUNKYARD BREWING COMPANY:			164.00
JUSTIN ENDE			
REIMB PHONE JUL-SEP J ENDE	GEN	PARKS DEPA	45.00
Total JUSTIN ENDE:			45.00
LUBE-TECH & PARTNERS, LLC			
ENGINE OIL 15W-40	GEN	EQUIPMENT S	1,824.00
Total LUBE-TECH & PARTNERS, LLC:			1,824.00
M T I DISTRIBUTING INC			
PARTS	GEN	PARKS DEPA	1,107.23
PARTS	GEN	PARKS DEPA	471.71

Description	FUND	DEPARTMENT	Net Invoice Amount
Total M T I DISTRIBUTING INC:			1,578.94
MACQUEEN EQUIPMENT LLC			
PARTS	GEN	STREET MAIN	2,690.52
Total MACQUEEN EQUIPMENT LLC:			2,690.52
MACQUEEN EQUIPMENT, LLC			
SCBA REPAIR	GEN	FIRE OPERATI	1,102.48
COMPRESSOR ANNUAL SERVI	GEN	FIRE OPERATI	1,377.76
Total MACQUEEN EQUIPMENT, LLC:			2,480.24
MARCO HOLDINGS LLC			
SUPPLIES	GEN	COMMUNICAT	470.86
Total MARCO HOLDINGS LLC:			470.86
MARCO INC			
COPIER LEASE/MAINT	LIQU	NORTHBOUN	158.85
COPIER LEASE/MAINT	LIQU	WESTBOUND	158.85
COPIER LEASE/MAINT	WAS	WASTEWATE	381.09
COPIER LEASE/MAINT	MULT	MULTIPURPO	491.79
COPIER LEASE/MAINT	GEN	INFORMATIO	2,757.76
Total MARCO INC:			3,948.34
MARTIN MARIETTA MATERIALS			
SUPPLIES	GEN	STREET MAIN	400.00
Total MARTIN MARIETTA MATERIALS:			400.00
MEDICINE LAKE TOURS			
TRANSPORTATION SVC 10/3/24	GEN	CULTURE & R	1,140.00
Total MEDICINE LAKE TOURS:			1,140.00
METRO PRODUCTS INC.			
SUPPLIES	GEN	STREET MAIN	257.34
SUPPLIES	GEN	PARKS DEPA	257.34
SUPPLIES	GEN	EQUIPMENT S	257.33
Total METRO PRODUCTS INC.:			772.01
MINNESOTA EQUIPMENT			
PARTS	GEN	PARKS DEPA	340.72
Total MINNESOTA EQUIPMENT:			340.72
MINNESOTA FIRE SERVICE CE			
RECERTIFICATION-37	GEN	FIRE OPERATI	971.25
Total MINNESOTA FIRE SERVICE CE:			971.25
MULTI SERVICE TECHNOLOGY			
SUPPLIES	WAS	WASTEWATE	580.30

Description	FUND	DEPARTMENT	Net Invoice Amount
SUPPLIES	WAS	WASTEWATE	29.99
Total MULTI SERVICE TECHNOLOGY:			610.29
NOKOMIS SHOE SHOP			
SAFETY BOOTS-J DIETSCH	WAS	WASTEWATE	149.95
Total NOKOMIS SHOE SHOP:			149.95
NORTHLAND OCCUPATIONAL HE			
DOT MEDICAL CARD-TAYLOR	GEN	PARKS DEPA	72.00
DOT MEDICAL CARD-SUNDEM	GEN	STREET MAIN	72.00
Total NORTHLAND OCCUPATIONAL HE:			144.00
NOTHING BUT HEMP			
THC PRODUCTS	LIQU	NORTHBOUN	327.00
Total NOTHING BUT HEMP:			327.00
OCCUPATIONAL HEALTH CENTE			
AUDIOGRAM-BROWN & JOHAN	GEN	FIRE OPERATI	1,994.00
AUDIOGRAM TESTING-FIRE	GEN	FIRE OPERATI	4,673.00
Total OCCUPATIONAL HEALTH CENTE:			6,667.00
OMANN BROS INC			
AC FINES MIX	GEN	STREET MAIN	90.90
AC FINES MIX	GEN	STREET MAIN	405.90
AC FINES MIX	GEN	STREET MAIN	361.80
AC FINES MIX	GEN	STREET MAIN	180.00
AC FINES MIX	GEN	STREET MAIN	180.00
Total OMANN BROS INC:			1,218.60
PAUSTIS WINE COMPANY			
WINE	LIQU	WESTBOUND	346.00
FREIGHT	LIQU	WESTBOUND	10.00
WINE	LIQU	NORTHBOUN	4,627.00
FREIGHT	LIQU	NORTHBOUN	61.50
Total PAUSTIS WINE COMPANY:			5,044.50
PHILLIPS WINE & SPIRITS C			
WINE CREDIT	LIQU	NORTHBOUN	29.60-
POP/MISC CREDIT	LIQU	NORTHBOUN	6.03-
LIQUOR CREDIT	LIQU	WESTBOUND	24.77-
LIQUOR CREDIT	LIQU	WESTBOUND	169.85-
WINE CREDIT	LIQU	WESTBOUND	108.00-
LIQUOR	LIQU	NORTHBOUN	987.20
FREIGHT	LIQU	NORTHBOUN	13.76
WINE	LIQU	NORTHBOUN	388.30
FREIGHT	LIQU	NORTHBOUN	12.04
LIQUOR	LIQU	WESTBOUND	2,632.50
FREIGHT	LIQU	WESTBOUND	58.49
WINE	LIQU	WESTBOUND	88.00
FREIGHT	LIQU	WESTBOUND	3.44

Description	FUND	DEPARTMENT	Net Invoice Amount
LIQUOR	LIQU	WESTBOUND	797.57
FREIGHT	LIQU	WESTBOUND	15.48
WINE	LIQU	WESTBOUND	108.00
FREIGHT	LIQU	WESTBOUND	5.16
LIQUOR	LIQU	NORTHBOUN	2,878.00
FREIGHT	LIQU	NORTHBOUN	46.44
FREIGHT	LIQU	NORTHBOUN	8.60
LIQUOR	LIQU	NORTHBOUN	8,765.10
FREIGHT	LIQU	NORTHBOUN	193.51
WINE	LIQU	NORTHBOUN	1,835.25
FREIGHT	LIQU	NORTHBOUN	43.00
POP/MISC	LIQU	NORTHBOUN	521.50
FREIGHT	LIQU	NORTHBOUN	9.66
LIQUOR	LIQU	NORTHBOUN	546.85
FREIGHT	LIQU	NORTHBOUN	6.88
WINE	LIQU	WESTBOUND	514.50
FREIGHT	LIQU	WESTBOUND	17.20
POP/MISC	LIQU	WESTBOUND	52.10
FREIGHT	LIQU	WESTBOUND	3.44
Total PHILLIPS WINE & SPIRITS C:			20,213.72
PLAISTED COMPANIES INC			
SUPPLIES	GEN	STREET MAIN	2,298.74
Total PLAISTED COMPANIES INC:			2,298.74
POMP'S TIRE SERVICE INC			
PARTS #236	GEN	STREET MAIN	3,709.70
Total POMP'S TIRE SERVICE INC:			3,709.70
PRECISE REFRIGERATION, HT			
COMPRESSOR/CONTROL BOA	GEN	PUBLIC SAFE	1,808.00
Total PRECISE REFRIGERATION, HT:			1,808.00
PRO-TEC DESIGN, INC			
WIRELESS PANIC SYSTEM UPG	GEN	BUILDING MAI	2,663.81
Total PRO-TEC DESIGN, INC:			2,663.81
QUALITY FLOW SYSTEMS INC			
SUPPLIES	WAS	LIFT STATION	294.33
Total QUALITY FLOW SYSTEMS INC:			294.33
QUICKSCORES LLC			
WEBSITE SVCS-WOMENS VOL	GEN	RECREATION	98.00
Total QUICKSCORES LLC:			98.00
R & R SPECIALTIES OF WISC			
JET ICE TEXTILE LOGO	MULT	MULTIPURPO	850.00
Total R & R SPECIALTIES OF WISC:			850.00

Description	FUND	DEPARTMENT	Net Invoice Amount
RALPHIE'S MINNOCO			
NON-OXY FUEL	GEN	FIRE OPERATI	15.81
Total RALPHIE'S MINNOCO:			15.81
RITE ENTERPRISES, INC			
SERVICE - 25 HOURS	LIQU	NORTHBOUN	1,577.67
SERVICE - 25 HOURS	LIQU	WESTBOUND	1,577.67
CLOUD RETAILER POS LICENS	LIQU	NORTHBOUN	215.75
Total RITE ENTERPRISES, INC:			3,371.09
SCHWAB\VOLLHABER\LUBRATT			
RTU #1	GEN	PUBLIC SAFE	1,681.34
Total SCHWAB\VOLLHABER\LUBRATT:			1,681.34
SHERWIN-WILLIAMS			
PAINT	LIQU	WESTBOUND	30.21
Total SHERWIN-WILLIAMS:			30.21
SNAP-ON INDUSTRIAL			
SUPPLIES	GEN	EQUIPMENT S	68.93
Total SNAP-ON INDUSTRIAL:			68.93
SPEEDCUTTERS OUTDOOR MAIN			
MOWING & FERTILIZER SVCS-S	GEN	PUBLIC SAFE	760.88
MOWING & FERTILIZER SVCS-S	GEN	PARKS DEPA	1,858.64
MOWING & FERTILIZER SVCS-S	GEN	FIRE ADMINIS	1,004.21
MOWING & FERTILIZER SVCS-S	GEN	BUILDING MAI	589.94
MOWING & FERTILIZER SVCS-S	GEN	BUILDING MAI	244.86
MOWING & FERTILIZER SVCS-S	LIBR	LIBRARY	654.56
MOWING & FERTILIZER SVCS-S	LIQU	NORTHBOUN	573.36
MOWING & FERTILIZER SVCS-S	LIQU	WESTBOUND	562.45
Total SPEEDCUTTERS OUTDOOR MAIN:			6,248.90
STREICHER'S			
UNIFORMS-BOOS	GEN	PATROL	209.96
UNIFORMS-BOOS	GEN	PATROL	215.99
UNIFORMS-NORBERG	GEN	PATROL	84.99
UNIFORMS-NORBERG	GEN	PATROL	28.99
UNIFORMS-MAGNUSON	GEN	PATROL	119.98
UNIFORMS-NORBERG	GEN	PATROL	44.99
SUPPLIES-ZABEE	GEN	PATROL	1,232.02
UNIFORMS-BALABON	GEN	INVESTIGATI	249.98
Total STREICHER'S:			2,186.90
SUMMER LAKES BEVERAGE LLC			
POP/MISC	LIQU	WESTBOUND	99.00
POP/MISC	LIQU	NORTHBOUN	874.50
Total SUMMER LAKES BEVERAGE LLC:			973.50

Description	FUND	DEPARTMENT	Net Invoice Amount
SYSCO MINNESOTA INC			
POP/MISC	MULT	CONCESSION	457.19
SUPPLIES	MULT	CONCESSION	170.29
REACH IN REFRIGERATOR PO	GEN	PARKS DEPA	5,615.45
POP/MISC	MULT	CONCESSION	1,352.92
Total SYSCO MINNESOTA INC:			7,595.85
TEAM HQ, LLC			
POP/MISC	LIQU	NORTHBOUN	305.00
Total TEAM HQ, LLC:			305.00
TEAM LABORATORY CHEMICAL			
MEGA BUGS	WAS	WASTEWATE	1,144.50
DOOM WEED KILLER	WAS	WASTEWATE	155.00
Total TEAM LABORATORY CHEMICAL:			1,299.50
TENVOORDE FORD, INC.			
2025 POLICE INTERCEPTOR 36	EQUI	POLICE ADMI	46,258.94
2025 POLICE INTERCEPTOR 37	EQUI	POLICE ADMI	46,258.94
2025 POLICE INTERCEPTOR 37	EQUI	POLICE ADMI	46,258.94
2025 POLICE INTERCEPTOR 38	EQUI	POLICE ADMI	46,258.94
2025 POLICE INTERCEPTOR 40	EQUI	POLICE ADMI	46,258.94
2025 POLICE INTERCEPTOR 37	EQUI	POLICE ADMI	46,258.94
2025 POLICE INTERCEPTOR 36	EQUI	POLICE ADMI	46,258.94
Total TENVOORDE FORD, INC.:			323,812.58
THE WINE COMPANY			
LIQUOR	LIQU	NORTHBOUN	448.00
FREIGHT	LIQU	NORTHBOUN	15.00
WINE	LIQU	NORTHBOUN	566.00
FREIGHT	LIQU	NORTHBOUN	19.20
Total THE WINE COMPANY:			1,048.20
THUMBS UP HIGH 5K			
DAMAGE DEPOSIT REFUND	GEN		250.00
Total THUMBS UP HIGH 5K:			250.00
UKG INC.			
OVERAGE AUG 24	GEN	HUMAN RESO	5,602.21
Total UKG INC.:			5,602.21
UTILITY CONSULTANTS, INC			
SAMPLE TESTING	WAS	WASTEWATE	1,586.36
Total UTILITY CONSULTANTS, INC:			1,586.36
VERIZON WIRELESS-VSAT			
SMS CONTENT #24015489	GEN	INVESTIGATI	50.00
SMS CONTENT #24014991	GEN	INVESTIGATI	75.00

Description	FUND	DEPARTMENT	Net Invoice Amount
Total VERIZON WIRELESS-VSAT:			125.00
VIKING COCA-COLA CO			
POP/MISC	LIQU	WESTBOUND	641.30
POP/MISC	LIQU	NORTHBOUN	677.65
Total VIKING COCA-COLA CO:			1,318.95
VINOCOPIA			
WINE	LIQU	NORTHBOUN	88.00
POP/MISC	LIQU	NORTHBOUN	216.00
FREIGHT	LIQU	NORTHBOUN	5.00
WINE	LIQU	WESTBOUND	312.00
POP/MISC	LIQU	NORTHBOUN	120.00
FREIGHT	LIQU	NORTHBOUN	18.00
LIQUOR	LIQU	NORTHBOUN	288.00
WINE	LIQU	NORTHBOUN	272.04
FREIGHT	LIQU	NORTHBOUN	12.00
LIQUOR	LIQU	WESTBOUND	553.00
FREIGHT	LIQU	WESTBOUND	12.50
Total VINOCOPIA:			1,896.54
WHITE CAP, LP			
SUPPLIES	GEN	BUILDING MAI	7.36
SUPPLIES	GEN	BUILDING MAI	7.36
Total WHITE CAP, LP:			14.72
WILLIAM MERRITT BUSSIERE			
FARMERS MARKET ENT 10/10/2	GEN	FARMERS MA	175.00
Total WILLIAM MERRITT BUSSIERE:			175.00
WINE MERCHANTS			
WINE	LIQU	NORTHBOUN	112.00
FREIGHT	LIQU	NORTHBOUN	1.72
FREIGHT	LIQU	WESTBOUND	2.15
WINE	LIQU	WESTBOUND	372.00
FREIGHT	LIQU	WESTBOUND	6.88
Total WINE MERCHANTS:			494.75
WINEBOW			
WINE	LIQU	WESTBOUND	486.00
FREIGHT	LIQU	WESTBOUND	6.00
Total WINEBOW:			492.00
WRUCK SEWER & PORTABLE RE			
PORTABLE RENTALS - AUG	GEN	PARKS DEPA	3,013.79
Total WRUCK SEWER & PORTABLE RE:			3,013.79
WSB & ASSOCIATES INC			
AUG WCA SERVICES	GEN	PUBLIC SAFE	2,879.50

Description	FUND	DEPARTMENT	Net Invoice Amount
Total WSB & ASSOCIATES INC:			2,879.50
ZACK CARLTON			
REIMB CELL PHONE JUN-AUG -	GEN	PLANNING	90.00
REIMB MILEAGE 9/19-9/20- Z C	GEN	PLANNING	117.92
Total ZACK CARLTON:			207.92
ZIEGLER INC			
PARTS	GEN	STREET MAIN	103.97
PARTS	GEN	STREET MAIN	916.06
Total ZIEGLER INC:			1,020.03
AA SECURITY LOCKSMITHS INC			
REKEY SQUAD CAR + 4 KEYS	GEN	PATROL	880.00
Total AA SECURITY LOCKSMITHS INC:			880.00
BERNICK'S			
POP/MISC	LIQU	NORTHBOUN	182.68
BEER	LIQU	NORTHBOUN	1,776.80
BEER CREDIT	LIQU	NORTHBOUN	137.86-
POP/MISC	LIQU	WESTBOUND	114.48
BEER	LIQU	WESTBOUND	788.20
POP/MISC	MULT	CONCESSION	832.84
POP/MISC	LIQU	NORTHBOUN	35.08
BEER	LIQU	NORTHBOUN	4,204.05
THC PRODUCTS	LIQU	NORTHBOUN	409.00
POP/MISC	LIQU	WESTBOUND	85.96
BEER	LIQU	WESTBOUND	2,985.70
THC PRODUCTS	LIQU	WESTBOUND	295.00
Total BERNICK'S:			11,571.93
BLACKHAWK PEST CONTROL, LLC			
PEST CONTROL-FTCENTER	MULT	MULTIPURPO	125.00
PEST CONTROL-CITY HALL	GEN	BUILDING MAI	125.00
PEST CONTROL FALL TREATM	GEN	BUILDING MAI	150.00
PEST CONTROL-FS 3	GEN	FIRE ADMINIS	52.50
PEST CONTROL- PW	GEN	STREET MAIN	110.00
Total BLACKHAWK PEST CONTROL, LLC:			562.50
BREAKTHRU BEVERAGE MINNESOTA			
LIQUOR	LIQU	NORTHBOUN	5,989.93
BEER	LIQU	NORTHBOUN	142.50
LIQUOR	LIQU	WESTBOUND	12,654.88
WINE	LIQU	NORTHBOUN	576.00
POP/MISC	LIQU	NORTHBOUN	352.20
WINE	LIQU	NORTHBOUN	448.00
LIQUOR	LIQU	NORTHBOUN	445.50
WINE	LIQU	WESTBOUND	312.00
LIQUOR	LIQU	NORTHBOUN	7,467.42
POP/MISC	LIQU	NORTHBOUN	159.93
WINE	LIQU	NORTHBOUN	352.00

Description	FUND	DEPARTMENT	Net Invoice Amount
LIQUOR	LIQU	WESTBOUND	.04
LIQUOR	LIQU	WESTBOUND	2,587.74
LIQUOR	LIQU	NORTHBOUN	3,145.96
POP/MISC CREDIT	LIQU	NORTHBOUN	6.00-
POP/MISC CREDIT	LIQU	NORTHBOUN	6.00-
LIQUOR CREDIT	LIQU	NORTHBOUN	17.99-
WINE CREDIT	LIQU	NORTHBOUN	160.00-
LIQUOR CREDIT	LIQU	NORTHBOUN	128.00-
POP/MISC CREDIT	LIQU	NORTHBOUN	20.00-
LIQUOR CREDIT	LIQU	NORTHBOUN	1.85-
LIQUOR CREDIT	LIQU	NORTHBOUN	206.49-

Total BREAKTHRU BEVERAGE MINNESOTA: 34,087.77

C & L DISTRIBUTING CO

BEER CREDIT	LIQU	WESTBOUND	29.71-
BEER CREDIT	LIQU	NORTHBOUN	8.03-
BEER CREDIT	LIQU	NORTHBOUN	178.50-
BEER CREDIT	LIQU	WESTBOUND	65.20-
BEER CREDIT	LIQU	NORTHBOUN	56.50-
WINE CREDIT	LIQU	NORTHBOUN	2.35-
WINE	LIQU	NORTHBOUN	75.60
BEER	LIQU	NORTHBOUN	213.10
WINE	LIQU	WESTBOUND	179.40
BEER	LIQU	WESTBOUND	7,590.15
POP/MISC	LIQU	WESTBOUND	30.00
LIQUOR	LIQU	NORTHBOUN	90.00
BEER	LIQU	NORTHBOUN	6,204.25
POP/MISC	LIQU	NORTHBOUN	15.00
BEER	LIQU	NORTHBOUN	4,521.15
LIQUOR CREDIT	LIQU	WESTBOUND	65.00-
LIQUOR	LIQU	WESTBOUND	1,906.90
BEER	LIQU	WESTBOUND	4,040.25
POP/MISC	LIQU	NORTHBOUN	15.00
THC PRODUCTS	LIQU	NORTHBOUN	417.50
BEER	LIQU	NORTHBOUN	4,520.95
BEER CREDIT	LIQU	NORTHBOUN	12.30-

Total C & L DISTRIBUTING CO: 29,401.66

CINTAS CORPORATION LOC 470

UNIFORMS RENTAL/CLEANING	WAS	WASTEWATE	217.25
MATS, TOWELS, SCRAPERS, M	LIQU	NORTHBOUN	33.70
MATS, TOWELS, SCRAPERS, M	LIQU	WESTBOUND	28.38
UNIFORMS RENTAL/CLEANING	WAS	WASTEWATE	156.37
MATS, TOWELS, SCRAPERS, M	LIQU	NORTHBOUN	51.50
MATS, TOWELS, SCRAPERS, M	LIQU	WESTBOUND	46.18
UNIFORM RENTAL/CLEANING	WAS	WASTEWATE	145.34

Total CINTAS CORPORATION LOC 470: 678.72

DAHLHEIMER BEVERAGE, LLC

BEER	LIQU	WESTBOUND	4,198.10
LIQUOR	LIQU	WESTBOUND	357.50
BEER	LIQU	WESTBOUND	45.00
LIQUOR	LIQU	WESTBOUND	540.00
BEER	LIQU	WESTBOUND	2,451.55

Description	FUND	DEPARTMENT	Net Invoice Amount
BEER CREDIT	LIQU	WESTBOUND	5.20-
BEER	LIQU	WESTBOUND	3,766.35
BEER	LIQU	WESTBOUND	85.20
BEER	LIQU	WESTBOUND	216.00
BEER	LIQU	WESTBOUND	9,860.80
THC PRODUCTS	LIQU	WESTBOUND	2,221.00
Total DAHLHEIMER BEVERAGE, LLC:			23,736.30
DAWN LARSON			
MILEAGE REIMBURSEMENT - M	GEN	PARKS & REC	139.36
Total DAWN LARSON:			139.36
E C M PUBLISHERS INC			
EMPLOYMENT ADV-EVENT WO	MULT	CONCESSION	55.40
FLASH DRIVES - PD	GEN	PATROL	1,031.00
BUSINESS CARDS-K HARSTAD	MULT	MULTIPURPO	185.00
ORDINANCE NO 24-20	GEN	PLANNING	283.80
Total E C M PUBLISHERS INC:			1,555.20
ECKBERG LAMMERS, P.C.			
CERTIFICATION COURSE - D. S	GEN	PATROL	599.00
Total ECKBERG LAMMERS, P.C.:			599.00
ELK RIVER CYCLE SPORTS LLC			
REFUND - LION JOHN WEICHT	GEN		401.03
Total ELK RIVER CYCLE SPORTS LLC:			401.03
ELK RIVER FIRE RELIEF ASSOC			
FIRE STATE AID	GEN	FIRE ADMINIS	282,134.50
FIRE SUPPLEMENTAL AID	GEN	FIRE ADMINIS	44,498.13
Total ELK RIVER FIRE RELIEF ASSOC:			326,632.63
ELK RIVER MUNICIPAL UTILITIES			
WATER/ELECTRIC	LIQU	NORTHBOUN	3,194.51
WATER/ELECTRIC	GEN	PARKS DEPA	563.77
ELECTRIC	WAS	LIFT STATION	702.37
ELECTRIC	GEN	EMERGENCY	172.19
ELECTRIC	GEN	FIRE ADMINIS	1,574.90
Total ELK RIVER MUNICIPAL UTILITIES:			6,207.74
ELK RIVER PRINTING & VENTURE			
DOOR HANGERS-CODE ENF/C	GEN	CODE ENFOR	224.06
Total ELK RIVER PRINTING & VENTURE:			224.06
HEARTLAND BUSINESS SYSTEMS, LLC			
CAMERA & LICENSE	MULT	MULTIPURPO	4,943.72
Total HEARTLAND BUSINESS SYSTEMS, LLC:			4,943.72

Description	FUND	DEPARTMENT	Net Invoice Amount
JEFFREY BARNUM			
WOOD BLINDS	LIQU	NORTHBOUN	407.50
Total JEFFREY BARNUM:			407.50
JENNIFER KATKE			
REIMBURSE EMP REC EVENT	GEN	CITY COUNCI	31.01
Total JENNIFER KATKE:			31.01
JILL KNUTSON			
REIMBURSE MILEAGE - CIVIC S	GEN	FINANCE	316.24
Total JILL KNUTSON:			316.24
MAVERICK BEVERAGE CO MN LLC			
LIQUOR	LIQU	NORTHBOUN	540.00
FREIGHT	LIQU	NORTHBOUN	9.00
LIQUOR	LIQU	NORTHBOUN	144.00
FREIGHT	LIQU	NORTHBOUN	3.00
Total MAVERICK BEVERAGE CO MN LLC:			696.00
MN DEPT OF LABOR & INDUST			
BP SURCHARGE - SEP CONF #	GEN		2,525.11
Total MN DEPT OF LABOR & INDUST:			2,525.11
MN POLLUTION CONTROL AGEN			
WASTEWATER CERT EXAM CL	WAS	WASTEWATE	55.00
Total MN POLLUTION CONTROL AGEN:			55.00
MN VALLEY TESTING LAB INC			
WATER TESTING	WAS	WASTEWATE	457.00
WATER TESTING	WAS	WASTEWATE	457.00
Total MN VALLEY TESTING LAB INC:			914.00
MOBILE VEHICLE INTEGRATION			
PARTS	GEN	PATROL	260.75
Total MOBILE VEHICLE INTEGRATION:			260.75
N A P A OF ELK RIVER, INC			
SUPPLIES	GEN	FIRE ADMINIS	48.36
Total N A P A OF ELK RIVER, INC:			48.36
PARK & PLAY USA LLC			
STAIR TO ICE LEVEL	MULT	MULTIPURPO	4,993.00
Total PARK & PLAY USA LLC:			4,993.00
RUM RIVER TREE FARM & NURSERY			
HACKBERRY TREE	GEN	PARKS DEPA	469.95

Description	FUND	DEPARTMENT	Net Invoice Amount
Total RUM RIVER TREE FARM & NURSERY:			469.95
SHAMROCK GROUP INC			
ICE	LIQU	NORTHBOUN	234.16
FREIGHT	LIQU	NORTHBOUN	4.00
ICE	LIQU	WESTBOUND	181.90
FREIGHT	LIQU	WESTBOUND	4.00
ICE	LIQU	NORTHBOUN	305.08
FREIGHT	LIQU	NORTHBOUN	4.00
ICE	LIQU	WESTBOUND	185.92
FREIGHT	LIQU	WESTBOUND	4.00
Total SHAMROCK GROUP INC:			923.06
SOUTHERN GLAZER'S WINE & SPIRITS OF MN			
LIQUOR	LIQU	NORTHBOUN	1,242.10
FREIGHT	LIQU	NORTHBOUN	19.65
WINE	LIQU	NORTHBOUN	598.52
FREIGHT	LIQU	NORTHBOUN	13.75
FREIGHT	LIQU	NORTHBOUN	1.25
FREIGHT	LIQU	WESTBOUND	3.84
LIQUOR	LIQU	WESTBOUND	3,740.33
FREIGHT	LIQU	WESTBOUND	37.87
WINE	LIQU	WESTBOUND	1,276.72
FREIGHT	LIQU	WESTBOUND	25.92
FREIGHT	LIQU	WESTBOUND	1.28
LIQUOR	LIQU	NORTHBOUN	6,059.01
FREIGHT	LIQU	NORTHBOUN	71.54
WINE	LIQU	NORTHBOUN	2,898.28
FREIGHT	LIQU	NORTHBOUN	36.46
LIQUOR	LIQU	WESTBOUND	1,738.13
WINE	LIQU	WESTBOUND	448.10
FREIGHT	LIQU	WESTBOUND	8.96
WINE CREDIT	LIQU	WESTBOUND	14.96-
WINE CREDIT	LIQU	NORTHBOUN	20.00-
WINE CREDIT	LIQU	WESTBOUND	40.00-
Total SOUTHERN GLAZER'S WINE & SPIRITS OF MN:			18,146.75
STEVEN M WICKELGREN			
COUNSELING & RETAINER FEE	GEN	POLICE ADMI	325.00
Total STEVEN M WICKELGREN:			325.00
WASTE MANAGEMENT			
SEP GARBAGE TIPPING FEES 9	GAR	GARBAGE	22,187.34
Total WASTE MANAGEMENT:			22,187.34
Grand Totals:			1,149,823.38

Description	FUND	DEPARTMENT	Net Invoice Amount
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Report Criteria:
Detail report.
Invoices with totals above \$0.00 included.
Paid and unpaid invoices included.

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
City Council	GENERAL FUND	US BANK	TARGET-ELK RIVERFEST SUPPL	66.74
			COBORNS-ELK RIVERFEST SUPP	31.09
			WALMART-ELK RIVERFEST SUPP	71.26
			ST. JAMES HOTEL - CONF LOD	406.96
			THINGS REMEMBERED-EMP RECO	329.99
			USA OFFICE MACHINES-EMP RE	152.04
			JIMMY JOHNS - COUNCIL BDGT	<u>69.89</u>
			TOTAL:	1,127.97
Communications	GENERAL FUND	US BANK	ASANA - SUBSCRIPTION	53.96
			ECM - SUBSCRIPTIONS	216.00
			GOVT SOCIAL MEDIA - S SORH	799.00
			GOVT SOCIAL MEDIA - M STRA	799.00
			X (TWITTER) - SUBSCRIPTION	84.00
			GOVT SOCIAL MED CONF-LODGI	291.38
			GOVT SOCIAL MED CONF-LODGI	<u>291.38</u>
			TOTAL:	2,534.72
Administrative Service	GENERAL FUND	US BANK	OFFICE MAX/DEPOT - SUPPLIE	<u>59.99</u>
			TOTAL:	59.99
Human Resources	GENERAL FUND	US BANK	MPELRA - CONF REGISTRATION	150.00
			POSITIVE PROMOS-SUPPLY CRE	119.98-
			JIMMY JOHNS - LUNCH FOR NU	30.10
			CGMC - LABOR & EMPLOYMENT	<u>100.00</u>
			TOTAL:	160.12
Elections	GENERAL FUND	US BANK	JIMMY JOHNS - ELECTIONS	73.62
			CUB - ELECTIONS	53.91
			PANERA - ELECTIONS	<u>34.79</u>
			TOTAL:	162.32
Finance	GENERAL FUND	US BANK	MNGFOA CONF - J KNUTSON	250.00
			WILDERNESS RESORT - LODGIN	308.66
			CIVIC SYSTEMS SYMPOSIUM-KN	<u>250.00</u>
			TOTAL:	808.66
Information Technology	GENERAL FUND	US BANK	GOOGLE - GOOGLE WORKSPACE	42.56
			BCA TRAINING - J WALZ	<u>300.00</u>
			TOTAL:	342.56
Planning	GENERAL FUND	US BANK	MN SEC OF STATE-NOTARY REN	<u>120.00</u>
			TOTAL:	120.00
Building Maintenance	GENERAL FUND	US BANK	FLOWROUTE - TELEPHONE	<u>346.54</u>
			TOTAL:	346.54
Patrol	GENERAL FUND	US BANK	OFFICE MAX/DEPOT - SUPPLIE	376.88
			SPECIAL OPS - 2024 SYMPOSI	297.00
			PAYPAL - SAGE DYNAMICS CRE	700.00-
			PAYPAL - SAGE DYNAMICS CRE	700.00-
			PATCH PANEL - SUPPLIES	362.00
			BROWNELLS INC - SUPPLIES	65.65
			BCA TRAINING - B MARTIN	75.00
			SHELL OIL - FUEL	<u>36.19</u>
			TOTAL:	187.28-

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
Investigations	GENERAL FUND	US BANK	MACIA - CONFERENCE	350.00
			ECKBERG LAMMERS - CONFEREN	<u>419.00</u>
			TOTAL:	769.00
Police Support Service	GENERAL FUND	US BANK	BCA TRAINING - T ROSSMEISL	300.00
			BCA TRAINING - M WOOD	300.00
			JIMMY JOHNS - NIGHT TO UNI	<u>209.51</u>
			TOTAL:	809.51
Emergency Management	GENERAL FUND	US BANK	BREEZY POINT - CONF LODGIN	<u>645.00</u>
			TOTAL:	645.00
Building Safety	GENERAL FUND	US BANK	CARPARTS - SUPPLIES	<u>54.04</u>
			TOTAL:	54.04
Environmental	GENERAL FUND	US BANK	ICMA - TRAINING	149.00
			PROJ MGMT INSTITUTE-MEMBER	<u>149.00</u>
			TOTAL:	298.00
Street Maintenance	GENERAL FUND	US BANK	BOLTON&MENK - SALT SYMPOSI	555.00
			MARATON PETRO - FUEL	<u>40.30</u>
			TOTAL:	595.30
Parks Dept	GENERAL FUND	US BANK	SMARTLINK - ORONO PLAYGROU	25.00
			SMARTLINK - WOODLAND TRAIL	25.00
			SMARTLINK - DAAC 2	25.00
			FLAG STORE USA - MN STATE	152.50
			PARTZILLA - PARTS	<u>93.29</u>
			TOTAL:	320.79
Parks & Rec Admin	GENERAL FUND	US BANK	META - ADS	25.00
			META - ADS	<u>14.52</u>
			TOTAL:	39.52
Recreation Programs	GENERAL FUND	US BANK	JIMMY JOHNS - BAND FOOD	115.84
			SLING - MONTHLY MEMBERSHIP	38.10
			JIMMY JOHNS - BAND FOOD	<u>176.81</u>
			TOTAL:	330.75
Multipurpose Facility	MULTIPURPOSE FACIL	US BANK	7SHIFTS - SCHEDULING SOFTW	27.99
			NEW BLUE - SUBSCRIPTION	<u>319.20</u>
			TOTAL:	347.19
Skating	MULTIPURPOSE FACIL	US BANK	LEARN TO SKATE-MEMBERSHIPS	<u>312.50</u>
			TOTAL:	312.50
WWTS Plant	WASTEWATER TREATME	US BANK	WILSON CO - SUPPLIES	246.51
			FIREHOSE DIRECT - SUPPLIES	681.82
			FLAG SHOOTER - SUPPLIES	323.75
			FLAG SHOOTER - SUPPLIES	361.40
			REPAIR LAB - SUPPLIES	<u>508.00</u>
			TOTAL:	2,121.48
Northbound-Operations	LIQUOR	US BANK	META - ADS	<u>30.00</u>
			TOTAL:	30.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
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===== FUND TOTALS =====

101	GENERAL FUND		9,337.51
221	MULTIPURPOSE FACILITY		659.69
602	WASTEWATER TREATMENT SYS		2,121.48
603	LIQUOR		30.00

	GRAND TOTAL:		12,148.68
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TOTAL PAGES: 3



Request for Action

To
City Council

Item Number
4.4

Meeting Date
October 7, 2024

Prepared By
Mark Dickinson, Fire Chief

Item Description
Agreement 24-26: CNH Architects for Professional Design Services and Construction Support for Fire Station 1 Replacement Project

Reviewed by
Mark Dickinson
Cal Portner
Tina Allard

Action Requested

Approve, by motion, Agreement 24-26 with CNH Architect group to move forward with Professional Architectural Design services and Construction Support for Fire Station No. 1 Replacement Project.

Background/Discussion

Per Council approval, the Fire Department put a Request for Proposals (RFP) for Professional Architectural Design Services and Construction Support for Fire Station No. 1 Replacement Project. There were eleven submittals by Architectural Design groups that were narrowed down to the top four by the initial Project Management Team. The top four were invited to deliver a presentation in front of an interview panel consisting of representatives from the city. After careful consideration and discussion, CNH Architect Group was chosen as the firm best aligned for this project.

Financial Impact
\$982,860

Mission/Policy/Goal
Elk River Mission to meet changing needs and grow responsibly.

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
October 7, 2024

Prepared By
Jolene Richter, Deputy Clerk

Item Description
Temporary Liquor License: Aegir Brewing Company

Reviewed by
Cal Portner
Tina Allard

Action Requested

Approve, by motion, Temporary On-Sale Liquor License for Aegir Brewing Company, LLC, 19050 Industrial Blvd NW, for October 25-27, 2024.

Background/Discussion

Aegir Brewing Company has applied for a Temporary On-Sale Liquor License for their current location for October 25-27, 2024. All application materials have been submitted and reviewed. Once the Council approves, the license will be sent to the state for approval and issuance.

Financial Impact
N/A

Mission/Policy/Goal
Elk River Mission

Attachments
None

The Elk River Vision

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Request for Action

To
City Council

Item Number
4.6

Meeting Date
October 7, 2024

Prepared By
Lindsay Brandner, Senior Administrative Assistant

Item Description
Resolution 24-58 Authorizing Execution of a Grant Agreement for the Toward Zero Death Program

Reviewed by
Darren McKernan
Cal Portner
Tina Allard

Action Requested

Adopt, by motion, Resolution 24-58 authorizing the execution of a grant agreement between the City of Elk River Police Department and the Minnesota Department of Public Safety.

Background/Discussion

The Elk River Police Department has been awarded \$66,000 in grant money for Toward Zero Deaths (TZD) enforcement. The grant requires City Council approval and the signature of the police chief.

The attached resolution will be sent to the Minnesota Department of Public Safety to finalize the grant. Once the resolution is signed, the final draft of the grant agreement will be sent to the Elk River Police Department for signature and finalization.

Financial Impact
N/A

Mission/Policy/Goal
Elk River Mission Statement

Attachments

1. TZD RESOLUTION 2024
2. TZD Grant Agreement 2024

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**City of Elk River
City Council**

Resolution 24-58

**A Resolution of the City Council of the City of Elk River Authorizing
Execution of a Grant Agreement for the Toward Zero Death Program**

WHEREAS, Be it resolved that the City of Elk River, on behalf of its police department, enter into a grant agreement with the Minnesota Department of Public Safety, for traffic safety enforcement projects during the period from October 1, 2024, through September 30, 2025; and

WHEREAS, The City of Elk River Interim Police Chief, Darren McKernan, is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of the City of Elk River Police Department and to be the fiscal agent and administer the grant

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Elk River, Minnesota, as follows: Accepts the Toward Zero Death Program Grant and authorizes the execution of the agreement

Passed and adopted this 7th day of October 2024.

John J. Dietz, Mayor

ATTEST:

Tina Allard, City Clerk





Minnesota Department of Public Safety (“State”) Office of Traffic Safety 445 Minnesota Street, Suite 1620 Saint Paul, Minn., 55101	Grant Program: 2025 Enforcement Grant Contract Agreement No.: A-ENFRC25-2025-ELKRIVPD-007
Grantee: Elk River Police Department 13077 Orono Parkway Elk River, Minn. 55330-5600	Grant Contract Agreement Term: Effective Date: Oct. 1, 2024 Expiration Date: Sept. 30, 2025
Grantee’s Authorized Representative: Sergeant Dave Windels Elk River Police Department 13077 Orono Parkway Elk River, Minn. 55330-5600 (320) 309-3875 dwindels@elkrivermn.gov	Grant Contract Agreement Amount: Original Agreement \$ 66,000.00 Matching Requirement* \$0.00 See special conditions
State’s Authorized Representative: Shannon Grabow Office of Traffic Safety 445 Minnesota Street, Suite 1620 Saint Paul, Minn., 55101 (651) 373-9671 shannon.grabow@state.mn.us	Federal Funding: CFDA/ALN: 20.608, 20.600 FAIN: 69A37523300004020MN0, 69A37523300001640MNA State Funding: N/A *Special Conditions: If equipment is purchased, a 50 percent match of the item is required. Refer to program manual.

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant contract agreement.

Term: Per Minn. Stat. § 16B.98, Subd. 5, the Grantee must not begin work until this grant contract agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence. Per Minn. Stat. § 16B.98 Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant contract agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant contract agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee, will:

Perform and accomplish such purposes and activities as specified herein and in the Grantee’s approved 2025 Enforcement Application [“Application”] which is incorporated by reference into this grant contract agreement and on file with the State at 445 Minnesota Street, Suite 1620, Saint Paul, Minnesota 55101. The Grantee shall also comply with all requirements referenced in the 2025 Enforcement Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/EGrants>), which are incorporated by reference into this grant contract agreement.

Budget Revisions: The breakdown of costs of the Grantee’s Budget is contained in Exhibit A, which is attached and incorporated into this grant contract agreement. As stated in the Grantee’s Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.

Matching Requirements: (If applicable.) As stated in the Grantee’s Application, the Grantee certifies that the



matching requirement will be met by the Grantee.

Payment: As stated in the Grantee's Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

Certification Regarding Lobbying: (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

1. ENCUMBRANCE VERIFICATION

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

Signed: _____

Date: _____

Grant Contract Agreement No./ P.O. No.
A-ENFRC25-2025-ELKRIVPD-007/3000098239

Project No. 25-04-01

3. STATE AGENCY

Signed: _____
(with delegated authority)

Title: _____

Date: _____

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Distribution: DPS/FAS
Grantee
State's Authorized Representative

Organization: Elk River Police Department

A-ENFRC25-2025-ELKRIVPD-007

Budget Summary

Budget				
Budget Category	State Reimbursement	Local Match		
Dispatch/Admin- Other				
Dispatch/Admin - Other	\$0.00	\$0.00		
Total	\$0.00	\$0.00		
Enforcement- Distract/Speed/MO/Belt				
Enfrc- Distract/Spd/MO/Belt	\$22,500.00	\$0.00		
Total	\$22,500.00	\$0.00		
Enforcement- Impaired				
Enforcement - DWI	\$35,000.00	\$0.00		
Total	\$35,000.00	\$0.00		
Match – Mileage Expenses				
Mileage Expenses	\$0.00	\$0.00		
Total	\$0.00	\$0.00		
Optional Activities- Impaired				
Optional Activities - DWI	\$4,500.00	\$0.00		
Total	\$4,500.00	\$0.00		
Optional Activities- Other				
Optional Activities - Other	\$4,000.00	\$0.00		
Total	\$4,000.00	\$0.00		
Total	\$66,000.00	\$0.00		



Request for Action

To
City Council

Item Number
4.7

Meeting Date
October 7, 2024

Prepared By
Lauren Wipper, Human Resources Manager

Item Description
2025 Flexible Benefits Plan

Reviewed by
Cal Portner
Tina Allard

Action Requested

Approve, by motion, the 2025 Flexible Benefits Plan design.

Background/Discussion

Again, we had a tough year with high medical claims, and our claims experience called for a more than 30% rate increase. Fortunately, we had a 15% rate cap for 2025, which is what we received for premium increases. We were given a rate cap of 19% for the 2026 medical renewal.

The co-op we are with, The Better Health Collective, went out for bid this year and is switching from HealthPartners to BlueCross BlueShield for our coverage. The plans are staying the same with the IRS-required deductible increase. Provider networks are changing slightly, as are covered prescriptions. The Employee Assistance Program is changing, and now all employees will be covered by our membership in The Better Health Collective. Previously, we paid separately for off-plan employees through HealthPartners. We will be rolling out some other exciting ancillary benefit changes with this switch to employees through the end of the year.

Premiums and offerings for all our other benefits available through the Flexible Benefits Plan are unchanged. These benefits include dental, short-term and long-term disability, and additional life insurance as well as pre-tax health savings plans, and health and dependent care flexible spending accounts.

Each year, we allocate the amount budgeted for the Flexible Benefits Plan based on the last known enrollment. Enrollment is subject to change during open enrollment and throughout the year for new hires, terminations, and qualified changes. The Plan's design provides a dollar amount to each employee based on the family level of medical coverage they elect. In the last several years, we have been able to offer insurance plans that have no out-of-pocket premium cost to employees and provide additional HSA contributions to employees to help with the high deductibles. By wrapping the additional HSA funds into the city contribution amount this year, we are still able to provide one plan with no out-of-pocket premium cost. However, there is no additional HSA contribution for 2025.

Financial Impact

Funds for the 2025 Flexible Benefits Plan are included in the 2025 preliminary budget.

The Elk River Vision

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Mission/Policy/Goal

The Elk River Mission

Attachments

I. 2025 Flexible Benefits Plan Renewal Rates

2025 Flexible Benefits Plan Renewal Rates

	<u>Single</u>	<u>+Spouse</u>	<u>+Child(ren)</u>	<u>Family</u>
City Contribution	712.00	1,490.00	1,478.00	2,100.00
 \$1650 BCBS Aware	 807.00	 1,751.00	 1,738.00	 2,506.00
Monthly Employee Cost	95.00	261.00	260.00	406.00
Annual Employee Cost	1,140.00	3,132.00	3,120.00	4,872.00
 \$3300 BCBS Aware	 716.00	 1,554.00	 1,543.00	 2,225.00
Monthly Employee Cost	4.00	64.00	65.00	125.00
Annual Employee Cost	48.00	768.00	780.00	1,500.00
 \$3300 BCBS High Value	 667.00	 1,448.00	 1,438.00	 2,073.00
Monthly Employee Cost	-45.00	-42.00	-40.00	-27.00
Annual Employee Cost	-540.00	-504.00	-480.00	-324.00
 Opt-Out of Medical	 300.00			
 DeltaDental	 43.86			 116.08
 Add'l Monthly HSA Contribution	 0.00	 0.00	 0.00	 0.00



Request for Action

To
City Council

Item Number
4.8

Meeting Date
October 7, 2024

Prepared By
Lauren Wipper, Human Resources Manager

Item Description
Hire Street Maintenance Operator

Reviewed by
Justin Femrite
Cal Portner
Tina Allard

Action Requested

Approve, by motion, the hiring of Erik Siljander to the position of Street Maintenance Operator effective October 14, 2024.

Background/Discussion

We currently have two openings in our street maintenance division. We went to market and received 31 applications. Following interviews and a background check, we recommend Erik Siljander for one vacant position.

Mr. Siljander is currently working at Mr. Free HDTV installing antennas and providing repair service. He was a seasonal employee for us last winter and also has experience as a carpenter's assistant for the DNR.

Mr. Siljander will start at step A of the IUOE Local 49 pay range for this position. All pay and benefits will be consistent with union contract and city policy.

Financial Impact

This is a budgeted position.

Mission/Policy/Goal

The Elk River Mission

Attachments

None

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Request for Action

To
City Council

Item Number
4.9

Meeting Date
October 7, 2024

Prepared By
Lauren Wipper, Human Resources Manager

Item Description
Hire Community Service Officer 2/Evidence Technician

Reviewed by
Darren McKernan
Cal Portner
Tina Allard

Action Requested

Approve, by motion, the hiring of Chad Orgon to the position of Community Service Officer 2/Evidence Technician effective October 14, 2024.

Background/Discussion

Our current CSO2/Evidence Technician is retiring in December. Using budgeted, unused funds from department vacancies, the City Council has consented to fill this position in advance to allow for important on-the-job training to ensure a seamless transition.

We went to market and received 54 applications for this position. Following interviews, a background check, and a physical exam, we recommend Chad Orgon for this position.

Mr. Orgon worked for the Brooklyn Park Police Department for several years, serving as a Community Service Officer, Investigative Assistant, and Property Room Technician. He has also worked as a Business Agent for Teamsters Local 320 and, most recently, was the Animal Control Officer for the City of St. Cloud.

Due to his many years of experience, Mr. Orgon will start at step C of pay grade 5N. All pay and benefits will be consistent with city policy.

Financial Impact

This is a budgeted position.

Mission/Policy/Goal

The Elk River Mission

Attachments

None

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Request for Action

To
City Council

Item Number
4.10

Meeting Date
October 7, 2024

Prepared By
Zack Carlton, Community Development Director

Item Description
Resolution 24-59: Convey City Property to Elk River Municipal Utilities for an Electrical Substation

Reviewed by
Zack Carlton
Cal Portner
Tina Allard

Action Requested

Adopt, by motion, Resolution 24-59 approving the conveyance of Lot 1, Block 1, Natures Edge Business Center Third Addition to Elk River Municipal Utilities for development as an electrical substation.

Background/Discussion

On September 16, 2024, the City Council approved a Conditional Use Permit (CUP) authorizing construction of an electrical substation on Lot 1, Block 1, Natures Edge Business Center Third Addition. The site is currently owned by the city, but had been planned for use as a substation by ERMU. The city's CUP approval requires ERMU to assume ownership of the parcel, as it is not the city's desire to own a substation.

The attached resolution approves the conveyance and authorizes staff to execute and deliver all required documents.

Financial Impact

None

Mission/Policy/Goal

Support the growth and development of the community.

Attachments

1. Resolution Approving Conveyance
2. Quit Claim Deed

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Resolution 24 - 59

A Resolution Approving a Conveyance of Real Property to Elk River Municipal Utilities

WHEREAS, the City of Elk River (“City”) is the fee owner of the real property located at in the City of Elk River, County of Sherburne, State of Minnesota, which is legally described as follows:

Lot 1, Block 1, Natures Edge Business Center Third Addition
(PID: 75-00915-0105) (the “Property”); and

WHEREAS, the City wishes to convey the Property to Elk River Municipal Utilities, a Minnesota municipal utility (“ERMU”), for use as a substation; and

WHEREAS, the Minnesota Statutes § 462.356, subd. 2, requires that the Elk River Planning Commission (“Planning Commission”) review the proposed disposal of the Property for compliance with the City’s comprehensive municipal plan, and to report its findings in writing to the City Council of the City of Elk River (“City Council”); and

WHEREAS, Minnesota Statutes §462.356, subd. 2, provides for an exception from the requirement for review by the Planning Commission upon 2/3 vote of the City Council dispensing with the requirement and finding that the disposal of Property has no relationship to the City’s comprehensive municipal plan; and

WHEREAS, the City finds the conveyance of the Property to ERMU is in the public’s interest and furthers the aims and purposes of the City, and that the disposal of the Property has no relationship to the City’s comprehensive municipal plan.

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

1. The City Council finds that the conveyance of the Property has no relationship to the City’s comprehensive municipal plan.
2. Review by the Planning Commission of the conveyance of the Property is hereby dispensed with.
3. The conveyance of the Property to ERMU is hereby approved.

4. The Mayor and City Clerk are hereby authorized to execute and deliver all necessary documents to complete the conveyance.

Passed and adopted this _____ day of _____, 2024.

John J. Dietz, Mayor

ATTEST:

Tina Allard, City Clerk

(Reserved for Recording Data)

QUIT CLAIM DEED

eCRV number: _____

STATE DEED TAX DUE HEREON: \$1.65

Dated: _____, 2024.

FOR VALUABLE CONSIDERATION, CITY OF ELK RIVER, a Minnesota municipal corporation, Grantor, hereby conveys and quitclaims to **ELK RIVER MUNICIPAL UTILITIES**, a Minnesota municipal utility, Grantee, real property in Sherburne County, Minnesota, legally described as:

_____, Sherburne County, Minnesota, according to the
recorded plat thereof.

Check here if part or all of the land is Registered (Torrens) _____

together with all hereditaments and appurtenances belonging thereto.

Check box if applicable:

- ☒ The Grantor certifies that the Grantor does not know of any wells on the described real property.
- ☐ A well disclosure certificate accompanies this document.
- ☐ I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property has not changed since the last previously filed well disclosure certificate.

CITY OF ELK RIVER

(SEAL)

By: _____
John J. Dietz, Mayor

And: _____
Tina Allard, City Clerk

[illegible]

The foregoing instrument was acknowledged before me this _____ day of _____, 2024, by John J. Dietz and Tina Allard, respectively, the Mayor and City Clerk for 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

Tax Statements for the real property described in this instrument should be sent to:

Elk River Municipal Utilities
13069 Orono Parkway
P.O. Box 430
Elk River, MN 55330-0430

DRAFTED BY:
CAMPBELL KNUTSON, P.A.
Grand Oak Office Center I
860 Blue Gentian Road, Suite 290
Eagan, Minnesota 55121
Telephone: 651-452-5000
JDS/AKLS



Request for Action

To
City Council

Item Number
4.11

Meeting Date
October 7, 2024

Prepared By
Zack Carlton, Community Development Director

Item Description
Accept Bids for Property Clean-up and Demolition
at 19176 Kent Street

Reviewed by
Zack Carlton
Cal Portner
Tina Allard

Action Requested

Approve, by motion, the proposals for property clean-up and demolition of the hazardous building at 19176 Kent Street

Background/Discussion

Earlier this year, the City Council passed a resolution ordering the repair or removal of a hazardous building at 19176 Kent Street NW. Since then, staff and the city attorney have been working through the legal process towards a resolution allowing the city to demolish the building, removing the public hazard.

The court approved the city's motion for summary enforcement on August 19, 2024, authorizing the city to enter the property to remove the remaining items and demolish the structures. Once the process has been completed, the costs associated with enforcing the order, including legal fees, can be assessed back to the property.

Staff solicited bids for the removal of personal property, including a public auction of salvageable items, disposal of trash and debris, and demolition of the home. After talking with numerous contractors about the project and reviewing their proposals, staff recommends approval of the attached proposals from Your Turn LLC and Patrick Dorn Construction.

Property clean-up is expected to begin the week of October 7, 2024, with demolition following shortly after the items have been removed from the property.

Financial Impact

The city will pay for the costs to clean up the home, but those costs will be assessed back to the property and can be recovered at the time of sale.

Mission/Policy/Goal

Improve citizen quality of life.

Attachments

The Elk River Vision

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1. Court Order
2. Patrick Dorn Demolition Proposal
3. Your Turn LLC Property Cleanup Proposal

STATE OF MINNESOTA

DISTRICT COURT

COUNTY OF SHERBURNE

TENTH JUDICIAL DISTRICT
Case Type: Civil Other/Misc.

IN RE:

Case File No.: 71-CV-24-869
Judge Brianne J. Buccicone

The Matter of a Hazardous Building Located at
19176 Kent Street Northwest, City of Elk
River, Sherburne County, Minnesota.

**ORDER FOR JUDGMENT AND
JUDGMENT**

On **August 19, 2024, at 8:30 a.m.**, the above-entitled matter came on for hearing before the undersigned, Judge of District Court, on the City of Elk River's motion for summary enforcement of an Order for Repair or Removal of Hazardous Building for the property located at 19176 Kent Street Northwest, in the City of Elk River, Minnesota ("Property") under Minn. Stat. § 463.19.

The City was represented by Cole A. Birkeland, of Campbell Knutson, Professional Association, Grand Oak Office Center I, 860 Blue Gentian Road, Suite 290, Eagan, Minnesota 55121. No appearances were made by Dean G. Thompson or The Huntington National Bank.

Based on all the files, memoranda of law, and proceedings herein, and having carefully considered the arguments of counsel, **IT IS HEREBY ORDERED:**

1. The City's Motion for Summary Enforcement is hereby **GRANTED**.
2. The City is hereby authorized to enter the property immediately and to take any action necessary to repair or remove the existing hazards identified in the Order for Repair or Removal of Hazardous Conditions. This action may include removing the building,

- removal and destruction of all personal property within the building, removal and destruction of vehicles on the property, and the backfill and grading of the property.
3. The City may seek an assessment on the Property of costs of the repairs, razing, corrections, and removal of property, including attorney's fees and costs in accordance with Minn. Stat. §§ 463.21 and 463.22.
 4. This order shall be binding on all owners and lien holders of record as well as their successors in interest, if any.
 5. The Clerk of Court shall either give a copy of this Order to the parties or mail a copy of this Order to the parties by first class mail.

LET JUDGMENT BE ENTERED ACCORDINGLY

BY THE COURT:

Brianne J. Buccicone

Buccicone, Brianne (Judge)
2024.08.19 08:47:12 -05'00'

Date: _____

The Hon. Brianne J. Buccicone
Judge of District Court

JUDGMENT

I hereby certify that the above Order constitutes the entry of Judgment of the Court.

Date: 8/19/24

COURT ADMINISTRATOR:

By: Jennifer A. Gelinski



19165 81st Place North • Maple Grove, MN 55311 • Phone: 612-801-6453

City of Elk River
Job Address:
19176 Kent Street
Elk River, MN 55330

Print Date: 9-12-2024

Proposal for City of Elk River house demo

Thank you for choosing Patrick Dorn Construction, Inc. The estimate is ready for your review.

If you would like to proceed with the project, check the Disclaimer box and click the Approve button at the bottom of the estimate. Once this is signed, it becomes the contract.

Items	Description	Qty/Unit	Unit Price	Price
1010 - Building Permits	Any permits required for the demo will be billed out at cost	1	\$0.00	\$0.00
1450 - Sewer System	cave in existing septic system and fill with dirt	1	\$500.00	\$500.00
1460 - Gas Service	Quality utility will remove the gas meter at no charge	1	\$0.00	\$0.00
1470 - Electric Service	Line up Xcel to disconnect power at transformer.	1	\$500.00	\$500.00
1420 - Individual Wells	The current well is not capped. Cap existing well. Well can range from 60' to 200' deep and there is a 20% chance that we may have to do perforation. Estimated cost = \$2,000 Potential additional cost could be \$2800, will not know final cost until Well service company is onsite, doing the work.	1	\$2,000.00	\$2,000.00
1300 - Demolition	Demo existing house and garage, haul away all debri. remove all concrete, and backfill. Note: this price is for all interior contents and personal property to be removed by others	1	\$24,000.00	\$24,000.00
Overhead and Profit		0.1	\$27,000.00	\$2,700.00

Total Price: \$29,700.00

Construction Contract

License No. BC723909
Registration No. QB118407

This Contract is entered into this day (date listed in the estimate above), between Patrick Dorn Construction, Inc. ("Company"), whose principal place of business is located at 19165 81st Place North, Maple Grove, MN 55311, and the property address listed in the estimate above ("Owners"). Owners hereby certify that they are the owners of the real property located at the address listed in the estimate above ("the Property"). Owners hereby contract with Company to provide labor and materials ("the Work") to improve the Property, as defined in the Bid / Estimate provided by Company to Owners ("the Project"). Owners agree to the terms of the Bid / Estimate, specifically including the proposed price, which terms form part of this Contract and are specifically incorporated herein by reference.

PAYMENT AND CONTRACT PRICE

Owners agree to pay Company the sum listed in the estimate above ("Total Price") for the Work defined in the Bid / Estimate, and to make payment in accordance with Payment Schedule and Terms specified herein. Owners agree to pay Company according to the Payment Terms contained in the Bid / Estimate. Invoices not paid when due will be subject to interest at the rate of the greater of 1.5 percent per month (18 percent per year) or the maximum rate allowed by law.

PAYMENT SCHEDULE AND TERMS

The contract price shall be paid to the Company according to an agreed upon schedule based on the format below.

Event	Percentage	Amount
Initial Deposit upon acceptance	10% of Total Contract Price	\$2,970
		\$
		\$
Balance upon Completion	90% Remaining Balance	\$26,730
TOTAL CONTRACT PRICE:		\$29,700

If the Work is to be paid by Owners from the proceeds of a property or casualty insurance policy, and the insurance company requires a different payment schedule than the above, Owners and Company shall modify the Payment Schedule to comply with the insurance company requirements for payment (including provision of sworn construction statements or lien waivers).

IF THE WORK IS TO BE PAID FOR BY AN INSURANCE COMPANY, AND OWNERS ARE NOTIFIED THAT THEIR INSURANCE COMPANY HAS DENIED THEIR CLAIM TO PAY FOR THE WORK, OWNERS MAY CANCEL THIS CONTRACT AT ANY TIME WITHIN 72 HOURS OF RECEIVING THAT NOTICE FROM THEIR INSURANCE COMPANY. See Exhibit B to the Contract, which can be provided to you by the Company upon request.

Owners are hereby notified that, under Section 325E.66 of the Minnesota Statutes, a residential contractor providing home repair or improvement services to be paid by an insured from the proceeds of a property or

casualty insurance policy shall not, as an inducement to the sale or provision of goods or services to an insured, advertise or promise to pay, directly or indirectly, all or part of any applicable insurance deductible or offer to compensate an insured for providing any service to the insured. If a residential contractor violates this section, the insurer to whom the insured tendered the claim shall not be obligated to consider the estimate prepared by the residential contractor. The residential contractor must provide a written notification of the requirements of this section with its initial estimate.

If Owners fail to pay Company any payment(s) due under the terms of this Contract, Company may suspend its Work without further notice to Owners. Upon any suspension of Work by Company for nonpayment by Owners, Owners will remain liable to Company for all payments due up to the time that Work is suspended, and for all losses or damages sustained or suffered by Company, whether direct or consequential, including any costs to suspend or mobilize Work. Company shall restart work only upon payment by Owners of all money due to Company, including any losses damages sustained or suffered by Company. If Work remains suspended for a period of 14 days due to nonpayment by Owners, Company may, at its option, treat this Contract as having been breached by Owners, and pursue all available remedies and damages.

THE WORK

Company will furnish all labor, materials, services, tools, equipment, and fixtures necessary to complete the Work in a good and workmanlike manner. The Work shall be completed in compliance with all laws, ordinances, building codes, and rules and regulations governing the Work.

PERMITS AND AUTHORIZATIONS

Unless otherwise agreed and included in the Contract Price, Owners shall be responsible for obtaining any required permits, permissions, authorizations, or other approvals for proceeding with the Project, including making any selections of materials or options. Owners shall be responsible for any repairs or changes necessary to the structure for Company to properly complete the Work on the Project.

WARRANTIES BY OWNERS

Owners represent and warrant that they are not aware of any pending or threatened litigation, action or administrative proceeding against them with respect the Property, nor are Owners aware of any basis or grounds for any such litigation, action or proceeding against them or the Property. No unpaid work, labor, or materials have been supplied to the Property upon which anyone could base a mechanics' lien, equitable lien, or any other type of lien against the Property.

COSTS OF COLLECTION

If Company takes any actions to enforce this Contract or collect monies owed to it by Owners arising out of or in connection with this Contract, Company shall be entitled to have and recover from Owners all of Company's attorney's fees, costs, and disbursements incurred, including pre-judgment interest.

PROPOSED PROJECT SCHEDULE

Company shall commence Work on the Project after payment of the initial deposit by Owners and after expiration of any right of Owners to cancel the Project, and no later than 30 days of final execution of this Contract. If the Project has not commenced within 30 days of final execution of this Contract due to failure of Owners to make payments when due, obtain permits or authorizations, or other satisfy other obligations,

Company shall have the right to cancel and terminate this Contract. In the event of such termination, Company will refund any unearned payments made by Owners, and shall remove any tools, equipment, or materials delivered to the Project.

All Work shall be substantially complete within the agreed number of days after commencement of Work. Substantial completion shall mean completion of all work with the exception of any final punch list items. Owners agree that Company is not responsible for delays in completion of the Work due to acts of God, weather, strikes, war, civil disturbance or riot, shortage or delay in obtaining materials, shortage or delay in labor or subcontracting, government regulations, court actions, delays in obtaining materials, or any other causes beyond Company's control, including any delays caused by Owners (specifically including, but not limited to, Owners' failure to make any payment to Company when due), Owner's agents, representatives, or guests, or any other persons, parties, or causes not under Company's control. In the event of any such delay, Company's time to achieve Substantial Completion shall be extended by a period equal to the time lost by reason of such delay. However, if Work remains suspended for a period of 14 consecutive days due to nonpayment by Owners, Company may, at its option, treat this Contract as having been breached by Owners, and pursue all available remedies and damages.

CHANGE ORDERS

Owners may request changes within the general scope of the Work. Any material change will only be effective if it is the form of a written Change Order signed by Owners and Company. Owners agree that only one signature shall be required to execute and authorize a Change Order on behalf of Owners. Owners agree that a Change Order may result in an increase in the amount of the Contract Price, or in the amount of time allowed for Substantial Completion. Company shall not be obligated to proceed with the Change Order until the value of such Change Order and its effect on the time of performance or on warranties has been agreed upon, and a Change Order has been signed by Owners and Company.

LIMITED WARRANTY

Company warrants that all work shall be completed in a workmanlike manner and in compliance with all codes and applicable building standards and practices. In addition, to the extent that the Work constitutes a major structural changes or addition to a residential building, the statutory warranties of Section 327A of the Minnesota Statutes apply (see **Exhibit A** to the Contract). Company shall not be responsible for repairs due to damage by wind, ice, hail, or other causes or damage beyond the control of Company. Company does not warrant work which has not been performed by Company or its subcontractors.

SUBCONTRACTORS

Company may, at its sole discretion, engage subcontractors to perform services under this Contract, but Company shall remain responsible for proper completion of this Contract. Upon request by Owners, Company will provide a complete list of subcontractors and material suppliers to be used by Company on the Project. However, Owners shall not have the power to reject subcontractors or materials used in the Work unless specifically agreed to in writing by Company.

PHOTOGRAPHS AND TESTIMONIALS

Any photographs taken of the project before construction, in progress, and after construction, are property

of the Contractor. The Contractor has the right to use these construction photographs to promote their business via their website, social media, and other advertising, as applicable. The Contractor will not use the photos for any reason other than business purposes. With the Owner's written permission, any written testimonials provided to Contractor by the Owner can be used to promote the Contractor's business.

INSURANCE

Company agrees to maintain adequate insurance to comply with any requirements of statute or law. Owners agree, upon request of Company prior to commencement of the Work, to provide Company with a copy of Owners' property insurance policy showing coverage for property damage and liability claims.

MODIFICATION / WAIVER

This Contract shall not be altered, amended, or modified by oral representation made before or after the execution of this Contract. Any modifications to this Contract must be in writing and duly executed by all Parties. Any waiver of any requirement of this Contract must be in writing, and shall be limited to the circumstance or event specifically referenced in the written waiver document and shall not be deemed a waiver of any other term of this Contract.

INDEMNIFICATION

Owners agree to indemnify and hold harmless Company from any physical damage to property or injury to persons, including death, to the extent resulting directly from negligence of Owners or their agents under or arising out of this Contract. In the event any such damage or injury is caused by the joint or concurrent negligence of Company and Owners, the loss shall be borne by each party in proportion to its negligence.

BINDING EFFECT / ASSIGNMENT

This Contract shall be binding on and shall inure to the benefit of the Parties and their respective heirs, executors, administrators, agents, representatives, successors, and assignees. Any individuals whose signatures are affixed to this Contract in a representative capacity represent and warrant that they are authorized to execute the Contract on behalf of and to bind the entity on whose behalf the signature is affixed.

Owners shall not assign any duties, rights or obligations hereunder without the prior written consent of the Company, which consent shall not be unreasonably withheld.

Company shall have the right to assign any part of the work to any subsidiary or affiliated company, and the Owners agree to execute any documents reasonably required to affect the transfer to such company of all rights and obligations associated with such portion of work.

ENTIRE AGREEMENT

This Contract, along with the Bid / Estimate, represents a single, integrated, written contract expressing the entire understanding and agreement between the Parties concerning the subject matter hereof and supersedes any prior agreements, whether written or oral, relating thereto.

SEVERABILITY

The provisions of this Contract are severable. If any portion, provision, or part of this Contract is held, determined, or adjudicated by a court of competent jurisdiction to be invalid, unenforceable or void for any reason whatsoever, each such portion, provision or part shall be severed from the remaining portions, provisions or parts of this Contract and shall not affect the validity or enforceability of any remaining portions, provisions or parts, which remaining portions, provisions or parts shall be enforced as amended.

APPLICABLE LAW

This Contract is entered into in the State of Minnesota, and shall be governed by the laws of the State of Minnesota. Owners and Company consent to jurisdiction and venue in the courts of the State of Minnesota.

NOTICES

Any Notices required to be sent or provided under this Contract shall be mailed, sent or delivered to the parties at the addresses given below. Notices shall be deemed as delivered upon mailing or upon transmission if sent by facsimile, or upon receipt if delivered by hand or by any other means. Notices shall not be provided or accepted by electronic mail, but electronic mail may be used for normal correspondence between Company and Owners.

Patrick Dorn Construction, Inc.

19165 81st Place North

Maple Grove, MN 55311

ATTN: Patrick Dorn, Project Manager

[Owners]

[Street Address]

[City, State, Zip Code]

MECHANICS LIEN NOTICE

Pursuant to Minn. Stat. §514.011, every person who enters into a contract with the Owners for the improvement of real property and who has contracted or will contract with any subcontractors or material suppliers to provide labor, skill or materials for the improvement shall include in any written contract with the Owners the following notice, and shall provide the Owners with a copy of the written contract:

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

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

RIGHT TO CANCEL HOME SOLICITATION SALE

If this Contract has been entered into by Owners at a location other than the office of Company, the Owners have the right to cancel the Contract until midnight of the third business day on which the Contract has been entered into with Company. **See Exhibit C to the Contract**, which can be provided to you by the Company upon request.

IN WITNESS THEREOF, the parties thereto have executed the document by their authorized representatives

on the date first above written. The signature line is listed below this contract.

The release of this estimate acts as the electronic signature for Patrick Dorn. The date and time stamp of the release applies for this electronic signature.

Electronic Signature: *Patrick Dorn*

EXHIBIT A – STATUTORY WARRANTIES

Under Section 327A of the Minnesota Statutes, various warranties apply to residential home improvement work. That section provides specific definitions for various terms, and also requires specific dispute resolution procedures. The full text of that section can be found on-line at the website of the Minnesota Revisor of Statutes: <https://www.revisor.mn.gov/statutes/cite/327A>

- If the Contract between Company and Owners is to provide home improvement work involving major structural changes or additions to a residential building, then (1) during the one-year period from and after the warranty date the home improvement shall be free from defects caused by faulty workmanship and defective materials due to noncompliance with building standards; and (2) during the ten-year period from and after the warranty date the home improvement shall be free from major construction defects due to noncompliance with building standards.
- If the Contract between Company and Owners is to provide home improvement involving the installation of plumbing, electrical, heating or cooling systems, then during the two-year period from and after the warranty date, the home improvement shall be free from defects caused by the faulty installation of the system or systems due to noncompliance with building standards.
- If the Contract between Company and Owners is to provide home improvement not covered by the above two paragraphs, then during the one-year period from and after the warranty date, the home improvement shall be free from defects caused by faulty workmanship or defective materials due to noncompliance with building standards.

These warranties are limited and are subject to various exclusions found in Section 327A.03, including the following for home improvement work:

- (a) loss or damage not reported by the owner to the home improvement contractor in writing within six months after the owner discovers or should have discovered the loss or damage; unless the owner establishes that the home improvement contractor had actual notice of the loss or damage;
- (b) loss or damage caused by defects in design, installation, or materials which the vendee or the owner supplied, installed, or directed to be installed;
- (c) secondary loss or damage such as personal injury or property damage;
- (d) loss or damage from normal wear and tear;
- (e) loss or damage from normal shrinkage caused by drying of the dwelling or the home improvement within tolerances of building standards;
- (f) loss or damage from dampness and condensation due to insufficient ventilation after occupancy;

- (g) loss or damage from negligence, improper maintenance or alteration of the dwelling or the home improvement by parties other than the home improvement contractor;
- (h) loss or damage from changes in grading of the ground around the dwelling or the home improvement by parties other than the home improvement contractor;
- (i) landscaping or insect loss or damage;
- (j) loss or damage from failure to maintain the dwelling or the home improvement in good repair;
- (k) loss or damage which the Owners, whenever feasible, have not taken timely action to minimize;
- (l) loss or damage which occurs after the dwelling or the home improvement is no longer used primarily as a residence;
- (m) accidental loss or damage usually described as acts of God, including, but not limited to: fire, explosion, smoke, water escape, windstorm, hail or lightning, falling trees, aircraft and vehicles, flood, and earthquake, except when the loss or damage is caused by failure to comply with building standards;
- (n) loss or damage from soil movement which is compensated by legislation or covered by insurance;
- (o) loss or damage due to soil conditions where construction is done upon lands owned by the Owners and obtained by the Owners from a source independent of the home improvement contractor;
- (p) in the case of home improvement work, loss or damage due to defects in the existing structure and systems not caused by the home improvement.

In addition, the terms of the home improvement warranties required by Section 327A commence upon completion of the home improvement and the term shall not be required to be renewed or extended if the home improvement contractor performs additional improvements required by warranty, and the warranties in Section 327A do not include products or materials installed that are already covered by implied or written warranty.

It is important to note that Section 327A.03 requires the Owners to notify Company in writing within six months after the Owners discovers or should have discovered any loss or damage alleged to have occurred in the home improvement work caused by faulty workmanship or defective materials. The Owners must also allow Company to inspect the Property to evaluate the alleged loss or damages, and to prepare a written offer to repair. This process is detailed in Section 327A.02.

- The Owners must allow an inspection for purposes of the preparation of an offer to repair the alleged loss or damage under subdivision 5. The inspection must be performed by the home improvement contractor within 30 days of the notification under Section 327A.02, clause (a). Any damage to property caused as a result of an inspection must be promptly repaired by the inspecting party to restore the property to its pre-inspected condition.
- Within 15 days of completion of the inspection the home improvement contractor must provide to the vendee or Owners a written offer to repair. The offer to repair must include, at a minimum: (1) the scope of the proposed repair work; and (2) the proposed date on which the repair work would begin and the estimated date of completion.
- If the parties agree to a scope of work, the vendor or home improvement contractor must perform the repair work in accordance with the offer to repair. If the parties do not agree to a scope of work,

the Owners must submit the matter to the homeowner warranty dispute resolution process under Section 327A.051.

- This section does not prevent the Owners from obtaining the information in a written offer to repair from another contractor or from negotiating with the vendor or home improvement contractor for a different scope of work.
- Upon completion of repairs described in an offer to repair, the home improvement contractor must provide the Owners with a written notice that the scope of the work agreed upon has been completed, a list of the repairs made and a notice that the Owners may have a right to pursue a warranty claim under this chapter. Provision of this statement is not an admission of liability, and compliance with this requirement does not affect any rights of the Owners under this Section 327A.

As noted above, if the parties do not agree to a scope of work, the Owners must submit the matter to the homeowner warranty dispute resolution process under Section 327A.051. That process includes the following:

- The home warranty dispute resolution process is commenced by written application to the commissioner. A request must include the complete current address and full name of the contact person for each participating party.
- Within ten days of receiving a written request, the commissioner shall provide each party with a written list of three qualified neutrals randomly selected from the panel of neutrals established by the commissioner. The commissioner shall also provide complete contact information for each qualified neutral.
- Within five business days after receipt of the list from the commissioner, the parties shall mutually select one of the three qualified neutrals identified by the commissioner to serve as the qualified neutral for their dispute. If the parties cannot mutually agree on a neutral, the home improvement contractor shall strike one of the neutrals from the list, the Owners shall subsequently strike one of the remaining neutrals from the list, and the remaining neutral shall serve as the qualified neutral for the dispute resolution process. The parties shall notify the selected qualified neutral and the commissioner of the selection.
- The qualified neutral selected by the parties shall convene, and each party shall attend, an in-person conference of the parties. The qualified neutral shall select the date for the conference after consulting the parties. The conference must occur no later than 30 days after the neutral's selection, except by mutual agreement of the parties. In addition, the neutral shall collect from each party an administrative fee of \$25 and shall submit those fees to the commissioner no later than ten days after the completion of the conference.
- At least seven days before the conference, each party must provide the qualified neutral and the other party with all information and documentation necessary to understanding the dispute, or the alleged loss or damages.
- After reviewing the information and documentation provided by the parties and after consulting with the parties at the conference, the neutral shall issue to the parties a nonbinding, written determination, which must include, to the extent possible, findings and recommendations on the

scope and number of repairs necessary, if any. The qualified neutral shall mail the determination to each party within ten days after the conference.

- The parties shall share the expense of the qualified neutral's billed time equally, unless otherwise agreed. The neutral's billed time for evaluation of documents, meeting with the parties, and issuing a written determination must not exceed six hours, unless agreed to in writing by both parties. The neutral must identify the neutral's hourly rate to the parties.
- The written determination issued by the qualified neutral and all communications relating to the home warranty dispute resolution process, except those between any party and the commissioner, are deemed confidential settlement communications pursuant to Rule 408 of the Minnesota Rules of Evidence.
- No party may use the written offer of repair provided by a vendor or home improvement contractor, a counteroffer to repair, or a written determination issued by the qualified neutral as evidence of liability in subsequent litigation between the parties. The qualified neutral may not be called to testify regarding the dispute resolution proceedings.
- Any amount paid by a party for the services of a qualified neutral under this section is deemed a taxable cost of the prevailing party in a subsequent litigation involving the same subject matter.

If both parties agree, the parties may designate an alternative dispute resolution process in lieu of participating in the home warranty dispute resolution process established by Section 327A.051. If the parties agree to an alternative dispute resolution process, they shall provide written notice of the agreement and a description of the selected process to the commissioner as soon as practicable, but no later than the date the parties are required to select a neutral. Failure to strictly comply with the timelines in this section shall not be grounds for dismissal of any claim brought under Section 327A.05, provided that the parties establish good faith effort in complying with Section 327A.051.

If the dispute resolution process is not successful in resolving the dispute between Owners and the home improvement contractor, the Owners may proceed to commence an action against the home improvement contractor.

The applicable statute of limitations and statute of repose for an action based on breach of a warranty imposed Section 327A, or any other action in contract, tort, or other law for any injury to real or personal property or bodily injury or wrongful death arising out of the alleged loss or damage, is tolled from the date the written notice provided by the Owners is postmarked, or if not sent through the mail, received by the home improvement contractor until the latest of the following:

- (1) the date of completion of the home warranty dispute resolution process under Section 327A.051; or
- (2) 180 days.

If the home improvement contractor fails to perform an inspection or fails to make an offer to repair or perform agreed upon repairs, the Owners may commence an action. For all other cases for which the statute of limitations or statute of repose is tolled, an action must not be commenced in district court until the earlier of:

- (1) the completion of the home warranty dispute resolution process under Section 327A.051; or
- (2) 60 days after the written offer of repair is provided to the Owners.

I confirm that my action here represents my electronic signature and is binding. This is a legal contract. I agree to have Patrick Dorn Construction, Inc. start construction as agreed per the contract.

Signature: _____

Date: _____

Print Name: _____

Dear City of Elk River,

We are pleased to submit our proposal for the clean-out and auction services required at the property located in your jurisdiction. Given the condition of the house—particularly the roof caving in at various points and the presence of mold in the basement—we understand the urgency and complexity of this project.

Scope of Work:

1. Clean-Out and Disposal

We will provide all necessary labor, equipment, and disposal services to safely and efficiently clean out the property. Our team will handle the removal of debris, damaged materials, and unsalvageable items.

- **Total Estimated Labor:** 128 hours
- **Labor Rate:** \$75 per hour
- **Total Estimated Cost:** \$9,600

This estimate accounts for the labor required due to the hazardous conditions, including the collapsed roof and mold remediation in the basement.

2. Dumpster, Disposal Fees, Truck Rental

Based on the condition of the property, we anticipate requiring four (3) 40-yard dumpsters to remove waste and discarded items.

- **Dumpster Fee (per unit):** \$800
- **Total Estimated Dumpster Fees:** \$2,400
- **Truck Rental (Bringing Items from property to secure warehouse in Eden Prairie):** \$600.00

These fees will be deducted from the auction commissions.

- **Auction of Valuable Items**

Our team will evaluate and manage the sale of any items of value remaining in the house. We estimate that these items will generate between \$25,000 and \$30,000 at auction. This includes the effort to catalog, photograph, and list the items for sale. All marketing and advertising costs will be covered by our company. **Additionally, the City of Elk River's assistance in promoting the auction through social media, newsletters, and other communication channels would greatly help in reaching a broader audience, potentially increasing the auction's visibility and overall sales.**

- **Revenue Split:** 50/50 split of net proceeds from paid auction invoices

After the auction, any unsold items will be discarded at additional cost to the City of Elk River.

3. **Additional Services**

The following services are included in our fee:

- Advertising and promotion of the auction
- Management of the entire sale process, including item descriptions and photography
- Discarding of unsold items post-auction

We believe our expertise, combined with a transparent cost and revenue-sharing model, ensures that this project will be completed efficiently and with maximum return on any salvageable assets.

Thank you for the opportunity to assist in this important project. We are available to discuss further details and answer any questions you may have.

Sincerely,

John Allaire
Your Turn LLC
Contact@yourturnsale.com



Request for Action

To
City Council

Item Number
4.12

Meeting Date
October 7, 2024

Prepared By
Cal Portner, City Administrator

Item Description
Resolution 24-60 Authorizing OLID Assessment

Reviewed by
Cal Portner
Lori Stich
Tina Allard

Action Requested
Approve, by motion, Resolution 24-60 authorizing OLID Assessment.

Background/Discussion
The Orono Lake Improvement District provided its annual report to the City Council on September 3, 2024.

Following the annual update and budget presentation, the City Council approved their budget and their assessment request but a resolution was not approved authorizing the assessment.

Financial Impact
N/A

Mission/Policy/Goal
Elk River Mission

- Attachments**
1. OLID Proposed 2025 Budget
 2. OLID 2025 Annual Services Charge Request Resolution
 3. 2025 OLID Budget Assessment RESOLUTION

The Elk River Vision

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

Orono Lake Improvement District (OLID) Proposed Budget 2025

	Project/Activity	Description: OLID Annual Services and Activities Fee	Budget
1	AIS Control Curly-leaf Pondweed (CLP)	Continue surveying and treatment where needed of this invasive species until CLP seed banks are eliminated. For 2025 the estimated acres requested to be treated is 32 to fit within the MN DNR maximum allowable without a variance (15% of the littoral area). Herbicide, mechanical and/or hand removal will all be considered. If MN DNR or Sherburne AIS Grant funds remain available and are approved, costs to OLID could be reduced or funds carried over for use the following year. Also, a Sherburne SWCD AIS grant will be applied for to cover required independent contractor CLP delineation costs.	\$8,475
2	Sedimentation Monitoring and Management	Continue lake sonar surveys and baseline studies to monitor existing conditions, sediment sources and baseline sediment levels. Monitoring equipment and data processing. Conduct or contract for feasibility studies and develop proposals for future dredging projects.	\$2,000
3	Undesirable Aquatic Vegetation and Organisms Public Waters Control	MN DNR staff have stated that Water star-grass, and the distribution and density of any submerged aquatic plant, can vary significantly from season to season, particularly in a reservoir system like Lake Orono. Set-aside funds are needed to be prepared to act. Also, work with the City of Elk River to secure existing funds or seek additional funds through Minn. Statute 103G.625 for the control of CLP, harmful or undesirable aquatic vegetation and organisms in public waters.	\$2,000
4	Fisheries Survey, Preservation and/or Stocking	Continue to work with the DNR to determine fish stocking needs and the most appropriate species to select to stock as available and deemed appropriate. Also, assist with current awareness campaign for the need to continue encouraging catch and release.	\$2,000
5	Web Licensing and Maintenance	OLID membership communication, official document repository, director nomination forms, absentee election ballots, etc.	\$200
6	County Special Assessment Fee	Fee for Cities, Townships and LIDS to certify special assessment on the Sherburne County tax system (\$5.00/parcel/year).	\$920
7	Office Supplies and Organizational Expenses	Annual meeting notice mailing, location rental or refundable deposit, building staff supervision, P.O. Box, membership dues or other meeting-related or general supplies.	\$675
8	OLID Board Liability Insurance	Secure standard Liability Insurance for the OLID Board of Directors.	\$980
Total cost of goals 1 – 8			\$17,250*
*OLID property owner annual cost for 2025 of \$100.00 per unit.			

Note: A carryover of funds from year-to-year may be allowed to accommodate cash flow.

RESOLUTION 24 - 01

**RESOLUTION CERTIFYING
2025 OLID ANNUAL SERVICES AND ACTIVITIES
CHARGE REQUEST**

WHEREAS, pursuant to proper notice duly given as required by law, the Orono Lake Improvement District (OLID) has met and certified the assessment roll for the 2025 OLID services and activities charge;

NOW THEREFORE, be it resolved by the Board of Directors of the Orono Lake Improvement District, that the City of Elk River is requested, pursuant to Minnesota Statutes, Section 103B.555, to impose a service charge on all eligible parcels as per the 2025 OLID Service Charge List attached as Exhibit A in the per full unit amount of \$100.00 for OLID services and activities provided in 2025;

BE IT FURTHER RESOLVED that the Orono Lake Improvement District Board of Directors requests that the City of Elk River authorize the Sherburne County Auditor/Treasurer's Office to place the service charge in the total amount of \$17,250 on the 2025 Sherburne County Tax rolls, as shown on Exhibit A.

Said Exhibit A is attached and shall be called the 2025 OLID Service Charge List.

Adopted by the OLID Board of Directors August 27, 2024.

ATTEST: Orono Lake Improvement District


Thomas Binsfeld, Secretary


Chris Rock, Chair



**City of Elk River
City Council**

Resolution 24-60

**A Resolution of the City Council of the City of Elk River approving the
Orono Lake Improvement District Annual Budget for the Year 2025.**

WHEREAS, in accordance with the Order Establishing the Orono Lake Improvement District (OLID), the City of Elk River (City) shall review the OLID budget annually following the Annual Meeting which is held in July or August each year; and

WHEREAS, as referenced in the OLID Resolution 24-01, OLID Board of Directors has provided proper notice, met, and certified the assessment roll for the 2025 OLID services and activities charge; and

WHEREAS, OLID Board of Directors has requested, pursuant to Minnesota Statute Section 103B.555, that the City impose a service charge on all eligible parcels within the OLID as per the 2025 Service Charge List in the amount of \$100.00 per full unit.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Elk River, Minnesota, as follows: that the Orono Lake Improvement District Annual Budget and Service Charge for the year 2025 is approved.

Passed and adopted this 7th day of October 2024.

John J. Dietz, Mayor

ATTEST:

Tina Allard, City Clerk





Request for Action

To
City Council

Item Number
6.1

Meeting Date
October 7, 2024

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

Item Description
Introduce Community Event Center Manager - Katie
Harstad

Reviewed by
Cal Portner
Tina Allard

Action Requested

Assistant City Administrator Joe Stremcha will introduce the Community Event Center Manager Katie Harstad

Background/Discussion

With the reorganization of the Furniture and Things Community Event Center staffing, we went to market to fill this position. We received 62 applications and interviewed nine candidates. Following second interviews, leadership assessments, and background and reference checks, Katie Harstad was selected for the position.

Ms. Harstad previously was the general manager and event operations manager at Rockwoods Restaurant, Bar, Event Center, and Catering, where she had worked since 2006. She is a member of the Elk River Rotary Club and was this year's Chair for Taste of Elk River. She holds a bachelor's degree in business and marketing with a minor in management and entrepreneurship from the University of Minnesota Carlson School of Business.

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
6.2

Meeting Date
October 7, 2024

Prepared By
Mark Dickinson, Fire Chief

Item Description
Safe Streets for All Presentation

Reviewed by
Mark Dickinson
Cal Portner
Tina Allard

Action Requested
Council to receive an update from SRF Consultation Group.

Background/Discussion

The City of Elk River was the recipient of U.S. Department of Transportation Safe Streets and Roads for All funding to assist in effectively identifying and addressing transportation and safety concerns and preparing for potential implementation funding. SRF Consultation Group was hired using grant funds to provide a Community Risk Assessment/Comprehensive Safety Action Plan per our Request for Proposal. SRF has completed gathering data and community feedback and is prepared to present it to the council and update on the progress.

Financial Impact
None

Mission/Policy/Goal
Elk River Mission

Attachments
I. ElkRiverSAP_Council_Presentation

The Elk River Vision

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Elk River Safety Action Plan

City Council Meeting
October 7, 2024

What is a Safety Action Plan?

“[Safety] Action Plans are comprehensive safety plans aimed at reducing and eliminating serious-injury and fatal crashes affecting all roadway users.”

- U.S. Department of Transportation

Components of a Safety Action Plan

Leadership Commitment and Goal Setting

- Commit publicly to Vision Zero
- Develop goals to achieve Vision Zero

Planning Structure

- Establish a diverse working group to develop, implement, and monitor the plan

Safety Analysis

- Identify target crash types and crash risks
- Confirm systemic and specific safety needs
- Locate higher-risk locations

Engagement and Collaboration

- Collaborating with the community to:
- Ground truth safety analysis
 - Build support for implementation

Eight Core Elements

Equity Considerations

- Ensure vulnerable and underserved communities are considered in plan development

Policy and Process Changes

- Review policies, plans, and standards to improve how existing processes prioritize safety

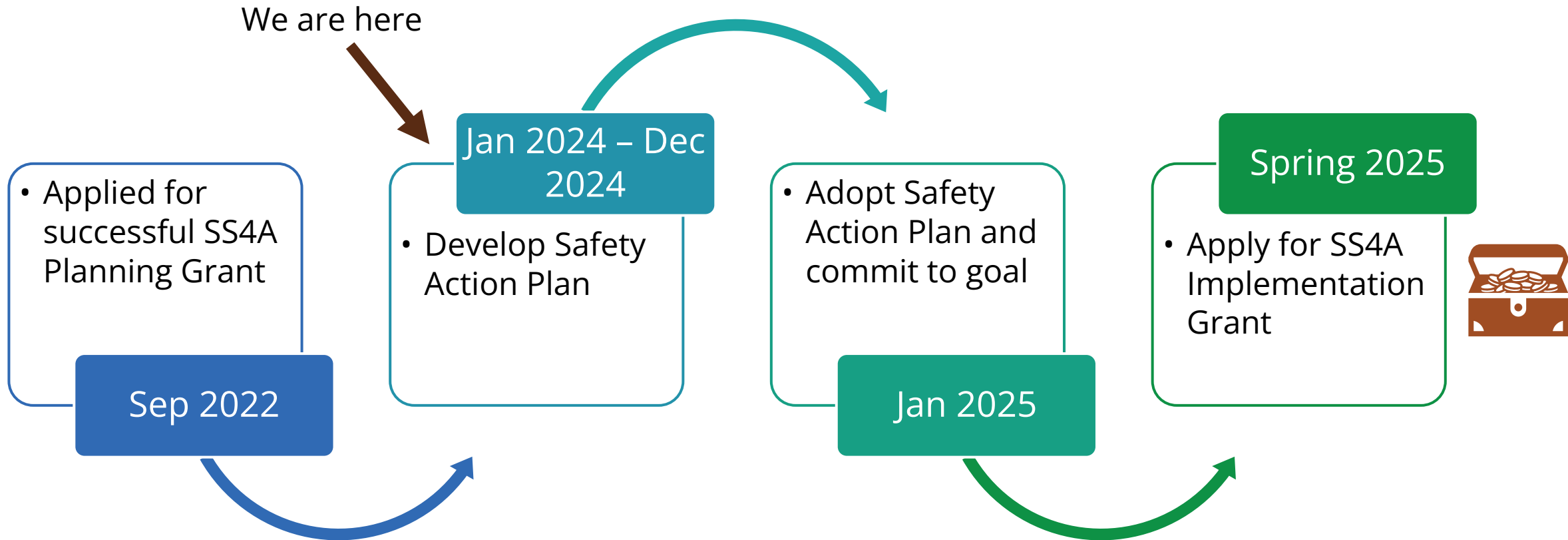
Strategy and Project Selections

- Develop strategies and projects to address safety problems, including a timeline for implementation

Progress and Transparency

- Measure progress over time and adjust strategies and projects as needed

Timeline



**SS4A = Safe Streets and Roads for All discretionary program*

Public Involvement

We are here

Public and Agency Engagement Plan

Details engagement phases, roles and responsibilities.

Phase 1: Understand Experiences

Learn from the community's transportation experiences.

Phase 2: Test Ideas

Share and test ideas with the community to finalize the plan.

www.ElkRiverSafetyActionPlan.com

Come talk to us about transportation safety

We are working to make Elk River safer for all types of transportation users, and we want your input.

Earn a snack or trinket for giving us your feedback!

Create a Website Account - Manage notification subscriptions, save form progress and more.

Website Sign In

ResidentsDepartmentsServicesMajor ProjectsHow Do ISearch...

Staff DirectoryCity Regulations/LawEmploymentStay Connected

Home > News FlashNews Flash HomeThe original item was published from 4/26/2024 9:35:26 AM to 7/27/2024 12:00:03 AM.News FlashPosted on: April 26, 2024[ARCHIVED] Elk River Safety Action PlanStreets throughout the City of Elk River should be safe and welcoming for all travelers. The City of Elk River prioritizes safe movement for everyone and is developing a Safe Streets and Roads for All compliant Safety Action Plan. The intent of this study is to provide the City of Elk River staff with direction on setting priorities for safety needs.The city, with the support of SRF Consulting Group, will engage the community and complete technical analysis to set safety goals and a plan for implementation.Our first phase of engagement will gather input about the community's transportation experiences. You can connect with the Safety Action Plan by:

- Learning about the plan on our webpage.
- Finding our project team at community events this spring and summer.
- Providing your comments on our interactive map and online survey.

Additional Info...

Module Search

All categories ▼

ToolsRSSNotify Me

Categories

- All Categories
- News Flash
- Furniture and Things
- Community Event Center
- Parks & Rec

City of Elk River

Elk River Safety Action Plan

INSTRUCTIONS

- 1 ADD** your ideas to the map by clicking "Add comments" on the menu bar below, then choose the correct icons for your comment.
- 2 Describe** your comment in the text box that pops up.

PROVIDE YOUR INPUT!
COMMENT CATEGORIES

- Walking/Rolling
- Biking
- Driving
- Safety
- Public Transportation

[Share 4](#) [Guest | Draft Project](#)

[About & Help](#) [Add Comments](#)

Map Labels: Elk River Club, Elk Lake Rd NW, Jacks NW, 169, 19, 22, 68, 201st, 163, 181st Ave NW, 83, 175th Ave NW, Fillmore St NW, SANDPIPER ESTATES, RIVERVIEW HEIGHTS, Otsego, 39, 10, 83, 169, 19, 22, 68, 201st, 163, 181st Ave NW, 83, 175th Ave NW, Fillmore St NW.

Callout Box:

I'd put in another all way stop sign here so that the poor people in the apartment complex can actually get out and go shopping. Plus, it would be safer for walkers and bikers too. Children often attempt to cross the road here and its dangerous even before construction traffic. I'd make the 5th street Apt driveway blocking permanent too, unless the fire department or police department think otherwise.

Module Search

Word or Phrase

All categories

Tools

- RSS
- Notify Me

Categories

- All Categories
- News Flash
- Furniture and Things
- Community Event Center
- Parks & Rec

Public Involvement – What have we learned?



Top safety concerns:



Speeding vehicles



Reckless driving



Failure to yield to peds



Lack of sidewalks



Walking & Biking are the modes that are most common for desired mode shifts



76% of respondents avoid traveling to certain places in Elk River on foot and by bike because of transportation safety concerns

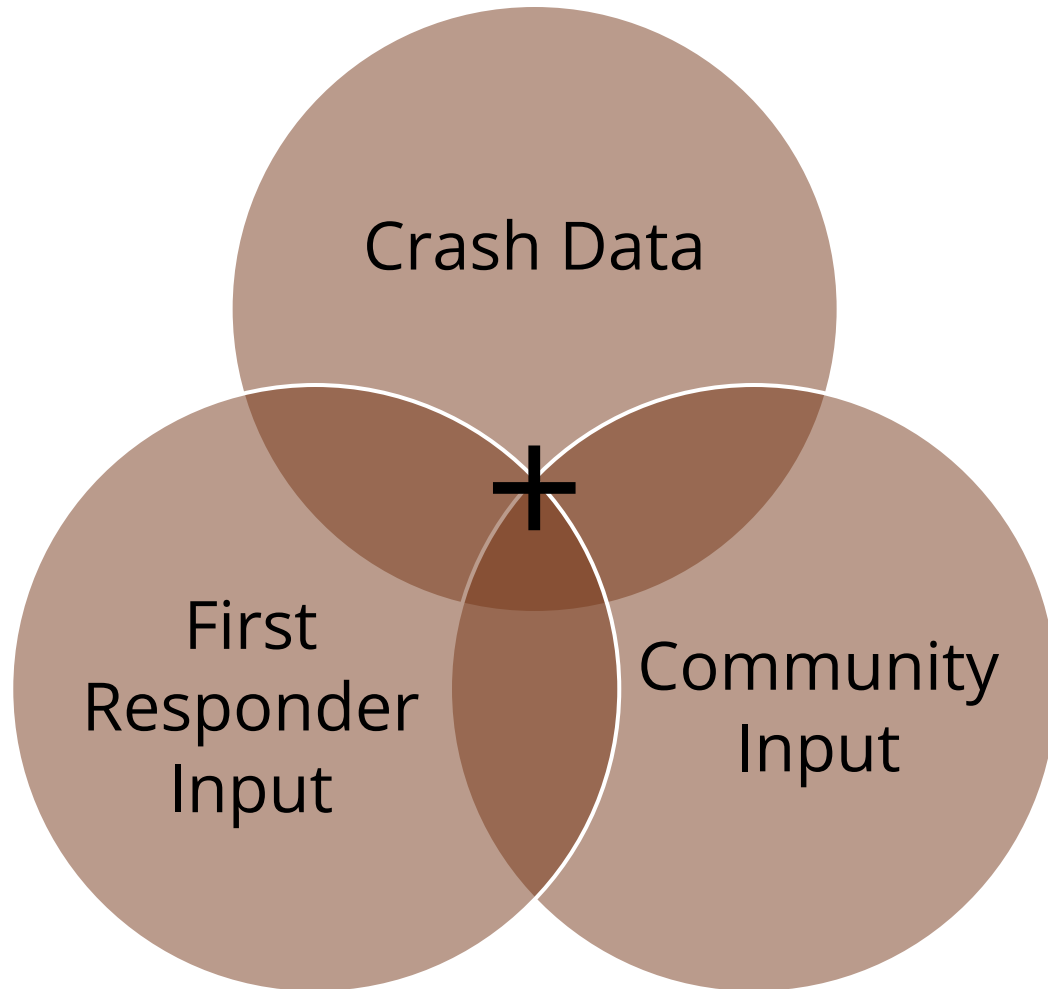
Where Elk River is Today



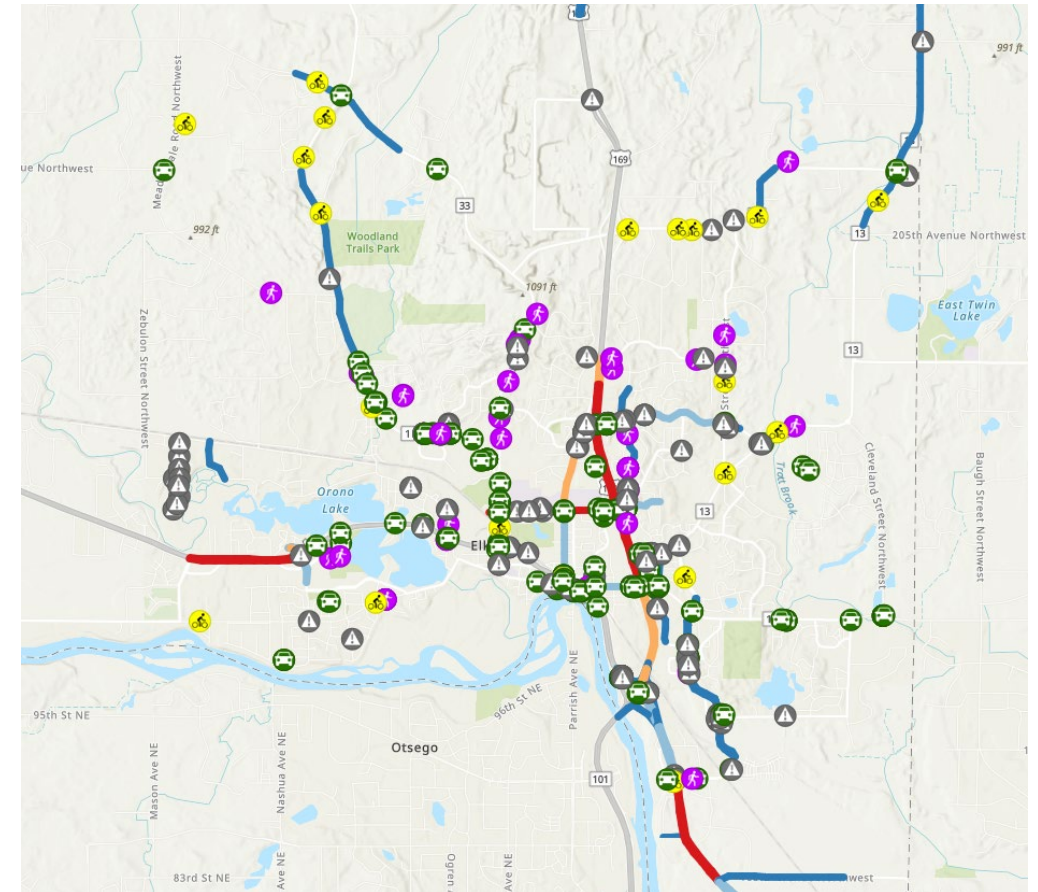
Safety analysis found 34 fatal and serious injury crashes (2019-2023)

- 12 on State roadways
- 8 on County roadways
- 14 on City roadways or with intersections with City/State roadways

Safety Analysis

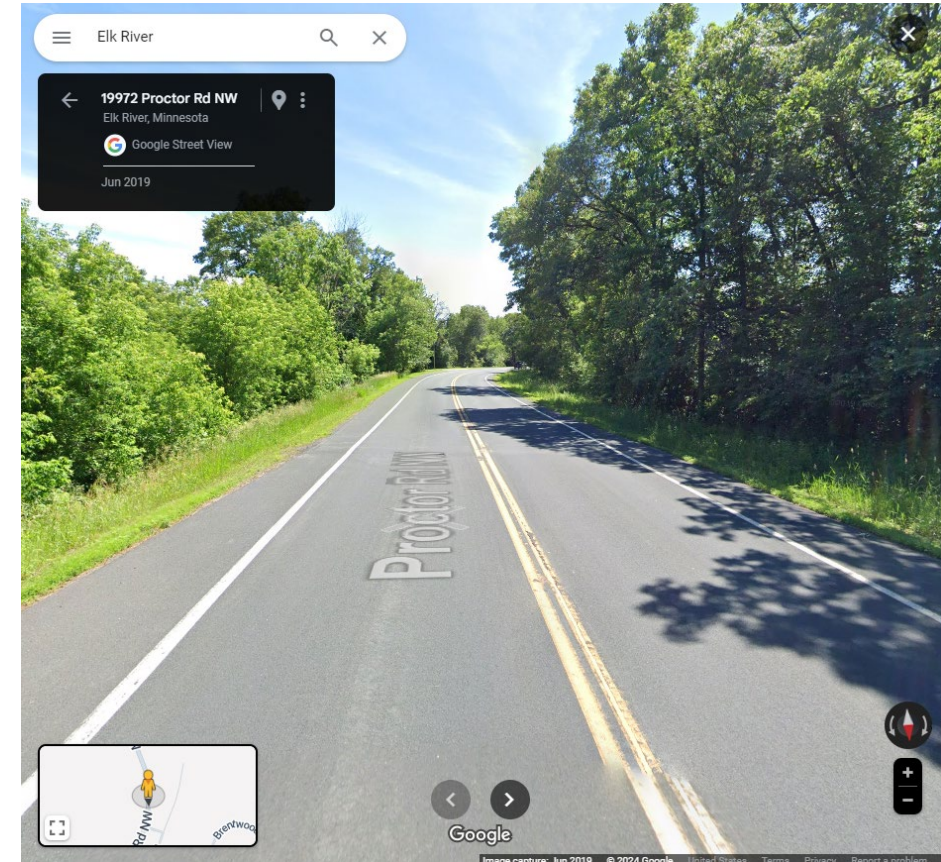


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Safety Issues

- Speeding
- Sight line issues
- Queueing of vehicles
- No sidewalks/crosswalks, small shoulders for biking
- Lack of lighting



Elk River's Goal

Zero traffic fatalities and serious injuries by 2035



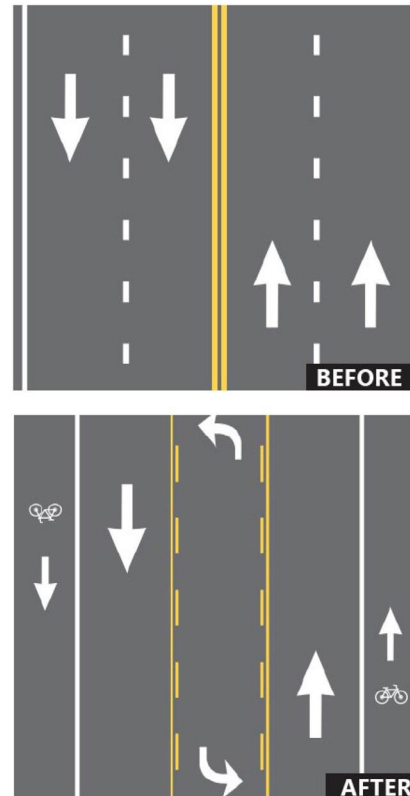
Example Safety Strategies

Rectangular Rapid Flashing Beacon (RRFB)



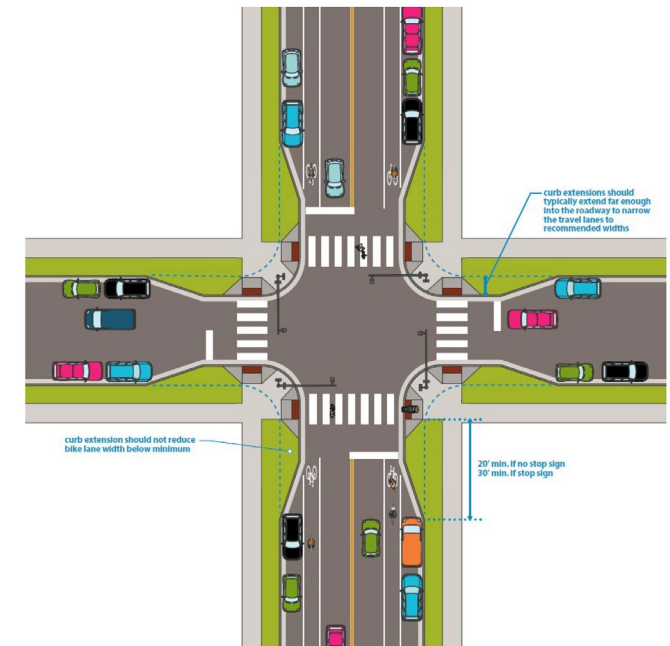
<https://www.ci.mahtomedi.mn.us/312/Rectangular-Rapid-Flashing-Beacons-RRFBs>

Road Diet



<https://highways.dot.gov/safety/proven-safety-countermeasures/road-diets-roadway-reconfiguration>

Curb Extensions



<https://sdg.minneapolismn.gov/design-guidance/intersections/pedestrian-crossings/curb-extensions>

Next Steps

- Finalize safety strategies
- Identify prioritized list of projects and locations
- Engage with the community in November 2025
- Adopt plan and recommit to safety goal in January 2025
- Apply for SS4A implementation grant in Spring 2025

Thank You



SRF Project Manager
Molly Stewart
mstewart@srfconsulting.com

Visit the website: <https://elkriversafetyactionplan.com/>



Request for Action

To
City Council

Item Number
8.1

Meeting Date
October 7, 2024

Prepared By
Tina Allard, City Clerk

Item Description
Call Special Meeting of the Canvassing Board

Reviewed by
Cal Portner
Tina Allard

Action Requested
Approve, by motion, a special meeting date and time of the Canvassing Board.

Background/Discussion
Per state law, the City Council acts as the Canvassing Board and must canvass the results of the General Election between Friday, November 8, and Friday, November 15. City offices will be closed on Monday, November 11 for the Veterans Day holiday. At least three members of the Council would need to be present.

Financial Impact
N/A

Mission/Policy/Goal
N/A

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
8.2

Meeting Date
October 7, 2024

Prepared By
Jolene Richter, Deputy Clerk

Item Description
Discuss Work Session Items

Reviewed by
Cal Portner
Tina Allard

Action Requested

Review work session items listed below and identify future work session topics.

Background/Discussion

Work sessions will be added to the end of regular meetings on the first and third Mondays as needed. At the first Council meeting of each month, staff will present a list of future work session topics for Council review.

Proposed work session topics are as follows:

- Fire Station #1 Facility Funding
- Public Safety grant expenditure update (Last update 9/16)
- Review of zoning north of 197th Ave and gravel mining area following Highway 169 construction
- Council Chambers Security (October 21, 2024)
- Multipurpose Facility Advisory Commission chapters and bylaws discussion

Financial Impact
N/A

Mission/Policy/Goal

Responsibly grow, meet changing needs (agile), and ethical, efficient, and responsible.

Attachments
None

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Request for Action

To
City Council

Item Number
9.1

Meeting Date
October 7, 2024

Prepared By
Jolene Richter, Deputy Clerk

Item Description
Council Liaison Updates

Reviewed by
Cal Portner
Tina Allard

Action Requested
Councilmembers to provide liaison updates.

Background/Discussion

The Mayor and Councilmembers serve as liaisons to multiple committees and commissions. The first meeting of the month provides an opportunity for the Council to provide updates on the work of those committees and commissions.

- **Energy City Commission** – CM Grupa
- **Multipurpose Facility Commission** – CM Wagner
- **Heritage Preservation Commission** – CM Grupa
- **Parks and Recreation Commission** – CM Beyer
- **Planning Commission** – CM Westgaard
- **Utilities Commission** – CM Westgaard
- **Region 7W** – Mayor Dietz

Other Committees, Commissions, etc.

Financial Impact
None

Mission/Policy/Goal
Elk River Mission

Attachments
None

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Request for Action

To
City Council

Item Number
11.1

Meeting Date
October 7, 2024

Prepared By
Ryan Sandhoefner, Engineering Project Manager

Item Description
Discuss TH10 Access Options

Reviewed by
Justin Femrite
Cal Portner
Tina Allard

Action Requested

Discuss Interim access options to Trunk Highway 10 near 165th Avenue.

Background/Discussion

There has been an increase in inquiries regarding the development of areas adjacent to Highway 10 east of the 169/10/101 interchange to the boarder with Anoka County. The long term vision for this corridor, as laid out in the TH 10 Access Study, is for two future interchanges. Until funding makes that vision a reality, interim at-grade intersections are needed to support existing and proposed uses.

The current development proposed by Capstone Homes includes adding a full signalized intersection at 165th Avenue. MnDOT is not supportive of that style of intersection and has returned comments supporting J-turn style intersections. That style of intersection, when discussed during the TH 10 Access Study, did not carry community or council support.

Figures detailing the proposed interim access options at 165th Avenue are attached. We have requested MnDOT to have staff in attendance to detail the considerations around their proposal.

Financial Impact

N/A

Mission/Policy/Goal

Responsibly grow

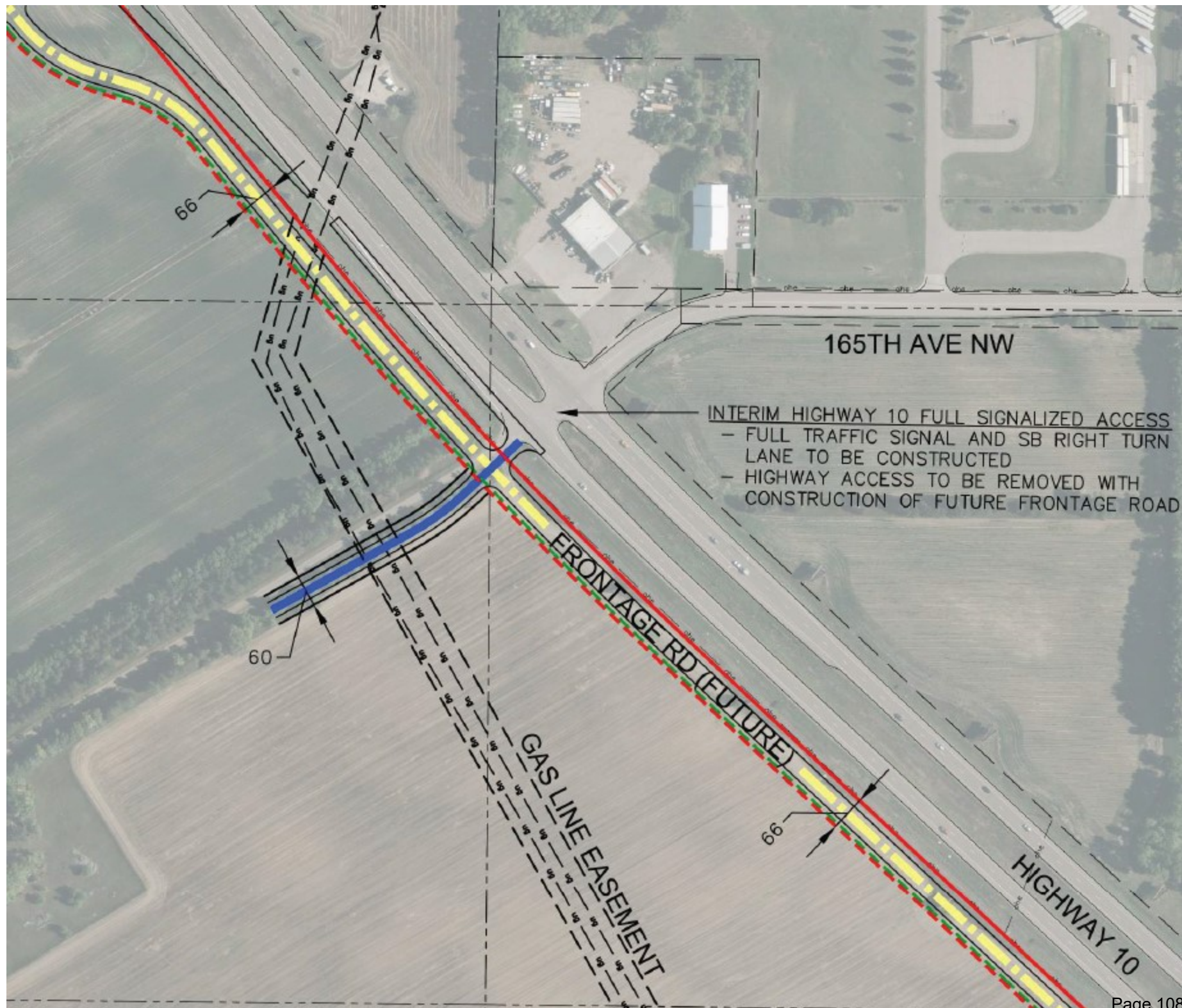
Attachments

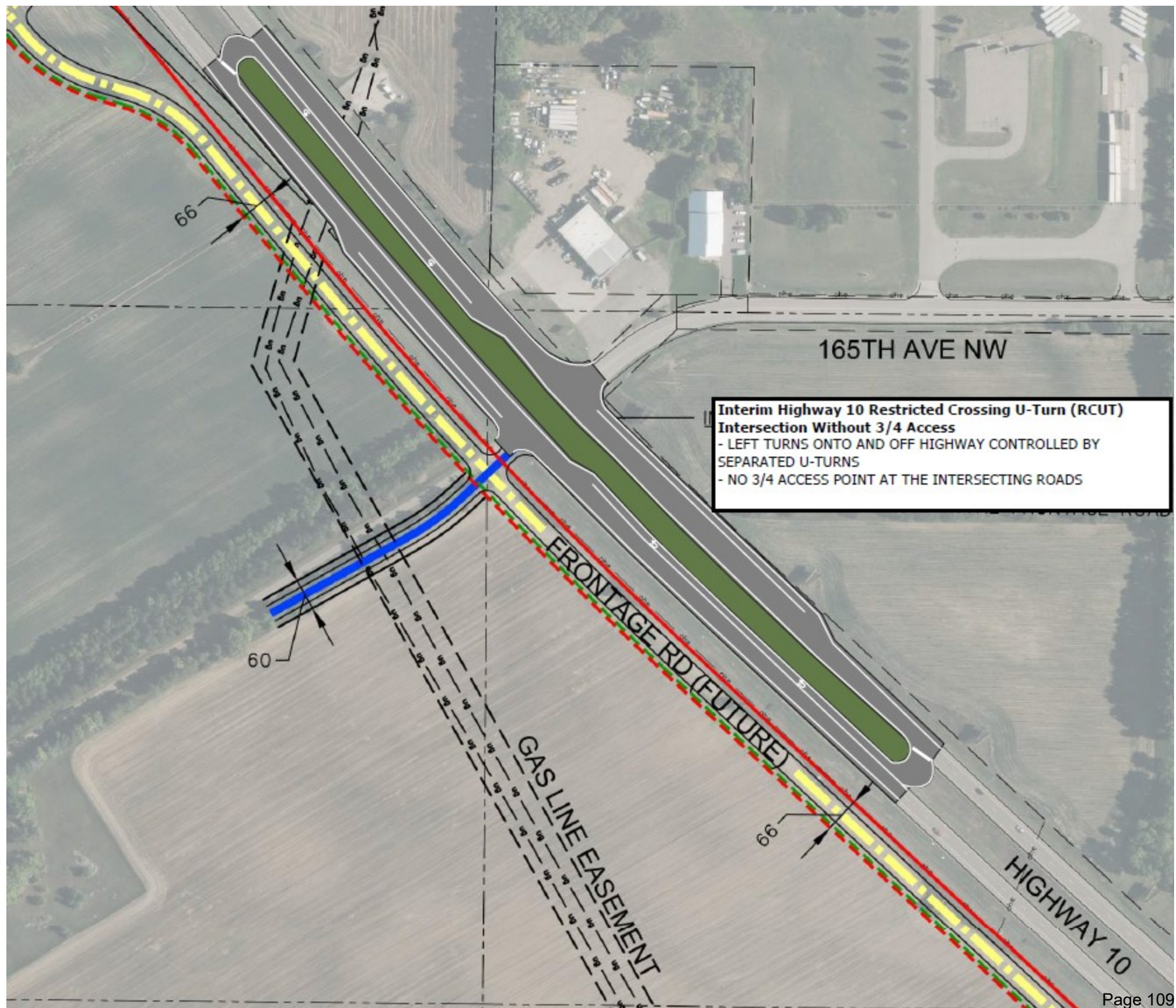
1. Alternative 1
2. Alternative 2
3. Alternative 3
4. Presentation - Highway 10
5. Presentation Specht Farm Board

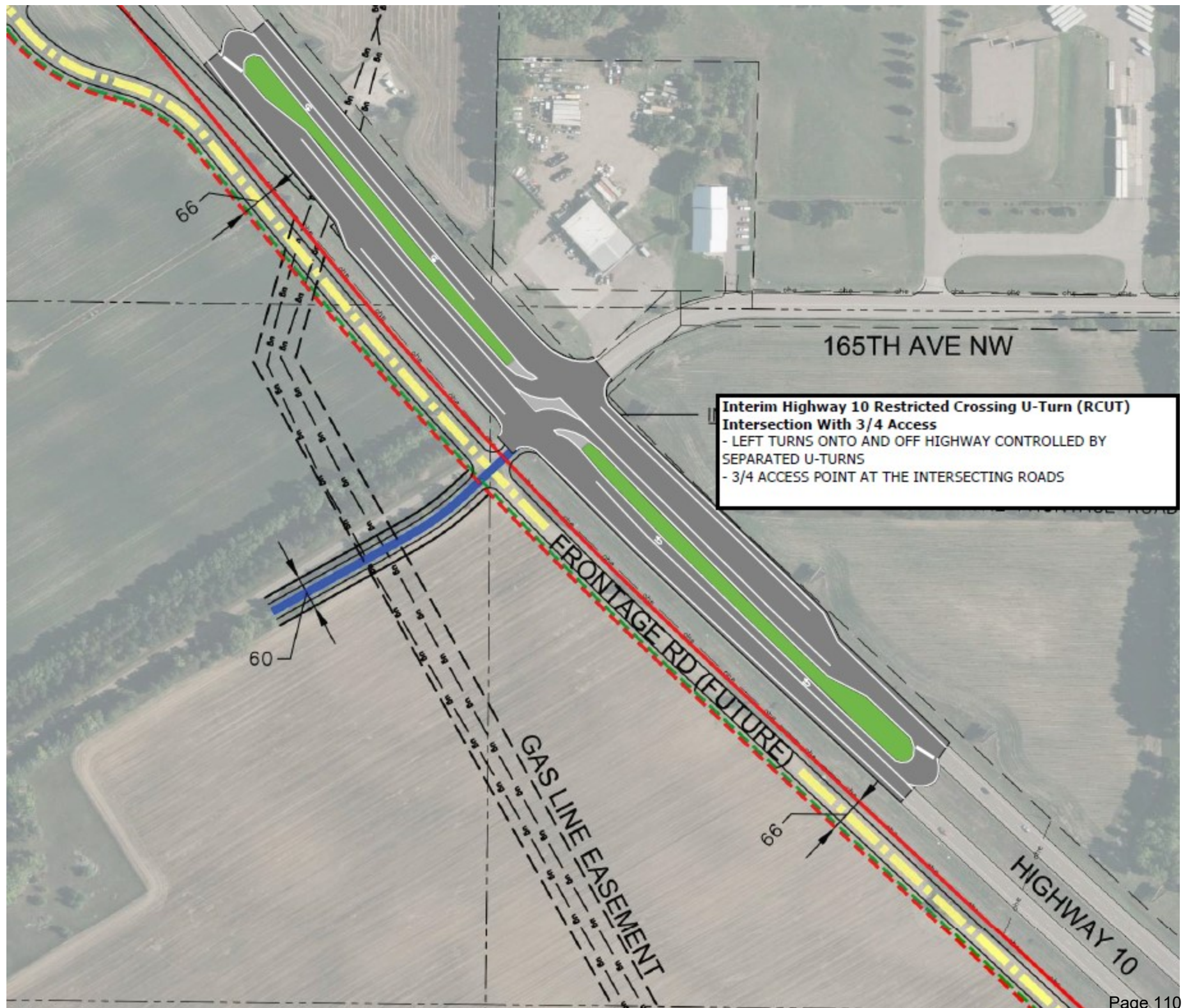
The Elk River Vision

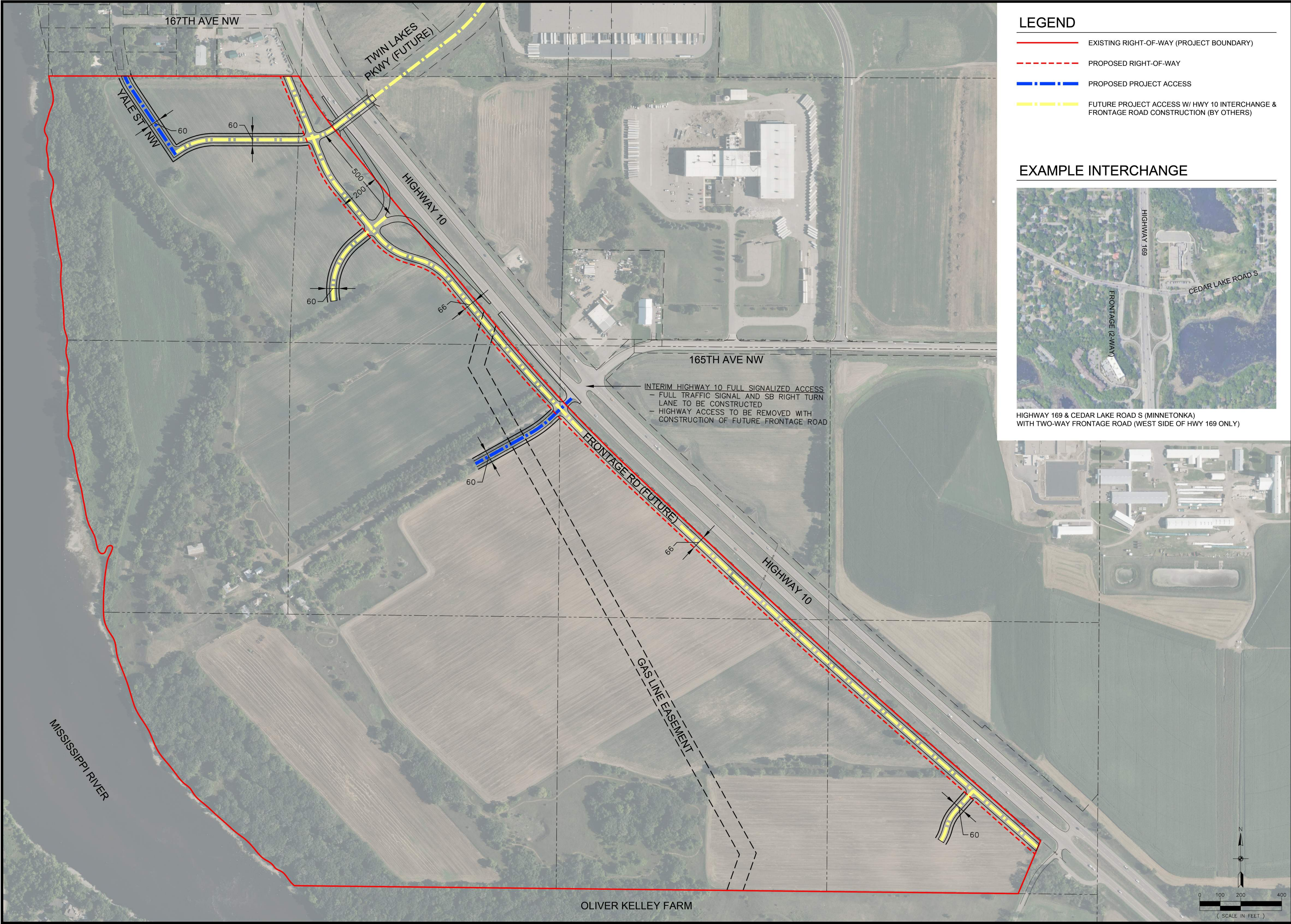
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LEGEND

- EXISTING RIGHT-OF-WAY (PROJECT BOUNDARY)
- PROPOSED RIGHT-OF-WAY
- PROPOSED PROJECT ACCESS
- FUTURE PROJECT ACCESS W/ HWY 10 INTERCHANGE & FRONTAGE ROAD CONSTRUCTION (BY OTHERS)

EXAMPLE INTERCHANGE



HIGHWAY 169 & CEDAR LAKE ROAD S (MINNETONKA)
WITH TWO-WAY FRONTAGE ROAD (WEST SIDE OF HWY 169 ONLY)

ENGINEERING
SURVEYING
ENVIRONMENTAL

**CARLSON
McCain**

3890 PHEASANT RIDGE DRIVE NE, SUITE 100, BLAINE, MN 55449
TEL 763.489.7500 \ FAX 763.489.7995 \ CARLSONMCCAIN.COM

HWY 10 ACCESS EXHIBIT

SPECHT FAMILY FARM
Elk River, Minnesota

CAPSTONE HOMES, INC.
14015 Sunfish Lake Boulevard, Suite 400
Ramsey, Minnesota 55303

REVISIONS

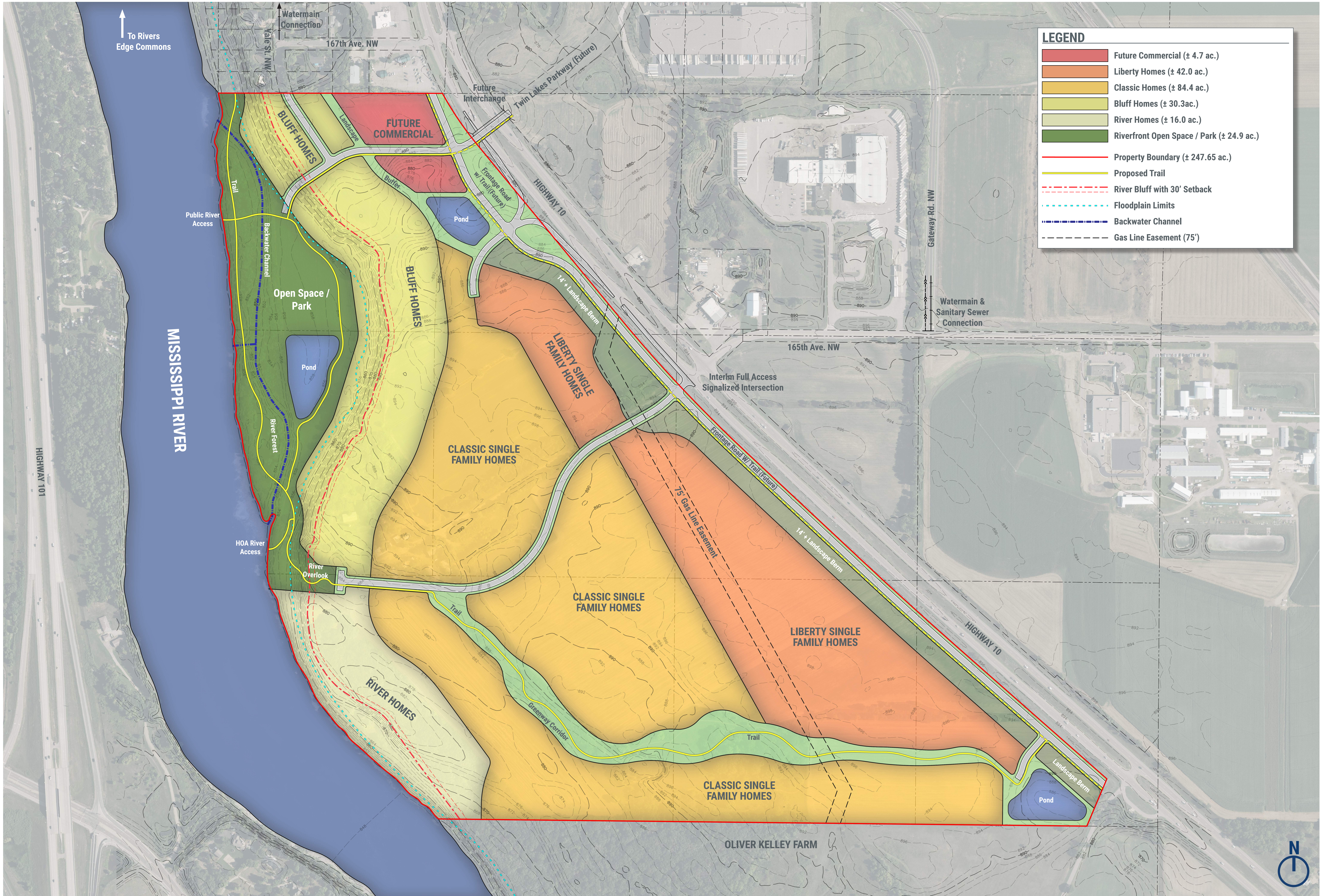
1.	
2.	
3.	
4.	
5.	
6.	

DRAWN BY: RJR
ISSUE DATE: 08/02/24
PROJECT NO: 9556

1 of 1

1

Page 111 of 139





Request for Action

To
City Council

Item Number
11.2

Meeting Date
October 7, 2024

Prepared By
Zack Carlton, Community Development Director

Item Description
Temporary Donation Bins

Reviewed by
Zack Carlton
Cal Portner
Tina Allard

Action Requested
Discuss city ordinances related to the placement of temporary donation bins.

Background/Discussion
The city has historically prohibited the placement of temporary donation bins within the city. These operations have the potential to become a dumping ground for items beyond their intended purpose; used furniture placed next to a clothing donation bin, for example. To ensure the city can continue to regulate the potentially negative factors (nuisances) associated with these operations, staff would like to review the current ordinance and possible amendments to the city's nuisance code.

Financial Impact
None

Mission/Policy/Goal
Improve citizen quality of life.

Attachments
None

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Request for Action

To
City Council

Item Number
11.3

Meeting Date
October 7, 2024

Prepared By
Cal Portner, City Administrator

Item Description
Energy City Commission

Reviewed by
Cal Portner
Zack Carlton
Tina Allard

Action Requested
Discuss and provide staff direction.

Background/Discussion

In 1996, Elk River applied to the Minnesota Environmental Initiative (MEI) to become a program of Energy Alley and officially became Energy City.

In 2005, the State of Minnesota informed the city that MEI and The Action Committee for Energy were likely dissolving and recommended Energy City become a city commission. The original 2005 ordinance establishing the Energy City Commission had a sunset date of December 31, 2010.

In July 2019, the Council amended the city ordinance, removing the commission's sunset date, as the commission had completed its agreed-upon tasks and had a new vision.

Over the past few years, we have struggled to maintain membership on the commission. By ordinance, it can have up to 11 members. We currently have five vacancies, although two members can appeal their dismissal. There are currently six members on the commission, one of whom is an ERMU representative and one of whom is a city council member. We have replaced nine members since 2023. The commission has also struggled to identify projects and have them budgeted. Further, since its establishment, Great River Energy, ERMU, and Waste Management have removed demonstration and education opportunities from the RDF Plant, and Landfill Gas to Energy.

With aggressive recent legislative actions and information widely available regarding sustainable energy, the Council should consider disbanding the Energy City Commission.

Financial Impact

No direct financial benefit, although continuous recruitment and meeting preparation takes considerable staff time that can be utilized elsewhere.

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Mission/Policy/Goal

The Elk River Mission

Attachments

1. 5.2. SR 06-13-2005
2. 5.1. SR 06-20-2005
3. 5.6. SR 05-10-2010
4. 6.1. SR 07-19-2010



MEMORANDUM

TO: Mayor & City Council

FROM: Stephen Rohlf, Building & Environmental Administrator

DATE: June 13, 2005 *SR*

SUBJECT: Creation of an Energy City Commission

The City of Elk River applied to the Minnesota Environmental Initiative (MEI) in 1996 to be a program of Energy Alley (organization under MEI). The City was chosen from a group of communities to become Energy City and has since developed a partnership between government and business to promote energy efficiency and the renewable energy industry through demonstrations and consumer education.

Recently the city was informed by MEI that Energy Alley may not exist in the near future. This will change the Energy City's relationship with MEI. The Action Committee for Energy (ACE) is the local committee that runs Energy City. They discussed this at their March 23, 2005 meeting. ACE felt that Energy City is still a very strong viable organization that is not only making a significant contribution to the environment on energy issues, but is also helping promote the image of the City of Elk River. Numerous major companies focus on Elk River regarding energy issues through Energy City.

Because a tie to MEI in the future is doubtful, **ACE is recommending Energy City becomes a city commission** to validate its existence. City staff currently does the majority of the work, such as sending out packets, taking minutes, advertising events, website changes, etc. It makes sense to have Energy City be a city run program. **ACE is also recommending the city seek the designation of "Energy City"** through legislation or possibly a gubernatorial designation. This would give the City an identity and could help with Economic Development.

ACE will be at the Council workshop meeting to discuss the opportunities facing the City of Elk River and Energy City in the future.



MEMORANDUM

TO: Mayor & City Council

FROM: Stephen Rohlif, Building & Environmental Administrator

DATE: June 20, 2005 *SR*

SUBJECT: Creation of an Energy City Commission

As discussed at the June 13, 2005 Elk River City Council Workshop meeting, an ordinance amendment to create an Energy City Commission is attached. As requested, staff added a time period for the Energy City Commission, at the end of which the city will either need to act to continue or discontinue the program.

Staff also anticipated the Council wanting to consider what Energy City costs the city. The Action Committee for Energy (ACE) has not considered their budget for 2006 in detail, because the issue of becoming a formal city commission has taken priority during their meetings. The one major issue they have identified is updating the Energy City Website as part of their effort to get the word out about Energy City.

The following proposed 2006 budget is staff's attempt to project what will be needed. Again the major increase is in publishing/advertising, which reflects hiring a consultant to update the Energy City Website. It is likely that the city will not actually occur the entire amount shown in the proposed budget because member companies of ACE have indicated that they are willing to contribute to Energy City. Staff wanted to reflect what we believe will be the worse case.

2005 city budget for Energy City:

Travel, Conferences and Schools	\$1,700
Publishing/advertising	\$3,000
Personal Services (staff time)	<u>\$13,400</u>
Total	\$18,100

Projected 2006 city budget for Energy City:

Travel, conferences and schools	\$3,000
Publishing/advertising (website update)	\$23,000
Personal Services (staff Time)	<u>\$13,400</u>
Total	\$39,400

ORDINANCE 05-__

AN ORDINANCE ADDING CHAPTER 2, ARTICLE 5, DIVISION 8, TO THE CITY
OF ELK RIVER CODE OF ORDINANCES CREATING
THE ENERGY CITY COMMISSION

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

Section 1. The City of Elk River Code of Ordinances is hereby amended by adding thereto Chapter 2, Article 5, Division 8, entitled "Energy City Commission", as follows:

Division 8 - ESTABLISHMENT OF ENERGY CITY COMMISSION

There is hereby established in the City of Elk River an Energy City Commission pursuant to the provisions of this Ordinance.

ENERGY CITY COMMISSION

Membership; officers; compensation of members

a) The Energy City Commission shall consist of fifteen members who shall be appointed by the City Council for terms of three years. The Commission will consist of the following:

- 1) One representative from the City Council
- 2) One representatives from the Elk River Municipal Utilities
- 3) Up to six representatives from energy related businesses as determined by the City Council (this can include consultants, manufacturers, technology, environmental, energy producers and/or energy providers)
- 4) One representative designated by Independent School District 728
- 5) One representative designated by Sherburne County Board of Commissioners
- 6) One representative from the Economic Development Authority
- 7) One representative from the Elk River Chamber of Commerce
- 8) One representative from the Suburban Northwest Builders Association
- 9) One representative from Elk River Landfill
- 10) One representative from an environmental group

All terms shall end on the last day of February; however, members shall hold office until their successors have been appointed. A vacancy during the term of any member shall be filled by City Council appointment for the remainder of the term. Officers of the Commission shall consist of chair and vice-chair, as elected by the Commission. The chair shall preside at all meetings of the Commission if present, and perform other duties and functions assigned by the Commission or the City Council. The vice-chair shall perform these duties in the absence of the chair. If a vacancy occurs in the chair office, the vice-chair shall assume the chair's duties for the remainder of the year and a new vice-chair shall be elected by the Commission at the next scheduled Commission meeting. A quorum shall consist of a majority of the sitting members.

- b) The members of the commission shall serve without pay or reimbursement for expenses.

Purpose

The Energy City Commission is established to promote the City of Elk River as a hub of energy technology, energy manufacturing, energy demonstrations, recycling, use of green products and education.

Powers and duties

The Energy City Commission shall have the following responsibilities:

- 1) Aid, create, promote, endorse, sponsor, and facilitate energy related demonstrations.
- 2) Work for the continuing education of the public with respect to energy technology, energy manufacturing, energy demonstrations, recycling, use of green products and education
- 3) Solicit gifts and contributions to be made to the city and assist in the preparation of applications for grant funds for the purpose of energy technology, energy manufacturing, energy demonstrations, recycling, use of green products and education.
- 4) Such other responsibilities as the city council shall assign from time to time.

Meetings and rules of procedure

The Energy City Commission shall meet at least four times each calendar year. The dates, times and locations shall be established by the Commission members. Additional meetings may be held at any time at the call of the chair or the request of two other commissioners. Notice of additional meetings, including the time and place thereof, shall be communicated to each member of the commission at least three days prior to the meeting, posted at city hall and, if time permits, published in the city's official newspaper. The commission shall be governed and operate pursuant to Robert's Rules of Order, Newly Revised (ninth edition).

Contracts with Commissioners

Individual Commission members, or their employees, may enter into contracts with the Commission or the City for consultant or other services, provided that no Commissioner shall vote on the approval of any contract for which the Commissioner, the Commissioner's employer, or any family member of the Commissioner would be a party.

Commission Evaluation

The Energy City Commission will expire on December 31, 2010 unless upon evaluation the Elk River City Council decides it is in the best interest of the city to maintain the Commission.

Section 2. This Ordinance shall become effective upon its passage and publication.

Passed and adopted by the City Council of the City of Elk River this ____ day of _____ ,
2005.

Stephanie Klinzing, Mayor

ATTEST:

Joan Schmidt, City Clerk



CITY OF ELK RIVER

SPECIAL MEETING NOTICE

SPECIAL MEETING OF THE ENERGY CITY COMMISSION

Monday, May 10, 2010

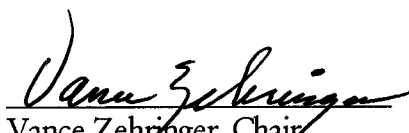
7:30 p.m.

**Elk River City Hall
Upper Town Conference Room
13065 Orono Parkway
Elk River, Minnesota 55330**

I, **Vance Zehringer, Chair**, hereby request a special meeting of the Elk River Energy City Commission on Monday, May 10, 2010, at 7:30 p.m., at Elk River City Hall, 13065 Orono Parkway, Elk River, Minnesota. The purpose of the special meeting is to meet jointly with the City Council to discuss the following:

- Commission Goals (EDA Marketing)
- Commission Expiration

In accordance with State Statute, I hereby request the city clerk to post this notice at least three days prior to the meeting date. I further request the city clerk to notify each member of the Energy City Commission.


Vance Zehringer, Chair

5/03/2010
Date

I HEREBY CERTIFY, that this notice has been posted and that I have served this notice upon the members of Energy City Commission by mail at least one day prior to the above-called special Energy City Commission meeting.


Tina Allard, City Clerk

5/3/10
Date



Item # 5.6.

MEMORANDUM

TO: City Council
Energy City Commission

FROM: Rebecca Haug, Environmental Administrator

DATE: May 10, 2010

SUBJECT: Energy City Commission (ECC) Discussion

The Energy City Commission (ECC) was established in 2005 to promote the City of Elk River as a hub of energy technology, energy manufacturing, energy demonstrations, recycling, use of green products, and education. Prior to the establishment of the Energy City Commission, the Action Committee for Energy (ACE) was formed as a result of the Minnesota Environmental Initiative (MEI) choosing Elk River to act as a geographical focal point for the demonstration of efficient and renewable energy products, services, and technologies. Since the establishment of the ECC, the commission has accomplished many tasks which are attached. Currently, the ECC is working on updating its mission statement and goals. The mission statement and goals are still a work in progress because the commission is interested in how the City Council views the role of the Energy City commission and whether the Council wishes to maintain the commission. Section 2-357. *Commission Evaluation* states that the Energy City Commission will expire on December 31, 2010 unless upon evaluation the Elk River City Council decides it is in the best interest of the city to maintain the commission.

The purpose of the ECC having the joint meeting with the City Council is to determine if the Council views the ECC as an integral part of the City and what goals the Council has for the ECC in the future. The ECC is also interest in working closer with the City's Economic Development Authority (EDA) on marketing Elk River as "Energy City" since it has been designated by the State.

Notable Energy City accomplishments and demonstrations to date:

- Energy Houses I, II, and III (Energy House I was a Gold Medal winner at the National Home Builders Association's convention in 1998 and Energy House III received the Building Excellence Award at the Structural Insulated Panel Association Convention in 2006). Energy House III also received the Governor's MN GREAT Award in 2006.
- Landfill Gas-to-Electricity Facility (The original plant received the US Environmental Protection Agency's Landfill Methane Outreach Program's project of the year award in 1998). The new and much larger Landfill Gas-to-Electricity Power Plant received the Governor's MN GREAT Award in 2006.
- The utility-scale wind generator (built in 2001).
- First city to convert completely to LED traffic lights.
- Refuse Derived Fuel (RDF) Processing Plant.
- GRE's RDF fueled Elk River Station electric generating plant. Elk River Station has been converted to utilize six different fuel sources in its 56 year history and is still going strong!
- Constructed a Peaking Plant at the GRE Elk River Station
- Commercial use of geothermal heat pumps
- Sustainable Buildings Project (as an Energy City Partner, Elk River Area School District was selected as the pilot for the Sustainable Schools Project. This Project is having a statewide impact on how schools are built and run, and has gained national recognition).
- Twin Lakes Elementary Gold LEED Certified school building. Other Elk River Area School District buildings are also sustainable or LEED certified (Rogers High School and Westwood Elementary in Zimmerman).
- Elk River Library Gold LEED Certified library building.
- Photovoltaic Demonstration at residential home
- Project Conserve receives 2009 League of MN Cities Award for Sustainability and Energy Use and the 2009 Recycling Association of MN Green Project of the Year Award
- Federally Trademarked in 2008 and State Trademarked in 2006
- Four Energy Expos since 2007 focusing on educating the general public about energy conservation
- Extensive Media coverage on Sustainable Community throughout the nation
- International Exposure: Multiple tours for foreign politicians, environmentalist, scientists, engineers, governmental agencies, etc.
- Various tour groups: 4-H groups, Boy and Girl Scouts, school groups, home school groups, charter school groups, RAM, BioBusiness Alliance of MN, and several others.
- Designated as a "Energy City" by the State Legislature in 2007

(Code 1982, § 900.40(1))

Sec. 2-327. Rules of procedure.

The board of adjustments may adopt rules of procedure for the transaction of its business consistent with the provisions of division 2 of article VI of chapter 30 and Minn. Stats. §§ 462.351--462.364. Four members of the board shall constitute a quorum. Regular meetings of the board shall be held on the second Tuesday of each month or at such other times as are specified in its rules. Special meetings shall be held at the call of the chair, who shall be the chair of the planning commission. Notice of special meetings shall be posted at the city hall and transmitted to members at least three days prior to the date of the meeting. There shall be a fixed place of meeting and all meetings shall be open to the public. A record shall be kept of the board's transactions, findings and determinations.

(Code 1982, § 900.40(2); Ord. No. 05-25, § 2, 11-21-2005)

Secs. 2-328--2-350. Reserved.

DIVISION 8 ENERGY CITY COMMISSION

Sec. 2-351. Established.

There is hereby established in the City of Elk River an Energy City Commission pursuant to the provisions of this division.

(Ord. No. 05-12, § 1, 6-20-2005; Ord. No. 05-21, § 1, 9-12-2005)

Sec. 2-352. Membership; officers; compensation of members.

(a) The energy city commission shall consist of up to 15 members who shall be appointed by the city council for terms of three years. The commission will consist of the following:

- (1) One representative from the city council.
- (2) One representatives from the Elk River Municipal Utilities.
- (3) Up to six representatives from energy related businesses as determined by the city council (this can include consultants, manufacturers, technology, environmental, energy producers and/or energy providers).
- (4) One representative designated by Independent School District 728.
- (5) One representative designated by Sherburne County Board of Commissioners.
- (6) One representative from the Economic Development Authority.
- (7) One representative from the Elk River Chamber of Commerce.
- (8) One representative from the Suburban Northwest Builders Association.
- (9) One representative from Elk River Landfill.
- (10) One representative from an environmental group.

All terms shall end on the last day of February; however, members shall hold office until their successors have been appointed. A vacancy during the term of any member shall be filled by city council appointment for the remainder of the term. Officers of the commission shall consist of chair and vice-chair, as elected by the commission. The

chair shall preside at all meetings of the commission if present, and perform other duties and functions assigned by the commission or the city council. The vice-chair shall perform these duties in the absence of the chair. If a vacancy occurs in the chair office, the vice-chair shall assume the chair's duties for the remainder of the year and a new vice-chair shall be elected by the commission at the next scheduled commission meeting. A quorum shall consist of a majority of the sitting members.

(b) The members of the commission shall serve without pay or reimbursement for expenses.

(Ord. No. 05-12, § 1, 6-20-2005; Ord. No. 05-21, § 1, 9-12-2005)

Sec. 2-353. Purpose.

The energy city commission is established to promote the City of Elk River as a hub of energy technology, energy manufacturing, energy demonstrations, recycling, use of green products and education.

(Ord. No. 05-12, § 1, 6-20-2005; Ord. No. 05-21, § 1, 9-12-2005)

Sec. 2-354. Powers and duties.

The energy city commission shall have the following responsibilities:

- (1) Aid, create, promote, endorse, sponsor, and facilitate energy related demonstrations.
- (2) Work for the continuing education of the public with respect to energy technology, energy manufacturing, energy demonstrations, recycling, use of green products and education.
- (3) Solicit gifts and contributions to be made to the city and assist in the preparation of applications for grant funds for the purpose of energy technology, energy manufacturing, energy demonstrations, recycling, use of green products and education.
- (4) Such other responsibilities as the city council shall assign from time to time.

(Ord. No. 05-12, § 1, 6-20-2005; Ord. No. 05-21, § 1, 9-12-2005)

Sec. 2-355. Meetings and rules of procedure.

The energy city commission shall meet at least four times each calendar year. The dates, times and locations shall be established by city council resolution. Additional meetings may be held at any time at the call of the chair or the request of two other commissioners. Notice of additional meetings, including the time and place thereof, shall be communicated to each member of the commission at least three days prior to the meeting, posted at city hall and, if time permits, published in the city's official newspaper. The commission shall be governed and operate pursuant to Robert's Rules of Order, Newly Revised (ninth edition).

(Ord. No. 05-12, § 1, 6-20-2005; Ord. No. 05-21, § 1, 9-12-2005)

Sec. 2-356. Contracts with commissioners.

Individual commission members, or their employees, may enter into contracts with the commission or the city for consultant or other services, provided that no commissioner shall vote on the approval of any contract for which the commissioner, the commissioner's employer, or any family member of the commissioner would be a party.

(Ord. No. 05-12, § 1, 6-20-2005; Ord. No. 05-21, § 1, 9-12-2005)

Sec. 2-357. Commission evaluation.

The energy city commission will expire on December 31, 2010 unless upon evaluation the Elk River City Council decides it is in the best interest of the city to maintain the commission.

(Ord. No. 05-12, § 1, 6-20-2005; Ord. No. 05-21, § 1, 9-12-2005)

MISSION STATEMENT

Collaboration between the City of Elk River, government, and businesses to promote the City, energy efficiency and the renewable energy industry through demonstrations and education

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Vision

Identify and inform about energy options, opportunities, emerging technologies coupled with energy and resource conservation methods and promote those that show measurable, environmental and economic sense.

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Policy Recommendation

The City of Elk River should actively take advantage of opportunities that arise from the status of being Energy City. This can be accomplished by the goals and tasks listed below.

GOALS AND TASKS TO ACHIEVE THEM

1. **Capitalize on being Energy City, globally**

- Task: Continue to work with the MN International Center and US State Department to give tours to groups from all over the world
- Task: Encourage partners to identify with Energy City (websites, social media, presentations, literature, and networking)

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Task: Seek out awards and other recognitions (MnGREAT Awards)

Task: Gubernatorial Proclamation declaring Elk River as Energy City

2. **Identify ways to promote a positive image of Elk River and encourage economic growth**

- Task: Community Energy Expositions
- Task: Develop innovative energy saving programs and incentives (energy loan program) as an Economic Development tool
- Task: Promote press coverage of open houses, demonstration sites and Energy City partners
- Task: Promote City-wide Source Separated Organics (SSO) and Recycling Program by showing the energy savings

Deleted: 2007 Energy Expo - April 21st

3. **Educate producers and consumers on energy issues, specifically on their effects on the environment and the economy. Starting point should be in Elk River.**

- Task: Community Energy Expositions
- Task: Project Conserve
- Task: Advance the tourism of Energy City demonstration sites
- Task: Encourage the use of the Environmental Learning Center

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Deleted: Energy Expo - April 21st

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- Task: Involve Schools and the Districts in Energy City, as well as other youth groups, specifically Elk River
- Task: Seek publication regarding demonstration sites in technical journals and other media
- Task: Promote and sponsor exhibits by partnering with City's Economic Development Authority (EDA)
- Task: Utilize Energy City as a unique feature for Economic Development Tool

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4. **Encourage and assist in the development and use of renewable energy and energy efficient technologies**

- Task: Recruit new energy demonstrations
- Task: Develop innovative energy saving programs and incentives (energy loan program)
- Task: Encourage energy-efficient technologies in all new construction (building and development)
- Task: Review and make specific energy related recommendations on significant construction projects
- Task: Seek publication regarding demonstrations in technical journals and other media
- Task: ECC to be utilized on any city owned or assisted project

Deleted: Review and make recommendations on energy-efficient technologies for the YMCA¶

Task: E

5. **Identify unique methods to reduce the energy consumption in Elk**

- Task: Research these technologies to determine if feasible: hydro, wind, fuel cells, landfill gas, animal waste to electric, geothermal, solar, etc.
- Task: Project Conserve

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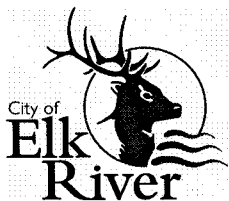
Deleted: Task: Support GRE's Peaking Plant¶

Handout 5/10/10
Item 5.6.

101-GENERAL FUND

Energy City

EXPENDITURES				(----- 2009 -----)		2010
	2006 ACTUAL	2007 ACTUAL	2008 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	APPROVED BUDGET
<u>Personal Services</u>						
101-4-6220-4101 Regular Pay	8,316	9,710	21,642	26,850	25,310	24,550
101-4-6220-4102 Overtime Pay	0	0	1,063	0	0	0
101-4-6220-4103 Part-time Pay	0	0	1,259	0	0	0
101-4-6220-4104 PERA	488	603	1,216	1,550	1,757	1,700
101-4-6220-4105 FICA	505	502	967	1,500	1,255	1,500
101-4-6220-4107 Medicare	118	117	226	400	294	350
101-4-6220-4108 Insurance	880	1,164	2,317	3,600	3,575	3,250
TOTAL Personal Services	10,307	12,096	28,690	33,900	32,190	31,350
<u>Other Services & Charges</u>						
101-4-6220-4319 Other Professional Services	1,494	8,554	356	2,000	213	5,000
Project Conserve	0	0.00				5,000
101-4-6220-4331 Travel, Conferences & Schools	456	1,000	12,554	12,000	3,869	12,500
Energy Expo	0	0.00				10,000
Misc. seminars/conferen	0	0.00				2,000
Mileage/speaking expens	0	0.00				500
101-4-6220-4359 Publishing	20,569	13,819	8,754	2,500	2,768	2,500
Website maint. & host f	0	0.00				2,500
AL Other Services & Charges	22,518	23,373	21,664	16,500	6,850	20,000
TOTAL Energy City	32,825	35,469	50,355	50,400	39,040	51,350



REQUEST FOR ACTION

To City Council		Item Number 6.1.
Agenda Section Joint Meeting	Meeting Date July 19, 2010	Prepared by Rebecca Haug, Environmental Admin
Item Description Amendment to Elk River Energy City Commission Ordinance		Reviewed by Lori Johnson, City Administrator
		Reviewed by

Action Requested

Staff is recommending the Council amend the Energy City Commission ordinance by removing the language related to the December 31, 2010 expiration.

Background/Discussion

The Energy City Commission (ECC) has been in effect since 2005. Since that time, the ECC has been part of several notable Energy City accomplishments and demonstrations. When the commission was formed, there was discussion about setting an expiration date. A date was set for December 31, 2010 unless evaluation by the City Council decides it is in the best interest of the city to maintain the Commission.

The ECC recently updated its Mission Statement and Goals which are attached for your review. The commission is currently working on expanding Phase II of Project Conserve, planning the 2011 Energy Expo, and partnering with the City's Economic Development Division to help in the recruitment of energy-technology related businesses and energy efficiency improvements to existing businesses. A Business Recycling Event has been planned for September 30, 2010 through this partnership.

Financial Impact

An annual budget of approximately \$51,000

Attachments

- Ordinance Amendment
- 2010 Mission Statement and Goals

Action Motion by _____	Second by _____	Vote _____
Follow Up _____ _____		

ORDINANCE 10- ____
CITY OF ELK RIVER

**AN ORDINANCE OF THE CITY OF ELK RIVER DELETING
SECTION 2-357, "COMMISSION EVALUATION" OF THE ELK RIVER,
MINNESOTA, CITY CODE OF ORDINANCES**

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

Section 1. Section 2-357 titled, Commission Evaluation, of the City of Elk River Code of Ordinances shall be deleted:

~~Sec. 2-357. Commission Evaluation.~~

~~The energy city commission will expire on December 31, 2010 unless upon evaluation the Elk River City Council decides it is in the best interest of the city to maintain the commission.~~

Section 2. That this ordinance shall take effect upon publication as provided by law.

Passed and adopted by the City Council of the City of Elk River this 19th day of July, 2010.

Stephanie Klinzing, Mayor

ATTEST:

Tina Allard, City Clerk

MISSION STATEMENT

Collaboration between the City of Elk River, government agencies, and businesses to promote the Elk River community, energy efficiency, recycling, green resources and renewable energy initiatives through active encouragement, demonstrations and education.

ENERGY CITY Vision

Identify and inform regarding energy related options, opportunities and emerging technologies, recognizing potential energy and resource conservation methods or possibilities, and encouraging those that show potential for a reasonable current or future environmental and/or economic benefit to the community.

Policy Recommendation:

The City of Elk River should proactively take advantage of the opportunities that arise from the designation and status of ENERGY CITY, accomplished by the following goals and tasks:

ENERGY CITY Designation Opportunity Goals & Tasks

1. **Identify ways to promote a positive image of Elk River and encourage economic interest and growth**
 - Task: Community Energy Expositions
 - Task: Develop innovative energy saving programs and incentives (energy loan program) as an Economic Development tool
 - Task: Collaborate with City staff, Council, Planning Commission, Housing Redevelopment and Economic Development Authorities to investigate and evaluate possible energy themed or related development or redevelopment districts within Elk River such as the Gateway and gravel pit future development areas.
 - Task: Encourage promotion and media coverage of open houses, demonstration sites and ENERGY CITY partners
 - Task: Promote and encourage resource and conservation efforts that result in positive measurable environmental and economic impacts on energy use and energy produced resources.
 - Task: Promote City-wide Source Separated Organics (SSO) and Recycling program through the identification of energy savings and impact.
 - Task: Demonstrate the tangible benefits to the community derived from the initiatives of ENERGY CITY and its partners, specifically environmental and economic benefits to the City's residents and businesses
2. **Educate producers and consumers on energy issues, options and opportunities; specifically including possible impact on the economy as well as the environment starting within the Elk River community.**
 - Task: Community Energy Expositions
 - Task: Project Conserve, residential and, in the future, commercial
 - Task: Advance the tourism of Energy City demonstration sites
 - Task: Encourage the use of the Environmental Learning Center

- Task: Collaborate with Elk River area schools, the School District and other area youth associations in ENERGY CITY and its vision, utilizing demonstration sites and education/research opportunities.
- Task: Seek publication regarding demonstration sites in technical journals, internet networking sites and other public and private media
- Task: Promote and sponsor public and private forum exhibits by partnering with the Elk River Economic Development Authority (EDA)
- Task: Proactively and willfully develop and utilize ENERGY CITY status as a unique and valuable Economic Development marketing tool

3. Capitalize on ENERGY CITY status, globally

- Task: Continue to work with the MN International Center and the US State Department give tours to groups from all over the world
- Task: Encourage partners to identify with Energy City (websites, social media, presentations, literature, and networking)

4. Encourage and assist when possible in the development and use of renewable energy and energy efficient technologies

- Task: Recognize, on an ongoing basis, existing energy technology demonstration sites as well as continue to recruit and encourage new demonstration sites.
- Task: Develop innovative energy saving programs and incentives (energy loan program)
- Task: Encourage energy-efficient technologies in all new construction (building and development)
- Task: Review and make, when possible, specific energy related recommendations on significant construction projects
- Task: Seek publication regarding demonstration sites in technical journals and other media
- Task: Develop and implement an ECC component opportunity to be utilized on any city owned or assisted construction or renovation project or to be offered to any private construction or renovation project as part of the permit process
- Task: Partner with area utilities (Elk River Municipal Utilities, Connexus Energy, and Centerpoint Energy) to enable area residential and commercial building owners to participate in utility sponsored energy efficiency and renewable energy programs.

5. Diversify Elk River's energy base and recognize a continuing goal of decreasing Elk River's overall energy use and energy dependence from non-renewable sources

- Task: Research and examine when possible the feasibility of current and emerging energy technologies, such as: hydro, wind, fuel cells, landfill gas, animal waste to electric, geothermal, etc.
- Task: Project Conserve, residential and expanded to the commercial sector
- Task: Actively partner with ENERGY CITY participants such as ERMU, Connexus and GRE as well as other area businesses to reduce the community's per capita energy usage and/or use more wisely

Inventory of demonstration sites opportunities and businesses

Speakers bureau

Technical assistance

Promoting new technologies

ENERGY CITY accomplishments and demonstrations include

1. GRE's RDF fueled Elk River Energy Recovery Station electric generating plant.
 - a. Converted to utilize numerous different fuels since 1950!
 - b. Currently produces renewable energy from the conversion of the community's waste products.
2. Refuse Derived Fuel (RDF) Processing Plant.
 - a. Located in ENERGY CITY since 1989
 - b. Recovers ferrous aluminum & provides a renewable power plant fuel.
3. First city to convert completely to LED traffic lights.
4. Commercial and residential use of geothermal heat pumps
5. Energy Houses I (1997), II (2000), and III (2005)
 - a. Energy House I, Gold Medal winner at the National Home Builders Association's convention in 1998
 - b. Energy House III, Building Excellence Award at the Structural Insulated Panel Association Convention *and* Governor's MN GREAT Award, 2006.
6. The utility-scale wind generator constructed in 2001
7. Landfill Gas-to-Electricity Facility
 - a. Original plant received the US Environmental Protection Agency's Landfill Methane Outreach Program's project of the year award in 1998
 - b. Expanded and much larger Landfill Gas-to-Electricity Power plant received the Governor's MN GREAT Award in 2006.
8. Sustainable Buildings Project
 - a. As an Energy City Partner, Elk River Area School District was selected as the pilot for the Sustainable Schools Project. Producing a statewide impact on how schools are built and run, and gaining national recognition.
9. Twin Lakes Elementary Gold LEED Certified school building in 2006. Other Elk River Area School District buildings are also sustainable or LEED certified (Rogers High School in 2002 and Westwood Elementary in Zimmerman in 2004).
10. Federally and State Trademarked in 2007
11. Annual Community Energy Expositions since 2007 focusing on energy conservation education
12. Elk River Library Gold LEED Certified library building.
13. Photovoltaic (Whole-House) Demo In Residential Applications.
14. Supported construction of a Peaking Plant at the GRE Elk River Campus
15. Elk River Project Conserve
 - a. 2009 League of MN Cities Award for Sustainability and Energy Use
 - b. 2009 Recycling Association of MN Green Project of the Year Award
 - c. Awarded 2010 MN Dept of Commerce Energy Efficiency & Conservation Block Grant (EECBG)



Request for Action

To
City Council

Item Number
11.4

Meeting Date
October 7, 2024

Prepared By
Cal Portner, City Administrator

Item Description
Environmental Services

Reviewed by
Cal Portner
Lauren Wipper
Justin Femrite
Tina Allard

Action Requested
Receive information, discuss, and provide staff direction.

Background/Discussion
With the retirement of the Environmental Services and Special Projects Director, we have an opportunity to re-evaluate city services and staffing.

Through new hires and the ongoing development of city staff, vacancies provide opportunities to redistribute workloads, further challenge existing staff, and sometimes reduce costs.

In this discussion, staff would like the Council to consider a service level change through the development of a new position to replace the Environmental Services and Special Projects Director position.

Financial Impact
The current Environmental Services and Special Projects Director position is funded by both the General Fund and the Garbage Fund.

Mission/Policy/Goal
Elk River Mission

Attachments
I. PW Environmental and Project Specialist

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

Public Works Environmental and Project Specialist ~~Environmental Coordinator~~

Services and Special Projects Director

Position Description

Department/Division: Community Development/Environmental Administration <u>Public Works</u>		Immediate Supervisor: Community Development Director/City Administrator <u>Public Works Director</u>	
Pay Grade: 377E	FLSA Status: Exempt	Last Updated: (date) 4/2017 <u>4/2022</u> <u>10/2024</u>	
Positions Supervised: N/A			
Position Summary The Environmental Coordinator <u>Public Works Environmental and Project Specialist</u> provides assistance and reports to the director on a variety of environmental, <u>water and project</u>-related issues. The primary responsibility is to maintain and improve the quality of the environment as it relates to the health, safety, and welfare of Elk River residents. This position performs work to ensure compliance with federal, state and local regulations, oversight of code violations, and works to meet city sustainability goals.			

Essential Functions

- ~~1. Coordinates the city's Energy City and Sustainability efforts.~~
 - ~~A. Manages the Energy City Commission quarterly meetings and minutes.~~
 - ~~B. Participates in advancing the GreenStep Cities program.~~
 - ~~C. Coordinates and presents at Energy City tours at Energy City demonstration sites.~~
 - ~~D. Coordinates community sustainability partnerships as approved.~~
1. Performs construction inspection activities on improvement projects involving public infrastructure.
 - A. Ensures that construction is in accordance with plans and specifications.
 - B. Compiles and formulates necessary work progress reports.
 - C. Communicates effectively with affected residents.
 - D. Communicates city engineer's directions to contractors.
 - E. Keeps records for payment and record drawings.
2. Assists with Cities Municipal Separate Storm Sewer (MS4) Permit.
 - A. Partners with Engineering Project Manager on all reporting and data collection.
 - B. Conducts field inspection to assure compliance of projects with MS4 requirements.
- ~~2-3.~~ Coordinates recycling and solid waste programs.

- A. Manages the city's recycling program and organizes solid waste collection including annual hauler licenses, refuse franchise negotiations, and disposal contracts.
 - ~~B. Assists in the development of landfill abatement programs.~~
 - ~~C.B.~~ Maintains timely and accurate records of all program activities.
 - ~~D.C.~~ Responds to general inquiries and complaints regarding recycling and solid waste.
 - ~~E. Develops and disseminates public information, education materials and programs for landfill abatement including recycling education programs in schools and for the public.~~
- 3.4. Responsible to oversee activity associated with ~~environmental~~ ordinances including Shoreland, Floodplain, Wild and Scenic River, Wetlands, Mineral Excavation and others as directed.
- A. Assists in the preparation of ordinances ~~to regulate environmental issues.~~
 - B. Provides technical assistance for city programs including drafting plans for tree and grass plantings, lakeshore buffers, nutrient management planning, and erosion control.
 - C. Works cooperatively with state, federal and local agencies, boards and organizations to promote environmental programs and accomplish division goals and objectives
 - D. Assists with ~~environmental~~ permits such as gravel mining licenses, Elk River Landfill, ~~GRE's RDF plant power station.~~
4. ~~Performs public outreach activities.~~
~~Prepares, participates in, and assists with educational programs, presentations, promotions, demonstrations, press releases, newsletter articles, social media, and the city website.~~
5. Performs other general ~~environmental and safety~~ activities.
- A. Assists in the initial investigation and enforcement of environmental violations such as illegal dumping, spills, etc.
 - B. Serves as liaison to regulatory bodies and citizens on environmental issues as directed.
 - C. ~~Participates in the Water Quality Committee activities of the Lake Orono Improvement Association, and e~~Coordinates water quality testing ~~for lake Orono.~~
 - D. Prepares or assists with preparation of various reports and plans ~~within required deadlines.~~
6. Performs other essential job duties.
- A. Regular and timely work attendance.
 - B. Follows all safety procedures.
 - C. Participates in technical and safety training as required.
 - D. Grant and partnership applications.

Required Knowledge, Skills, and Abilities

- ☐ Knowledge of local, state, and national environmental laws.
- ~~☐ Ability to understand planning theory and practice. Ability to interpret plans and specifications.~~
- ☐ Demonstrated ability to effectively communicate city policies and procedures to other public agencies and the general public both orally and in writing.
- ☐ Ability to establish and maintain effective working relationships with city staff and the public.
- ☐ Ability to prepare and manage multiple work programs in an efficient and productive manner.
- ☐ Ability to effectively review and analyze various applications and permits.
- ☐ Demonstrated ability to work independently and assume responsibilities with minimal direct supervision.
- ☐ Ability to effectively interpret zoning ordinance requirements.
- ☐ Ability to navigate project areas and natural terrain to complete essential duties.
- ☐ Ability to efficiently process proposals and to ensure the completeness and accuracy of recommendations made to the developers, the Planning Commission, and the City Council.

Minimum Qualifications

- ☐ ~~Bachelor's degree in an environmental or planning discipline.~~
- ☐ ~~Two-Five~~ years governmental or professional experience in an environmental or public works field.
- ☐ Presentation and public speaking experience to varied audiences.
- ☐ Certified Wetland Delineator and Solid Waste Landfill Type II Certification, or the ability to obtain both within one year of hire.
- ☐ Valid Minnesota driver's license and good driving record.

Preferred Qualifications

- ☐ ~~Experience working with electrical utilities, power plants, or other energy-related work.~~
- ☐ ~~Experience working on climate change and/or resiliency projects.~~
- ☐ Experience working with ~~an~~ the MS4 permit, the Wetland Conservation Act and/or Floodplain Management.
- ☐ Additional experience and relevant certifications.

This Position Description is not intended to be all-inclusive. It is within the City of Elk River's discretion to assign additional duties and responsibilities or remove duties and responsibilities at any time.

This Position Description does not constitute a Contract of Employment.