



City Council

Regular Meeting & Work Session Agenda

Monday, February 3, 2025

6:30 PM

Elk River City Hall

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

1. CALL MEETING TO ORDER

2. PLEDGE OF ALLEGIANCE

3. CONSIDER AGENDA

4. CONSENT AGENDA

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

4.1 January 21, 2025, Minutes

4.2 Check Register

4.3 Resolution 25-07: Release of Mortgage at 15725 Jarvis Street NW

4.4 Request for Proposals: Elk River Retail Store(s) Construction

4.5 Hire Fulltime Liquor Store Clerk

4.6 Cannabound Business Plan

4.7 Caterpillar Model: 255 Compact Track Loader w/ Attachments

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

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 Discuss Work Session Items

9. COUNCIL LIAISON UPDATES

9.1 Council Liaison Updates

10. MOTION TO ADJOURN REGULAR MEETING

11. WORK SESSION

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

11.1 Specht Farm Traffic Impact Study Review

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
Tuesday, January 21, 2025**

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

Members Absent: None.

Staff Present: City Administrator Cal Portner, Senior Planner Chris Leeseberg, Business Services Director/Assistant City Administrator Joe Stremcha, and Records Specialist Katie Porath

1. CALL MEETING TO ORDER

Pursuant to due call and notice thereof, the meeting was called to order at 6:06 p.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. CONSIDER AGENDA

Councilmember Grupa asked to remove Item 4.5 for further discussion. Mayor Dietz moved Item 4.5 after Item 5.

Moved by Councilmember Wagner and seconded by Councilmember Beyer to approve the agenda as amended. Motion carried 5-0.

4. CONSENT AGENDA

Moved by Councilmember Grupa and seconded by Councilmember Wagner to approve the following consent items as outlined in their respective staff reports, with Item 4.5 removed. Motion carried 5-0.

4.1 January 6, 2025, Minutes

4.2 Check Register

4.3 Pay Estimates

4.4 Consumption and Display Permit - Aegir Brewing Company

4.5 Resolution 25-03: Premises Permit for Elk River Youth Hockey Association at the FT Center

This item was removed from consent.

4.6 Resolution 25-04: Premises Permit for Elk River-Rogers VFW Post 5518

4.7 Resolution 25-05 Hazardous Property Order for 19116 Troy St NW

4.8 Amendment #1 to Agreement 23-03: Broadband Grant Project #2 Extension

4.9 2025 Solid Waste Hauler License Applications

4.10 Hire Public Works Supervisor

4.11 Hire Environmental Services and Projects Specialist

4.12 Pay Equity Compliance Report

5. OPEN FORUM

No one appeared for Open Forum.

Item 4.5 Resolution 25-03: Premises Permit for Elk River Youth Hockey Association at the FT Center

Councilmember Grupa asked if pull tabs would be restricted to a certain area of the Furniture and Things Community Event Center. Mr. Stremcha stated that they would be limited to the Overlook Lounge area and only during business operations.

Councilmember Wagner asked if the permit had been discussed at the Commission level. Mr. Stremcha stated it was in a staff report but not discussed by the Commissioners.

The council discussed the process of obtaining a permit. Mayor Dietz asked if other groups were allowed to get the permit. Mr. Stremcha stated the permit was available for 30 days for someone to apply and Elk River Youth Hockey was the only applicant.

Moved by Councilmember Beyer and seconded by Councilmember Wagner to adopt Resolution 25-03 approving a premises permit for the Elk River Youth Hockey Association. Motion carried 5-0.

6. PRESENTATIONS, AWARDS, AND RECOGNITION

6.1 City of Elk River Volunteer of the Month

Mayor Dietz presented the January Volunteer of the Month award to Karen Korthauer. He highlighted the following:

- Weekly volunteer at CAER for two years.
- An ideal front desk person for CAER with a warm and welcoming personality.
- Works with others in distributing CAER Kids Weekend packages.
- Involved with CAER's Trot O'Gold 5K and Shoe Bus events.
- Part of Central Lutheran Church Hospitality team for several years.
- Helps to oversee Central Lutheran's Christmas Cheer outreach ministry.
- Volunteered at her church and her daughter's school in Savage before moving to Elk River.

7. PUBLIC HEARINGS

7.1 Preliminary Plat and Resolution 25-06 for Final Plat: Norrgard Wooded Acres, PID 75-00937-0110, Chaz Norrgard

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.

The Council discussed allowing a 15-foot easement instead of a 30-foot easement. Mr. Leeseberg said there may have been some confusion at the Parks and Recreation Commission between an easement and the Right-of-Way. Staff felt that 15 feet was sufficient.

Moved by Councilmember Wagner and seconded by Councilmember Beyer to approve the preliminary plat for Norrgard Wooded Acres. Motion carried 5-0.

Moved by Councilmember Wagner and seconded by Councilmember Grupa to adopt Resolution 25-06 approving the final plat of Norrgard Wooded Acres with the following conditions, changing Condition number two to a 15-foot trail easement:

- 1. Park Dedication Fees shall be paid for two dwelling units at the rate applicable when the subdivision is released for recording.**
- 2. A 15-foot trail easement within the front yards of the parcels along Jarvis Street shall be prepared by the applicant and recorded along with the final plat. Motion carried 5-0.**

8. GENERAL BUSINESS

8.1 Information Security Subcommittee Appointment

Moved by Councilmember Wagner and seconded by Councilmember Beyer to appoint Councilmember Calva to the Information Security Committee. Motion carried 5-0.

9. MOTION TO ADJOURN REGULAR MEETING

Moved by Councilmember Beyer and seconded by Councilmember Grupa to adjourn the

regular meeting of City Council. Motion carried 5-0.

The regular meeting adjourned at 6:24 p.m. Mayor Dietz called the work session to order at 6:30 p.m.

10. WORK SESSION

10.1 Cannabis Business Plan

The staff report was presented. Mr. Stremcha stated that staff would not be doing independent lab testing for potency.

The council discussed whether the store should be attached to the current liquor stores or detached. Mr. Stremcha was in favor of a detached store.

Councilmember Calva expressed concern with the location and appearance of the cannabis stores.

Mayor Dietz confirmed that a new manager would be under Joe Audette. He asked about cross-training liquor store employees to work at a cannabis store. Mr. Stremcha explained that any new employees would train in city processes before working at a cannabis store. He added that THC would continue to be sold at Northbound and Westbound liquor stores.

Mayor Dietz asked about involving police in the transfer of daily deposits. Mr. Stremcha stated it would be similar to the liquor store arrangement, depending on sales.

Mr. Portner explained the distribution of money from the taxes set on the sale of products. Mr. Stremcha outlined projected potential sales over the next few years based on statistics from other states that sell cannabis products. There would likely be no profit or break even in the first year. Liquor store funds could be used for start-up costs.

Councilmember Wagner stated a future discussion should address whether funds may be labeled for a specific purpose or transferred to the General Fund.

Mr. Stremcha will return to the council with an architect to discuss building options.

11. MOTION TO ADJOURN WORK SESSION

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

The meeting adjourned at 7:11 p.m.

12. CLOSED MEETING - PID 75-00131-2100

Council Present: Mayor John Dietz, Councilmembers Cory Grupa, J. Brian Calva, Mike Beyer, and Jennifer Wagner

Staff Present: Business Services Director/Assistant City Administrator Joe Stremcha, City Administrator Cal Portner, and Records Specialist Katie Porath

Mayor Dietz read the following statement:

12.1 Statement to be read by the Mayor:

"The City Council will be holding a closed meeting pursuant to MN Statute Section 13D.05, Subdivision 3 to discuss offers/counteroffers for real property (PID 75-00131-2100)."

12.2 Motion Calling Closed Meeting

The closed meeting was called to order at 7:12 p.m.

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

12.3 Hold Closed Meeting

12.4 Motion to Adjourn Closed Meeting

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

The meeting adjourned at 7:17 p.m.

Minutes prepared by Katie Porath.

13. INFORMATION

John J. Dietz, Mayor

Tina Allard, City Clerk



Request for Action

To
City Council

Item Number
4.2

Meeting Date
February 3, 2025

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 February 3, 2025.

Background/Discussion
The details for the period ending February 3, 2025, are attached to this request for action.

Total for All Funds	\$855,075.23
---------------------	--------------

Financial Impact
N/A

Mission/Policy/Goal
N/A

- Attachments**
1. 4.2 at1 Check Register
 2. 4.2 at2 Check Register
 3. 4.2 at3 Check Register-Taxes

The Elk River Vision

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



Report Criteria:

Invoice Detail.GL account (3 Characters) = {<>} "920"
Invoice Detail.GL account (3 Characters) = {<>} "910"
Invoice Detail.Created by = {<>} "jdengerud"
Vendor.Vendor number = {<>} 11156
Vendor.Vendor number = {<>} 15199
Vendor.Vendor number = {<>} 24575
Vendor.Vendor number = {<>} 24576
Vendor.Vendor number = {<>} 52260

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
3RD LAIR SKATEPARK						
101						
CR3000	1	SKATE CAMP DEPOSIT	Invoice	01/22/2025	300.00	101-4-5220-4409
Total 34222 3RD LAIR SKATEPARK:					300.00	
ARTISAN BEER COMPANY						
603						
3739767	1	BEER	Invoice	01/15/2025	129.20	603-4-9111-4252
603						
3739768	1	THC PRODUCTS	Invoice	01/15/2025	386.00	603-4-9111-4256
603						
3739769	1	BEER	Invoice	01/15/2025	171.40	603-4-9151-4252
603						
3739770	1	THC PRODUCTS	Invoice	01/15/2025	156.80	603-4-9151-4256
603						
3741399	1	BEER	Invoice	01/23/2025	69.20	603-4-9111-4252
603						
3741400	1	THC PRODUCTS	Invoice	01/23/2025	150.80	603-4-9111-4256
603						
3741401	1	BEER	Invoice	01/23/2025	213.80	603-4-9151-4252
603						
3742742	1	BEER	Invoice	01/29/2025	133.85	603-4-9111-4252
603						
412763	1	BEER CREDIT	Invoice	01/17/2025	42.26-	603-4-9151-4252
603						
413369	1	THC PRODUCTS CREDIT	Invoice	01/27/2025	25.16-	603-4-9111-4256
Total 12167 ARTISAN BEER COMPANY:					1,343.63	
ASPEN MILLS						
101						
347139	1	UNIFORMS - STELLMACH	Invoice	01/21/2025	822.80	101-4-2320-4217
Total 10749 ASPEN MILLS:					822.80	
BAYCOM INC.						
410						
EQUIPINV_053202	1	SQUAD 617, 615 COMPUTERS	Invoice	01/15/2025	7,644.00	410-4-2110-4560
Total 13766 BAYCOM INC.:					7,644.00	
BECKER POLICE DEPT						
101						
12312024	1	SAFE ROADS/TRAFFIC ENF OCT/DE	Invoice	12/31/2024	359.78	101-4-2120-4440

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 11710 BECKER POLICE DEPT:					359.78	
BIG LAKE POLICE DEPT						
101						
12312024	1	SAFE ROADS/TRAFFIC ENF OCT/DE	Invoice	12/31/2024	3,442.97	101-4-2120-4440
Total 12175 BIG LAKE POLICE DEPT:					3,442.97	
CARGILL, INC						
101						
2910506483	1	TREATED ROAD SALT	Invoice	01/15/2025	13,736.97	101-4-3130-4219
Total 13600 CARGILL, INC:					13,736.97	
CENTURY COLLEGE						
101						
1272373	1	FIRE OFFICER 1 - NELSON	Invoice	01/24/2025	575.00	101-4-2320-4331
Total 13881 CENTURY COLLEGE:					575.00	
CODA						
101						
21425	1	ENTERTAINMENT 2/14/25	Invoice	01/24/2025	450.00	101-4-5510-4409
Total 13601 CODA:					450.00	
COMPASS MINERALS AMERICA						
101						
1430380	1	ROAD SALT	Invoice	01/13/2025	7,701.50	101-4-3130-4219
101						
1431532	1	ROAD SALT	Invoice	01/14/2025	4,924.15	101-4-3130-4219
101						
1432814	1	ROAD SALT	Invoice	01/15/2025	12,617.36	101-4-3130-4219
101						
1434275	1	ROAD SALT	Invoice	01/28/2025	5,502.85	101-4-3130-4219
101						
1438140	1	ROAD SALT	Invoice	01/21/2025	5,290.25	101-4-3130-4219
Total 12534 COMPASS MINERALS AMERICA:					36,036.11	
EHLERS & ASSOCIATES						
101						
1379	1	2024 CONTINUING DISCLOSURE - E	Invoice	01/09/2025	1,760.00	101-3-0000-3625
101						
1379	2	2024 CONTINUING DISCLOSURE - 20	Invoice	01/09/2025	440.00	101-4-6210-4440
301						
1379	3	2024 CONTINUING DISCLOSURE - 20	Invoice	01/09/2025	440.00	301-4-7000-4319
302						
1379	4	2024 CONTINUING DISCLOSURE - 20	Invoice	01/09/2025	440.00	302-4-7000-4319
333						
1379	5	2024 CONTINUING DISCLOSURE - 20	Invoice	01/09/2025	440.00	333-4-7000-4319
343						
1379	6	2024 CONTINUING DISCLOSURE - 20	Invoice	01/09/2025	440.00	343-4-7000-4319
602						
1379	7	2024 CONTINUING DISCLOSURE - 20	Invoice	01/09/2025	440.00	602-4-9010-4319

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
2025 STREMCCHA	1	2025 PUBLIC FINANCE SEMINAR - S	Invoice	01/27/2025	350.00	101-4-1310-4331
Total 17287 EHLERS & ASSOCIATES:					4,750.00	
HEIMAN FIRE EQUIPMENT						
101						
938487-IN	1	GEAR-COATS & PANTS	Invoice	01/20/2025	6,024.82	101-4-2320-4219
Total 13035 HEIMAN FIRE EQUIPMENT:					6,024.82	
HUBBARD ELECTRIC						
101						
20250124-6055	1	ELECTRICAL SVCS - LIONS PARK	Invoice	01/24/2025	754.98	101-4-5110-4409
Total 13803 HUBBARD ELECTRIC:					754.98	
I I M C						
101						
20346 2025	1	MEMBERSHIP DUES-T ALLARD	Invoice	01/09/2025	235.00	101-4-1210-4433
101						
45755 2025	1	MEMBERSHIP DUES-J RICHTER	Invoice	01/09/2025	135.00	101-4-1210-4433
Total 21900 I I M C:					370.00	
INTERSTATE POWER SYSTEMS						
101						
R001215615: 01	1	ANNUAL GENERATOR MAINTENANC	Invoice	01/21/2025	1,354.00	101-4-2190-4401
101						
R001215616: 01	1	GENERATOR INSP-FS 1	Invoice	01/22/2025	889.00	101-4-2310-4401
101						
R001215617: 01	1	GENERATOR INSP-CITY HALL	Invoice	01/22/2025	791.00	101-4-1600-4401
101						
R001215618: 01	1	GENERATOR INSP-FS 3	Invoice	01/21/2025	978.00	101-4-2310-4401
Total 22415 INTERSTATE POWER SYSTEMS:					4,012.00	
METRO PRODUCTS INC.						
101						
184345	1	SUPPLIES	Invoice	01/15/2025	65.33	101-4-5110-4219
101						
184345	2	SUPPLIES	Invoice	01/15/2025	65.33	101-4-3120-4219
101						
184345	3	SUPPLIES	Invoice	01/15/2025	65.33	101-4-3150-4219
101						
184466	1	SUPPLIES	Invoice	01/21/2025	14.02	101-4-3120-4219
101						
184466	2	SUPPLIES	Invoice	01/21/2025	14.03	101-4-3150-4219
101						
184466	3	SUPPLIES	Invoice	01/21/2025	14.03	101-4-5110-4219
Total 25198 METRO PRODUCTS INC.:					238.07	
MINNESOTA EQUIPMENT						
101						
P39541	1	PARTS #735	Invoice	01/15/2025	26.52	101-4-5110-4221

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
P39730	1	PARTS #734	Invoice	01/23/2025	2,328.73	101-4-5110-4221
Total 12620 MINNESOTA EQUIPMENT:					2,355.25	
RUM RIVER ART CENTER INC						
101						
1230927	1	WATERCOLOR CLASS 1-23-25	Invoice	01/23/2025	275.00	101-4-5510-4409
Total 13780 RUM RIVER ART CENTER INC:					275.00	
SHERBURNE CO SHERIFF'S OF						
101						
12312024	1	SAFE ROADS/TRAFFIC ENF OCT/DE	Invoice	12/31/2024	5,589.33	101-4-2120-4440
Total 32240 SHERBURNE CO SHERIFF'S OF:					5,589.33	
SIGN SOLUTIONS USA, LLC						
101						
415628	1	SIGN SUPPLIES	Invoice	01/23/2025	274.54	101-4-3120-4226
Total 14680 SIGN SOLUTIONS USA, LLC:					274.54	
STEP SAVER INC						
101						
180575	1	BULK SALT - PS	Invoice	01/15/2025	114.00	101-4-2190-4219
Total 13048 STEP SAVER INC:					114.00	
STREICHER'S						
101						
I1740218	1	UNIFORMS - BRANDNER	Invoice	01/15/2025	295.84	101-4-2110-4217
101						
I1740299	1	UNIFORMS - WELSH	Invoice	01/15/2025	273.98	101-4-2120-4217
101						
I1741017	1	UNIFORMS - WELSH	Invoice	01/20/2025	5.00	101-4-2120-4217
294						
I1741067	1	SWAT RDS HOLSTERS	Invoice	01/20/2025	324.98	294-4-2210-4219
101						
I1740974	1	AMMUNITION	Invoice	01/20/2025	5,466.60	101-4-2120-4219
Total 33300 STREICHER'S:					6,366.40	
TOWMASTER						
101						
474541	1	PARTS #748	Invoice	01/10/2025	777.28	101-4-5110-4221
Total 10237 TOWMASTER:					777.28	
WINE MERCHANTS						
603						
7504637	1	WINE	Invoice	01/15/2025	948.00	603-4-9111-4253
603						
7504637	2	FREIGHT	Invoice	01/15/2025	16.35	603-4-9111-4332
603						
7504638	1	FREIGHT	Invoice	01/15/2025	1.16	603-4-9151-4332

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
7504639	1	WINE	Invoice	01/15/2025	652.00	603-4-9151-4253
603						
7504639	2	FREIGHT	Invoice	01/15/2025	9.75	603-4-9151-4332
603						
757319	1	POP/MISC CREDIT	Invoice	01/09/2025	80.00-	603-4-9111-4255
603						
757319	2	FREIGHT CREDIT	Invoice	01/09/2025	1.72-	603-4-9111-4332
Total 36425 WINE MERCHANTS:					1,545.54	
24 SEVEN EVENTS & MARKETING INC						
101						
1292025	1	DEPOSIT - RIVERFRONT SKITZO FO	Invoice	01/29/2025	500.00	101-4-5220-4409
101						
1302025	1	DEPOSIT-RIVERFRONT-GEN X 7/24/2	Invoice	01/29/2025	500.00	101-4-5220-4409
Total 14931 24 SEVEN EVENTS & MARKETING INC:					1,000.00	
AMAZON CAPITAL SERVICES						
603						
11H9-PKLK-VVWH3	1	SUPPLIES	Invoice	01/10/2025	8.99	603-4-9152-4219
602						
11JD-DVN9-GCKV	1	PRINTER PAPER	Invoice	01/13/2025	27.50	602-4-9020-4219
101						
16DQ-69V4-WPTC	1	SPORTS EQUIPMENT	Invoice	01/22/2025	353.39	101-4-5220-4219
602						
16R6-WYRD-676Y	1	LAB TESTING SUPPLIES	Invoice	01/15/2025	107.62	602-4-9020-4219
101						
1939-C1LC-6DQN	1	RETURN CREDIT	Invoice	01/29/2026	7.20-	101-4-1310-4201
101						
1D19-4FQ9-XTWW	1	SUPPLIES	Invoice	01/22/2025	143.10	101-4-1350-4219
101						
1DJL-FG3L-6TWR	1	SUPPLIES-RADIO PARTS	Invoice	01/27/2025	13.99	101-4-2320-4219
603						
1G79-YX9N-Q499	1	SUPPLIES	Invoice	01/14/2025	53.82	603-4-9112-4219
101						
1GQ6-NTVK-R7LX	1	ELK RIVERFEST SUPPLIES	Invoice	01/14/2025	87.96	101-4-1110-4409
221						
1H4L-QLDT-33RV	1	CURTAINS & FIRE STICKS	Invoice	01/15/2025	169.26	221-4-5400-4219
101						
1HT4-MQXL-64NX	1	RETURN CREDIT	Invoice	01/23/2025	7.20-	101-4-1310-4201
603						
1JN6-NHQW-FLCG	1	SUPPLIES CREDIT	Invoice	01/23/2025	6.99-	603-4-9152-4219
221						
1JTG-XC1Q-F9T9	1	TRIVETS, RECEIPT TAPE	Invoice	01/24/2025	105.43	221-4-5430-4219
101						
1LL1-W7HD-G9M4	1	OFFICE SUPPLIES	Invoice	01/28/2025	84.87	101-4-3120-4201
221						
1NNK-VRMV-1L96	1	COFFEE SYRUP, SLUSHY MIX	Invoice	01/27/2025	101.52	221-4-5430-4259
221						
1NNK-VRMV-1L96	2	SUPPLIES	Invoice	01/27/2025	109.45	221-4-5430-4219
603						
1PKV-HWYN-4K4F	1	SUPPLIES	Invoice	01/27/2025	15.76	603-4-9152-4219
101						
1RMH-4TWR-96VW	1	SUPPLIES - INK PADS	Invoice	01/23/2025	14.40	101-4-1310-4201

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
1TQR-YYCM-VW74	1	SUPPLIES	Invoice	01/10/2025	8.99	603-4-9152-4219
101						
1Y6K-W4V4-6C6W	1	PRINTER CARTRIDGE	Invoice	01/23/2025	58.99	101-4-2130-4219
101						
1YJL-6FDG-39NJ	1	SUPPLIES	Invoice	01/15/2025	59.18	101-4-2310-4201
101						
1YJL-6FDG-RDL4	1	FIRST AID SUPPLIES	Invoice	01/17/2025	141.80	101-4-5110-4219
101						
1YJL-6FDG-RDL4	2	FIRST AID SUPPLIES	Invoice	01/17/2025	141.80	101-4-3120-4219
Total 13706 AMAZON CAPITAL SERVICES:					1,786.43	
ASCEND LEARNING HOLDINGS						
101						
1044819	1	FIRE OFFICER TRAINING	Invoice	01/15/2025	91.07	101-4-2320-4331
Total 14964 ASCEND LEARNING HOLDINGS:					91.07	
ASSA ABLOY						
221						
SEI 1823161	1	FRONT DOOR REPAIRS	Invoice	01/17/2025	496.00	221-4-5400-4401
Total 14628 ASSA ABLOY:					496.00	
ATT LLC						
603						
S28573	1	UNIFORMS - KNOPIK	Invoice	01/27/2025	187.15	603-4-9112-4217
603						
S28573	2	UNIFORMS - HANSON	Invoice	01/27/2025	62.35	603-4-9112-4217
Total 15332 ATT LLC:					249.50	
BARRINGTON OAKS VET HOSP						
101						
411347	1	DUKE VET VISIT	Invoice	12/30/2016	258.85	101-4-2120-4219
Total 11450 BARRINGTON OAKS VET HOSP:					258.85	
BEAUDRY OIL CO						
101						
2844964	1	FIFTH WHEEL GREASE	Invoice	01/16/2025	100.00	101-4-3150-4212
Total 11663 BEAUDRY OIL CO:					100.00	
BELLBOY CORPORATION						
603						
206458900	1	LIQUOR	Invoice	01/21/2025	276.00	603-4-9111-4251
603						
206458900	2	WINE	Invoice	01/21/2025	264.00	603-4-9111-4253
603						
206458900	3	FREIGHT	Invoice	01/21/2025	6.60	603-4-9111-4332
603						
206459000	1	THC PRODUCTS	Invoice	01/21/2025	400.00	603-4-9111-4256
603						
206459000	2	FREIGHT	Invoice	01/21/2025	9.90	603-4-9111-4332

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 11800 BELLBOY CORPORATION:					956.50	
BERNICK'S						
603						
10310315	1	POP/MISC	Invoice	01/15/2025	157.60	603-4-9111-4255
603						
10310316	1	THC PRODUCTS	Invoice	01/15/2025	438.50	603-4-9111-4256
603						
10310317	1	BEER	Invoice	01/15/2025	1,621.60	603-4-9111-4252
603						
10310318	1	BEER CREDIT	Invoice	01/15/2025	73.80-	603-4-9111-4252
603						
10310319	1	POP/MISC	Invoice	01/15/2025	128.56	603-4-9151-4255
603						
10310320	1	BEER	Invoice	01/15/2025	990.00	603-4-9151-4252
603						
10310321	1	BEER CREDIT	Invoice	01/15/2025	45.00-	603-4-9151-4252
603						
10312528	1	POP/MISC	Invoice	01/22/2025	130.80	603-4-9111-4255
603						
10312529	1	THC PRODUCTS	Invoice	01/22/2025	158.00	603-4-9111-4256
603						
10312530	1	BEER	Invoice	01/22/2025	885.75	603-4-9111-4252
603						
10312531	1	POP/MISC	Invoice	01/22/2025	94.48	603-4-9151-4255
603						
10312532	1	POP/MISC CREDIT	Invoice	01/22/2025	1.00-	603-4-9151-4255
603						
10312533	1	THC PRODUCTS	Invoice	01/22/2025	48.00	603-4-9151-4256
603						
10312534	1	BEER	Invoice	01/22/2025	1,055.35	603-4-9151-4252
603						
10312535	1	BEER CREDIT	Invoice	01/22/2025	12.48-	603-4-9151-4252
603						
10315220	1	POP/MISC	Invoice	01/29/2025	70.48	603-4-9111-4255
603						
10315221	1	THC PRODUCTS	Invoice	01/29/2025	57.00	603-4-9111-4256
603						
10315222	1	BEER	Invoice	01/29/2025	1,645.90	603-4-9111-4252
221						
I66664	1	FOUNTAIN SODA	Invoice	01/19/2025	83.76	221-4-5430-4259
221						
I66870	1	POP/WATER/COFFEE	Invoice	01/20/2025	1,152.27	221-4-5430-4259
221						
I66870	2	CUPS/LIDS	Invoice	01/20/2025	172.80	221-4-5430-4219
221						
I67128	1	POP/MISC	Invoice	01/27/2025	715.53	221-4-5430-4259
Total 11950 BERNICK'S:					9,474.10	
BLACKHAWK PEST CONTROL, LLC						
221						
50342	1	PEST CONTROL-FTCENTER	Invoice	01/27/2025	125.00	221-4-5400-4401
101						
50343	1	PEST CONTROL-CITY HALL	Invoice	01/27/2025	125.00	101-4-1600-4401

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
50344	1	PEST CONTROL-FS 3	Invoice	01/27/2025	52.50	101-4-2310-4401
101						
50345	1	PEST CONTROL- PW	Invoice	01/27/2025	110.00	101-4-3120-4401
603						
50346	1	PEST CONTROL-WB	Invoice	01/27/2025	55.56	603-4-9152-4404
603						
50348	1	PEST CONTROL - NB	Invoice	01/27/2025	64.19	603-4-9112-4404
Total 14717 BLACKHAWK PEST CONTROL, LLC:					532.25	
BOLTON & MENK, INC						
401						
353928	1	2023 STREET IMPROVEMENTS	Invoice	01/13/2025	1,884.50	401-4-8080-4303
401						
353932	1	2025 STREET IMPROVEMENTS	Invoice	01/13/2025	21,738.50	401-4-8080-4303
403						
353976	1	LINE AVE CUL-DE-SAC	Invoice	01/13/2025	289.50	403-4-8440-4303
406						
353977	1	MEADOWWOODS VILLAGE - SEWER	Invoice	01/13/2025	2,268.00	406-4-8050-4303
225						
353978	1	MEGA LOOP TRAIL IMPROVMENTS	Invoice	01/13/2025	6,971.50	225-4-8546-4303
406						
353979	1	ROLLING HILLS SEWER EXT	Invoice	01/13/2025	3,580.00	406-4-8040-4303
403						
353980	1	YALE STREET EXTENSION	Invoice	01/13/2025	24,171.00	403-4-8440-4303
Total 11019 BOLTON & MENK, INC:					60,903.00	
BREAKTHRU BEVERAGE MINNESOTA						
603						
119626357	1	LIQUOR	Invoice	01/16/2025	822.81	603-4-9151-4251
603						
413170925	1	LIQUOR CREDIT	Invoice	01/17/2025	8.99-	603-4-9151-4251
Total 8002 BREAKTHRU BEVERAGE MINNESOTA:					813.82	
603						
118893576	1	LIQUOR	Invoice	11/27/2024	391.50	603-4-9111-4251
603						
119626450	1	LIQUOR	Invoice	01/16/2025	5,322.67	603-4-9111-4251
603						
119626451	1	LIQUOR	Invoice	01/16/2025	306.00	603-4-9111-4251
603						
119722519	1	LIQUOR	Invoice	01/23/2025	5,977.00	603-4-9111-4251
603						
413153602	1	LIQUOR CREDIT	Invoice	01/14/2025	18.18-	603-4-9111-4251
603						
413153603	1	LIQUOR CREDIT	Invoice	01/14/2025	20.77-	603-4-9111-4251
Total 12893 BREAKTHRU BEVERAGE MINNESOTA:					11,958.22	
C & L DISTRIBUTING CO						
603						
2041327	1	BEER CREDIT	Invoice	01/15/2025	108.77-	603-4-9151-4252
603						
2041328	1	BEER	Invoice	01/15/2025	1,021.85	603-4-9151-4252

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
2041329	1	LIQUOR CREDIT	Invoice	01/15/2025	267.48-	603-4-9151-4251
603						
2044805	1	BEER CREDIT	Invoice	01/22/2025	183.30-	603-4-9151-4252
603						
2044807	1	LIQUOR	Invoice	01/22/2025	1,412.50	603-4-9151-4251
603						
2044808	1	BEER	Invoice	01/22/2025	3,449.60	603-4-9151-4252
Total 8003 C & L DISTRIBUTING CO:					5,324.40	
603						
1839001217	1	BEER CREDIT	Invoice	01/15/2025	49.25-	603-4-9111-4252
603						
2040221	1	BEER	Invoice	01/13/2025	6,278.90	603-4-9111-4252
603						
2042535	1	BEER	Invoice	01/15/2025	1,357.65	603-4-9111-4252
603						
2042536	1	LIQUOR	Invoice	01/15/2025	315.00	603-4-9111-4251
603						
2042536	2	BEER	Invoice	01/15/2025	2,640.95	603-4-9111-4252
603						
2043818	1	THC PRODUCTS CREDIT	Invoice	01/20/2025	23.00-	603-4-9111-4256
603						
2043819	1	BEER	Invoice	01/20/2025	6,342.80	603-4-9111-4252
603						
2043840	1	LIQUOR	Invoice	01/20/2025	1,412.50	603-4-9111-4251
603						
2045577	1	LIQUOR	Invoice	01/22/2025	105.50	603-4-9111-4251
603						
2045578	1	BEER	Invoice	01/22/2025	4,453.05	603-4-9111-4252
603						
2045580	1	BEER	Invoice	01/22/2025	1.20	603-4-9111-4252
603						
2047166	1	LIQUOR CREDIT	Invoice	01/27/2025	13.00-	603-4-9111-4251
603						
2047167	1	BEER	Invoice	01/27/2025	6,575.60	603-4-9111-4252
603						
2616000603	1	BEER CREDIT	Invoice	01/13/2025	7.90-	603-4-9111-4252
603						
2616000619	1	BEER CREDIT	Invoice	01/27/2025	15.73-	603-4-9111-4252
Total 13375 C & L DISTRIBUTING CO:					29,374.27	
CAL PORTNER						
101						
012925	1	REIMB ICMA ON-DEMAND SESSION	Invoice	01/29/2025	149.00	101-4-1210-4331
Total 11583 CAL PORTNER:					149.00	
CHARTER COMMUNICATIONS						
602						
175341701 JAN 25	1	PHONE LINE CHGS-WW	Invoice	01/14/2025	135.26	602-4-9010-4321
Total 13954 CHARTER COMMUNICATIONS:					135.26	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
CINTAS CORPORATION LOC 470						
603						
4217517968	1	MAPS, TOWELS, SCRAPERS, MOPS	Invoice	01/10/2025	52.78	603-4-9112-4404
602						
4217925630	1	UNIFORMS RENTAL/CLEANING	Invoice	01/15/2025	148.77	602-4-9020-4417
603						
4218263393	1	MAPS, TOWELS, SCRAPERS, MOPS	Invoice	01/17/2025	56.43	603-4-9112-4404
603						
4218263733	1	MATS, TOWELS, SCRAPERS, MOPS	Invoice	01/17/2025	56.35	603-4-9152-4404
602						
4218735448	1	UNIFORM RENTAL/CLEANING	Invoice	01/22/2025	160.08	602-4-9020-4417
603						
4219014219	1	MAPS, TOWELS, SCRAPERS, MOPS	Invoice	01/24/2025	75.87	603-4-9112-4404
603						
4219014398	1	MATS, TOWELS, SCRAPERS, MOPS	Invoice	01/24/2025	47.35	603-4-9152-4404
Total 14080 CINTAS CORPORATION LOC 470:					597.63	
CLAREY'S SAFETY EQUIP						
101						
215182	1	RAE SENSOR	Invoice	01/14/2025	253.20	101-4-2320-4221
Total 14165 CLAREY'S SAFETY EQUIP:					253.20	
CORE & MAIN LP						
101						
W296442	1	SUPPLIES-MAGNETIC LOCATOR	Invoice	01/16/2025	1,255.29	101-4-5110-4219
Total 21090 CORE & MAIN LP:					1,255.29	
CUB FOODS						
221						
104304105492	1	GROUND BEEF, WATER	Invoice	01/18/2025	70.94	221-4-5430-4259
221						
104305036806	1	SHREDDED LETTUCE	Invoice	01/14/2025	6.57	221-4-5430-4259
221						
94780	1	MARGARITA SALT	Invoice	01/25/2025	5.98	221-4-5430-4255
Total 15550 CUB FOODS:					83.49	
CUMMINS SALES & SERVICE						
602						
E4-250189259	1	GENERATOR MAINT/REPAIRS	Invoice	01/14/2025	697.90	602-4-9050-4404
Total 15576 CUMMINS SALES & SERVICE:					697.90	
DACOTAH PAPER CO						
101						
53940	1	BULK SUPPLY ORDER	Invoice	01/14/2025	3,223.98	101-4-3120-4219
101						
53941	1	BULK SUPPLY ORDER	Invoice	01/14/2025	2,220.14	101-4-2310-4219
221						
55134	1	TOILET TISSUE/TRASH LINERS/CLE	Invoice	01/16/2025	782.64	221-4-5400-4219
221						
56945	1	TRASH LINERS/PAPER TOWELS/CLE	Invoice	01/21/2025	449.20	221-4-5400-4219
221						
57172	1	MOP HEADS	Invoice	01/21/2025	142.20	221-4-5430-4219

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
58274	1	AIR FRESHNERS	Invoice	01/28/2025	89.91	101-4-3120-4219
101						
60564	1	CLEANING SUPPLIES, PAPER PROD	Invoice	01/28/2025	4,473.58	101-4-1600-4219
Total 15887 DACOTAH PAPER CO:					11,381.65	
DAHLHEIMER BEVERAGE, LLC						
603						
2216616 CM	1	BEER CREDIT	Invoice	06/24/2024	30.00-	603-4-9151-4252
603						
2307962	1	BEER CREDIT	Invoice	10/11/2024	17.00-	603-4-9151-4252
603						
2377811	1	BEER	Invoice	01/16/2025	190.50	603-4-9151-4252
603						
2377812	1	BEER	Invoice	01/16/2025	3,497.73	603-4-9151-4252
603						
2377813	1	LIQUOR	Invoice	01/16/2025	611.00	603-4-9151-4251
603						
2378501	1	THC PRODUCTS	Invoice	01/16/2025	156.00	603-4-9151-4256
603						
2380229	1	BEER	Invoice	01/20/2025	6,584.80	603-4-9151-4252
603						
2382931	1	POP/MISC	Invoice	01/23/2025	85.00	603-4-9151-4255
603						
2382932	1	BEER	Invoice	01/23/2025	3,681.70	603-4-9151-4252
603						
2384893	1	LIQUOR CREDIT	Invoice	01/27/2025	15.67-	603-4-9151-4251
603						
2384948	1	BEER	Invoice	01/27/2025	6,752.67	603-4-9151-4252
603						
2385272	1	BEER CREDIT	Invoice	01/24/2025	152.50-	603-4-9151-4252
603						
2385312	1	THC PRODUCTS	Invoice	01/27/2025	174.00	603-4-9151-4256
Total 8005 DAHLHEIMER BEVERAGE, LLC:					21,518.23	
221						
2378557	1	POP	Invoice	01/16/2025	118.60	221-4-5430-4259
221						
2378557	2	LIQUOR	Invoice	01/16/2025	202.20	221-4-5430-4251
221						
2378557	3	BEER	Invoice	01/16/2025	1,100.80	221-4-5430-4252
221						
2380418	1	BEER	Invoice	01/17/2025	232.00	221-4-5430-4252
221						
2383353	1	LIQUOR	Invoice	01/23/2025	202.20	221-4-5430-4251
221						
2383353	2	BEER	Invoice	01/23/2025	551.60	221-4-5430-4252
Total 15366 DAHLHEIMER BEVERAGE, LLC:					2,407.40	
603						
2274600 CM	1	BEER CREDIT	Invoice	09/03/2024	30.00-	603-4-9111-4252
603						
2374042	1	BEER	Invoice	01/13/2025	3,541.19	603-4-9111-4252

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
2375154	1	THC PRODUCTS	Invoice	01/13/2025	85.00	603-4-9111-4256
603						
2375155	1	BEER	Invoice	01/13/2025	313.50	603-4-9111-4252
603						
2377674	1	THC PRODUCTS	Invoice	01/16/2025	1,147.00	603-4-9111-4256
603						
2377675	1	BEER	Invoice	01/16/2025	6,601.05	603-4-9111-4252
603						
2378515	1	BEER CREDIT	Invoice	01/15/2025	170.50-	603-4-9111-4252
603						
2379635	1	BEER	Invoice	01/20/2025	9,786.95	603-4-9111-4252
603						
2380341	1	BEER CREDIT	Invoice	01/17/2025	192.00-	603-4-9111-4252
603						
2382966	1	THC PRODUCTS	Invoice	01/23/2025	940.00	603-4-9111-4256
603						
2382967	1	BEER	Invoice	01/23/2025	5,089.75	603-4-9111-4252
603						
2384950	1	BEER	Invoice	01/27/2025	6,280.22	603-4-9111-4252
603						
2385281	1	BEER CREDIT	Invoice	01/24/2025	32.00-	603-4-9111-4252
603						
2385331	1	THC PRODUCTS	Invoice	01/27/2025	87.00	603-4-9111-4256
603						
976-00138	1	BEER CREDIT	Invoice	11/11/2024	30.00-	603-4-9111-4252
Total 15900 DAHLHEIMER BEVERAGE, LLC:					33,417.16	
DANGEROUS MAN BREWING CO LLC						
603						
IN-6705	1	BEER	Invoice	01/29/2025	326.00	603-4-9111-4252
Total 52264 DANGEROUS MAN BREWING CO LLC:					326.00	
DONNA'S DAUGHTERS						
221						
101	1	COLDSTONE ICE CREAM	Invoice	01/11/2025	360.75	221-4-5430-4259
Total 52316 DONNA'S DAUGHTERS:					360.75	
E C M PUBLISHERS INC						
101						
1031506	1	NOTICE OF PH, CU 24-22	Invoice	01/11/2025	103.20	101-4-1510-4359
101						
1031507	1	NOTICE OF PH, CU 24-21	Invoice	01/11/2025	120.40	101-4-1510-4359
101						
1031508	1	NOTICE OF PH, OA 24-05	Invoice	01/11/2025	137.60	101-4-1510-4359
101						
1031509	1	NOTICE OF PH, CU 24-19	Invoice	01/11/2025	111.80	101-4-1510-4359
101						
1031607	1	JOB AD - CUSTODIAN	Invoice	01/12/2025	62.40	101-4-1600-4219
221						
1031608	1	JOB AD - CEC BLDG SUP	Invoice	01/12/2025	65.40	221-4-5400-4219
101						
1032584	1	BUSINESS CARDS - MARTIN	Invoice	01/13/2025	37.00	101-4-2110-4201

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
1032585	1	BUSINESS CARDS - ALBERT	Invoice	01/13/2025	37.00	101-4-2110-4201
Total 17000 E C M PUBLISHERS INC:					674.80	
ELK RIVER MUNICIPAL UTILITIES						
603						
011525	1	WATER/ELECTRIC/SEWER/STMWTR	Invoice	01/15/2025	1,943.51	603-4-9152-4389
101						
011525	2	WATER/ELECTRIC/SEWER/STMWTR	Invoice	01/15/2025	3,322.58	101-4-1600-4389
101						
011525	3	ELECTRIC	Invoice	01/15/2025	57.00	101-4-3120-4389
101						
011525	4	ELECTRIC	Invoice	01/15/2025	32.65	101-4-3120-4389
602						
011525	5	ELECTRIC	Invoice	01/15/2025	4,301.60	602-4-9050-4389
101						
011525	6	ELECTRIC	Invoice	01/15/2025	78.28	101-4-2330-4389
101						
011525	7	ELECTRIC	Invoice	01/15/2025	330.99	101-4-5110-4389
101						
011525	8	ELECTRIC	Invoice	01/15/2025	64.50	101-4-2190-4389
602						
011525	9	WATER/ELECTRIC	Invoice	01/15/2025	26,846.06	602-4-9020-4389
101						
011525	10	WATER/ELECTRIC	Invoice	01/15/2025	1,543.11	101-4-5110-4389
101						
011525	11	WATER/SEWER	Invoice	01/15/2025	34.76	101-4-5110-4389
101						
011525	12	WATER/ELECTRIC/SEWER	Invoice	01/15/2025	8,048.53	101-4-2190-4389
101						
011525	13	WATER/ELECTRIC/SEWER	Invoice	01/15/2025	953.68	101-4-2310-4389
211						
011525	14	WATER/ELECTRIC/SEWER	Invoice	01/15/2025	3,729.68	211-4-5600-4389
221						
1-22-25	1	WATER/ELECTRIC/SWR/STM WTR	Invoice	01/22/2025	33,180.32	221-4-5400-4389
101						
1-22-25	2	WATER/ELECTRIC	Invoice	01/22/2025	490.90	101-4-5110-4389
602						
1-22-25	3	ELECTRIC	Invoice	01/22/2025	1,218.28	602-4-9050-4389
101						
1-22-25	4	ELECTRIC	Invoice	01/22/2025	295.37	101-4-2330-4389
101						
1-22-25	5	ELECTRIC	Invoice	01/22/2025	64.50	101-4-2190-4389
101						
1-22-25	6	WATER/ELECTRIC/SWR/STM WTR	Invoice	01/22/2025	4,240.45	101-4-3120-4389
101						
1-22-25	7	ELECTRIC	Invoice	01/22/2025	43.38	101-4-5110-4389
Total 17700 ELK RIVER MUNICIPAL UTILITIES:					90,820.13	
FACTORY MOTOR PARTS CO						
101						
128-Z17425	1	PARTS #603	Invoice	01/22/2025	122.22	101-4-2120-4221
Total 18408 FACTORY MOTOR PARTS CO:					122.22	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
FASTENAL COMPANY						
101						
MNELK140550	1	SUPPLIES - VENDING	Invoice	01/23/2025	30.68	101-4-3120-4219
101						
MNELK140608	1	SUPPLIES - VENDING	Invoice	01/24/2025	36.38	101-4-3120-4219
Total 18453 FASTENAL COMPANY:					67.06	
FIRSTTWO, INC.						
101						
2714	1	FIRSTTWO AGENCY LICENSE	Invoice	01/20/2025	3,600.00	101-4-2110-4433
Total 15186 FIRSTTWO, INC.:					3,600.00	
FLOCK GROUP INC						
290						
INV-56850	1	FLOCK SAFETY IMPLEMENTATION-P	Invoice	01/22/2025	49,175.00	290-4-2330-4219
Total 52311 FLOCK GROUP INC:					49,175.00	
FORMS FOR UKG						
101						
101566	1	PAYROLL CHECKS	Invoice	01/23/2025	284.58	101-4-1310-4201
Total 52332 FORMS FOR UKG:					284.58	
GATR TRUCK CENTER						
101						
5P584731	1	EXTENSION CORDS	Invoice	01/17/2025	216.78	101-4-3150-4219
602						
5P584732	1	PARTS #557	Invoice	01/20/2025	1,178.75	602-4-9020-4219
602						
5P584790	1	PARTS CREDIT #557	Invoice	01/20/2025	1,178.75-	602-4-9020-4219
602						
5P584791	1	PARTS #557	Invoice	01/20/2025	1,243.75	602-4-9020-4219
Total 19729 GATR TRUCK CENTER:					1,460.53	
GBR INC						
101						
23424	1	INTERPRETATION SERVICES	Invoice	01/17/2025	240.00	101-4-2130-4319
Total 52323 GBR INC:					240.00	
GLOBAL RESERVE LLC - GRD						
603						
ORD-14507	1	THC PRODUCTS	Invoice	01/24/2025	908.00	603-4-9111-4256
Total 15311 GLOBAL RESERVE LLC - GRD:					908.00	
GOODIN COMPANY						
101						
1393212-00	1	SUPPLIES	Invoice	01/13/2025	159.21	101-4-3120-4219
Total 20113 GOODIN COMPANY:					159.21	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
GRAINGER						
602						
9373649137	1	SLOW CLOSING SOLENOID VALVE	Invoice	01/15/2025	1,286.55	602-4-9020-4219
101						
9374027929	1	MN STATE FLAGS	Invoice	01/16/2025	156.88	101-4-2310-4219
602						
9384438918	1	SUPPLIES	Invoice	01/24/2025	190.15	602-4-9020-4219
Total 20300 GRAINGER:					1,633.58	
GRANITE CITY JOBBING CO						
603						
434540	1	POP/MISC	Invoice	01/17/2025	872.13	603-4-9111-4255
603						
434540	2	THC PRODUCTS	Invoice	01/17/2025	200.00	603-4-9111-4256
603						
434540	3	FREIGHT	Invoice	01/17/2025	5.00	603-4-9111-4332
603						
434540	4	SUPPLIES	Invoice	01/17/2025	91.50	603-4-9112-4219
603						
434542	1	POP/MISC	Invoice	01/17/2025	323.03	603-4-9151-4255
603						
434542	2	SUPPLIES	Invoice	01/17/2025	32.57	603-4-9152-4219
603						
434542	3	FREIGHT	Invoice	01/17/2025	5.00	603-4-9151-4332
603						
435760	1	POP/MISC	Invoice	01/24/2025	1,212.09	603-4-9111-4255
603						
435760	2	THC PRODUCTS	Invoice	01/24/2025	100.00	603-4-9111-4256
603						
435760	3	FREIGHT	Invoice	01/24/2025	5.00	603-4-9111-4332
603						
435760	4	SUPPLIES-BAGS	Invoice	01/24/2025	122.71	603-4-9112-4219
603						
435763	1	FREIGHT	Invoice	01/24/2025	5.00	603-4-9151-4332
603						
435763	2	POP/MISC	Invoice	01/24/2025	521.54	603-4-9151-4255
603						
435763	3	THC PRODUCTS	Invoice	01/24/2025	30.00	603-4-9151-4256
603						
435784	1	POP/MISC CREDIT	Invoice	01/24/2025	40.43-	603-4-9111-4255
Total 10654 GRANITE CITY JOBBING CO:					3,485.14	
HAWKINS, INC.						
602						
6961429	1	CHLORINE & SULFUR DIOXIDE	Invoice	01/15/2025	40.00	602-4-9020-4219
602						
6963632	1	CHLORINE & SULFUR DIOXIDE	Invoice	01/14/2025	2,283.39	602-4-9020-4219
Total 21053 HAWKINS, INC.:					2,323.39	
HOISINGTON KOEGLER GROUP INC						
440						
24-031-7	1	PROF SVCS-RIVERS EDGE RENO	Invoice	01/14/2025	1,929.30	440-4-5110-4319

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 21475 HOISINGTON KOEGLER GROUP INC:					1,929.30	
HOME DEPOT CREDIT SERVICES						
602						
5512329	1	SUPPLIES	Invoice	01/16/2025	20.94	602-4-9020-4219
Total 21600 HOME DEPOT CREDIT SERVICES:					20.94	
IMAGETREND INC						
101						
PS-INV113243	1	ANNUAL FEE - CAD DISTRIBUTION	Invoice	01/23/2025	3,858.75	101-4-2310-4404
Total 14819 IMAGETREND INC:					3,858.75	
JENNIFER KATKE						
221						
1-10-25 JKATKE	1	REIMB - GROUND BEEF	Invoice	01/10/2025	27.67	221-4-5430-4259
Total 52246 JENNIFER KATKE:					27.67	
JOHNSON BROS LIQUOR						
603						
2708540	1	LIQUOR	Invoice	01/15/2025	477.98	603-4-9111-4251
603						
2708540	2	FREIGHT	Invoice	01/15/2025	5.44	603-4-9111-4332
603						
2708541	1	WINE	Invoice	01/15/2025	2,125.15	603-4-9111-4253
603						
2708541	2	FREIGHT	Invoice	01/15/2025	77.40	603-4-9111-4332
603						
2708542	1	POP/MISC	Invoice	01/15/2025	474.90	603-4-9111-4255
603						
2708542	2	FREIGHT	Invoice	01/15/2025	22.36	603-4-9111-4332
603						
2708543	1	THC PRODUCTS	Invoice	01/15/2025	205.80	603-4-9111-4256
603						
2708544	1	LIQUOR	Invoice	01/15/2025	7,884.06	603-4-9111-4251
603						
2708544	2	FREIGHT	Invoice	01/15/2025	61.92	603-4-9111-4332
603						
2708545	1	LIQUOR	Invoice	01/15/2025	1,080.00	603-4-9151-4251
603						
2708545	2	FREIGHT	Invoice	01/15/2025	18.92	603-4-9151-4332
603						
2708546	1	LIQUOR	Invoice	01/15/2025	1,224.00	603-4-9151-4251
603						
2708546	2	FREIGHT	Invoice	01/15/2025	23.22	603-4-9151-4332
603						
2708547	1	LIQUOR	Invoice	01/15/2025	2,177.98	603-4-9151-4251
603						
2708547	2	FREIGHT	Invoice	01/15/2025	58.76	603-4-9151-4332
603						
2708548	1	WINE	Invoice	01/15/2025	328.00	603-4-9151-4253
603						
2708548	2	FREIGHT	Invoice	01/15/2025	6.88	603-4-9151-4332

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
2712963	1	LIQUOR	Invoice	01/23/2025	191.88	603-4-9151-4251
603						
2712963	2	FREIGHT	Invoice	01/23/2025	5.16	603-4-9151-4332
603						
2712964	1	LIQUOR	Invoice	01/23/2025	490.00	603-4-9151-4251
603						
2712964	2	FREIGHT	Invoice	01/23/2025	8.60	603-4-9151-4332
603						
2712965	1	LIQUOR	Invoice	01/23/2025	4,308.09	603-4-9111-4251
603						
2712965	2	FREIGHT	Invoice	01/23/2025	39.56	603-4-9111-4332
603						
2712966	1	LIQUOR	Invoice	01/23/2025	4,192.91	603-4-9111-4251
603						
2712966	2	FREIGHT	Invoice	01/23/2025	86.00	603-4-9111-4332
603						
2712967	1	WINE	Invoice	01/23/2025	1,894.45	603-4-9111-4253
603						
2712967	2	FREIGHT	Invoice	01/23/2025	46.44	603-4-9111-4332
603						
2712968	1	LIQUOR	Invoice	01/23/2025	1,141.06	603-4-9151-4251
603						
2712968	2	FREIGHT	Invoice	01/23/2025	8.60	603-4-9151-4332
603						
2712969	1	LIQUOR	Invoice	01/23/2025	213.34	603-4-9151-4251
603						
2712969	2	FREIGHT	Invoice	01/23/2025	2.58	603-4-9151-4332
603						
2712970	1	WINE	Invoice	01/23/2025	118.18	603-4-9151-4253
603						
2712970	2	FREIGHT	Invoice	01/23/2025	3.44	603-4-9151-4332
603						
2717243	1	LIQUOR	Invoice	01/29/2025	6,918.12	603-4-9111-4251
603						
2717243	2	FREIGHT	Invoice	01/29/2025	130.72	603-4-9111-4332
603						
2717244	1	WINE	Invoice	01/29/2025	4,609.00	603-4-9111-4253
603						
2717244	2	FREIGHT	Invoice	01/29/2025	102.34	603-4-9111-4332
603						
2717245	1	POP/MISC	Invoice	01/29/2025	115.95	603-4-9111-4255
603						
2717245	2	FREIGHT	Invoice	01/29/2025	3.44	603-4-9111-4332
603						
2717247	1	LIQUOR	Invoice	01/29/2025	5,369.56	603-4-9111-4251
603						
2717247	2	FREIGHT	Invoice	01/29/2025	51.60	603-4-9111-4332
Total 22775 JOHNSON BROS LIQUOR:					46,303.79	
KAREN WINGARD						
101						
011725	1	REIMB PHONE NOV-DEC 2024 - WIN	Invoice	01/17/2025	60.00	101-4-5210-4321
Total 36448 KAREN WINGARD:					60.00	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
KIRI A FAUL						
101						
2276	1	RESERVE PYSCH ROSAS	Invoice	01/23/2025	665.00	101-4-2160-4319
Total 14646 KIRI A FAUL:					665.00	
KVC COMPANIES LLC						
101						
212893-4	1	WINTER BAR CHAIN LUBE	Invoice	01/27/2025	53.98	101-4-3120-4219
Total 15203 KVC COMPANIES LLC:					53.98	
LAKE STATE RECYCLING INC						
603						
12125	1	CARDBOARD RECYCLING-WB	Invoice	01/21/2025	150.00	603-4-9152-4389
Total 13119 LAKE STATE RECYCLING INC:					150.00	
LITTLE FALLS MACHINE INC						
101						
372793	1	PARTS	Invoice	01/22/2025	1,117.81	101-4-3120-4221
Total 24000 LITTLE FALLS MACHINE INC:					1,117.81	
LUBE-TECH & PARTNERS, LLC						
101						
3705106	1	BULK ANTIFREEZE	Invoice	01/14/2025	938.95	101-4-3150-4212
101						
3706978	1	WINDSHIELD WASH	Invoice	01/16/2025	175.56	101-4-2120-4221
Total 14791 LUBE-TECH & PARTNERS, LLC:					1,114.51	
MARCO HOLDINGS LLC						
101						
INV13449064	1	OFFICE 365 LICENSES	Invoice	01/28/2025	4,737.50	101-4-1350-4404
Total 24714 MARCO HOLDINGS LLC:					4,737.50	
MARTIES INC						
290						
216	1	TRAINING SUPPLIES	Invoice	01/17/2025	60.00	290-4-2350-4219
Total 15079 MARTIES INC:					60.00	
MINNESOTA UI						
101						
17782854	1	UNEMPLOYMENT 4TH QTR 2024	Invoice	01/08/2025	790.00	101-4-1600-4110
221						
17782854	2	UNEMPLOYMENT 4TH QTR 2024	Invoice	01/08/2025	12,764.00	221-4-5400-4110
603						
17782854	3	UNEMPLOYMENT 4TH QTR 2024	Invoice	01/08/2025	20.26-	603-4-9112-4110
101						
17782854	4	UNEMPLOYMENT 4TH QTR 2024	Invoice	01/08/2025	95.23	101-4-5110-4110
101						
17782854	5	UNEMPLOYMENT 4TH QTR 2024	Invoice	01/08/2025	1,070.28	101-4-2110-4110
602						
17782854	6	UNEMPLOYMENT 4TH QTR 2024	Invoice	01/08/2025	2,970.00	602-4-9010-4110

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 26076 MINNESOTA UI:					17,669.25	
MN VALLEY TESTING LAB INC						
602						
1289656	1	WATER TESTING	Invoice	01/17/2025	457.00	602-4-9020-4319
602						
1290366	1	WATER TESTING	Invoice	01/23/2025	457.00	602-4-9020-4319
Total 24500 MN VALLEY TESTING LAB INC:					914.00	
MOBILE HEALTH SERVICES, LLC						
101						
46847	1	FIREFIGHTER TESTING	Invoice	01/23/2025	7,870.00	101-4-2320-4409
Total 25085 MOBILE HEALTH SERVICES, LLC:					7,870.00	
MULTI SERVICE TECHNOLOGY						
602						
C5332F8B	1	SUPPLIES	Invoice	01/20/2025	1,031.94	602-4-9020-4219
Total 15178 MULTI SERVICE TECHNOLOGY:					1,031.94	
N A P A OF ELK RIVER, INC						
101						
274913	1	PARTS - FIRE	Invoice	12/12/2024	134.02-	101-4-2320-4221
101						
278688	1	FLOOR LINERS	Invoice	01/16/2025	146.95	101-4-2120-4221
Total 27420 N A P A OF ELK RIVER, INC:					12.93	
NATURAL RESOURCE SERVICES						
101						
4213	1	BUCKTHORN REMOVAL-WDLND TRL	Invoice	01/27/2025	17,600.00	101-4-5110-4409
Total 14354 NATURAL RESOURCE SERVICES:					17,600.00	
NORTH CENTRAL INTERNATIONAL						
101						
X225032022:01	1	PARTS	Invoice	01/17/2025	34.38	101-4-3120-4221
101						
X225032022:02	1	PARTS	Invoice	01/17/2025	54.41	101-4-3120-4221
Total 14890 NORTH CENTRAL INTERNATIONAL:					88.79	
PAUSTIS WINE COMPANY						
603						
256492	1	WINE CREDIT	Invoice	01/14/2025	111.00-	603-4-9111-4253
603						
256492	2	FREIGHT CREDIT	Invoice	01/14/2025	1.50-	603-4-9111-4332
603						
257180	1	WINE	Invoice	01/23/2025	1,475.00	603-4-9111-4253
603						
257180	2	FREIGHT	Invoice	01/23/2025	22.50	603-4-9111-4332
603						
257187	1	WINE	Invoice	01/23/2025	495.50	603-4-9151-4253

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
257187	2	FREIGHT	Invoice	01/23/2025	15.00	603-4-9151-4332
603						
257190	1	WINE	Invoice	01/23/2025	60.00	603-4-9151-4253
603						
257190	2	FREIGHT	Invoice	01/23/2025	4.00	603-4-9151-4332
Total 29251 PAUSTIS WINE COMPANY:					1,959.50	
PHILLIPS WINE & SPIRITS CO						
603						
6915076	1	LIQUOR	Invoice	01/17/2025	1,104.98	603-4-9111-4251
603						
6915076	2	FREIGHT	Invoice	01/17/2025	13.04	603-4-9111-4332
603						
6915077	1	WINE	Invoice	01/17/2025	738.84	603-4-9111-4253
603						
6915077	2	FREIGHT	Invoice	01/17/2025	22.36	603-4-9111-4332
603						
6915078	1	POP/MISC	Invoice	01/17/2025	164.50	603-4-9111-4255
603						
6915078	2	FREIGHT	Invoice	01/17/2025	2.72	603-4-9111-4332
603						
6915079	1	WINE	Invoice	01/17/2025	141.25	603-4-9151-4253
603						
6915079	2	FREIGHT	Invoice	01/17/2025	8.60	603-4-9151-4332
603						
6915080	1	LIQUOR	Invoice	01/17/2025	2,520.50	603-4-9151-4251
603						
6915080	2	FREIGHT	Invoice	01/17/2025	65.79	603-4-9151-4332
603						
6915081	1	WINE	Invoice	01/17/2025	971.84	603-4-9151-4253
603						
6915081	2	FREIGHT	Invoice	01/17/2025	22.36	603-4-9151-4332
603						
6915082	1	POP/MISC	Invoice	01/17/2025	151.00	603-4-9151-4255
603						
6915082	2	FREIGHT	Invoice	01/17/2025	3.44	603-4-9151-4332
603						
6916806	1	WINE	Invoice	01/23/2025	224.00	603-4-9151-4253
603						
6916806	2	FREIGHT	Invoice	01/23/2025	5.16	603-4-9151-4332
603						
6916807	1	LIQUOR	Invoice	01/23/2025	5,078.70	603-4-9111-4251
603						
6916807	2	FREIGHT	Invoice	01/23/2025	113.52	603-4-9111-4332
603						
6916808	1	WINE	Invoice	01/23/2025	370.85	603-4-9111-4253
603						
6916808	2	FREIGHT	Invoice	01/23/2025	17.20	603-4-9111-4332
603						
6916809	1	POP/MISC	Invoice	01/23/2025	198.72	603-4-9111-4255
603						
6916809	2	FREIGHT	Invoice	01/23/2025	5.16	603-4-9111-4332
603						
6916810	1	WINE	Invoice	01/23/2025	880.00	603-4-9151-4253

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
6916810	2	FREIGHT	Invoice	01/23/2025	17.20	603-4-9151-4332
603						
6916811	1	LIQUOR	Invoice	01/23/2025	807.25	603-4-9151-4251
603						
6916811	2	FREIGHT	Invoice	01/23/2025	10.32	603-4-9151-4332
603						
6916812	1	POP/MISC	Invoice	01/23/2025	60.20	603-4-9151-4255
603						
6916812	2	FREIGHT	Invoice	01/23/2025	2.22	603-4-9151-4332
603						
6920117	1	LIQUOR	Invoice	01/29/2025	2,374.11	603-4-9111-4251
603						
6920117	2	FREIGHT	Invoice	01/29/2025	43.86	603-4-9111-4332
603						
6920118	1	WINE	Invoice	01/29/2025	953.65	603-4-9111-4253
603						
6920118	2	FREIGHT	Invoice	01/29/2025	37.84	603-4-9111-4332
603						
6920119	1	POP/MISC	Invoice	01/29/2025	67.20	603-4-9111-4255
603						
6920119	2	FREIGHT	Invoice	01/29/2025	1.72	603-4-9111-4332
Total 29665 PHILLIPS WINE & SPIRITS CO:					17,200.10	
PRECISE MRM LLC						
101						
IN200-2003057	1	5MB FLAT DATA PLAN	Invoice	01/20/2025	456.00	101-4-3130-4219
Total 11804 PRECISE MRM LLC:					456.00	
PRYES BREWING COMPANY LLC						
603						
W-90963	1	BEER	Invoice	01/17/2025	266.50	603-4-9111-4252
Total 52318 PRYES BREWING COMPANY LLC:					266.50	
QUICKSCORES LLC						
101						
250100	1	WEBSITE SVCS-BBALL/VOLLEYBALL	Invoice	01/15/2025	217.00	101-4-5220-4409
Total 12654 QUICKSCORES LLC:					217.00	
RALPHIE'S MINNOCO						
101						
1011460	1	FUEL	Invoice	01/15/2025	34.00	101-4-2320-4212
101						
1011461	1	FUEL	Invoice	01/15/2025	19.41	101-4-2320-4212
Total 13175 RALPHIE'S MINNOCO:					53.41	
RESCUEGEAR, INC						
290						
INV17315	1	WATER SAFETY GEAR - PS AID	Invoice	08/23/2024	7,104.99	290-4-2330-4219
Total 15349 RESCUEGEAR, INC:					7,104.99	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
SAMUEL MILSTEIN						
603						
INV-0142	1	THC PRODUCTS	Invoice	01/17/2025	362.25	603-4-9111-4256
Total 52273 SAMUEL MILSTEIN:					362.25	
SECURITY & FIRE PARTNERS						
602						
27975	1	ANNUAL FIRE ALARM INSP - F C BLD	Invoice	01/17/2025	220.00	602-4-9020-4404
602						
27976	1	ANNUAL FIRE ALARM INSP	Invoice	01/17/2025	220.00	602-4-9020-4404
602						
28038	1	HEAT DETECTOR REPAIRS	Invoice	01/24/2025	220.00	602-4-9020-4404
Total 13171 SECURITY & FIRE PARTNERS:					660.00	
SERVICE LIGHTING & ELECTRICAL SUPPLIES						
101						
W04324232	1	SUPPLIES	Invoice	01/24/2025	115.30	101-4-1600-4219
Total 13973 SERVICE LIGHTING & ELECTRICAL SUPPLIES:					115.30	
SHAMROCK GROUP INC						
603						
3108245	1	ICE	Invoice	01/13/2025	183.89	603-4-9151-4255
603						
3108245	2	FREIGHT	Invoice	01/13/2025	4.00	603-4-9151-4332
603						
3109972	1	ICE	Invoice	01/20/2025	196.40	603-4-9111-4255
603						
3109972	2	FREIGHT	Invoice	01/20/2025	4.00	603-4-9111-4332
603						
3110521	1	ICE CREDIT	Invoice	01/13/2025	11.72-	603-4-9151-4255
Total 12909 SHAMROCK GROUP INC:					376.57	
SIGNATURE CONCEPTS INC						
221						
491027	1	UNIFORMS - T-SHIRTS	Invoice	01/07/2025	454.74	221-4-5400-4217
Total 32376 SIGNATURE CONCEPTS INC:					454.74	
SNAP-ON INDUSTRIAL						
101						
ARV/63651256	1	SHOP TOOLS	Invoice	01/17/2025	498.59	101-4-3150-4219
Total 32650 SNAP-ON INDUSTRIAL:					498.59	
SOUTHERN GLAZER'S WINE & SPIRITS OF MN						
603						
105684	1	LIQUOR CREDIT	Invoice	01/16/2025	193.50-	603-4-9151-4251
603						
105928	1	WINE CREDIT	Invoice	01/23/2025	14.96-	603-4-9151-4253
603						
2578531	1	LIQUOR	Invoice	01/16/2025	4,628.89	603-4-9151-4251
603						
2578531	2	FREIGHT	Invoice	01/16/2025	23.68	603-4-9151-4332

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
2578532	1	WINE	Invoice	01/16/2025	232.00	603-4-9151-4253
603						
2578532	2	FREIGHT	Invoice	01/16/2025	6.40	603-4-9151-4332
603						
2581070	1	FREIGHT	Invoice	01/23/2025	1.28	603-4-9151-4332
603						
2581071	1	LIQUOR	Invoice	01/23/2025	3,320.44	603-4-9151-4251
603						
2581071	2	FREIGHT	Invoice	01/23/2025	53.97	603-4-9151-4332
603						
2581072	1	WINE	Invoice	01/23/2025	716.16	603-4-9151-4253
603						
2581072	2	FREIGHT	Invoice	01/23/2025	15.36	603-4-9151-4332
603						
9622675	1	WINE CREDIT	Invoice	01/16/2025	30.00-	603-4-9151-4253
Total 8000 SOUTHERN GLAZER'S WINE & SPIRITS OF MN:					8,759.72	
603						
2578528	1	LIQUOR	Invoice	01/16/2025	9,640.25	603-4-9111-4251
603						
2578528	2	FREIGHT	Invoice	01/16/2025	124.06	603-4-9111-4332
603						
2578529	1	WINE	Invoice	01/16/2025	1,412.26	603-4-9111-4253
603						
2578529	2	FREIGHT	Invoice	01/16/2025	33.75	603-4-9111-4332
603						
2578530	1	LIQUOR	Invoice	01/16/2025	312.66	603-4-9111-4251
603						
2578530	2	FREIGHT	Invoice	01/16/2025	.42	603-4-9111-4332
603						
2581066	1	LIQUOR	Invoice	01/23/2025	1,696.46	603-4-9111-4251
603						
2581066	2	FREIGHT	Invoice	01/23/2025	20.63	603-4-9111-4332
603						
2581067	1	FREIGHT	Invoice	01/23/2025	8.85	603-4-9111-4332
603						
2581068	1	POP/MISC	Invoice	01/23/2025	508.08	603-4-9111-4255
603						
2581068	2	FREIGHT	Invoice	01/23/2025	5.00	603-4-9111-4332
603						
2581069	1	WINE	Invoice	01/23/2025	416.82	603-4-9111-4253
603						
2581069	2	FREIGHT	Invoice	01/23/2025	10.00	603-4-9111-4332
603						
9622674	1	WINE CREDIT	Invoice	01/16/2025	180.00-	603-4-9111-4253
603						
9624411	1	LIQUOR CREDIT	Invoice	01/24/2025	75.52-	603-4-9111-4251
Total 11314 SOUTHERN GLAZER'S WINE & SPIRITS OF MN:					13,933.72	
SUMMIT COMPANIES						
211						
2950415	1	ANNUAL FIRE ALARM TESTING - LIB	Invoice	01/14/2025	617.00	211-4-5600-4401
101						
2950416	1	ANNUAL FIRE ALARM TESTING - PW	Invoice	01/14/2025	509.00	101-4-3120-4401

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
2950418	1	ANNUAL FIRE ALARM TESTING/INSP	Invoice	01/14/2025	378.00	603-4-9112-4404
101						
2950663	1	ANNUAL FIRE ALARM TESTING - FS3	Invoice	01/14/2025	646.00	101-4-2310-4401
101						
2957168	1	ANNUAL SPRINKLER INSP-PSB	Invoice	01/17/2025	295.00	101-4-2190-4401
211						
2957173	1	ANNUAL SPRINKLER INSP-LIBRARY	Invoice	01/17/2025	295.00	211-4-5600-4401
603						
2957181	1	ANNUAL SPRINKLER INSP-WB	Invoice	01/17/2025	295.00	603-4-9152-4404
101						
2957186	1	ANNUAL SPRINKLER INSP-FS 1	Invoice	01/17/2025	295.00	101-4-2310-4401
101						
2957267	1	ANNUAL SPRINKLER INSP-PW	Invoice	01/17/2025	416.00	101-4-3120-4401
603						
2957295	1	ANNUAL SPRINKLER INSP-NB	Invoice	01/17/2025	295.00	603-4-9112-4404
101						
2957368	1	ANNUAL SPRINKLER INSP-FS 3	Invoice	01/17/2025	295.00	101-4-2310-4401
Total 33444 SUMMIT COMPANIES:					4,336.00	
SUPERIOR CAPITAL HOLDINGS						
101						
2500699	1	REPAIR MOTOROLA RADIO	Invoice	01/17/2025	338.96	101-4-2110-4404
101						
2500729	1	REPAIR MOTOROLA RADIO	Invoice	01/16/2025	1,266.39	101-4-2110-4404
101						
2500881	1	SUPPLIES	Invoice	01/22/2025	114.00	101-4-2320-4219
Total 15211 SUPERIOR CAPITAL HOLDINGS:					1,719.35	
SUSAN MONTAGUE						
101						
01282025	1	INSTRUCTOR FEE-JAN	Invoice	01/28/2025	120.00	101-4-5510-4409
Total 14562 SUSAN MONTAGUE:					120.00	
SYSCO MINNESOTA INC						
221						
547703920	1	SUPPLIES	Invoice	01/23/2025	381.18	221-4-5430-4219
221						
547703920	2	CONCESSIONS FOOD	Invoice	01/23/2025	1,780.75	221-4-5430-4259
Total 12551 SYSCO MINNESOTA INC:					2,161.93	
TACTICAL ADVANTAGE, LLC						
101						
2025-0002.B	1	SWAT SUPPLIES	Invoice	12/31/2024	1,409.94	101-4-2120-4219
Total 13567 TACTICAL ADVANTAGE, LLC:					1,409.94	
TARGETSOLUTIONS LEARNING						
101						
INV109913	1	VECTOR - GUARDIAN TRACKING	Invoice	01/23/2025	2,533.52	101-4-2110-4433
101						
INV111144	1	VECTOR CHECK IT - OFFICER	Invoice	02/22/2025	1,612.80	101-4-2110-4433

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
INV111151	1	VECTOR FTO BUNDLE	Invoice	02/22/2025	1,655.70	101-4-2110-4433
Total 13501 TARGETSOLUTIONS LEARNING:					5,802.02	
THE AMERICAN BOTTLING CO						
603						
4847902673	1	POP/MISC	Invoice	01/27/2025	174.00	603-4-9151-4255
Total 10415 THE AMERICAN BOTTLING CO:					174.00	
THE WINE COMPANY						
603						
290189	1	LIQUOR	Invoice	01/17/2025	130.00	603-4-9151-4251
603						
290189	2	WINE	Invoice	01/17/2025	318.00	603-4-9151-4253
603						
290189	3	FREIGHT	Invoice	01/17/2025	16.05	603-4-9151-4332
603						
290190	1	LIQUOR	Invoice	01/17/2025	130.00	603-4-9111-4251
603						
290190	2	WINE	Invoice	01/17/2025	456.00	603-4-9111-4253
603						
290190	3	FREIGHT	Invoice	01/17/2025	17.80	603-4-9111-4332
Total 36423 THE WINE COMPANY:					1,067.85	
TRANSPORT GRAPHICS						
410						
303517	1	SQUAD 617 GRAPHICS	Invoice	01/10/2025	2,808.66	410-4-2110-4560
410						
303519	1	SQUAD 615 GRAPHICS	Invoice	01/10/2025	2,808.66	410-4-2110-4560
101						
303571	1	GARAGE WALL GRAPHICS	Invoice	01/16/2025	355.78	101-4-2190-4219
101						
303572	1	NEW SQUAD DOOR PAINT PROTECT	Invoice	01/16/2025	1,659.04	101-4-2120-4404
Total 34604 TRANSPORT GRAPHICS:					7,632.14	
TWIN CITY GARAGE DOOR-GARAGE DOOR STORE						
101						
398911598	1	GARAGE DOOR REPAIR	Invoice	01/15/2025	967.40	101-4-2190-4401
603						
399415152	1	ANNUAL PM - WB	Invoice	01/15/2025	170.00	603-4-9152-4404
603						
399415497	1	ANNUAL PM - NB	Invoice	01/15/2025	170.00	603-4-9112-4404
101						
399423931	1	GARAGE DOOR REPAIR	Invoice	01/15/2025	250.00	101-4-1600-4401
101						
399430792	1	GARAGE DOOR REPAIR - FS 3	Invoice	01/20/2025	605.00	101-4-2310-4401
Total 34925 TWIN CITY GARAGE DOOR-GARAGE DOOR STORE:					2,162.40	
TWO RIVERS ENTERPRISES INC						
602						
017347	1	STAINLESS STEEL AUGER - DOWN P	Invoice	01/21/2025	4,644.00	602-4-9020-4404

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 52324 TWO RIVERS ENTERPRISES INC:					4,644.00	
UKG INC.						
101						
300128946	1	SHIPPING FOR W-2S	Invoice	01/15/2025	278.93	101-4-1310-4322
101						
300135431	1	MAR-MAY SERVICE, DEC OVERAGE	Invoice	01/15/2025	19,976.97	101-4-1220-4404
Total 12920 UKG INC.:					20,255.90	
VIKING COCA-COLA CO						
603						
3607217	1	POP	Invoice	01/24/2025	634.40	603-4-9111-4255
603						
3607218	1	POP/MISC CREDIT	Invoice	01/24/2025	8.00-	603-4-9111-4255
603						
3607222	1	POP/MISC	Invoice	01/27/2025	553.30	603-4-9151-4255
Total 35725 VIKING COCA-COLA CO:					1,179.70	
VINOCOPIA						
603						
366441-IN	1	LIQUOR	Invoice	01/15/2025	247.75	603-4-9111-4251
603						
366441-IN	2	WINE	Invoice	01/15/2025	840.00	603-4-9111-4253
603						
366441-IN	3	POP/MISC	Invoice	01/15/2025	120.00	603-4-9111-4255
603						
366441-IN	4	FREIGHT	Invoice	01/15/2025	22.50	603-4-9111-4332
603						
366443-IN	1	LIQUOR	Invoice	01/15/2025	266.25	603-4-9151-4251
603						
366443-IN	2	FREIGHT	Invoice	01/15/2025	2.50	603-4-9151-4332
603						
367175-IN	1	LIQUOR	Invoice	01/29/2025	148.75	603-4-9111-4251
603						
367175-IN	2	WINE	Invoice	01/29/2025	1,200.00	603-4-9111-4253
603						
367175-IN	3	FREIGHT	Invoice	01/29/2025	18.00	603-4-9111-4332
Total 35763 VINOCOPIA:					2,865.75	
WASTE MANAGEMENT						
605						
49374-1706-3	1	JAN GARBAGE TIP FEES 1/2-1/15/25	Invoice	01/16/2025	23,866.01	605-4-9210-4384
Total 36033 WASTE MANAGEMENT:					23,866.01	
WEBB & GERRITSEN MN LLC						
221						
147466	1	CANDY	Invoice	01/24/2025	305.02	221-4-5430-4259
Total 15138 WEBB & GERRITSEN MN LLC:					305.02	
WINEBOW						

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
MN00160468	1	WINE	Invoice	01/17/2025	1,620.00	603-4-9111-4253
603						
MN00160468	2	FREIGHT	Invoice	01/17/2025	12.00	603-4-9111-4332
Total 14002 WINEBOW:					1,632.00	
WSB & ASSOCIATES INC						
101						
R-024460-000 - 12	1	DEC 2024 WCA SERVICES	Invoice	01/28/2025	2,919.00	101-4-2440-4409
Total 11334 WSB & ASSOCIATES INC:					2,919.00	
YALE MECHANICAL LLC						
101						
264212	1	BOILER REPAIRS	Invoice	01/28/2025	982.00	101-4-2190-4401
Total 36620 YALE MECHANICAL LLC:					982.00	
ZIEGLER INC						
101						
IN001772960	1	PARTS #313	Invoice	01/16/2025	251.88	101-4-3120-4221
101						
IN001782371	1	PARTS - #91	Invoice	01/24/2025	3,570.77	101-4-5110-4221
Total 36900 ZIEGLER INC:					3,822.65	
Total :					695,775.69	
Grand Totals:					695,775.69	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
101-3-0000-3625	1,760.00	.00	1,760.00
101-4-1110-4409	87.96	.00	87.96
101-4-1210-4331	149.00	.00	149.00
101-4-1210-4433	370.00	.00	370.00
101-4-1220-4404	19,976.97	.00	19,976.97
101-4-1310-4201	298.98	14.40-	284.58
101-4-1310-4322	278.93	.00	278.93
101-4-1310-4331	350.00	.00	350.00
101-4-1350-4219	143.10	.00	143.10
101-4-1350-4404	4,737.50	.00	4,737.50
101-4-1510-4359	473.00	.00	473.00
101-4-1600-4110	790.00	.00	790.00
101-4-1600-4219	4,651.28	.00	4,651.28
101-4-1600-4389	3,322.58	.00	3,322.58
101-4-1600-4401	1,166.00	.00	1,166.00
101-4-2110-4110	1,070.28	.00	1,070.28
101-4-2110-4201	74.00	.00	74.00
101-4-2110-4217	295.84	.00	295.84
101-4-2110-4404	1,605.35	.00	1,605.35

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
101-4-2110-4433	9,402.02	.00	9,402.02
101-4-2120-4217	278.98	.00	278.98
101-4-2120-4219	7,135.39	.00	7,135.39
101-4-2120-4221	444.73	.00	444.73
101-4-2120-4404	1,659.04	.00	1,659.04
101-4-2120-4440	9,392.08	.00	9,392.08
101-4-2130-4219	58.99	.00	58.99
101-4-2130-4319	240.00	.00	240.00
101-4-2160-4319	665.00	.00	665.00
101-4-2190-4219	469.78	.00	469.78
101-4-2190-4389	8,177.53	.00	8,177.53
101-4-2190-4401	3,598.40	.00	3,598.40
101-4-2310-4201	59.18	.00	59.18
101-4-2310-4219	2,377.02	.00	2,377.02
101-4-2310-4389	953.68	.00	953.68
101-4-2310-4401	3,760.50	.00	3,760.50
101-4-2310-4404	3,858.75	.00	3,858.75
101-4-2320-4212	53.41	.00	53.41
101-4-2320-4217	822.80	.00	822.80
101-4-2320-4219	6,152.81	.00	6,152.81
101-4-2320-4221	253.20	134.02-	119.18
101-4-2320-4331	666.07	.00	666.07
101-4-2320-4409	7,870.00	.00	7,870.00
101-4-2330-4389	373.65	.00	373.65
101-4-2440-4409	2,919.00	.00	2,919.00
101-4-3120-4201	84.87	.00	84.87
101-4-3120-4219	3,815.29	.00	3,815.29
101-4-3120-4221	1,458.48	.00	1,458.48
101-4-3120-4226	274.54	.00	274.54
101-4-3120-4389	4,330.10	.00	4,330.10
101-4-3120-4401	1,035.00	.00	1,035.00
101-4-3130-4219	50,229.08	.00	50,229.08
101-4-3150-4212	1,038.95	.00	1,038.95
101-4-3150-4219	794.73	.00	794.73
101-4-5110-4110	95.23	.00	95.23
101-4-5110-4219	1,476.45	.00	1,476.45
101-4-5110-4221	6,703.30	.00	6,703.30
101-4-5110-4389	2,443.14	.00	2,443.14
101-4-5110-4409	18,354.98	.00	18,354.98
101-4-5210-4321	60.00	.00	60.00
101-4-5220-4219	353.39	.00	353.39
101-4-5220-4409	1,517.00	.00	1,517.00
101-4-5510-4409	845.00	.00	845.00
101-4-6210-4440	440.00	.00	440.00
211-4-5600-4389	3,729.68	.00	3,729.68
211-4-5600-4401	912.00	.00	912.00
221-4-5400-4110	12,764.00	.00	12,764.00
221-4-5400-4217	454.74	.00	454.74
221-4-5400-4219	1,466.50	.00	1,466.50
221-4-5400-4389	33,180.32	.00	33,180.32
221-4-5400-4401	621.00	.00	621.00
221-4-5430-4219	911.06	.00	911.06
221-4-5430-4251	404.40	.00	404.40
221-4-5430-4252	1,884.40	.00	1,884.40
221-4-5430-4255	5.98	.00	5.98

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
221-4-5430-4259	4,723.38	.00	4,723.38
225-4-8546-4303	6,971.50	.00	6,971.50
290-4-2330-4219	56,279.99	.00	56,279.99
290-4-2350-4219	60.00	.00	60.00
294-4-2210-4219	324.98	.00	324.98
301-4-7000-4319	440.00	.00	440.00
302-4-7000-4319	440.00	.00	440.00
333-4-7000-4319	440.00	.00	440.00
343-4-7000-4319	440.00	.00	440.00
401-4-8080-4303	23,623.00	.00	23,623.00
403-4-8440-4303	24,460.50	.00	24,460.50
406-4-8040-4303	3,580.00	.00	3,580.00
406-4-8050-4303	2,268.00	.00	2,268.00
410-4-2110-4560	13,261.32	.00	13,261.32
440-4-5110-4319	1,929.30	.00	1,929.30
602-4-9010-4110	2,970.00	.00	2,970.00
602-4-9010-4319	440.00	.00	440.00
602-4-9010-4321	135.26	.00	135.26
602-4-9020-4219	7,410.59	1,178.75-	6,231.84
602-4-9020-4319	914.00	.00	914.00
602-4-9020-4389	26,846.06	.00	26,846.06
602-4-9020-4404	5,304.00	.00	5,304.00
602-4-9020-4417	308.85	.00	308.85
602-4-9050-4389	5,519.88	.00	5,519.88
602-4-9050-4404	697.90	.00	697.90
603-4-9111-4251	63,990.55	127.47-	63,863.08
603-4-9111-4252	64,340.81	601.18-	63,739.63
603-4-9111-4253	19,324.02	291.00-	19,033.02
603-4-9111-4255	4,923.25	128.43-	4,794.82
603-4-9111-4256	5,625.35	48.16-	5,577.19
603-4-9111-4332	1,227.00	3.22-	1,223.78
603-4-9112-4110	.00	20.26-	20.26-
603-4-9112-4217	249.50	.00	249.50
603-4-9112-4219	268.03	.00	268.03
603-4-9112-4404	1,092.27	.00	1,092.27
603-4-9151-4251	21,037.90	485.64-	20,552.26
603-4-9151-4252	27,609.40	591.31-	27,018.09
603-4-9151-4253	5,136.93	44.96-	5,091.97
603-4-9151-4255	2,275.00	12.72-	2,262.28
603-4-9151-4256	564.80	.00	564.80
603-4-9151-4332	434.40	.00	434.40
603-4-9152-4219	66.31	6.99-	59.32
603-4-9152-4389	2,093.51	.00	2,093.51
603-4-9152-4404	624.26	.00	624.26
605-4-9210-4384	23,866.01	.00	23,866.01
Grand Totals:	699,464.20	3,688.51-	695,775.69

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
12/24	197,315.29	261.28-	197,054.01
01/25	502,148.91	3,427.23-	498,721.68
Grand Totals:			
	699,464.20	3,688.51-	695,775.69

Report Criteria:

Invoice Detail.GL account (3 Characters) = {<>} "920"

Invoice Detail.GL account (3 Characters) = {<>} "910"

Invoice Detail.Created by = {<>} "jdengerud"

Vendor.Vendor number = {<>} 11156

Vendor.Vendor number = {<>} 15199

Vendor.Vendor number = {<>} 24575

Vendor.Vendor number = {<>} 24576

Vendor.Vendor number = {<>} 52260

Report Criteria:

Detail report type printed

Check Detail.Created by = "astangler"

Name	Vendor Number	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
EHLERS & ASSOCIATES	17287.	1380	TIF ADMINISTRATION	1	01/09/2025	142.50	142.50	129205	01/24/2025
		1380	TIF ADMINISTRATION	2	01/09/2025	142.50	142.50	129205	01/24/2025
		1380	TIF ADMINISTRATION	3	01/09/2025	142.50	142.50	129205	01/24/2025
		1380	TIF ADMINISTRATION	4	01/09/2025	855.00	855.00	129205	01/24/2025
Total 17287:						1,282.50	1,282.50		
STUART C. IRBY CO.	13413.	S014127986.	GLOVES	1	01/06/2025	102.55	102.55	129206	01/24/2025
Total 13413:						102.55	102.55		
BEAUDRY OIL CO	11663.0	2803068	PROPANE - COLD STORA	1	12/19/2024	1,000.03	1,000.03	1007574	01/27/2025
Total 11663:						1,000.03	1,000.03		
DAHLHEIMER BEVERAG	15366.	2369797	BEER	1	01/03/2025	128.00	128.00	1007575	01/27/2025
Total 15366:						128.00	128.00		
DONNA'S DAUGHTERS	52316.	100	COLDSTONE ICE CREAM	1	01/06/2025	234.00	234.00	129207	01/24/2025
Total 52316:						234.00	234.00		
FIRST HOSPITAL LABOR	18890.	FL00657574	DRUG SCREENING	1	01/06/2025	122.32	122.32	129208	01/24/2025
Total 18890:						122.32	122.32		
JON A POJAR	52263.	104	BEVERAGE SALES - DEC	1	12/21/2024	96.00	96.00	129209	01/24/2025
Total 52263:						96.00	96.00		
LAKE STATE RECYCLING	13119.0	75630	TV RECYCLING	1	12/31/2024	41.30	41.30	1007576	01/27/2025
Total 13119:						41.30	41.30		
LEAGUE OF MN CITIES I	23800.	120124	WORKMAN COMP CLAIM	1	12/01/2024	231.16	231.16	129210	01/24/2025
Total 23800:						231.16	231.16		
MERRICK INC	14833.	729	PLASTIC PICKUP AT LIQ	1	12/30/2024	216.00	216.00	1007577	01/27/2025
Total 14833:						216.00	216.00		
MN CHIEFS OF POLICE A	25910.	21037	MN CHIEFS 2025 CONF -	1	01/08/2025	2,065.00	2,065.00	129211	01/24/2025
Total 25910:						2,065.00	2,065.00		
PRO-TEC DESIGN, INC	30229.	117506	ANNUAL MONITORING	1	12/31/2024	335.40	335.40	1007578	01/27/2025
		117506	ANNUAL MONITORING	2	12/31/2024	335.40	335.40	1007578	01/27/2025
		117506	ANNUAL MONITORING	3	12/31/2024	335.40	335.40	1007578	01/27/2025
		117506	ANNUAL MONITORING	4	12/31/2024	335.40	335.40	1007578	01/27/2025
		117506	ANNUAL MONITORING	5	12/31/2024	335.40	335.40	1007578	01/27/2025

Name	Vendor Number	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
Total 30229:						1,677.00	1,677.00		
SYSCO MINNESOTA INC	12551.	547688644	CONCESSIONS FOOD	1	01/13/2025	862.42	862.42	129212	01/24/2025
		547693302	SUPPLIES-PLATES & CU	1	01/16/2025	242.87	242.87	129212	01/24/2025
		547693302	CONCESSIONS FOOD	2	01/16/2025	1,677.43	1,677.43	129212	01/24/2025
Total 12551:						2,782.72	2,782.72		
T-MOBILE	13946.	965639928 0	CELL PHONE CHGS	1	01/11/2025	79.24	79.24	129213	01/24/2025
		965639928 0	CELL PHONE CHGS	2	01/11/2025	34.63	34.63	129213	01/24/2025
		965639928 0	CELL PHONE CHGS	3	01/11/2025	108.94	108.94	129213	01/24/2025
		965639928 0	CELL PHONE CHGS	4	01/11/2025	59.40	59.40	129213	01/24/2025
		965639928 0	CELL PHONE CHGS	5	01/11/2025	24.77	24.77	129213	01/24/2025
		965639928 0	CELL PHONE CHGS	6	01/11/2025	49.54	49.54	129213	01/24/2025
		965639928 0	CELL PHONE CHGS	7	01/11/2025	24.77	24.77	129213	01/24/2025
		965639928 0	CELL PHONE CHGS	8	01/11/2025	74.31	74.31	129213	01/24/2025
		965639928 0	CELL PHONE CHGS	9	01/11/2025	74.31	74.31	129213	01/24/2025
		965639928 0	CELL PHONE CHGS	10	01/11/2025	24.77	24.77	129213	01/24/2025
		965639928 0	DATA CARDS	11	01/11/2025	114.80	114.80	129213	01/24/2025
		965639928 0	DATA CARDS	12	01/11/2025	28.70	28.70	129213	01/24/2025
		965639928 0	DATA CARDS	13	01/11/2025	28.70	28.70	129213	01/24/2025
		965639928 0	DATA CARDS	14	01/11/2025	28.70	28.70	129213	01/24/2025
		965639928 0	IPADS	15	01/11/2025	57.81	57.81	129213	01/24/2025
		965639928 0	IPADS	16	01/11/2025	67.24	67.24	129213	01/24/2025
		965639928 0	IPAD	17	01/11/2025	19.27	19.27	129213	01/24/2025
		965639928 0	IPAD	18	01/11/2025	19.27	19.27	129213	01/24/2025
		965639928 0	HOTSPOTS	19	01/11/2025	76.67	76.67	129213	01/24/2025
		965639928 0	WARRANTY FEE	20	01/11/2025	20.00	20.00	129213	01/24/2025
Total 13946:						1,015.84	1,015.84		
TWIN CITY GARAGE DOO	34925.	398911517	ANNUAL PM - PW	1	01/09/2025	2,542.90	2,542.90	129214	01/24/2025
Total 34925:						2,542.90	2,542.90		
UNITED PARCEL SERVIC	35313.	6A85E7025	DELIVERY CHGS - POLIC	1	01/11/2025	27.78	27.78	129215	01/24/2025
Total 35313:						27.78	27.78		
WASTE MANAGEMENT	36033.	49346-1706-	DEC GARBAGE TIP FEES	1	01/02/2025	19,462.33	19,462.33	129216	01/24/2025
		9916346-050	BIO SOLIDS HAULING DE	1	01/02/2025	27,627.45	27,627.45	129216	01/24/2025
Total 36033:						47,089.78	47,089.78		
Grand Totals:						60,654.88	60,654.88		

Report Criteria:

Detail report type printed

Check Detail.Created by = "astangler"

Report Criteria:

Detail report type printed
Vendor.Vendor number = 26275, 26300
Check Detail.Created by = "astangler"

Name	Vendor Number	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
MN DEPT OF REVENUE	26275.	DEC 24 FUE	DEC PETROLEUM TAX	1	01/21/2025	24.36	24.36	12120252	01/21/2025
		DEC 24 FUE	DEC PETROLEUM TAX	2	01/21/2025	797.30	797.30	12120252	01/21/2025
		Total 26275:				821.66	821.66		
MN DEPT. OF REVENUE	26300.	DEC 24 TAX	DEC SALES & USE TAX	1	01/21/2025	60,751.18	60,751.18	12120252	01/21/2025
		DEC 24 TAX	DEC SALES & USE TAX	2	01/21/2025	28,663.13	28,663.13	12120252	01/21/2025
		DEC 24 TAX	DEC SALES & USE TAX	3	01/21/2025	2.39	2.39	12120252	01/21/2025
		DEC 24 TAX	DEC SALES & USE TAX	4	01/21/2025	7,454.97	7,454.97	12120252	01/21/2025
		DEC 24 TAX	DEC SALES & USE TAX	5	01/21/2025	903.71	903.71	12120252	01/21/2025
		DEC 24 TAX	DEC SALES & USE TAX	6	01/21/2025	15.27	15.27	12120252	01/21/2025
		DEC 24 TAX	DEC SALES & USE TAX	7	01/21/2025	16.74	16.74	12120252	01/21/2025
		DEC 24 TAX	DEC SALES & USE TAX	8	01/21/2025	1.54-	1.54-	12120252	01/21/2025
		DEC 24 TAX	DEC SALES & USE TAX	9	01/21/2025	17.15	17.15	12120252	01/21/2025
Total 26300:					97,823.00	97,823.00			
Grand Totals:					98,644.66	98,644.66			



Request for Action

To
City Council

Item Number
4.3

Meeting Date
February 3, 2025

Prepared By
Brent O'Neil, Economic Development Director

Item Description
Resolution 25-07: Release of Mortgage at 15725
Jarvis Street NW

Reviewed by
Brent O'Neil
Cal Portner
Tina Allard

Action Requested

Adopt, by motion, Resolution 25-07 authorizing the release of the mortgage at 15725 Jarvis Street NW.

Background/Discussion

The city holds a mortgage at 15725 Jarvis Street NW of \$500,000. This property is owned by PLM Properties, an affiliated company of Heritage Millwork, and houses some of Heritage's present operations. This mortgage was granted to the city by PLM as part of the framework for the city's land sale to Heritage for its new facility on Gateway Road and the use of Tax Increment Financing (TIF). There was a concern the city bore a heightened financial risk in the short period between the transfer of the property to Heritage and the construction of the new building, with the concern alleviating as the building reached completion. To address this concern, the mortgage on Jarvis provides supplemental and temporary collateral to the city during the construction period of Heritage's new facility.

With construction substantially complete, PLM has requested the mortgage be released in February. The agreement with Heritage directed its release in conjunction with the final Certificate of Occupancy (CO) being issued, which is expected this spring. This request also corresponds with an anticipated issuance of a temporary CO of the Gateway building in February, with much of the work being finished.

As Heritage plans the transition from the current facilities to the new Gateway facility, it has an agreement to sell the Jarvis facility and will after the mortgage is released. The concerns driving the need for the Jarvis mortgage have been addressed, and we support the release of the Jarvis mortgage at this time.

The mortgage the city is holding on the Gateway Road property, equal to the land sale price of \$1,378,020.60, is not affected by this action and will remain in place until the city has received full payment for the land.

Financial Impact

N/A

The Elk River Vision

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



Mission/Policy/Goal

Support the growth and development of the community.

Attachments

1. Resolution Approving Release of Mortgage
2. Release of Mortgage - 15725 Jarvis Street NW



City of Elk River City Council

Resolution 25-07

A Resolution of the City Council of the City of Elk River Approving a Release of Mortgage for The Heritage Millwork Project

BE IT RESOLVED by the City Council (the “City Council”) of the City of Elk River, Minnesota (the “City”) as follows:

Section 1. Recitals.

1.01. On August 19, 2024, the City conveyed certain property in the City (the “Development Property”) to Jade Elk Properties LLC, a Minnesota limited liability company (the “Developer”), pursuant to a certain Purchase Agreement for the purposes of constructing an approximately 110,000 square foot industrial warehouse facility (the “Project”) to be operated by Heritage Millwork, Inc., a Minnesota corporation (the “Company”). The City also executed a Development Assistance Agreement (the “Development Assistance Agreement”), by and among the City, the Developer, and the Company, pursuant to which the City has agreed to accept a purchase price note in the amount of \$1,378,020.60 as payment (the “Purchase Price Note”) for a portion of the purchase price for the Development Property. The Purchase Price Note will be paid pursuant to its terms and the terms of the Development Assistance Agreement by tax increments derived from the Development Property and the improvements thereon. The Purchase Price Note is secured by a subordinate mortgage on the Project.

1.02. To finance the Project, Developer received (i) construction loans from First Bank Elk River, a Minnesota state banking corporation (the “Bank”), in the estimated principal amount of \$17,554,000 (collectively, the “Bank Loan”), and (ii) a loan (the “SBA Loan” and, together with the Bank Loan, the “Bank Loans”) from Twin Cities-Metro Certified Development Company, a Minnesota nonprofit corporation (the “SBA Lender” and, together with the Bank, the “Lenders”), to be assigned to the U.S. Small Business Administration, in an amount not to exceed \$4,824,000. The City received a request to subordinate its Purchase Price Note to the Bank Loans. As a condition of subordinating the Purchase Price Note, the City required PLM Properties, LLC, a Minnesota limited liability company (the “Original Developer”) to deliver a Mortgage in the amount of \$500,000 (the “Mortgage”) on certain property in the City where the Company’s existing operations are located (the “Current Facility”) to be released when the City delivers a certificate of occupancy for the Project.

1.03. The Developer is making considerable progress on constructing the Project and has requested that the City release the Mortgage on the property early so that the Current Facility can be sold.

1.04. The City Council has been presented with a form of a Release of Mortgage (the “Release”) releasing the Mortgage early.

1.05. The City finds that the execution of the Release and the release of the Mortgage by the City and the performance of the City’s obligations thereunder are in the best interest of the City and its residents and helps an existing business in the City maintain and expand its operations in the City.



Section 2. Release Documents Approved.

2.01. The City hereby approves the Release substantially in accordance with the form presented to the City Council, together with any related documents necessary in connection therewith, including without limitation all documents, exhibits, certifications or consents required by the title company to effectuate the release of the Current Facility from the Mortgage (collectively, the “Release Documents”), and hereby authorizes City Administrator and the Mayor to negotiate the final terms thereof and, in their discretion and at such time as they may deem appropriate, to execute the Release Documents on behalf of the City, and to carry out, on behalf of the City, the City’s obligations thereunder when all conditions precedent thereto have been satisfied.

2.02. The approval hereby given to the Release Documents includes approval of such additional details therein as may be necessary and appropriate and such modifications thereof, deletions therefrom and additions thereto as may be necessary and appropriate and approved by legal counsel to the City and by the City Administrator and the Mayor; and said officers are hereby authorized to approve said changes on behalf of the City. The execution of any instrument by the appropriate officers of the City herein authorized shall be conclusive evidence of the approval of such document in accordance with the terms hereof. This Resolution shall not constitute an offer and the Release Documents shall not be effective until the date of execution thereof as provided herein. In the event of absence or disability of the officers, any of the documents authorized by this Resolution to be executed may be executed without further act or authorization of the City Council by any duly designated acting official, or by such other officer or officers of the City Council as, in the opinion of the City Attorney, may act in their behalf.

2.03. Upon execution and delivery of the Release Documents, the officers and employees of the City are hereby authorized and directed to take or cause to be taken such actions as may be necessary on behalf of the City to implement the Release Documents.

Adopted on February 3, 2025, by the City Council of the City of Elk River, Minnesota.

John J. Dietz, Mayor

ATTEST:

Tina Allard, City Clerk



RELEASE OF MORTGAGE

Dated: _____, 2025

THAT CERTAIN MORTGAGE, dated August 22, 2024 (the “Mortgage”), from PLM PROPERTIES, LLC, a Minnesota limited liability company (the “Mortgagor”), to the CITY OF ELK RIVER, MINNESOTA a municipal corporation and political subdivision of the State of Minnesota (the “Mortgagee”), recorded in the office of the Registrar of Titles, Sherburne County, Minnesota, on August 27, 2024, as Document No. 62912, is hereby released and satisfied.

(The remainder of this page is intentionally left blank.)

IN WITNESS WHEREOF, the undersigned has executed this Release of Mortgage as of the date and year first written above.

CITY OF ELK RIVER, MINNESOTA

By: _____
Its: Mayor

By: _____
Its: City Clerk

STATE OF MINNESOTA)
) SS.
COUNTY OF SHERBURNE)

The foregoing instrument was acknowledged before me this ____ day of _____, 2025, by _____ and _____, the Mayor and City Clerk, respectively, of the CITY OF ELK RIVER, MINNESOTA, a municipal corporation and political subdivision of the State of Minnesota, on behalf of the Mortgagee.

Notary Public

This Instrument was drafted by:
Kennedy & Graven, Chartered
150 South 5th Street, Suite 700
Minneapolis, MN 55402-1299
(612) 337-9300



Request for Action

To
City Council

Item Number
4.4

Meeting Date
February 3, 2025

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

Item Description
Request for Proposals: Elk River Retail Store(s)
Construction

Reviewed by
Cal Portner
Tina Allard

Action Requested

Approve, by motion the Elk River retail store(s) construction request for proposals and solicit qualified vendors.

Background/Discussion

Northbound Liquor Store is located at 19348 Evans St NW. The city has determined the facility is beyond economical repair and does not meet operational needs due to its existing layout. The city has chosen to proceed with the construction of a new store at an alternative location and is in the process of acquiring land for the project to proceed. The expected project includes the construction of an approximate 15,000-square-foot store to facilitate the needs of the liquor operation.

The city has developed a business plan with the intent of acquiring a municipal cannabis license to begin retail operations in 2026. A site location has not been identified for the Cannabound Store and the city is considering new standalone or conjoined construction and leasing opportunities at this time. The expected project includes the construction of an approximate 5,000 square feet store to be a new construction project or a remodel of an existing leased space.

This proposal and qualifications shall include:

1. Estimate of site confirmation/construction costs.
2. Development of construction documents after the City Council approves preliminary design and cost estimates.
3. Construction services. The city will hire an independent Construction Manager, who will monitor the preliminary plan and construction document development, manage bid process, and manage overall construction responsibilities. The chosen architectural design team will assist in the interview process.

Financial Impact

The funding source for this is the Liquor Fund with a cash balance in excess of \$3,000,000.

The Elk River Vision

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



Mission/Policy/Goal

Meet changing needs - agile.

Attachments

- I. 2025 Elk River Retail Stores Construction RFP (February 3, 2025)



Request for Proposals (RFP)

Professional Architectural Design Services and Construction Support for Retail Stores

Northbound (Liquor) and Cannabound (Cannabis)

Proposals Due: Friday, February 28, 2025

City of Elk River

13065 Orono Parkway

Elk River, MN 55330

Statement of Purpose

The City of Elk River, Minnesota is soliciting proposals from a qualified and experienced Architectural Services Consultant to provide comprehensive architectural and engineering design services for retail stores. The new facilities will be constructed at conjoined or separate locations or consist of new constructions and/or lease space remodeling.

General Information on the City of Elk River

Located approximately 34 miles northwest of Minneapolis/St. Paul, Elk River is located at the confluence of the Mississippi and Elk Rivers. It is one of the largest land-mass cities in Minnesota spanning almost 44 square miles. The city has a population of nearly 28,000 with a diverse economy as a regional center for shopping and destination recreation.

Elk River is known for its natural beauty, with numerous parks and trails providing opportunities for hiking, biking, and wildlife viewing. Conveniently served by several major highways, including U.S. Highways 169 and 10, we have easy access to the Twin Cities and nearby communities. The city is also served by the NorthStar Commuter Rail, with service between Elk River and downtown Minneapolis.

Elk River is a Statutory Plan A city with a weak Mayor-Council form of government, with administrative and legislative authority the ultimate responsibility of the City Council.

The city administrator has the responsibilities for the ongoing operations of the city, City Council relations, strategic planning, policy research and implementation, oversight of boards and commissions, performance management, and general city administration.

Project Overview

Northbound Liquor Store is located at 19348 Evans St NW. The city has determined the facility is beyond economic repair and does not meet operational needs due to its existing layout. The city has determined to proceed with the construction of a new store at an alternative location and is in the process of acquiring land for the project to proceed. The expected project includes the construction of an approximate 15,000 square foot store to facilitate the needs of the liquor operation.

The city has developed a business plan with the intent of acquiring a municipal cannabis license to begin retail operations in 2026. A site location has not been identified for the Cannabound Store and the city is considering new standalone or conjoined construction and leasing opportunities at this time. The expected project includes the construction of an approximate 5,000 square foot store to be a new construction project or a remodel of an existing leased space.

This proposal and qualifications shall include:

1. Estimate of site confirmation/construction costs.
2. Development of construction documents after the City Council approves preliminary design and cost estimates.
3. Construction services. The city will hire an independent Construction Manager, who will monitor preliminary plan and construction document development, manage bid process, and manage overall construction responsibilities). The chosen architectural design team will assist in the interview process.

Pre-Qualification-Scope of Work

The city seeks to employ a firm with experience with similar facilities, by a core team (project leadership, architect, and designer). Interested teams must have demonstrated experience in designing retail facilities within the last five years and the personnel assigned to the project shall have direct experience with retail facility design.

The city is looking for an “all encompassing” approach, where the selected firm exhibits the following characteristics:

1. Scope of services (baseline) shall include Architectural Design, Civil Design & Engineering, Structural Engineering, Mechanical (MPF) Design & Engineering, Electrical Design & Engineering, Landscape Architecture, Interior Design, B3 Design & Engineering, Audio/Video & Data/Telecommunications Design & Engineering and Security Systems Design & Engineering. The scope of work services not listed above will be in addition to the baseline services.
2. A conceptual plan for the construction of new retail stores that incorporate the latest design elements concerning modern retail buildings in terms of layout, safety, and security.
3. An ability to demonstrate functionality, value, and quality design within project budget limitations.
4. Preparation of illustrative materials, e.g., renderings of both interior and exterior.
5. Preparation of certain illustrative materials for public engagement as approximate building costs are known and public finance is evaluated (e.g., renderings, both interior and exterior), including assistance, when necessary, with presentation before Council.
6. Experience in site selection and preparation.

Deliverables

The successful firm is to provide disciplines of architecture, civil and structural engineering, landscape architecture, interior design, HVAC, plumbing, fire protection and electrical design. The responsibilities of the firm include, but are not limited to:

1. Verification of the facility's space needs, including a site confirmation for the proposed location of both Northbound and Cannabound Stores.
2. Develop plans and specifications to meet all applicable building codes.
3. Review plans and specifications in detail with the Building Committee and oversight authorities.
4. Analyze opportunities for energy efficiency in the design process.
5. List the specification, coordination, and pricing of soft costs (furniture, fixtures, and equipment).
6. Propose timeline of planned schedule for design and construction.

The successful firm will provide services in each of the following phases: Schematic Design, Design Development, Construction Documents, Bidding, and Construction Administration.

General Instructions

Carefully read the information contained in this RFP and submit by certified mail a complete response following all requirements, specifications, and directions to:

City of Elk River
Attn: Joe Stremcha
13065 Orono Parkway NW
Elk River, MN 55330

The submittals must be received at the offices of the City of Elk River **no later than February 28, 2025**.

Do not submit proposals to any other person or location by any other method. Note - proposal must include:

1. Cover letter.
2. **Signed** Respondent Proposal (Attachment A)
3. Reference list
4. Firm background and qualifications (Attachment B)
5. Examples of constructed retail facilities that were designed by respondent. Therefore, any examples of this type of project should also be included.
6. Stated understanding of the project scope and your approach to integrating input. Describe in detail your approach to the design process and working with the city for a product to present to the City Council for approval of a final design and to authorize advertisement for bids.

Late submission: Late submissions will not be considered.

Unsigned submission: The Respondent's Proposal (Attachment A) must be signed by an authorized representative of your company. Unsigned submissions **will not** be considered.

Evaluation Criteria

The Respondent selected for an award will not necessarily be the lowest bidder. Rather, the selection will be based upon the proposal that is responsive, responsible, and the most advantageous to the city, as determined by the city in its sole discretion. The city intends to award a contract, subject to the terms of this RFP, to the best overall valued firm. Firms will be prioritized based on experience and performance, current performance capability, fees, and other criteria as outlined in this document. The city anticipates that all firms will have a fair and reasonable opportunity to provide service.

The city reserves the right to add/delete/modify criteria or times, via an addendum, if it is in the city's best interest, as determined by the city in its sole discretion.

Award Criteria

Issuance of this RFP does not compel the city to award a contract. The city reserves the right to reject any or all proposals wholly or in part and to waive any technicalities, informalities, or irregularities in any proposal at its sole option and discretion. The city reserves the right to request clarification or additional information. The city reserves the right to award a contract, to resolicit proposals, or to abandon the procurement temporarily or permanently.

Ownership of Proposal

All materials submitted in response to this RFP become public record and subject to inspection. Unrestricted disclosure of proprietary information places it in the public domain. Only submittal information clearly identified with the words "Confidential Disclosure" and placed in a separate envelope marked as such shall be considered to qualify as Trade Secret Data under the Minnesota Government Data Practices Act (MGDPA). Any material to be treated as Trade Secret Data must include a justification for the request. The request will be reviewed and either approved or denied by the city. If denied, the company shall have the opportunity to withdraw the entire proposal or to remove the confidential or proprietary restrictions. Neither cost nor pricing information nor the total proposal shall be considered confidential or proprietary. Any costs to preserve the Trade Secret data designation under the MGDPA shall be the responsibility of the company.

Release of Claims, Liability, and Preparation Expenses

Under no circumstances shall the city be responsible for any proposal preparation expenses, submission costs, or any other expenses, costs, or damages of whatever nature incurred as the result of a respondent's participation in this process. The respondent understands and agrees that it submits its proposal at its own risk and expense and releases the city from any claim for damages or other liability arising out of the RFP and award process.

Errors in Proposals

The city shall not be liable for any errors in the respondent's proposal. No modifications to the proposal shall be accepted from the respondent after the submittal date and time. The respondent is responsible for careful review of its entire proposal to ensure that all information is correct and complete. Respondents are responsible for all errors or omissions contained in their proposals.

Withdrawing Proposals

Respondents may withdraw their proposal any time before the submittal deadline by submitting a written request to the contacts for RFP inquiries indicated on the submittal guidelines page. The written request must be signed by an authorized representative of the respondent. The respondent may submit another proposal any time before the deadline. No proposal may be withdrawn after the submittal date and time without approval by the city. Such approval shall be based on the respondent's submittal, in writing, of a reason acceptable to the city in its sole discretion.

Addendums

The city reserves the right to issue an addendum to the RFP at any time, for any reason. If any addenda are issued such addenda shall be issued by the city prior to the time that proposals are received and shall be considered part of the RFP.

Responsible Prospects (Respondents)

The city reserves the right to award project contracts only to responsible respondents. Responsible respondents are defined as firms that meet the requirements of this RFP and demonstrate the financial ability, resources, skills, capability, willingness, and business integrity necessary to perform the contract. The city's determination of whether a respondent is a responsible respondent is at the city's sole discretion.

Notification of Award

If the city makes an award because of this RFP process, the city will deliver to the selected respondent a notice of selection. The resulting contract shall consist of, but not be limited to, the following:

1. The terms, conditions, specifications, and requirements of this RFP and its attachments
2. The addenda issued by the city pursuant to this RFP.
3. All representations (including, but not limited to, representations as to performance and financial terms) made by the respondent in its proposal and during any meeting(s) with the city.
4. Any mutually agreed upon written modifications to the terms, conditions, specifications, and requirements to this RFP or to the proposal.

RESPONDENT PROPOSAL

The firm hereby proposes to provide Design Services and other Services as specified within the scope of service at the rates shown below.

Based on the scope of work for this project, what is your fixed fee? What are your estimated total reimbursable expenses?

Fixed fee:

Reimbursable expenses:

Shaded area will be redacted and replaced with a Respondent identification code prior to evaluation.

Firm:

Contact:

Telephone:

E-mail:

Address:

City/State/Zip:

Authorized Signature

X _____ Date _____

Name and Title:

FIRM BACKGROUND AND QUALIFICATIONS

The City of Elk River will review and evaluate each proposal and selection will be made based on the criteria listed below. The offices submitting proposals shall include with that proposal statements on the following:

- A. Proven management skills and technical competence, including specialized experience in the architectural design of retail facility projects.

Management Skills and Technical Expertise, as a minimum, include:

- List of at least four retail facilities design projects that have been constructed, including description, scope, project cost, and owner's contact information.
- Awards and letters of commendation received.

- B. Credentials of project team, including lead designer's and major sub-consultant's portfolio of related projects; history of the proposed team working together on past projects, particularly as related to retail facilities with complex site plan features.

Include as a minimum:

1. Identification of project lead architect and project team.
2. Staffing plan.
3. Lead architect resume and portfolio of related projects.
4. Lead designer's resume and portfolio of related projects.
5. Identification of sub-consultants.
6. Sub-consultant's portfolio of related projects.
7. Resumes of sub-consultant's staff.



Request for Action

To
City Council

Item Number
4.5

Meeting Date
February 3, 2025

Prepared By
Lauren Wipper, Human Resources Manager

Item Description
Hire Fulltime Liquor Store Clerk

Reviewed by
Cal Portner
Tina Allard

Action Requested

Approve, by motion, the hiring of Stephen Calvert to the position of fulltime liquor store clerk effective February 4, 2025.

Background/Discussion

City Council approved the addition of a full-time liquor clerk position at its November 18, 2024, City Council meeting. We went to market to fill the position and received 71 applications, many of which were from current and former part-time Elk River liquor store clerks. Following two rounds of interviews, we recommend current employee Stephen Calvert for this position.

Mr. Calvert has been working for us as a part-time clerk since May 2018. He currently teaches Physical Science, Astronomy, Earth Science, Cell Biology, and Environmental Biology at Centennial High School. Mr. Calvert will work a regular schedule of 32 hours a week while he is teaching and will work 40 hours during the non-school year.

Mr. Calvert will start at step A of pay grade 6N. All pay and benefits will be consistent with city policy.

Financial Impact

An annual increase of \$30-50k for an additional fulltime liquor store employee with a significant reduction of future part-time recruitment, onboarding, and training expenses.

Mission/Policy/Goal

The Elk River Mission Statement

Attachments

None

The Elk River Vision

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





Request for Action

To
City Council

Item Number
4.6

Meeting Date
February 3, 2025

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

Item Description
Cannabound Business Plan

Reviewed by
Cal Portner
Tina Allard

Action Requested
Approve the Cannabound Business Plan.

Background/Discussion

Staff presented the Cannabound Business Plan at the January 21 Work Session. Staff will begin to implement the plan through obtaining licensure, drafting job descriptions, conducting marking efforts, etc. The licensing application window opens on February 18 and closes March 14.

Financial Impact

The business plan includes a financial overview for projections and a 2026 budget.

Mission/Policy/Goal

Meet changing needs - agile.

Attachments

1. Cannabis Business Plan FINAL (January 21, 2025)
2. 2025 Cannabis Licensing Timeline

The Elk River Vision

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



Elk River Municipal Cannabis Business Plan

[January 21, 2025]

City of Elk River
DBA: Cannabound
13065 Orono Parkway Northwest
Elk River, MN 55330
763-635-1000
www.elkrivernm.gov
cannabis@elkrivernm.gov

Table of Contents

I. Executive Summary	3
II. Products & Services	5
III. Marketing Plan	5
IV. Operational Plan	7
V. Financial Plan	10

I. Executive Summary

Business Concept:

The City of Elk River proposes the establishment of a municipal cannabis retail operation dedicated to delivering high-quality, safe, and compliant cannabis products to consumers. Our operations will be built on a foundation of **enhanced trust** and **product safety standards**, with strict enforcement of regulatory compliance to ensure consumer confidence and well-being.

The municipal store will adhere to Minnesota Office of Cannabis Management regulations with high standards for quality controls, transparency in sourcing, and position the city as a leader in responsible municipal cannabis operations. By fostering a culture of trust and transparency, the city aims to address public concerns around cannabis consumption, safety, and legal compliance, ultimately driving consumer loyalty and increasing sales.

Strategic Goals:

- **Enhanced Trust & Product Safety:**

We will implement best-in-class standards for testing, storage, and sales practices, ensuring that all products sold meet or exceed local regulatory guidelines. This includes:

- Independent lab testing for potency, purity, and contaminants.
- Transparent labeling with clear, accessible product information.
- Employee training on safe consumption practices and compliance with laws.

- **Consumer Confidence:**

Our focus on safety and transparency will be central to building long-term consumer trust. By offering high-quality products and professional customer service, we will not only attract repeat customers but also elevate the community's perception of cannabis as a safe, regulated, and responsible product category.

- **Reinvesting in the Community:**

A portion of the profits from the cannabis retail operation will be allocated to the General Fund to support key local initiatives, including:

- **Community parks and recreational facilities:** Enhancing public spaces for health and wellness.
- **Local infrastructure:** Contributing to road improvements, public transportation, and neighborhood development.
- **Public safety programs:** Supporting law enforcement, fire departments, and emergency response teams.

This commitment to reinvestment ensures that the business directly benefits the local community while fostering a sense of shared ownership and civic responsibility.

Market Opportunity: The legal cannabis market is experiencing rapid growth, with increasing acceptance and demand for regulated, high-quality products. Our operation will meet the growing consumer demand for trusted, safe, and locally available cannabis products while also contributing to the community's social and economic development.

Competitive Advantage:

- **Commitment to safety and quality** sets us apart from competitors, ensuring that customers feel confident in their purchases.
- **Community reinvestment** aligns with municipal goals and increases public support, creating a positive public relations narrative.

- **Compliance-first approach** minimizes legal and regulatory risks, ensuring a smooth and sustainable operation.

Financial Projections:

Gross profits from product sales will be reinvested into the community through our governmental fund transfers to the General and Park Improvement Funds. We anticipate strong sales growth, driven by the increasing consumer preference for regulated cannabis and the added value of supporting community-focused initiatives. The cannabis business financial feasibility study presented by Morem & Waller and Point Seven LLC 2024 provided a template for staff to project the local market projections. Staff conservatively estimated the local market share for the potential revenues and are confident in the 6-year forecast for market stability.

Conclusion:

This municipal cannabis retail operation not only promises to deliver a trustworthy, safe, and compliant cannabis shopping experience, but also stand as a model for how the industry can contribute positively to the community. With an unwavering focus on consumer safety, public trust, and reinvestment in local initiatives, the city municipal operation will thrive financially while improving the well-being of the community.

Municipal Cannabis Timeline

January 2025 - March 2025:

- Advertise, interview, and hire a Cannabis Store Manager.
- Initiate store site selection, acquisition, and design with an architect.
- Onboarding training and municipal process orientation.
- Develop a cannabis division budget.
- Networking with suppliers.
- Conceptual branding and marketing strategy (elkrivercannabis.com).

April 2025 - June 2025:

- Obtain cannabis licensure.
- Establish store policies/procedures.
- Marketing plan development.
- Vendor partnership and product ordering.
- Store location:
 - A) Finalize store design and construction bidding process.
 - B) Short term lease agreement for retail space.

July 2025 - September 2025:

- Marketing launch and direct messaging/campaign.
- Store location:
 - A) Store construction.
 - B) Move into leased space.
- Advertise, interview, and hire a cannabis staff leveraging hemp-based THC and Northbound Liquor for retail training environment.

October 2025 - December 2025:

- Complete store construction.
- Marketing grand opening campaign.
- Soft launch cannabis operations.

January 1, 2026:

- Store grand opening.

April 20, 2026:

- Store wide sale.

II. Products & Services

Products and/or service categories:

- Consumables (edibles, beverages, flower, etc.)
- General merchandise (accessories)
- Educational classes/trainings/sampling events

III. Marketing Plan

Cannabis Marketing Overview

- Market Research and Analysis
 - Identify demographics and target audiences.
 - Identify competitors for geofencing marketing.
 - Build on tourism or individuals who do not have an accessible cannabis retailer.
- Branding and Positioning
 - Define unique products, sustainability, local suppliers, and other individual elements to add to the brand.
 - Establish the official brand while taking the current THC brand and Elk River Liquor Store brands into consideration.
- Digital Marketing Strategy
 - Obtain domain and develop website plan.
 - Research current SEO for cannabis retailers in Minnesota and set our SEO ranking goal.
 - Incorporate email marketing in our current system.
 - Create social media profile generation plan and content management plan.
 - Utilize mobile ads and geofencing.
- In-Store Experience
 - Work with staff to plan and market grand opening.
 - Work with staff on campus and in-store signage and displays.
 - Work with staff on a possible loyalty program.
 - Work with staff on educational events, series, and tools.
 - POV walkthroughs of what to expect, product information, and the experience.
- Local Advertising
 - Discuss with staff attending local community events and sponsorships.
 - Incorporate billboards, newspaper, guerilla marketing, direct mailers, and other avenues into the general marketing plan.
- Public Relations
 - Press release announcing the store opening to local media outlets.
 - Work with community voices on reviews and influencer marketing.
- Promotions and Discounts
 - Work with staff on any customer deals, loyalty points, coupons, special holidays (4/20) and more opportunities.
- Compliance
 - Stay up to date with local laws, regulations, and online laws for cannabis advertising (Meta, Google, YouTube, etc.)
- Staffing
 - Make decisions on these additions with the status of the communications staff and their workload.
- Current Hemp-Derived THC Brand



Mint Green
#95cac1



Blue
#0c4572



Darker Blue
#0a3c63

THC - Gill Sans Nova Condensed Semibold

PRODUCTS - Gill Sans Nova Medium (400 Spacing)



SWOT Analysis

- Strengths
 - Joe Audette obtaining Ganjier Certification (February 2025).
 - Strong leadership and proven retail management resources.
 - Familiar municipal brand and community trust.
 - Enhanced consumer safety through municipal sourcing of products.
 - Hemp-based THC experience launching new category/market.
 - Back-office support with finance, human resources, IT, marketing, etc.
 - Inventory management experience.
- Weaknesses
 - Regulatory Challenges and changes related to adaptability.
 - Public product knowledge in cannabis and education related to proper usage.
 - Limitations for on premise sampling to obtain relevant and timely feedback.
 - Inventory selection unknowns and supply chain vulnerabilities.
 - Low market supply through licensing delays by Office of Cannabis Management (OCM).
 - High demand for product SKUs resulting in stockouts and low consumer satisfaction.

- Opportunities
 - Expanding consumer educational leveraging ganjier and public safety.
 - Shifting public perception of cannabis.
 - Reinvestment in local community programs through General Fund and Park Improvement Funds.
 - Technological advancements and innovation with data-driven insights leveraging Placer.ai:
 - Compare establish market trends for optimal business hours of operation and trends.
 - Recommend optimal site locations for operation.
- Threats
 - Overcoming the cannabis consumption stigma
 - Regulatory and political risk through changes made by state, and federal regulators/lawmakers.
 - Safety concerns related to product consumption and cash handling.
 - Pricing volatility of the market based on supply chain challenges.
 - FIFO (first-in, first-out) processes as product has limited shelf life.
 - Competition with black market.

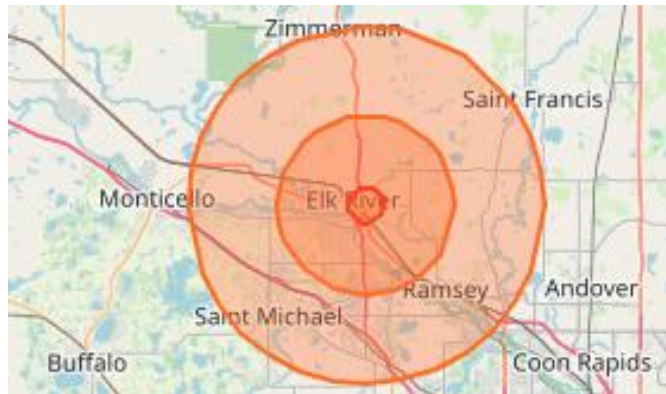
IV. Operational Plan

I. Location

- Considerations:
 - Located in a high-traffic shopping center with 10,000+ vehicles/day, ensuring visibility to both commuters and local shoppers.
 - Proximity to popular retailers like Walmart, Home Depot, Target, Coburns, and Downtown businesses, fostering strong foot traffic and complementary shopping patterns.
 - Ample parking availability and existing infrastructure ensure convenience for customers and operational efficiency.

Range	Population
1 Mile	5,128
3 Miles	24,337
5 Miles	45,236
10 Miles	163,927

U.S. Census Bureau
2023 American Community Survey



- Potential site locations for commercial establishments:

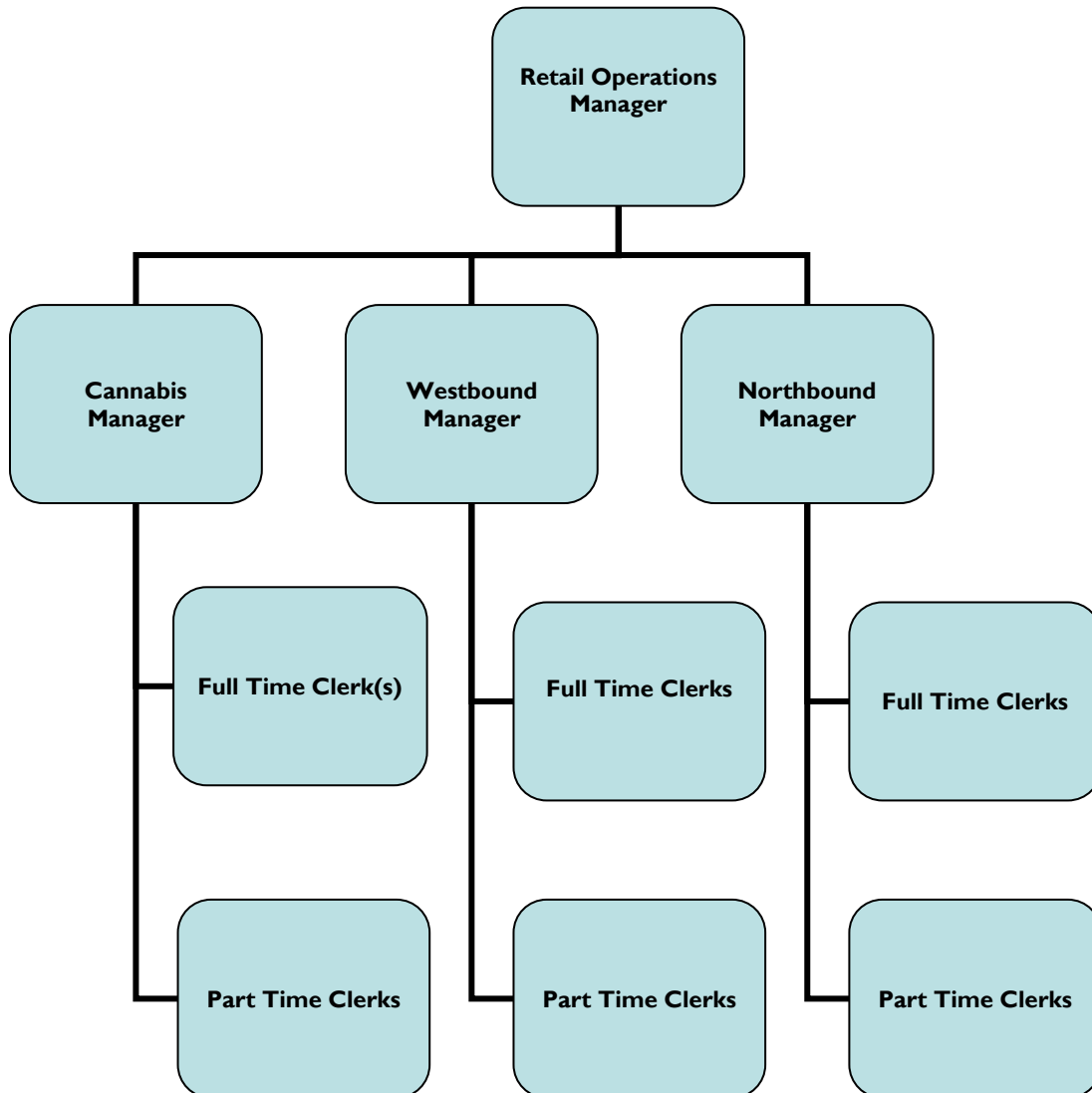




EXAMPLE
Green Valley Dispensary
Approx. 5,000sqft
4650 Tower Rd #108
Denver, CO 80249



II. Organization Chart



V. Financial Plan

Cannabis Business Financial Feasibility, Presented by Morem & Waller & Point Seven LLC 2024

Q: So, how much money can realistically be made from a dispensary?

<u>Market Sales Projections</u>	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
Potential Local market, MN City	425,336	425,836	426,336	426,836	427,336	427,836	428,336
Population that consumes cannabis	19%	19%	19%	19%	19%	19%	19%
% of consumers that will use legal market	50%	55%	60%	65%	70%	75%	80%
Potential MN City residents market size	40,407	44,500	48,602	52,714	56,836	60,967	65,107
Average visits per month	2	2	2	2	2	2	2
Average spend per visit \$	85	85	85	85	85	85	85
Gross market sales, MN Dispensary	82,430,117	90,779,718	99,148,700	107,537,062	115,944,804	124,371,925	132,818,427
Dispensary market share	5%	5%	5%	5%	5%	5%	5%
Annual Foot Traffic	48,488	53,400	58,323	63,257	68,203	73,160	78,128
Sales Projection, MN Dispensary \$	4,121,506	4,538,986	4,957,435	5,376,853	5,797,240	6,218,596	6,640,921
Potential Local market, Tourists	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Population that consumes cannabis	17%	17%	17%	17%	17%	17%	17%
% of visitors that will use legal market	60%	65%	70%	75%	80%	85%	90%
Potential visitors market size	102,000	110,500	119,000	127,500	136,000	144,500	153,000
Average spend per visit \$	100	100	100	100	100	100	100
Total Visitor Sales \$	10,200,000	11,050,000	11,900,000	12,750,000	13,600,000	14,450,000	15,300,000
Market share	2%	2%	2%	2%	2%	2%	2%
Tourist Foot Traffic	2,040	2,210	2,380	2,550	2,720	2,890	3,060
Sales Projection, Visitors \$	204,000	221,000	238,000	255,000	272,000	289,000	306,000
Total Foot Traffic	50,528	55,610	60,703	65,807	70,923	76,050	81,188
Total Revenue Projection \$	4,325,506	4,759,986	5,195,435	5,631,853	6,069,240	6,507,596	6,946,921

Cannabis Business Financial Feasibility, Presented by Morem & Waller & Point Seven LLC © 2024 | Page 20

Cannabis Business Financial Feasibility Applied to Elk River

Elk River Market Projections	2026	2027	2028	2029	2030	2031	2032
Potential local market - Elk River	19079	19379	19679	19979	20279	20579	20879
Population that consumes cannabis	10%	10%	11%	11%	12%	12%	13%
% of consumers that will use legal market	50%	50%	55%	55%	60%	60%	65%
Potential MN city residents market size	953.95	968.95	1190.5795	1208.7295	1460.088	1481.688	1764.2755
Individual Consumer Example	2026	2027	2028	2029	2030	2031	2032
Average visits per month	2	2	2	2	2	2	2
Average visits per year	24	24	24	24	24	24	24
average spend per visit	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00
Average spend per year	\$840.00	\$840.00	\$840.00	\$840.00	\$840.00	\$840.00	\$840.00
Market Size x Average visits per year	2026	2027	2028	2029	2030	2031	2032
Annual foot traffic	22894.8	23254.8	28573.908	29009.508	35042.112	35560.512	42342.612
Sales projection from local market	\$801,318.00	\$813,918.00	\$1,000,086.78	\$1,015,332.78	\$1,226,473.92	\$1,244,617.92	\$1,481,991.42
Potential local market tourists	23848.75	24223.75	24598.75	24973.75	25348.75	25723.75	26098.75
Population that consumes cannabis	13%	13%	14%	14%	15%	15%	16%
% of visitors that will use legal market	50%	50%	55%	55%	60%	60%	65%
Potential visitors market size	1550.16875	1574.54375	1894.10375	1922.97875	2281.3875	2315.1375	2714.27
Average spend per visit	\$840.00	\$840.00	\$840.00	\$840.00	\$840.00	\$840.00	\$840.00
Total visitor sales	\$1,302,141.75	\$1,322,616.75	\$1,591,047.15	\$1,615,302.15	\$1,916,365.50	\$1,944,715.50	\$2,279,986.80
Total sales for cannabis local market	\$2,103,459.75	\$2,136,534.75	\$2,591,133.93	\$2,630,634.93	\$3,142,839.42	\$3,189,333.42	\$3,761,978.22

Fund: Cannabis Retail Operation		
Acct. No.	Explanation/Detail of Supplies or Services	2026 Estimated
	REVENUES:	
	<u>SALES</u>	\$1,051,730
	Cannabis Vape/Smoke	
	Cannabis Edible	
	Cannabis Beverage	
	Cannabis Paraphernalia	
	<u>COST OF SALES</u>	\$525,865
	Cannabis Vape/Smoke	
	Cannabis Edible	
	Cannabis Beverage	
	Cannabis Paraphernalia	
	TOTAL REVENUE	525,865
	EXPENDITURES:	
	<u>PERSONAL SERVICES</u>	
4101	Regular Pay	\$154,950
4102	Overtime Pay	\$0
4103	Part-time Pay	\$126,500
4104	PERA	\$21,109
4105	FICA	\$17,450
4106	Other Retirement Contributions	\$0
4107	Medicare	\$4,081
4108	Insurance	\$51,795
4109	Workers Comp	\$7,378
4110	Unemployment Benefits	\$0
	TOTAL PERSONAL SERVICES	383,263
	<u>SUPPLIES</u>	
4212	Fuel & Lubes	\$0
	Unleaded fuel - delivery service	\$0
4217	Uniform Allowance	\$5,000
	Employee logo clothing	\$5,000

4219	Operating Supplies	\$15,000
	Supplies	\$15,000
	TOTAL SUPPLIES	\$20,000
	<u>SERVICES & CHARGES</u>	
4301	Audit Fees	\$3,000
4319	Professional Services	\$0
4321	Telephone	\$1,750
	Phone line	\$1,200
	Cell phone - WB liquor manager	\$550
4331	Conferences/Schools	\$2,000
	Training/workshops/conferences	\$2,000
4349	Advertising/Marketing	\$30,000
	Billboards, social media, mobile advertisements	\$30,000
4361	Insurance	\$5,000
	Property/liability insurance	\$5,000
4389	Utilities	\$30,500
	Garbage/recycling	\$2,000
	Natural gas	\$2,500
	Water/electric	\$26,000
4404	Repair & Maintenance	\$24,800
	Misc repairs & maintenance (includes delivery vehicle)	\$10,000
	refrigeration/Humidor maintenance contract	\$1,200
	Lawn maintenance	\$1,600
	Window cleaning	\$500
	Security system monitoring	\$700
	Point-of-Sale system subscription	\$6,000
	Rug cleaning & maintenance	\$4,800
4420	Depreciation	\$0
4421	Amortization	\$0

4433	Dues & Subscriptions	\$750
	MCCG	\$500
	Elk River Chamber	\$250
4437	Taxes/Licenses	\$4,000
	Tobacco license & retailers card	\$4,000
4438	Credit Card/Service Fees	\$0
	Credit card/gateway fees	\$0
	TOTAL SERVICES & CHARGES	101,800
	<u>OTHER FINANCING SOURCES</u>	
3910	Disposal of Assets	\$0
	<u>CAPITAL OUTLAY</u>	
4530	Other Improvements	\$225,000
	Bond Payments/Depreciation (\$2.5M Store Construction, 20yr Loan/Bond @ 4%)	\$225,000
4600	Debt Service	\$250
	Copier Lease	\$250
4720	<u>TRANSFERS OUT</u>	\$0
	TOTAL OFS, CAPITAL OUTLAY, & DEBT SERVICE	\$225,250
	TOTAL CANNABIS EXPENDITURES	710,563
	CHANGE IN NET POSITION	(184,698)

2025

Upcoming Licensing Cycle





Request for Action

To
City Council

Item Number
4.7

Meeting Date
February 3, 2025

Prepared By
Mitchell Litfin, Street and Park Superintendent

Item Description
Caterpillar Model: 255 Compact Track Loader w/
Attachments

Reviewed by
Justin Femrite
Cal Portner
Tina Allard

Action Requested

Approve, by motion, the 2025 Parks Division equipment replacement purchase as scheduled in the Capital Improvement Plan.

Background/Discussion

The Parks Division requests authorization to purchase a Caterpillar model 255 compact track loader with broom attachment, brush cutter, and hydraulic positioning pallet forks.

The compact track loader replaces the division's existing compact track loader and is vital for performing various tasks including material loading, stump grinding, compost site maintenance, etc. In addition, the forestry mulching attachment will be utilized for maintenance in our parks and trail management.

Financial Impact

\$72,004.00 from 2025 Equipment Replacement Fund utilizing pricing per MNDOT Contract #242476 Release T-631(5)

Mission/Policy/Goal

Responsibly grow

Attachments

- I. 255 & Attachments Quote Jan '25

The Elk River Vision

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



Ziegler Inc.



226612-03

Jan 24, 2025

CITY OF ELK RIVER PUBLIC WORKS
19000 PROCTOR RD NW
ELK RIVER, MN 55330
ATTN: JOSH BAAS

Dear Josh,

We would like to thank you for your interest in our company and our products, and are pleased to quote the following for your consideration.

Caterpillar Model: 255 Compact Track Loader w/ Attachments

Pricing per MNDOT Contract #242476 Release T-631(5)

We wish to thank you for the opportunity of quoting on your equipment needs. This quotation is valid for 30 days, after which time we reserve the right to re-quote. If there are any questions, please do not hesitate to contact me.

Sincerely,

Tom Rossez
Territory Manager

Caterpillar Model: 255 Compact Track Loader w/ Attachments

Standard Equipment

POWERTRAIN

Cat C2.8T turbocharged diesel engine
-Gross horsepower per ISO 14396
74.2 hp (55.3 kW)
-Electric fuel priming pump
-Glow plugs starting aid
-Liquid cooled, direct injection
Air cleaner, dual element, radial seal
S-O-S sampling valve, hydraulic oil
Ecology drain - coolant
Filter, hydraulic supply, cartridge type
Filter, hydraulic return, cartridge type

UNDERCARRIAGE

Torsion Suspension (4 independent torsion axles)
Two speed travel

HYDRAULICS

Selectable control pattern - ISO or H
Electro/hydraulic implement control
Electro/hydraulic hydrostatic transmission control

ELECTRICAL

Work Tool Electrical Harness
Heavy duty battery
-includes battery disconnect with lockout feature
12 volt electrical system
85 ampere alternator
LED work lights
Auto reverse lights

OPERATOR ENVIRONMENT

Operator warning system indicators:
-Air filter restriction
-Alternator output
-Armrest raised / operator out of seat
-Engine coolant temperature
-Engine oil pressure
-Glow plug activation
-Hydraulic supply filter restriction
-Hydraulic oil temperature
-Park brake engages
-Engine emission system (where applicable)
Control interlock system, when operator leaves seat or armrest raised:
-Hydraulic system disables
-Hydrostatic transmission disables
-Parking brake engages

Filter, canister type, engine oil
Filter, canister type, fuel and water separator
Radiator / hydraulic oil cooler (side-by-side)
Spring applied, hydraulically released, parking brakes
Hydrostatic transmission
Lockable fuel cap
Auto engine idle

Integrated tie downs on track frame (4)

Speed sensor guarding
Heavy duty flat faced quick disconnects with integrated pressure release lever

Switch backlighting
Interior LED dome light
Backup alarm
Electrical outlet, beacon
Courtesy lighting, exterior
Automatic Work light notification flash when parking brake is released

-Date, Time, Units, and brightness settings
-Multi-operator Anti-theft Security System & Monitoring
-Maintenance schedule and reminders
-Event and Diagnostic Code monitoring
-Smart Technology, enables use of Smart Attachments
Gauges: fuel level, hour meter, hydraulic temperature, battery voltage, tachometer.
Cell Phone Storage Pocket
Cup Holder
Ergonomic contoured armrest
Independently adjustable, seat mounted joystick controls.
Top and rear windows

ROPS cab, tilt up
 FOPS, Level I
 Color LCD monitor:
 -Creep speed control
 -Drive response adjustment
 -Implement response adjustment
 -Drive Power Priority adjustment
 -Language selection (x32)

FRAMES

Lift linkage, vertical path
 Chassis, one piece welded
 Machine tie down points (9)
 Removable panels for machine

OTHER STANDARD EQUIPMENT

Steel engine door with replaceable
 louvers
 Engine door - lockable
 Extended life antifreeze (-37C, -34F)
 Work tool attachment coupler

Floormat
 Headliner
 Interior rear view mirror
 Horn
 Hand (dial) throttle, electronic
 12 volt power port
 Rear window breaker hammer

frame cleanout
 Support, lift arm
 Steel rear and front bumpers, welded
 Fuel fill, machine right hand side

Hydraulic oil level sight gauge
 Radiator coolant level sight gauge
 Radiator expansion bottle
 Cat ToughGuard TM hose
 Hydraulic demand cooling fan

MACHINE SPECIFICATIONS

REF #	DESCRIPTION	LIST PRICE
586-0258	255 05A COMPACT TRACK LOADER Available for Europe, AM-N, Puerto Rico, Turkey, Israel, South Korea, Columbia and Chile. LANE 2 - AVAILABLE FROM SANFORD FACTORY LANE 3 - AVAILABLE FROM SANFORD FACTORY. Meets EU Stage V and U.S. EPA Tier 4 Final emission standards.	\$88,010.00
594-1466	TRACK,RUBBER,400MM(15.7 IN)BAR	\$955.00
590-1211	FUEL, ELECTRIC PRIMING	\$630.00
642-3004	IDLER WHEELS, TRIPLE FLANGE	\$1,360.00
592-6357	RIDE CONTROL, NONE	\$0.00
579-2312	REAR LIGHTS	\$0.00
613-1924	SEAT BELT, 2"	\$0.00
643-7208	CERTIFICATION ARR, P65	\$0.00
585-9582	INSTRUCTIONS, ANSI, USA	\$0.00
594-2212	HEATER, ENGINE COOLANT, 120V	\$260.00
593-7244	DOOR, CAB, POLYCARBONATE	\$284.00
651-8304	CAB PACKAGE, ULTRA	\$15,650.00
594-1962	INTEGRATED RADIO	\$680.00
652-8377	PRODUCT LINK, CELLULAR PLE643	\$1,104.00
586-0092	GUARDING / SEALING PKG, (HD1)	\$675.00
585-9666	FAN, COOLING, DEMAND	\$0.00
	TOTAL LIST PRICE	\$109,608.00
	TOTAL CORPORATE DISCOUNT (30.2% OF LIST)	(\$33,102.00)
	TOTAL CONFIGURED PRICE	\$76,506.00

REF #	DESCRIPTION	LIST PRICE
421-8926	SERIALIZED TECHNICAL MEDIA KIT	\$0.00
0P-0210	PACK, DOMESTIC TRUCK	\$0.00
643-1300	SHIPPING/STORAGE PROTECTION	\$274.00
0P-9003	LANE 3 ORDER	\$0.00
	TOTAL NET ITEMS	\$274.00
	PREP AND FREIGHT	\$1,200.00
	DELIVERY CHARGE	\$250.00
565-4832	BROOM, BA118, HYD ANGLE, PW	\$9,315.00
610-2710	BRUSHCUTTER, BR318, HF XPS	\$7,636.00
532-7810	48" HYDRAULIC POSITIONING PALLET FORKS	\$2,898.00
279-5373	BUCKET-GP, 74", BOCE	\$1,425.00
	TOTAL POST FACTORY ITEMS	\$22,724.00
	TOTAL MACHINE SELL PRICE	\$99,504.00

SELL PRICE	\$99,504.00
LESS GROSS TRADE ALLOWANCE	(\$27,500.00)
NET BALANCE DUE	\$72,004.00
BALANCE	\$72,004.00

TRADE-INS

Model	Make	Serial Number	Year	Trade Allowance
257DW	Caterpillar (AA)	EZW00872	2015	\$27,500.00

WARRANTY

Standard Warranty:

2 Year / 2,000 Hour Standard Warranty

F.O.B/TERMS: ELK RIVER**PAYMENT TERMS: NET BALANCE DUE 10 DAYS FROM RECEIPT OF INVOICE**



Request for Action

To
City Council

Item Number
8.1

Meeting Date
February 3, 2025

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
- Review of zoning north of 197th Ave and gravel mining area following Highway 169 construction
- 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

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
9.1

Meeting Date
February 3, 2025

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.

- **Multipurpose Facility Commission** – CM Beyer
- **Housing and Redevelopment Authority** - Mayor Dietz
- **Heritage Preservation Commission** – CM Calva
- **Parks and Recreation Commission** – CM Grupa
- **Planning Commission** – CM Wagner
- **Utilities Commission** – Mayor Dietz
- **Region 7W** – Mayor Dietz

Other Committees, Commissions, etc.

Financial Impact
None

Mission/Policy/Goal
Elk River Mission

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
11.1

Meeting Date
February 3, 2025

Prepared By
Ryan Sandhoefner, Engineering Project Manager

Item Description
Specht Farm Traffic Impact Study Review

Reviewed by
Justin Femrite
Cal Portner
Tina Allard

Action Requested

Discuss the traffic impact study surrounding the proposed development of Specht Farm.

Background/Discussion

As conversations regarding the development of the Specht Farm site increase, traffic impacts on the local system and state highway are actively being studied. With the long-term vision of the corridor laid out in the previously completed TH10 Corridor Study, the group is determining the best short and mid-term layout for the system to effectively manage the traffic load added due to development. The development is expected to include approximately 538 single-family homes, along with some commercial acreage. The main discussion point is to determine the safest interim primary access configuration across from 165th Ave NW. It is anticipated this access will be removed once the long-term goal of a full-access interchange is constructed to the north.

The developer's traffic engineer will be in attendance to present the findings of their traffic impact study, as well as a MnDOT representative to discuss their analysis.

Financial Impact
N/A

Mission/Policy/Goal
Responsibly grow

Attachments

1. MnDOT Letter
2. Specht Farm Traffic Impact Study

The Elk River Vision

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



January 29, 2025

Justin Femrite
Public Works Director/Chief Engineer
City of Elk River
13065 Orono Parkway
Elk River, MN 55330

SUBJECT: Specht Farm Traffic Impact Study
MnDOT Review #STUDY25-001/S25-001
SW side of US 10 from 167th Ave. to South of 165th Ave. NW
Elk River
Sherburne County

Dear Justin Femrite

Thank you for submitting the Traffic Impact Study (TIS) for the Specht Farm/Capstone Homes development. The Minnesota Department of Transportation (MnDOT) has reviewed the study, and has the following comments:

Intersection Control:

MnDOT concurs with page 21 of the TIS which states that “The signalized access option is not recommended due to high costs to construct additional Highway 10 through lanes for an interim condition, increased crash potential, minor movement right angle crash potential and reduced corridor mobility.” MnDOT has removed several signalized intersections on Highway 10 due to serious crash issues.

The TIS also states that “A $\frac{3}{4}$ J-Turn intersection is recommended for 2038 Build Conditions.” Construction of unsignalized J-turn intersections in Minnesota have proven to reduce fatalities by 70% and injury crashes by 42% by eliminating risky movements across several lanes of traffic (preventing “T-bone” crashes). Additional information on J-Turns (Including truck movements through J-turns) is located at: [J-turns - MnDOT](#) . Further review through the layout review process (below) is needed to determine design requirements including whether to allow left turns directly from Highway 10 to Specht’s Lane/165th Ave.

Based on anticipated current and future traffic volumes at the intersection MnDOT does not anticipate that the J-turn intersection will need to be signalized by 2038.

MnDOT will likely require acceleration lanes for motorists turning right from Specht’s Lane to southbound Highway 10. The existing acceleration lane on the northbound side would be a complimentary design.

Additionally, with the J-turn configuration, those motorist turning onto Highway 10 from 165th Ave. NW or Specht’s Lane that will be using the J-turns can turn directly into the turn lane without having to weave through traffic.

Please contact Ashley Hansen, Traffic Safety, at 651-234-7815 or ashley.hansen@state.mn.us with any questions.

Intersection Control Evaluation (ICE) Letter:

The TIS states that “It is recommended that MnDOT complete a detailed Intersection Control Evaluation (ICE) report for this intersection.” For the unsignalized J-turn, an ICE letter is needed, which is an abbreviated ICE report. Since the intersection improvements are a result of private development, the developer will need to write the report.

For questions concerning the ICE letter, please contact Ashley Hansen at 651-234-7815 or ashley.hansen@state.mn.us.

Traffic Modeling Files:

Please provide the traffic modeling files for MnDOT to review. Please send to brandi.kastner@state.mn.us

Noise

MnDOT's policy is to assist local governments in promoting compatibility between land use and highways. Residential uses located adjacent to highways often result in complaints about traffic noise. Traffic noise from this highway could exceed noise standards established by the Minnesota Pollution Control Agency (MPCA), the U.S. Department of Housing and Urban Development, and the U.S. Department of Transportation. Minnesota Rule 7030.0030 states that municipalities having the authority to regulate land use shall take all reasonable measures to prevent the establishment of land use activities, listed in the MPCA's Noise Area Classification (NAC), anywhere that the establishment of the land use would result in immediate violations of established State noise standards.

MnDOT policy regarding development adjacent to existing highways prohibits the expenditure of highway funds for noise mitigation measures in such developed areas. The project proposer is required to assess the existing noise situation and take the action deemed necessary to minimize the impact to the proposed development from any highway noise.

If you have any questions regarding MnDOT's noise policy please contact Natalie Ries in Metro District's Noise and Air Quality Unit at 651-234-7681 or natalie.ries@state.mn.us.

Design Layout guidelines:

Any intersection development of this magnitude with need to be reviewed through the Level 1 Layout review process. The MnDOT Metro Area Engineer, Mike Kronzer, will be able to guide you through the layout review process.

The following website provides layout design guidance and identify layout requirements: <http://www.dot.state.mn.us/design/geometric/index.html>

The first link under **Guidance** is helpful, as well as the **Design Resources** tab.

Review Submittal Options

MnDOT's goal is to complete reviews within 30 calendar days. Review materials received electronically can be processed more rapidly. Do not submit files via a cloud service or SharePoint link. In order of preference, review materials may be submitted as:

1. Email documents and plans in PDF format to metrodevreviews.dot@state.mn.us. Attachments may not exceed 20 megabytes per email. Documents can be zipped as well. If multiple emails are necessary, number each message.
2. For files over 20 megabytes, upload the PDF file(s) to MnDOT's Web Transfer Client site: <https://mft.dot.state.mn.us>. Contact MnDOT Planning development review staff using the same email above for uploading instructions and send an email listing the file name(s) after the document(s) has/have been uploaded.

You are welcome to contact me at tod.sherman@state.mn.us with any questions.

Sincerely,

Tod Sherman
Metro Planning Director

Copy sent via email:

Matt Barker, Director-Land Development,
Capstone Homes
Zach Carlton, Elk River Community
Development Director
Luke Wehseler, Project Development, D3
Mike Kowski, Maintenance
Jason Swenson, Water Resources
Forest Paulson, Right of Way
Ashley Hansen, Traffic Safety
Natalie Ries, Noise
Mike Kronzer, Area Engineer/*Coordinator*

Brandi Kastner, Traffic Safety
Katie Schmidt, CEO/Traffic Engineer, SSTs
LLC
Buck Craig, Permits
Mike Kruse, Design
Jim Henricksen, Modeling
Suzy Scotty, Ped/Bike Planning
Amrish Patel, Transit
Scott Shaffer, Planning
Cameron Muhic, Planning
Joe Widing, Metropolitan Council

Draft

**SPECHT FARM
TRAFFIC IMPACT STUDY
Elk River, MN
December 27th, 2024**



Draft

**SPECHT FARM
TRAFFIC IMPACT STUDY
ELK RIVER, MN
DECEMBER 27TH, 2024**

Prepared For:

Elk River 648-1 Land, LLC

Prepared By:

**SSTS, LLC
PROJECT NO. 2024_023**

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

Katie A Schmidt, P.E.

Date: _____ Lic. No.: _____

Table of Contents

Executive Summary	1
1. Introduction.....	3
1.1 Highway 10 Long Term Vision	3
1.2 Study Years.....	3
2. Existing Conditions.....	6
2.1 Study Area Intersections	6
2.2 Roadway Descriptions	6
2.3 Data Collection and Existing Traffic Volumes.....	7
2.4 Crash Analysis	7
3. No-Build Alternative.....	11
3.1 Background Growth.....	11
3.2 Anticipated Improvements for No-Build Conditions.....	11
3.3 Results of Analysis	11
4. Build Alternative.....	13
4.1 Site-Generated Traffic.....	13
4.2 Highway 10/165 th Ave NW Access Control Options	13
4.3 Trip Distribution and Assignment.....	14
4.4 Build Traffic Volumes	14
5. Operational Analysis Overview	18
5.1 Intersection Operational Description	18
6. Existing Conditions Operational Analysis	19
7. 2038 No-Build Conditions Operational Analysis	20
8. 2038 Build Conditions Operational Analysis.....	21
8.1 Side-Street Stop-Control Access.....	21
8.2 Signalized Access	21
8.3 J-Turn Access.....	22
9. Multimodal Review	23

List of Tables

Table 1. Study Area Intersections.....	6
Table 2. Roadway Descriptions	7
Table 3. Intersection Crash Summary.....	8
Table 4. Trip Generation.....	13
Table 5. Existing Operations.....	19
Table 6. 2038 No-Build Operations.....	20
Table 7. 2038 Build Operations - Highway10/165 th Ave NW Side-Street Stop-Control Option	21
Table 8. 2038 Build Operations - Highway10/165 th Ave NW Traffic Signal Control Option	21
Table 9. 2038 Build Operations - Highway10/165 th Ave NW J-Turn Control Option.....	22
Table 10. 2038 Build Operations - Highway10/165 th Ave NW ¾ J-Turn Control Option w/Signals	22

List of Figures

Figure 1 - Vicinity Map	4
Figure 2 - Conceptual Site Plan	5
Figure 3 - Existing Geometry.....	9
Figure 4 - Existing 2024 Traffic Volumes.....	10

Figure 5 - 2038 No-Build Traffic Volumes	12
Figure 6 - Trip Assignment for Interim Access	15
Figure 7. 2038 Build Traffic Volumes.....	16
Figure 8. 2038 Build Traffic Volumes for J-Turn Options.....	17

TECHNICAL APPENDICES (Available Upon Request)

- A. Traffic Counts
- B. Results of the Operational Analysis – Synchro/SimTraffic Reports

Executive Summary

This traffic study has evaluated the potential traffic impacts on the operations and safety of the adjacent roadway network and proposed access locations for the 247-acre Specht Property in the City of Elk River, Sherburne County, MN. Full development of the Proposed Project includes 538 single family homes and commercial potential. Future long-term access is planned via the Highway 10/Twin Lakes Parkway interchange with the west interchange intersection and frontage road providing access to the site. Until the future interchange is constructed, interim access is planned at the Highway 10/165th Ave NW intersection and this study reviewed multiple access control scenarios.

The 2038 design year was used in this study to encompass full residential build out of the site while considering growth in existing traffic volumes for interim access operations. Construction timing for the future Highway 10/Twin Lakes Parkway interchange is currently unknown but assumed by year 2045.

The proposed 538 single family homes are estimated to generate 376 trips (94 entering and 282 exiting) during the morning traffic peak hour, 506 trips (319 entering and 187 exiting) during the evening traffic peak hour and 5,073 daily trips. Growth in background traffic was considered with roadway specific annual growth rates estimated by reviewing historical MnDOT traffic counts.

Results of operational analyses for the existing conditions and 2038 No-Build conditions indicate both the Highway 10/171st Ave NW signalized intersection and the Highway 10/165th Ave NW side-street stop control intersection operate over capacity and have long delays and congestion. Additionally, a review existing crash data indicates higher than average crash rates and safety issues at these intersections. The future interchange removes the at-grade Highway 10/171st Ave NW signal and mitigates the operational and safety concerns. For the Highway 10/165th Ave NW side-street stop-control intersection, monitoring is recommended as background traffic volumes grow and alternate traffic control options should be considered for safety and mobility on the corridor.

For 2038 Build conditions, this study reviewed potential interim access control scenarios for the Highway 10/165th Ave NW intersection while considering traffic operations, safety and mobility on the Highway 10 corridor. Side-street stop-control, a full movement traffic signal and a J-Turn intersection were considered as access options and the following summarizes the review and recommendations:

- The side-street stop-control access option shows unacceptable operations with very long delays and extensive queuing. These operations are likely to exacerbate existing safety concerns and decrease mobility on the Highway 10 corridor. The side-street stop-control access option is not recommended for the Proposed Project.
- The full signalized access option shows unacceptable traffic operations with the existing four lane section on Highway 10. To achieve acceptable traffic operations an additional through lane in each direction on Highway 10 would be needed. With traffic signal installation there are safety and mobility trade-offs. Traffic signals have been found to increase crashes at an intersection, especially minor rear-end crashes, and mobility of the corridor is decreased by stopping mainline traffic. The full signalized access option is not recommended for the Proposed Project as the cost for additional Highway 10 lanes is very high and safety and mobility on the corridor could likely be inhibited.
- A J-Turn intersection is recommended for the access. A $\frac{3}{4}$ J-Turn scenario provides the best operations and signal installation would be needed at the Highway 10/165th Ave NW intersections and at the Highway 10/South U-turn intersection. Corridor mobility is slightly inhibited with the introduction of directional dependent two-phased signals but Highway 10 volume progression can be prioritized with signal timing and coordination. Minor intersection

Draft

rear end crashes are predicted to increase with signal installation, but the side-street right angle crash potential (most severe and fatal crash type) is eliminated with this scenario.

It is recommended that MnDOT complete a detailed Intersection Control Evaluation (ICE) report for this access. ICE reports are required for projects affecting trunk highways. The goal of the ICE report is to elect the optimal control for an intersection based on an objective analysis. The Developer, City and MnDOT should work together to review access recommendations from this traffic study and MnDOT's ICE report to ensure acceptable traffic operations, safety and mobility at the interim main site access and on the Highway 10 corridor.

1. Introduction

The 247-acre Specht Property is proposed to be redeveloped from agricultural to residential uses in the City of Elk River, Sherburne County, MN. The Proposed Project is located west of MN Trunk Highway 10, south of 167th Ave NW and bordered by the Mississippi River on the west side. The site location is illustrated on **Figure 1 - Vicinity Map**. Full development of the Proposed Project includes 538 single family homes and commercial potential. Future long-term access is planned via the Highway 10/Twin Lakes Parkway interchange with the west interchange intersection and frontage road providing access to the site. Until the future Highway 10/Twin Lakes Parkway interchange is constructed, interim access is planned at the Highway 10/165th Ave NW intersection. The site layout, land uses and interim/long-term access locations are illustrated on **Figure 2 - Conceptual Site Plan**.

The purpose of this study is to evaluate the impact of traffic generated by the Proposed Project on the operations and safety of the adjacent roadway network and to review interim Highway 10/165th Ave NW access options. Recommendations regarding roadway improvements and intersection control to safely accommodate site-generated traffic, as well as anticipated growth in background traffic are included.

1.1 Highway 10 Long Term Vision

The City of Elk River along with its partners from MnDOT, Sherburne and Anoka Counties and the City of Ramsey have developed a long-term vision for the Highway 10 corridor in the project area as detailed in the *Highway 10 Corridor Study*¹. Existing concerns along the Highway 10 corridor are related to congestion and safety and include high daily traffic volumes approaching the capacity of Highway 10, challenging side-street access to Highway 10 with limited gaps in mainline traffic, high intersection crash rates and non-compliant access spacing. The goal of the long-term vision is to ensure safe and efficient operations along the corridor while supporting economic development within the area and region. The ultimate long-term vision of the corridor includes grade separation with an interchange at Highway 10 and the future Twin Lakes Parkway (171st Ave NW), frontage road construction and access closure along Highway 10. Design and investigation funding sources are in the early stages. Existing corridor concerns and the long-term vision for Highway 10 were considered for the interim Highway 10/165th Ave NW access review presented in this study.

1.2 Study Years

With input from the development team, the City of Elk River and MnDOT the following years were considered in this study:

- **Year 2024** - Provides a review of existing conditions.
- **Year 2038** - Corresponds to the full residential development of the site (538 homes) with interim main access via the TH 10/165th Ave NW intersection. Access control options considered include side-street stop-control, a full traffic signal and a J-Turn intersection and are described further in Section 4 - Build Alternative.
- **Year 2045** - Full site development with access via the future interchange at TH 10/Twin Lakes Parkway and west side frontage roads. The TH 10/165th Ave NW interim access is removed with this scenario. Detailed traffic analysis was not conducted for this option as the interchange design is unknown. Rather, the anticipated 2045 site-generated traffic volumes with the commercial component are noted to be considered in the interchange design planning efforts.

¹ *Highway 10 Corridor Study*, completed by SRF in January 2023, [Link](#)



Figure 1 - Vicinity Map

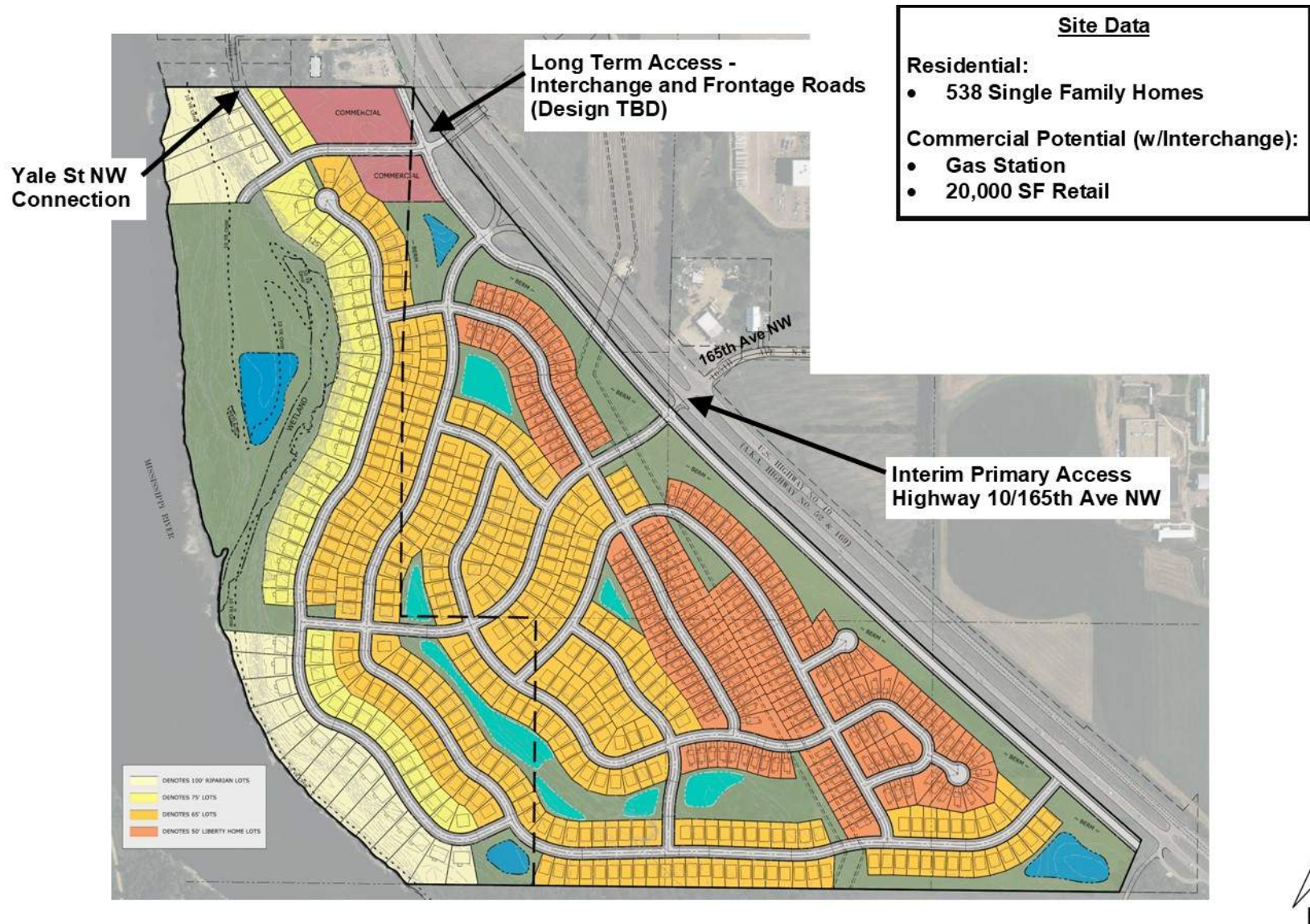


Figure 2 - Conceptual Site Plan

2. Existing Conditions

2.1 Study Area Intersections

Study area intersections were defined with input from the City of Elk River and MnDOT. Table 1 lists the intersections, associated existing traffic control and turning movement count details (described in section 2.3). The Highway 10/171st Ave NW signalized intersection currently operates in “free” timing mode with no coordinated timing plans.

Table 1. Study Area Intersections

Study Intersection	Control	Date of Turning Movement Count
Highway 10 & 165th Ave NW/Specht's Ln	Side-Street Stop-Control	Wednesday, Nov 13 th , 2024
Highway 10 & 171st Ave NW	Traffic Signal	Wednesday, Nov 13 th , 2024

2.2 Roadway Descriptions

The existing conditions of the study area roadways are noted in Table 2. **Over half of the** crashes at the 171th signal are rear-end crashes. These results are consistent with the corridor safety data presented in the *Highway 10 Corridor Study* and show that safety is a concern in the study area.

Figure 3 - Existing Geometry shows the existing lane geometry, speed limits and traffic control at the study area intersections.

Table 2. Roadway Descriptions

Roadway [Ownership]	Functional Class	Typical Section	Posted Speed	AADT (Year) ¹
Highway 10 [MnDOT]	Principal Arterial	4-Lane Divided Rural	60-65 mph	34,903 (2021-MnDOT)
165th Ave NW [City of Elk River]	Local	2-Lane Undivided Urban	40 mph	1,131 (2024-MnDOT Draft)
171st Ave NW-W of Hwy 10 [City of Elk River]	Local	2-Lane Undivided Urban	30 mph	Not Available
171st Ave NW-E of Hwy 10 [Sherburne Co]	Major Collector	2-Lane Undivided Urban	40 mph	11,625 (2024-MnDOT Draft)

¹ AADT Sources: (MnDOT) from MnDOT's Traffic Mapping Application.

2.3 Data Collection and Existing Traffic Volumes

AM and PM peak hour turning movement counts were conducted at the study area intersections on Wednesday, November 13th, 2024. The AM peak traffic hour was found to occur from 6:45-7:45 AM and the PM peak traffic hour was found to occur from 3:45-4:45 PM. This section of Highway 10 experiences higher traffic in the summer months likely due to cabin travel and lower volumes in the fall/winter months. MnDOT's current adjustment factor (1.00671 for seasonal factor group 9) was applied to the collected Highway 10 through travel volumes to normalize the collected November data. **Figure 4 - Existing 2024 Traffic Volumes** shows the existing traffic volumes with the normalized Highway 10 volumes.

2.4 Crash Analysis

A review of intersection crash records was conducted to evaluate the safety of the study area and to determine if the addition of future traffic growth could exacerbate existing safety issues. Historical crash data for the study area intersections from the most recent 5 years of data (2019 to 2023) was obtain from MnDOT's Crash Mapping Analysis Tool (MnCMAT2) and the following factors were considered in the crash analysis:

1. **Crash and Severity Rate** - Crashes are a function of exposure. Roadways with higher traffic volumes experience more crashes than similar roadways with lower volumes and a crash rate must be considered to normalize the locations. Intersection crash rates are defined by the number of crashes occurring per million entering vehicles (MEV). The intersection crash severity rate is the total number of fatal and suspected serious injury crashes per 100 MEV.
2. **Critical Crash and Severity Rate** - Critical rate comparison identifies locations that have a rate higher than similar facilities by a statistically significant amount. The critical rate is calculated by adjusting the system wide average crash rate based on the amount of exposure and a statistical constant indicating level of confidence. The 99.5 percentile confidence interval was selected for all safety calculations for this study. At locations where the actual rate exceeds the critical rate, it is 99.5 percent certain that the crashes are a result of deficiencies in the intersection design or other factors and further engineering investigation is needed.

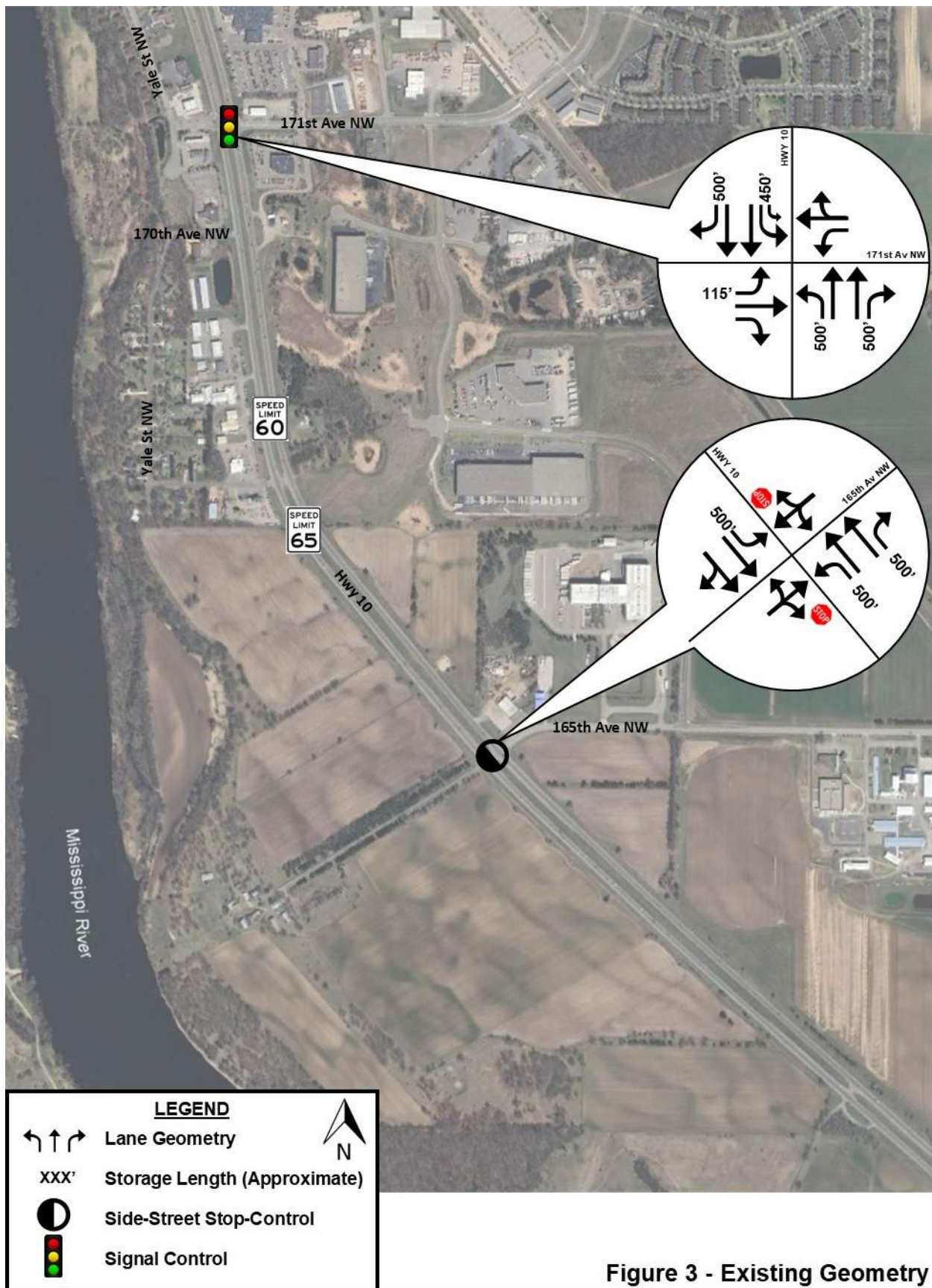
Table 3 summarizes the intersection crash data for the study area and provides a comparison of crash rates to critical crash rates.

Table 3. Intersection Crash Summary

Study Intersection and Control	Total Crashes	Entering ADT	Crash Rate	Critical Crash Rate	Severity Rate	Critical Severity Rate
Highway 10 & 165th Ave NW/Specht's Ln Side-Street Stop	15	35,469	0.23	0.23	1.54	2.86
Highway 10 & 171st Ave NW Signal	59	38,087	0.85	0.79	1.44	3.30

* System wide average crash rates for critical crash rate calculations were found in MnDOT's Intersection Tool Kit (Green Sheets)

The Highway 10/165th Ave NW intersection has crash rate is equal to the critical crash rate suggesting the intersection may have safety concerns and should be investigated. The signalized Highway 10/171st Ave NW intersection has a crash rate above the critical crash rate indicating a crash issue and should be investigated further. Over half of the crashes at the 171th signal are rear-end crashes. These results are consistent with the corridor safety data presented in the *Highway 10 Corridor Study* and show that safety is a concern in the study area.



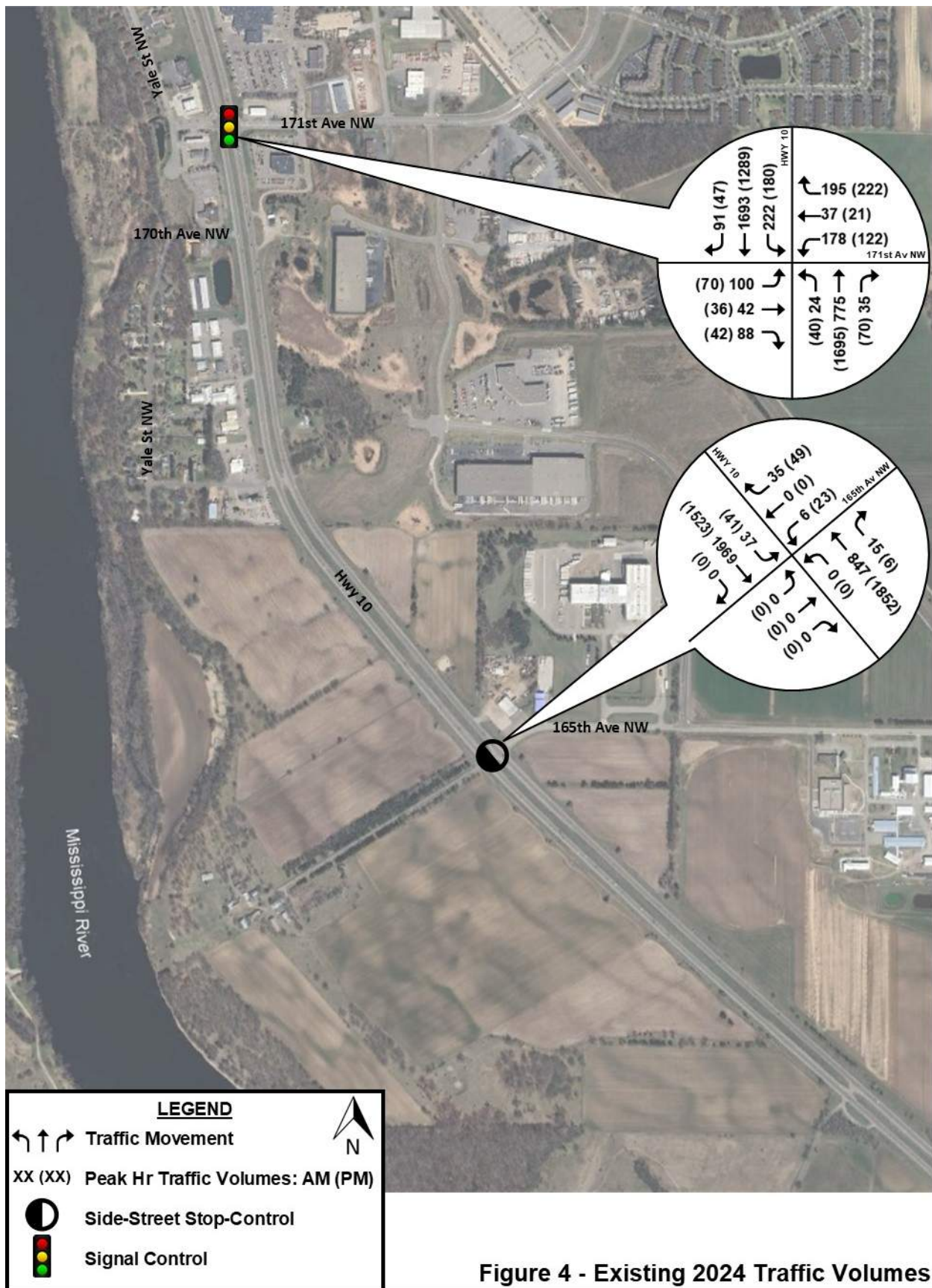


Figure 4 - Existing 2024 Traffic Volumes

3. No-Build Alternative

To address the impacts of a development on the surrounding roadway system, it is necessary to predict the traffic that would be present at the time of completion of the Proposed Project, without the inclusion of the Proposed Project. This is considered the No-Build scenario, and serves as a basis with which to compare Build scenarios.

3.1 Background Growth

To determine the future traffic conditions a review of historical AADT traffic counts from MnDOT's Traffic Mapping Application was completed and the calculated annual growth rates (AGR) used for each roadway are as follows:

- Highway 10 – 1.3% AGR (consistent with data in the *Highway 10 Corridor Study*).
- 165th Ave NW – 2.3% AGR
- 171st Ave NW – 4.6% AGR

The 2038 No-Build volumes were computed by applying the roadway specific annual growth rates to existing volumes to grow them to the appropriate design year.

3.2 Anticipated Improvements for No-Build Conditions

The City of Elk River is planning on extending Yale St NW from the existing cul-de-sac just south of 171st Ave NW to 170th Ave NW to provide more connectivity on the west side of Highway 10. This improvement is anticipated in 2025.

The future Highway 10/Twin Lakes Parkway interchange is assumed to be in place by year 2045 for the purposes of this study. The interchange replaces the existing Highway 10/171st Ave NW signalized intersection and the Highway 10/165th Ave NW intersection is removed.

Figure 5 - 2038 No-Build Traffic Volumes illustrates the anticipated 2038 No-Build peak hour traffic volumes.

3.3 Results of Analysis

The study area intersections were analyzed for Existing 2024 Conditions and 2038 No-Build conditions. Complete discussion of the results of these analyses is provided in associated operation analyses results sections later in this study.

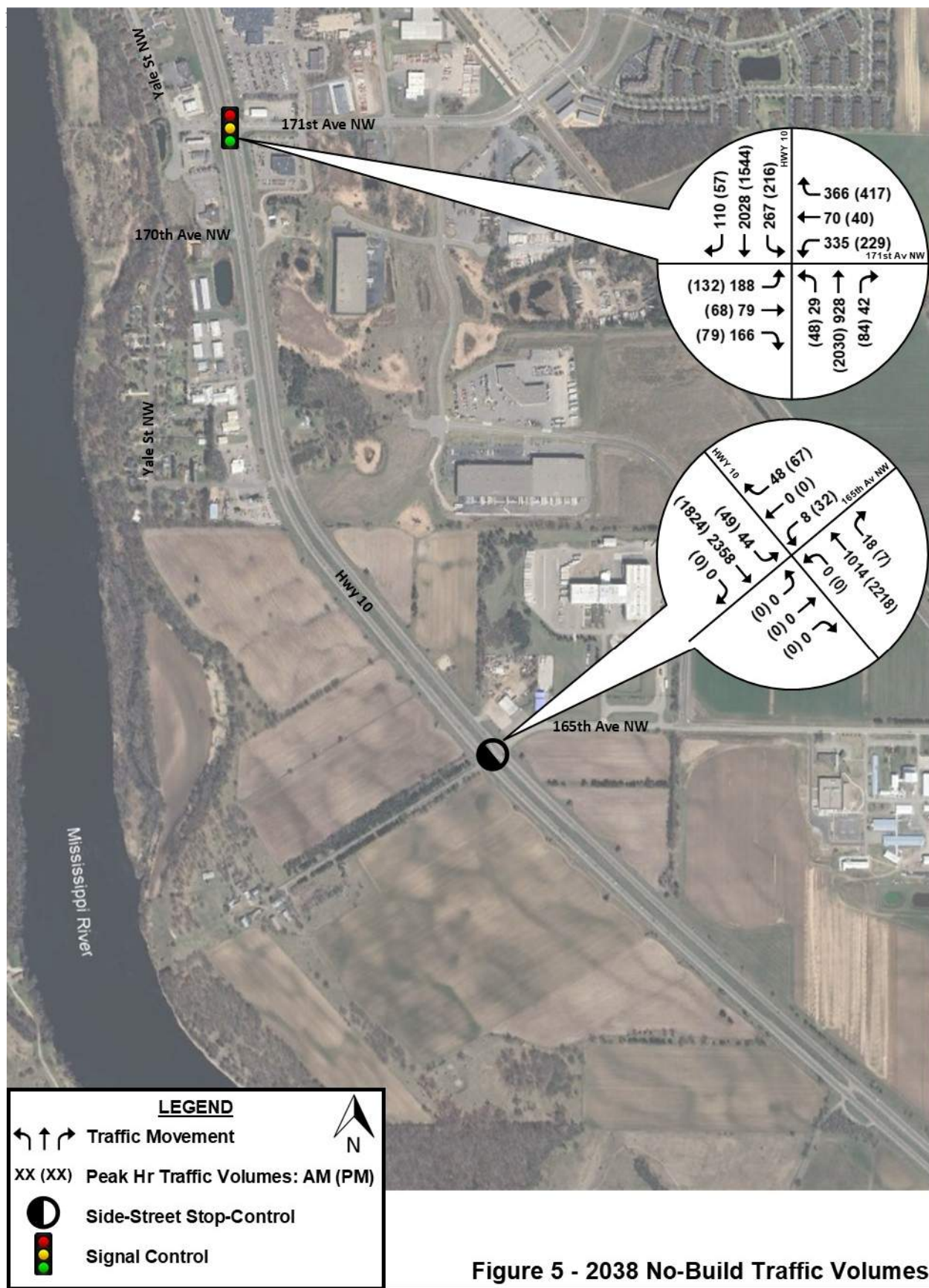


Figure 5 - 2038 No-Build Traffic Volumes

4. Build Alternative

4.1 Site-Generated Traffic

The volume of vehicle trips generated by the Proposed Project has been estimated for the weekday AM and PM peak hours and on a daily basis using the data and methodology described in the Institute of Transportation Engineers' *Trip Generation Manual*². For study year 2038 only the residential use of the site will be constructed as the proposed commercial component is dependent on the future interchange. Table 4 summarizes the trip generation estimate for the residential phase (year 2038) and full build of the site with commercial uses (year 2045 with the interchange).

Table 4. Trip Generation

Phase and Year	Land Use	ITE Use Code	Size	Trips Generated:				
				AM Peak		PM Peak		Weekday ADT
				Enter	Exit	Enter	Exit	
Residential Year 2038	Single Family Housing	210	538 units	94	282	319	187	5,073
	Totals			94	282	319	187	5,073
				376		506		
Full Build Year 2045	Single Family Housing	210	538 units	94	282	319	187	5,073
	Gas/Service w/ Convenience	945	8 pumps	64	64	74	74	2,121
	Strip Retail Plaza	822	30,000 s.f.	42	28	99	99	1,634
	Totals - Gross			200	374	492	360	8,828
				574		852		
	Shared Trips			-20	-37	-49	-36	-883
				-57		-85		
	Totals - Net			180	337	443	324	7,945
				517		766		

* Shared trips were estimated using the Trip Generation Handbook and a 10% reduction was assumed.

* Pass-by/diverted trips are likely to come from Highway 10 and are not included in the table.

The proposed project is estimated to generate the following traffic:

- Full Residential Build (year 2038) is estimated to generate 376 trips (94 entering and 282 exiting) during the morning traffic peak hour, 506 trips (319 entering and 187 exiting) during the evening traffic peak hour and 5,073 daily trips.
- Full Build with Commercial, occurring when the future interchange is constructed, is estimated to generate 517 trips (180 entering and 337 exiting) during the morning traffic peak hour, 766 trips (443 entering and 324 exiting) during the evening traffic peak hour and 7,945 daily trips. These trips are presented to use in planning for the future interchange.

4.2 Highway 10/165th Ave NW Access Control Options

Long-term access is via the future interchange. Until the future interchange is constructed, interim main access is planned at the Highway 10/165th Ave NW intersection. Congestion, safety and mobility concerns on the Highway 10 corridor were considered for the access options. With input from the City and MnDOT the following interim access control options are reviewed in this study:

1. **Side-Street-Stop Control** – Existing conditions where 165th Ave NW is stop-controlled and Highway 10 is free-flowing. A 500' southbound right turn lane is assumed to be constructed on Highway 10 by the Developer.

² *Trip Generation Manual*, Institute of Transportation Engineers (ITE), 11th Edition

2. **Traffic Signal** - A fully actuated 4-legged traffic signal using MnDOT timing practices. A 500' southbound right turn and two eastbound site exiting lanes (left/through lane and right turn lane) are assumed.
3. **J-Turn** - A J-Turn is a reduced conflict intersection that converts side-street left and through movements into right turns followed by a U-turn, which reduces side-street delays and crash potential. Side-street through and left turning movements have been found to be a factor in the most severe right-angle ("T-bone") crashes. J-Turns are common and successful control options used by MnDOT on high volume roadways with safety and mobility concerns. Two J-turn access scenarios are considered; a right-in/right-out scenario where only right turns to/from Highway 10 are allowed at 165th Ave NW and a ¾ access scenario with left turns onto 165th Ave NW from Highway 10 allowed, as well as right turns allowed. Exhibit 1 provides a visual of the J-turn access options for the site.

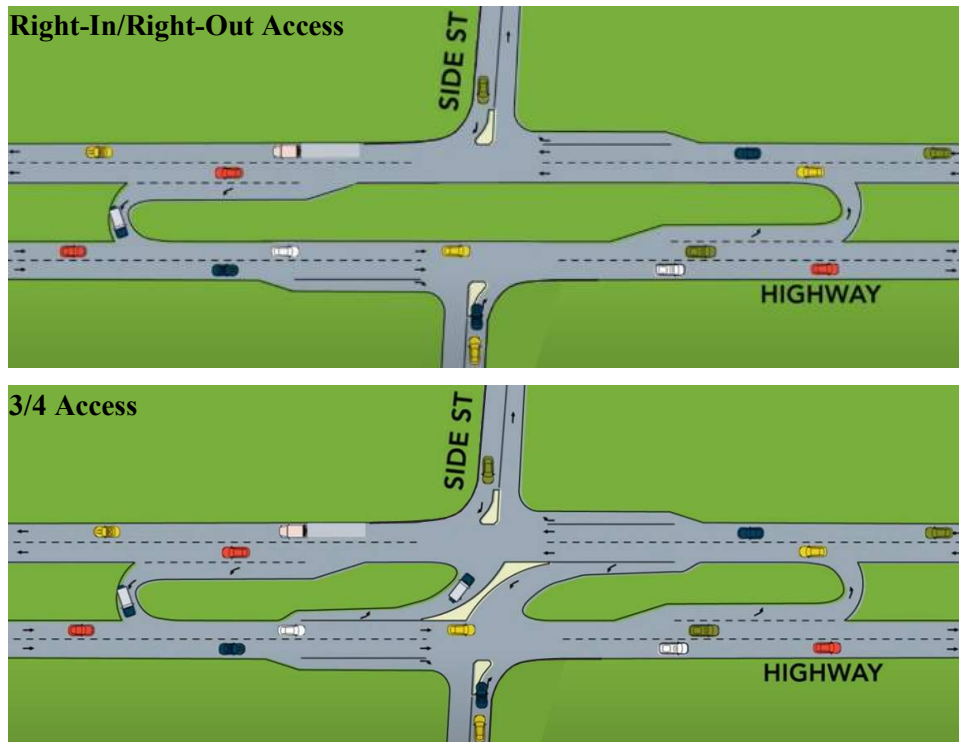


Exhibit 1 - J-Turn Access Options

4.3 Trip Distribution and Assignment

The distribution of the residential site-generated traffic to/from the adjacent street system was based on review of existing traffic patterns, location of employment generators and school/commerce locations. It is anticipated that 60% of site related traffic is to/from the west on Highway 10 and 40% of the site related traffic is to/from the east on Highway 10. **Figure 6 - Trip Assignment for Interim Access** depicts the distribution and assignment of the estimated site-generated traffic entering and exiting the study area roadway network and access intersections for year 2038.

4.4 Build Traffic Volumes

When combined, the site-generated traffic volumes and No-Build scenario traffic volumes result in the Build scenario traffic volumes shown on **Figure 7** for the 2038 design year. **Figure 8** details the 2038 Build Traffic Volumes for the J-Turn access options.

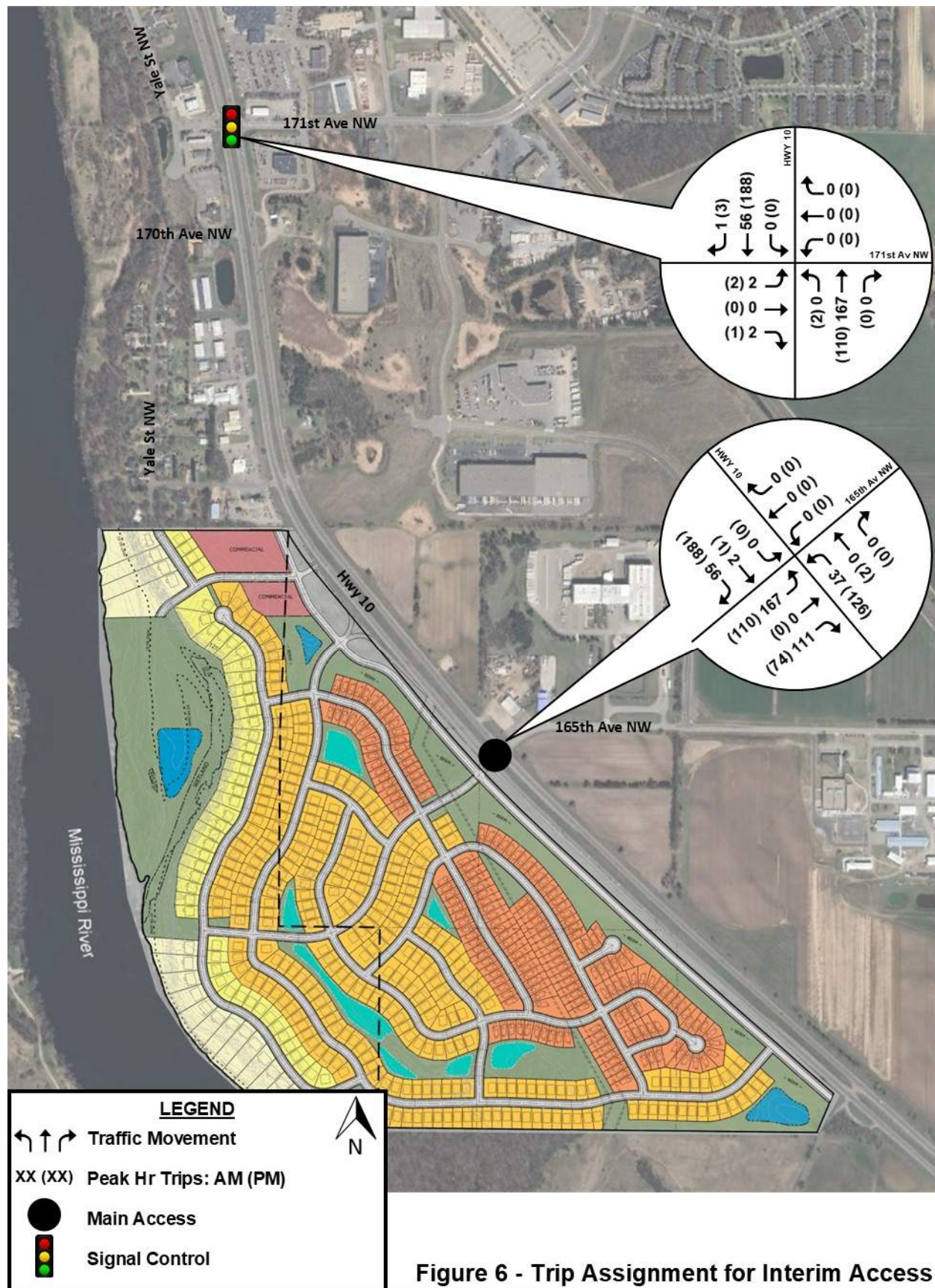


Figure 6 - Trip Assignment for Interim Access

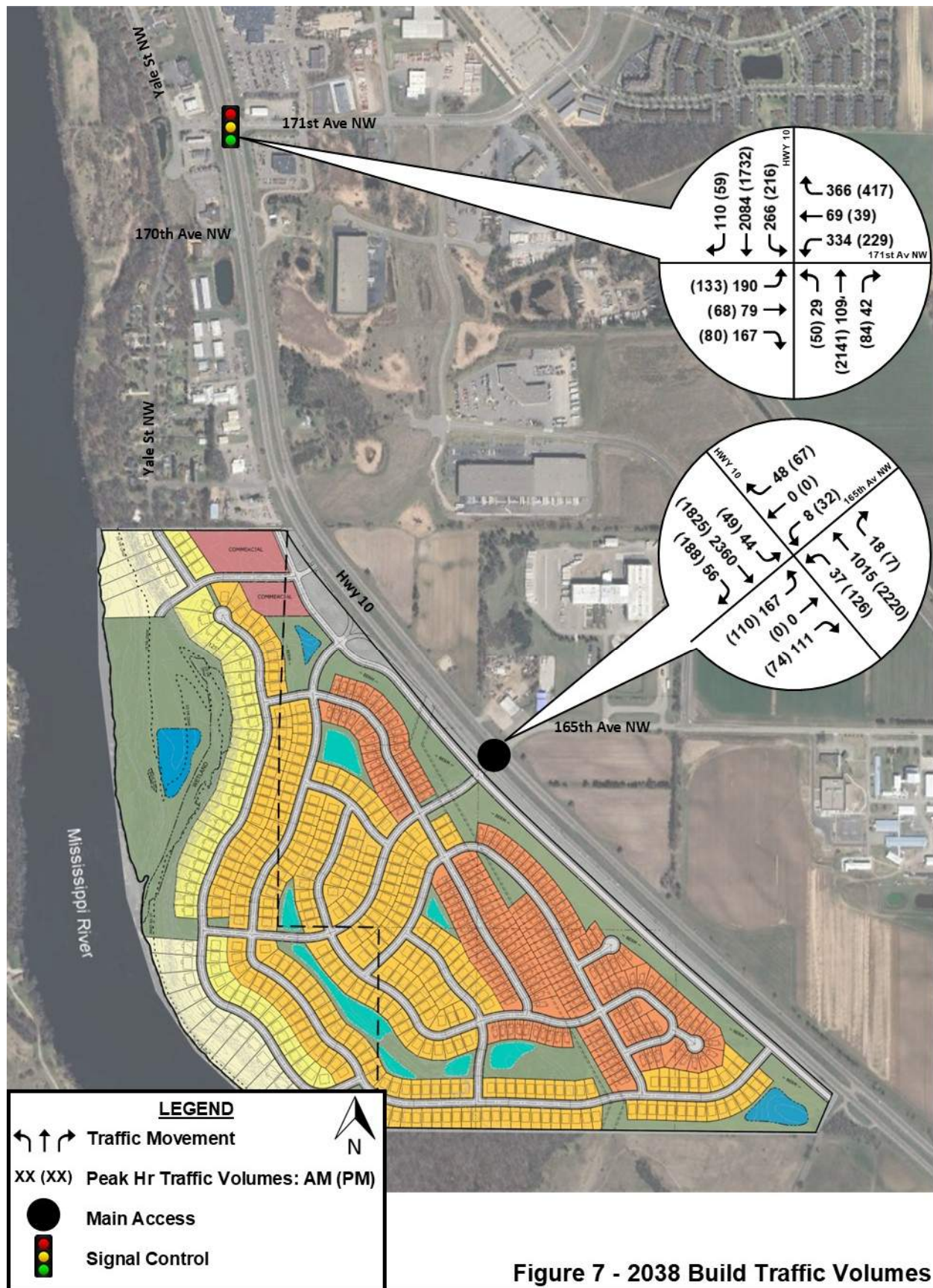
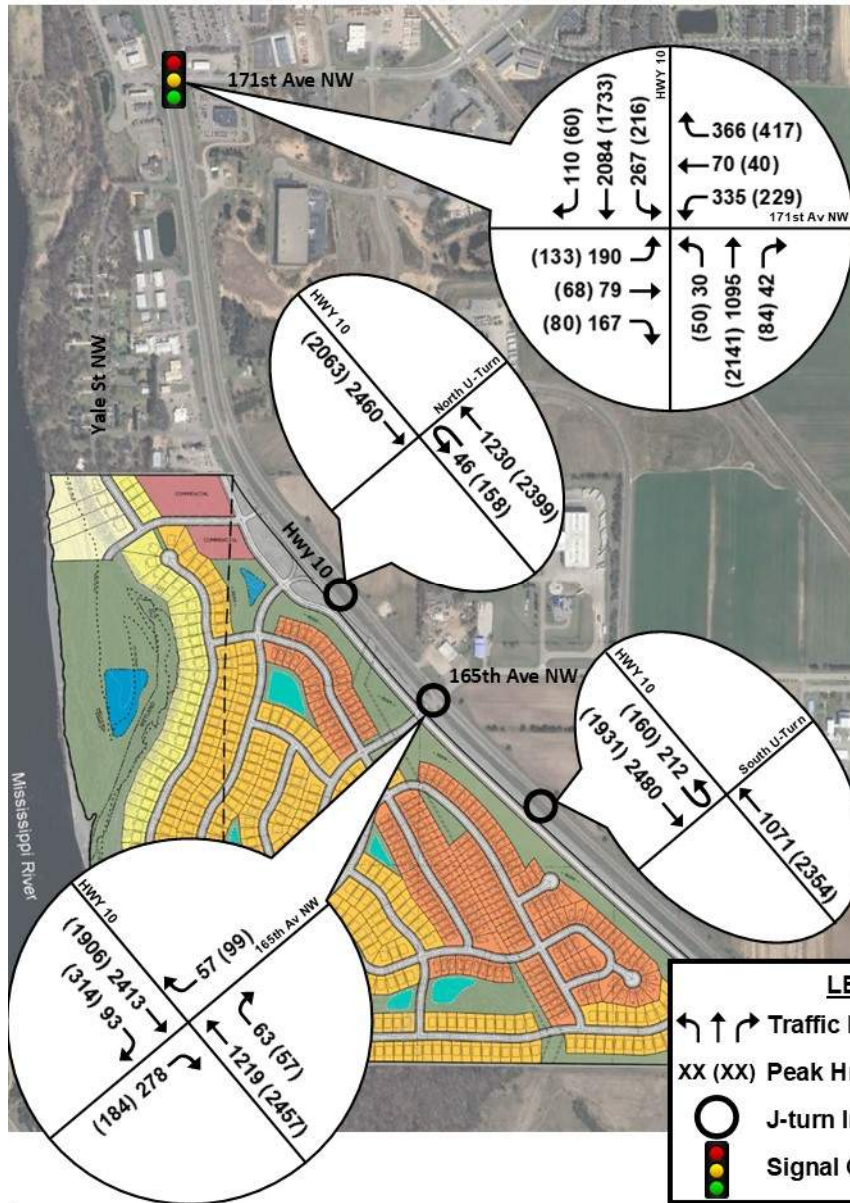
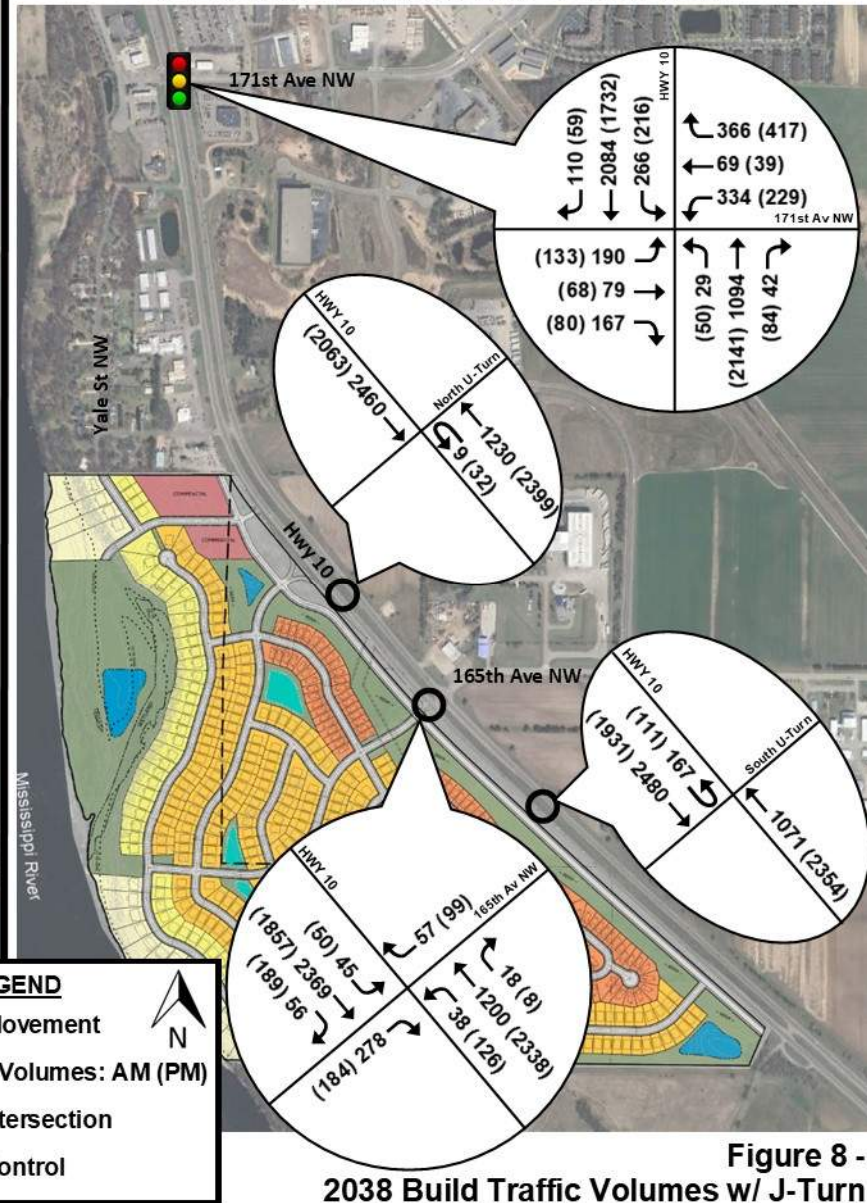


Figure 7 - 2038 Build Traffic Volumes

J-TURN AT 165TH AVE NW - RIGHT-IN/RIGHT-OUT OPTION



J-TURN AT 165TH AVE NW - 3/4 OPTION

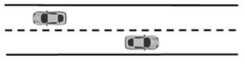
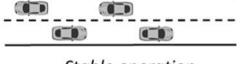
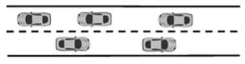
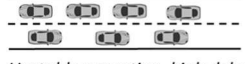
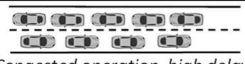


5. Operational Analysis Overview

5.1 Intersection Operational Description

The operating conditions of transportation facilities, such as roadways, traffic signals, roundabouts and stop-controlled intersections, are evaluated based on the relationship of the capacity to the actual traffic volume on that facility. Various factors affect capacity including speed, geometry, grade, number of travel lanes and intersection control. The current standards for evaluating capacity and operating conditions are contained in the *Highway Capacity Manual*³. Operating conditions are described in terms of driver delay represented as a Level of Service (LOS) grade with "A" representing the best conditions and "F" representing the worst.

Per Chapter 5 of *MnDOT's Access Management Manual*⁴, LOS "D" represents the threshold for acceptable overall intersection and individual mainline movement operating conditions during a peak hour with LOS "E/F" considered acceptable for minor side-street movements as long as queueing is accommodated. The adjacent chart summarizes the LOS and delay criteria for signalized and unsignalized intersections.

Level of Service	Delay (sec)	
	Signalized	Unsignalized/ Roundabout
A  Free-flow operation	0-10	0-10
B  Unimpeded operation	>10-20	>10-15
C  Stable operation	>20-35	>15-25
D  Less stable operation & more delay	>35-55	>25-35
E  Unstable operation, high delay	>55-80	>35-50
F  Congested operation, high delay & back-ups	>80	>50

A final fundamental component of operational analyses is a study of vehicular queuing. An intersection can operate with an acceptable LOS, but if queues from the intersection extend back to block entrances to turn lanes or accesses to adjacent land uses, unsafe operating conditions could result. In this report, the industry design standard 95th Percentile Queue Length is considered and reported.

This study has utilized the industry current Synchro/SimTraffic software package (12th Edition) for the operational analyses. LOS, delay and queuing are reported for overall intersection operations and worst individual movement. For signalized intersections results are from an aggregate of 10 SimTraffic simulations. For side-street stop control intersections 2000 HCM reports from Synchro are used due to more accurate modeling of vehicle gap acceptance with wide medians.

³ *Highway Capacity Manual (HCM)*, Transportation Research Board, 7th Edition

⁴ *MnDOT's Access Management Manual*, January 2008, [Link](#)

6. Existing Conditions Operational Analysis

This section contains the results of the intersection operational analyses on Table 5 and provides recommendations to improve unacceptable operations, as needed.

Table 5. Existing Operations

Intersection	Criteria	2024 Existing Conditions		Notes on Operations
		AM Peak Hour	PM Peak Hour	
Highway 10 & 171st Ave NW (Signal)	Overall LOS/Delay	D 45.6	E 61.7	• Signal operates at capacity with long mainline delays and queues.
	Worst LOS/Delay	E 67.8 (SBT)	F 108.8 (NBT)	
	95th % Queue	949' (SBT)	1024' (NBT)	
Highway 10 & 165th Ave NW/Speccht's Ln (Side-Street Stop-Control)	Overall LOS/Delay	A 0.3	A 1.4	• Side-street movements experience longer delays due to high Hwy 10 volumes and limited gaps, but queuing is accommodated.
	Worst LOS/Delay	C 15.1 (WBL)	F 57.6 (WBL)	
	95th % Queue	5' (WBLT)	57' (WBLT)	

- Signalized operations are reported from SimTraffic. Side-street stop-control operations are reported from Synchro (HCM 2000).

- LOS below "D" for overall and mainline movements are unacceptable. LOS "E/F" is acceptable for minor side-street movements as long as queuing is accommodated. Unacceptable operations are highlighted in red.

Highway 10/171st Ave NW Signal - The traffic signal is at capacity and there are long Highway 10 mainline queues. The PM peak hour overall LOS is E suggesting unacceptable overall operations. These operations likely contribute to the higher than average crash rate for this intersection (noted in Section 2.4 on page 7). It is recognized that there are capacity, safety and mobility issues at this intersection and grade separation is planned with the future interchange.

Highway 10/165th Ave NW Side-Street Stop-Control - Delay and LOS are considered acceptable on an overall intersection and individual movement basis. Side-street westbound left turn movements experience LOS F in the PM peak hour but queuing is accommodated. The crash analysis (Section 2.4 on page 7) shows there are existing safety concerns and long side-street delays could be a contributing factor. It is recommended to monitor this intersection as traffic volumes grow and consider alternate traffic control options for safety and mobility on the corridor.

Existing Conditions Recommendation Summary

There are no immediate recommendations for 2024 Existing Conditions, but it is noted that the Highway 10/171st Ave NW signal experiences long delays and queues indicating the need for the future Highway 10/Twin Lakes Interchange.

It is recommended the Highway 10/165th Ave NW side-street stop-control intersection be monitored as traffic volumes grow and alternate traffic control options should be considered for safety and mobility on the corridor.

7. 2038 No-Build Conditions Operational Analysis

This section contains the results of the intersection operational analyses on Table 6 and provides recommendations to improve unacceptable operations from the growth in background traffic (not related to the proposed project) for 2038 No-Build Conditions.

Table 6. 2038 No-Build Operations

Intersection	Criteria	2038 No-Build Conditions		Notes
		AM Peak Hour	PM Peak Hour	
Highway 10 & 171st Ave NW (Signal-Existing Geometry)	Overall LOS/Delay	F 103.7	F 171.9	• Unacceptable signal operations and extensive queuing. • More capacity is needed.
	Worst LOS/Delay	F 202.9 (SBT)	F 395.3 (NBT)	
	95th % Queue	1427 ' (SBT)	2194 ' (NBT)	
Highway 10 & 165th Ave NW/Specht's Ln (Side-Street Stop-Control)	Overall LOS/Delay	A 0.4	A 8.4	• Failing operations w/side-street stop-control for WBL in the PM peak hour.
	Worst LOS/Delay	C 18.0 (WBL)	F 339.1 (WBL)	
	95th % Queue	8' (WBLT)	211' (WBLT)	
Recommended Improvements - Added Lanes				
Highway 10 & 171st Ave NW (Signal-More Capacity)	Overall LOS/Delay	C 29.7	C 34.8	• Improved operations with minor side-street delays. • High cost for added lanes.
	Worst LOS/Delay	E 77.5 (WBL)	F 96.7 (WBL)	
	95th % Queue	467 ' (WBL)	526 ' (NBT)	

- Signalized operations are reported from SimTraffic. Side-street stop-control operations are reported from Synchro (HCM 2000).

- LOS below "D" for overall and mainline movements are unacceptable. LOS "E/F" is acceptable for minor side-street movements as long as queuing is accommodated. Unacceptable operations are highlighted in red.

Highway 10/171st Ave NW Signal – The traffic signal is over capacity with failing LOS and extensive queuing with existing geometry. The future interchange improves these operations by removing the signal and grade separating the side-street movements. If the future interchange is not constructed, the intersection would need additional capacity with an added through lane in each direction on Highway 10 (for 6-lanes total), dual northbound left turn lanes and a dedicated westbound right turn lane on 171st Ave NW. The added lanes improve signal operations but minor side-street delays are still anticipated as shown in the last row on Table 6.

Highway 10/165th Ave NW Side-Street Stop-Control – Overall intersection delay and LOS are all acceptable. Side-street left turn movements experience LOS F in the PM peak hour with a delay over 5 minutes, which is unacceptable and unsafe. It is recommended to monitor this intersection and side-street operations as traffic volumes grow and consider alternate traffic control options for safety and mobility on the corridor.

2038 No-Build Conditions Recommendation Summary

For the 10/171st Ave NW Signal it is recommended that the Highway 10/Twin Lakes Interchange be constructed. If the interchange is not constructed more capacity is needed (added through lane in each direction on Highway 10 (6-lanes total), dual northbound left turn lanes and a dedicated westbound right turn lane on 171st Ave NW).

It is recommended the Highway 10/165th Ave NW side-street stop-control intersection be monitored as traffic volumes grow and alternate traffic control options should be considered for safety and mobility on the corridor.

8. 2038 Build Conditions Operational Analysis

This section contains the results of the 2038 Build intersection operational analyses with site-generated traffic for the reviewed 165th Ave NW access scenarios; existing side-street stop-control, traffic signal and J-Turn. The Highway 10/171st Ave NW intersection operates very similar to No-Build conditions and duplicated results and recommendations are not detailed.

8.1 Side-Street Stop-Control Access

Table 7 summarizes the results of the operational analyses for the side-street stop-control access scenario. Existing geometry with an added 500-foot southbound right turn lane is assumed.

Table 7. 2038 Build Operations - Highway10/165th Ave NW Side-Street Stop-Control Option

Intersection	Criteria	2038 Build Conditions		Notes
		AM Peak Hour	PM Peak Hour	
Highway 10 & 165th Ave NW/Specht's Ln (Existing Side-Street Stop-Control)	Overall LOS/Delay	F 451.8	F 450.2	- Failing operations w/side-street stop-control. - Extensive queuing.
	Worst LOS/Delay	F 6025.0 (EBL)	F 6009.0 (EBL)	
	95th % Queue	1000' + (EBLT)	1000' + (EBLT)	

- Signalized operations are reported from SimTraffic. Side-street stop-control operations are reported from Synchro (HCM 2000).
- LOS below "D" for overall and mainline movements are unacceptable. LOS "E/F" is acceptable for minor side-street movements as long as queuing is accommodated. Unacceptable operations are highlighted in red.

The side-street stop-control access option is not recommended due to failing operations, safety concerns and reduced mobility and alternative access control options should be considered.

8.2 Signalized Access

Table 8 summarizes the results of the operational analyses for the full signalized access scenario. Existing geometry with an added 500-foot southbound right turn lane and two eastbound site exiting lanes (left/through lane and right turn lane) are assumed.

Table 8. 2038 Build Operations - Highway10/165th Ave NW Traffic Signal Control Option

Intersection	Criteria	2038 Build Conditions		Notes
		AM Peak Hour	PM Peak Hour	
Highway 10 & 165th Ave NW/Specht's Ln (Signal-Existing Geometry)	Overall LOS/Delay	D 35.6	C 24.8	• Failing operations w/existing Hwy 10 Geometry. • More lanes on Hwy 10 are needed.
	Worst LOS/Delay	F 82.0 (SBL)	E 70.8 (SBL)	
	95th % Queue	916 ' (SBT)	427 ' (NBT)	
Recommended Improvements - Added Lanes				
Highway 10 & 165th Ave NW/Specht's Ln (Signal-More Capacity)	Overall LOS/Delay	B 13.6	B 15.8	• Acceptable operations with 6 lanes on Hwy 10. • High cost for added lanes.
	Worst LOS/Delay	C 34.2 (EBL)	D 46.3 (NBL)	
	95th % Queue	234 ' (SBT)	212 ' (NBT)	

- Signalized operations are reported from SimTraffic. Side-street stop-control operations are reported from Synchro (HCM 2000).
- LOS below "D" for overall and mainline movements are unacceptable. LOS "E/F" is acceptable for minor side-street movements as long as queuing is accommodated. Unacceptable operations are highlighted in red.

Traffic operations for the full signalized access with existing Highway 10 geometry are failing with LOS F for mainline left turns and long queues for through traffic on Highway 10 in the AM peak hour. The high volume of through movements on Highway 10 require an additional lane in each direction to provide acceptable operations as shown in the last row on Table 8. Adding a full movement signal to the Highway 10 corridor increases stops and travel time and reduces the corridor's mobility. Also, intersection crashes are predicted to increase with signal installation, specifically rear-end type crashes, and minor side-street movements have right angle crash potential (most severe crash type).

The signalized access option is not recommended due to high costs to construct additional Highway 10 through lanes for an interim condition, increased crash potential, minor movement right angle crash potential and reduced corridor mobility. Alternative access control options should be considered.

8.3 J-Turn Access

Two J-Turn scenarios were analyzed; a right-in/right-out scenario and a ¾ access scenario. Installing a J-Turn creates four intersections, two in each direction on Highway 10, as shown on Exhibit 1. Table 9 summarizes the operational results with yield control for the north and south U-turn movements and stop-control for the 165th Ave NW right turn movements.

Table 9. 2038 Build Operations - Highway10/165th Ave NW J-Turn Control Option

Intersection	Criteria	2038 Build J-Turn RIRO		2038 Build J-Turn 3/4		Notes
		AM Peak Hour	PM Peak Hour	AM Peak Hour	PM Peak Hour	
Highway 10 & North U-Turn (Yield-Control)	Overall LOS/Delay	A 0.7	A 4.7	A 0.1	A 0.4	• 3/4 option has better operations as mainline left turns are allowed at 165 th Ave NW.
	Worst LOS/Delay	E 38.1 (WBL)	F 66.0 (WBL)	D 29.5 (WBL)	D 25.5 (WBL)	
	95th % Queue	30' (WBL)	139' (WBL)	4' (WBL)	14' (WBL)	
SB Highway 10 & 165th Ave NW West Leg (Side-Street Stop-Control)	Overall LOS/Delay	E 43.9	A 4.9	E 42.0	A 6.3	• The EBR exiting the site in the AM peak hour has long delays and queuing for both options.
	Worst LOS/Delay	F 438.7 (EBR)	F 63.4 (EBR)	F 409.7 (EBR)	F 57.1 (EBR)	
	95th % Queue	538' (EBR)	155' (EBR)	520' (EBR)	145' (EBR)	
NB Highway 10 & 165th Ave NW East Leg (Side-Street Stop-Control)	Overall LOS/Delay	A 0.6	A 2.6	A 1.0	A 2.8	• The WBR has longer delays in the PM peak hour for both options.
	Worst LOS/Delay	B 15.0 (WBR)	F 68.4 (WBR)	B 14.7 (WBR)	F 55.7 (WBR)	
	95th % Queue	12' (WBR)	98' (WBR)	12' (WBR)	85' (WBR)	
Highway 10 & South U-Turn (Yield-Control)	Overall LOS/Delay	A 3.3	A 8.1	A 2.4	A 2.9	• 3/4 option has better operations as mainline left turns are allowed at 165 th Ave NW.
	Worst LOS/Delay	C 20.1 (EBL)	F 128.2 (EBL)	C 17.7 (EBL)	F 65.5 (EBL)	
	95th % Queue	64' (EBL)	201' (EBL)	44' (EBL)	104' (EBL)	

- Signalized operations are reported from SimTraffic. Side-street stop-control operations are reported from Synchro (HCM 2000).
- LOS below "D" for overall and mainline movements are unacceptable. LOS "E/F" is acceptable for minor side-street movements as long as queuing is accommodated. Unacceptable operations are highlighted in red.

Traffic operations for the right-in/right-out J-Turn scenario are unacceptable for the Highway 10/165th Ave NW intersections with side-street stop-control. The stop-controlled eastbound right turn movement out of the site has a very high delay (438 seconds) during the AM peak hour due to the high southbound through volumes on Highway 10 and lack of sufficient gaps in traffic. Additionally, the north and south U-turn intersections (yield controlled) experience longer delay in the PM peak hour.

Traffic operations for the ¾ J-Turn scenario are improved for the north and south U-turn intersections as mainline left turns are allowed at 165th Ave NW, but the Highway 10/165th Ave NW intersections experience long delays for the right turn movements due to high mainline volumes and minimal gaps. Given the improved operations of the ¾ J-Turn scenario, enhanced control operations are further reviewed below.

To improve the Highway 10/165th Ave NW right turn movements, signalization of the Highway 10/165th Ave NW intersections was analyzed. A signal was also considered for the Highway 10/South U-turn intersection to provide acceptable operations.

Table 10. 2038 Build Operations - Highway10/165th Ave NW ¾ J-Turn Control Option w/Signals

Intersection	Criteria	2038 Build J-Turn 3/4		Notes
		AM Peak Hour	PM Peak Hour	
Highway 10 & North U-Turn (Yield-Control)	Overall LOS/Delay	A 0.1	A 0.4	• Yield control provides acceptable operations.
	Worst LOS/Delay	D 29.5 (WBL)	D 25.5 (WBL)	
	95th % Queue	4' (WBL)	14' (WBL)	
SB Highway 10 & 165th Ave NW West Leg (Traffic Signal)	Overall LOS/Delay	B 10.2	A 7.7	• Signal provides improved operations. Dual EBR lanes will be needed to exit the site.
	Worst LOS/Delay	D 46.0 (EBR)	D 41.2 (WBT)	
	95th % Queue	186' (EBR)	139' (NBL)	
NB Highway 10 & 165th Ave NW East Leg (Traffic Signal)	Overall LOS/Delay	A 3.0	A 6.4	• Signal provides improved operations.
	Worst LOS/Delay	C 23.9 (SBL)	D 35.5 (SBL)	
	95th % Queue	109' (NBT)	158' (NBT)	
Highway 10 & South U-Turn (Traffic Signal)	Overall LOS/Delay	A 8.7	B 11.2	• Signal provides improved operations.
	Worst LOS/Delay	C 30.0 (EBL)	D 41.2 (EBL)	
	95th % Queue	124' (NBT)	215' (NBT)	

- Signalized operations are reported from SimTraffic. Side-street stop-control operations are reported from Synchro (HCM 2000).
- LOS below "D" for overall and mainline movements are unacceptable. LOS "E/F" is acceptable for minor side-street movements as long as queuing is accommodated. Unacceptable operations are highlighted in red.

Draft

The $\frac{3}{4}$ J-Turn access scenario with traffic signals at the Highway 10/165th Ave NW intersections and at the Highway 10/South U-turn intersection provides acceptable traffic operations for 2038 Build conditions. For 165th Ave NW Two separate traffic signals would be installed to operate independently; one signal for southbound Highway 10/eastbound 165th Ave NW rights/northbound Highway 10 left turns and the other signal for northbound Highway 10/westbound 165th Ave NW rights /southbound Highway 10 left turns. The traffic signals would operate with two phases, which maximizes directional traffic flow and mobility on Highway 10. Similarly, the Highway 10/South U-turn intersection traffic signal would control northbound Highway 10 and the southbound U-turn movement and timed and coordinated to maximize traffic flow for northbound Highway 10. Minor intersection rear end crashes are predicted to increase with signal installation, but the minor side-street right angle crash potential (most severe crash type) has been eliminated with this scenario.

2038 Build Conditions Recommendation Summary

A $\frac{3}{4}$ J-Turn intersection is recommended for 2038 Build Conditions. Signal installation would be needed at the Highway 10/165th Ave NW intersections and at the Highway 10/South U-turn intersection to provide acceptable traffic operations. Corridor mobility is slightly inhibited with the introduction of directional dependent two-phased signals.

It is recommended that MnDOT complete a detailed Intersection Control Evaluation (ICE) report for this access. ICE reports are required for projects affecting trunk highways. The goal of the ICE report is to elect the optimal control for an intersection based on an objective analysis.

The Developer, City and MnDOT should work together as the project moves forward to review access options to ensure acceptable traffic operations, safety and mobility at the interim main site access and on the Highway 10 corridor.

9. Multimodal Review

With the future interchange, there will be multimodal connectivity for the Proposed Project. Twin Lakes Parkway will be designed to have multimodal amenities that cross Highway 10 and connect into the city sidewalk and trail system per Elk River Trails Master Plan. For interim conditions until the interchange is constructed, the Highway 10/165th Ave NW access intersection will be designed per current MnDOT ADA requirements and will follow MnDOT's preliminary layout review.