



City Council

Regular Meeting & Work Session Agenda

Tuesday, January 21, 2025
6:00 PM or immediately following
the EDA meeting
(whichever is later)
Elk River City Hall

- Regular meeting in Council Chambers
 - Work Session meeting in Upper Town Conference Room immediately following regular meeting
 - Closed meeting in Upper Town Conference Room immediately following work session meeting
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1. CALL MEETING TO ORDER

2. PLEDGE OF ALLEGIANCE

3. CONSIDER AGENDA

4. CONSENT AGENDA

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

4.1 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

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

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

6. PRESENTATIONS, AWARDS, AND RECOGNITION

6.1 City of Elk River Volunteer of the Month

7. PUBLIC HEARINGS

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

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

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 Information Security Subcommittee Appointment

9. MOTION TO ADJOURN REGULAR MEETING

10. WORK SESSION

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

10.1 Cannabis Business Plan

11. MOTION TO ADJOURN WORK SESSION

12. CLOSED MEETING - PID 75-00131-2100

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

12.3 Hold Closed Meeting

12.4 Motion to Adjourn Closed Meeting

13. INFORMATION

The Elk River Vision

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





**Meeting of the City Council
Held at the Elk River City Hall
Monday, January 6, 2025**

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

Members Absent: None

Staff Present: City Administrator Cal Portner, Assistant Fire Chief Joe Libor, Jr., and City Clerk Tina Allard

1. CALL MEETING TO ORDER

Pursuant to due call and notice thereof, the meeting was called to order at 6:30 p.m.

2. OATH OF OFFICE

2.1 Ward 2 - J. Brian Calva and Ward 3 - Mike Beyer

Ms. Allard administered the oath of office for Councilmembers Calva and Beyer.

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

4. CONSIDER AGENDA

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

5. CONSENT AGENDA

Moved by Councilmember Beyer and seconded by Councilmember Grupa to approve the following consent items as outlined in their respective staff reports. Motion Carried 5-0.

5.1 December 16, 2024, Regular Minutes

5.2 Check Register

5.3 Designate Official Newspaper and Website for Transportation Project Notices for 2025

5.4 Designate Official Depositories and Delegate Authority for Electronic Funds Transfers

5.5 Fire Relief Association Appointments

5.6 Information Security Subcommittee Appointment

The appointment for this item was made at the January 21, 2025, Council meeting.

5.7 Resolution 25-1: Donation to the Fire Department

5.8 Severance Agreement and Waiver of Claims

5.9 Severance Agreement and Waiver of Claims

6. OPEN FORUM

6.1 Open Forum

Jodie Adkisson, 17860 Tyler Street, stated the city is requiring her to remove diseased trees from her yard, which she can't afford to do. She requested assistance or resources to assist her.

Dan Abrahamson, 17936 Tyler Drive, was surprised by the number of trees removed from the Hillside Mountain Bike Park and requested the city have some type of advanced notification process.

7. PRESENTATIONS, AWARDS, AND RECOGNITION

7.1 MASWCD Outstanding Conservationists District Award

Mr. Portner introduced Dan Cibulka.

Mr. Cibulka stated the city was selected for the 2024 Outstanding Conservation Award. He outlined how the city was selected because of what it has done to protect its natural resources in the past, such as invasive species management for Lake Orono and urban tree and forest management due to emerald ash borer. He stated the city went above and beyond with its riverbank restoration project at the William H. Houlton Conservation Area. He presented the award to the mayor and a video was shown highlighting the before and after of the project.

7.2 Oath of Office: Lieutenant Madsen

Assistant Chief Libor introduced Nick Madson who is being promoted to lieutenant. The mayor administered the oath of office.

8. PUBLIC HEARINGS

There were no public hearings.

9. GENERAL BUSINESS

9.1 Appoint Acting Mayor

Moved by Councilmember Calva and seconded by Councilmember Beyer to appoint Cory Grupa as acting mayor for 2025. Motion Carried 5-0.

9.2 Ordinance 25-01: Cannabis and Hemp Retail Business Registration
Resolution 25-02: Summary Publication

The staff report was presented. Ms. Allard noted one change to the ordinance striking language in Section 26-225 setting registration limits based on population to, "The city shall limit the number of cannabis retail businesses to three."

Moved by Councilmember Grupa and seconded by Councilmember Wagner to adopt Ordinance 25-01 implementing cannabis and hemp retail business registration. Motion Carried 5-0.

Moved by Councilmember Beyer and seconded by Councilmember Grupa to adopt Resolution 25-02 for summary publication of the ordinance. Motion carried 5-0.

9.3 Discuss Work Session Items

No additional items were added.

10. COUNCIL LIAISON UPDATES

10.1 Council Liaison Updates

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

11. MOTION TO ADJOURN REGULAR MEETING

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

The meeting adjourned at 7:17 p.m.

Minutes prepared by Tina Allard.

12. WORK SESSION

There was no work session meeting.

13. MOTION TO ADJOURN

There was no work session to adjourn.

John J. Dietz, Mayor

Tina Allard, City Clerk

DRAFT



Request for Action

To
City Council

Item Number
4.2

Meeting Date
January 21, 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 January 21, 2025.

Background/Discussion
The details for the period ending January 21, 2025, are attached to this request for action.

Total for All Funds	\$ 3,444,195.13
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Financial Impact
N/A

Mission/Policy/Goal
N/A

Attachments
1. 4.2 at1 Check Register
2. 4.2 at2 Check Register

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Report Criteria:

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

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

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

Vendor.Vendor number = {<>} 15199

Vendor.Vendor number = {<>} 11156

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
AIRGAS USA LLC						
101						
9500885969	1	OXYGEN	Invoice	01/01/2025	55.95	101-4-2120-4219
Total 10379 AIRGAS USA LLC:					55.95	
ARTISAN BEER COMPANY						
603						
3738204	1	BEER	Invoice	01/08/2025	293.80	603-4-9111-4252
603						
3738205	1	THC PRODUCTS	Invoice	01/08/2025	354.00	603-4-9111-4256
603						
3738206	1	BEER	Invoice	01/08/2025	308.10	603-4-9151-4252
Total 12167 ARTISAN BEER COMPANY:					955.90	
ASPEN MILLS						
101						
345686	1	UNIFORMS-ALBERT	Invoice	12/30/2024	230.70	101-4-2130-4217
101						
345987	1	UNIFORMS-WILLIAMS	Invoice	01/03/2025	159.98	101-4-2130-4217
Total 10749 ASPEN MILLS:					390.68	
BERRY COFFEE COMPANY						
101						
1037486	1	COFFEE, KITCHEN SUPPLIES	Invoice	01/06/2025	815.19	101-4-2310-4219
101						
1039610	1	COFFEE	Invoice	01/06/2025	251.81	101-4-5510-4219
101						
1039832	1	COFFEE	Invoice	01/06/2025	281.71	101-4-2190-4219
Total 11959 BERRY COFFEE COMPANY:					1,348.71	
CENTERPOINT ENERGY						
602						
11504615-3 DEC 24	1	NATURAL GAS	Invoice	01/08/2025	33.12	602-4-9050-4389
101						
11809755-9 DEC 24	1	NATURAL GAS	Invoice	01/08/2025	2,599.56	101-4-2310-4389
211						
6781052-3 DEC 24	1	NATURAL GAS	Invoice	01/08/2025	53.23	211-4-5600-4389
602						
7628405-8 DEC 24	1	NATURAL GAS	Invoice	01/08/2025	1,355.72	602-4-9050-4389
602						
7836556-6 DEC 24	1	NATURAL GAS	Invoice	01/08/2025	23.37	602-4-9050-4389
101						
9497572-9 DEC 24	1	NATURAL GAS	Invoice	01/08/2025	5,707.46	101-4-3120-4389

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 13845 CENTERPOINT ENERGY:					9,772.46	
CHRONICLES IN HEALTH						
101						
2025-393	1	CURB THE CRAVINGS CLASS	Invoice	01/13/2025	60.00	101-4-5510-4409
Total 14073 CHRONICLES IN HEALTH:					60.00	
CITY OF MONTICELLO						
101						
34883	1	ANIMAL CONTROL CONTRACT 2025	Invoice	01/07/2025	250.00	101-4-2150-4409
Total 27050 CITY OF MONTICELLO:					250.00	
COMLINK SOLUTIONS LLC						
290						
C005133	1	MAIN STREET/RIVER BORE AT DAM	Invoice	01/06/2025	3,188.38	290-4-1350-4409
Total 14520 COMLINK SOLUTIONS LLC:					3,188.38	
CUSHMAN MOTOR CO INC						
101						
211131	1	SUPPLIES	Invoice	01/07/2025	620.94	101-4-1600-4219
Total 15625 CUSHMAN MOTOR CO INC:					620.94	
DOGIPOT PET PRODUCTS LLC						
101						
147830	1	PET WASTE BAGS	Invoice	01/06/2025	1,175.88	101-4-5110-4219
Total 30285 DOGIPOT PET PRODUCTS LLC:					1,175.88	
ELK RIVER FIRE FOUNDATION						
101						
1	1	2024 FM FUND MANAGEMENT-TOKE	Invoice	12/31/2024	5,000.00	101-4-5230-4409
Total 14992 ELK RIVER FIRE FOUNDATION:					5,000.00	
ELK RIVER WINLECTRIC						
101						
405578 01	1	SUPPLIES	Invoice	01/03/2025	99.62	101-4-2310-4219
Total 17890 ELK RIVER WINLECTRIC:					99.62	
ENERGY SALES INC						
101						
49438	1	IGNITION MODULES	Invoice	01/07/2025	741.00	101-4-3120-4219
Total 18075 ENERGY SALES INC:					741.00	
FRIENDS OF THE MISSISSIPP						
440						
FMR2401	1	2024 SUPPORT FOR RESTORATION	Invoice	12/23/2024	6,250.00	440-4-5110-4409
Total 12820 FRIENDS OF THE MISSISSIPP:					6,250.00	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
GREATER MN PARKS & TRAILS						
101						
None	1	MEMBERSHIP DUES 2025	Invoice	01/01/2025	350.00	101-4-5210-4433
Total 20413 GREATER MN PARKS & TRAILS:					350.00	
HOME DEPOT CREDIT SERVICE						
602						
9123906	1	SUPPLIES	Invoice	01/02/2025	69.86	602-4-9020-4219
Total 21600 HOME DEPOT CREDIT SERVICE:					69.86	
HUBBARD ELECTRIC						
101						
20250106-5930	1	ELECTRICAL WORK AT LIONS PARK	Invoice	01/06/2025	467.13	101-4-5110-4409
Total 13803 HUBBARD ELECTRIC:					467.13	
JOEL BOUTIN						
101						
12-30-2024	1	REIMB SAFETY SHOES BOUTIN	Invoice	12/30/2024	174.99	101-4-2410-4217
Total 14906 JOEL BOUTIN:					174.99	
LANGUAGE LINE SERVICES						
101						
11487647	1	INTERPRETATION SVCS	Invoice	12/31/2024	279.40	101-4-2110-4319
Total 23555 LANGUAGE LINE SERVICES:					279.40	
MARCI WOOD						
101						
011625	1	REIMB PHONE OCT/NOV/DEC M WO	Invoice	01/16/2025	90.00	101-4-2110-4321
Total 32951 MARCI WOOD:					90.00	
MINNESOTA EQUIPMENT						
101						
P39234	1	PARTS #734	Invoice	01/06/2025	66.84	101-4-5110-4221
Total 12620 MINNESOTA EQUIPMENT:					66.84	
MOCIC						
101						
251430-IN	1	MEMBERSHIP-FT SWORN OFFICERS	Invoice	01/09/2025	200.00	101-4-2130-4433
Total 14999 MOCIC:					200.00	
MOOSE LAKE BREWING CO LLC						
603						
MW1-009	1	BEER	Invoice	01/07/2025	134.00	603-4-9151-4252
Total 14292 MOOSE LAKE BREWING CO LLC:					134.00	
N C S I						
101						
53065	1	BACKGROUND CHECK-PARKS	Invoice	01/01/2025	18.50	101-4-5110-4409

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 27519 N C S I:					18.50	
NICK FLAHERTY						
602						
123024	1	REIMB-SAFETY BOOTS N.F.	Invoice	12/30/2024	200.00	602-4-9020-4219
Total 11239 NICK FLAHERTY:					200.00	
OFFICE OF MNIT SERVICES						
101						
DV24120448	1	INTERNET (WAN) SVCS - DEC	Invoice	01/10/2025	191.00	101-4-1350-4404
Total 14954 OFFICE OF MNIT SERVICES:					191.00	
OLSEN CHAIN & CABLE INC						
101						
724170	1	SHOP SUPPLIES	Invoice	01/03/2025	518.95	101-4-3150-4219
Total 13762 OLSEN CHAIN & CABLE INC:					518.95	
O'REILLY AUTOMOTIVE, INC						
101						
122824	1	PARTS	Invoice	12/28/2024	282.85	101-4-2120-4221
101						
122824	2	PARTS	Invoice	12/28/2024	185.39	101-4-2320-4221
101						
122824	3	PARTS	Invoice	12/28/2024	266.13	101-4-3120-4221
101						
122824	4	SUPPLIES	Invoice	12/28/2024	25.56	101-4-3150-4219
101						
122824	5	PARTS	Invoice	12/28/2024	121.10	101-4-3150-4221
101						
122824	6	PARTS	Invoice	12/28/2024	145.98	101-4-5110-4221
602						
122824	7	SUPPLIES	Invoice	12/28/2024	10.66	602-4-9020-4219
101						
122824	8	PARTS	Invoice	12/28/2024	4.41	101-4-2420-4404
Total 28937 O'REILLY AUTOMOTIVE, INC:					1,042.08	
REACH SPORTS MARKETING GR						
221						
102913	1	PLAYER LICENSE RENEWAL	Invoice	01/03/2025	700.00	221-4-5400-4409
Total 14229 REACH SPORTS MARKETING GR:					700.00	
SHERBURNE CO AUDITOR\TREA						
101						
9654	1	2024 ELECTION EXPENSE COST ALL	Invoice	01/15/2025	151.14	101-4-1230-4219
Total 32178 SHERBURNE CO AUDITOR\TREA:					151.14	
SHERBURNE COUNTY RECORDER						
101						
01-01-25 JG	1	NOTARY RENEWAL-J GREEN	Invoice	01/01/2025	20.00	101-4-1510-4433

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 32230 SHERBURNE COUNTY RECORDER:					20.00	
STEP SAVER INC						
211						
180461	1	BULK SALT	Invoice	01/02/2025	156.00	211-4-5600-4219
101						
180462	1	BULK SALT	Invoice	01/02/2025	115.50	101-4-2190-4219
Total 13048 STEP SAVER INC:					271.50	
STREICHER'S						
101						
11737826	1	UNIFORM - ZABEE	Invoice	01/02/2025	84.99	101-4-2150-4217
Total 33300 STREICHER'S:					84.99	
TAHO SPORTSWEAR, INC.						
101						
24TS6434	1	VOLLEYBALL SHIRTS - FALL	Invoice	01/09/2025	181.23	101-4-5220-4219
Total 33816 TAHO SPORTSWEAR, INC.:					181.23	
TENVOORDE FORD, INC.						
410						
INV248069	1	2024 F150 - 1839 TZD GRANT	Invoice	01/10/2025	48,855.04	410-4-2110-4560
Total 14070 TENVOORDE FORD, INC.:					48,855.04	
TRANSUNION RISK & ALTERNA						
101						
556261-202412-1	1	ONLINE INVESTIGATIVE SVCS	Invoice	01/01/2025	113.00	101-4-2130-4433
Total 12665 TRANSUNION RISK & ALTERNA:					113.00	
VERIZON WIRELESS-VSAT						
101						
9022382974	1	SUBPOENA FEES - 24021577	Invoice	01/02/2025	75.00	101-4-2130-4319
Total 13677 VERIZON WIRELESS-VSAT:					75.00	
WAL-MART COMMUNITY CARD						
221						
010725	1	CONCESSIONS-FTCENTER	Invoice	01/07/2025	60.64	221-4-5430-4259
221						
010725	2	CONCESSIONS-FTCENTER	Invoice	01/07/2025	81.63	221-4-5430-4259
221						
010725	3	SUPPLIES-CONC-FTCENTER	Invoice	01/07/2025	97.70	221-4-5430-4219
221						
010725	4	CONCESSIONS-FTCENTER	Invoice	01/07/2025	36.38	221-4-5430-4259
101						
010725	5	SUPPLIES-SR CENTER	Invoice	01/07/2025	148.41	101-4-5510-4219
221						
010725	6	GROUND BEEF-CONC-FTCENTER	Invoice	01/07/2025	70.31	221-4-5430-4259
221						
010725	7	GROUND BEEF-CONC-FTCENTER	Invoice	01/07/2025	55.34	221-4-5430-4259

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
221						
010725	8	LIMES-CONC-FTCENTER	Invoice	01/07/2025	4.98	221-4-5430-4255
221						
010725	9	SUPPLIES-CONC-FTCENTER	Invoice	01/07/2025	81.80	221-4-5430-4219
Total 35945 WAL-MART COMMUNITY CARD:					637.19	
WINDSTREAM						
101						
010325	1	PHONE LINE CHGS-FIRE	Invoice	01/03/2025	131.00	101-4-2310-4321
101						
010325	2	PHONE LINE CHGS-FIRE INSP	Invoice	01/03/2025	51.78	101-4-2320-4321
Total 11102 WINDSTREAM:					182.78	
WINE MERCHANTS						
603						
7503146	1	WINE	Invoice	12/31/2024	3,267.00	603-4-9111-4253
603						
7503146	2	FREIGHT	Invoice	12/31/2024	45.58	603-4-9111-4332
603						
7503147	1	POP/MISC	Invoice	12/31/2024	112.00	603-4-9111-4255
603						
7503147	2	FREIGHT	Invoice	12/31/2024	1.72	603-4-9111-4332
603						
7503148	1	FREIGHT	Invoice	12/31/2024	1.72	603-4-9151-4332
603						
7503149	1	WINE	Invoice	12/31/2024	680.00	603-4-9151-4253
603						
7503149	2	FREIGHT	Invoice	12/31/2024	8.60	603-4-9151-4332
603						
7503863	1	WINE	Invoice	01/08/2025	248.00	603-4-9111-4253
603						
7503863	2	FREIGHT	Invoice	01/08/2025	3.44	603-4-9111-4332
603						
7503864	1	POP/MISC	Invoice	01/08/2025	360.00	603-4-9111-4255
603						
7503864	2	FREIGHT	Invoice	01/08/2025	6.88	603-4-9111-4332
603						
7503865	1	WINE	Invoice	01/08/2025	360.00	603-4-9151-4253
603						
7503865	2	FREIGHT	Invoice	01/08/2025	6.88	603-4-9151-4332
Total 36425 WINE MERCHANTS:					5,101.82	
AID ELECTRIC CORPORATION						
101						
81324	1	ELECTRICAL SVCS	Invoice	01/08/2025	324.00	101-4-1600-4401
Total 10373 AID ELECTRIC CORPORATION:					324.00	
AMAZON CAPITAL SERVICES						
101						
11PX-YHD1-34C4	1	STORY STROLL SUPPLIES	Invoice	01/07/2025	37.70	101-4-5220-4219
221						
11XN-CRFR-WH4J	1	FRAMES - LOUNGE	Invoice	01/10/2025	64.95	221-4-5430-4219

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
133C-MC4K-W6MG	1	SHOP STOCK	Invoice	01/10/2025	43.20	101-4-3150-4219
101						
14F1-X3X9-MPKF	1	PROGRAM SUPPLIES	Invoice	01/13/2025	79.43	101-4-5510-4219
603						
17K3-XJQ7-PRF1	1	SUPPLIES	Invoice	01/06/2025	36.95	603-4-9152-4219
101						
1CVM-THD4-LV1T	1	2025 CALENDAR	Invoice	01/13/2025	15.53	101-4-1120-4201
101						
1CWW-1F7D-KWTM	1	LITHIUM BATTERIES	Invoice	01/09/2025	21.95	101-4-2120-4219
101						
1LNR-611J-6RD6	1	SUPPLIES	Invoice	01/07/2025	499.00	101-4-2320-4219
221						
1M6Y-CK4Q-QNNY	1	SLUSHY CUPS	Invoice	01/06/2025	43.98	221-4-5430-4219
101						
1Q9R-FRHW-QLLG	1	SUPPLIES	Invoice	01/06/2025	43.26	101-4-2310-4201
101						
1V7C-19KK-NT3P	1	OFFICE SUPPLIES	Invoice	01/14/2025	59.50	101-4-3120-4201
101						
1VR3-KJ7H-RX6N	1	IT SUPPLIES - CHARGERS, MISC	Invoice	01/06/2025	4,986.85	101-4-1350-4219
101						
1WXY-6D3L-Q1D4	1	INK CARTRIDGE	Invoice	01/06/2025	11.60	101-4-1210-4201
602						
1XFC-9HR4-LHQQ	1	SUPPLIES	Invoice	01/02/2025	430.00	602-4-9050-4219
Total 13706 AMAZON CAPITAL SERVICES:					6,373.90	
ARVIG						
602						
3097643 JAN 25	1	PHONE SVCS - WW	Invoice	12/28/2024	96.32	602-4-9010-4321
Total 14662 ARVIG:					96.32	
ATT LLC						
603						
S28544	1	UNIFORMS - BLIX	Invoice	01/06/2025	71.25	603-4-9112-4217
Total 15332 ATT LLC:					71.25	
BEACON ATHLETICS, LLC						
101						
603039-IN	1	BALLFIELD SUPPLIES	Invoice	01/13/2025	562.00	101-4-5110-4219
Total 11625 BEACON ATHLETICS, LLC:					562.00	
BECKER ARENA PRODUCTS INC						
221						
614984	1	REPLACEMENT ZAMBONI DOOR BO	Invoice	01/09/2025	41.77	221-4-5400-4219
221						
614985	1	NEW THRESHOLD FOR ZAMBONI D	Invoice	01/09/2025	600.00	221-4-5400-4219
Total 11700 BECKER ARENA PRODUCTS INC:					641.77	
BELLBOY CORP BAR SUPPLY						
603						
109327400	1	POP/MISC	Invoice	01/07/2025	25.00	603-4-9151-4255

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
109327400	2	FREIGHT	Invoice	01/07/2025	2.67	603-4-9151-4332
Total 11810 BELLBOY CORP BAR SUPPLY:					27.67	
BELLBOY CORPORATION						
603						
206287900	1	LIQUOR	Invoice	01/07/2025	645.54	603-4-9151-4251
603						
206287900	2	FREIGHT	Invoice	01/07/2025	8.25	603-4-9151-4332
603						
206288100	1	THC PRODUCTS	Invoice	01/07/2025	197.14	603-4-9151-4256
603						
206288100	2	FREIGHT	Invoice	01/07/2025	3.30	603-4-9151-4332
Total 11800 BELLBOY CORPORATION:					854.23	
BERNICK'S						
603						
10304499	1	POP/MISC	Invoice	12/31/2024	342.06	603-4-9111-4255
603						
10304500	1	THC PRODUCTS	Invoice	12/31/2024	274.00	603-4-9111-4256
603						
10304501	1	BEER	Invoice	12/31/2024	1,922.45	603-4-9111-4252
603						
10304504	1	BEER CREDIT	Invoice	12/31/2024	10.50-	603-4-9111-4252
603						
10304505	1	POP/MISC	Invoice	12/31/2024	62.64	603-4-9151-4255
603						
10304506	1	THC PRODUCTS	Invoice	12/31/2024	132.00	603-4-9151-4256
603						
10304507	1	BEER	Invoice	12/31/2024	1,186.75	603-4-9151-4252
603						
10307718	1	POP/MISC	Invoice	01/08/2025	53.68	603-4-9111-4255
603						
10307719	1	THC PRODUCTS	Invoice	01/08/2025	220.50	603-4-9111-4256
603						
10307720	1	BEER	Invoice	01/08/2025	4,940.40	603-4-9111-4252
603						
10307721	1	BEER CREDIT	Invoice	01/08/2025	31.92-	603-4-9111-4252
603						
10307722	1	POP/MISC	Invoice	01/08/2025	56.96	603-4-9151-4255
603						
10307723	1	BEER	Invoice	01/08/2025	1,229.85	603-4-9151-4252
603						
10307724	1	BEER CREDIT	Invoice	01/08/2025	55.00-	603-4-9151-4252
Total 11950 BERNICK'S:					10,323.87	
BOLTON & MENK, INC						
245						
353269	1	2024 DOWNTOWN AREA PLAN	Invoice	12/31/2024	4,852.75	245-4-6210-4319
Total 11019 BOLTON & MENK, INC:					4,852.75	
BOND TRUST SERVICES CORPORATION						

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
301						
91561	1	GO CAP IMPR BONDS SERIES 2020A	Invoice	12/11/2024	375,000.00	301-4-7000-4601
301						
91561	2	GO CAP IMPR BONDS SERIES 2020A	Invoice	12/11/2024	102,361.25	301-4-7000-4611
333						
91562	1	GO CAP IMPR BONDS SERIES 2020B	Invoice	12/11/2024	305,000.00	333-4-7000-4601
333						
91562	2	GO CAP IMPR BONDS SERIES 2020B	Invoice	12/11/2024	46,472.50	333-4-7000-4611
602						
91563	1	GO SEWER REV REF BONDS SERIE	Invoice	12/11/2024	530,000.00	602-4-9010-4601
602						
91563	2	GO SEWER REV REF BONDS SERIE	Invoice	12/11/2024	39,817.50	602-4-9010-4611
302						
91564	1	GO CAP IMPR/EQUIP BONDS SERIE	Invoice	12/11/2024	260,000.00	302-4-7000-4601
302						
91564	2	GO CAP IMPR/EQUIP BONDS SERIE	Invoice	12/11/2024	56,677.50	302-4-7000-4611
923						
91569	1	YMCA BOND 2013A - 2/1/25	Invoice	12/11/2024	590,000.00	923-4-7000-4601
923						
91569	2	YMCA BOND 2013A - 2/1/25	Invoice	12/11/2024	75,068.75	923-4-7000-4611
302						
92871	1	AGENT FEES - 2021A	Invoice	12/11/2024	475.00	302-4-7000-4621
Total 52260 BOND TRUST SERVICES CORPORATION:					2,380,872.50	
BREAKTHRU BEVERAGE MINNESOTA						
603						
119521149	1	LIQUOR	Invoice	01/09/2025	.07	603-4-9151-4251
603						
119521150	1	LIQUOR	Invoice	01/09/2025	514.00	603-4-9151-4251
603						
119521151	1	WINE	Invoice	01/09/2025	80.00	603-4-9151-4253
Total 8002 BREAKTHRU BEVERAGE MINNESOTA:					594.07	
603						
119521254	1	WINE	Invoice	01/09/2025	304.00	603-4-9111-4253
603						
119521255	1	POP/MISC	Invoice	01/09/2025	159.93	603-4-9111-4255
603						
119521256	1	LIQUOR	Invoice	01/09/2025	1,970.70	603-4-9111-4251
Total 12893 BREAKTHRU BEVERAGE MINNESOTA:					2,434.63	
C & L DISTRIBUTING CO						
603						
2034123	1	LIQUOR	Invoice	12/30/2024	136.40	603-4-9151-4251
603						
2034124	1	BEER CREDIT	Invoice	12/30/2024	10.65-	603-4-9151-4252
603						
2034125	1	BEER	Invoice	12/30/2024	3,800.50	603-4-9151-4252
603						
2034125	2	POP/MISC	Invoice	12/30/2024	15.00	603-4-9151-4255
603						
2037678	1	BEER CREDIT	Invoice	01/08/2025	486.44-	603-4-9151-4252
603						
2037679	1	LIQUOR	Invoice	01/08/2025	381.52	603-4-9151-4251

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
2037680	1	BEER	Invoice	01/08/2025	9,827.15	603-4-9151-4252
Total 8003 C & L DISTRIBUTING CO:					13,663.48	
603						
1839001202	1	BEER CREDIT	Invoice	12/30/2024	51.83-	603-4-9111-4252
603						
1839001207	1	BEER CREDIT	Invoice	12/31/2024	43.60-	603-4-9111-4252
603						
2033383	1	LIQUOR	Invoice	12/30/2024	324.00	603-4-9111-4251
603						
2033384	1	THC PRODUCTS	Invoice	12/30/2024	860.00	603-4-9111-4256
603						
2033385	1	BEER	Invoice	12/30/2024	9,523.10	603-4-9111-4252
603						
2035536	1	POP/MISC	Invoice	12/31/2024	70.00	603-4-9111-4255
603						
2035537	1	BEER	Invoice	12/31/2024	7,395.85	603-4-9111-4252
603						
2036594	1	THC PRODUCTS	Invoice	01/06/2025	345.00	603-4-9111-4256
603						
2036595	1	LIQUOR	Invoice	01/06/2025	1,602.50	603-4-9111-4251
603						
2036595	2	WINE	Invoice	01/06/2025	211.20	603-4-9111-4253
603						
2036596	1	BEER	Invoice	01/06/2025	7,791.15	603-4-9111-4252
603						
2037284	1	BEER	Invoice	01/06/2025	409.70	603-4-9111-4252
603						
2039152	1	BEER CREDIT	Invoice	01/08/2025	176.75-	603-4-9111-4252
603						
2039154	1	LIQUOR	Invoice	01/08/2025	28.25-	603-4-9111-4251
603						
2039154	2	WINE	Invoice	01/08/2025	75.60	603-4-9111-4253
603						
2039155	1	THC PRODUCTS	Invoice	01/08/2025	180.00	603-4-9111-4256
603						
2039156	1	BEER	Invoice	01/08/2025	1,326.00	603-4-9111-4252
603						
2616000595	1	BEER CREDIT	Invoice	01/06/2025	182.43-	603-4-9111-4252
Total 13375 C & L DISTRIBUTING CO:					29,631.24	
CAL PORTNER						
101						
010725 CP	1	REIMB MCMA CONF REGISTRATION	Invoice	01/07/2025	525.00	101-4-1210-4331
101						
123124 CP	1	REIMB PHONE OCT-DEC 2024 PORT	Invoice	01/13/2025	90.00	101-4-1210-4321
Total 11583 CAL PORTNER:					615.00	
CAMPBELL KNUTSON P.A.						
101						
3237G DEC 24	1	DEC LEGAL SERVICES	Invoice	12/31/2024	4,002.00	101-4-1400-4304

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 12076 CAMPBELL KNUTSON P.A.:					4,002.00	
CHARTER COMMUNICATIONS						
101						
175341301 JAN 25	1	PHONE LINE ELEVATOR-CH	Invoice	01/07/2025	29.99	101-4-1600-4389
101						
175341301 JAN 25	2	PHONE LINE ELEVATORS-PBL SAFE	Invoice	01/07/2025	59.98	101-4-2190-4389
101						
175341301 JAN 25	3	EMERGENCY BUTTON-ORONO PK	Invoice	01/07/2025	29.99	101-4-5110-4389
101						
175341301 JAN 25	4	EMERGENCY BUTTON-RIVERS EDG	Invoice	01/07/2025	29.99	101-4-5110-4389
101						
175341301 JAN 25	5	PHONE LINES-FIRE ALARM-PW	Invoice	01/07/2025	79.98	101-4-3120-4321
101						
175341301 JAN 25	6	TV SERVICE - PW	Invoice	01/07/2025	15.80	101-4-3120-4321
101						
175341301 JAN 25	7	VIDEO SERVICES-FS #1	Invoice	01/07/2025	36.18	101-4-2310-4321
101						
175341301 JAN 25	8	VIDEO SERVICES-CH	Invoice	01/07/2025	44.23	101-4-1600-4321
101						
175341301 JAN 25	9	VIDEO SERVICES-EMERGENCY	Invoice	01/07/2025	42.07	101-4-2330-4389
101						
175341301 JAN 25	10	VIDEO SERVICES-POLICE	Invoice	01/07/2025	58.86	101-4-2110-4321
221						
175341301 JAN 25	11	INTERNET, PHONE, VIDEO-FTCTR	Invoice	01/07/2025	340.78	221-4-5400-4321
101						
175341301 JAN 25	12	ERMU INTERNET	Invoice	01/07/2025	189.99	101-4-1350-4321
101						
175341301 JAN 25	13	BACKUP INTERNET-POLICE	Invoice	01/07/2025	39.99	101-4-2110-4321
101						
175341301 JAN 25	14	PHONE LINE ELEVATOR-PBL SAFE	Invoice	01/07/2025	39.99	101-4-2190-4389
101						
175341301 JAN 25	15	PHONE LINE ELEVATOR-CH	Invoice	01/07/2025	39.99	101-4-1600-4389
101						
175341301 JAN 25	16	INTERNET, PHONE, VIDEO-FS #3	Invoice	01/07/2025	338.52	101-4-2310-4321
603						
175341301 JAN 25	17	PHONE LINE CHGS-NORTHBOUND	Invoice	01/07/2025	29.99	603-4-9112-4321
Total 13954 CHARTER COMMUNICATIONS:					1,446.32	
CINTAS CORPORATION LOC 470						
603						
4216065932	1	MATS, TOWELS, SCRAPERS, MOPS	Invoice	12/27/2024	79.60	603-4-9112-4404
603						
4216066132	1	MATS, TOWELS, SCRAPERS, MOPS	Invoice	12/27/2024	47.35	603-4-9152-4404
603						
4216786068	1	MATS, TOWELS, SCRAPERS, MOPS	Invoice	01/03/2025	75.95	603-4-9112-4404
603						
4216786291	1	MATS, TOWELS, SCRAPERS, MOPS	Invoice	01/03/2025	47.35	603-4-9152-4404
602						
4217217329	1	UNIFORMS RENTAL/CLEANING	Invoice	01/08/2025	160.08	602-4-9020-4417
603						
4217518188	1	MATS, TOWELS, SCRAPERS, MOPS	Invoice	01/10/2025	47.35	603-4-9152-4404
Total 14080 CINTAS CORPORATION LOC 470:					457.68	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
CIVIC SYSTEMS LLC						
101						
INV-02292	1	SEMI-ANNUAL HOSTING/MAINT 1/1 -	Invoice	01/01/2025	11,985.00	101-4-1310-4404
Total 52270 CIVIC SYSTEMS LLC:					11,985.00	
COLLINS BROTHERS TOWING						
294						
119316	1	TOWING SVCS 24023089	Invoice	12/27/2024	100.00	294-4-2220-4440
Total 14425 COLLINS BROTHERS TOWING:					100.00	
CONNECTWISE LLC						
101						
INV01290288	1	SIEM SUBSCRIPTION-JAN	Invoice	12/31/2024	3,897.56	101-4-1350-4404
101						
INV01290289	1	SIEM APPLIANCE MAINT - JAN	Invoice	12/31/2024	55.36	101-4-1350-4404
Total 15183 CONNECTWISE LLC:					3,952.92	
COUNTRY SIDE SERVICES OF						
101						
1-110105-01	1	SUPPLIES	Invoice	01/10/2025	1,666.48	101-4-3130-4219
Total 11269 COUNTRY SIDE SERVICES OF:					1,666.48	
CUB FOODS						
603						
104305035034	1	SUPPLIES	Invoice	01/03/2025	55.10	603-4-9112-4219
101						
104305036668	1	PROGRAM SUPPLIES	Invoice	01/14/2025	20.17	101-4-5510-4219
603						
91909	1	SUPPLIES	Invoice	01/06/2025	27.81	603-4-9152-4219
Total 15550 CUB FOODS:					103.08	
DACOTAH PAPER CO						
221						
48116	1	TOILET TISSUE, SOAP	Invoice	01/02/2025	806.20	221-4-5400-4219
221						
48117	1	TRASH LINERS	Invoice	01/02/2025	121.05	221-4-5400-4219
602						
50277	1	TOILET TISSUE	Invoice	01/07/2025	404.28	602-4-9020-4219
Total 15887 DACOTAH PAPER CO:					1,331.53	
DAHLHEIMER BEVERAGE, LLC						
603						
2363213	1	BEER	Invoice	12/27/2024	25.00	603-4-9151-4252
603						
2363214	1	THC PRODUCTS	Invoice	12/27/2024	85.50	603-4-9151-4256
603						
2363215	1	BEER	Invoice	12/27/2024	5,678.50	603-4-9151-4252
603						
2363990	1	BEER CREDIT	Invoice	12/26/2024	3.00-	603-4-9151-4252
603						
2364643	1	BEER	Invoice	12/30/2024	336.00	603-4-9151-4252

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
2365055	1	THC PRODUCTS	Invoice	12/30/2024	134.00	603-4-9151-4256
603						
2365056	1	BEER	Invoice	12/30/2024	5,674.20	603-4-9151-4252
603						
2367860	1	BEER	Invoice	01/03/2025	101.50	603-4-9151-4252
603						
2367861	1	BEER	Invoice	01/03/2025	3,728.60	603-4-9151-4252
603						
2367862	1	BEER CREDIT	Invoice	01/02/2025	60.00-	603-4-9151-4252
603						
2369823	1	BEER	Invoice	01/06/2025	56.50	603-4-9151-4252
603						
2369824	1	BEER	Invoice	01/06/2025	3,636.92	603-4-9151-4252
603						
2373073	1	THC PRODUCTS	Invoice	01/09/2025	368.00	603-4-9151-4256
603						
2373074	1	LIQUOR	Invoice	01/09/2025	76.50	603-4-9151-4251
603						
2373075	1	BEER	Invoice	01/09/2025	202.30	603-4-9151-4252
603						
2373076	1	BEER	Invoice	01/09/2025	2,534.10	603-4-9151-4252
603						
2374040	1	BEER	Invoice	01/13/2025	120.00	603-4-9151-4252
603						
2375181	1	THC PRODUCTS	Invoice	01/13/2025	67.00	603-4-9151-4256
603						
2375182	1	BEER	Invoice	01/13/2025	162.40	603-4-9151-4252
603						
2375183	1	BEER	Invoice	01/13/2025	2,156.47	603-4-9151-4252
Total 8005 DAHLHEIMER BEVERAGE, LLC:					25,080.49	
221						
2366890	1	BEER	Invoice	01/02/2025	748.20	221-4-5430-4252
221						
2366890	2	LIQUOR	Invoice	01/02/2025	408.30	221-4-5430-4251
Total 15366 DAHLHEIMER BEVERAGE, LLC:					1,156.50	
603						
2364543	1	BEER	Invoice	12/30/2024	17,159.23	603-4-9111-4252
603						
2367406	1	BEER	Invoice	01/02/2025	10,263.00	603-4-9111-4252
603						
2367581	1	BEER CREDIT	Invoice	12/31/2024	27.20-	603-4-9111-4252
603						
2369383	1	BEER	Invoice	01/06/2025	18,141.35	603-4-9111-4252
603						
2369422	1	BEER CREDIT	Invoice	01/03/2025	23.26-	603-4-9111-4252
603						
2373167	1	THC PRODUCTS	Invoice	01/09/2025	683.00	603-4-9111-4256
603						
2373168	1	POP/MISC	Invoice	01/09/2025	204.00	603-4-9111-4255
603						
2373168	2	BEER	Invoice	01/09/2025	6,400.10	603-4-9111-4252

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
2375199	1	LIQUOR CREDIT	Invoice	01/10/2025	81.00-	603-4-9111-4251
Total 15900 DAHLHEIMER BEVERAGE, LLC:					52,719.22	
DANGEROUS MAN BREWING CO LLC						
603						
IN-6435	1	BEER	Invoice	12/31/2024	178.00	603-4-9151-4252
Total 52264 DANGEROUS MAN BREWING CO LLC:					178.00	
DANIELLE FAULHABER						
101						
89	1	TRANSCRIPTION SVCS - DEC	Invoice	01/01/2025	1,018.29	101-4-2150-4409
Total 13642 DANIELLE FAULHABER:					1,018.29	
DEFENSE TECHNOLOGY, LLC						
101						
148388	1	TRAINING - JON CHRISTIE	Invoice	01/08/2025	1,140.00	101-4-2120-4331
Total 52317 DEFENSE TECHNOLOGY, LLC:					1,140.00	
DISTINCTIVE WINDOW CLEANING						
101						
11304108	1	EXTERIOR WINDOW CLNG-CITY HAL	Invoice	01/10/2025	254.00	101-4-1600-4401
101						
11304108	2	EXTERIOR WINDOW CLNG-FS 1	Invoice	01/10/2025	30.00	101-4-2310-4401
101						
11304108	3	EXTERIOR WINDOW CLNG-FS 2	Invoice	01/10/2025	114.00	101-4-2310-4401
101						
11304108	4	EXTERIOR WINDOW CLNG-FS 3	Invoice	01/10/2025	518.00	101-4-2310-4401
101						
11304108	5	EXTERIOR WINDOW CLNG-PBL SF	Invoice	01/10/2025	249.00	101-4-2190-4401
101						
11304108	6	EXTERIOR WINDOW CLNG-UTIL	Invoice	01/10/2025	196.00	101-4-1600-4401
211						
11304108	7	EXTERIOR WINDOW CLNG-LIBRARY	Invoice	01/10/2025	238.00	211-4-5600-4401
101						
11304108	8	EXTERIOR WINDOW CLNG-PW	Invoice	01/10/2025	157.00	101-4-3120-4401
603						
11304109	1	EXTERIOR WINDOW CLNG-NB	Invoice	01/13/2025	104.64	603-4-9112-4404
603						
11304109	2	EXTERIOR WINDOW CLNG-WB	Invoice	01/13/2025	105.73	603-4-9152-4404
Total 16448 DISTINCTIVE WINDOW CLEANING:					1,966.37	
DOLPHIN CAR WASH INC						
101						
1243-R-0046	1	VEHICLE WASHING	Invoice	01/08/2025	150.00	101-4-2320-4404
Total 16625 DOLPHIN CAR WASH INC:					150.00	
E C M PUBLISHERS INC						
221						
1030129	1	JOB AD - CONCESSIONS WORKER	Invoice	12/29/2024	55.40	221-4-5430-4219

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
1031505	1	RES 25-02 CANNABIS/HEMP RETAIL	Invoice	01/11/2025	163.40	101-4-1110-4359
Total 17000 E C M PUBLISHERS INC:					218.80	
ELECTRIC MOTOR SERVICE						
602						
IN0306641	1	SUPPLIES	Invoice	12/27/2024	542.04	602-4-9020-4219
Total 17299 ELECTRIC MOTOR SERVICE:					542.04	
ELK RIVER MUNICIPAL UTILI						
607						
2304	1	BILLING SVCS - DEC 24	Invoice	12/31/2024	863.85	607-4-9310-4319
605						
2304	2	BILLING SVCS - DEC 24	Invoice	12/31/2024	2,116.29	605-4-9210-4319
602						
2304	3	BILLING SVCS - DEC 24	Invoice	12/31/2024	589.44	602-4-9010-4319
Total 17701 ELK RIVER MUNICIPAL UTILI:					3,569.58	
ELK RIVER MUNICIPAL UTILITIES						
101						
010225	1	WATER/ELECTRIC	Invoice	01/02/2025	695.86	101-4-5110-4389
602						
010225	2	ELECTRIC	Invoice	01/02/2025	1,513.03	602-4-9050-4389
101						
010225	3	ELECTRIC	Invoice	01/02/2025	137.29	101-4-2330-4389
101						
010225	4	ELECTRIC	Invoice	01/02/2025	64.50	101-4-2190-4389
101						
010225	5	ELECTRIC	Invoice	01/02/2025	32.00	101-4-5110-4389
Total 17700 ELK RIVER MUNICIPAL UTILITIES:					2,442.68	
ERIN BALDRIDGE						
101						
81623690	1	DAMAGE DEPOSIT REFUND	Invoice	01/14/2025	100.00	101-3-0000-3472
Total 52315 ERIN BALDRIDGE:					100.00	
FASTENAL COMPANY						
101						
MNELK140329	1	SUPPLIES - VENDING	Invoice	12/31/2024	14.07	101-4-3120-4219
101						
MNELK140329	2	SUPPLIES - VENDING	Invoice	12/31/2024	14.08	101-4-5110-4219
221						
MNELK140350	1	DRILL BITS	Invoice	01/02/2025	12.96	221-4-5400-4219
221						
MNELK140358	1	SCREWS FOR DASHER BOARD ADS	Invoice	01/03/2025	298.08	221-4-5400-4219
101						
MNELK140361	1	SUPPLIES - VENDING	Invoice	01/10/2025	222.85	101-4-3120-4219
101						
MNELK140361	2	SUPPLIES - VENDING	Invoice	01/10/2025	199.96	101-4-5110-4219
Total 18453 FASTENAL COMPANY:					762.00	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
FLEETPRIDE						
101						
122551661	1	STREETS STOCK	Invoice	01/07/2025	611.10	101-4-3120-4221
101						
122551713	1	STREETS STOCK	Invoice	01/07/2025	1,048.43	101-4-3120-4221
101						
122552715	1	STREETS STOCK	Invoice	01/07/2025	16.76	101-4-3120-4221
101						
122643517	1	STREETS STOCK	Invoice	01/10/2025	96.54	101-4-3120-4221
Total 11711 FLEETPRIDE:					1,772.83	
FLUID INTERIORS, LLC						
101						
94706	1	DESK CHAIR	Invoice	01/13/2025	764.51	101-4-1210-4201
Total 15280 FLUID INTERIORS, LLC:					764.51	
GESTALT ENGINEERING LLC						
228						
1273	1	LANDFILL ASSIST - DEC	Invoice	01/02/2025	420.00	228-4-7000-4319
Total 14099 GESTALT ENGINEERING LLC:					420.00	
GLOBAL RESERVE LLC						
603						
ORD-14088	1	THC PRODUCTS	Invoice	01/07/2025	328.00	603-4-9111-4256
Total 15311 GLOBAL RESERVE LLC:					328.00	
GOODIN COMPANY						
101						
1392754-00	1	SUPPLIES	Invoice	01/07/2025	39.31	101-4-1600-4219
Total 20113 GOODIN COMPANY:					39.31	
GOPHER STATE ONE-CALL INC						
602						
4120375	1	LOCATION CALLS - DEC	Invoice	12/31/2024	109.35	602-4-9020-4404
Total 20150 GOPHER STATE ONE-CALL INC:					109.35	
GRANITE CITY JOBBING CO						
603						
430900	1	POP/MISC	Invoice	12/27/2024	234.87	603-4-9151-4255
603						
430900	2	SUPPLIES	Invoice	12/27/2024	64.59	603-4-9152-4219
603						
430900	3	FREIGHT	Invoice	12/27/2024	5.00	603-4-9151-4332
603						
432035	1	POP/MISC	Invoice	01/03/2025	1,058.52	603-4-9111-4255
603						
432035	2	FREIGHT	Invoice	01/03/2025	5.00	603-4-9111-4332
603						
432035	3	SUPPLIES	Invoice	01/03/2025	104.82	603-4-9112-4219
603						
432039	1	POP/MISC	Invoice	01/03/2025	637.63	603-4-9151-4255

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
432039	2	FREIGHT	Invoice	01/03/2025	5.00	603-4-9151-4332
603						
432039	3	SUPPLIES	Invoice	01/03/2025	142.03	603-4-9152-4219
603						
433355	1	POP/MISC	Invoice	01/10/2025	444.23	603-4-9111-4255
603						
433355	2	THC PRODUCTS	Invoice	01/10/2025	120.00	603-4-9111-4256
603						
433355	3	SUPPLIES	Invoice	01/10/2025	78.18	603-4-9112-4219
603						
433355	4	FREIGHT	Invoice	01/10/2025	5.00	603-4-9111-4332
603						
433362	1	POP/MISC	Invoice	01/10/2025	405.80	603-4-9151-4255
603						
433362	2	FREIGHT	Invoice	01/10/2025	5.00	603-4-9151-4332
Total 10654 GRANITE CITY JOBBING CO:					3,315.67	
GUARDIAN FLEET SAFETY LLC						
410						
301510	1	SQUAD 626 SET - UP	Invoice	12/31/2024	23,825.05	410-4-2110-4560
410						
301535	1	SQUAD 617 SET UP	Invoice	01/06/2025	24,549.70	410-4-2110-4560
410						
301537	1	SQUAD 615 SET-UP	Invoice	01/08/2025	24,369.50	410-4-2110-4560
Total 14914 GUARDIAN FLEET SAFETY LLC:					72,744.25	
HAWKINS & BAUMGARTNER, P.						
101						
010725	1	DEC 24 PROSECUTION SVCS	Invoice	01/07/2025	16,935.09	101-4-1400-4304
Total 21048 HAWKINS & BAUMGARTNER, P.:					16,935.09	
HAWKINS, INC.						
602						
6952079	1	CHLORINE CYLINDER	Invoice	01/03/2025	512.65	602-4-9020-4219
Total 21053 HAWKINS, INC.:					512.65	
HEARTLAND BUSINESS SYSTEMS, LLC						
290						
758720-H	1	CAMERAS - FTCENTER	Invoice	01/07/2025	39,620.71	290-4-1350-4219
Total 14882 HEARTLAND BUSINESS SYSTEMS, LLC:					39,620.71	
HEARTLAND TIRE, INC.						
101						
9044587	1	TIRES - POLICE #627	Invoice	12/31/2024	263.78	101-4-2120-4221
Total 14883 HEARTLAND TIRE, INC.:					263.78	
HUMERATECH						
101						
241329	1	PSB BOILER REPAIRS	Invoice	01/02/2025	650.00	101-4-2190-4401

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 11926 HUMERATECH:					650.00	
IACA-INTERNAT'L ASSOC OF CRIME ANALYSTS						
101						
16131	1	TRAINING - POSER	Invoice	01/10/2025	445.00	101-4-2130-4331
Total 52313 IACA-INTERNAT'L ASSOC OF CRIME ANALYSTS:					445.00	
JEFF PREHATNEY						
291						
0000995012	1	REFUND COBRA OVERPAYMENT	Invoice	01/10/2025	10.94	291-4-7000-4108
Total 30130 JEFF PREHATNEY:					10.94	
JOHNSON BROS LIQUOR						
603						
2699579	1	LIQUOR	Invoice	12/31/2024	540.00	603-4-9111-4251
603						
2699579	2	FREIGHT	Invoice	12/31/2024	3.44	603-4-9111-4332
603						
2699580	1	LIQUOR	Invoice	12/31/2024	540.00	603-4-9151-4251
603						
2699580	2	FREIGHT	Invoice	12/31/2024	3.44	603-4-9151-4332
603						
2699581	1	LIQUOR	Invoice	12/31/2024	4,128.95	603-4-9111-4251
603						
2699581	2	FREIGHT	Invoice	12/31/2024	67.94	603-4-9111-4332
603						
2699582	1	WINE	Invoice	12/31/2024	2,747.16	603-4-9111-4253
603						
2699582	2	FREIGHT	Invoice	12/31/2024	63.64	603-4-9111-4332
603						
2699583	1	POP/MISC	Invoice	12/31/2024	293.00	603-4-9111-4255
603						
2699583	2	FREIGHT	Invoice	12/31/2024	10.32	603-4-9111-4332
603						
2699584	1	THC PRODUCTS	Invoice	12/31/2024	114.74	603-4-9111-4256
603						
2699585	1	LIQUOR	Invoice	12/31/2024	235.50	603-4-9151-4251
603						
2699585	2	FREIGHT	Invoice	12/31/2024	6.88	603-4-9151-4332
603						
2699586	1	POP/MISC	Invoice	12/31/2024	204.00	603-4-9151-4255
603						
2699586	2	FREIGHT	Invoice	12/31/2024	3.94	603-4-9151-4332
603						
2699587	1	THC PRODUCTS	Invoice	12/31/2024	114.74	603-4-9151-4256
603						
2699588	1	LIQUOR	Invoice	12/31/2024	5,783.00	603-4-9111-4251
603						
2699588	2	FREIGHT	Invoice	12/31/2024	53.32	603-4-9111-4332
603						
2699589	1	LIQUOR	Invoice	12/31/2024	810.00	603-4-9151-4251
603						
2699589	2	FREIGHT	Invoice	12/31/2024	5.16	603-4-9151-4332

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
2699590	1	LIQUOR	Invoice	12/31/2024	495.00	603-4-9151-4251
603						
2699590	2	FREIGHT	Invoice	12/31/2024	1.72	603-4-9151-4332
603						
2699591	1	WINE	Invoice	12/31/2024	680.80	603-4-9151-4253
603						
2699591	2	FREIGHT	Invoice	12/31/2024	12.04	603-4-9151-4332
603						
2699592	1	POP/MISC	Invoice	12/31/2024	135.00	603-4-9151-4255
603						
2699592	2	FREIGHT	Invoice	12/31/2024	1.72	603-4-9151-4332
603						
2699593	1	LIQUOR	Invoice	12/31/2024	568.51	603-4-9151-4251
603						
2699593	2	FREIGHT	Invoice	12/31/2024	3.44	603-4-9151-4332
221						
2701629	1	WINE	Invoice	01/03/2025	350.75	221-4-5430-4253
603						
2704058	1	LIQUOR	Invoice	01/08/2025	8,733.82	603-4-9111-4251
603						
2704058	2	FREIGHT	Invoice	01/08/2025	130.15	603-4-9111-4332
603						
2704059	1	WINE	Invoice	01/08/2025	2,289.00	603-4-9111-4253
603						
2704059	2	FREIGHT	Invoice	01/08/2025	48.45	603-4-9111-4332
603						
2704060	1	POP/MISC	Invoice	01/08/2025	69.00	603-4-9111-4255
603						
2704060	2	FREIGHT	Invoice	01/08/2025	3.44	603-4-9111-4332
603						
2704061	1	LIQUOR	Invoice	01/08/2025	4,560.90	603-4-9111-4251
603						
2704061	2	FREIGHT	Invoice	01/08/2025	55.04	603-4-9111-4332
603						
2704062	1	LIQUOR	Invoice	01/08/2025	431.30	603-4-9151-4251
603						
2704062	2	FREIGHT	Invoice	01/08/2025	4.30	603-4-9151-4332
603						
2704063	1	LIQUOR	Invoice	01/08/2025	4,856.04	603-4-9151-4251
603						
2704063	2	FREIGHT	Invoice	01/08/2025	56.76	603-4-9151-4332
603						
2704064	1	LIQUOR	Invoice	01/08/2025	337.45	603-4-9151-4251
603						
2704064	2	FREIGHT	Invoice	01/08/2025	3.73	603-4-9151-4332
603						
2704065	1	WINE	Invoice	01/08/2025	295.18	603-4-9151-4253
603						
2704065	2	FREIGHT	Invoice	01/08/2025	10.32	603-4-9151-4332
Total 22775 JOHNSON BROS LIQUOR:					39,863.03	
JUNKYARD BREWING COMPANY						
603						
7427	1	BEER	Invoice	01/08/2025	228.00	603-4-9151-4252

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 14086 JUNKYARD BREWING COMPANY:					228.00	
JUSTIN ENDE						
101						
1-7-25	1	REIMBURSE CELL PHONE OCT-DEC	Invoice	01/07/2025	45.00	101-4-5110-4321
Total 14664 JUSTIN ENDE:					45.00	
JUSTIN FEMRITE						
101						
2	1	REIMB-CEAM CONFERENCE LODGI	Invoice	01/15/2025	293.90	101-4-3300-4331
Total 11185 JUSTIN FEMRITE:					293.90	
KATIE HARSTAD						
221						
122924 KH	1	REIMB RESALE-CONC KH	Invoice	12/29/2024	108.69	221-4-5430-4255
Total 52287 KATIE HARSTAD:					108.69	
LEAGUE OF MN CITIES						
101						
418611	1	2025 MEMBERSHIP DUES	Invoice	01/01/2025	24,165.00	101-4-1110-4433
607						
419817	1	MN CITIES STM WTR COALITION 202	Invoice	01/06/2025	1,440.00	607-4-9310-4433
Total 23810 LEAGUE OF MN CITIES:					25,605.00	
101						
1	1	2025 MEMBERSHIP DUES - J DIETZ	Invoice	01/06/2025	30.00	101-4-1110-4433
Total 23811 LEAGUE OF MN CITIES:					30.00	
LEAGUE OF MN CITIES INS T						
291						
23737	1	WORKMAN COMP CLAIM	Invoice	01/02/2025	375.00	291-4-7000-4109
Total 23800 LEAGUE OF MN CITIES INS T:					375.00	
MACQUEEN EQUIPMENT LLC						
101						
P40383	1	SUPPLIES CREDIT	Invoice	12/12/2024	2,625.00-	101-4-2320-4219
Total 24575 MACQUEEN EQUIPMENT LLC:					2,625.00-	
MACQUEEN EQUIPMENT, LLC						
101						
P37922	1	SUPPLIES	Invoice	10/28/2024	2,625.00	101-4-2320-4219
Total 24576 MACQUEEN EQUIPMENT, LLC:					2,625.00	
MARCO HOLDINGS LLC						
101						
INV13375652	1	CISCO DUO ADV SUBSCRIPTION	Invoice	01/08/2025	1,998.00	101-4-1350-4404
101						
INV13386890	1	EGOLDFAX ANNUAL CONTRACT	Invoice	01/10/2025	786.00	101-4-1350-4404

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 24714 MARCO HOLDINGS LLC:					2,784.00	
MAVERICK BEVERAGE CO MN LLC						
603						
INV1468111	1	WINE	Invoice	12/31/2024	120.00	603-4-9111-4253
603						
INV1468111	2	FREIGHT	Invoice	12/31/2024	3.00	603-4-9111-4332
603						
INV1468118	1	LIQUOR	Invoice	12/31/2024	1,052.00	603-4-9111-4251
603						
INV1468118	2	FREIGHT	Invoice	12/31/2024	6.00	603-4-9111-4332
Total 14588 MAVERICK BEVERAGE CO MN LLC:					1,181.00	
MENARDS - ELK RIVER						
101						
123124	1	SUPPLIES	Invoice	12/31/2024	158.71	101-4-1600-4219
101						
123124	2	SUPPLIES	Invoice	12/31/2024	79.23	101-4-2120-4219
101						
123124	3	SUPPLIES	Invoice	12/31/2024	45.94	101-4-2190-4219
101						
123124	4	SUPPLIES	Invoice	12/31/2024	18.76	101-4-2310-4219
101						
123124	5	SUPPLIES	Invoice	12/31/2024	837.07	101-4-2320-4219
101						
123124	6	TRAINING SUPPLIES	Invoice	12/31/2024	570.77	101-4-2320-4331
101						
123124	7	SUPPLIES	Invoice	12/31/2024	21.04	101-4-3120-4219
101						
123124	8	SUPPLIES	Invoice	12/31/2024	178.87	101-4-5110-4219
221						
123124	9	SUPPLIES	Invoice	12/31/2024	9.16	221-4-5400-4219
602						
123124	10	SUPPLIES	Invoice	12/31/2024	364.74	602-4-9020-4219
603						
123124	11	SUPPLIES	Invoice	12/31/2024	5.98	603-4-9112-4219
603						
123124	12	SUPPLIES	Invoice	12/31/2024	5.98	603-4-9152-4219
290						
123124	13	SUPPLIES	Invoice	12/31/2024	588.84	290-4-2350-4219
Total 25145 MENARDS - ELK RIVER:					2,885.09	
METRO CHIEF FIRE OFFICERS						
101						
2025 Dues	1	2025 MEMBERSHIP DUES	Invoice	01/02/2025	400.00	101-4-2310-4433
Total 25180 METRO CHIEF FIRE OFFICERS:					400.00	
MN CITY/CO MANAGEMENT ASSOC						
101						
01/01/25 CP	1	MEMBERSHIP DUES - CAL PORTNER	Invoice	01/07/2025	231.32	101-4-1210-4433
101						
01072025	1	MEMBERSHIP DUES-J STREMCHA	Invoice	01/07/2025	173.82	101-4-1310-4433

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 25925 MN CITY/CO MANAGEMENT ASSOC:					405.14	
MN DEPT OF LABOR & INDUSTRY						
101						
DEC 24 BP	1	BP SURCHARGE - DEC CONF #DECE	Invoice	12/31/2024	2,265.09	101-3-0000-3233
Total 26180 MN DEPT OF LABOR & INDUSTRY:					2,265.09	
MN DEPT OF MOTOR VEHICLES						
410						
1839 2024	1	2024 FORD TRUCK TZG GRANT	Invoice	01/15/2025	3,449.03	410-4-2110-4560
Total 26190 MN DEPT OF MOTOR VEHICLES:					3,449.03	
MONTICELLO SENIOR CENTER						
101						
010725	1	2025 TRAVELING POOL PLAQUE	Invoice	01/07/2025	95.00	101-4-5510-4219
Total 27070 MONTICELLO SENIOR CENTER:					95.00	
MUNICIPAL EMERGENCY SERVICES						
101						
IN2181508	1	FIRE BOOTS	Invoice	01/08/2025	573.43	101-4-2320-4219
Total 27284 MUNICIPAL EMERGENCY SERVICES:					573.43	
NINJAONE, LLC						
101						
INV88175322	1	NINJA ADVANCED PRO	Invoice	12/31/2024	8,550.00	101-4-1350-4404
Total 52314 NINJAONE, LLC:					8,550.00	
NORTH VALLEY, INC						
401						
11	1	2023 STREET IMPROVEMENTS-FINA	Invoice	12/16/2024	57,848.66	401-4-8080-4530
Total 28250 NORTH VALLEY, INC:					57,848.66	
NORTHLAND OCCUPATIONAL HEALTH & DOT						
101						
24044	1	DOT MEDICAL CARD-SILJANDER	Invoice	01/08/2025	72.00	101-4-3120-4319
Total 14959 NORTHLAND OCCUPATIONAL HEALTH & DOT:					72.00	
OXYGEN SERVICE CO, INC						
101						
3606359	1	SHOP SUPPLIES	Invoice	12/31/2024	175.30	101-4-3150-4219
Total 28960 OXYGEN SERVICE CO, INC:					175.30	
PATRICK DORN CONSTRUCTION INC						
290						
INV-DEMO19176-0001	1	DEMOLITION SVCS-19176 KENT ST	Invoice	12/19/2024	31,900.00	290-4-1210-4409
Total 52312 PATRICK DORN CONSTRUCTION INC:					31,900.00	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
PAUSTIS WINE COMPANY						
603						
256247	1	WINE	Invoice	01/09/2025	238.00	603-4-9111-4253
603						
256247	2	FREIGHT	Invoice	01/09/2025	8.00	603-4-9111-4332
603						
256249	1	WINE	Invoice	01/09/2025	707.00	603-4-9151-4253
603						
256249	2	FREIGHT	Invoice	01/09/2025	10.50	603-4-9151-4332
Total 29251 PAUSTIS WINE COMPANY:					963.50	
PERFECTION PLUS, INC.						
101						
315769	1	CLEANING SVCS - TROTT BROOK	Invoice	01/02/2025	60.00	101-4-5210-4401
211						
315770	1	CLEANING SVCS - JAN	Invoice	01/01/2025	2,490.00	211-4-5600-4405
Total 12651 PERFECTION PLUS, INC.:					2,550.00	
PHILLIPS WINE & SPIRITS CO						
603						
6906430	1	LIQUOR	Invoice	12/31/2024	3,005.36	603-4-9111-4251
603						
6906430	2	FREIGHT	Invoice	12/31/2024	48.16	603-4-9111-4332
603						
6906431	1	LIQUOR	Invoice	12/31/2024	99.25	603-4-9111-4251
603						
6906431	2	WINE	Invoice	12/31/2024	1,479.05	603-4-9111-4253
603						
6906431	3	FREIGHT	Invoice	12/31/2024	49.88	603-4-9111-4332
603						
6906432	1	POP/MISC	Invoice	12/31/2024	452.53	603-4-9111-4255
603						
6906432	2	FREIGHT	Invoice	12/31/2024	13.76	603-4-9111-4332
603						
6906433	1	WINE	Invoice	12/31/2024	49.60	603-4-9151-4253
603						
6906433	2	FREIGHT	Invoice	12/31/2024	1.72	603-4-9151-4332
603						
6906434	1	LIQUOR	Invoice	12/31/2024	138.26	603-4-9151-4251
603						
6906434	2	FREIGHT	Invoice	12/31/2024	3.44	603-4-9151-4332
603						
6906435	1	WINE	Invoice	12/31/2024	546.00	603-4-9151-4253
603						
6906435	2	FREIGHT	Invoice	12/31/2024	15.48	603-4-9151-4332
221						
6907965	1	BLOODY MARY MIX	Invoice	01/03/2025	202.75	221-4-5430-4255
603						
6909865	1	LIQUOR	Invoice	01/08/2025	2,553.27	603-4-9111-4251
603						
6909865	2	FREIGHT	Invoice	01/08/2025	44.72	603-4-9111-4332
603						
6909866	1	WINE	Invoice	01/08/2025	1,022.90	603-4-9111-4253
603						
6909866	2	FREIGHT	Invoice	01/08/2025	22.36	603-4-9111-4332

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
6909867	1	POP/MISC	Invoice	01/08/2025	169.30	603-4-9111-4255
603						
6909867	2	FREIGHT	Invoice	01/08/2025	5.16	603-4-9111-4332
603						
6909868	1	LIQUOR	Invoice	01/08/2025	644.05	603-4-9151-4251
603						
6909868	2	FREIGHT	Invoice	01/08/2025	10.32	603-4-9151-4332
603						
6909869	1	WINE	Invoice	01/08/2025	112.00	603-4-9151-4253
603						
6909869	2	FREIGHT	Invoice	01/08/2025	1.72	603-4-9151-4332
Total 29665 PHILLIPS WINE & SPIRITS CO:					10,691.04	
PLAISTED COMPANIES INC						
101						
77988	1	ICE CONTROL SAND	Invoice	12/31/2024	409.19	101-4-3130-4219
Total 29845 PLAISTED COMPANIES INC:					409.19	
QUALITY FLOW SYSTEMS INC						
602						
48302	1	SENSOR	Invoice	01/14/2025	1,724.13	602-4-9050-4219
Total 30500 QUALITY FLOW SYSTEMS INC:					1,724.13	
RINK-TEC INTERNATIONAL INC						
221						
6030	1	SEMI ANNUAL AMMONIA MAINTENA	Invoice	01/03/2025	4,326.40	221-4-5400-4409
Total 14686 RINK-TEC INTERNATIONAL INC:					4,326.40	
SHAMROCK GROUP INC						
603						
3104433	1	ICE	Invoice	12/31/2024	62.88	603-4-9111-4255
603						
3104433	2	FREIGHT	Invoice	12/31/2024	4.00	603-4-9111-4332
Total 12909 SHAMROCK GROUP INC:					66.88	
SHERWIN-WILLIAMS						
101						
2196-1	1	PAINT - TAX EXEMPT	Invoice	01/02/2025	69.36	101-4-3120-4219
Total 32280 SHERWIN-WILLIAMS:					69.36	
SIGNATURE CONCEPTS INC						
221						
491022	1	UNIFORMS	Invoice	01/07/2025	1,681.58	221-4-5400-4217
Total 32376 SIGNATURE CONCEPTS INC:					1,681.58	
SNAP-ON INDUSTRIAL						
101						
ARV/63533937	1	SHOP TOOLS	Invoice	01/02/2025	391.65	101-4-3120-4219

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
ARV/63553832	1	SHOP TOOLS	Invoice	01/07/2025	436.63	101-4-3120-4219
Total 32650 SNAP-ON INDUSTRIAL:					828.28	
SOUTHERN GLAZER'S WINE & SPIRITS OF MN						
603						
105123	1	WINE CREDIT	Invoice	01/02/2025	111.96-	603-4-9151-4253
603						
105365	1	WINE CREDIT	Invoice	01/09/2025	53.00-	603-4-9151-4253
603						
105366	1	WINE CREDIT	Invoice	01/09/2025	14.96-	603-4-9151-4253
603						
2575968	1	LIQUOR	Invoice	01/09/2025	269.92	603-4-9151-4251
603						
2575968	2	FREIGHT	Invoice	01/09/2025	1.28	603-4-9151-4332
603						
2575969	1	LIQUOR	Invoice	01/09/2025	2,361.38	603-4-9151-4251
603						
2575969	2	FREIGHT	Invoice	01/09/2025	25.71	603-4-9151-4332
603						
2575970	1	LIQUOR	Invoice	01/09/2025	92.01	603-4-9151-4251
603						
2575970	2	FREIGHT	Invoice	01/09/2025	.64	603-4-9151-4332
603						
2575971	1	WINE	Invoice	01/09/2025	368.68	603-4-9151-4253
603						
2575971	2	FREIGHT	Invoice	01/09/2025	8.00	603-4-9151-4332
603						
5120154	1	WINE	Invoice	01/02/2025	64.00	603-4-9151-4253
603						
5120154	2	FREIGHT	Invoice	01/02/2025	1.28	603-4-9151-4332
603						
5120155	1	LIQUOR	Invoice	01/02/2025	9,715.73	603-4-9151-4251
603						
5120155	2	FREIGHT	Invoice	01/02/2025	55.79	603-4-9151-4332
603						
5120156	1	LIQUOR	Invoice	01/02/2025	544.68	603-4-9151-4251
603						
5120156	2	FREIGHT	Invoice	01/02/2025	8.96	603-4-9151-4332
603						
5121620	1	LIQUOR	Invoice	01/02/2025	449.95	603-4-9151-4251
603						
5121620	2	FREIGHT	Invoice	01/02/2025	1.28	603-4-9151-4332
603						
5121621	1	FREIGHT	Invoice	01/09/2025	1.28	603-4-9151-4332
603						
5121622	1	FREIGHT	Invoice	01/09/2025	3.84	603-4-9151-4332
Total 8000 SOUTHERN GLAZER'S WINE & SPIRITS OF MN:					13,794.49	
603						
2573385	1	LIQUOR	Invoice	01/02/2025	234.00	603-4-9111-4251
603						
2573385	2	FREIGHT	Invoice	01/02/2025	1.25	603-4-9111-4332
603						
2575963	1	LIQUOR	Invoice	01/09/2025	269.92	603-4-9111-4251

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
2575963	2	FREIGHT	Invoice	01/09/2025	1.25	603-4-9111-4332
603						
2575964	1	LIQUOR	Invoice	01/09/2025	6,218.90	603-4-9111-4251
603						
2575964	2	FREIGHT	Invoice	01/09/2025	47.08	603-4-9111-4332
603						
2575965	1	WINE	Invoice	01/09/2025	1,958.60	603-4-9111-4253
603						
2575965	2	FREIGHT	Invoice	01/09/2025	28.75	603-4-9111-4332
603						
2575966	1	POP/MISC	Invoice	01/09/2025	135.00	603-4-9111-4255
603						
2575966	2	FREIGHT	Invoice	01/09/2025	1.25	603-4-9111-4332
603						
2575967	1	FREIGHT	Invoice	01/09/2025	6.25	603-4-9111-4332
603						
5120148	1	WINE	Invoice	01/02/2025	96.00	603-4-9111-4253
603						
5120148	2	FREIGHT	Invoice	01/02/2025	1.46	603-4-9111-4332
603						
5120149	1	LIQUOR	Invoice	01/02/2025	10,184.66	603-4-9111-4251
603						
5120149	2	FREIGHT	Invoice	01/02/2025	94.32	603-4-9111-4332
603						
5120150	1	WINE	Invoice	01/02/2025	128.04	603-4-9111-4253
603						
5120150	2	FREIGHT	Invoice	01/02/2025	1.35	603-4-9111-4332
603						
5120151	1	WINE	Invoice	01/02/2025	128.04	603-4-9111-4253
603						
5120151	2	FREIGHT	Invoice	01/02/2025	1.35	603-4-9111-4332
603						
5120152	1	WINE	Invoice	01/02/2025	3,237.20	603-4-9111-4253
603						
5120152	2	FREIGHT	Invoice	01/02/2025	55.73	603-4-9111-4332
603						
5120153	1	WINE	Invoice	01/02/2025	107.82	603-4-9111-4253
603						
5120153	2	FREIGHT	Invoice	01/02/2025	1.25	603-4-9111-4332
603						
5121619	1	LIQUOR	Invoice	01/02/2025	449.95	603-4-9111-4251
603						
5121619	2	FREIGHT	Invoice	01/02/2025	1.25	603-4-9111-4332
603						
9620211	1	LIQUOR CREDIT	Invoice	01/03/2025	125.50-	603-4-9111-4251
Total 11314 SOUTHERN GLAZER'S WINE & SPIRITS OF MN:					23,265.17	
STAPLES BUSINESS ADVANTAG						
101						
7003546593	1	SUPPLIES	Invoice	12/31/2024	37.16	101-4-1120-4201
101						
7003546593	2	SUPPLIES	Invoice	12/31/2024	140.44	101-4-1210-4201
101						
7003546593	3	SUPPLIES	Invoice	12/31/2024	44.03	101-4-1220-4201

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
7003546593	4	SUPPLIES	Invoice	12/31/2024	68.38	101-4-1310-4201
101						
7003546593	5	SUPPLIES	Invoice	12/31/2024	9.88	101-4-1500-4201
101						
7003546593	6	SUPPLIES	Invoice	12/31/2024	69.09	101-4-1510-4201
101						
7003546593	7	SUPPLIES	Invoice	12/31/2024	137.98	101-4-2410-4201
101						
7003546593	8	SUPPLIES	Invoice	12/31/2024	6.59	101-4-2440-4219
101						
7003546593	9	SUPPLIES	Invoice	12/31/2024	119.80	101-4-3120-4201
101						
7003546593	10	SUPPLIES	Invoice	12/31/2024	16.47	101-4-3300-4201
101						
7003546593	11	SUPPLIES	Invoice	12/31/2024	32.95	101-4-5210-4219
603						
7003546593	12	SUPPLIES	Invoice	12/31/2024	13.02	603-4-9112-4219
603						
7003546593	13	SUPPLIES	Invoice	12/31/2024	13.02	603-4-9152-4219
101						
7003546593	14	SUPPLIES-EDA	Invoice	12/31/2024	16.48	101-4-6210-4440
Total 33059 STAPLES BUSINESS ADVANTAG:					725.29	
STEVEN M WICKELGREN						
101						
1609	1	COUNSELING & RETAINER FEE	Invoice	01/15/2025	180.00	101-4-2110-4319
Total 15055 STEVEN M WICKELGREN:					180.00	
SUMMIT COMPANIES						
101						
2947419	1	ANNUAL FIRE ALARM TESTING/INSP	Invoice	01/13/2025	841.00	101-4-2190-4401
101						
2947428	1	ANNUAL FIRE ALARM TESTING/INSP	Invoice	01/13/2025	820.00	101-4-1600-4401
101						
2948454	1	ANNUAL FIRE ALARM TESTING/INSP	Invoice	01/13/2025	432.00	101-4-2310-4401
101						
2948896	1	ANNUAL SPRINKLER INSP-CITY HAL	Invoice	01/14/2025	493.00	101-4-1600-4401
Total 33444 SUMMIT COMPANIES:					2,586.00	
SUSA						
602						
010125 MS	1	2025 MEMBERSHIP DUES-STEVE	Invoice	01/01/2025	125.00	602-4-9010-4433
Total 12611 SUSA:					125.00	
SUSAN MONTAGUE						
101						
123124	1	INSTRUCTOR FEE-DEC	Invoice	01/09/2025	120.00	101-4-5510-4409
Total 14562 SUSAN MONTAGUE:					120.00	
SYSCO MINNESOTA INC						

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
221						
547574072	1	CREDIT FOR GROUND BEEF	Invoice	01/03/2025	74.97-	221-4-5430-4259
221						
547671839	1	CUPS, STRAWS, TAPE, GLOVES	Invoice	01/02/2025	313.33	221-4-5430-4219
221						
547671839	2	CONCESSIONS FOOD - TAX EXEMPT	Invoice	01/02/2025	2,066.70	221-4-5430-4259
Total 12551 SYSCO MINNESOTA INC:					2,305.06	
THE UPS STORE #5093						
602						
1-2-25 WW	1	DELIVERY CHGS - WW	Invoice	01/02/2025	63.58	602-4-9010-4322
Total 35549 THE UPS STORE #5093:					63.58	
TIMOTHY P MCGRAW						
101						
20250130	1	PERFORMANCE 1/30/25	Invoice	01/02/2025	200.00	101-4-5510-4409
Total 11245 TIMOTHY P MCGRAW:					200.00	
TPI - TRAVEL PRODUCTS INC						
290						
PF7906	1	MEDICAL BAGS - PS AID	Invoice	12/31/2024	10,080.00	290-4-2330-4219
Total 52310 TPI - TRAVEL PRODUCTS INC:					10,080.00	
TRANSPORT GRAPHICS						
410						
303463	1	GRAPHICS SQUAD 626	Invoice	01/02/2025	2,547.82	410-4-2110-4560
Total 34604 TRANSPORT GRAPHICS:					2,547.82	
TWIN CITY GARAGE DOOR-GARAGE DOOR STORE						
101						
398596082	1	GARAGE DOOR REPAIR	Invoice	12/30/2024	170.00	101-4-2190-4401
101						
398911474	1	GARAGE DOOR REPAIR	Invoice	01/08/2025	675.00	101-4-2320-4404
101						
398911560	1	ANNUAL PM	Invoice	01/09/2025	310.00	101-4-1600-4401
Total 34925 TWIN CITY GARAGE DOOR-GARAGE DOOR STORE:					1,155.00	
UNIQUE PAVING MATERIALS CORP						
101						
84332	1	COLD MIX WINTER	Invoice	01/09/2025	180.94	101-4-3120-4219
Total 35290 UNIQUE PAVING MATERIALS CORP:					180.94	
VADA CONTRACTING, LLC						
296						
Pay App 1	1	RIVERS EDGE PROJECT - PAY APP 1	Invoice	01/07/2025	156,332.95	296-4-7000-4530
Total 52296 VADA CONTRACTING, LLC:					156,332.95	
VIKING COCA-COLA CO						

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
3551726	1	POP	Invoice	01/09/2025	1,121.40	603-4-9111-4255
603						
3587312	1	POP/MISC	Invoice	01/08/2025	714.20	603-4-9151-4255
603						
3587313	1	POP/MISC CREDIT	Invoice	01/08/2025	32.80-	603-4-9151-4255
Total 35725 VIKING COCA-COLA CO:					1,802.80	
VINOCOPIA						
603						
365816-IN	1	LIQUOR	Invoice	01/02/2025	472.75	603-4-9111-4251
603						
365816-IN	2	WINE	Invoice	01/02/2025	144.00	603-4-9111-4253
603						
365816-IN	3	FREIGHT	Invoice	01/02/2025	10.00	603-4-9111-4332
Total 35763 VINOCOPIA:					626.75	
WEBB & GERRITSEN MN LLC						
221						
147192	1	CANDY, CREAMER, & SUGAR	Invoice	01/10/2025	194.18	221-4-5430-4259
Total 15138 WEBB & GERRITSEN MN LLC:					194.18	
WRUCK SEWER & PORTABLE RE						
101						
126024	1	PORTABLE RENTALS - JAN	Invoice	01/14/2025	845.74	101-4-5110-4415
Total 13814 WRUCK SEWER & PORTABLE RE:					845.74	
YALE MECHANICAL LLC						
603						
261904	1	MAINTENANCE-WB	Invoice	11/30/2024	587.00	603-4-9152-4404
101						
261905	1	HVAC MAINT	Invoice	12/31/2024	1,867.00	101-4-1600-4401
Total 36620 YALE MECHANICAL LLC:					2,454.00	
ZIEGLER INC						
101						
IN001766058	1	PARTS - #91	Invoice	01/09/2025	208.20	101-4-3120-4221
Total 36900 ZIEGLER INC:					208.20	
Total :					3,218,281.40	
Grand Totals:					3,218,281.40	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
101-3-0000-3233	2,265.09	.00	2,265.09
101-3-0000-3472	100.00	.00	100.00
101-4-1110-4359	163.40	.00	163.40
101-4-1110-4433	24,195.00	.00	24,195.00
101-4-1120-4201	52.69	.00	52.69
101-4-1210-4201	916.55	.00	916.55
101-4-1210-4321	90.00	.00	90.00
101-4-1210-4331	525.00	.00	525.00
101-4-1210-4433	231.32	.00	231.32
101-4-1220-4201	44.03	.00	44.03
101-4-1230-4219	151.14	.00	151.14
101-4-1310-4201	68.38	.00	68.38
101-4-1310-4404	11,985.00	.00	11,985.00
101-4-1310-4433	173.82	.00	173.82
101-4-1350-4219	4,986.85	.00	4,986.85
101-4-1350-4321	189.99	.00	189.99
101-4-1350-4404	15,477.92	.00	15,477.92
101-4-1400-4304	20,937.09	.00	20,937.09
101-4-1500-4201	9.88	.00	9.88
101-4-1510-4201	69.09	.00	69.09
101-4-1510-4433	20.00	.00	20.00
101-4-1600-4219	818.96	.00	818.96
101-4-1600-4321	44.23	.00	44.23
101-4-1600-4389	69.98	.00	69.98
101-4-1600-4401	4,264.00	.00	4,264.00
101-4-2110-4319	459.40	.00	459.40
101-4-2110-4321	188.85	.00	188.85
101-4-2120-4219	157.13	.00	157.13
101-4-2120-4221	546.63	.00	546.63
101-4-2120-4331	1,140.00	.00	1,140.00
101-4-2130-4217	390.68	.00	390.68
101-4-2130-4319	75.00	.00	75.00
101-4-2130-4331	445.00	.00	445.00
101-4-2130-4433	313.00	.00	313.00
101-4-2150-4217	84.99	.00	84.99
101-4-2150-4409	1,268.29	.00	1,268.29
101-4-2190-4219	443.15	.00	443.15
101-4-2190-4389	164.47	.00	164.47
101-4-2190-4401	1,910.00	.00	1,910.00
101-4-2310-4201	43.26	.00	43.26
101-4-2310-4219	933.57	.00	933.57
101-4-2310-4321	505.70	.00	505.70
101-4-2310-4389	2,599.56	.00	2,599.56
101-4-2310-4401	1,094.00	.00	1,094.00
101-4-2310-4433	400.00	.00	400.00
101-4-2320-4219	4,534.50	2,625.00-	1,909.50
101-4-2320-4221	185.39	.00	185.39
101-4-2320-4321	51.78	.00	51.78
101-4-2320-4331	570.77	.00	570.77
101-4-2320-4404	825.00	.00	825.00
101-4-2330-4389	179.36	.00	179.36
101-4-2410-4201	137.98	.00	137.98
101-4-2410-4217	174.99	.00	174.99
101-4-2420-4404	4.41	.00	4.41
101-4-2440-4219	6.59	.00	6.59
101-4-3120-4201	179.30	.00	179.30
101-4-3120-4219	2,077.54	.00	2,077.54
101-4-3120-4221	2,247.16	.00	2,247.16

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
101-4-3120-4319	72.00	.00	72.00
101-4-3120-4321	95.78	.00	95.78
101-4-3120-4389	5,707.46	.00	5,707.46
101-4-3120-4401	157.00	.00	157.00
101-4-3130-4219	2,075.67	.00	2,075.67
101-4-3150-4219	763.01	.00	763.01
101-4-3150-4221	121.10	.00	121.10
101-4-3300-4201	16.47	.00	16.47
101-4-3300-4331	293.90	.00	293.90
101-4-5110-4219	2,130.79	.00	2,130.79
101-4-5110-4221	212.82	.00	212.82
101-4-5110-4321	45.00	.00	45.00
101-4-5110-4389	787.84	.00	787.84
101-4-5110-4409	485.63	.00	485.63
101-4-5110-4415	845.74	.00	845.74
101-4-5210-4219	32.95	.00	32.95
101-4-5210-4401	60.00	.00	60.00
101-4-5210-4433	350.00	.00	350.00
101-4-5220-4219	218.93	.00	218.93
101-4-5230-4409	5,000.00	.00	5,000.00
101-4-5510-4219	594.82	.00	594.82
101-4-5510-4409	380.00	.00	380.00
101-4-6210-4440	16.48	.00	16.48
211-4-5600-4219	156.00	.00	156.00
211-4-5600-4389	53.23	.00	53.23
211-4-5600-4401	238.00	.00	238.00
211-4-5600-4405	2,490.00	.00	2,490.00
221-4-5400-4217	1,681.58	.00	1,681.58
221-4-5400-4219	1,889.22	.00	1,889.22
221-4-5400-4321	340.78	.00	340.78
221-4-5400-4409	5,026.40	.00	5,026.40
221-4-5430-4219	657.16	.00	657.16
221-4-5430-4251	408.30	.00	408.30
221-4-5430-4252	748.20	.00	748.20
221-4-5430-4253	350.75	.00	350.75
221-4-5430-4255	316.42	.00	316.42
221-4-5430-4259	2,565.18	74.97-	2,490.21
228-4-7000-4319	420.00	.00	420.00
245-4-6210-4319	4,852.75	.00	4,852.75
290-4-1210-4409	31,900.00	.00	31,900.00
290-4-1350-4219	39,620.71	.00	39,620.71
290-4-1350-4409	3,188.38	.00	3,188.38
290-4-2330-4219	10,080.00	.00	10,080.00
290-4-2350-4219	588.84	.00	588.84
291-4-7000-4108	10.94	.00	10.94
291-4-7000-4109	375.00	.00	375.00
294-4-2220-4440	100.00	.00	100.00
296-4-7000-4530	156,332.95	.00	156,332.95
301-4-7000-4601	375,000.00	.00	375,000.00
301-4-7000-4611	102,361.25	.00	102,361.25
302-4-7000-4601	260,000.00	.00	260,000.00
302-4-7000-4611	56,677.50	.00	56,677.50
302-4-7000-4621	475.00	.00	475.00
333-4-7000-4601	305,000.00	.00	305,000.00
333-4-7000-4611	46,472.50	.00	46,472.50

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
401-4-8080-4530	57,848.66	.00	57,848.66
410-4-2110-4560	127,596.14	.00	127,596.14
440-4-5110-4409	6,250.00	.00	6,250.00
602-4-9010-4319	589.44	.00	589.44
602-4-9010-4321	96.32	.00	96.32
602-4-9010-4322	63.58	.00	63.58
602-4-9010-4433	125.00	.00	125.00
602-4-9010-4601	530,000.00	.00	530,000.00
602-4-9010-4611	39,817.50	.00	39,817.50
602-4-9020-4219	2,104.23	.00	2,104.23
602-4-9020-4404	109.35	.00	109.35
602-4-9020-4417	160.08	.00	160.08
602-4-9050-4219	2,154.13	.00	2,154.13
602-4-9050-4389	2,925.24	.00	2,925.24
603-4-9111-4251	52,183.93	234.75-	51,949.18
603-4-9111-4252	85,566.13	547.49-	85,018.64
603-4-9111-4253	17,801.61	.00	17,801.61
603-4-9111-4255	5,107.53	.00	5,107.53
603-4-9111-4256	3,479.24	.00	3,479.24
603-4-9111-4332	960.94	.00	960.94
603-4-9112-4217	71.25	.00	71.25
603-4-9112-4219	257.10	.00	257.10
603-4-9112-4321	29.99	.00	29.99
603-4-9112-4404	260.19	.00	260.19
603-4-9151-4251	24,243.81	.00	24,243.81
603-4-9151-4252	41,304.84	615.09-	40,689.75
603-4-9151-4253	3,943.26	179.92-	3,763.34
603-4-9151-4255	2,491.10	32.80-	2,458.30
603-4-9151-4256	1,098.38	.00	1,098.38
603-4-9151-4332	311.11	.00	311.11
603-4-9152-4219	290.38	.00	290.38
603-4-9152-4404	834.78	.00	834.78
605-4-9210-4319	2,116.29	.00	2,116.29
607-4-9310-4319	863.85	.00	863.85
607-4-9310-4433	1,440.00	.00	1,440.00
923-4-7000-4601	590,000.00	.00	590,000.00
923-4-7000-4611	75,068.75	.00	75,068.75
Grand Totals:	3,222,591.42	4,310.02-	3,218,281.40

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
12/24	490,571.50	2,771.78-	487,799.72
01/25	2,732,019.92	1,538.24-	2,730,481.68
Grand Totals:	3,222,591.42	4,310.02-	3,218,281.40

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
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Report Criteria:

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

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

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

Vendor.Vendor number = {<>} 15199

Vendor.Vendor number = {<>} 11156

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
ASPEN MILLS	10749.	345337	UNIFORMS - BADGES	1	12/19/2024	972.75	972.75	129096	01/10/2025
Total 10749:						972.75	972.75		
ASSA ABLOY	14628.	SEI 1814551	MAIN ENTRY DOOR REP	1	12/19/2024	2,454.61	2,454.61	129097	01/10/2025
Total 14628:						2,454.61	2,454.61		
BUREAU OF CRIMINAL A	13102.	823719	CJDN ACCESS FEE	1	09/30/2024	11,400.00	11,400.00	129098	01/10/2025
Total 13102:						11,400.00	11,400.00		
CENTERPOINT ENERGY	13845.	14577-3 NO	NATURAL GAS	1	12/30/2024	2,152.89	2,152.89	129099	01/10/2025
		14577-3 NO	NATURAL GAS	2	12/30/2024	1,958.86	1,958.86	129099	01/10/2025
		14577-3 NO	NATURAL GAS	3	12/30/2024	384.65	384.65	129099	01/10/2025
		14577-3 NO	NATURAL GAS	4	12/30/2024	965.52	965.52	129099	01/10/2025
		14577-3 NO	NATURAL GAS	5	12/30/2024	2,098.15	2,098.15	129099	01/10/2025
		14577-3 NO	NATURAL GAS	6	12/30/2024	7,534.63	7,534.63	129099	01/10/2025
		14577-3 NO	NATURAL GAS	7	12/30/2024	522.62	522.62	129099	01/10/2025
Total 13845:						15,617.32	15,617.32		
CULLIGAN	15573.	101X394067	DEIONIZATION STANDBY	1	12/31/2024	40.15	40.15	129100	01/10/2025
		101X394465	DEIONIZATION STANDBY	1	12/31/2024	20.50	20.50	129100	01/10/2025
Total 15573:						60.65	60.65		
FLAGSHIP RECREATION	12035.	F23269	SITE WORK AT ORONO P	1	11/20/2024	15,994.13	15,994.13	129101	01/10/2025
Total 12035:						15,994.13	15,994.13		
KIESLER POLICE SUPPL	14085.	IN249930	POLICE FIREARMS RED	1	12/20/2024	5,127.55	5,127.55	129102	01/10/2025
Total 14085:						5,127.55	5,127.55		
REPUBLIC SERVICES #8	10407.	899-0046537	DEC COMM GARBAGE S	1	12/31/2024	140.23	140.23	129104	01/10/2025
		899-0046537	DEC COMM GARBAGE S	2	12/31/2024	171.73	171.73	129104	01/10/2025
		899-0046537	DEC COMM GARBAGE S	3	12/31/2024	1,057.03	1,057.03	129104	01/10/2025
		899-0046537	DEC COMM GARBAGE S	4	12/31/2024	89.06	89.06	129104	01/10/2025
		899-0046537	DEC COMM GARBAGE S	5	12/31/2024	89.06	89.06	129104	01/10/2025
		899-0046537	DEC COMM GARBAGE S	6	12/31/2024	148.66	148.66	129104	01/10/2025
		899-0046537	DEC COMM GARBAGE S	7	12/31/2024	155.62	155.62	129104	01/10/2025
		899-0046537	DEC COMM GARBAGE S	8	12/31/2024	184.84	184.84	129104	01/10/2025
		899-0046537	DEC COMM GARBAGE S	9	12/31/2024	141.78	141.78	129104	01/10/2025
		899-0046537	DEC COMM GARBAGE S	10	12/31/2024	1,035.86	1,035.86	129104	01/10/2025
		899-0046537	DEC COMM GARBAGE S	11	12/31/2024	288.25	288.25	129104	01/10/2025
		899-0046537	DEC COMM GARBAGE S	12	12/31/2024	490.06	490.06	129104	01/10/2025
		899-0046537	DEC COMM GARBAGE S	13	12/31/2024	64.46	64.46	129104	01/10/2025
		899-0046537	DEC COMM GARBAGE S	14	12/31/2024	691.00	691.00	129104	01/10/2025
		899-0046542	DEC GARBAGE SVC - RI	1	12/31/2024	395.61	395.61	129104	01/10/2025
		899-0046570	RESIDENTIAL GARBAGE	1	12/31/2024	96,579.22	96,579.22	129104	01/10/2025

Name	Vendor Number	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
Total 10407:						101,722.47	101,722.47		
UNITED PARCEL SERVIC	35313.	6A85E7524	DELIVERY CHGS - POLIC	1	12/28/2024	17.33	17.33	129105	01/10/2025
Total 35313:						17.33	17.33		
BREAKTHRU BEVERAGE	8002.0	119372475	POP/MISC	1	12/30/2024	146.14	146.14	129107	01/10/2025
		119372476	LIQUOR	1	12/30/2024	5,405.84	5,405.84	129107	01/10/2025
Total 8002:						5,551.98	5,551.98		
BREAKTHRU BEVERAGE	12893.	119372563	LIQUOR	1	12/30/2024	1,095.18	1,095.18	129106	01/10/2025
		119372564	POP/MISC	1	12/30/2024	696.00	696.00	129106	01/10/2025
		119372565	WINE	1	12/30/2024	1,576.00	1,576.00	129106	01/10/2025
		411605033	WINE CREDIT	1	11/08/2023	30.00-	30.00-	129106	01/10/2025
		412919742	WINE CREDIT	1	11/08/2024	18.00-	18.00-	129106	01/10/2025
		413134699	LIQUOR CREDIT	1	01/08/2025	228.38-	228.38-	129106	01/10/2025
Total 12893:						3,090.80	3,090.80		
CORNERSTONE AUTO	11047.0	16443699/1	OUTSIDE EQUIPMENT R	1	12/03/2024	494.85	494.85	129108	01/10/2025
		16445851/1	WHEEL ALIGNMENT #614	1	12/11/2024	139.95	139.95	129108	01/10/2025
Total 11047:						634.80	634.80		
CORNERSTONE CHEVR	12307.	6181783	OUTSIDE LABOR #622	1	11/22/2024	205.28	205.28	1007507	01/13/2025
Total 12307:						205.28	205.28		
DACOTAH PAPER CO	15887.	38497	SNOW SHOVEL	1	12/10/2024	110.20	110.20	129109	01/10/2025
		38497	GLOVES, TOILET TISSUE	2	12/10/2024	456.81	456.81	129109	01/10/2025
		38498	VAC BAGS, CAN LINERS,	1	12/10/2024	230.16	230.16	129109	01/10/2025
		49822	AIR FRESHNERS	1	01/07/2025	127.28	127.28	129109	01/10/2025
Total 15887:						924.45	924.45		
DAHLHEIMER BEVERAG	15366.	2358535	BEER	1	12/19/2024	232.00	232.00	1007508	01/13/2025
Total 15366:						232.00	232.00		
ELK RIVER MUNICIPAL U	17700.	122624	WATER/ELECTRIC	1	12/26/2024	1,818.95	1,818.95	1007509	01/13/2025
		122624	WATER/ELECTRIC	2	12/26/2024	463.33	463.33	1007509	01/13/2025
		122624	ELECTRIC	3	12/26/2024	749.58	749.58	1007509	01/13/2025
		122624	ELECTRIC	4	12/26/2024	168.93	168.93	1007509	01/13/2025
		122624	ELECTRIC	5	12/26/2024	1,075.09	1,075.09	1007509	01/13/2025
Total 17700:						4,275.88	4,275.88		
EPTURA INC	14976.	INV-38408	FLEET MAINT SOFTWARE	1	06/21/2024	4,180.32	4,180.32	1007510	01/13/2025
Total 14976:						4,180.32	4,180.32		
FASTENAL COMPANY	18453.	MNELK1400	STATION SUPPLIES	1	11/27/2024	181.35	181.35	1007511	01/13/2025
Total 18453:						181.35	181.35		

Name	Vendor Number	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
FLAHERTY'S HAPPY TYM	19050.	168	POP/MISC	1	12/17/2024	312.00	312.00	129110	01/10/2025
Total 19050:						312.00	312.00		
FLORENCE HICKMAN	52302.	12202024	REFUND ESCROW V23-0	1	12/20/2024	279.00	279.00	129111	01/10/2025
Total 52302:						279.00	279.00		
JOHNSON BROS LIQUOR	22775.	119288	FREIGHT CREDIT	1	12/19/2024	5.16-	5.16-	129112	01/10/2025
		2694646	LIQUOR	1	12/23/2024	121.08	121.08	129112	01/10/2025
		2694646	FREIGHT	2	12/23/2024	1.72	1.72	129112	01/10/2025
		2694693	LIQUOR	1	12/23/2024	5,244.00	5,244.00	129112	01/10/2025
		2694693	FREIGHT	2	12/23/2024	86.00	86.00	129112	01/10/2025
		2694694	LIQUOR	1	12/23/2024	5,244.00	5,244.00	129112	01/10/2025
		2694694	FREIGHT	2	12/23/2024	86.00	86.00	129112	01/10/2025
		2694731	LIQUOR	1	12/23/2024	323.64	323.64	129112	01/10/2025
		2694731	FREIGHT	2	12/23/2024	5.16	5.16	129112	01/10/2025
Total 22775:						11,106.44	11,106.44		
M R P A	24440.	3362	2025 AGENCY MEMBERS	1	01/02/2025	525.00	525.00	1007512	01/13/2025
		3362	2025 MEMBERSHIP DUE	2	01/02/2025	180.00	180.00	1007512	01/13/2025
		3362	2025 MEMBERSHIP DUE	3	01/02/2025	180.00	180.00	1007512	01/13/2025
		3362	2025 MEMBERSHIP DUE	4	01/02/2025	180.00	180.00	1007512	01/13/2025
		3362	2025 MEMBERSHIP-WAL	5	01/02/2025	45.00	45.00	1007512	01/13/2025
		3362	2025 MEMBERSHIP-AND	6	01/02/2025	180.00	180.00	1007512	01/13/2025
Total 24440:						1,290.00	1,290.00		
MN DEPT OF LABOR & IN	26180.	ALR0171336	ELEVATOR ANNUAL OPE	1	12/28/2024	100.00	100.00	129113	01/10/2025
Total 26180:						100.00	100.00		
ODP BUSINESS Solutio	28650.	4031861640	OFFICE SUPPLIES	1	12/23/2024	810.27	810.27	129114	01/10/2025
		4031861640	OFFICE SUPPLIES	1	12/24/2024	80.78	80.78	129114	01/10/2025
		4045619920	OFFICE SUPPLIES	1	12/30/2024	69.88	69.88	129114	01/10/2025
		4045622340	OFFICE SUPPLIES	1	12/31/2024	79.19	79.19	129114	01/10/2025
		4045622360	OFFICE SUPPLIES	1	12/28/2024	19.17	19.17	129114	01/10/2025
		4045622370	OFFICE SUPPLIES	1	12/27/2024	23.09	23.09	129114	01/10/2025
Total 28650:						1,082.38	1,082.38		
ONLINE SOLUTIONS LLC	13784.	5738	CITIZENSERVE SOFTWA	1	01/01/2025	34,200.00	34,200.00	129103	01/10/2025
		5738	CITIZENSERVE SOFTWA	2	01/01/2025	3,600.00	3,600.00	129103	01/10/2025
Total 13784:						37,800.00	37,800.00		
THE AMERICAN BOTTLIN	10415.	4847902531	POP/MISC	1	12/31/2024	200.24	200.24	129115	01/10/2025
Total 10415:						200.24	200.24		
T-MOBILE USA, INC	13754.	9589051088	CELL TOWER DUMP #240	1	12/12/2024	1,100.00	1,100.00	129116	01/10/2025
Total 13754:						1,100.00	1,100.00		
Grand Totals:						225,913.73	225,913.73		

Name	Vendor Number	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
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Report Criteria:

Detail report type printed

Check Detail.Created by = "astangler"



Request for Action

To
City Council

Item Number
4.3

Meeting Date
January 21, 2025

Prepared By
Ryan Sandhoefner, Engineering Project Manager

Item Description
Pay Estimates

Reviewed by
Justin Femrite
Lori Stich
Joe Stremcha
Cal Portner
Tina Allard

Action Requested
Approve, by motion, the pay estimates detailed below.

Background/Discussion
The following pay estimates have been reviewed and found to be accurate and in accordance with approved contracts.

Financial Impact

Project	Pay Estimate #	Contractor	Amount
2023 Street Improvement Project	II - Final	North Valley Inc.	\$57,848.66
Rivers Edge Renovations	I	Vada Contracting, LLC	\$156,332.95

Mission/Policy/Goal
Responsible for every dollar - good stewards.

- Attachments**
1. Pay Estimate II - North Valley Inc.
 2. Pay Estimate I - Vada Contracting, LLC

The Elk River Vision

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



Owner: <u>City of Elk River</u> Engineer: <u>Bolton & Menk, Inc.</u> Contractor: <u>North Valley Inc.</u> Project: <u>2023 Street Improvements Project</u> Contract: _____	Owner's Project No.: _____ Engineer's Project No.: <u>OR1.128082</u> Agency's Project No.: _____
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Application No.: <u>11</u>	Application Date: <u>12/16/2024</u>	
Application Period: From <u>12/5/2024</u>	to <u>12/16/2024</u>	

1. Original Contract Price	\$ 5,433,358.71
2. Net change by Change Orders	\$ 386,653.88
3. Current Contract Price (Line 1 + Line 2)	\$ 5,820,012.59
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$ 5,784,866.17
5. Retainage	
a. _____ X \$ 5,784,866.17 Work Completed	\$ -
b. _____ X \$ - Stored Materials	\$ -
c. Total Retainage (Line 5.a + Line 5.b)	\$ -
6. Amount eligible to date (Line 4 - Line 5.c)	\$ 5,784,866.17
7. Less previous payments	\$ 5,727,017.51
8. Amount due this application	\$ 57,848.66

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective; and

(4) The provisions of M. S. 290.92 have been complied with and that all claims against me by reason of the Contract have been paid or satisfactorily secured.

Contractor: <u>North Valley Inc.</u>	
Signature: Name: <u>Leslie A. Bloom</u>	Date: <u>December 16, 2024</u> Title: <u>President</u>

Recommended by Engineer By: Name: <u>Jason W. Cook, PE</u> Title: <u>Project Manager</u> Date: <u>12/16/2024</u>	Approved by Owner By: Name: <u>Justin Femrite</u> Title: <u>Chief</u> Date: <u>1-13-25</u>
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EJCDC C-620 Contractor's Application for Payment
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Contractor's Application for Payment

Owner:	City of Elk River	Owner's Project No.:	
Engineer:	Bolton & Menk, Inc.	Engineer's Project No.:	OR1.128082
Contractor:	North Valley Inc.	Contractor's Project No.:	
Project:	2023 Street Improvements Project	Agency's Project No.:	
Contract:			

Application No.: 11		Application Period: From 12/05/24 to 12/16/24		Application Date: 12/16/24								
A	B	C	D	E	F	F1	F2	G	H	I	J	K
Bid Item No.	Description	Item Quantity	Contract Information			Previous Estimate		Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)
			Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)			
Original Contract												
1	MOBILIZATION	1.00	LUMP SUM	190,171.88	190,171.88	1.00	190,171.88	1.00	190,171.88		190,171.88	100%
2	CLEARING	7.00	TREE	321.26	2,248.82	10.00	3,212.60	10.00	3,212.60		3,212.60	143%
3	GRUBBING	7.00	TREE	107.09	749.63	10.00	1,070.90	10.00	1,070.90		1,070.90	143%
4	REMOVE STRUCTURE	9.00	EACH	374.81	3,373.29	8.00	2,998.48	8.00	2,998.48		2,998.48	89%
5	REMOVE HYDRANT	11.00	EACH	428.35	4,711.85	10.00	4,283.50	10.00	4,283.50		4,283.50	91%
6	REMOVE SIGN	14.00	EACH	26.77	374.78	33.00	883.41	33.00	883.41		883.41	236%
7	REMOVE CONCRETE CURB & GUTTER	2,072.00	LIN FT	7.29	15,104.88	2,371.00	17,284.59	2,371.00	17,284.59		17,284.59	114%
8	REMOVE BITUMINOUS CURB	9,850.00	LIN FT	1.07	10,539.50	1,585.00	1,695.95	1,585.00	1,695.95		1,695.95	16%
9	REMOVE PIPE SEWERS	150.00	LIN FT	21.42	3,213.00	173.00	3,705.66	173.00	3,705.66		3,705.66	115%
10	REMOVE WATERMAIN	4,491.00	LIN FT	3.21	14,416.11	4,578.00	14,695.38	4,578.00	14,695.38		14,695.38	102%
11	REMOVE CONCRETE PAVEMENT	5,276.00	SQ FT	1.51	7,966.76	11,422.00	17,247.22	11,422.00	17,247.22		17,247.22	216%
12	REMOVE POLES	2.00	EACH	535.44	1,070.88	-	-	-	-		-	-
13	SALVAGE & RESTORE IRRIGATION SYSTEM	11.00	EACH	481.90	5,300.90	11.00	5,300.90	11.00	5,300.90		5,300.90	100%
14	FURNISH AND INSTALL SPRINKLER HEAD	117.00	EACH	139.21	16,287.57	47.00	6,542.87	47.00	6,542.87		6,542.87	40%
15	SALVAGE & REINSTALL MEDIAN DELINIATORS	105.00	LIN FT	107.09	11,244.45	105.00	11,244.45	105.00	11,244.45		11,244.45	100%
16	SALVAGE & REINSTALL SIGN	35.00	EACH	160.63	5,622.05	16.00	2,570.08	16.00	2,570.08		2,570.08	46%
17	SALVAGE & REINSTALL FENCE	40.00	LIN FT	53.54	2,141.60	45.26	2,423.22	45.26	2,423.22		2,423.22	113%
18	SALVAGE & REINSTALL GATE	1.00	EACH	2,891.38	2,891.38	1.00	2,891.38	1.00	2,891.38		2,891.38	100%
19	COMMON EXCAVATION (CV) (P)	9,962.00	CU YD	27.83	277,242.46	9,962.00	277,242.46	9,962.00	277,242.46		277,242.46	100%
20	SUBGRADE EXCAVATION (EV)	800.00	CU YD	27.83	22,264.00	394.00	10,965.02	394.00	10,965.02		10,965.02	49%
21	POND EXCAVATION (EV)	457.00	CU YD	21.42	9,788.94	458.00	9,810.36	458.00	9,810.36		9,810.36	100%
22	EXPLORATORY EXCAVATION	10.00	HOURS	535.44	5,354.40	-	-	-	-		-	-
23	SELECT GRANULAR BORROW (CV)	800.00	CU YD	23.38	18,704.00	387.00	9,048.06	387.00	9,048.06		9,048.06	48%
24	SALVAGED AGGREGATE FROM STOCKPILE (CV) (P)	4,022.00	CU YD	13.21	53,130.62	7,200.00	95,112.00	7,200.00	95,112.00		95,112.00	179%
25	AGGREGATE SURFACING (CV) CLASS 2	30.00	CU YD	67.47	2,024.10	14.00	944.58	14.00	944.58		944.58	47%
26	RANDOM RIPRAP CLASS IV	55.00	CU YD	128.51	7,068.05	45.50	5,847.21	45.50	5,847.21		5,847.21	83%
27	FULL DEPTH RECLAMATION (10")	28,159.00	SQ YD	1.30	36,606.70	39,816.00	51,760.80	39,816.00	51,760.80		51,760.80	141%
28	BITUMINOUS PATCH SPECIAL (DRIVEWAY/TRAIL)	875.00	SQ YD	33.89	29,653.75	1,577.40	53,458.09	1,577.40	53,458.09		53,458.09	180%
29	BITUMINOUS PATCH SPECIAL (STREET)	11,996.00	SQ YD	31.33	375,834.68	8,862.00	277,646.46	8,862.00	277,646.46		277,646.46	74%
30	MILL BITUMINOUS SURFACE (TAPER 1.25" - 0")	168,680.00	LIN FT	0.54	91,087.20	152,110.00	82,139.40	152,110.00	82,139.40		82,139.40	90%
31	MILL BITUMINOUS SURFACE (1.5")	11,406.00	SQ YD	1.38	15,740.28	11,318.00	15,618.84	11,318.00	15,618.84		15,618.84	99%
32	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C)	26,869.00	TON	84.57	2,272,311.33	25,309.00	2,140,382.13	25,309.00	2,140,382.13		2,140,382.13	94%
33	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,C)	4,220.00	TON	78.37	330,721.40	4,416.50	346,121.11	4,416.50	346,121.11		346,121.11	105%
34	CONCRETE FLUME	3.00	EACH	535.44	1,606.32	3.00	1,606.32	3.00	1,606.32		1,606.32	100%
35	24" RC PIPE APRON (WITH TRASH GUARD)	2.00	EACH	4,283.52	8,567.04	2.00	8,567.04	2.00	8,567.04		8,567.04	100%
36	12" RC PIPE SEWER CLASS V	95.00	LIN FT	66.93	6,358.35	87.00	5,822.91	87.00	5,822.91		5,822.91	92%
37	15" RC PIPE SEWER CLASS V	190.00	LIN FT	74.96	14,242.40	192.00	14,392.32	192.00	14,392.32		14,392.32	101%
38	21" RC PIPE SEWER CLASS V	363.00	LIN FT	94.24	34,209.12	363.00	34,209.12	363.00	34,209.12		34,209.12	100%
39	24" RC PIPE SEWER CLASS V	148.00	LIN FT	128.51	19,019.48	148.00	19,019.48	148.00	19,019.48		19,019.48	100%
40	BULKHEAD STORM PIPE	4.00	EACH	267.72	1,070.88	5.00	1,338.60	5.00	1,338.60		1,338.60	125%
41	CONNECT TO EXISTING STORM SEWER	8.00	EACH	1,606.32	12,850.56	9.00	14,456.88	9.00	14,456.88		14,456.88	113%
42	FILL & ABANDON PIPE	208.00	LIN FT	19.28	4,010.24	140.00	2,699.20	140.00	2,699.20		2,699.20	67%
43	SANITARY SEWER SERVICE REPAIR	5.00	EACH	1,070.88	5,354.40	10.00	10,708.80	10.00	10,708.80		10,708.80	200%
44	SANITARY SEWER SERVICE REPAIR (ROOT DAMAGE)	6.00	EACH	1,070.88	6,425.28	17.00	18,204.96	17.00	18,204.96		18,204.96	283%
45	TEMPORARY WATER SERVICE	1.00	LUMP SUM	26,771.99	26,771.99	1.00	26,771.99	1.00	26,771.99		26,771.99	100%
46	CONNECT TO EXISTING WATER SERVICE	57.00	EACH	1,177.97	67,144.29	56.00	65,966.32	56.00	65,966.32		65,966.32	98%
47	CONNECT TO EXISTING WATERMAIN	4.00	EACH	2,677.20	10,708.80	4.00	10,708.80	4.00	10,708.80		10,708.80	100%

Contractor's Application for Payment

Owner:	City of Elk River	Owner's Project No.:	
Engineer:	Bolton & Menk, Inc.	Engineer's Project No.:	OR1.128082
Contractor:	North Valley Inc.	Contractor's Project No.:	
Project:	2023 Street Improvements Project	Agency's Project No.:	
Contract:			

Application No.: 11		Application Period: From 12/05/24 to 12/16/24		Application Date: 12/16/24								
A	B	C	D	E	F	F1	F2	G	H	I	J	K
Bid Item No.	Description	Contract Information				Previous Estimate		Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)			
48	ADJUST VALVE BOX	70.00	EACH	240.95	16,866.50	44.00	10,601.80	44.00	10,601.80		10,601.80	63%
49	REMOVE & REPLACE VALVE BOX	14.00	EACH	1,981.13	27,735.82	6.00	11,886.78	6.00	11,886.78		11,886.78	43%
50	6" WATERMAIN DUCTILE IRON CL 52	150.00	LIN FT	74.96	11,244.00	162.00	12,143.52	162.00	12,143.52		12,143.52	108%
51	8" WATERMAIN DUCTILE IRON CL 52	3,607.00	LIN FT	91.02	328,309.14	3,804.00	346,240.08	3,804.00	346,240.08		346,240.08	105%
52	10" WATERMAIN DUCTILE IRON CL 52	715.00	LIN FT	101.73	72,736.95	676.00	68,769.48	676.00	68,769.48		68,769.48	95%
53	6" GATE VALVE & BOX	10.00	EACH	2,516.57	25,165.70	10.00	25,165.70	10.00	25,165.70		25,165.70	100%
54	8" GATE VALVE & BOX	7.00	EACH	3,533.90	24,737.30	9.00	31,805.10	9.00	31,805.10		31,805.10	129%
55	10" GATE VALVE & BOX	2.00	EACH	4,926.05	9,852.10	2.00	9,852.10	2.00	9,852.10		9,852.10	100%
56	HYDRANT	10.00	EACH	7,228.44	72,284.40	10.00	72,284.40	10.00	72,284.40		72,284.40	100%
57	WATERMAIN FITTINGS	2,480.00	POUND	12.85	31,868.00	2,281.00	29,310.85	2,281.00	29,310.85		29,310.85	92%
58	ADJUST CASTING (MANHOLE)	164.00	EACH	408.93	67,064.52	172.00	70,335.96	172.00	70,335.96		70,335.96	105%
59	ADJUST CASTING (CATCH BASIN)	29.00	EACH	626.46	18,167.34	33.00	20,673.18	33.00	20,673.18		20,673.18	114%
60	CASTING ASSEMBLY	21.00	EACH	1,247.57	26,198.97	21.00	26,198.97	21.00	26,198.97		26,198.97	100%
61	CONSTRUCT DRAINAGE STRUCTURE (2'X3')	49.90	LIN FT	540.79	26,985.42	46.70	25,254.89	46.70	25,254.89		25,254.89	94%
62	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	28.00	LIN FT	685.36	19,190.08	28.00	19,190.08	28.00	19,190.08		19,190.08	100%
63	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4022	19.90	LIN FT	733.55	14,597.65	23.60	17,311.78	23.60	17,311.78		17,311.78	119%
64	CONSTRUCT DRAINAGE SKIMMER STRUCTURE (72")	1.00	LUMP SUM	18,204.95	18,204.95	1.00	18,204.95	1.00	18,204.95		18,204.95	100%
65	4" CONCRETE WALK	1,743.00	SQ FT	5.35	9,325.05	1,358.00	7,265.30	1,358.00	7,265.30		7,265.30	78%
66	6" CONCRETE WALK	4,248.00	SQ FT	6.43	27,314.64	2,585.00	16,621.55	2,585.00	16,621.55		16,621.55	61%
67	6" CONCRETE DRIVEWAY PAVEMENT	12,799.00	SQ FT	7.50	95,992.50	11,992.25	89,941.88	11,992.25	89,941.88		89,941.88	94%
68	CONCRETE CURB & GUTTER DESIGN B412	9,314.00	LIN FT	17.13	159,548.82	9,232.00	158,144.16	9,232.00	158,144.16		158,144.16	99%
69	CONCRETE CURB & GUTTER DESIGN B618	1,105.00	LIN FT	27.84	30,763.20	1,352.00	37,639.68	1,352.00	37,639.68		37,639.68	122%
70	CONCRETE CURB & GUTTER DESIGN SPECIAL	1,250.00	LIN FT	27.84	34,800.00	889.00	24,749.76	889.00	24,749.76		24,749.76	71%
71	7" CONCRETE VALLEY GUTTER	844.00	SQ FT	16.06	13,554.64	603.00	9,684.18	603.00	9,684.18		9,684.18	71%
72	TRUNCATED DOMES	546.00	SQ FT	53.54	29,232.84	474.00	25,377.96	474.00	25,377.96		25,377.96	87%
73	BITUMINOUS CURB	9,950.00	LIN FT	3.21	31,939.50	2,050.00	6,580.50	2,050.00	6,580.50		6,580.50	21%
74	RELOCATE MAILBOX	64.00	EACH	187.40	11,993.60	64.00	11,993.60	64.00	11,993.60		11,993.60	100%
75	TRAFFIC CONTROL	1.00	LUMP SUM	16,491.55	16,491.55	1.00	16,491.55	1.00	16,491.55		16,491.55	100%
76	SIGN PANELS TYPE C	156.00	SQ FT	58.90	9,188.40	53.00	3,121.70	53.00	3,121.70		3,121.70	34%
77	STABILIZED CONSTRUCTION EXIT	3.00	EACH	535.44	1,606.32	1.00	535.44	1.00	535.44		535.44	33%
78	STORM DRAIN INLET PROTECTION	23.00	EACH	240.95	5,541.85	4.00	963.80	4.00	963.80		963.80	17%
79	SILT FENCE, TYPE MS	1,778.00	LIN FT	1.98	3,520.44	1,006.00	1,991.88	1,006.00	1,991.88		1,991.88	57%
80	SEDIMENT CONTROL LOG TYPE WOOD CHIP	170.00	LIN FT	3.21	545.70	359.00	1,152.39	359.00	1,152.39		1,152.39	211%
81	COMMON TOPSOIL BORROW (LV)	1,045.00	CU YD	49.97	52,218.65	1,762.00	88,047.14	1,762.00	88,047.14		88,047.14	169%
82	FERTILIZER TYPE 3	963.00	POUND	1.07	1,030.41	2,030.00	2,172.10	2,030.00	2,172.10		2,172.10	211%
83	SEEDING	2.90	ACRE	428.35	1,242.22	5.80	2,484.43	5.80	2,484.43		2,484.43	200%
84	SEED MIXTURE 25-151	754.00	POUND	5.14	3,875.56	1,653.00	8,496.42	1,653.00	8,496.42		8,496.42	219%
85	SEED MIXTURE 35-641	6.00	POUND	42.56	255.36	7.00	297.92	7.00	297.92		297.92	117%
86	HYDRAULIC BONDED FIBER MATRIX	9,623.00	ACRE	1.45	13,953.35	22,500.00	32,625.00	22,500.00	32,625.00		32,625.00	234%
87	LANDSCAPING MULCH	5.00	CU YD	69.61	348.05	5.00	348.05	5.00	348.05		348.05	100%
88	24" SOLID LINE MULTI-COMPONENT (WHITE)	67.00	LIN FT	6.96	466.32	131.00	911.76	131.00	911.76		911.76	196%
89	CROSSWALK MULTI-COMPONENT (WHITE)	678.00	SQ FT	5.89	3,993.42	648.00	3,816.72	648.00	3,816.72		3,816.72	96%
90	PAVEMENT MESSAGE MULTI-COMPONENT	1.00	EACH	107.09	107.09	1.00	107.09	1.00	107.09		107.09	100%
Original Contract Totals					\$ 5,433,358.71		\$ 5,265,583.31		\$ 5,265,583.31	\$ -	\$ 5,265,583.31	97%

Contractor's Application for Payment

Owner:	City of Elk River	Owner's Project No.:	
Engineer:	Bolton & Menk, Inc.	Engineer's Project No.:	OR1.128082
Contractor:	North Valley Inc.	Contractor's Project No.:	
Project:	2023 Street Improvements Project	Agency's Project No.:	
Contract:			

Application No.: 11		Application Period: From 12/05/24 to 12/16/24				Application Date: 12/16/24						
A	B	C	D	E	F	F1	F2	G	H	I	J	K
Bid Item No.	Description	Item Quantity	Contract Information			Previous Estimate		Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)
			Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)			
Change Orders												
CO-1	WATSON CIRCLE PATCH	1.00	LUMP SUM	8,483.45	8,483.45	1.00	8,483.45	1.00	8,483.45		8,483.45	100%
CO-2.1	REMOVE 12" STORM PIPE	271.00	LIN FT	23.00	6,233.00	271.00	6,233.00	271.00	6,233.00		6,233.00	100%
CO-2.2	18" RCP STORM PIPE	271.00	LIN FT	96.00	26,016.00	271.00	26,016.00	271.00	26,016.00		26,016.00	100%
CO-2.3	CONNECT TO EX MH	2.00	EACH	4,025.00	8,050.00	2.00	8,050.00	2.00	8,050.00		8,050.00	100%
CO-2.4	BITUMINOUS STREET PATCH	400.00	SQ YD	31.33	12,532.00	400.00	12,532.00	400.00	12,532.00		12,532.00	100%
CO-2.5	REMOVE & REPLACE CURB & GUTTER	20.00	LIN FT	35.13	702.60		-		-		-	
CO-2.6	MOBILIZATION	1.00	LUMP SUM	9,125.00	9,125.00	1.00	9,125.00	1.00	9,125.00		9,125.00	100%
CO-2.7	TRAFFIC CONTROL	1.00	LUMP SUM	450.00	450.00	1.00	450.00	1.00	450.00		450.00	100%
CO-2.8	GRATED CASTING LID	1.00	EACH	397.35	397.35	1.00	397.35	1.00	397.35		397.35	100%
CO-2.9	CLEAR & GRUB TREE	4.00	EACH	675.00	2,700.00	4.00	2,700.00	4.00	2,700.00		2,700.00	100%
CO-2.10	R-3501-TB CASTING ASSEMBLY	2.00	EACH	512.00	1,024.00	2.00	1,024.00	2.00	1,024.00		1,024.00	100%
CO-3.1	MOBILIZATION	1.00	LUMP SUM	25,050.99	25,050.99	1.00	25,050.99	1.00	25,050.99		25,050.99	100%
CO-3.2	REMOVE CONCRETE CURB & GUTTER	239.00	LIN FT	20.58	4,918.62	442.00	9,096.36	442.00	9,096.36		9,096.36	185%
CO-3.3	REMOVE BITUMINOUS PAVEMENT	3,614.00	SQ YD	4.03	14,564.42	3,669.00	14,786.07	3,669.00	14,786.07		14,786.07	102%
CO-3.4	REMOVE CONCRETE PAVEMENT	435.00	SQ FT	4.11	1,787.85	739.00	3,037.29	739.00	3,037.29		3,037.29	170%
CO-3.5	SALVAGE & REINSTALL LANDSCAPING WALL	15.00	LF	43.81	657.15	15.00	657.15	15.00	657.15		657.15	100%
CO-3.6	COMMON EXCAVATION (CV) (P)	799.00	CU YD	34.18	27,309.82	799.00	27,309.82	799.00	27,309.82		27,309.82	100%
CO-3.7	AGGREGATE BASE CLASS 5	776.00	CU YD	58.31	45,248.56	1,019.27	59,433.63	1,019.27	59,433.63		59,433.63	131%
CO-3.8	BITUMINOUS PATCH SPECIAL (DRIVEWAY/TRAIL)	3,981.00	SQ YD	17.06	67,915.86	6,596.25	112,532.03	6,596.25	112,532.03		112,532.03	166%
CO-3.9	MILL BITUMINOUS SURFACE (1.5")	2,082.00	SQ YD	6.29	13,095.78	2,044.00	12,856.76	2,044.00	12,856.76		12,856.76	98%
CO-3.10	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C)	175.00	TON	133.35	23,336.25	544.78	72,646.41	544.78	72,646.41		72,646.41	311%
CO-3.11	6" PVC PIPE DRAIN	55.00	LF	40.53	2,229.15	55.00	2,229.15	55.00	2,229.15		2,229.15	100%
CO-3.12	ADJUST CASTING (MANHOLE)	2.00	EACH	1,204.84	2,409.68	1.00	1,204.84	1.00	1,204.84		1,204.84	50%
CO-3.13	ADJUST CASTING (CATCH BASIN)	1.00	EACH	711.95	711.95	-	-	-	-		-	
CO-3.14	4" CONCRETE WALK	135.00	SQ FT	16.43	2,218.05	474.00	7,787.82	474.00	7,787.82		7,787.82	351%
CO-3.15	6" CONCRETE WALK	300.00	SQ FT	27.38	8,214.00	486.00	13,306.68	486.00	13,306.68		13,306.68	162%
CO-3.16	CONCRETE CURB & GUTTER DESIGN B618	239.00	LIN FT	38.34	9,163.26	434.00	16,639.56	434.00	16,639.56		16,639.56	182%
CO-3.17	TRUNCATED DOMES	40.00	SQ FT	54.77	2,190.80	79.00	4,326.83	79.00	4,326.83		4,326.83	198%
CO-3.18	TRAFFIC CONTROL	1.00	LUMP SUM	2,628.73	2,628.73	1.00	2,628.73	1.00	2,628.73		2,628.73	100%
CO-3.19	COMMON TOPSOIL BORROW (LV)	205.00	CU YD	58.05	11,900.25	358.50	20,810.93	358.50	20,810.93		20,810.93	175%
CO-3.20	FERTILIZER TYPE 3	175.00	POUND	1.30	227.50	383.00	497.90	383.00	497.90		497.90	219%
CO-3.21	SEEDING	0.50	ACRE	328.60	164.30	0.81	266.17	0.81	266.17		266.17	162%
CO-3.22	SEED MIXTURE 25-151	150.00	POUND	9.85	1,477.50	325.00	3,201.25	325.00	3,201.25		3,201.25	217%
CO-3.23	HYDRAULIC BONDED FIBER MATRIX	1,750.00	POUND	1.85	3,237.50	3,550.00	6,567.50	3,550.00	6,567.50		6,567.50	203%
CO-3.24	4" SOLID LINE MULTI-COMPONENT (WHITE)	655.00	LIN FT	3.94	2,580.70	403.00	1,587.82	403.00	1,587.82		1,587.82	62%
CO-3.25	PAVEMENT MARKING SPECIAL	9.00	SF	26.29	236.61	8.93	234.77	8.93	234.77		234.77	99%
CO-3.26	SANITARY SEWER SERVICE REPAIR	1.00	EACH	7,393.20	7,393.20	1.00	7,393.20	1.00	7,393.20		7,393.20	100%
CO-3.27	ALT 1 - SITE 3 OVERLAY TRAIL 2.5"	480.00	SY	24.77	11,889.60		-		-		-	
CO-3.28	ALT 1 - SITE 3 REMOVE-REPLACE TRAIL W/ CL5 & BIT	480.00	SY	37.88	18,182.40	480.00	18,182.40	480.00	18,182.40		18,182.40	100%
Change Order Totals					\$ 386,653.88		\$ 519,282.86		\$ 519,282.86	\$ -	\$ 519,282.86	134%
Original Contract and Change Orders												
Project Totals					\$ 5,820,012.59		\$ 5,784,866.17		\$ 5,784,866.17	\$ -	\$ 5,784,866.17	99%

APPLICATION AND CERTIFICATION FOR PAYMENT

TO OWNER: PROJECT: Rivers Edge Renovations
City of Elk River
13065 Orono Parkway
Elk River, MN 55330
FROM CONTRACTOR: VIA LANDSCAPE ARCHITECT: HKGI
Vada Contracting, LLC 800 Washington Ave N. #103
PO Box 1082 Minneapolis, MN 55401
Cokato, MN 55321
CONTRACT FOR:

DOCUMENT G702

PAGE ONE OF PAGES

APPLICATION NO: 1

Distribution to:

☐	OWNER
☐	ARCHITECT
☐	CONTRACTOR
☐	
☐	

PERIOD TO: 1/7/2025

PROJECT NOS:

CONTRACT DATE: 9/4/2024

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$	201,021.55
2. Net change by Change Orders	\$	0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	201,021.55
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	164,561.00
5. RETAINAGE:		
a. 5 % of Completed Work (Column D + E on G703)	\$	\$8,228.05
b. % of Stored Material (Column F on G703)	\$	Included in above
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	8,228.05
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	156,332.95
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	0
8. CURRENT PAYMENT DUE	\$	156,332.95
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	44,688.60

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order	\$0.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: [Signature] Date: 1/7/2025

State of: MN County of: Wright
Subscribed and sworn to before me this 7th day of January 2025
Notary Public: Heather L Kelly
My Commission expires: 1/31/2027



LANDSCAPE ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observation and the data comprising the application, the Architect certifies to the Owner that to the best of the Landscape Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED\$ 156,332.95

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

LANDSCAPE ARCHITECT: Amy Bower Date: 01.08.2025

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

DOCUMENT G703

PAGE OF PAGES

G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 1

APPLICATION DATE: 1/7/2025

PERIOD TO: 1/7/2025

ARCHITECT'S PROJECT NO: 024-031

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H % (G ÷ C)	I BALANCE TO FINISH (C - G)	J RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION	THIS PERIOD					
1	MOBILIZATION	8425	\$0.00	\$8,425.00		\$8,425.00	100.00%	\$0.00	
2	SURVEY and STAKING	5000	\$0.00	\$5,000.00		\$5,000.00	100.00%	\$0.00	
3	SILT FENCE	1000	\$0.00	\$1,000.00		\$1,000.00	100.00%	\$0.00	
4	INLET PROTECTION	600	\$0.00	\$600.00		\$600.00	100.00%	\$0.00	
5	CONSTRUCTION BARRIERS	1250	\$0.00	\$1,250.00		\$1,250.00	100.00%	\$0.00	
6	ROCK CONSTRUCTION ENTRY	250	\$0.00	\$250.00		\$250.00	100.00%	\$0.00	
7	REMOVALS: MISC> CONCRERTE / Paver	931	\$0.00	\$0.00					
8	STRIP TOPSOIL FOR REUSE	4359.6	\$0.00	\$4,359.60		\$4,359.60	100.00%	\$0.00	
9	REMOVE AND GRUB	925	\$0.00	\$925.00		\$925.00	100.00%	\$0.00	
10	BLOCK SALVAGE AND STACK	3910.2	\$0.00	\$3,910.20		\$3,910.20	100.00%	\$0.00	
11	LIMESTONE BLOCK REMOVAL FROM SITE	3528	\$0.00	\$3,528.00		\$3,528.00	100.00%	\$0.00	
12	EARTHWORKS / GRADING	10000	\$0.00	\$10,000.00		\$10,000.00	100.00%	\$0.00	
13	PROVIDE AND INSTALL BLOCK WALL WITH CAPS	87500	\$0.00	\$87,500.00		\$87,500.00	100.00%	\$0.00	
14	STAIN BLOCK WALL	2275	\$0.00	\$0.00					
15	SAND SET PAVERS	4450	\$0.00	\$0.00					
16	TOPSOIL RESPREAD	4359.6	\$0.00	\$4,359.60		\$4,359.60	100.00%	\$0.00	
17	SOD	4904.55	\$0.00	\$0.00					
18	PLANTING BED HARTDWOOD MULCH	580.5	\$0.00	\$0.00					
19	DECIDUOUS SHRUB #2 CONT	432	\$0.00	\$0.00					
20	RESTORE IRRIGATYION SYSTEM	6700	\$0.00	\$0.00					
21	SURVEY & STAKING	500	\$0.00	\$500.00		\$500.00	100.00%	\$0.00	
22	REMOVE ADDITIONAL LIMESTONE AND STACK	1290.1	\$0.00	\$1,290.10		\$1,290.10	100.00%	\$0.00	
23	REMOVE ADDITIONAL LIMESTONE FROM SITE	1164	\$0.00	\$1,164.00		\$1,164.00	100.00%	\$0.00	
24	ADDITIONAL EARTHWORKS	2500	\$0.00	\$2,500.00		\$2,500.00	100.00%	\$0.00	
25	INSTALL ADDITIONAL LARGE BLOCK WALLS	22632	\$0.00	\$22,632.00		\$22,632.00	100.00%	\$0.00	
26	STAIN ADDITIONAL WALLS	533	\$0.00	\$0.00					
27	SOD	1080	\$0.00	\$0.00					
28	DECIDUOUS SHRUB No. 2	2430	\$0.00	\$0.00					
29	PLANTING BED RESTORE - WOOD MULCH	2322	\$0.00	\$0.00					
30	RESTORE IRRIGATION SYSTEM	2215	\$0.00	\$0.00					
31	1.5" PVC CONDUIT	2687.5	\$0.00	\$967.50		\$967.50	36.00%	\$1,720.00	\$4,837.50
32	FIBER LINE	3687.5	\$0.00	\$0.00					
33	HAND HOLES	6600	\$0.00	\$4,400.00		\$4,400.00	66.67%	\$2,200.00	\$22,000.00
	GRAND TOTALS	\$201,021.55	\$0.00	\$164,561.00	\$0.00	\$164,561.00	1903%	\$3,920.00	\$26,837.50



Request for Action

To
City Council

Item Number
4.4

Meeting Date
January 21, 2025

Prepared By
Jolene Richter, Deputy Clerk

Item Description
Consumption and Display Permit - Aegir Brewing Company

Reviewed by
Cal Portner
Tina Allard

Action Requested

Approve, by motion, a Consumption and Display Permit to Aegir Brewing Company valid through March 31, 2026.

Background/Discussion

Aegir Brewing Company applied for a Consumption and Display Permit at 19050 Industrial Blvd NW. The permit allows the permit holder to sell liquids to mix with intoxicating liquors brought to the premises and consumed by patrons.

Consumption and Display Permits are granted by the State of Minnesota Alcohol and Gambling Division following City Council authorization.

Financial Impact
N/A

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
4.5

Meeting Date
January 21, 2025

Prepared By
Jolene Richter, Deputy Clerk

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

Reviewed by
Cal Portner
Tina Allard

Action Requested
Adopt Resolution 25-03 approving a premises permit for the Elk River Youth Hockey Association.

Background/Discussion
The Elk River Youth Hockey Association (ERYHA) requested a premises permit for gambling at Furniture and Things Community Event Center, 1000 School Street.

ERYHA holds permits for McCoy's Pub, Sammy's Pizza, and Buffalo Wild Wings. The city ordinance allows applications for premises permits that are not eligible due to the limit on permits to be granted a waiver from the City Council if, within 30 days from the date of submittal of the premises permit application to the city, no other eligible organizations has applied to operate gambling activities at the premises applied for by the ineligible organization.

Eligible gambling organizations were notified of the request by ERYHA and no other applications to operate a premise permit at Furniture and Things Community Event Center were received within 30 days.

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

Financial Impact
N/A

Mission/Policy/Goal
Elk River Mission

Attachments
I. RES 25-03 ERYHA Premises Permit FT Center

The Elk River Vision

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**City of Elk River
City Council**

Resolution 25-03

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

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

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Elk River, Minnesota, as follows: the request by Elk River Youth Hockey Association for a premises permit at Furniture and Things Community Event Center, 1000 School Street, is hereby approved.

Passed and adopted this 21st day of January 2025.

John J. Dietz, Mayor

ATTEST:

Tina Allard, City Clerk





Request for Action

To
City Council

Item Number
4.6

Meeting Date
January 21, 2025

Prepared By
Jolene Richter, Deputy Clerk

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

Reviewed by
Cal Portner
Tina Allard

Action Requested
Adopt Resolution 25-04 approving a premises permit for Elk River-Rogers VFW Post 5518.

Background/Discussion
The Elk River-Rogers VFW Post 5518 applied to conduct gambling at Topsy on Main, 709 Main St NW.

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

Financial Impact
NA

Mission/Policy/Goal
Elk River Mission

Attachments
I. RES 25-04 VFW Premises Permit Topsy on Main

The Elk River Vision

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**City of Elk River
City Council**

Resolution 25-04

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

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

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Elk River, Minnesota, as follows: the request by Elk River-Rogers VFW Post 5518 for a premises permit at Topsy on Main, 709 Main Street NW, is hereby approved.

Passed and adopted this 21st day of January 2025.

John J. Dietz, Mayor

ATTEST:

Tina Allard, City Clerk





Request for Action

To
City Council

Item Number
4.7

Meeting Date
January 21, 2025

Prepared By
Zack Carlton, Community Development Director

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

Reviewed by
Cal Portner
Tina Allard

Action Requested

Adopt, by motion, Resolution 25-05 ordering repair or removal of hazardous conditions at 19116 Troy Street NW

Background/Discussion

Code enforcement and the city attorney have been working to address the hazardous property at 19116 Troy Street NW. Numerous attempts were to contact the property owner, but were unsuccessful.

In 2024, the Council authorized staff to proceed with an Eminent Domain proceeding to acquire the property, demolish the hazardous structures, and sell it as a developable residential parcel. During those proceedings, the city was contacted by two heirs of the previous property owner. They have since filed a successful probate matter and are now the estate's personal representatives. The city will no longer seek to acquire the property through eminent domain.

With the ownership question answered, staff asks the Council to adopt a resolution formally ordering the removal or repair of the hazardous conditions on the property. We will continue to work with the heirs and their representatives to bring the property into compliance.

Financial Impact

Legal fees will be assessed to the property in accordance with state and local regulations.

Mission/Policy/Goal

Improve citizen quality of life.

Attachments

1. RES 25-05 Hazardous Property Resolution
2. Exhibit A - O&E Report
3. Exhibit B - Interior Photos
4. Exhibit C - Hazardous Property Order

The Elk River Vision

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**City of Elk River
City Council**

Resolution 25-05

**A Resolution Ordering Repair or Removal
of Hazardous Conditions**

WHEREAS, the City staff of the City of Elk River have attempted without success to remedy the hazardous and unsafe conditions of the property located at 19116 Troy St. NW, in the City of Elk River, Minnesota, with a legal description of Lot 4, Block 1, Oak Knoll, Sherburne County, Minnesota (the “Subject Property”); and

WHEREAS, the City Council has determined that the building on the property constitutes a hazardous property due to inadequate maintenance that constitutes a fire and safety hazard to public safety or health within the meaning of Minn. Stat. § 463.15, subd. 3; and

WHEREAS, in passing Resolution 24-50 the City Council has previously determined that the building on the property constitutes a hazardous property, and due to the lack of any living person claiming an interest in the property directed that the property be acquired through eminent domain to allow the hazardous conditions to be addressed permanently; and

WHEREAS, the City has since learned of possible heirs to the property, and wishes to both avoid undue interference with any potential heirs’ property rights as determined through the probate process and ensure that the hazardous conditions on the property are addressed in a timely fashion; and

WHEREAS, the City will no longer be seeking to acquire the property through eminent domain pending the potential resolution of ownership interests through the probate process; and

WHEREAS, the City Council has fully considered all evidence relating to the code violations at the Subject Property. Said evidence is attached hereto as exhibits. The exhibits include the following documents:

- a. **Exhibit A:** Ownership and Encumbrance report for Subject Property;
- b. **Exhibit B:** Photographs of the Subject Property taken during an inspection on December 5, 2023

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ELK RIVER, MINNESOTA, MAKES THE FOLLOWING:

FINDINGS

1. The above recitals are incorporated as if fully set forth herein.

2. The sole owner of record of the property is William G. Boop. The County of Sherburne holds an interest in the Subject Property for potential taxes. There are currently no other lienholders of record of the Subject Property.

3. Laura L. Madden and Amy M. Roll are the Personal Representatives and Heirs of William G. Boop.

4. The Subject Property contains a single-family home. The City believes the home to be vacant and unoccupied.

5. The Subject Property contains violations of City Code and the International Property Maintenance Code (IPMC). See also Elk River City Code § 30-87 (adopting the IPMC by reference.

6. IPMC § 305.1 requires that the interior of all structures “shall be maintained in good repair, structurally sound and in a sanitary condition.” IPMC § 309.1 requires that all structures be kept free from insect and rodent infestation. City Code § 46-35 declares dilapidated structures to be public nuisances. City Code § 46-34 declares solid waste or junk accumulation so as to be dangerous or injurious to be a public nuisance.

7. The entire interior of the Subject Property is in extremely poor repair. The Subject Property is littered with trash and animal feces throughout. The Subject Property is cluttered with debris, furniture, and other items throughout. The Subject Property shows signs of ongoing rodent infestation. There is visible water damage inside the Subject Property and visible water damage to the exterior of the Subject Property.

DECISION

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ELK RIVER, MINNESOTA, based upon the information received and the above Findings, the following:

1. The Subject Property contains violations of City Code and the IPMC.
2. The Subject Property, which is located in Elk River, Sherburne County, constitutes a health and safety hazard within the meaning of Minnesota Chapter 463. Specifically, the Subject Property contains conditions and improper construction that constitute a fire hazard and a hazard to public safety or health. Minn. Stat. § 463.15, subd. 3.
3. Pursuant to Minnesota Statutes § 463.16 *et seq.*, the City hereby adopts and approves the Order for Repair and Removal of Hazardous Conditions attached hereto as **Exhibit C**.
4. The City’s legal counsel, Campbell Knutson, P.A., 860 Blue Gentian Road, Suite 290, Eagan, Minnesota 55121, is directed to serve the Order for Repair and Removal of Hazardous Conditions and to proceed with enforcement in accordance with Minn. Stat. § 463.15 *et seq.*

Passed and adopted this 21st day of January 2025.

John J. Dietz, Mayor

ATTEST:

Tina Allard, City Clerk

Land Title, Inc.
2200 County Road C West
Suite 2205
Roseville, MN 55113
651.638.1900



Invoice

Date: 09/20/2023
Number: 100372

Campbell Knutson
860 Blue Gentian Road Suite 290
Eagan, MN 55121

File Number	Transactee	Client's File #	Class/Description	Memo	Amount
684413	Boop, William		Property Report	19116 Troy Street Northwest, Elk River, MN 55330	\$75.00
Total					\$75.00
Total Due					\$75.00

When you provide a check as payment, you authorize us to use information from the check to make a one-time electronic fund transfer from your account. In certain circumstances, such as for technical or processing reasons, we may process your payment as a check transaction.

Due Upon Receipt

LT File Number: 684413
Report prepared on: September 20, 2023



Prepared for:
Campbell Knutson
860 Blue Gentian Road Suite 290
Eagan, MN 55121
Attn: Miya E. Watson
Client File No.:

PROPERTY REPORT

Applicant: William G. Boop
Property Address: 19116 Troy Street Northwest, Elk River, MN 55330
County: Sherburne **State:** Minnesota
Property Type: Abstract Property

LEGAL DESCRIPTION:

Lot 4, Block 1, Oak Knoll, Sherburne County, Minnesota.

APPARENT RECORD OWNER:

William G. Boop

WARRANTY DEED: Jerry R. Wells and Patricia A. Wells, as husband and wife to William G. Boop ; DOCUMENT NO.: 257126; DATED: October 29, 1991; FILED: December 18, 1991.

OPEN MORTGAGES AND LIENS:

-NONE-

TAX INFORMATION:

Tax I.D. No.: 75-452-0120
Taxes for the year 2023: \$1,948.00, Total, are 1st 1/2 Due, 2nd 1/2 Due, plus penalty on unpaid 1st half
Delinquent Tax: None
Base Tax: \$1,948.00(Homestead)
Estimated Market Value: \$161,100.00
Assessed in the name of: William G. Boop

NAME SEARCHES:

There are no unsatisfied judgments and notices of Federal or State Tax Liens docketed in Sherburne County District Court, and the Sherburne County Recorder's office appearing against the following names (through the date interest was conveyed out):

William Boop

Except as follows:

JUDGMENT: Bank of America, N.A. vs. William G. Boop, dated July 10, 2015, docketed July 10, 2015 in Sherburne County District Court records as Case No. 71-CV-15-688 in the amount of \$7,838.85.

POSTED EFFECTIVE DATE: September 15, 2023

This Property Report is not a title examination, title opinion, title insurance commitment or title insurance policy. This report is furnished for the use and benefit of the requesting party. The liability of the reporting company caused by inaccuracies contained herein is limited to the amount paid for in said report.

Land Title, Inc. • 2200 West County Road C, Suite 2205, Roseville, MN 55113 • phone (651) 638-1900 • fax (651) 697-6185 • landtitleinc.com

No delinquent taxes and transfer entered; Certificate
of Real Estate Value (X) filed () not required
Certificate of Real Estate Value No. 27134
December 18, 1991

Etalo Palmer

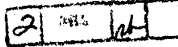
County Auditor

by Patti Schumacher
Deputy

257126

COUNTY RECORDER
SHERBURNE CO., MINN.
PAT. CASPUSSEN
BY Pat DEPUTY

Dec 18 2 42 PM '91



STATE DEED TAX DUE HEREON: \$ 252.45

Date: 10/29, 1991

(reserved for recording data)

FOR VALUABLE CONSIDERATION, Jerry R. Wells and Patricia A. Wells,
as husband and wife Grantor(s),
(marital status)

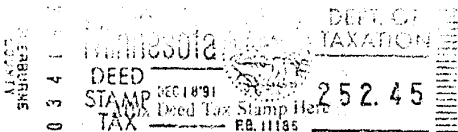
hereby convey (s) and warrant (s) to William G. Boop,
a single person Grantee(s),
real property in Sherburne County, Minnesota, described as follows:

Lot Four (4), Block One (1), Oak Knoll, Sherburne
County, Minnesota.

This document was accompanied by well
certificate required by MSA 1031.235
and forwarded to Mn. Dept. of Health.

(if more space is needed, continue on back)

together with all hereditaments and appurtenances belonging thereto, subject to the following exceptions:



Jerry R. Wells
Jerry R. Wells

Patricia A. Wells
Patricia A. Wells

STATE OF MINNESOTA

COUNTY OF ANOKA

ss.

The foregoing instrument was acknowledged before me this 28th day of October, 1991.
by Jerry R. Wells and Patricia A. Wells,
as husband and wife Grantor(s).

NOTARIAL STAMP OR SEAL (OR OTHER TITLE OR RANK)



SIGNATURE OF PERSON TAKING ACKNOWLEDGMENT

Tax Statements for the real property described in this instrument should
be sent to (include name and address of Grantee):

William G. Boop
19116 Troy Street N.W.
Elk River, MN 55330

THIS INSTRUMENT WAS DRAFTED BY (NAME AND ADDRESS):

Kurt Robinson, Esq.
ROBINSON & BUDDE
199 Coon Rapids Boulevard
Suite 114
Coon Rapids, Minnesota 55433
(612) 785-2556
Atty. Reg. No. 173320





CITY OF ELK RIVER

Order of the City Council of Elk River,
Sherburne County, Minnesota concerning
Hazardous building on the property

Located at:
19116 Troy St. NW, Elk River, MN 55330

Legally described as:
Lot 4, Block 1, Oak Knoll, Sherburne County, Minnesota.

Parcel Identification Number (PID): 75-00452-0120

To: William G. Boop, Owner in Fee Simple of the Subject Property;
Laura Madden and Amy M. Roll, personal representatives of the Owner.

Pursuant to Minnesota Statutes § 463.15, *et seq.*, the City Council of the City of Elk River, having duly considered the matter, found the above-described property to be hazardous through the passage of Resolution 25-____.

Elk River City staff have observed the conditions present at 19116 Troy St. NW, Elk River, MN 55330 [hereinafter: Subject Property]. Their observations revealed that the Subject Property constitutes a hazardous property within the meaning of Minnesota Chapter 463. Specifically, the Subject Property has been inadequately maintained, is dilapidated, and littered with junk and debris in violation of City Code and the International Property Maintenance Code (IPMC) in such a way as to constitute a hazard to public safety or health within the meaning of Minn. Stat. § 463.15, subd. 3. Specifically, the City Council finds that the following hazardous conditions exist at the Subject Property:

1. IPMC § 305.1 requires that the interior of all structures “shall be maintained in good repair, structurally sound and in a sanitary condition.” IPMC § 309.1 requires that all structures be kept free from insect and rodent infestation. City Code § 46-35 declares dilapidated structures to be public nuisances.

2. City Code § 46-34 declares solid waste or junk accumulation so as to be dangerous or injurious to be a public nuisance. The entire interior of the Subject Property is in extremely poor repair. The Subject Property is littered with trash and animal feces throughout. The Subject Property is cluttered with debris, furniture, and other items throughout. The Subject Property shows signs of ongoing rodent infestation. There is visible water damage inside the Subject Property and visible water damage to the exterior of the Subject Property.

Pursuant to the foregoing, in accordance with Minn. Stat. § 463.17, unless the hazardous conditions listed above are removed **within thirty (30) days** of the date of this Order, the City shall cause the hazardous conditions on the Subject Property to be removed. The removal of the above-reference hazardous conditions may include, if reasonably necessary, the demolition of the Subject Property, the detached garage, or both, the removal of the foundation, and backfilling to prevent any dangerous exposed excavation.

If you fail to remedy the hazardous conditions, the City will seek permission from the District Court for the City to do so. The City will move the District Court for summary enforcement of this Order pursuant to Minn. Stat. § 463.19 unless you remedy the situation within said thirty (30) day period or unless an answer is filed within twenty (20) days of service of this Order upon you pursuant to Minn. Stat. § 463.18. Any answer filed must specifically deny sufficient facts presented in this Order to raise a material question as to the presence or absence of hazardous conditions. Upon enforcement of the Order by the City, all costs expended by the City will be assessed against the real property and collected as other taxes as provided in Minn. Stat. § 463.21.

If you fail to remedy the hazardous conditions, you must remove all personal property or fixtures **within thirty (30) days of service** of this Order upon you pursuant to Minn. Stat. § 463.24. If the personal property or fixtures are not removed within that by time, then the City may sell the personal property or fixtures at public auction as provided in Minn. Stat. § 463.21 or the City may destroy the same.

Moreover, you are advised that if the City of Elk River is compelled to take any action to

abate these hazardous conditions, all necessary costs expended by the City will be assessed against the real estate and collected as other taxes as provided in Minn. Stat. § 463.21.

CAMPBELL KNUTSON
Professional Association

Dated: _____

By /s/ John S. Brooksbank
John S. Brooksbank (#0402593)
Grand Oak Office Center I
860 Blue Gentian Road, Suite 290
Eagan, MN 55121
Telephone: 651-234-6235
jbrooksbank@ck-law.com

Attorney for City of Elk River



Request for Action

To
City Council

Item Number
4.8

Meeting Date
January 21, 2025

Prepared By
Cal Portner, City Administrator

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

Reviewed by
Tina Allard

Action Requested
Approve, by motion, Amendment #1 to Agreement 23-03: Broadband Grant Project #2 Extension

Background/Discussion

The City of Elk River and Sherburne County approved a second broadband project grant with Tekstar d/b/a Arvig to extend broadband services to unserved areas of Elk River. The grant used allocated funds from the city and county ARPA funds from the federal government.

The grant closure date was December 31, 2024. Arvig has installed the primary fiber spine to the approved areas, and the project came in under budget estimates. Arvig has requested the city and county extend the grant date to December 31, 2025, allowing additional time to market the high-speed broadband services now available and to assist with the extension of lateral services to residential properties. The remaining funds would be used as an incentive for residents to offset the approximately \$2,000 cost for the lateral connection.

Financial Impact

There is no additional cost to the City of Elk River. The incentives are a legal expenditure from the previously allocated ARPA funds.

Mission/Policy/Goal

The Elk River Vision and Mission.

Attachments

1. Contract Amendment
2. 2023 Arvig Broadband Grant Project 2

The Elk River Vision

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



AMENDMENT TO SHERBURNE COUNTY BROADBAND ACCESS GRANT PROGRAM AGREEMENT

THIS AMENDMENT to Broadband Access Grant Program Agreement is made and entered into this 21st day of January 2025 (the "Amendment Effective Date") by and between the City of Elk River, a political subdivision of the State of Minnesota (the "City"), 13065 Orono Parkway, Elk River, Minnesota 55330, and Tekstar Communications, Inc. d/b/a Arvig 150 2nd St. SW Perham, Minnesota 56573 (the "Grantee").

WHEREAS, the City and Grantee are parties to that certain Broadband Access Grant Program Agreement with an Effective Date of January 3, 2023 (the "Grant Agreement"); and

WHEREAS, the Grant Agreement provides for an initial term through December 31, 2024, with construction and installation of project components to be completed during 2024; and

WHEREAS, the Grantee is seeking an extension to seek additional drops to individual properties; and

WHEREAS, the Parties wish to amend the Grant Agreement to extend its term in order to provide Grantee additional time to complete the Grant Project (as that term is defined in the Grant Agreement).

1. Amendment. This Amendment shall be considered a part of the Grant Agreement and will be governed by the terms thereof. The Parties shall fully comply with the terms and conditions of the Grant Agreement in their performance of this Amendment. The words, phrases and capitalized terms used in this Amendment shall have the same meaning as in the Grant Agreement. In the event of a conflict, the specific terms of this Amendment shall control, to the extent of such conflict.
2. Term. The term of the Grant Agreement is extended through December 31, 2025, unless earlier terminated pursuant to the terms of the Grant Agreement.
3. Extension of Time for Completion. *Unless an additional extension of time is approved in writing by the City's Authorized Representative, Grantee shall complete all construction and installation work relating to the Grant Project no later than December 31, 2025, and shall submit all invoices and required reports to the City no later than January 2, 2026.*

[Signature page follows.]

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

CITY OF ELK RIVER

TEKSTAR COMMUNICATIONS

By: _____

By: _____

Print Name

Print Name

Title

Title

Date

Date

By: _____

Print Name

Title

Date



Request for Action

To Mayor and City Council		Item Number 5.7
Agenda Section Consent	Meeting Date January 3, 2023	Prepared by Suzanne Fischer, Environmental/Special Projects Director
Item Description Financial Contribution to the Arvig Broadband Expansion Project		Reviewed by Cal Portner, City Administrator
		Reviewed by

Action Requested

Adopt, by motion, a resolution of support for a 25% contribution local cost share for an Arvig Broadband Expansion Project.

Background/Discussion

Sherburne County has developed a Broadband Access Grant Program to help broadband providers expand their services to those locations where it may not be economically feasible without a public-private partnership. Arvig has submitted a proposal to bring high-speed broadband service to approximately 42 homes and businesses within the City of Elk River.

The Sherburne County grant program requires a local financial participation to leverage additional funds for the requested project. For this project, Arvig has applied for \$167,795.38 in grant assistance (total project cost of \$542,651). Sherburne County is willing to contribute 75% or, \$162,500, and has requested the city to contribute the remaining 25%. Without the city's contribution, the project would not be eligible to receive county grant assistance and therefore, not proceed.

Approval of this resolution expresses the Elk River City Council's desire to participate in the grant program and is needed for the county to process the grant request.

Financial Impact

\$41,950.00 from ARPA Funds.

Mission/Policy/Goal

Improve Broadband Connectivity

Attachments

- Sherburne County Contribution Request & Project Overview
- Broadband Overview Map
- Resolution 23-X

The Elk River Vision

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



Updated: August 2020



Sherburne County Administration

Sherburne County Government Center
13880 Business Center Drive
Suite 100
Elk River, MN 55330-4668
administration@co.sherburne.mn.us
(763) 765-3001
1-800-433-5228

December 9, 2022

City of Elk River
Attn: Cal Portner
13065 Orono Parkway
Elk River, MN 55330

Dear Mr. Portner,

As you may know, Sherburne County has been working for several years to help bring high-speed broadband service to the many unserved or underserved areas of the County that need it. The County recognizes that access to high-speed broadband service has become a basic necessity for businesses and residents to be able to access critical services and participate in the current marketplace. In response to that need, the County has developed a Broadband Access Grant Program to help broadband providers extend their services to those locations where it may not be economically feasible without a public-private partnership. Under the County's Program and in partnership with the State of Minnesota's Border to Border Broadband Program, Arvig has now applied for a grant as part of a project that will bring high-speed broadband to approximately 42 homes (27 unserved and 15 underserved) and businesses within the City of Elk River. I am therefore writing to inform you of Arvig's request and to ask that the City of Elk River consider participating with the County in facilitating this exciting project for the City's residents and businesses. A copy of Arvig's application is attached to this letter.

Because the County has limited funds available for its Grant Program, local participation from the City where the project is located is being requested. For the project involved here, Arvig has applied for \$167,795.38 in grant assistance (\$542,651 total project cost). Based on the size of the grant request and project in general, the County is requesting the City of Elk River contribute 25% of the grant request or \$41,950.

We look forward to working with you to help bring high-speed broadband service to this area of the city that is currently underserved or not served at all. We ask that if you are interested in

participating financially in the project, you send us a Board resolution stating your interest and participation amount by January 31, 2023.

If you have any questions about the County's Grant Program or Arvig's application for a project in your City, please contact me at your convenience.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Dan Weber', with a stylized, cursive script.

Dan Weber
Assistant County Administrator

TEKSTAR COMMUNICATIONS, INC. D/B/A ARVIG

150 2nd Street SW
Perham, MN 56573

RFP Response A - Project Summary

Sherburne County ARPA BB

Access Grant Application

JULY 12, 2022



Laura Kangas
Account Executive
Direct 320-204-1020
Laura.Kangas@arvig.com
26 6th Ave. N | St. Cloud | arvig.com



Mark Birkholz
Director Customer Operations & Southern Markets
218 346-8868
mark.birkholz@arvig.com
150 Second Street SW | Perham, MN 56573 arvig.com

Tekstar Communications, Inc. d/b/a Arvig

Project Summary

Executive Summary

Tekstar Communications, Inc., dba Arvig ("Tekstar/Arvig"), headquartered in Perham, MN, has been providing competitive broadband services to Minnesota communities since 1998 with Arvig roots going back to 1950 including full-suite telecommunications services for businesses, farms, residential customers, counties, schools, libraries, healthcare services and other critical anchor institutions throughout the state.

As part of this application, Tekstar/Arvig proposes broadband services for the sparsely populated and rural areas located north and south of the community of Elk River, MN. These areas have been identified as first-in-line to receive and maximize the use of the broadband grant funding for the area provided under the American Recovery Plan Act and Sherburne County due to lack of reliable high-speed internet services and meets the eligibility consideration criteria as unserved and underserved residential territories.

Tekstar/Arvig seeks to benefit residents and businesses, improving their way of life, with the delivery of minimum speeds offered at 100/20 and deploying a proposed Fiber-to-the-Home (FTTH) system consisting entirely of fiber optic and Calix XGS PON equipment capable of delivering 100Mbps download and 20Mbps upload high-speed broadband. Using Calix XGS, subscribers have immediate scalability, upon placement of an order, and access to availability of 100/100 symmetrical service. Internet service packages are anticipated to start at 100/20Mbps with offerings available at up to 1Gig and supporting 10G with symmetrical packages upon request.

Total number of estimated households proposed as passed is approximately 42 households via FTTH XGS-PON construction. Approximately 64% of households are estimated to be unserved with 36% of households considered underserved. Minimum speeds are planned so as to support data and voice transmission.

Areas are currently defined as unserved/underserved and Tekstar/Arvig seeks to benefit residents by delivering in-home remote capabilities, remote educational opportunities, telehealth services, and remote business connections maintaining reliable internet connectivity for office communications. Tekstar/Arvig technicians, construction and network personnel are highly trained and experienced in the maintenance and quality delivery of these systems. Tekstar/Arvig is well-experienced and fully staffed for these types of projects having previously been awarded Minnesota DEED Border-to-Border grant projects in the past. Prior funded efforts have been managed to successful completion and on-time implementation. Tekstar/Arvig technical and network teams are trained to implement and support our Calix systems delivering services for projects, proving daily, Calix to be a successful platform providing the reliability necessary to feed the demands of today's substantially increased remote-user needs.

Total residences, business and critical community facilities estimated to have access to services post installation equal the total estimated households, business, and institutions passed.

For a review of existing area broadband providers and service speeds available please reference the Project Description Section (B2) of this response.

For Tekstar/Arvig plans currently available making the proposed broadband services affordable please reference the Project Description Section (B6) of this response.

All equipment proposed to be installed within the City of Elk River area is proposed to receive funding from the Sherburne County ARPA program. The proposed timeline for buildout is during the construction season estimated to begin approximately April 1, 2023 and continuing up to June 30, 2025. Engineering, drafting, and permitting associated with the route is proposed to start in the Spring of 2024. Tekstar/Arvig and its affiliated companies have utilized and deployed Calix FTTH systems successfully for more than 25 years and plan to deliver the entirety of the proposed system during the 2024-5 season.

Tekstar/Arvig has the expertise, local presence and ambition to stimulate the economy and population in the City of Elk River area by making available and providing these services to every unserved and underserved household and business. Stand-alone

business plans typically do not allow for a project of this nature, however, with the assistance of Sherburne County, City, and Township funds, we can successfully pursue this opportunity of deploying broadband for this rural and mostly unserved area. The entire management team here has been working with broadband since its advent in the late Nineties and will handle any obstacles that may present themselves. Getting this project done through a service provider, especially one with Tekstar/Arvig's vast experience, knowledge, and skills will absolutely create the best across-the-board scenario for a public and private partnership for broadband delivery to the unserved. Tekstar/Arvig, with the use of its subsidiary company AEI Construction, will be able to have this project completed on time or ahead of schedule.

Providing services to the unserved and underserved households and business in accordance with the U.S. Department of Treasury's Interim Rule on Coronavirus State and Local Fiscal Recovery Funds (31 CFR Part 35).

TEKSTAR COMMUNICATIONS, INC. D/B/A ARVIG

150 2nd Street SW
Perham, MN 56573

RFP Response B - Project Description

Sherburne County ARPA BB- C

Access Grant Application

JULY 12, 2022



Laura Kangas
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Director Customer Operations & Southern Markets
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mark.birkholz@arvig.com
150 Second Street SW | Perham, MN 56573 arvig.com

Tekstar Communications, Inc. d/b/a Arvig

Project Description

B1. Description & Proposed Broadband Improvements

Tekstar/Arvig is proposing to invest in an all fiber-optic physical broadband network that will provide last mile fiber all the way to the home offering faster more reliable service than is available today and looking to partner with Sherburne County on a proposed broadband infrastructure project for the qualifying surrounding rural areas of Elk River, MN. Overview maps identifying the locations for the buildout proposed have been included and can be referenced in *Section B5 – Mapping*. The proposed areas have been identified as in need of broadband services to enable residents and businesses to participate in distance learning, remote employment connections, and telehealth services due to the COVID-19 pandemic. In addition to broadband Internet, telephone services could also be provided to these premises utilizing the same network.

Tekstar/Arvig proposes to implement an aggregated XGS-PON full fiber buried solution aggregated over a passive optical network and XGS-PON electronics located in remote cabinets at provider nodes. This technology supports the delivery of Gigabit and 10 Gigabit services via the Calix GigaFamily of outdoor terminals and residential gateways at customer and business locations. Broadband facilities proposed for placement include 100% buried fiber optic cables for the Elk River, MN area.

This broadband infrastructure project will upgrade approximately 42 structures within the proposed area and Tekstar/Arvig shall improve broadband service levels, making available up to 1Gbps speeds, exceeding the State of Minnesota's 2022 and 2026 broadband goals in a Fiber-to-the-Home (FTTH) solution. Households and businesses passed will be able to utilize the fiber access technology for essential remote services and connectivity currently in demand for an estimated 27 unserved and 15 underserved structures and approximately 6.77 route miles.

Consumers will not only be able to work from home but will be more effective and efficient with high-speed broadband connections and broadband access will enable inhabitants in the immediate area to utilize new technology and tools to grow their businesses as well as their community.

The anticipated benefits to the community and surrounding area includes improvement of quality of living and the ability for rural areas to thrive in our ever-changing technological world. Today's culture demands significant increases in bandwidth to support remote service connectivity and the need for such services has become a critical necessity for daily living.

All proposed improvements meet the service requirements and objectives of the Request for Proposal and will conform to engineering standard best practices, applicable federal, state and local regulatory requirements, and the Telecommunications Act as amended. Installed infrastructure shall provide the speeds committed to in the RFP Response and application.

B2. Project Need

The need for this project is directly related to the lack of sufficient broadband availability within the proposed project area and the social economic value of high-speed internet services. This project would connect households and businesses aligning the proposed areas together with current digital necessities and remote requirements improving high-speed connections and opportunities for 42 locations including 15 underserved and 27 unserved. Delivering such proposed broadband speeds and availability is in direct alignment with the American Recovery Plan Act and would also result in direct stimulation for the local economy, create jobs, and provide greater access to remote work, remote education, remote training, telehealth, healthcare information, increased communications for public safety, a host of on-line services, and general welfare of the population.

If the proposed project area is not selected to move forward with awarded County grant funds it is likely that services to the proposed areas would remain unserved and underserved until a provider is able to step forward financially supporting such an initiative without grant assistance. Insufficient broadband facilities and lower-level access electronics is not in the best interests of the public and remaining unserved and underserved would not be of benefit for area households struggling for appropriate levels of broadband communications today. Without funding, lack of high-speed internet would continue to negatively impact the inhabitants of the area and necessary connectivity would remain sparse and focused to more urbanized locales. Those requesting high-speed broadband for the first time could be denied service due to limited capacity in existing facilities.

Tekstar/Arvig is not aware of any existing Agreements or plans to provide broadband by competing service providers. The RDOF service award territories and mapping have been referenced and there are no RDOF awardees overlapping with the proposed project. Area broadband providers have been reviewed and assessed, as seen below, for existing services and current levels of high-speed connectivity have been found to neither meet or exceed MN state requirements for the definition of broadband.

<u>Provider</u>	<u>Offerings: Not Available in all Areas</u>
CenturyLink DSL	Up to 1.5 mbps down
CenturyLink DSL	20 mbps down/1.5 mbps up
CenturyLink DSL	40 mbps down/3 mbps up
CenturyLink DSL	60 mbps down/5 mbps up
Nextera Wireless	50 mbps down/50 mbps up

Proposed Tekstar/Arvig areas are designed with the future in mind. All polygon areas are set up with a forward-looking engineering perspective for expansions that may be needed as our communities and economies continue grow.

B3. Project Eligibility

Tekstar/Arvig will improve area broadband service levels up to 1Gbps exceeding the state of MN 2022 and 2026 broadband goals. Tekstar/Arvig shall use XGS-PON fiber access technology to build out the area in the fiber-to-the-home/premise solution previously mentioned capable of delivering Gigabit internet service to end users. Consumers will not only be able to work from home but will be more effective and efficient with reliable high-speed broadband Tekstar/Arvig connection.

Tekstar/Arvig broadband access will enable these businesses and residences to utilize new technology and tools, grow and enhance their businesses and community, and help those that need the connectivity the most by increasing access to online healthcare and education allowing them to thrive in our ever-changing technological world.

For additional detail pertaining to the XGS-PON technology proposed in order to make reliable 100/20 available to every location within the project area, please reference the Calix Summary of XGS & PON technologies specification contained in the Supplemental information Section D of this RFP response. Symmetrical business packages are available upon request. The proposed network is scalable to 100/100 and available upon demand and shall be provided for households and businesses with the purchase of a ‘business service package’.

B4. Demonstration of Need for Grant

Stand-alone business plans often do not enable projects of this nature due to little return on investment. Without County grant participation, it is feasible that households and business remote connectivity needs would remain unaddressed until a provider was able to step forward financially supporting build out to the area without grant assistance. Considering today’s immediate demand for high-speed remote connections to support teachers and students, work-from-home requirements, telehealth appointments, state and local agency workers, and other local businesses due to the COVID-19 pandemic; delaying implementation of services that can be built would not in the best interests of the public. The alternative, without funding, would be to wait until a positive return on investment would allow for a financially justifiable build. Deferring to such a time could accelerate the digital divide for the area and potentially upsurge continued connectivity challenges for households.

B5. Project Mapping

Tekstar/Arvig proposed FTTH project area for buildout is wholly located within the rural areas of the Elk River, MN and can be referenced on the following page. Buried fiber optics include approximately six and three quarters of (6.77) miles of buried fiber passing 27 unserved structures and 15 underserved structures. The arial map for the project is wholly located within City / Township of Elk River, MN. Estimated corridor identifying proposed fiber placement is shown in red and estimated project boundaries are shown with an opaque polygon.

Tekstar/Arvig Proposed FTTH

Overview Map, City of Elk River Buildout Elk Lake Rd
Unserved, 22
XGS-PON

Proposed Fiber Build (RED)
Proposed FTTH Service Pins



Tekstar/Arvig Proposed FTTH

Overview Map of Elk River Buildout Twin
Lakes area

2 Unserved, 9 Underserved
XGS-PON

Proposed Fiber Build(Red)

Proposed FTTH Service Pins



Tekstar/Arvig Proposed FTTH

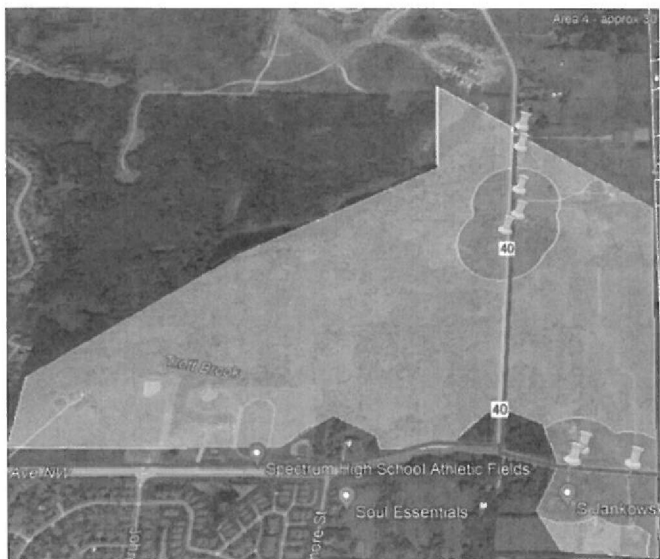
Overview Map City of Elk River Buildout, Fire Station area

3 Unserved, 7 Underserved
XGS-PON

Legend

Proposed Fiber Build(RED)

Proposed FTTH Service Pins



B5. Addresses to be served

Elk River – Elk Lake Rd NW & 217th Ave. NW		
Unserved locations passed		22
Total Cost Area		\$197,273.75
Cost per sub at 100%		\$8,966.99
# of unserved structures	22	Unserved
# of underserved structures	0	Underserved

STREET ADDRESS	CITY	DISTRICT	UNDERSERVED
12890 217TH AVE NW	Elk River	Elk River	unserved
12783 217TH AVE NW	Elk River	Elk River	unserved
12899 217TH AVE NW	Elk River	Elk River	unserved
13045 217TH AVE NW	Elk River	Elk River	unserved
12860 217TH AVE NW	Elk River	Elk River	unserved
12728 217TH AVE NW	Elk River	Elk River	unserved
12740 217TH AVE NW	Elk River	Elk River	unserved
22248 ELK LAKE RD NW	Elk River	Elk River	unserved
13175 221ST AVE NW	Elk River	Elk River	unserved
22112 ELK LAKE RD NW	Elk River	Elk River	unserved
22118 ELK LAKE RD NW	Elk River	Elk River	unserved
12901 221ST AVE NW	Elk River	Elk River	unserved
22205 ELK LAKE RD NW	Elk River	Elk River	unserved
21695 ELK LAKE RD NW	Elk River	Elk River	unserved
21750 ELK LAKE RD NW	Elk River	Elk River	unserved
22275 ELK LAKE RD NW	Elk River	Elk River	unserved
22017 ELK LAKE RD NW	Elk River	Elk River	unserved
21458 ELK LAKE RD NW	Elk River	Elk River	unserved
21351 ELK LAKE RD NW	Elk River	Elk River	unserved
21531 ELK LAKE RD NW	Elk River	Elk River	unserved
21498 ELK LAKE RD NW	Elk River	Elk River	unserved
21562 ELK LAKE RD NW	Elk River	Elk River	unserved

Elk River – Twin Lakes Area	
Unserved/Underserved locations passed	10
Total Cost Area	\$164,420.00
Cost per sub at 100%	\$16,442.
# of unserved structures	2
# of underserved structures	8

unserved
underserved

**UNSERVED/
UNDERSERVED**

STREET ADDRESS

CITY

DISTRICT

9660 201ST AVE NW	Elk River	Elk River	underserved
9607 201ST AVE NW	Elk River	Elk River	underserved
9699 201ST AVE NW	Elk River	Elk River	underserved
9800 201ST AVE NW	Elk River	Elk River	underserved
9823 VIKING BLVD NW	Elk River	Elk River	underserved
9643 VIKING BLVD NW	Elk River	Elk River	underserved
19891 TWIN LAKES RD NW	Elk River	Elk River	underserved
20541 TWIN LAKES RD NW	Elk River	Elk River	underserved
20295 TWIN LAKES RD NW	Elk River	Elk River	unserved
20285 TWIN LAKES RD NW	Elk River	Elk River	unserved

Elk River – Fire Station Area	
Unserved/Underserved locations passed	10
Total Cost Area	\$180,957.50
Cost per sub at 100%	\$18,095.75
# of unserved structures	3
# of underserved structures	7

unserved
underserved

STREET ADDRESS	CITY	DISTRICT	UNSERVED/ UNDERSERVED
18434 CLEVELAND ST NW	Elk River	Elk River	underserved
9721 181ST AVE NW	Elk River	Elk River	underserved
18519 CLEVELAND ST NW	Elk River	Elk River	underserved
18479 CLEVELAND ST NW	Elk River	Elk River	underserved
9678 181ST AVE NW	Elk River	Elk River	underserved
9638 181ST AVE NW	Elk River	Elk River	underserved
9720 181ST AVE NW	Elk River	Elk River	underserved
18605 CLEVELAND ST NW	Elk River	Elk River	unserved
18575 CLEVELAND ST NW	Elk River	Elk River	unserved
18655 CLEVELAND ST NW	Elk River	Elk River	unserved

B6. Affordability and Digital Literacy

Assistance and Accessibility Programs for Tekstar/Arvig subscribers can be found at <https://arvig.net/assistanceprograms>

The applicant is an ETC, therefore provides Lifeline benefits for broadband and telephone service customers for those who are eligible. Lifeline is a federal program dedicated to making Internet and Telephone service more affordable for low-income households providing eligible consumers a monthly discount of up to \$9.25. Consumers living on Tribal lands are eligible for an enhanced discount of up to \$34.25 per month. Customers who are eligible for Lifeline, SNAP, Medicaid, Federal public Housing Assistance, SSI, or WIC are also eligible for the Affordable Connectivity Program, a long-term program that will replace the Emergency Broadband Benefit Program (EBB) that provides discounts today. The Affordable Connectivity Program provides a discount of up to \$30 per eligible household on your internet service and up to \$75 per eligible household on Tribal lands.

The Tekstar/Arvig Internet Education Assistance Program also provides households with a discount of \$10 on the internet plan of their choice as long as they participate in the National School Lunch Program annually and enroll in AutoPay agreeing to receive their billing statement via email. This program is currently available if the household is participating in the Lifeline and EBB programs.

The Minnesota Telephone Assistance Program is also available where low-income eligible participants are provided monthly telephone service discounts on one landline or wireless telephone per household.

Tekstar/Arvig does advertise these assistance programs and they are typically discussed with current and potential customers as they are available as a standard for all existing and new Tekstar/Arvig subscribers and households. At the time new service is requested, inquiries are made regarding any need for assistance programs. For additional information, details, weblinks to forms and applications regarding participation and individual assistance, please refer to the following website:

<https://arvig.net/assistanceprograms>

Digital Literacy

Tekstar/Arvig has well-established support mechanisms to facilitate, increase, and improve digital literacy throughout their service territories including training and technical support assistance actively available via Arvig.net. Several how-to technical support videos are also available for review and accessible via YouTube at <https://www.youtube.com/user/ArvigHQ>.

Technical support and training promotional materials are available on an on-going basis through Arvig's social media pages, newsletter articles and blog. Examples of articles include internet applications, security, and instructional documentation on how to surf the net .

In addition, frontline staff are always available to provide live customer care via telephone, chat, email, and by appointment. New customers are encouraged to chat, call, and email us for technical support and one-one walk-through for assistance.

B7. Community Support Information

Letters of engagement and community support from the City of Elk River and Superintendent of Elk River Schools (Dr. Bittman) are attached. No other in-kind, contribution of funds, easements, permissions to use public property, or other financial assistance is anticipated at this time.



December 28, 2021

Laura Kangas
Arvig, Account Executive
26 6th Ave. N.
St. Cloud, MN 56303

Dear Ms. Kangas:

This letter is to express support of broadband expansion within the City of Elk River's urban service area. Like many rural areas in Minnesota and across the country, the city has areas with no or limited access to high-speed internet. As a result, some residents in our community lack the business, education, and recreational opportunities that those with broadband experience.

Internet has become a quality-of-life issue for many residents with school age children, young adults attending college and those who operate businesses out of their homes. Without funded broadband infrastructure projects, these areas would remain unserved for the foreseeable future.

It is my understanding that Tekstar dba Arvig, wishes to use federal funding from the American Rescue Plan Act to expand internet access. This project supports the city's commitment to expand broadband in the community and will make a tremendous impact for the families living in the unserved and underserved areas.

The City of Elk River is excited to partner with Tekstar/Arvig in this grant application and will follow the state law guidelines for the Border-to-Border Broadband Grant Program.

Sincerely,

Suzanne M. Fischer
Community Development Director
763.635.1030

13065 Orono Parkway
Elk River, MN 55330
763.635.1000

ElkRiverMN.gov



January 4, 2022

Sherburne County
American Rescue Plan Grant Application
City of Elk River Area

To Whom It May Concern:

As Superintendent and on behalf of ISD 728, I support a plan as proposed by Arvig to access government funding from Sherburne County to specifically improve broadband in the Elk River area.

The endorsement is based upon identified needs and priorities of ISD 728. With the potential assistance of government funding, Arvig plans to upgrade to fiber internet in several areas which would greatly help both students and staff.

Please feel free to contact me directly for any additional information.

Sincerely,

Daniel Bittman

Dr. Daniel Bittman
Superintendent of Schools

B8. Proposed Project Timeline

Overall Timeline Proposed: 4/1/2023 to June 30, 2025

Tekstar/Arvig Sherburne Grant 2023/2025**Proposed Timeline**

Applicant Name: Tekstar Communications, Inc. d/b/a Arvig

Name of Project: Arvig Fiber Extension – Elk River Areas

Individual Milestones for Project	Est. Start Date	Est. Complete Date
Create Internal Work Order for Tracking	4/1/2023	4/5/2023
Permit(s)	4/1/2023	8/1/2024
Finish Environmental Review	N/A	N/A
Complete Archeological Review	N/A	N/A
Inventory - Order Fiber, Material & Electronics	6/1/2023	7/31/2024
Create Staking Sheets & Release to Construction	6/1/2023	8/29/2023
White Flag Routes	5/1/2024	9/29/2024
Plow and/or Bore Mainline Fiber	6/1/2024	9/29/2024
Splice Fiber into Vaults	8/1/2024	9/29/2024
Test Electronics	10/1/2024	9/29/2024
Obtain Consent Forms from Customers	5/1/2024	9/29/2024
Install Drops to Customer Premises	7/1/2024	6/30/2025
Pay Vendors	12/1/2024	12/31/2024
Marketing, Sales and Installation at Premise	10/1/2024	9/29/2024
Submit Invoicing to Sherburne County	12/30/2024	6/30/2025

TEKSTAR COMMUNICATIONS, INC. D/B/A ARVIG

150 2nd Street SW
Perham, MN 56573

RFP Response C - Project Budget/Expenses

Sherburne County ARPA BB

Access Grant Application

JULY 12, 2022



Laura Kangas
Account Executive
Direct 320-204-1020
Laura.Kangas@arvig.com
26 6th Ave. N | St. Cloud | arvig.com



Mark Birkholz
Director Customer Operations & Southern Markets
218 346-8868
mark.birkholz@arvig.com
150 Second Street SW | Perham, MN 56573 arvig.com

Tekstar Communications, Inc. d/b/a Arvig
Budget/Expenses

C1. Budget and Eligible Expenses

The total eligible costs of the proposed City of Elk River Area project are estimated to be \$542,651.25 for serving the area at an estimated 55% take-rate, covering approximately 6.77 miles of mainline construction. The total estimated funds being requested is \$162,795.38 from the County, \$217,060.50 MN B2B grant, and Arvig providing the remaining \$162,795.38 for the project. Estimated cost detail is represented by 3 main areas and has been included for reference in the table below. Tekstar/Arvig commits to use County grant awarded ARPA funds and all agency matching contributions from Cities and Townships for the sole purposes of implementing the proposed broadband project.

City of Elk River Area

Sherburne County RFP Estimated Costs – FTTH Buildout

Total

	Elk River – Fire Station #3 area	Elk River – Twin Lakes Area	Elk River – Elk Lake Rd NW	Elk River Areas
Total Mainline Footage	13915	13340	13857.5	24.56
Material per foot - Mainline	\$2.50	\$2.50	\$2.50	
Labor per foot - Labor mainline	\$8.00	\$8.00	\$8.00	
Material per foot - drops - 350' average	\$1.50	\$1.50	\$1.50	
Labor per foot - drops – 350' average	\$4.50	\$4.50	\$4.50	
Unserved/Underserved locations passed	10	10	22	42
Total for construction material-mainline	\$34,787.50	\$33,350.00	\$34,643.75	\$102,781.25
Total for construction labor-mainline	\$111,320.00	\$106,720.00	\$110,860.00	\$328,900.00
PON Cabinet, splitters, etc	\$12,000.00	\$1,500.00	\$1,500.00	\$15,000.00
Total for construction material-drops	\$5,250.00	\$5,250.00	\$11,550.00	\$22,050.00
Total for construction labor-drops	\$15,750.00	\$15,750.00	\$34,650.00	\$66,150.00
Equipment Cost per sub. - \$185	\$1,850.00	\$1,850.00	\$4,070.00	\$7,770.00
Total Cost	\$180,957.50	\$164,420.00	\$197,273.75	\$542,651.25
Cost per sub at 100%	\$18,095.75	\$16,442.00	\$8,966.99	\$12,920.27
# of unserved structures	3	2	22	27
# of underserved structures	7	8		15
Total	10	10	22	42

C2. Ownership and other Contributing funds

Tekstar Communications, Inc. d/b/a Arvig will own, support, maintain and operate the proposed network. Funding sources to be contributed from other entities is not anticipated at this time, however, the Company understands and acknowledges that Sherburne, as part of their RFP process, shall be engaging Cities and Townships so that they may consider participation by granting additional ARPA contributions and that such a contribution is critical for the purposes of consideration for eligibility. As such, our executive account team has reached out to the Townships identified as part of this project and has received positive response / interest relating to support.

No partnerships or joint build efforts are anticipated to be part of the proposed project at this time and start to finish implementation including field engineering, permitting, construction, and subscriber connectivity are all scheduled to occur using Company affiliates.

C3. Applicants Ability to Complete

In 1950, Royal B. Arvig bought the Perham Telephone Company, located in Perham, Minnesota. In subsequent years, Perham Telephone Company purchased the lines from the farmers and started to replace the existing lines and phones with more modern technology. The Company continued to purchase local exchanges in the immediate area over the following years. Arvig Enterprises, Inc. was organized in 1984 to facilitate diversification beyond what is allowed by various regulatory bodies. This corporate structure provides operating efficiencies in managing the Company's various business entities and lends to the technical feasibility, experience, deliverability, and organizational capacity of the applicant to commit and implement the proposed project with the schedule specified and proposed timeframe for buildout.

Today, Arvig provides entertainment and communication services to residential and business customers throughout Minnesota, North Dakota, South Dakota, Nebraska, and Iowa with Company wholly owned (except where noted) subsidiaries as follows:

Holding Companies: Martinsen Communications, Inc.; Midwest Information Systems, Inc.; diversiCom, Inc.; Alliance Telecommunications Corporation; V3 Technologies, LLC; Perham Investors, LLC; Osakis Telephone Company; The Home Telephone Company; and The Peoples Telephone Co. of Bigfork

Regulated Incumbent Local Exchange Carriers ("ILECs"): East Otter Tail Telephone Company; Twin Valley-Ulen Telephone Company; Callaway Telephone Company, Inc.; Midwest Telephone Company; Redwood County Telephone Company; Melrose Telephone Company; Clements Telephone Company; Felton Telephone Company; Eagle Valley Telephone Company; Loretel Systems, Inc.; and Arrowhead Communications Corporation; Osakis Telephone Company; The Home Telephone Company; and The Peoples Telephone Co. of Bigfork

Competitive Local Exchange Carriers ("CLECs"): Tekstar Communications, Inc.; Southern Cablevision, Inc.; Mainstreet Communications, LLC

Long Distance: Redwood County Long Distance Company and Royale Comtronics, Inc.

Affiliate Companies: All State Communications, Inc.; AEI Construction, Inc.; AEIS Construction, Inc.; CD Communications, Inc.; Time Communications, Inc.;

Partially Owned: Central Minnesota Network Systems, LLC

Arvig provides corporate services to all subsidiaries including management, accounting, billing, HR, marketing, executive leadership, employees, purchasing, data processing, IT support, customer services and plant maintenance services. AEI Construction, Inc., an affiliate company, provides fiber optic network and utilities construction services positively affecting turn-key implementation for this proposal and other projects. Arvig also provides all cash management services and the credit facility is maintained at the corporate level. All borrowing and spending decisions are made by the Arvig leadership team and Board of Directors.

Employees may provide labor to several different subsidiaries and will direct code their time sheets to reflect which subsidiary they are working for on any given day. The employees track their time by business units and/or jobs. Each of these business units and jobs are owned by a specific company so tracking of labor hours is very specific based on work performed each day.

Tekstar/Arvig has the expertise, local presence and ambition to stimulate the economy and population of Sherburne County. The entire management team here has been working with broadband since its inception in the late Nineties deploying one of the first Rural Utilities Service funded Fiber-to-the-home initiatives in the New York Mills exchange. Tenured staff, engineering technicians, construction operators and installation technicians handle complications with ease communicating any necessary adjustments needed.

Our AEI Construction teams boast more than thirty (30+) years of experience specific to broadband communications installations including an average of over one thousand miles (1000+) of mainline fiber solutions and over three thousand (3000+) drops annually. Installation of mainline fiber and subscriber solutions occur throughout both the metropolitan and greater Minnesota areas. Crews are led by industry-tenured Superintendents and experienced Construction Management having a cumulative of 375 years of experience in the telecommunications industry.

Construction teams are accustomed to working under the strict deadlines and aggressive timeframes required for the delivery of agency administered and funded broadband solutions. AEI construction crews have delivered broadband projects successfully in conjunction with the USDA RUS traditional Broadband Loan Program, USDA RUS Broadband Initiatives Program (BIP), NTIA Broadband Technology Opportunities Program, the Alternative Connect America Cost Model (A-CAM) Program, the MN Department of Employment and Economic Development (DEED) Border to Border Program and most recently, funded projects associated with the CARES Act. Over two thousand miles alone have been constructed and delivered under A-CAM.

All projects are constructed in compliance with Federal, state, and local laws, regulations, and ordinances including meeting or exceeding speed requirements associated with State and locally funded projects. An average 40% take rate with a high percentage of retention speaks to network reliability, overall facility improvements and customer satisfaction ratio.

Completing the proposed project with Tekstar/Arvig's solution unique and vast experience, knowledge, and turn-key subsidiaries and affiliates will undoubtedly create the most efficient and effective scenario for a public and private partnership in delivering sufficient broadband to the unserved and underserved of Sherburne County

Tekstar/Arvig financial information can be made available upon request.

TEKSTAR COMMUNICATIONS, INC. D/B/A ARVIG

150 2nd Street SW
Perham, MN 56573

RFP Response D – Supplemental Information

Sherburne County ARPA BB

Access Grant Application

JULY 12, 2022



Laura Kangas
Account Executive
Direct 320-204-1020
Laura.Kangas@arvig.com
26 6th Ave. N | St. Cloud | arvig.com



Mark Birkholz
Director Customer Operations & Southern Markets
218 346-8868
mark.birkholz@arvig.com
150 Second Street SW | Perham, MN 56573 arvig.com

Tekstar Communications, Inc. d/b/a Arvig
Supplemental Information – Calix Tech Specs



Calix FTTP Systems Support Symmetrical 10Gbps

With the explosion of demand in broadband because of the Pandemic and new applications like Augmented Reality and Virtual Reality, 10 Gigabit services are growing rapidly. It is ALSO expected that these services will be required by state and local funding sources as well as many businesses.

One of the primary benefits of FTTP networks is their ability to scale to high bandwidths, with new PON technologies near standardization that will enable 50 Gigabit PON and beyond. Consumers and businesses may not need these bandwidths today, but with bandwidth consumption growing 50% each year, network infrastructure placed in service today must be able to handle bandwidth demands 10+ years in the future.

As the largest provider of FTTP solutions in the United States, Calix offers the following standards-based technologies today: Gigabit Passive Optical Network (GPON), and Point-to-Point Gigabit Ethernet (also referred to as Active Ethernet), XGS-PON and NG-PON2.

GPON and Point-to-Point Gigabit Ethernet technologies can support up to Gigabit symmetrical services. Point-to-Point 10 Gigabit Ethernet, XGS-PON and NG-PON2 technologies can provide up to 10 Gigabit symmetrical services. The following Calix systems support these technologies E3-2, E7-2, E9-2 (GPON, XGS-PON/NG-PON2 and Point-to-Point 10G / Gigabit Ethernet). To deliver Gigabit and 10 Gigabit services, the Calix GigaFamily ONTs and residential gateways support delivery of GPON, Point-to-Point 10GE / GE Ethernet, XGS-PON and NG-PON2 at the consumer or business location.

Passive Optical Networks and Point-to-Point Ethernet differ in how they aggregate traffic. GPON, XGS-PON and NG-PON2 traffic is aggregated over the passive optical network (PON) and in the electronics located at the data center or remote cabinet. A single laser at the data center typically serves up to 32 or 64 subscribers on a PON. Bandwidth is dynamically allocated over the PON in both the downstream and upstream allowing best effort Internet traffic to scale up to 10 Gigabit. In Point-to-Point Ethernet there is a dedicated laser for each subscriber at the data center or remote cabinet, so bandwidth aggregation takes place only in the OLT line card or the uplink from the OLT.

Calix estimates that the average consumer bandwidth usage, during peak periods, will exceed 100 Megabits after 2025. This means 2.5 GPON satisfies most consumer demand. However, XGS-PON and NG-PON2 systems are available now enabling the service provider to deploy systems today that will meet bandwidth needs beyond the next decade. Meanwhile Point-to-Point GE will meet bandwidth demands until average consumer usage exceeds a Gigabit, projected to be 2033 or beyond.

2777 Orchard Pkwy
San Jose, CA 95134
T 408.514.3000
www.calix.com

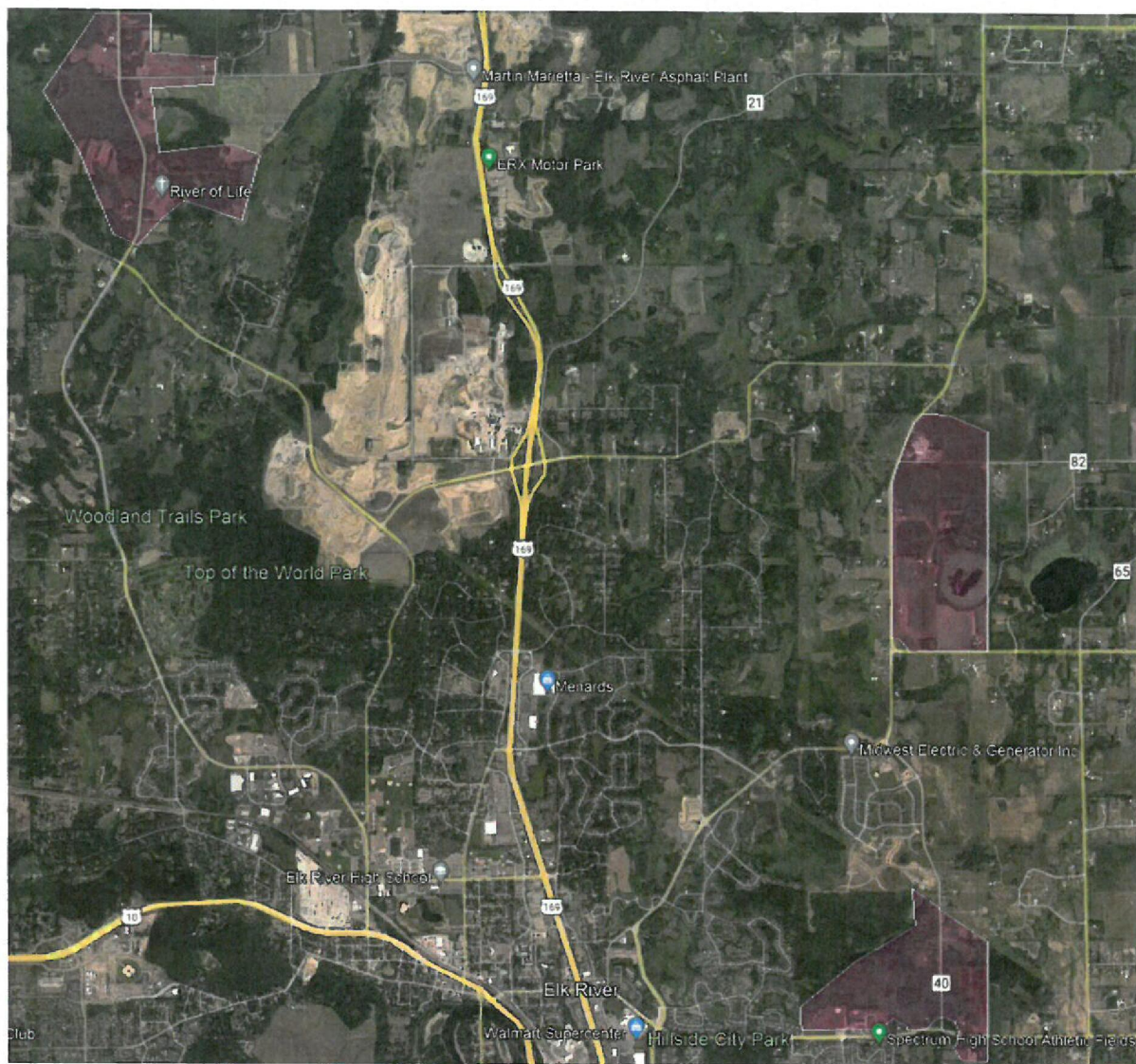
Tekstar Communications, Inc. d/b/a Arvig Supplemental Information – Community Impact

In addition to existing affordability programs, Tekstar/Arvig is accustomed to giving back to its communities. The communities we serve are also the communities we live and work in and our friends, families and neighbors live here, too. We believe in giving back to the communities that support us and want to help ensure our communities are vibrant and dynamic places to live. That's why we invest in community causes throughout the Arvig service footprint through donations, sponsorships, and volunteerism.

Ada Borup Booster Club	Grand Meadow Poppy's	Park Rapids FireDept BullRide	Redwood Friends of the Park
Ada HOV Bench Sponsor	Grand Meadow Post Prom	Park Rapids Grad Bash	Redwood Girl Scouts
Ada Lions Club	Hawley Lions Holes Sponsorship	Park Rapids Hubbard Co. Sr. Nutrition	Richmond River Lakes Days
Ada Norman County Agricultural Society	Hawley NDSU Team Make Hole Sponsor	Park Rapids Panther Booster	Rocori Grad Bash
Ada Score Board	Hendrum Lutheran Church	Park Rapids Parade Sponsor	Sauk Centre Booster Hole Sponsor
Audubon Fire Department	Henning Bike Rodeo	Paul Bunyan Days	Sauk Centre Area Community Center
Audubon Fire Department Relief Association	OTC Bulldogs Wrestling	Park Rapids Post Prom	Sauk Centre Community Legacies Foundation
Battle Lake Area Community Centre	Henning Landmark Center	Park Rapids Rotary Golf	Sauk Centre Grad Bash
Battle Lake Fireworks	Henning Post Prom	Park Rapids Skating	Holy Family
Battle Lake Post Prim	Henning Summer Rec	Park Rapids Street Center	Stearns County American Cancer Society
Bemidji Pinnacle Hole Sponsor	Hubbard County Food Shelf	Parkers Prairie Fire Department	St. Augusta Fire Department
Bertha Fire Department	Kimball Lions Golf Tournament	Parkers Prairie Post Prom	Staples Grad Bash
Bertha-Hewitt Sports Boosters	Kimball Baseball	Pelican Rapids Ducks Unlimited	Lakewood Health
City of Bertha	Kimball Boy Scouts	Pelican Rapids Pool	Twin Valley Tumbling & Cheer
Bigfork Booster Club	Kimball Fire Relief Association	Pelican Rapids Post Prom	Twin Valley Mud Slinger
Bluffton Fire & Rescue	Lake Park Post Prom	Perham 180	Twin Valley Post Prom
Carlsonville Relief Firefighters	Longville YMCA Camp	Perham Area Community Center HUB	Wabasso Post Prom
Clarissa Fire Department	Mahnomen Area Baseball	Perham Area Community	Wabasso Area Baseball Association
Boys & Girls Club	Melrose Centra Card	Center Summer Rec	Wabasso Booster Club
Detroit Laker Open	Melrose Food Shelf	Perham Arvig Relay for Life	Wabasso Lions
Becker County Fair	Melrose Graduation Party	Perham Athletic Association	Wabasso Score Board
Becker County Human Service Summer Camp	Melrose Project Give a Gift	Perham Bio Girls	Wadena Chamber of Commerce
Detroit Lakes Boosters Score Board	St. Andrew's Church	Perham Chamber of Commerce	Wadena County Ag
Boys & Girls Clubs WeFest Camper	St. John's Church	Perham Cross Country Team	Wadena County Humane Society

Detroit Lakes Chamber of Commerce Fireworks	St. Mary's School	EOT County Fair	Wadena Fire Department
City of Detroit Lakes Holiday Decorations	St. Peters & Paul Rock the Block	Empowering Kids	Whitetail Run Golf Course
Detroit Lakes Downtown Alive	Menahga Bird Busters School Trapshooting	EOT 4H Sponsor	June Jubilee Days
Detroit Lakes Grad Bash	Minneapolis Studio One Eighty Highway of Hope	Perham Feed the Fish	Tri-County Golf Classic
Detroit Lakes Historical Society & Museum	Nevis Senior Citizens Center	Perham Fire Department	Wadena County Veterans Park
Detroit Lakes Holmes	New York Mills Booster Club	Perham Health	Wadena Youth Hockey
Detroit Lakes Holy Rosary	New York Mills Childcare	Perham Kinship	Walker Area Community Center
Detroit Lakes Flyers Club	Finn Creek	Perham Lakes Area Basketball Association	Walker Fire Department
Eden Valley Watkins Post Prom	NYM VFW Poppies	Lutheran Social Services	Walker Area Food Shelf
Eden Valley Community Education	NYM Post Prom	Perham Deer Hunters Banquet	Walker Golf Course
Eden Valley Post Prom	Osakis Post Prom	PACC	Leech Lake Chamber of Commerce
Fargo Moorhead Redhawks	Osakis Sportsman Club	Perham Pirates	Walnut Grove Fire Department
Fargo Sanford Health Foundation	Osakis United Way Backpack Program	Perham Post Prom	City of Watkins
Frazee Community Club	Park Rapids Business Associates	Perham Rotary Barn	
Frazee FFA	Park Rapids Chamber of Commerce Parade	St. Henry's Church	
Frazee High School Sports Board	Park Rapids Chamber of Commerce Powersports	St. Paul's Lutheran Church	
Gary Cares	Downtown Webcam	Turtle Fest	
City of Glyndon	Park Rapids Downtown Business Association	Perham Youth Hockey Association	
Grand Meadow Athletic Advertising	Park Rapids Fire Department	Redwood County Ag	

Broadband Coverage for areas around the city of Elk River:



ELK RIVER

AREA 1

22 UNDSERVED LOCATIONS



ELK RIVER AREA 2

10 HOMES

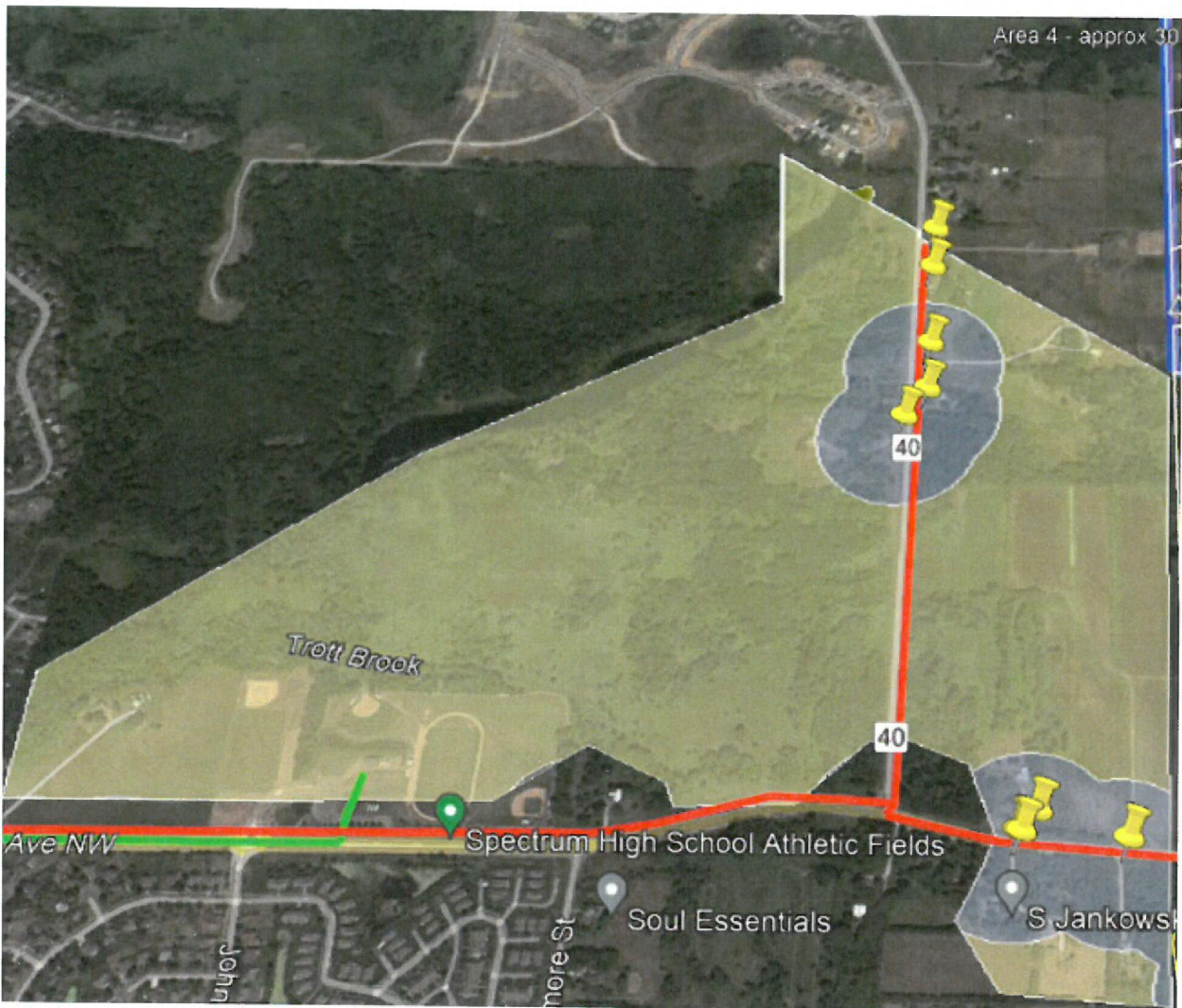
2 UNSERVED + 8 UNDERSERVED



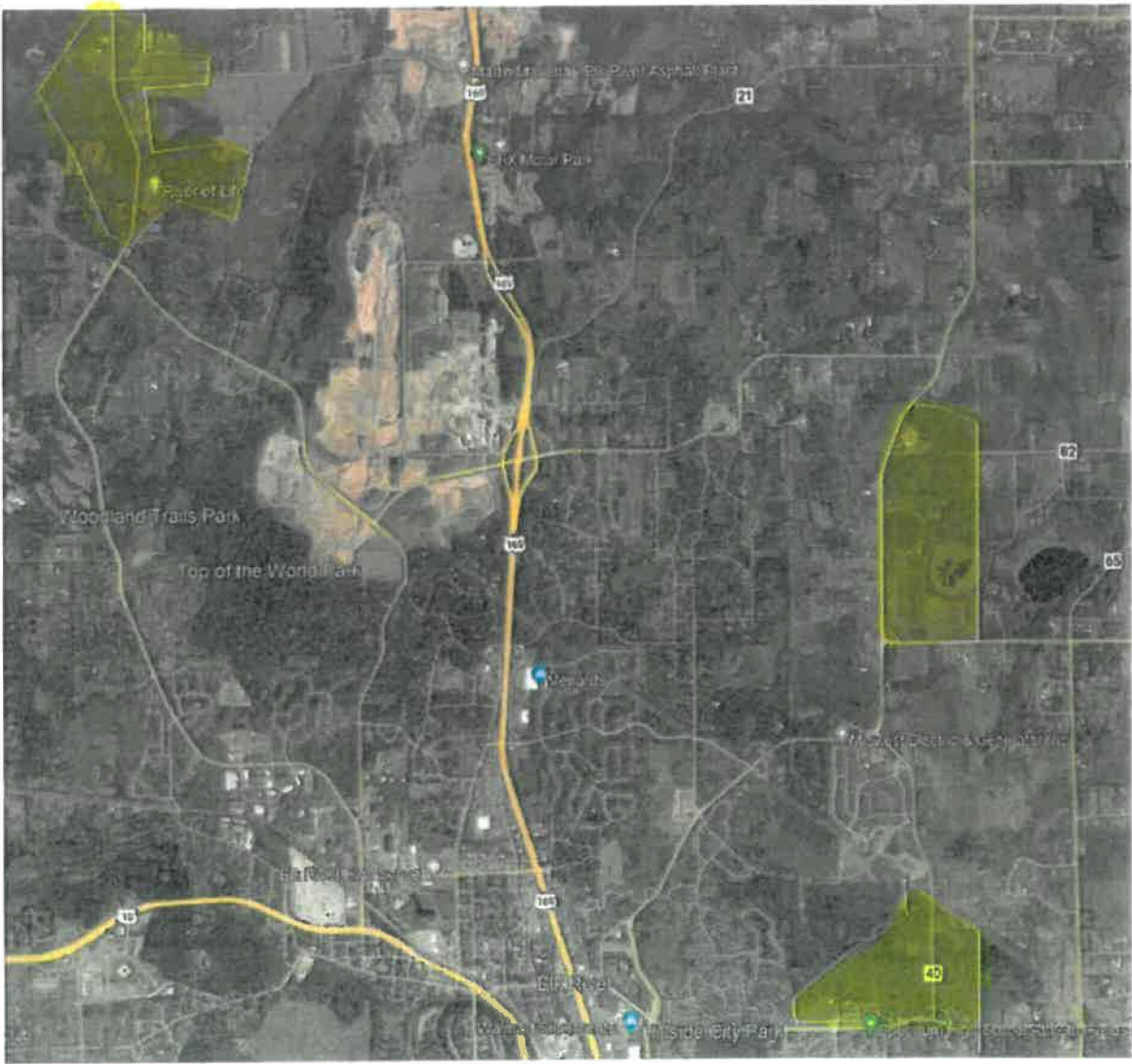
ELK RIVER AREA 3

10 HOMES

3 UNSERVED + 7 UNDERSERVED



Broadband Coverage for areas around the city of Elk River:





**City of Elk River
City Council**

Resolution 23-_____

**A Resolution of the City Council of the City of Elk River in Support of
Sherburne County's Broadband Expansion Project to Under/Unserved
Areas of the City**

WHEREAS, the City of Elk River recognizes that access to high-speed broadband service has become a necessity for businesses and residents to be able to access critical services and participate in the current marketplace; and

WHEREAS, Sherburne County has developed a Broadband Access Grant Program to help broadband providers expand their services to those locations where it may not be economically feasible without a public-private partnership; and

WHEREAS, Sherburne County has received a broadband expansion grant application from Arvig that would bring high-speed broadband service to approximately 42 (27 unserved and 156 underserved), homes and businesses within the City of Elk River; and

WHEREAS, Sherburne County has limited funds available for its Grant Program and requests a 25% contribution to the total project cost of \$542,651.00 from the City of Elk River.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Elk River, Minnesota, as follows: The City of Elk River supports Sherburne County's proposed grant to Arvig and will contribute \$41,950.00 from its American Rescue Plan Act (ARPA) funds to the grant

Passed and adopted this 3rd day of January 2023.

John J. Dietz, Mayor

ATTEST:

Tina Allard, City Clerk





Request for Action

To
City Council

Item Number
4.9

Meeting Date
January 21, 2025

Prepared By
Ryan Sandhoefner, Engineering Project Manager

Item Description
2025 Solid Waste Hauler License Applications

Reviewed by
Justin Femrite
Cal Portner
Tina Allard

Action Requested
Approve, by motion, the following twelve hauler license applications for 2025.

Background/Discussion

Solid waste collection licenses expire annually on December 31. The fees associated with license renewal are \$80 for the company's first truck and \$15 for each additional truck. Twelve haulers have applied for 2025 licenses to date, for a total of 42 trucks and license revenues of \$1,410. The following companies have applied for hauling licenses and have paid their respective fees.

ACE Solid Waste, Inc. 4 Trucks (\$125)

Aspen Waste Systems, Inc. 1 Truck (\$80)

Bumble Bee Express Rolloff 2 Trucks (\$95)

Dem-Con Dumpsters 2 Trucks (\$95)

LRS of Minnesota, LLC 4 Trucks (\$125)

Jim's Mille Lacs Disposal, Inc. 7 Trucks (\$170)

LePage and Sons 4 Trucks (\$125)

Nitti Rolloff Services, Inc. 3 Trucks (\$110)

Republic Services 9 Trucks (\$200)

Steinbrecher Companies, Inc. 2 Trucks (\$95)

Veit Container Corp 3 Trucks (\$110)

Walters Recycling and Refuse 1 Truck (\$80)

Financial Impact
Revenue of \$1,410

Mission/Policy/Goal
Responsible for every dollar - good stewards.

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
4.10

Meeting Date
January 21, 2025

Prepared By
Lauren Wipper, Human Resources Manager

Item Description
Hire Public Works Supervisor

Reviewed by
Justin Femrite
Cal Portner
Tina Allard

Action Requested

Approve, by motion, the hiring of Mitch Litfin to the position of Public Works Supervisor effective January 27, 2025.

Background/Discussion

With the resignation of the parks/streets superintendent, the public works division organizational structure was slightly redesigned. The position of public works supervisor was created and will supervise the fleet maintenance division and the maintenance facility office staff.

We went to market to fill this position and received 36 applications. Following interviews, background, reference checks, and pre-employment testing, we recommend Mitch Litfin for the position. Mr. Litfin has been working for St. Cloud Metro Bus for eight-plus years. He started as a shelter cleaner and in 2019 started in the position of Maintenance Supervisor. Other work experience includes working as a correctional officer at both St. Cloud and Oak Park Heights and as a journeyman carman for BNSF Railway. Mr. Litfin has an Associate of Applied Science degree and currently holds a Class B Commercial Driver's License.

Mr. Litfin will start at step A for this position which is in pay grade 6E of the city's pay plan. All pay and benefits will be consistent with city policy.

Financial Impact

This is a budgeted position.

Mission/Policy/Goal

The Elk River Mission Statement

Attachments

None

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Request for Action

To
City Council

Item Number
4.11

Meeting Date
January 21, 2025

Prepared By
Lauren Wipper, Human Resources Manager

Item Description
Hire Environmental Services and Projects Specialist

Reviewed by
Justin Femrite
Cal Portner
Tina Allard

Action Requested

Approve, by motion, the hiring of Joseph Hale to the position of environmental services and projects specialist effective February 18, 2025.

Background/Discussion

This position was created when the environmental services director retired. We went to market and received 13 applications. Following interviews, background and reference checks, we recommend Joe Hale for this position.

Mr. Hale holds an Environmental Science, Policy, and Management Degree from the University of Minnesota. He has been working at the Scott Soil and Water Conservation District where he is a resource and permit specialist. Previous work experience includes a right-of-way technician for the South Florida Water Management District and a law compliance representative for the Minnesota Department of Natural Resources.

Mr. Hale will start at pay step A for this position which is in pay grade 7E. All pay and benefits will be consistent with city policy.

Financial Impact

This is a budgeted position.

Mission/Policy/Goal

The Elk River Mission Statement

Attachments

None

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Request for Action

To
City Council

Item Number
4.12

Meeting Date
January 21, 2025

Prepared By
Lauren Wipper, Human Resources Manager

Item Description
Pay Equity Compliance Report

Reviewed by
Cal Portner
Tina Allard

Action Requested

Approve, by motion, the Pay Equity Implementation Report and Compliance Report.

Background/Discussion

The 1984 Local Government Pay Equity Act (Act) requires each local government jurisdiction to report its pay data to the Minnesota Management and Budget Office (MMB) every three years to determine compliance. The intention of the act is to ensure public entities' pay structures are equitable between job classes. The city is required to report for 2024 and the report is due on January 31, 2025.

To comply with the Act, the underpayment ratio must be more than 80%, or if less than 80%, the T-test results must pass. The city's underpayment ratio is 97.05882%, therefore passing the test. MMB will review the report and notify the city of the results; however, based on the information presented, it appears the city complies with the act as of December 31, 2024.

Financial Impact

None

Mission/Policy/Goal

The Elk River Mission statement

Attachments

1. Compliance Report
2. Implementation Report

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Compliance Report

Jurisdiction: Elk River
13065 Orono Parkway

Elk River, MN 55330

Contact: Lauren Wipper

Phone: (763) 635-1024

Report Year: 2025
Case: 1 - 2025 DATA (Private (Jur
Only))

E-Mail: lwipper@elkrivernm.gov

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	46	33	4	83
# Employees	75	60	21	156
Avg. Max Monthly Pay per employee	8320.41	7145.99		7335.23

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 97.05882 *

	Male Classes	Female Classes
a. # At or above Predicted Pay	23	16
b. # Below Predicted Pay	23	17
c. TOTAL	46	33
d. % Below Predicted Pay (b divided by c = d)	50.00	51.52

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 133	Value of T = 0.292
-------------------------------	--------------------

a. Avg. diff. in pay from predicted pay for male jobs = 32

b. Avg. diff. in pay from predicted pay for female jobs = 8

III. SALARY RANGE TEST = 93.53 (Result is A divided by B)

A. Avg. # of years to max salary for male jobs = 3.83

B. Avg. # of years to max salary for female jobs = 4.09

IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

A. % of male classes receiving ESP = 0.00 *

B. % of female classes receiving ESP = 0.00

*(If 20% or less, test result will be 0.00)

Pay Equity Implementation Report

Part A: Jurisdiction Identification

Jurisdiction: Elk River
13065 Orono Parkway

Jurisdiction Type: City

Elk River, MN 55330

Contact: Lauren Wipper

Phone: (763) 635-1024

E-Mail: lwipper@elkrivermn.gov

Part B: Official Verification

1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system was used: Consultant

Description:

We continue to use the same system and methodology we've used since 2018. Riley, Dettmann & Kelsey

2. Health Insurance benefits for male and female classes of comparable value have been evaluated and:
There is no difference and female classes are not at a disadvantage.

3. An official notice has been posted at:

City Hall Supply Room

(prominent location)

informing employees that the Pay Equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

City of Elk River

(governing body)

John Dietz

(chief elected official)

Mayor

(title)

Part C: Total Payroll

\$14056687.08

is the annual payroll for the calendar year just ended December 31.

- [] Checking this box indicates the following:

- signature of chief elected official
- approval by governing body
- all information is complete and accurate, and
- all employees over which the jurisdiction has final budgetary authority are included

Date Submitted: 1/15/2025



Request for Action

To
City Council

Item Number
6.1

Meeting Date
January 21, 2025

Prepared By
Jolene Richter, Deputy Clerk

Item Description
City of Elk River Volunteer of the Month

Reviewed by
Cal Portner
Tina Allard

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

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

Financial Impact
N/A

Mission/Policy/Goal
Elk River Mission

Attachments
None

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Request for Action

To
City Council

Item Number
7.1

Meeting Date
January 21, 2025

Prepared By
Chris Leeseberg, Senior Planner

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

Reviewed by
Zack Carlton
Cal Portner
Tina Allard

Action Requested

Approve, by motion, the preliminary plat for Norrgard Wooded Acres.

Adopt, by motion, Resolution 25-06 approving the final plat of Norrgard Wooded Acres with the following Conditions:

1. Park Dedication Fees shall be paid for two dwelling units at the rate applicable when the subdivision is released for recording.
2. A 30-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.

Background/Discussion

The property is zoned as Single-Family Residential (R1a), requiring minimum lot sizes of 2.5 acres. The applicant seeks approval for a preliminary and final plat to subdivide their 55.07-acre property into three parcels. Lot 3 will comprise 50.07 acres, while Lots 1 and 2 will be 2.5 acres each. Access to Lots 1 and 2 will be provided via Jarvis Street. The proposed plat complies with all dimensional requirements.

Planning Commission

The commission inquired about wetlands but expressed no concerns regarding the proposed plat. No public comments were made during the public hearing. Following discussion, the commission unanimously recommended approval of the preliminary plat.

Parks and Recreation Commission

The Commission recommended that Park Dedication for Norrgard Wooded Acres be paid in cash at the applicable rate at the time of recording, based on two dwelling units.

Although there are currently no plans to construct the trail, the Commission also recommended a 30-foot trail easement within the front yards of the parcels along Jarvis to facilitate potential future trail construction.

The preferred location for trails is entirely within the right-of-way (ROW). Staff has attached two trail section

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exhibits of two recently constructed rural trails: one located fully within the ROW and another five feet outside the ROW.

Following the Planning Commission meeting, the applicant raised questions regarding the necessity of the proposed easement and the likelihood of a trail ever being constructed.

In reviewing the attached trail sections, an easement may be required to fully construct a trail along the west side of Jarvis Street. However, as trails are generally constructed close to the roadway, 30 feet may be too large. If the Council supports the trail easement request, a smaller easement of 15 feet should accommodate the trail and areas needed for grading to meet existing grades. The trail has not been designed, but staff feels this should provide the necessary space to build the identified trail in the future.

Financial Impact

None

Mission/Policy/Goal

Responsibly grow.

Attachments

1. Planning Commission Memo dated 12-17-2024
2. Preliminary Plat
3. Trail Sections
4. Final Plat
5. RES 25-06 Norrgard Wooded Acres
6. Presentation Norrgard



Request for Action

To
Planning Commission

Item Number
5.1

Meeting Date
December 17, 2024

Prepared By
Chris Leeseberg, Senior Planner

Item Description
Preliminary Plat: Norrgard Wooded Acres, PID 75-00937-0110, Chaz Norrgard

Reviewed by
Zack Carlton

Action Requested

Recommend, by motion, approval of the Preliminary Plat of Norrgard Wooded Acres.

Background/Discussion

The property is zoned Single Family Residential (R1a) with minimum lot sizes of 2 ½ acres. The property was previously platted as Glens Ridge. The applicant has requested approval of a preliminary and final plat to subdivide their 55-acre property into three parcels. Lots 1 and 2 will be 2.50 acres and Lot 3 will be 50.07 acres in size. Access to lots 1 and 2 will be from Jarvis Street and Lot 3 has access to Cleveland Street and Jarvis Street. Two parcels are eligible for park dedication.

Parks and Recreation Commission

The Parks and Recreation Commission, at their December 11, 2024, meeting is expected to recommend park dedication be paid in cash, at the applicable rate at the time of recording, for two dwelling units. Their recommendation will be included with staff's recommendation regarding the final plat for the City Council.

Applicable Regulations

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

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

The proposed subdivision is consistent with all zoning regulations. The lot size and lot width meet the ordinance requirements.

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

The Comprehensive Plan guides the property for Rural Residential which consists of large lot single-family homes. This is the predominant residential type in the north of the city beyond the Urban Service Area. This land use primarily consists of planned residential subdivisions and lots located directly on arterial roadways. This land use supports large lot residential development and allows agricultural operations as an accessory use where appropriate. The subdivision is consistent with all applicable plans.

The Elk River Vision

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



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

Wetlands have been delineated in accordance with state regulations and the required setbacks are included in easements per sec 30-xxx of city code. The physical characteristics of the site are suitable for the type and density of development and uses contemplated.

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

The new lots will be served by private and well and septic, and additional public improvements are not required to service the proposed subdivision.

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

Although trees may be removed, the subdivision will not cause substantial environmental damage.

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

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

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

The surrounding properties are both developed and undeveloped. The proposed subdivision will not impact the reasonable development of neighboring land.

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

- a. *Lack of adequate stormwater drainage.*
- b. *Lack of adequate roads.*
- c. *Lack of adequate sanitary sewer systems.*
- d. *Lack of adequate off-site public improvements or support systems.*

The subdivision is not premature as the above conditions have been provided for.

Financial Impact

None

Mission/Policy/Goal

Responsibly grow.

Attachments

1. Location Map
2. Preliminary Plat
3. Aerial Overlay



Project Location Map

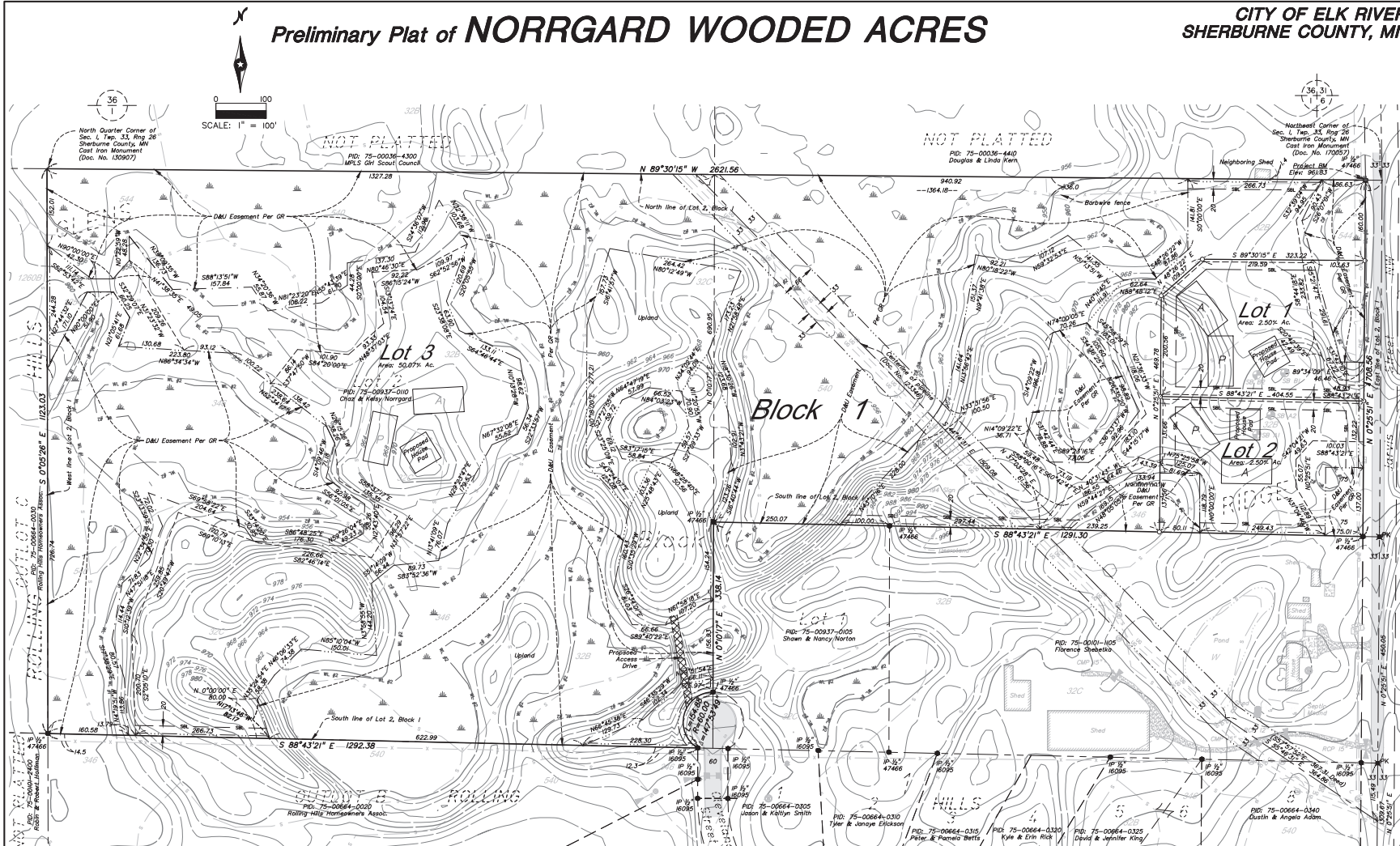
Norrgard

Preliminary and Final Plat

Case No: P 24-20

Preliminary Plat of NORRGARD WOODED ACRES

CITY OF ELK RIVER
SHERBURNE COUNTY, MN



Bearings are based on the plot of GLEN'S RIDGE. For the purpose of this plat, the East line of Lot 2, Block 1 is assumed to bear North 0 degrees 25 minutes 51 seconds East.

- Denotes found iron monument
- Denotes 3/4 inch x 1/4 inch iron monument with a plastic plug stamped K.L.S. 47466 to be set within one year of platting date
- Denotes found cast iron monument
- Denotes found PK nail

REFERENCE BENCHMARK:
East Quarter Corner of Sec. 1, Twp. 33, Rng. 28
Elevation = 957.35 feet (NAVD88)

PROJECT BENCHMARK:
Double Spike in the East face of power pole near the NE Corner of the subject property
Elevation = 961.83 feet (NAVD88)

OWNER/DEVELOPER:
Chaz & Kelsy Norrgard
29522 125th St NW
Plymouth, MN 55371

SURVEYORS & ENGINEERS:
Bogart, Pederson & Associates, Inc.
13076 First Street
Baker, MN 55308-9322
763-262-8822

TOTAL AREA: 55.07+ Acres

EXISTING ZONING: R-1a Single-Family Residential District

PROPOSED ZONING: R-1a Single-Family Residential District

MINIMUMS:
160 width
2.5 Acres

DENOTES BUILDING SETBACKS:
35' Front
30' Rear
25' Wetland buffer strip along wetland
20' Wetland buffer strip setback
20' Side

Drainage and Utility Easements are shown thus:

N.T.S.
Being 10 feet in width and adjoining right-of-way lines, also being 5 feet in width and adjoining lot lines, unless otherwise indicated, as shown on plat.

DATE: November 15th, 2024
FIELD DATE: August 20th, 2024
BK/PG: 71.96/PG. 59
DRAWN BY: C.A.W.
DWG FILE: 22-0275.01 Prelim
FILE NO: 22-0275.01

REVISIONS:

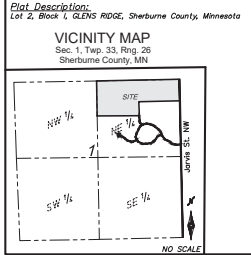
I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Craig Wensmann
Signed: Craig A. Wensmann
Date: 11/25/24 Lic. No. 47466

BOGART, PEDERSON & ASSOCIATES, INC.
LAND SURVEYING
ENGINEERING
MAKING
13076 FIRST STREET, BAKER, MN 55308-9322
TEL: 763-262-8822 FAX: 763-262-8844

PRELIMINARY PLAT
for
Chaz & Kelsy Norrgard
NORRGARD WOODED ACRES
City of Elk River
Sherburne County, MN

BOGART, PEDERSON & ASSOCIATES, INC.



VICINITY MAP
Sec. 1, Twp. 33, Rng. 28
Sherburne County, MN

Survey Notes:
1. This survey was performed without the benefit of a title report. No search for easements or restrictions was made by the surveyor. We reserve the right to update this survey upon receipt of title documentation.
2. Right of way of Jarvis Street N.W. is shown for reference purposes. Actual width and location may vary.
3. Reference 2022 Survey for Shawn Norton by Bogart, Pederson & Associates, Inc. File No. 22-0275.03.
4. Subject property is NOT within a flood plain district as mapped by FEMA or part of a shoreline district.
5. Contours were created using a combination of MNGNR MN/Topo data and GPS RTK methods (NAVD 88).
6. Utilities shown per Copier State One Call Ticket No. 23261591 & 23261592 from the plat of GLEN'S RIDGE.
7. Wetland mitigation may be required to access the building site on Lot 3.

I hereby certify that a boundary survey has been completed for the preliminary plat of NORRGARD WOODED ACRES, Sherburne County, Minnesota.

Signed: *Craig Wensmann*
Craig A. Wensmann
Date: 11/25/24 Lic. No. 47466

LS 16095
LS 47466
(OR)

Denotes Dennis D. Pederson, LS
Denotes Craig A. Wensmann, LS
Denotes soils classification type
Denotes dimensions per GLEN'S RIDGE plat

- LEGEND:**
- Denotes mailbox
 - Denotes sanitary manhole
 - Denotes catch basin
 - Denotes electrical cabinet
 - Denotes septic cleanout
 - Denotes sign
 - Denotes power pole
 - Denotes telephone pedestal
 - Denotes cable television box
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 - Denotes level one wetland delineation
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 - Denotes wetland buffer line
 - Denotes proposed Primary & Alternate septic sites

SCHEDULE OF DRY BUILDABLE AREAS FOR LOTS

Block	Lot	Total Lot Area (Ac)	Buildable Area (Ac)*
1	1	2.50	1.56
1	2	2.50	1.66
1	3	50.07	18.84

*Note: For the purpose of this plat, dry buildable area is defined by contiguous acreage containing non-hydric soils and void of wetlands, hydric vegetation, floodways, right of way, restrictive easements and land with slopes over 33%.

SOIL BORING LOG Dan Bogart - Lic. No. L4094

Soil Boring #	Elevation	Mottling	Elev. of Mottled Soil
Soil Boring A1	979.0	N/A	None to 15"
Soil Boring A2	975.8	N/A	None to 14"
Soil Boring B1	973.7	N/A	None to 13"
Soil Boring B2	972.3	N/A	None to 13"

SOILS CHART

Map symbol & soil name	Hydrologic group	Water table depth (ft)
32B: Nebish fine sandy loam, 2 to 6 percent slopes	B	43-80
32C: Nebish fine sandy loam, 6 to 12 percent slopes	B	>80
34B: Talmon loam, 0 to 2 percent slopes	C/D	6
54B: Saylorville mud, 0 to 1 percent slopes	A/D	0
54A: Catfish mud, 0 to 1 percent slopes	B/D	0
126B: Stonelake-Nebish complex, 2 to 6 percent slopes	A	>80
125A: Rissdale fine sandy loam, 0 to 3 percent slopes	A/D	18-30
W: Water	N/A	N/A

* Data from USDA Web Soil Survey

East Quarter Corner of Sec. 1, Twp. 33, Rng. 28
Sherburne County, MN
Cast Iron Monument
(Doc. No. 170057)



75-00937-0110

75-00101-1105

75-00664-0020

75-00664-0010

Preliminary Plat of NORRGARD WOODED ACRES

CITY OF ELK RIVER
SHERBURNE COUNTY, MN

Bearings are based on the plot of GLENS RIDGE. For the purpose of this plat, the East line of Lot 2, Block 1 is assumed to bear North 0 degrees 25 minutes 51 seconds East.

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Elevation = 961.83 feet (NAVD88)

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Chaz & Kelsy Norrgard
29522 125th St NW
Princeton, MN 55371

SURVEYORS & ENGINEERS:
Bogart, Pederson & Associates, Inc.
13076 First Street
Becker, MN 55308-9322
763-262-8822

TOTAL AREA: 55.07+ Acres

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PROPOSED ZONING: R-1a Single-Family Residential District

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160' width
2.5 Acres

DENOTES BUILDING SETBACKS:
35' Front
30' Rear
25' Wetland buffer strip along wetland
20' Wetland buffer strip setback
20' Side

Drainage and Utility Easements are shown thus:



N.T.S.
Being 10 feet in width and adjoining right-of-way lines, also being 5 feet in width and adjoining lot lines, unless otherwise indicated, as shown on plat.

DATE: November 15th, 2024
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BK/PG: 71.96/PG. 59
DRAWN BY: C.A.W.
DWG FILE: 22-0275.01 Prelim
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REVISIONS:

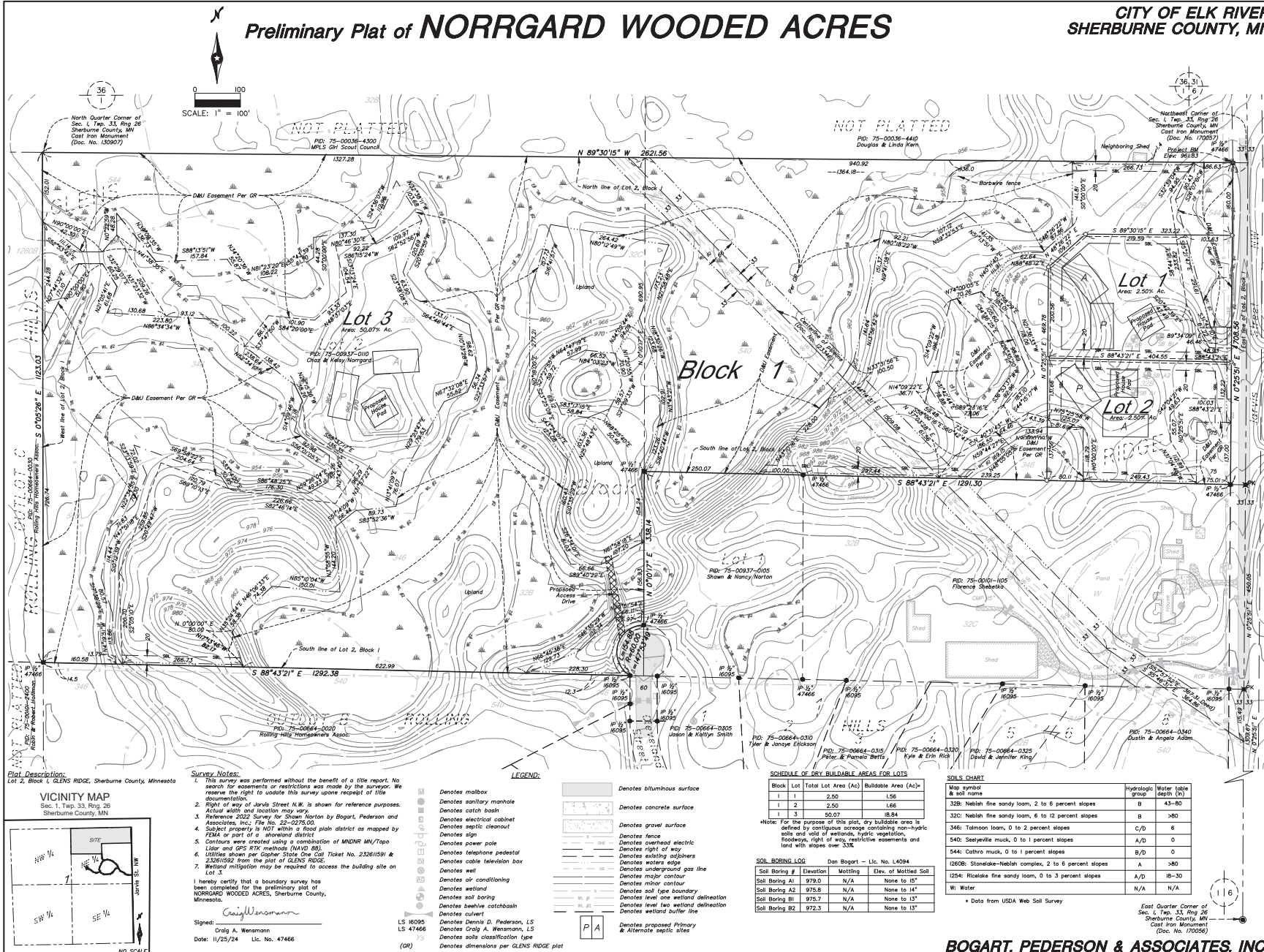
I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Craig Wensmann
Signed: Craig A. Wensmann
Date: 11/25/24 Lic. No. 47466

BOGART, PEDERSON & ASSOCIATES, INC.
LAND SURVEYING & ENGINEERING
13076 First Street
Becker, MN 55308-9322
TEL: 763-262-8822 FAX: 763-262-8844

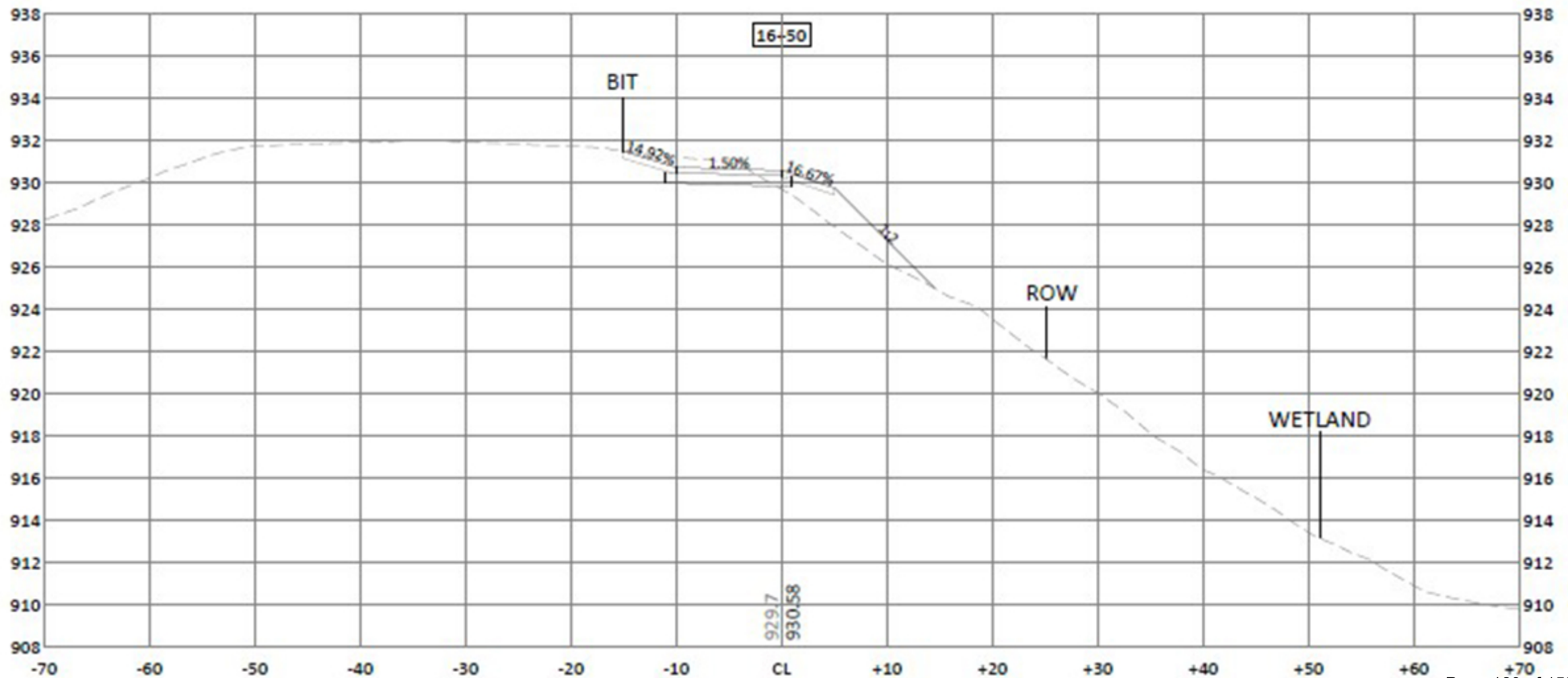
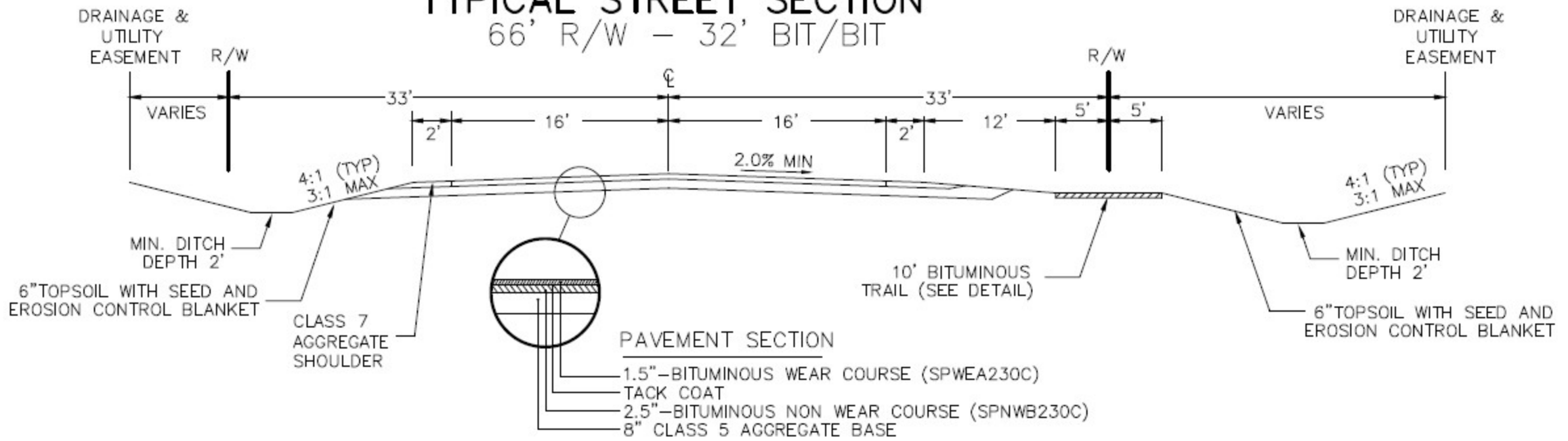
PRELIMINARY PLAT
for
Chaz & Kelsy Norrgard
NORRGARD WOODED ACRES
City of Elk River
Sherburne County, MN

BOGART, PEDERSON & ASSOCIATES, INC.



TYPICAL STREET SECTION

66' R/W – 32' BIT/BIT



NORRGARD WOODED ACRES

CITY OF ELK RIVER
SHERBURNE COUNTY, MN

KNOW ALL PERSONS BY THESE PRESENTS: That Chaz Norrgard and Kelsy Norrgard, spouses married to each other, owners of the following described property situated in the County of Sherburne, State of Minnesota, to wit:

Lot 2, Block 1, GLENS RIDGE, Sheburne County, Minnesota.

Has caused the same to be surveyed and platted as NORRGARD WOODED ACRES and does hereby dedicate to the public for public use forever the easements as shown on this plat for drainage and utility purposes only.

In witness whereof said Chaz Norrgard and Kelsy Norrgard, spouses married to each other, have hereunto set their hands this _____ day of _____, 20_____.

Chaz Norrgard Kelsy Norrgard

STATE OF MINNESOTA
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____, by Chaz Norrgard and Kelsy Norrgard, spouses married to each other.

(Signature) Notary Public, _____ County, Minnesota

(Printed Name) My Commission Expires _____

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

Craig A. Wensmann, Land Surveyor
Minnesota License No. 47466

STATE OF MINNESOTA
COUNTY OF _____

The foregoing surveyor's certificate was acknowledged before me this _____ day of _____, 20_____, by Craig A. Wensmann, Land Surveyor, Minnesota License Number 47466.

(Signature) Notary Public, _____ County, Minnesota

(Printed Name) My Commission Expires _____

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

Mayor Clerk

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

Sherburne County Surveyor

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

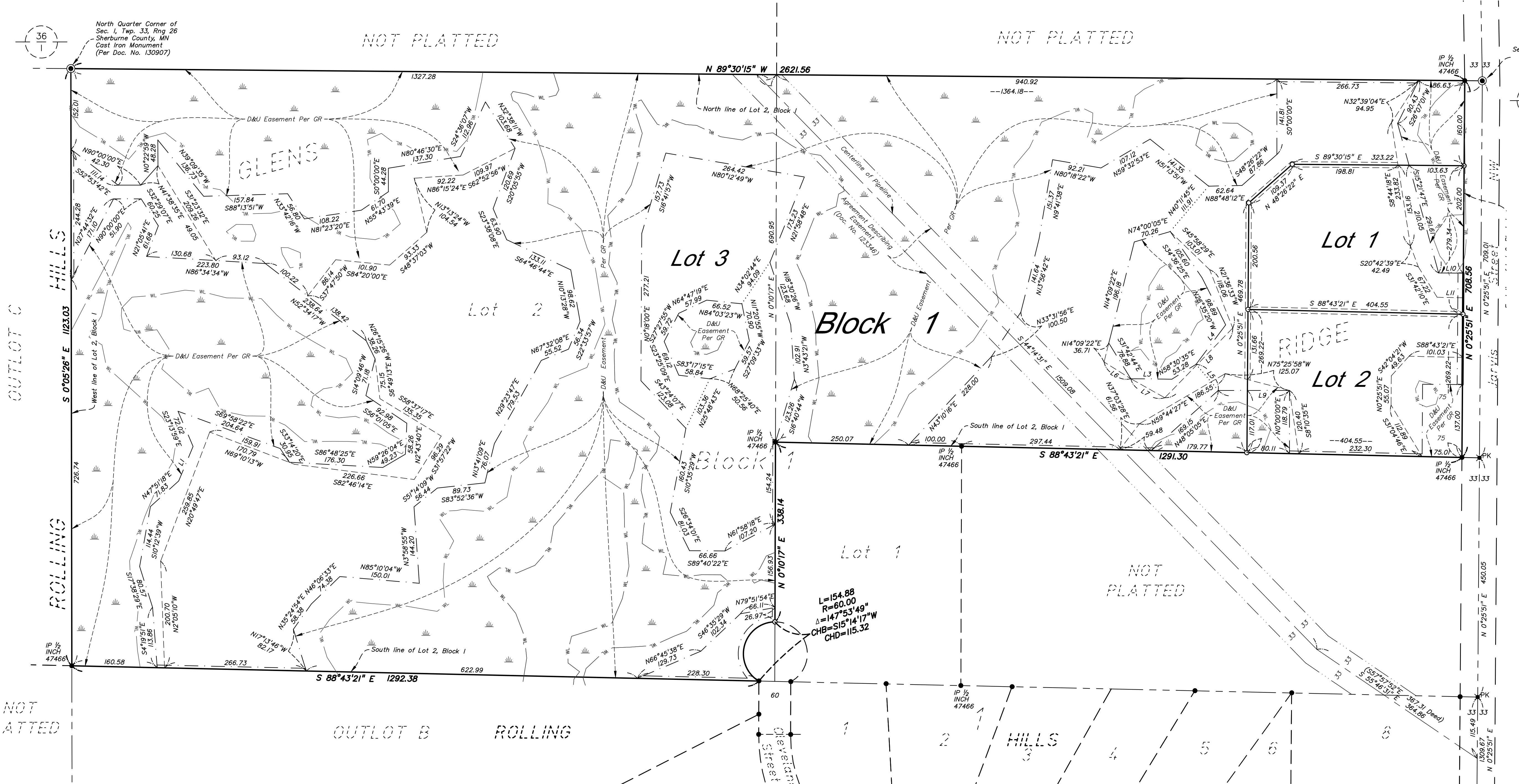
Sherburne County Auditor/Treasurer

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

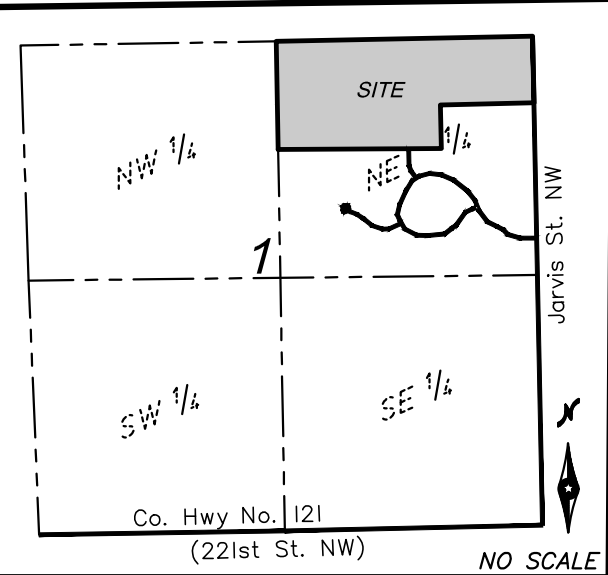
Sherburne County Recorder

NORRGARD WOODED ACRES

CITY OF ELK RIVER
SHERBURNE COUNTY, MN



VICINITY MAP
Sec. 1, Twp. 33, Rng. 26
Sherburne County, MN



- LEGEND:**
- Denotes found 1/2 inch iron pipe capped I6095, unless otherwise noted
 - ⊗ Denotes 1/2 inch by 14 inch iron monument with a plastic plug stamped R.L.S. 47466 to be set within one year of recording date
 - ⊙ Denotes found cast iron monument
 - ✱PK Denotes found PK nail
 - LS Denotes delineated wetland interior
 - LS I6095 Denotes Dennis D. Pederson, LS
 - LS 47466 Denotes Craig A. Wensmann, LS
 - Denotes right of way
 - Denotes existing adjoiners
 - Denotes edge of wetland delineation per LGU Notice of Decision (NOD) Dated 11/25/2024
 - Denotes dedicated easement per GLENS RIDGE
 - Denotes underlying easement of record
 - Denotes easement
 - GR Denotes plot of GLENS RIDGE

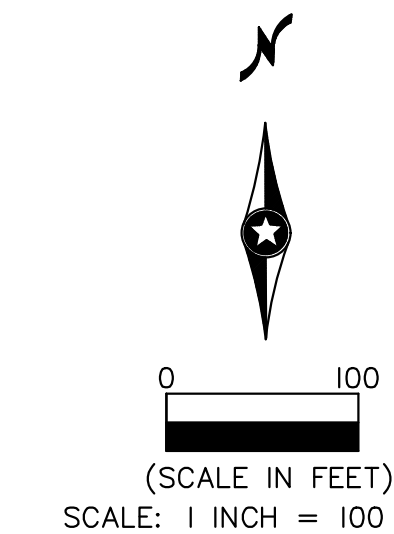
Drainage and Utility Easements are shown thus:

5 5

10 10

N.T.S.

Being 10 feet in width and adjoining right-of-way lines, also being 5 feet in width and adjoining lot lines, unless otherwise indicated, as shown on plot.



LINE	BEARING	DISTANCE
L1	N22°34'55"E	70.30
L2	N33°40'56"W	80.02
L3	S89°23'16"E	77.06
L4	S36°53'37"W	92.96
L5	N40°31'43"W	64.46
L6	N58°00'16"W	59.48

LINE	BEARING	DISTANCE
L7	S60°42'47"E	73.19
L8	N44°15'17"E	183.10
L9	N90°00'00"W	133.94
L10	S89°34'09"E	46.46
L11	S88°43'21"E	49.39

BOGART, PEDERSON & ASSOCIATES, INC.

SHEET 2 OF 2 SHEETS



City of Elk River City Council

Resolution 25-06

A Resolution of the City Council of the City of Elk River Granting Final Plat Approval for Norrgard Wooded Acres, Case No. P 24-21

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

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

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

- A. The proposed subdivision is consistent with Chapter 30 of the City Code of Ordinances and conforms with all its requirements.
 - B. The proposed subdivision is consistent with all applicable general and specialized city, county, and regional plans including, but not limited to, the city’s Comprehensive Plan.
 - C. The physical characteristics of the site, including, but not limited to, topography, soils, vegetation, susceptibility to erosion and siltation, susceptibility to flooding, and drainage are suitable for the type and density of development and uses contemplated.
 - D. The proposed subdivision makes adequate provision for water supply, storm drainage, sewage transportation, erosion control and all other services, facilities and improvements otherwise required herein.
 - E. The proposed subdivision will not cause substantial environmental damage.
 - F. The proposed subdivision will not conflict with easements of record or with easements established by judgment of a court.
 - G. The proposed subdivision will not have an undue or adverse impact on the reasonable development of neighboring land.
2. Final plat approval is hereby granted for the Property.



3. The officers of the City are hereby authorized, once the conditions set forth in Exhibit B are met and complied with, to sign the final plat for the Property and to issue a certified copy of this Resolution giving final approval of the plat.
4. The owner of the Property is authorized to record the final plat as required by law and shall file proof of said recording with the City. No building permits will be issued for the Property until the final plat is recorded.
5. This final plat approval shall expire two years from the date of this resolution if the final plat is not recorded within that time.

Passed and adopted this 21st day of January 2025.

John J. Dietz, Mayor

ATTEST:

Tina Allard, City Clerk



EXHIBIT A
LEGAL DESCRIPTION

Lot 2, Block 1, Glens Ridge, Sherburne County, MN.



EXHIBIT B
CONDITIONS OF APPROVAL

1. Park Dedication Fees shall be paid for two dwelling units at the rate applicable when the subdivision is released for recording.
2. A 30-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.



Preliminary & Final Plat Norrgard Wooded Acres

Background

- R1-a Single Family Residential
- 2 ½ acre minimum lot size
- Previously platted – Glens Ridge
- 55 acres
- Lots 1&2 (2 ½ acres)
 - Jarvis St access
- Lot 3 (50 acres)
 - Cleveland and Jarvis St

Preliminary Plat of NORRGARD WOODED ACRES

CITY OF ELK RIVER
SHERBURNE COUNTY, MN

SCALE: 1" = 100'

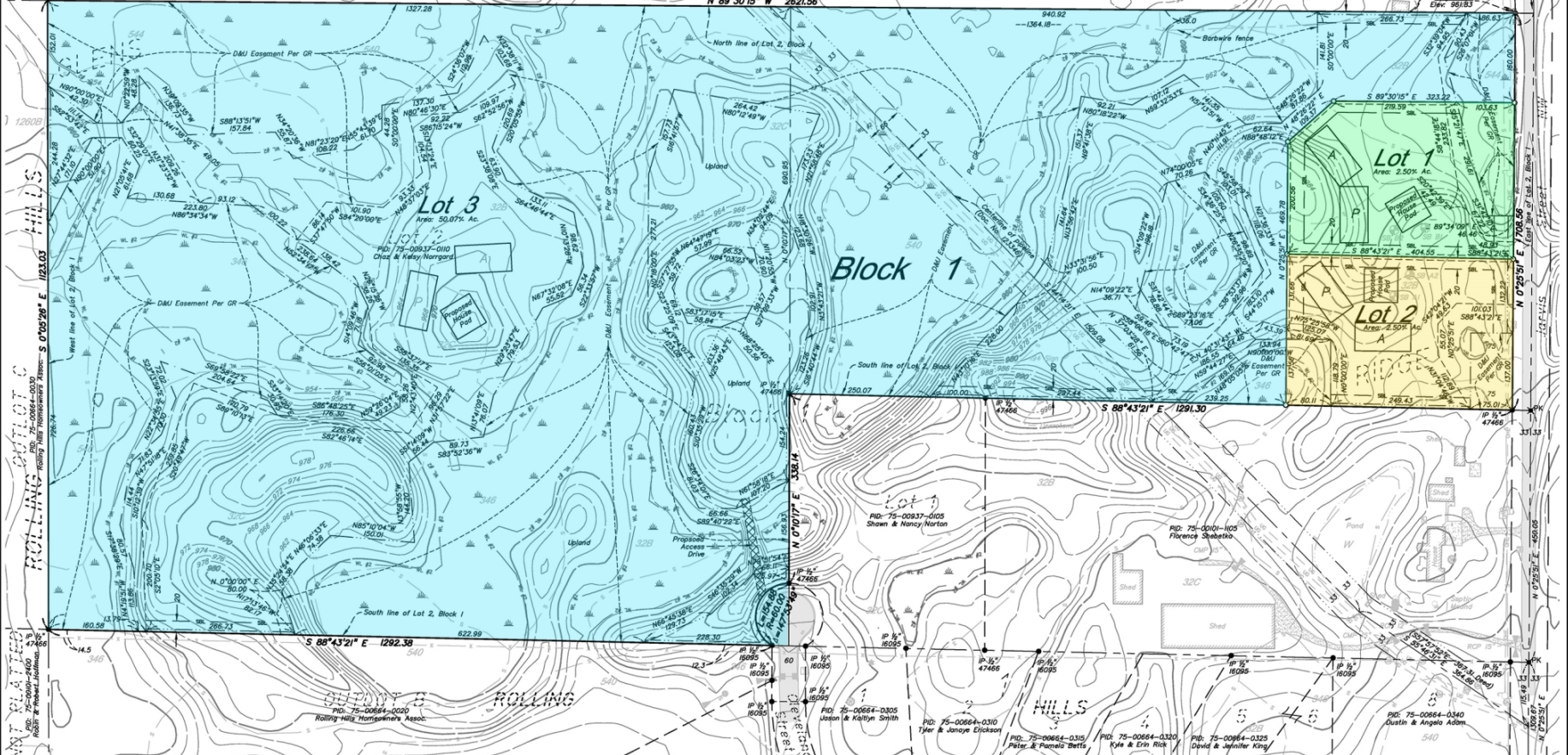
NOT PLATTED

North Quarter Corner of
Sec. 1, Twp. 33, Rng. 26
Sherburne County, MN
East Iron Monument
(Doc. No. 130807)

PID: 75-00036-4300
MPLS GH Scout Council

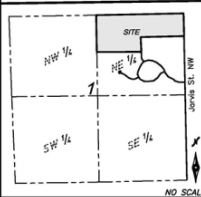
PID: 75-00036-440
Douglas & Linda Kern

Northwest Corner of
Sec. 1, Twp. 33, Rng. 26
Sherburne County, MN
East Iron Monument
(Doc. No. 170057)
Product BM 47486
Elev. 551.8



Plot Description:
Lot 2, Block 1, GLENS RIDGE, Sherburne County, Minnesota

VICINITY MAP
Sec. 1, Twp. 33, Rng. 26
Sherburne County, MN



Survey Notes:

- This survey was performed without the benefit of a title report. No search for encumbrances or restrictions was made by the surveyor. We reserve the right to update this survey upon receipt of title documentation.
- Right of way of Jarvis Street N.W. is shown for reference purposes. Actual width and location may vary.
- Reference 2022 Survey for Sharon Norton by Bogart, Pederson and Associates, Inc. File No. 22-0275.00.
- Subject property is NOT within a flood plain district as mapped by FEMA or part of a shoreland district.
- Contours were created using a combination of MINOR MN/Topo LIDAR and GPS RTK methods (NAVD 83).
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- Wetland mitigation may be required to access the building site on Lot 3.

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Craig A. Wenzmann
Date: 11/25/24 Lic. No. 47466

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SCHEDULE OF DRY BUILDABLE AREAS FOR LOTS

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1	2	2.50	1.66
1	3	50.07	18.84

*Note: For the purpose of this plat, dry buildable area is defined by contiguous acreage containing non-hydric soils and void of wetlands, hydro vegetation, floodways, right of way, restrictive easements and land with slopes over 33%.

Soil Boring #	Elevation	Mottling	Elev. of Mottled Soil
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32C: Nebish fine sandy loam, 6 to 12 percent slopes	B	>80
34E: Tolmook loam, 0 to 2 percent slopes	C/D	6
540: Seelyville muck, 0 to 1 percent slopes	A/D	0
544: Catrook muck, 0 to 1 percent slopes	B/D	0
1260B: Stone Lake-Nebish complex, 2 to 6 percent slopes	A	>80
1254: Rice Lake fine sandy loam, 0 to 3 percent slopes	A/D	18-30
W: Water	N/A	N/A

* Data from USDA Web Soil Survey

East Quarter Corner of
Sec. 1, Twp. 33, Rng. 26
Sherburne County, MN
East Iron Monument
(Doc. No. 170057)

BOGART, PEDERSON & ASSOCIATES INC



Parks & Recreation Commission

- Recommended Park Dedication as Cash
 - 30-foot Trail Easement
 - Applicant raised questions regarding the necessity of easement
-
- Preferred location is entirely in ROW
 - Base on other trail sections:
 - Staff believes 15-feet is adequate

Planning Commission

- Inquired about wetlands
 - Expressed no concerns
 - No one spoke at PH
-
- PC's analysis shows compliance with all eight (8) of the standards required for approval of a PP
 - Unanimously recommended approval of PP

Preliminary Plat of NORRGARD WOODED ACRES

CITY OF ELK RIVER
SHERBURNE COUNTY, MN

Bearings are based on the plot of GLENS RIDGE. For the purpose of this plat, the East line of Lot 2, Block 1 is assumed to bear North 0 degrees 25 minutes 51 seconds East.

- Denotes found iron monument
- Denotes 1/2 inch x 1/4 inch iron monument with a plastic plug stamped R.L.S. 47466 to be set within one year of platting date
- Denotes found cast iron monument
- PK Denotes found PK nail

REFERENCE BENCHMARK:
East Quarter Corner of Sec. 1, Twp. 33, Rng. 26
Elevation = 957.35 feet (NAVD83)

PROJECT BENCHMARK:
Double Spike in the East face of power pole near the NE corner of the subject property.
Elevation = 961.83 feet (NAVD83)

OWNER/DEVELOPER:
Chaz & Kelsy Norrgard
29322 125th St NW
Princeton, MN 55371

SURVEYORS & ENGINEERS:
Bogart, Pederson & Associates, Inc.
13076 First Street
Baker, MN 55308-9322
763-262-8822

TOTAL AREA: 55.07+ Acres

EXISTING ZONING: R-1a Single-Family Residential District

PROPOSED ZONING: R-1a Single-Family Residential District

MINIMUMS:
160' width
2.5 Acres

DENOTES BUILDING SETBACKS:
30' Front
30' Rear
25' Wetland buffer strip along wetland
20' Wetland buffer strip setback
20' Side

Drainage and Utility Easements are shown thus:

N.T.S.
Being 10 feet in width and adjoining right-of-way lines, also being 5 feet in width and adjoining lot lines, unless otherwise indicated, as shown on plat.

DATE: November 15th, 2024
FIELD DATE: August 20th, 2024
BK/PG: 71.96/Pg. 59
DRAWN BY: CK
CHECKED BY: CAW
DWG FILE: 22-0275.01 Prelim
FILE NO: 22-0275.01

REVISIONS:

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

Craig Wensmann
Signed: Craig A. Wensmann
Date: 11/25/24 Lic. No. 47466

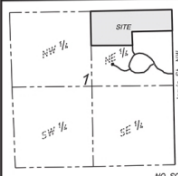
BOGART, PEDERSON & ASSOCIATES, INC.
LAND SURVEYING
ENGINEERING
10018 FIRST STREET, BAKER, MN 55308-9322
TEL: 763-262-8822 FAX: 763-262-8844

PRELIMINARY PLAT
for
Chaz & Kelsy Norrgard
NORRGARD WOODED ACRES
City of Elk River
Sherburne County, MN



Plot Description:
Lot 2, Block 1, GLENS RIDGE, Sherburne County, Minnesota

VICINITY MAP
Sec. 1, Twp. 33, Rng. 26
Sherburne County, MN



Survey Notes:

- This survey was performed under the benefit of a title report. No search for easements or restrictions was made by the surveyor. The surveyor is not responsible for the accuracy of the title report.
- Right of way of Jarvis Street N.W. is shown for reference purposes. Actual width and location may vary.
- Reference 2022 Survey for Shaw Norton by Bogart, Pederson & Associates, Inc. File No. 22-0275.01
- Subject property is NOT within a flood plain district as mapped by FEMA or part of a shortland district.
- Contours were created using a combination of MNDNR MN/Topo data and GPS RTK methods (NAVD83).
- Utilities shown per Gopher State One Call Ticket No. 23261591 and 23261592 from the plot of GLENS RIDGE, Sherburne County, Minnesota.
- Wetland mitigation may be required to access the building site on Lot 3.

I hereby certify that a boundary survey has been completed for the preliminary plat of NORRGARD WOODED ACRES, Sherburne County, Minnesota.

Craig Wensmann
Signed: Craig A. Wensmann
Date: 11/25/24 Lic. No. 47466

- Denotes mailbox
- Denotes sanitary manhole
- Denotes catch basin
- Denotes electrical cabinet
- Denotes septic cleanout
- Denotes sign
- Denotes telephone pedestal
- Denotes cable television box
- Denotes air conditioning
- Denotes wetland
- Denotes soil boring
- Denotes beaver catchbasin
- Denotes culvert
- Denotes Denny D. Pederson, L.S.
- Denotes Craig A. Wensmann, L.S.
- Denotes soils classification type
- Denotes dimensions per GLENS RIDGE plat

- Denotes siluminous surface
- Denotes concrete surface
- Denotes gravel surface
- Denotes fence
- Denotes overhead electric
- Denotes water edge
- Denotes existing outcrops
- Denotes minor contour
- Denotes major contour
- Denotes level two wetland delineation
- Denotes level one wetland delineation
- Denotes wetland buffer line
- Denotes proposed Primary & Alternate septic lines

SCHEDULE OF DRY BUILDABLE AREAS FOR LOTS

Block	Lot	Total Lot Area (Ac)	Buildable Area (Ac)
1	1	2.50	1.56
1	2	2.50	1.66
1	3	50.07	16.84

NOTE: For the purpose of this plat, dry buildable area is defined by contiguous acreage containing non-hydric soils and void of wetlands, hydric vegetation, floodways, right of way, restrictive easements and land with slopes over 33%.

Soil Boring #	Elevation	Moisture	Elev. of Moist Soil
Soil Boring #1	979.0	N/A	None to 15"
Soil Boring #2	975.9	N/A	None to 14"
Soil Boring #3	975.7	N/A	None to 13"
Soil Boring #4	973.3	N/A	None to 13"

SOURCE: Dan Bogart - Lic. No. L4094

SOILS SHARE

Map symbol & soil name	Hydrologic group	Water table depth (in)
32B: Nebish fine sandy loam, 2 to 6 percent slopes	B	43-80
32C: Nebish fine sandy loam, 6 to 12 percent slopes	B	>80
34B: Talcum loam, 0 to 2 percent slopes	C/D	6
54A: Seelyville muck, 0 to 1 percent slopes	A/D	0
54C: Catmor muck, 0 to 1 percent slopes	B/D	0
120B: Stanek-Nebish complex, 2 to 6 percent slopes	A	>80
125A: Riceville fine sandy loam, 0 to 3 percent slopes	A/D	18-30
W: Water	N/A	N/A

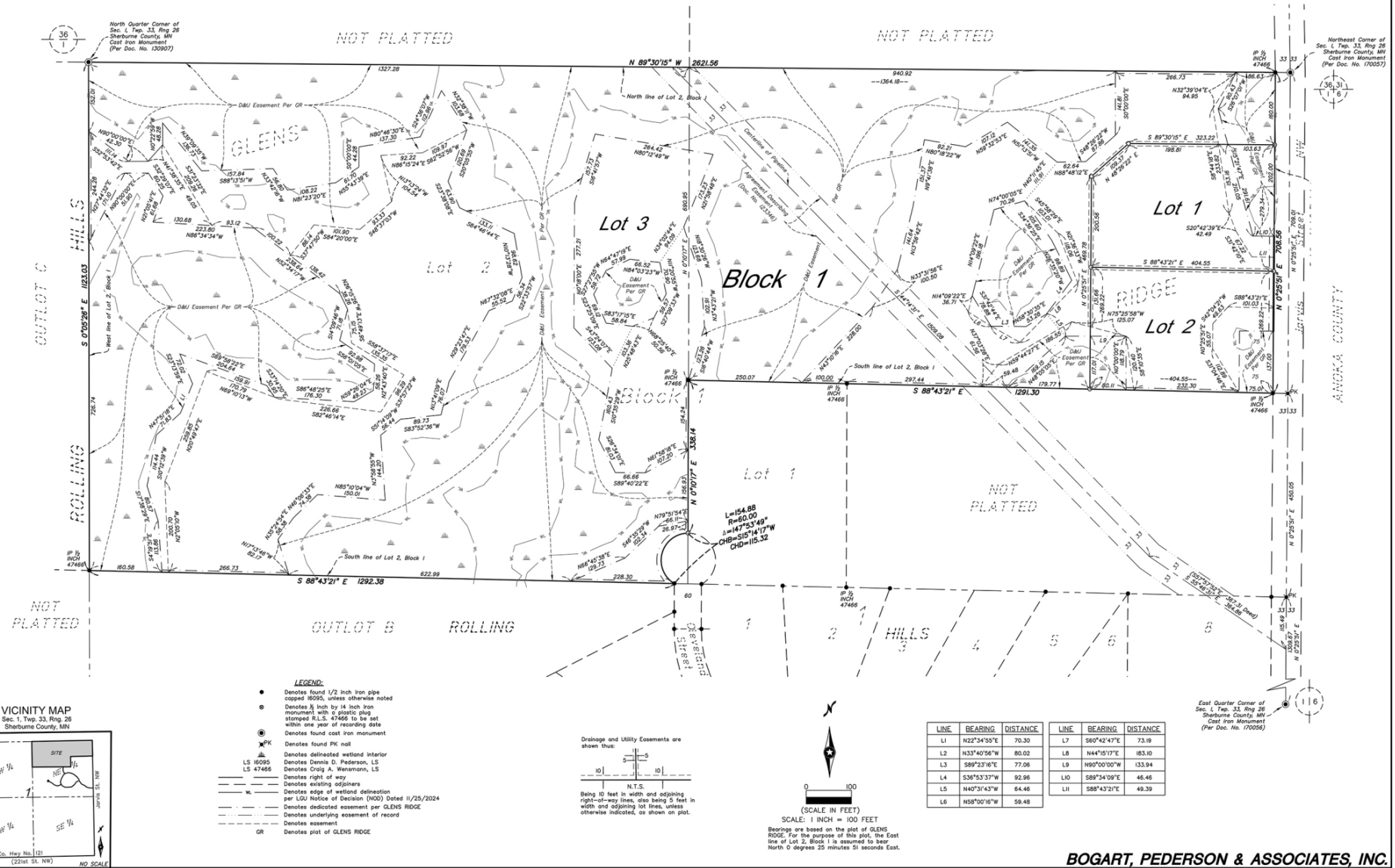
• Data from USDA Web Soil Survey

East Quarter Corner of Sec. 1, Twp. 33, Rng. 26
Sherburne County, MN
Cast Iron Monument
(Doc. No. 170037)

BOGART, PEDERSON & ASSOCIATES, INC.

NORRGARD WOODED ACRES

CITY OF ELK RIVER
SHERBURNE COUNTY, MN



BOGART, PEDERSON & ASSOCIATES, INC.
SHEET 2 OF 2 SHEETS

Action Requested

1. Approve, by motion, the PP for Norrgard Wooded Acres
2. Adopt, by motion, Resolution 25-06 approving the final plat of Norrgard Wooded Acres with the two conditions outlined



Request for Action

To
City Council

Item Number
8.1

Meeting Date
January 21, 2025

Prepared By
Cal Portner, City Administrator

Item Description
Information Security Subcommittee Appointment

Reviewed by
Cal Portner
Tina Allard

Action Requested
Appoint, by motion, Councilmember _____ to the Information Security Committee.

Background/Discussion

The Information Security Committee was established in 2017 as a joint effort of the city and Elk River Municipal Utilities to meet and confer at least once a year on information security to manage risks to the confidentiality, integrity, and availability of information using administrative, physical, and technical controls.

Councilmember Grupa has served on the committee for the past two years. The annual or biannual meeting occurs during normal workday hours.

Because of security protocols, the meeting is typically closed to the public which is why we generally don't have a council report on activities unless a public action is required.

Financial Impact

The Council approves any budgetary consideration requested.

Mission/Policy/Goal

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
10.1

Meeting Date
January 21, 2025

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

Item Description
Cannabis Business Plan

Reviewed by
Cal Portner
Tina Allard

Action Requested
Review the municipal cannabis business plan and provide direction to staff.

Background/Discussion
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

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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.

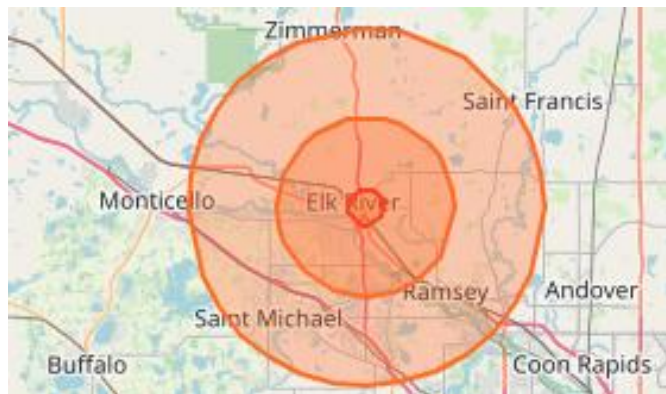
IV. Operational Plan

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:

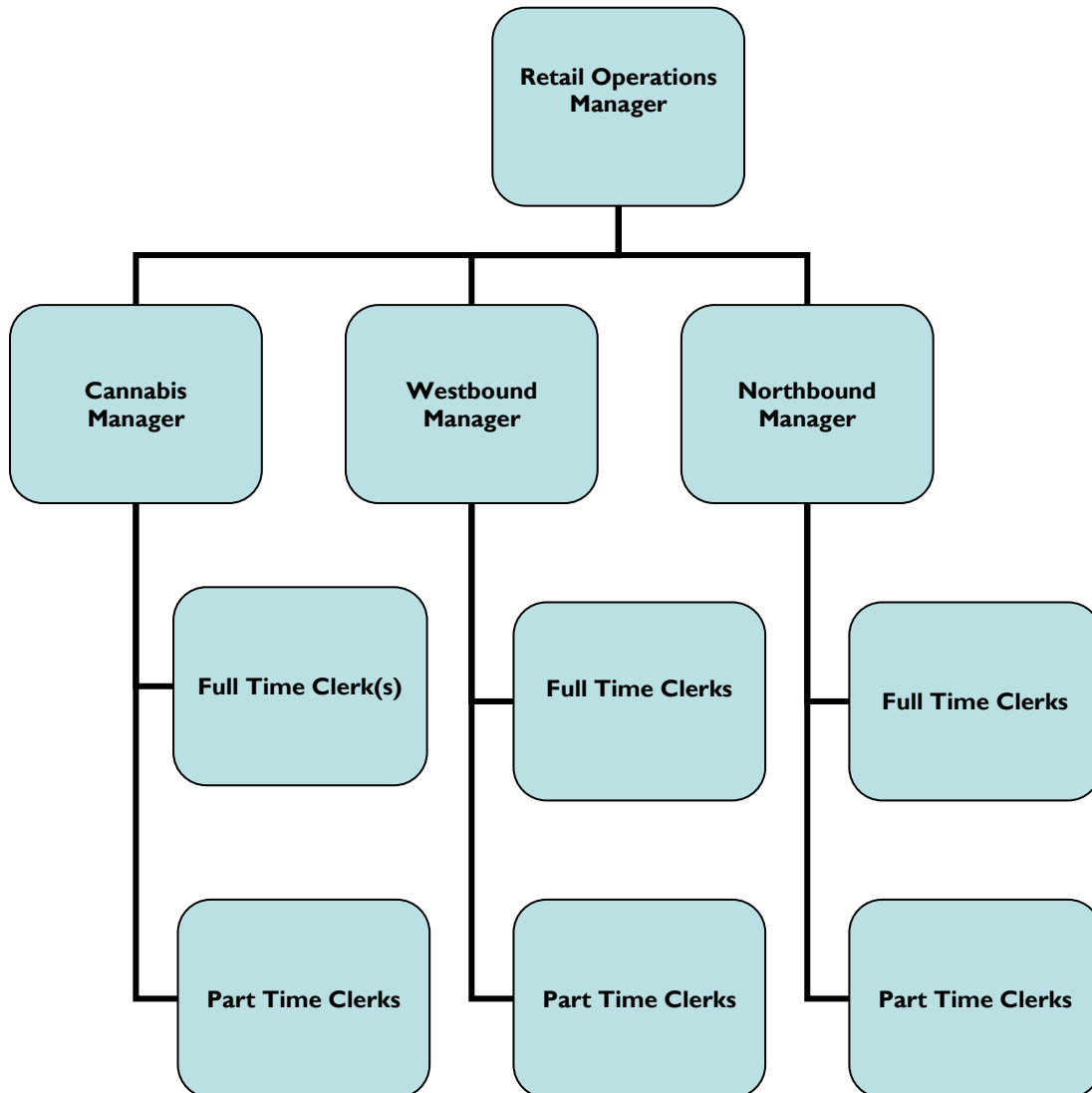




EXAMPLE
Green Valley Dispensary
Approx. 5,000sqft
4650 Tower Rd #108
Denver, CO 80249



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

