



City Council

Regular Meeting & Work Session Agenda

Tuesday, February 18, 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
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1. CALL MEETING TO ORDER

2. PLEDGE OF ALLEGIANCE

2.1 Acknowledge Elk River Cub Scout Pack 111

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 February 3, 2025, Minutes

4.2 Check Register

4.3 Liquor Operations Division reorganized as Retail Operations Division.

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 Prosecutor and County Attorney Annual Legal Update

6.2 City of Elk River Volunteer of the Month

6.3 Retirement Recognition: James Barnes

6.4 Advisory Board Candidate Interviews

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 Zone Change: General Industrial (I-3) to Planned Unit Development (PUD), PID 75-00013-4405, Northstar Trucking & RV Parking LLC

- 7.2 Conditional Use Permit: Bus, Motor Vehicle, and Implement Storage, Maintenance and Repair (Amendment), PID 75-00013-4405 - Northstar Trucking & RV Parking LLC
- 7.3 Conditional Use Permit: Outdoor Storage (Amendment), 12777 Meadowvale Road NW, Elk River WinLectric
- 7.4 Conditional Use Permit: Recycling Processing Center (Amendment), 16501 Highway 10, B&E Recycling Station
- 7.5 Land Use Amendment, Zone Change, and Ordinance Amendment: Specht Family Farm Residential Development (PUD), 16330 US Highway 10, Capstone Homes

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 Ace 360 Acceleration

8.2 Advisory Board Appointments

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.

11. MOTION TO ADJOURN

12. INFORMATION

12.1 January Financial Statements

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
2.1

Meeting Date
February 18, 2025

Prepared By
Tina Allard, City Clerk

Item Description
Acknowledge Elk River Cub Scout Pack 111

Reviewed by
Cal Portner
Tina Allard

Action Requested

Mayor Dietz to invite the cub scouts to the front of the room to participate in the Pledge of Allegiance. The scouts will stand up front for a few minutes afterwards for photo opportunities.

Background/Discussion

Den Leader James Wrubel will be in attendance with the WEBELO 1 Den, Elk River Cub Scout Pack 111, which is made up of fourth graders.

The scouts are currently working on their citizenship requirements and met with the mayor prior to the Council meeting to talk about the Council's role in government, how members are elected, and to attend a meeting to see how government works.

Financial Impact
N/A

Mission/Policy/Goal
Reflect the culture of citizens and what is important.

Attachments
None

The Elk River Vision

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**Meeting of the City Council
Held at the Elk River City Hall
Monday, February 3, 2025**

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

Members Absent: None

Staff Present: City Administrator Cal Portner, Public Works Director/Chief Engineer Justin Femrite, and Deputy Clerk Jolene Richter

Others Present: Matt Barker and Steven Bona representatives from Capstone, Dale Gade and Mike Kronzer representatives from MnDOT

1. CALL MEETING TO ORDER

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

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. CONSIDER AGENDA

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

4. CONSENT AGENDA

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

4.1 January 21, 2025, Minutes

4.2 Check Register

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

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

4.5 Hire Fulltime Liquor Store Clerk

4.6 Cannabound Business Plan

4.7 Caterpillar Model: 255 Compact Track Loader w/ Attachments

5. OPEN FORUM

No one appeared for Open Forum.

6. PRESENTATIONS, AWARDS, AND RECOGNITION

There were no presentations.

7. PUBLIC HEARINGS

There were no public hearings.

8. GENERAL BUSINESS

8.1 Discuss Work Session Items

Councilmember Wagner asked if the Council could get an update from the Public Works Director/Chief Engineer, Justin Femrite regarding the stop light timing along Highway 169.

Mayor Dietz asked if the Fire Department would be reporting back with the architectural study results. Mr. Portner stated they would report back in March or April.

9. COUNCIL LIAISON UPDATES

9.1 Council Liaison Updates

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

10. MOTION TO ADJOURN REGULAR MEETING

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

The regular meeting adjourned at 6:43 p.m. Mayor Dietz called the work session to order at 6:48 p.m.

11. WORK SESSION

11.1 Specht Farm Traffic Impact Study Review

The staff report was presented.

Katie Schmidt, Traffic Engineer with SSTS LLC, presented a summary of the Traffic Impact Study

outlined in the staff report.

Councilmember Calva asked if the three options considered other future developments. Ms. Schmidt stated it does consider the general growth of the volume on Highway 10.

Mayor Dietz asked if any other areas could be developed in the area. Mr. Femrite explained that the Specht family is reserving all their property on the east side. Then it moves to Cargill ownership, who has not indicated their plans for their property at this time.

Councilmember Beyer asked how the truck traffic on the other side of the highway affects the study. Matt Barker representative from Capstone answered saying that the study generally considers all traffic.

Councilmember Beyer expressed his concern that it is not the quantity that he is concerned about, it is the truck traffic specifically in that area and is concerned about trucks coming onto the highway in that area when traffic speeds on the highway are high and the trucks move slowly onto the highway. He is concerned that it makes a very dangerous corridor. He wants to see it done right.

Councilmember Calva asked if overpasses would be considered. Mr. Femrite explained they are going into construction ahead of the funding for overpasses. They are not in the timeline right now which is why they are looking at interim improvements for the development.

Mayor Dietz asked to help with the development if they would need to adjust the 171st signal to give them a longer cue to allow people to get out of the development by traveling east. Mr. Femrite said he would have to confirm that with MnDOT operations.

Councilmember Beyer asked if the timing of the lights on 171st comes into the traffic impact study factors. Ms. Schmidt explained it provides more gaps for the eastbound traffic, but the gaps are not as much as one would expect because of the side street traffic turning on Highway 10.

Councilmember Calva asked if the J-Turns have an opportunity to have acceleration lanes. Ms. Schmidt stated yes and they would coordinate with MnDOT to make the acceleration lanes work.

Mr. Femrite explained the traffic impact analysis tells us why the different scenarios would work or not work and that it considers safety and mobility aspects.

Dale Gade, MnDOT representative, further explained why they are supportive of the J-Turns. He explained that J-Turns allow you to make a better gap assignment to make your movement, by breaking up the moves with small gaps instead of trying to cross the whole intersection, you are crossing just part of the intersection at one time. He further explained that J-Turns would be the best interim option for safety concerns. Ultimately, future grade-separated interchanges would be the best option.

There was discussion and comparison of the MN Highway 65 and 143rd Avenue intersection in Ham Lake, and Mr. Gade stated the volume for that intersection is 37,221 vehicles per day. However, the intersection has a signalized intersection on both sides as opposed to the intersection at Highway 10 and 165th has a lower volume of 32,887 but only has one side that has a signalized intersection. The signalized intersections help slow traffic down and create gaps.

Councilmember Wagner asked if there is an opportunity for the speed limit coming into Elk River to be

lowered. For example, when traveling westbound on Highway 10, the speeds are high. She was wondering if the J-Turn would make any difference for the safety aspect at the 171st stoplight.

Mr. Gade replied and stated yes, as a road transitions into a freeway there will be higher speeds. They would prefer grade separation, but that is not a reality right now. He also stated that the J-Turn would not reduce speeds. He further explained that MnDOT is not an agency for mobility anymore, it is in preservation. There is a greenhouse gas VMT bill that limits MnDOT's ability to make mobility improvements in the future without mitigation being done.

Mayor Dietz confirmed with Mr. Femrite that the studies recommended adding the J-Turns. Mr. Femrite stated the studies support the 3/4 J-Turn intersection being the safest solution and best serving mobility.

Mayor Dietz asked Capstone how long it would take to build the 538 houses. Mr. Barker stated about 6–8 years for the 538 houses to be finished. Mayor Dietz then stated that the traffic would not be fully impacted right away, it would be a gradual increase.

Mayor Dietz asked if the city has any costs for this or would it all be Capstone's. Mr. Femrite said he thinks Capstone would be looking for help with the costs. Mayor Dietz asked if it would be eligible for state aid dollars. Mr. Femrite stated yes it would be if the city would consider supplementing costs in the name of safety and mobility.

Mayor Dietz asked if there would be a cost estimate. Mr. Femrite stated not at this time.

Mr. Barker added to get a permit to build, there has to be a design for access. Also, they set aside funding of \$200,000 for improvements to Highway 10, but they are looking to talk about the costs.

Councilmember Grupa asked if they thought the length of the trucks would be able to do the J-Turns. Mr. Femrite stated he thinks the longer loads, beyond standard-length tractor-trailers, would probably gravitate toward the 165th intersection.

Mr. Barker asked MnDOT how they incorporated into the design for truck traffic to make the J-Turns. Mr. Gade explained the turning radius is obviously always a concern, so they make what they call loons, which is extra pavement added on the side of the turn radius.

Mr. Barker stated they would like to see some guidance sooner rather than later regarding the design for access. He explained that to submit the PUD and the preliminary plat they need an agreement with the design with the city and with MnDOT. Staff will continue to work with all parties to move forward with the recommended access design as supported being the safest and most efficient from the Traffic Impact Study.

12. MOTION TO ADJOURN

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

The meeting adjourned at 7:51 p.m.

Minutes prepared by Jolene Richter.

John J. Dietz, Mayor

Tina Allard, City Clerk

DRAFT



Request for Action

To
City Council

Item Number
4.2

Meeting Date
February 18, 2025

Prepared By
Amy Stangler, Accounting Clerk

Item Description
Check Register

Reviewed by
Lori Stich
Joe Stremcha
Cal Portner
Tina Allard

Action Requested
Approve, by motion, the check register for the period ending February 18, 2025.

Background/Discussion
The details for the period ending February 18, 2025, are attached to this request for action.

Total for All Funds	\$907,143.66
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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

The Elk River Vision

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

Report Criteria:

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

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

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

Vendor.Vendor number = {<>} 15199

Vendor.Vendor number = {<>} 24575

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
A T & T MOBILITY						
101						
X02032025	1	FIRSTNET WIRELESS SVCS-FIRE	Invoice	01/25/2025	631.89	101-4-2310-4321
101						
X02032025	2	FIRSTNET WIRELESS SVCS	Invoice	01/25/2025	38.23	101-4-1210-4321
602						
X02032025	3	FIRSTNET WIRELESS SVCS-WW	Invoice	01/25/2025	44.88	602-4-9010-4321
101						
X02032025	4	FIRSTNET WIRELESS SVCS-BLD MT	Invoice	01/25/2025	127.99	101-4-1600-4321
101						
X02032025	5	FIRSTNET WIRELESS SVCS-IT	Invoice	01/25/2025	99.86	101-4-1350-4321
101						
X02032025	6	FIRSTNET WIRELESS SVCS-POLICE	Invoice	01/25/2025	3,003.16	101-4-2110-4321
Total 10138 A T & T MOBILITY:					3,946.01	
AIRGAS USA LLC						
101						
9500890713	1	OXYGEN	Invoice	02/01/2025	61.58	101-4-2120-4219
Total 10379 AIRGAS USA LLC:					61.58	
ARTISAN BEER COMPANY						
603						
3744407	1	BEER	Invoice	02/05/2025	100.80	603-4-9111-4252
603						
3744408	1	THC PRODUCTS	Invoice	02/05/2025	466.80	603-4-9111-4256
603						
3744409	1	BEER	Invoice	02/05/2025	166.15	603-4-9151-4252
603						
413425	1	BEER CREDIT	Invoice	01/28/2025	36.96-	603-4-9111-4252
603						
413425	2	THC PRODUCTS CREDIT	Invoice	01/28/2025	12.32-	603-4-9111-4256
Total 12167 ARTISAN BEER COMPANY:					684.47	
ASPEN MILLS						
101						
348376	1	UNIFORMS-WILLIAMS	Invoice	02/07/2025	46.95	101-4-2130-4217
Total 10749 ASPEN MILLS:					46.95	
CASH						
101						
2/13/25	1	CERT OF MAIL FEES-K KEAST	Invoice	02/13/2025	4.40	101-4-1220-4322
101						
2-13-25	1	CERT OF MAIL FEES-K KEAST	Invoice	02/13/2025	9.81	101-4-1220-4322

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 17420 CASH:					14.21	
CITY OF MONTICELLO						
101						
34910	1	ANIMAL CONTROL CHARGES-NOV &	Invoice	01/30/2025	1,614.00	101-4-2150-4409
Total 27050 CITY OF MONTICELLO:					1,614.00	
COMPASS MINERALS AMERICA						
101						
1439330	1	ROAD SALT	Invoice	01/22/2025	2,671.57	101-4-3130-4219
101						
1444963	1	REGULAR ROAD SALT	Invoice	01/28/2025	2,489.04	101-4-3130-4219
Total 12534 COMPASS MINERALS AMERICA:					5,160.61	
IMS ALLIANCE						
101						
25-0377	1	PAR TAGS	Invoice	01/30/2025	76.35	101-4-2320-4219
Total 22113 IMS ALLIANCE:					76.35	
LANO EQUIPMENT INC						
101						
2-1133222	1	PARTS-STUMP GRINDER	Invoice	02/05/2025	164.31	101-4-3120-4221
Total 23575 LANO EQUIPMENT INC:					164.31	
METRO PRODUCTS INC.						
101						
184587	1	SUPPLIES	Invoice	01/29/2025	33.67	101-4-3120-4219
101						
184587	2	SUPPLIES	Invoice	01/29/2025	33.67	101-4-3150-4219
101						
184587	3	SUPPLIES	Invoice	01/29/2025	33.67	101-4-5110-4219
Total 25198 METRO PRODUCTS INC.:					101.01	
MINNESOTA EQUIPMENT						
101						
P40073	1	PARTS 738	Invoice	02/05/2025	233.19	101-4-5110-4221
101						
P40074	1	PARTS	Invoice	02/05/2025	184.19	101-4-3120-4221
101						
P40229	1	BRACKETS - #735	Invoice	02/10/2025	171.06	101-4-5110-4221
Total 12620 MINNESOTA EQUIPMENT:					588.44	
N C S I						
221						
53954	1	BACKGROUND CHECKS - FTCENTE	Invoice	02/01/2025	37.00	221-4-5400-4409
Total 27519 N C S I:					37.00	
PRINCETON RENTAL INC						

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
1-570474	1	SUPPLIES	Invoice	01/30/2025	260.93	101-4-3120-4219
Total 10469 PRINCETON RENTAL INC:					260.93	
STEP SAVER INC						
101						
180994	1	BULK SALT - CITY HALL	Invoice	01/29/2025	55.50	101-4-1600-4219
101						
180995	1	BULK SALT - PS	Invoice	01/29/2025	127.50	101-4-2190-4219
Total 13048 STEP SAVER INC:					183.00	
STREICHER'S						
101						
11744341	1	DUTY HOLSTER - FIRKUS	Invoice	02/05/2025	204.99	101-4-2130-4219
101						
11744801	1	UNIFORMS - BIRDSALL	Invoice	02/07/2025	143.99	101-4-2130-4217
Total 33300 STREICHER'S:					348.98	
TENVOORDE FORD, INC.						
410						
INV240769	1	2024 FORD EDGE 616 UNMARKED -	Invoice	02/11/2025	37,043.43	410-4-2110-4560
410						
INV240770	1	2024 FORD F150 SQUAD 616 CSO - 6	Invoice	02/11/2025	45,597.00	410-4-2110-4560
Total 14070 TENVOORDE FORD, INC.:					82,640.43	
TINA ALLARD						
101						
2-7-25	1	REIMB CELL PHONE SEP-DEC 2024	Invoice	02/07/2025	120.00	101-4-1210-4321
Total 10394 TINA ALLARD:					120.00	
WALMAN OPTICAL						
602						
491895-1	1	SAFETY GLASSES-J AMES	Invoice	02/05/2025	198.00	602-4-9020-4219
Total 35960 WALMAN OPTICAL:					198.00	
WINDSTREAM						
101						
2-5-25	1	PHONE LINE CHGS-FIRE	Invoice	02/05/2025	131.00	101-4-2310-4321
101						
2-5-25	2	PHONE LINE CHGS-FIRE INSP	Invoice	02/05/2025	51.78	101-4-2320-4321
Total 11102 WINDSTREAM:					182.78	
WINE MERCHANTS						
603						
7506965	1	WINE	Invoice	02/05/2025	344.00	603-4-9111-4253
603						
7506965	2	FREIGHT	Invoice	02/05/2025	3.44	603-4-9111-4332
603						
7506966	1	POP/MISC	Invoice	02/05/2025	96.00	603-4-9111-4255

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
7506966	2	FREIGHT	Invoice	02/05/2025	1.72	603-4-9111-4332
603						
7506967	1	WINE	Invoice	02/05/2025	128.00	603-4-9151-4253
603						
7506967	2	FREIGHT	Invoice	02/05/2025	3.15	603-4-9151-4332
Total 36425 WINE MERCHANTS:					576.31	
24 SEVEN EVENTS & MARKETING INC						
101						
12325	1	AUDIO CIRCUS DEPOSIT - ELK RIVE	Invoice	01/23/2025	1,000.00	101-4-1110-4409
Total 14931 24 SEVEN EVENTS & MARKETING INC:					1,000.00	
ABSEY ENTERTAINMENT INC						
101						
02072025	1	DEPOSIT-RIVERFRONT-LEGACY OF	Invoice	02/07/2025	450.00	101-4-5220-4409
Total 14635 ABSEY ENTERTAINMENT INC:					450.00	
ALRICK RACE						
101						
2-06-25	1	FARMERS MKT - JAN/FEB 25	Invoice	02/06/2025	10.00	101-4-5230-4219
Total 14004 ALRICK RACE:					10.00	
AMAZON CAPITAL SERVICES						
101						
163R-3PL9-1MLC	1	COFFEE	Invoice	01/28/2025	70.08	101-4-1600-4219
221						
16LF-NF4H-CW4P	1	SLUSHY SYRUP	Invoice	01/31/2025	77.60	221-4-5430-4259
221						
1C3M-X6RQ-9N7J	1	MOBILE BAR FRAMES	Invoice	01/31/2025	45.98	221-4-5430-4219
101						
1CRW-JVT3-GYYC	1	FIRST AID SUPPLIES	Invoice	02/04/2025	283.60	101-4-1600-4219
101						
1JHL-M3KN-6KVT	1	SUPPLIES	Invoice	02/10/2025	470.04	101-4-2320-4219
101						
1JHL-M3KN-93JW	1	KEYBOARD, MOUSE - TIM	Invoice	02/10/2025	183.99	101-4-2410-4201
101						
1JMR-P61H-HKKD	1	OFFICE SUPPLIES-TONER CARTRID	Invoice	01/31/2025	139.99	101-4-2110-4201
101						
1K76-M3FY-1MHR	1	OFFICE SUPPLIES	Invoice	02/11/2025	9.99	101-4-3120-4201
101						
1KCC-3DKR-3MDF	1	PROGRAM SUPPLIES	Invoice	01/29/2025	59.82	101-4-5510-4219
605						
1KVY-D47M-316X	1	SUPPLIES - COMPOST BAGS	Invoice	02/03/2025	170.96	605-4-9230-4219
603						
1LNR-M63P-6131	1	OFFICE SUPPLIES	Invoice	01/23/2025	13.98	603-4-9152-4219
101						
1M3F-TJFP-CMMD	1	PHONE CASE	Invoice	01/31/2025	21.77	101-4-1350-4219
221						
1QM9-RN7Q-41DX	1	SUPPLIES - LUAU	Invoice	01/30/2025	18.99	221-4-5400-4219
101						
1RVJ-JCGY-1WN3	1	LAPTOP STAND	Invoice	01/30/2025	26.84	101-4-1350-4219

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
221						
1V33-J1LH-39M4	1	SUPPLIES	Invoice	02/06/2025	56.56	221-4-5400-4219
101						
1W9W-K9KF-G71D	1	PRINTER CABLE	Invoice	02/11/2025	33.20	101-4-1350-4219
602						
1WQG-QHWW-LQTD	1	CONTROL MODULE	Invoice	01/21/2025	378.30	602-4-9020-4219
101						
1YHM-9PY1-3VMJ	1	OFFICE SUPPLIES-EDA	Invoice	02/05/2025	5.99	101-4-6210-4440
Total 13706 AMAZON CAPITAL SERVICES:					2,067.68	
BARRINGTON OAKS VET HOSP						
101						
412250	1	DUKE VET BILL	Invoice	12/30/2016	194.10	101-4-2120-4219
Total 11450 BARRINGTON OAKS VET HOSP:					194.10	
BEAUDRY OIL CO						
101						
1122128	1	DIESEL FUEL	Invoice	01/30/2025	22,904.27	101-4-3120-4212
602						
2867710	1	OIL	Invoice	02/03/2025	1,039.35	602-4-9020-4212
Total 11663 BEAUDRY OIL CO:					23,943.62	
BELLBOY CORPORATION						
603						
206690700	1	LIQUOR	Invoice	02/11/2025	859.54	603-4-9111-4251
603						
206690700	2	POP/MISC	Invoice	02/11/2025	344.00	603-4-9111-4255
603						
206690700	3	FREIGHT	Invoice	02/11/2025	18.98	603-4-9111-4332
Total 11800 BELLBOY CORPORATION:					1,222.52	
BERNICK'S						
603						
10315223	1	POP/MISC	Invoice	01/29/2025	118.96	603-4-9151-4255
603						
10315224	1	THC PRODUCTS	Invoice	01/29/2025	161.00	603-4-9151-4256
603						
10315225	1	BEER	Invoice	01/29/2025	1,100.45	603-4-9151-4252
603						
10315226	1	THC PRODUCTS CREDIT	Invoice	01/29/2025	8.52-	603-4-9151-4256
603						
10315227	1	BEER CREDIT	Invoice	01/29/2025	47.88-	603-4-9151-4252
603						
10318042	1	POP/MISC	Invoice	02/05/2025	75.48	603-4-9111-4255
603						
10318043	1	THC PRODUCTS	Invoice	02/05/2025	461.00	603-4-9111-4256
603						
10318044	1	BEER	Invoice	02/05/2025	3,196.10	603-4-9111-4252
603						
10318045	1	BEER CREDIT	Invoice	02/05/2025	12.00-	603-4-9111-4252
603						
10318045	2	LIQUOR CREDIT	Invoice	02/05/2025	12.64-	603-4-9111-4251

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
10318046	1	POP/MISC	Invoice	02/05/2025	36.96	603-4-9151-4255
603						
10318047	1	THC PRODUCTS	Invoice	02/05/2025	81.00	603-4-9151-4256
603						
10318048	1	BEER	Invoice	02/05/2025	860.65	603-4-9151-4252
603						
10318049	1	BEER CREDIT	Invoice	02/05/2025	134.12-	603-4-9151-4252
603						
10320605	1	POP/MISC	Invoice	02/12/2025	76.28	603-4-9111-4255
603						
10320606	1	THC PRODUCTS	Invoice	02/12/2025	162.00	603-4-9111-4256
603						
10320607	1	BEER	Invoice	02/12/2025	3,125.20	603-4-9111-4252
603						
10320608	1	BEER CREDIT	Invoice	02/12/2025	33.80-	603-4-9111-4252
221						
168014	1	CUPS	Invoice	02/11/2025	43.90	221-4-5430-4219
221						
168014	2	COFFEE/POP/HOT CHOC	Invoice	02/11/2025	279.87	221-4-5430-4259
Total 11950 BERNICK'S:					9,529.89	
BERRY COFFEE COMPANY						
101						
1043796	1	COFFEE	Invoice	02/03/2025	126.81	101-4-5510-4219
101						
1044217	1	COFFEE	Invoice	02/03/2025	300.06	101-4-2190-4219
101						
1044453	1	COFFEE - CITY HALL	Invoice	02/03/2025	104.81	101-4-1600-4219
101						
1045065	1	COFFEE	Invoice	02/04/2025	57.67	101-4-3120-4219
Total 11959 BERRY COFFEE COMPANY:					589.35	
BOM FOODS						
101						
2-6-25	1	FARMERS MKT - JAN/FEB 25	Invoice	02/06/2025	17.00	101-4-5230-4219
Total 52291 BOM FOODS:					17.00	
BREAKTHRU BEVERAGE MINNESOTA						
603						
119820167	1	LIQUOR	Invoice	01/30/2025	2,182.48	603-4-9151-4251
603						
119820461	1	BEER	Invoice	01/30/2025	142.50	603-4-9151-4252
603						
413233921	1	LIQUOR CREDIT	Invoice	02/07/2025	45.00-	603-4-9151-4251
Total 8002 BREAKTHRU BEVERAGE MINNESOTA:					2,279.98	
603						
119819456	1	WINE	Invoice	01/30/2025	272.00	603-4-9111-4253
603						
119820251	1	LIQUOR	Invoice	01/30/2025	495.00	603-4-9111-4251
603						
119820252	1	LIQUOR	Invoice	01/30/2025	1,557.28	603-4-9111-4251

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
119820253	1	LIQUOR	Invoice	01/30/2025	7,372.77	603-4-9111-4251
603						
119820475	1	BEER	Invoice	01/30/2025	270.00	603-4-9111-4252
603						
119932851	1	POP/MISC	Invoice	02/06/2025	185.97	603-4-9111-4255
603						
119932852	1	LIQUOR	Invoice	02/06/2025	10,212.59	603-4-9111-4251
603						
119932853	1	WINE	Invoice	02/06/2025	392.00	603-4-9111-4253
603						
119933139	1	BEER	Invoice	02/06/2025	142.50	603-4-9111-4252
603						
413191637	1	LIQUOR CREDIT	Invoice	01/27/2025	8.33-	603-4-9111-4251
603						
413233937	1	LIQUOR CREDIT	Invoice	02/07/2025	228.86-	603-4-9111-4251
603						
413233938	1	LIQUOR CREDIT	Invoice	02/07/2025	2,500.00-	603-4-9111-4251
Total 12893 BREAKTHRU BEVERAGE MINNESOTA:					18,162.92	
BRUCE WRY						
101						
2-6-25	1	FARMERS MKT - JAN/FEB 25	Invoice	02/06/2025	152.00	101-4-5230-4219
Total 13031 BRUCE WRY:					152.00	
C & L DISTRIBUTING CO						
603						
1839001226	1	BEER CREDIT	Invoice	01/29/2025	698.78-	603-4-9151-4252
603						
1839001231	1	BEER CREDIT	Invoice	02/05/2025	373.47-	603-4-9151-4252
603						
2048231	1	WINE	Invoice	01/29/2025	33.60	603-4-9151-4253
603						
2048234	1	BEER	Invoice	01/29/2025	4,486.15	603-4-9151-4252
603						
2048234	2	THC PRODUCTS	Invoice	01/29/2025	105.25	603-4-9151-4256
603						
2050874	1	THC PRODUCTS	Invoice	01/31/2025	372.00	603-4-9151-4256
603						
2051624	1	THC PRODUCTS CREDIT	Invoice	01/31/2025	15.25-	603-4-9151-4256
603						
2051784	1	BEER	Invoice	02/05/2025	7,328.60	603-4-9151-4252
Total 8003 C & L DISTRIBUTING CO:					11,238.10	
603						
1839001232	1	BEER CREDIT	Invoice	02/05/2025	180.55-	603-4-9111-4252
603						
2049039	1	THC PRODUCTS	Invoice	01/29/2025	360.50	603-4-9111-4256
603						
2049040	1	WINE	Invoice	01/29/2025	190.20	603-4-9111-4253
603						
2049040	2	LIQUOR	Invoice	01/29/2025	171.06	603-4-9111-4251
603						
2049041	1	BEER	Invoice	01/29/2025	1,815.70	603-4-9111-4252

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
2049322	1	BEER	Invoice	01/29/2025	62.10-	603-4-9111-4252
603						
2050732	1	LIQUOR	Invoice	02/03/2025	900.00	603-4-9111-4251
603						
2050734	1	BEER	Invoice	02/03/2025	4,551.57	603-4-9111-4252
603						
2050876	1	THC PRODUCTS	Invoice	01/31/2025	150.00	603-4-9111-4256
603						
2051620	1	THC PRODUCTS CREDIT	Invoice	01/31/2025	42.50-	603-4-9111-4256
603						
2052747	1	BEER	Invoice	02/05/2025	7,680.65	603-4-9111-4252
603						
2054441	1	BEER	Invoice	02/10/2025	6,121.60	603-4-9111-4252
603						
2616000625	1	BEER CREDIT	Invoice	02/03/2025	34.05-	603-4-9111-4252
Total 13375 C & L DISTRIBUTING CO:					21,622.08	
CASSANDRA JOHNSON						
101						
2-6-25	1	FARMERS MKT - FEB 25	Invoice	02/06/2025	15.00	101-4-5230-4219
Total 52336 CASSANDRA JOHNSON:					15.00	
CENTERPOINT ENERGY						
602						
11504615-3 JAN 25	1	NATURAL GAS	Invoice	02/06/2025	40.71	602-4-9050-4389
101						
11809755-9 JAN 25	1	NATURAL GAS	Invoice	02/05/2025	2,383.99	101-4-2310-4389
211						
6781052-3 JAN 25	1	NATURAL GAS	Invoice	02/06/2025	53.23	211-4-5600-4389
602						
7628405-8 JAN 25	1	NATURAL GAS	Invoice	02/05/2025	1,437.42	602-4-9050-4389
602						
7836556-6 JAN 25	1	NATURAL GAS	Invoice	02/05/2025	42.54	602-4-9050-4389
101						
9497572-9 JAN 25	1	NATURAL GAS	Invoice	02/05/2025	5,493.74	101-4-3120-4389
Total 13845 CENTERPOINT ENERGY:					9,451.63	
CHRIS OLSON						
101						
02102025	1	DEPOSIT RIVERFRONT CHRIS OLSON	Invoice	02/10/2025	1,000.00	101-4-5220-4409
Total 52327 CHRIS OLSON:					1,000.00	
CINTAS CORPORATION LOC 470						
602						
4219404123	1	UNIFORM RENTAL/CLEANING	Invoice	01/29/2025	148.77	602-4-9020-4417
603						
4219719923	1	MATS, TOWELS, SCRAPERS, MOPS	Invoice	01/31/2025	79.60	603-4-9112-4404
603						
4219720164	1	MATS, TOWELS, SCRAPERS, MOPS	Invoice	01/31/2025	47.35	603-4-9152-4404
602						
4220163301	1	UNIFORM RENTAL/CLEANING	Invoice	02/05/2025	160.08	602-4-9020-4417

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
4220458477	1	MAPS, TOWELS, SCRAPERS, MOPS	Invoice	02/07/2025	79.60	603-4-9112-4404
603						
4220458825	1	MATS, TOWELS, SCRAPERS, MOPS	Invoice	02/07/2025	47.35	603-4-9152-4404
Total 14080 CINTAS CORPORATION LOC 470:					562.75	
CLAYTON ASWEGAN						
101						
2-7-25	1	REIMB UNIFORM ALLOW-HOLSTER	Invoice	02/07/2025	305.35	101-4-2130-4217
Total 15130 CLAYTON ASWEGAN:					305.35	
CNH ARCHITECTS LTD						
292						
3419	1	DEC SERVICES - FIRE STATION 1	Invoice	12/31/2024	17,815.73	292-4-2310-4319
292						
3446	1	JAN SERVICES - FIRE STATION 1	Invoice	01/31/2025	8,844.26	292-4-2310-4319
Total 52295 CNH ARCHITECTS LTD:					26,659.99	
COLLINS BROTHERS TOWING						
101						
118611	1	TOWING SVCS 25001478-TAX EXEM	Invoice	01/25/2025	170.00	101-4-2130-4319
Total 14425 COLLINS BROTHERS TOWING:					170.00	
CUB FOODS						
101						
104306087376	1	PROGRAM SUPPLIES	Invoice	02/10/2025	45.50	101-4-5510-4219
221						
39298	1	POP/MISC-TAX EXEMPT	Invoice	02/01/2025	35.97	221-4-5430-4259
Total 15550 CUB FOODS:					81.47	
DACOTAH PAPER CO						
221						
61769	1	CAN LINERS,PAPER TOWELS,TOILE	Invoice	01/30/2025	372.93	221-4-5400-4219
221						
61769	2	FORKS, SPOONS	Invoice	01/30/2025	119.61	221-4-5430-4219
101						
62320	1	WASTEBASKET	Invoice	02/04/2025	40.28	101-4-1600-4219
101						
63879	1	CLEANING SUPPLIES, PAPER PROD	Invoice	02/04/2025	1,010.38	101-4-2190-4219
101						
64972	1	SUPPLIES - CUPS	Invoice	02/06/2025	136.43	101-4-5510-4219
101						
66981	1	CAN LINERS	Invoice	02/11/2025	32.96	101-4-2190-4219
Total 15887 DACOTAH PAPER CO:					1,712.59	
DAHLHEIMER BEVERAGE, LLC						
603						
2388118	1	BEER	Invoice	01/30/2025	4,917.20	603-4-9151-4252
603						
2388528	1	BEER	Invoice	01/30/2025	64.00	603-4-9151-4252

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
2389727	1	BEER	Invoice	01/31/2025	72.00	603-4-9151-4252
603						
2389804	1	BEER	Invoice	02/03/2025	7,439.95	603-4-9151-4252
603						
2391848	1	BEER CREDIT	Invoice	02/03/2025	96.00-	603-4-9151-4252
603						
2394069	1	BEER	Invoice	02/06/2025	181.00	603-4-9151-4252
603						
2394071	1	BEER	Invoice	02/06/2025	1,800.65	603-4-9151-4252
603						
2395422	1	THC PRODUCTS	Invoice	02/10/2025	88.00	603-4-9151-4256
603						
2395423	1	BEER	Invoice	02/10/2025	181.00	603-4-9151-4252
603						
2395424	1	LIQUOR	Invoice	02/10/2025	235.00	603-4-9151-4251
603						
2395425	1	BEER	Invoice	02/10/2025	4,985.80	603-4-9151-4252
603						
2396017	1	LIQUOR CREDIT	Invoice	02/07/2025	415.68-	603-4-9151-4251
Total 8005 DAHLHEIMER BEVERAGE, LLC:					19,452.92	
603						
2388506	1	THC PRODUCTS	Invoice	01/30/2025	78.00	603-4-9111-4256
603						
2388507	1	BEER	Invoice	01/30/2025	4,734.05	603-4-9111-4252
603						
2389826	1	BEER	Invoice	02/03/2025	9,692.70	603-4-9111-4252
603						
2389908	1	THC PRODUCTS	Invoice	02/03/2025	483.00	603-4-9111-4256
603						
2393911	1	THC PRODUCTS	Invoice	02/06/2025	1,153.00	603-4-9111-4256
603						
2393912	1	BEER	Invoice	02/06/2025	8,522.25	603-4-9111-4252
603						
2395336	1	BEER	Invoice	02/10/2025	6,903.10	603-4-9111-4252
603						
2395336	2	LIQUOR	Invoice	02/10/2025	329.00	603-4-9111-4251
603						
2395336	3	SURELY NA - BEER	Invoice	02/10/2025	32.00	603-4-9111-4252
603						
2395854	1	BEER CREDIT	Invoice	02/07/2025	140.80-	603-4-9111-4252
603						
2395920	1	THC PRODUCTS	Invoice	02/10/2025	134.00	603-4-9111-4256
Total 15900 DAHLHEIMER BEVERAGE, LLC:					31,920.30	
DOLPHIN CAR WASH INC						
101						
1243-R-0047	1	VEHICLE WASHING	Invoice	02/08/2025	150.00	101-4-2320-4404
Total 16625 DOLPHIN CAR WASH INC:					150.00	
EDWIN PELARSKI						
101						
1302025	1	SAFETY BOOTS	Invoice	01/31/2025	200.00	101-4-1600-4217

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
1-30-25	1	UNIFORM ALLOWANCE-PELARSKI	Invoice	01/30/2025	136.36	101-4-1600-4217
Total 29379 EDWIN PELARSKI:					336.36	
ELK RIVER AREA CHAMBER OF COMMERCE						
221						
16889	1	CHOCOLATE TOUR	Invoice	02/05/2025	45.00	221-4-5400-4349
Total 17355 ELK RIVER AREA CHAMBER OF COMMERCE:					45.00	
ELK RIVER MUNICIPAL UTILITIES						
101						
2-5-25	1	WATER/ELECTRIC	Invoice	02/05/2025	743.38	101-4-5110-4389
602						
2-5-25	2	ELECTRIC	Invoice	02/05/2025	1,528.81	602-4-9050-4389
101						
2-5-25	3	ELECTRIC	Invoice	02/05/2025	136.69	101-4-2330-4389
101						
2-5-25	4	ELECTRIC	Invoice	02/05/2025	64.56	101-4-2190-4389
101						
2-5-25	5	ELECTRIC	Invoice	02/05/2025	32.00	101-4-5110-4389
Total 17700 ELK RIVER MUNICIPAL UTILITIES:					2,505.44	
291						
2312	1	SAFETY TRAINING Q1 2025 / SPLIT	Invoice	02/05/2025	6,259.50	291-4-2340-4331
607						
2313	1	BILLING SVCS - JAN 25	Invoice	01/31/2025	867.45	607-4-9310-4319
605						
2313	2	BILLING SVCS - JAN 25	Invoice	01/31/2025	1,946.86	605-4-9210-4319
602						
2313	3	BILLING SVCS - JAN 25	Invoice	01/31/2025	597.50	602-4-9010-4319
Total 17701 ELK RIVER MUNICIPAL UTILITIES:					9,671.31	
FIRST HOSPITAL LABORATORIES						
101						
FL00664727	1	ANNUAL SUBSCRIPTION FEE	Invoice	02/05/2025	500.00	101-4-1220-4319
101						
FL00664727	2	BAT TEST 1	Invoice	02/05/2025	53.98	101-4-1220-4319
101						
FL00664727	3	PREEMPLOYMENT DRUG TEST 1	Invoice	02/05/2025	61.16	101-4-1220-4319
101						
FL00664727	4	DRUG SCREENING RANDOM 2	Invoice	02/05/2025	122.32	101-4-1220-4319
Total 18890 FIRST HOSPITAL LABORATORIES:					737.46	
FUTURE PLUS BATTERIES						
221						
P80140959	1	AA BATTERIES	Invoice	02/07/2025	32.16	221-4-5400-4219
Total 11835 FUTURE PLUS BATTERIES:					32.16	
GARVIN BROTHERS LLC						
101						
2-6-25	1	FARMERS MKT - FEB 25	Invoice	02/06/2025	74.00	101-4-5230-4219

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 14551 GARVIN BROTHERS LLC:					74.00	
GATR TRUCK CENTER						
101						
5P585210	1	PARTS #420	Invoice	01/31/2025	629.70	101-4-2320-4221
101						
5P585242	1	PARTS CREDIT #420	Invoice	02/03/2025	120.00-	101-4-2320-4221
Total 19729 GATR TRUCK CENTER:					509.70	
GESTALT ENGINEERING LLC						
228						
1275	1	LANDFILL ASSIST - JAN	Invoice	02/03/2025	350.00	228-4-7000-4319
Total 14099 GESTALT ENGINEERING LLC:					350.00	
GOODIN COMPANY						
101						
1399839-00	1	HOT WATER HEATER	Invoice	01/24/2025	1,325.46	101-4-1600-4219
101						
1400370-00	1	PLUMBING PARTS	Invoice	01/27/2025	85.23	101-4-1600-4219
Total 20113 GOODIN COMPANY:					1,410.69	
GOPHER STATE ONE-CALL INC						
602						
5010375	1	LOCATION CALLS	Invoice	01/31/2025	179.60	602-4-9020-4404
Total 20150 GOPHER STATE ONE-CALL INC:					179.60	
GRAINGER						
101						
9389338022	1	AIR FILTERS	Invoice	01/29/2025	69.60	101-4-3120-4219
101						
9389338030	1	AIR FILTERS	Invoice	01/29/2025	139.80	101-4-2190-4219
603						
9389338048	1	AIR FILTERS	Invoice	01/29/2025	146.88	603-4-9112-4219
101						
9389338055	1	AIR FILTERS	Invoice	01/29/2025	143.04	101-4-1600-4219
211						
9389338063	1	AIR FILTERS	Invoice	01/29/2025	153.72	211-4-5600-4219
221						
9390388917	1	D BATTERIES	Invoice	01/30/2025	65.10	221-4-5400-4219
101						
9391414381	1	TELESCOPING POLE	Invoice	01/30/2025	216.14	101-4-1600-4219
101						
9396168370	1	STEP LADDER	Invoice	02/05/2025	152.25	101-4-1600-4219
101						
9402912456	1	KEY DROP BOX	Invoice	02/11/2025	28.17	101-4-5110-4219
101						
9402912464	1	PERSONAL SAFETY LOCKOUT RED	Invoice	02/11/2025	368.84	101-4-1600-4219
Total 20300 GRAINGER:					1,483.54	
GRANITE CITY JOBBING CO						

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
436998	1	POP/MISC	Invoice	01/31/2025	872.62	603-4-9111-4255
603						
436998	2	THC PRODUCTS	Invoice	01/31/2025	80.00	603-4-9111-4256
603						
436998	3	SUPPLIES	Invoice	01/31/2025	55.93	603-4-9112-4219
603						
436998	4	FREIGHT	Invoice	01/31/2025	5.00	603-4-9111-4332
603						
437003	1	POP/MISC	Invoice	01/31/2025	481.98	603-4-9151-4255
603						
437003	2	FREIGHT	Invoice	01/31/2025	5.00	603-4-9151-4332
603						
437003	3	SUPPLIES	Invoice	01/31/2025	17.25	603-4-9152-4219
603						
438223	1	POP/MISC	Invoice	02/07/2025	914.35	603-4-9111-4255
603						
438223	2	THC PRODUCTS	Invoice	02/07/2025	50.00	603-4-9111-4256
603						
438223	3	FREIGHT	Invoice	02/07/2025	5.00	603-4-9111-4332
603						
438223	4	SUPPLIES-BAGS	Invoice	02/07/2025	32.57	603-4-9112-4219
603						
438227	1	POP/MISC	Invoice	02/07/2025	574.92	603-4-9151-4255
603						
438227	2	THC PRODUCTS	Invoice	02/07/2025	30.00	603-4-9151-4256
603						
438227	3	SUPPLIES	Invoice	02/07/2025	113.50	603-4-9152-4219
603						
438227	4	FREIGHT	Invoice	02/07/2025	5.00	603-4-9151-4332
603						
438233	1	SUPPLIES	Invoice	02/07/2025	24.82	603-4-9152-4219
Total 10654 GRANITE CITY JOBBING CO:					3,267.94	
GREGORY ARMSTRONG						
101						
02042025	1	DEP-RIVERFRONT-FABULOUS ARMA	Invoice	02/04/2025	2,125.00	101-4-5220-4409
Total 12210 GREGORY ARMSTRONG:					2,125.00	
HAWKINS & BAUMGARTNER, P.A.						
101						
020725	1	JAN 25 PROSECUTION SVCS	Invoice	02/07/2025	16,412.36	101-4-1400-4304
Total 21048 HAWKINS & BAUMGARTNER, P.A.:					16,412.36	
HUMERATECH						
221						
250035	1	HVAC REPAIRS	Invoice	01/28/2025	821.00	221-4-5400-4401
Total 11926 HUMERATECH:					821.00	
ISTATE TRUCK INC						
101						
C244010936:01	1	PARTS - ERMU #15	Invoice	01/29/2025	1,100.26	101-4-3150-4221

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
C244011162: 01	1	PARTS - ERMU #21	Invoice	02/04/2025	89.54	101-4-3150-4221
101						
C244011219: 01	1	PARTS CREDIT - ERMU #15	Invoice	02/06/2025	221.28-	101-4-3150-4221
101						
C244011279:01	1	PARTS - ERMU	Invoice	02/10/2025	42.66	101-4-3150-4221
Total 22000 ISTATE TRUCK INC:					1,011.18	
JAMES RODRIGUEZ						
101						
01292025	1	DEPOSIT - RIVERFRONT CONCERT	Invoice	01/29/2025	500.00	101-4-5220-4409
Total 15313 JAMES RODRIGUEZ:					500.00	
JOHNSON BROS LIQUOR						
603						
123403	1	LIQUOR CREDIT	Invoice	01/29/2025	13.50-	603-4-9151-4251
603						
123928	1	LIQUOR CREDIT	Invoice	01/31/2025	10.72-	603-4-9151-4251
603						
124491	1	LIQUOR CREDIT	Invoice	02/12/2025	18.08-	603-4-9111-4251
603						
2722106	1	LIQUOR	Invoice	02/05/2025	9,032.30	603-4-9111-4251
603						
2722106	2	FREIGHT	Invoice	02/05/2025	182.32	603-4-9111-4332
603						
2722107	1	WINE	Invoice	02/05/2025	1,401.74	603-4-9111-4253
603						
2722107	2	FREIGHT	Invoice	02/05/2025	49.88	603-4-9111-4332
603						
2722109	1	LIQUOR	Invoice	02/05/2025	567.15	603-4-9151-4251
603						
2722109	2	FREIGHT	Invoice	02/05/2025	4.30	603-4-9151-4332
603						
2722110	1	LIQUOR	Invoice	02/05/2025	9,421.00	603-4-9111-4251
603						
2722110	2	FREIGHT	Invoice	02/05/2025	125.56	603-4-9111-4332
603						
2722111	1	LIQUOR	Invoice	02/05/2025	5,214.50	603-4-9151-4251
603						
2722111	2	FREIGHT	Invoice	02/05/2025	135.88	603-4-9151-4332
603						
2722112	1	WINE	Invoice	02/05/2025	1,860.50	603-4-9151-4253
603						
2722112	2	FREIGHT	Invoice	02/05/2025	46.44	603-4-9151-4332
603						
2722113	1	POP/MISC	Invoice	02/05/2025	32.00	603-4-9151-4255
603						
2722113	2	FREIGHT	Invoice	02/05/2025	1.72	603-4-9151-4332
603						
2722114	1	LIQUOR	Invoice	02/05/2025	1,143.50	603-4-9151-4251
603						
2722114	2	FREIGHT	Invoice	02/05/2025	15.48	603-4-9151-4332
Total 22775 JOHNSON BROS LIQUOR:					29,191.97	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
KNOWBE4, INC.						
291						
INV368833	1	KNOWBE4 COML SUBSCRIPTION	Invoice	02/05/2025	2,147.85	291-4-2340-4331
101						
INV368833	2	SECURITY AWARE TRNG SUBSCR	Invoice	02/05/2025	3,749.60	101-4-1350-4404
Total 23194 KNOWBE4, INC.:					5,897.45	
KRISS PREMIUM PRODUCTS, INC						
221						
192947	1	WATER TREATMENT CHEMICALS	Invoice	02/03/2025	268.00	221-4-5400-4219
Total 23297 KRISS PREMIUM PRODUCTS, INC:					268.00	
LAKE STATE RECYCLING INC						
603						
13125	1	CARDBOARD RECYCLING-NB	Invoice	02/03/2025	150.00	603-4-9112-4389
Total 13119 LAKE STATE RECYCLING INC:					150.00	
LEAGUE OF MN CITIES INS TRUST						
291						
23895	1	WORKMAN COMP CLAIM	Invoice	02/01/2025	362.40	291-4-7000-4109
Total 23800 LEAGUE OF MN CITIES INS TRUST:					362.40	
MACQUEEN EQUIPMENT, LLC						
101						
P43629	1	SCBA REPAIRS	Invoice	02/11/2025	118.00	101-4-2320-4404
Total 24576 MACQUEEN EQUIPMENT, LLC:					118.00	
MARCO HOLDINGS LLC						
101						
CM623385	1	REFUND OVERPAYMENT	Invoice	02/10/2025	89.78-	101-4-1350-4404
101						
INV13491963	1	CISCO DUO ADV SUBSCRIPTION	Invoice	02/06/2025	2,022.00	101-4-1350-4404
101						
INV13492509	1	VMWARE VSPHERE	Invoice	02/06/2025	8,311.50	101-4-1350-4404
Total 24714 MARCO HOLDINGS LLC:					10,243.72	
MARCO TECHNOLOGIES LLC						
603						
545728099	1	COPIER LEASE/MAINT	Invoice	12/26/2024	212.59	603-4-9112-4404
603						
545728099	2	COPIER LEASE/MAINT	Invoice	12/26/2024	212.59	603-4-9152-4404
602						
545728099	3	COPIER LEASE/MAINT	Invoice	12/26/2024	510.02	602-4-9010-4404
101						
545728099	4	COPIER LEASE/MAINT	Invoice	12/26/2024	356.09-	101-4-1350-4404
221						
545728099	5	COPIER LEASE/MAINT	Invoice	12/26/2024	658.17	221-4-5400-4415
603						
547763094	1	COPIER LEASE/MAINT	Invoice	01/27/2025	212.59	603-4-9112-4404
603						
547763094	2	COPIER LEASE/MAINT	Invoice	01/27/2025	212.59	603-4-9152-4404

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
602						
547763094	3	COPIER LEASE/MAINT	Invoice	01/27/2025	510.02	602-4-9010-4404
221						
547763094	4	COPIER LEASE/MAINT	Invoice	01/27/2025	658.17	221-4-5400-4415
101						
547763094	5	COPIER LEASE/MAINT	Invoice	01/27/2025	2,023.69	101-4-1350-4404
Total 12332 MARCO TECHNOLOGIES LLC:					4,854.34	
MAVERICK BEVERAGE CO MN LLC						
603						
INV1494129	1	LIQUOR	Invoice	01/30/2025	324.00	603-4-9111-4251
603						
INV1494129	2	WINE	Invoice	01/30/2025	335.88	603-4-9111-4253
603						
INV1494129	3	THC PRODUCTS	Invoice	01/30/2025	288.00	603-4-9111-4256
603						
INV1494129	4	FREIGHT	Invoice	01/30/2025	24.00	603-4-9111-4332
Total 14588 MAVERICK BEVERAGE CO MN LLC:					971.88	
MINNESOTA REC & PARK ASSN						
101						
3726	1	NMRPA WINTER CONFERENCE	Invoice	02/06/2025	75.00	101-4-5210-4331
Total 26572 MINNESOTA REC & PARK ASSN:					75.00	
MN DEPT OF LABOR & INDUSTRY						
101						
JAN 2025	1	BP SURCHARGE - JAN1410452025	Invoice	02/03/2025	4,282.46	101-3-0000-3233
Total 26180 MN DEPT OF LABOR & INDUSTRY:					4,282.46	
MN DEPT OF MOTOR VEHICLES						
101						
02102025	1	TITLE/REGISTRATION - #241	Invoice	02/10/2025	13,490.86	101-4-3120-4437
Total 26190 MN DEPT OF MOTOR VEHICLES:					13,490.86	
MR CUTTING EDGE						
221						
7176	1	ICE BLADE SHARPENING	Invoice	01/30/2025	175.00	221-4-5400-4401
Total 13984 MR CUTTING EDGE:					175.00	
NAPA OF ELK RIVER, LLC						
101						
280349	1	FLOOR LINERS	Invoice	01/30/2025	651.15	101-4-2120-4221
Total 52338 NAPA OF ELK RIVER, LLC:					651.15	
NATASHAS PIEROGI						
101						
2-6-25	1	FARMERS MKT - FEB 25	Invoice	02/06/2025	10.00	101-4-5230-4219
Total 15234 NATASHAS PIEROGI:					10.00	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
NATIONAL TACTICAL OFFICERS ASSOC						
101						
11089	1	NTOA ANNUAL MEMBERSHIP	Invoice	02/06/2025	350.00	101-4-2120-4433
Total 14932 NATIONAL TACTICAL OFFICERS ASSOC:					350.00	
NUSS TRUCK & EQUIPMENT						
101						
PSO176663-1	1	SHOP STOCK	Invoice	02/04/2025	69.90	101-4-3150-4219
101						
PSO176818-1	1	SHOP STOCK	Invoice	02/04/2025	56.04	101-4-3150-4219
Total 10561 NUSS TRUCK & EQUIPMENT:					125.94	
OXYGEN SERVICE CO, INC						
101						
3609059	1	CYLINDER RENTALS	Invoice	01/31/2025	175.30	101-4-3150-4219
Total 28960 OXYGEN SERVICE CO, INC:					175.30	
PERFECTION PLUS, INC.						
101						
315819	1	CLEANING SVCS - TROTT BARN	Invoice	02/04/2025	60.00	101-4-5210-4401
211						
315820	1	CLEANING SVCS - FEB	Invoice	02/01/2025	2,490.00	211-4-5600-4405
Total 12651 PERFECTION PLUS, INC.:					2,550.00	
PHILLIPS WINE & SPIRITS CO						
603						
541720	1	WINE CREDIT	Invoice	01/27/2025	16.53-	603-4-9111-4253
603						
541720	2	POP/MISC CREDIT	Invoice	01/27/2025	38.27-	603-4-9111-4255
603						
542268	1	WINE CREDIT	Invoice	01/31/2025	33.67-	603-4-9151-4253
603						
542268	2	LIQUOR CREDIT	Invoice	01/31/2025	2.27-	603-4-9151-4251
603						
6922094	1	FREIGHT	Invoice	01/31/2025	3.44	603-4-9151-4332
603						
6922095	1	LIQUOR	Invoice	01/31/2025	630.00	603-4-9111-4251
603						
6922095	2	FREIGHT	Invoice	01/31/2025	10.50	603-4-9111-4332
603						
6922096	1	LIQUOR	Invoice	01/31/2025	4,018.70	603-4-9151-4251
603						
6922096	2	FREIGHT	Invoice	01/31/2025	77.40	603-4-9151-4332
603						
6922097	1	POP/MISC	Invoice	01/31/2025	135.00	603-4-9151-4255
603						
6922097	2	WINE	Invoice	01/31/2025	375.80	603-4-9151-4253
603						
6922097	3	FREIGHT	Invoice	01/31/2025	12.04	603-4-9151-4332
603						
6922098	1	THC PRODUCTS	Invoice	01/31/2025	315.00	603-4-9151-4256
603						
6925737	1	LIQUOR	Invoice	02/07/2025	2,449.21	603-4-9111-4251

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
6925737	2	FREIGHT	Invoice	02/07/2025	37.84	603-4-9111-4332
603						
6925738	1	WINE	Invoice	02/07/2025	1,710.15	603-4-9111-4253
603						
6925738	2	FREIGHT	Invoice	02/07/2025	41.28	603-4-9111-4332
603						
6925739	1	POP/MISC	Invoice	02/07/2025	636.95	603-4-9111-4255
603						
6925739	2	FREIGHT	Invoice	02/07/2025	29.24	603-4-9111-4332
603						
6925740	1	LIQUOR	Invoice	02/07/2025	278.81	603-4-9151-4251
603						
6925740	2	FREIGHT	Invoice	02/07/2025	6.47	603-4-9151-4332
603						
6925741	1	POP/MISC	Invoice	02/07/2025	135.50	603-4-9151-4255
603						
6925741	2	FREIGHT	Invoice	02/07/2025	4.03	603-4-9151-4332
Total 29665 PHILLIPS WINE & SPIRITS CO:					10,816.62	
PITNEY BOWES GLOBAL FINAN						
101						
3107079467	1	LEASE 12/28/24-03/27/25 - POSTAGE	Invoice	02/06/2025	433.05	101-4-1210-4404
Total 15143 PITNEY BOWES GLOBAL FINAN:					433.05	
RANDINE KARNITZ						
101						
2-6-25	1	FARMERS MKT - FEB 25	Invoice	02/06/2025	15.00	101-4-5230-4219
Total 52290 RANDINE KARNITZ:					15.00	
RINK-TEC INTERNATIONAL INC						
221						
6107	1	CONDENSER REPAIRS	Invoice	02/07/2025	840.55	221-4-5400-4401
221						
6108	1	MAINTENANCE SVC	Invoice	02/07/2025	528.34	221-4-5400-4401
Total 14686 RINK-TEC INTERNATIONAL INC:					1,368.89	
ROXANNE SLEVA						
101						
2-6-25	1	FARMERS MKT - JAN/FEB 25	Invoice	02/06/2025	15.00	101-4-5230-4219
Total 52289 ROXANNE SLEVA:					15.00	
SAMANTHA HEDIN						
101						
2-6-25	1	FARMERS MKT - JAN/FEB 25	Invoice	02/06/2025	66.00	101-4-5230-4219
Total 15335 SAMANTHA HEDIN:					66.00	
SCHINDLER ELEVATOR CORP						
101						
8106795154	1	1ST QTR SERVICE-PBL SAFETY	Invoice	01/01/2025	1,226.55	101-4-2190-4401

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
8106795155	1	1ST QTR SERVICE-CITY HALL	Invoice	01/01/2025	613.29	101-4-1600-4401
603						
8106798358	1	1ST QTR SERVICE-NB	Invoice	01/01/2025	581.04	603-4-9112-4404
Total 31890 SCHINDLER ELEVATOR CORP:					2,420.88	
SHAMROCK GROUP INC						
603						
3115371	1	ICE	Invoice	02/03/2025	153.04	603-4-9111-4255
603						
3115371	2	FREIGHT	Invoice	02/03/2025	4.00	603-4-9111-4332
Total 12909 SHAMROCK GROUP INC:					157.04	
SOUTHERN GLAZER'S WINE & SPIRITS OF MN						
603						
2583588	1	LIQUOR	Invoice	01/30/2025	1,398.16	603-4-9151-4251
603						
2583588	2	FREIGHT	Invoice	01/30/2025	16.21	603-4-9151-4332
603						
2583589	1	WINE	Invoice	01/30/2025	648.68	603-4-9151-4253
603						
2583589	2	FREIGHT	Invoice	01/30/2025	15.36	603-4-9151-4332
603						
2586252	1	WINE	Invoice	02/06/2025	152.00	603-4-9151-4253
603						
2586252	2	FREIGHT	Invoice	02/06/2025	3.84	603-4-9151-4332
603						
2586253	1	LIQUOR	Invoice	02/06/2025	5,139.52	603-4-9151-4251
603						
2586253	2	FREIGHT	Invoice	02/06/2025	54.83	603-4-9151-4332
603						
2586254	1	FREIGHT	Invoice	02/06/2025	3.84	603-4-9151-4332
603						
5122428	1	WINE	Invoice	02/06/2025	953.12	603-4-9151-4253
603						
5122428	2	FREIGHT	Invoice	02/06/2025	15.36	603-4-9151-4332
603						
5122431	1	FREIGHT	Invoice	02/06/2025	1.28	603-4-9151-4332
Total 8000 SOUTHERN GLAZER'S WINE & SPIRITS OF MN:					8,402.20	
603						
2583583	1	LIQUOR	Invoice	01/30/2025	9,177.02	603-4-9111-4251
603						
2583583	2	FREIGHT	Invoice	01/30/2025	81.65	603-4-9111-4332
603						
2583584	1	WINE	Invoice	01/30/2025	1,205.96	603-4-9111-4253
603						
2583584	2	FREIGHT	Invoice	01/30/2025	15.62	603-4-9111-4332
603						
2583585	1	LIQUOR	Invoice	01/30/2025	270.00	603-4-9111-4251
603						
2583585	2	FREIGHT	Invoice	01/30/2025	1.25	603-4-9111-4332
603						
2583586	1	LIQUOR	Invoice	01/30/2025	225.00	603-4-9111-4251

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
2583586	2	FREIGHT	Invoice	01/30/2025	1.25	603-4-9111-4332
603						
2583587	1	FREIGHT	Invoice	01/30/2025	1.25	603-4-9111-4332
603						
2586250	1	LIQUOR	Invoice	02/06/2025	6,326.55	603-4-9111-4251
603						
2586250	2	FREIGHT	Invoice	02/06/2025	64.58	603-4-9111-4332
603						
2586251	1	WINE	Invoice	02/06/2025	1,094.51	603-4-9111-4253
603						
2586251	2	FREIGHT	Invoice	02/06/2025	14.17	603-4-9111-4332
603						
5122425	1	WINE	Invoice	01/31/2025	911.00	603-4-9111-4253
603						
5122425	2	FREIGHT	Invoice	01/31/2025	11.25	603-4-9111-4332
603						
5122426	1	WINE	Invoice	01/31/2025	110.28	603-4-9111-4253
603						
5122426	2	FREIGHT	Invoice	01/31/2025	2.50	603-4-9111-4332
603						
5122427	1	FREIGHT	Invoice	01/31/2025	1.25	603-4-9111-4332
Total 11314 SOUTHERN GLAZER'S WINE & SPIRITS OF MN:					19,515.09	
STAPLES BUSINESS ADVANTAGE						
101						
7003934303	1	SUPPLIES	Invoice	01/30/2025	43.45	101-4-1120-4201
101						
7003934303	2	SUPPLIES	Invoice	01/30/2025	59.89	101-4-1210-4201
101						
7003934303	3	SUPPLIES	Invoice	01/30/2025	29.94	101-4-1220-4201
101						
7003934303	4	SUPPLIES	Invoice	01/30/2025	29.94	101-4-1310-4201
101						
7003934303	5	SUPPLIES	Invoice	01/30/2025	8.98	101-4-1500-4201
101						
7003934303	6	SUPPLIES	Invoice	01/30/2025	44.91	101-4-1510-4201
101						
7003934303	7	SUPPLIES	Invoice	01/30/2025	49.75	101-4-2410-4201
101						
7003934303	8	SUPPLIES	Invoice	01/30/2025	5.99	101-4-2440-4219
101						
7003934303	9	SUPPLIES	Invoice	01/30/2025	14.97	101-4-3300-4201
101						
7003934303	10	SUPPLIES	Invoice	01/30/2025	29.94	101-4-5210-4219
101						
7003934303	11	SUPPLIES	Invoice	01/30/2025	14.99	101-4-6210-4440
Total 33059 STAPLES BUSINESS ADVANTAGE:					332.75	
STOPSTICK LTD						
101						
36870-IN	1	STOP STICK KIT	Invoice	02/05/2025	518.00	101-4-2120-4219
Total 12782 STOPSTICK LTD:					518.00	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
STORM TRAINING GROUP						
101						
82FE9A1-0003	1	FIT MARCH 11TH - 15TH, 2024 - CHRI	Invoice	12/08/2023	2,198.00	101-4-2120-4331
Total 33279 STORM TRAINING GROUP:					2,198.00	
SUPERIOR CAPITAL HOLDINGS						
101						
2501011	1	PAGERS	Invoice	01/28/2025	5,000.00	101-4-2320-4219
Total 15211 SUPERIOR CAPITAL HOLDINGS:					5,000.00	
SYSCO MINNESOTA INC						
221						
547728813	1	SUPPLIES - CUPS, PLATES	Invoice	02/06/2025	135.73	221-4-5430-4219
221						
547728813	2	CONCESSIONS FOOD	Invoice	02/06/2025	1,116.82	221-4-5430-4259
Total 12551 SYSCO MINNESOTA INC:					1,252.55	
TACTICAL ADVANTAGE, LLC						
294						
2025-0001	1	SWAT GUNS	Invoice	02/06/2025	494.95	294-4-2220-4219
101						
2025-0016	1	UNIFORM - INITIAL ISSUE PURCHAS	Invoice	02/10/2025	209.00	101-4-2120-4217
Total 13567 TACTICAL ADVANTAGE, LLC:					703.95	
TARGETSOLUTIONS LEARNING						
101						
INV111361	1	VECTOR CHECK IT-STATIONS/VEH	Invoice	02/28/2025	3,095.75	101-4-2310-4404
101						
INV111363	1	VECTOR - GUARDIAN TRACKING	Invoice	02/28/2025	3,851.00	101-4-2310-4404
101						
INV111374	1	VECTOR PREMIUM	Invoice	02/28/2025	5,100.70	101-4-2310-4404
101						
INV111377	1	SCHEDULING & MAINT FEE	Invoice	02/28/2025	2,458.60	101-4-2310-4404
Total 13501 TARGETSOLUTIONS LEARNING:					14,506.05	
THYSSENKRUPP ELEVATOR CORP						
221						
3008344515	1	ELEVATOR MAINT - FT CENTER	Invoice	02/01/2025	555.66	221-4-5400-4401
Total 14335 THYSSENKRUPP ELEVATOR CORP:					555.66	
TIFCO INDUSTRIES INC						
602						
72060917	1	SUPPLIES	Invoice	02/11/2025	720.01	602-4-9020-4219
Total 13394 TIFCO INDUSTRIES INC:					720.01	
TRANSPORT GRAPHICS						
101						
303704	1	UTV GRAPHICS UPDATE	Invoice	02/04/2025	1,410.78	101-4-2120-4404

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 34604 TRANSPORT GRAPHICS:					1,410.78	
TRANSUNION RISK & ALTERNATIVE						
101						
556261-202501-1	1	ONLINE INVESTIGATIVE SVCS	Invoice	02/01/2025	126.00	101-4-2130-4433
Total 12665 TRANSUNION RISK & ALTERNATIVE:					126.00	
TRISHA HALVORSON						
101						
2-6-25	1	FARMERS MKT - FEB 25	Invoice	02/06/2025	15.00	101-4-5230-4219
Total 52337 TRISHA HALVORSON:					15.00	
UKG INC.						
101						
300148047	1	PROGRAM UPDATE FOR NEW HSA C	Invoice	01/29/2025	1,000.00	101-4-1220-4404
Total 12920 UKG INC.:					1,000.00	
UTILITY CONSULTANTS, INC						
602						
122838	1	SAMPLE TESTING	Invoice	01/28/2025	1,638.17	602-4-9020-4319
Total 35571 UTILITY CONSULTANTS, INC:					1,638.17	
UV SALES LLC						
602						
3523	1	UV SLEEVES	Invoice	01/22/2025	1,171.00	602-4-9020-4219
Total 15103 UV SALES LLC:					1,171.00	
VEIT & COMPANY INC.						
225						
3	1	MEGA LOOP TRAIL IMPROVEMENTS	Invoice	02/13/2025	148,066.78	225-4-8546-4530
Total 35649 VEIT & COMPANY INC.:					148,066.78	
VERNON CO						
101						
2732481 RI	1	CITY FLAGS	Invoice	02/11/2025	641.05	101-4-2190-4219
101						
2732481 RI	2	CITY FLAGS	Invoice	02/11/2025	641.05	101-4-3120-4219
101						
2732481 RI	3	CITY FLAGS - FS 1	Invoice	02/11/2025	641.05	101-4-2310-4219
101						
2732481 RI	4	CITY FLAGS - FS 3	Invoice	02/11/2025	641.04	101-4-2310-4219
Total 35676 VERNON CO:					2,564.19	
VIKING COCA-COLA CO						
603						
3607358	1	POP/MISC	Invoice	02/07/2025	140.30	603-4-9151-4255
Total 35725 VIKING COCA-COLA CO:					140.30	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
WASTE MANAGEMENT						
602						
9953588-0500-1	1	BIO SOLIDS HAULING JAN 25	Invoice	02/03/2025	29,842.71	602-4-9020-4409
Total 36033 WASTE MANAGEMENT:					29,842.71	
WEST METRO FIRE RESCUE DISTRICT						
101						
2112025	1	HONOR GUARD TRNG - LIBOR, NEL	Invoice	02/11/2025	325.00	101-4-2320-4331
Total 12537 WEST METRO FIRE RESCUE DISTRICT:					325.00	
YALE MECHANICAL LLC						
602						
264590	1	HVAC REPAIRS	Invoice	01/31/2025	1,163.31	602-4-9020-4404
101						
265704	1	PUMP SEAL REPLACEMENT	Invoice	01/31/2025	742.00	101-4-3120-4401
101						
266318	1	MUA REPAIR - PS	Invoice	01/31/2025	582.00	101-4-2190-4401
Total 36620 YALE MECHANICAL LLC:					2,487.31	
ZIEGLER INC						
101						
IN001796197	1	PARTS	Invoice	02/06/2025	272.63	101-4-3120-4221
Total 36900 ZIEGLER INC:					272.63	
Total :					654,439.43	
Grand Totals:					654,439.43	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
101-3-0000-3233	4,282.46	.00	4,282.46
101-4-1110-4409	1,000.00	.00	1,000.00
101-4-1120-4201	43.45	.00	43.45
101-4-1210-4201	59.89	.00	59.89
101-4-1210-4321	158.23	.00	158.23
101-4-1210-4404	433.05	.00	433.05
101-4-1220-4201	29.94	.00	29.94
101-4-1220-4319	737.46	.00	737.46
101-4-1220-4322	14.21	.00	14.21
101-4-1220-4404	1,000.00	.00	1,000.00
101-4-1310-4201	29.94	.00	29.94
101-4-1350-4219	81.81	.00	81.81
101-4-1350-4321	99.86	.00	99.86
101-4-1350-4404	16,106.79	445.87-	15,660.92
101-4-1400-4304	16,412.36	.00	16,412.36
101-4-1500-4201	8.98	.00	8.98
101-4-1510-4201	44.91	.00	44.91
101-4-1600-4217	336.36	.00	336.36

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
101-4-1600-4219	2,845.23	.00	2,845.23
101-4-1600-4321	127.99	.00	127.99
101-4-1600-4401	613.29	.00	613.29
101-4-2110-4201	139.99	.00	139.99
101-4-2110-4321	3,003.16	.00	3,003.16
101-4-2120-4217	209.00	.00	209.00
101-4-2120-4219	773.68	.00	773.68
101-4-2120-4221	651.15	.00	651.15
101-4-2120-4331	2,198.00	.00	2,198.00
101-4-2120-4404	1,410.78	.00	1,410.78
101-4-2120-4433	350.00	.00	350.00
101-4-2130-4217	496.29	.00	496.29
101-4-2130-4219	204.99	.00	204.99
101-4-2130-4319	170.00	.00	170.00
101-4-2130-4433	126.00	.00	126.00
101-4-2150-4409	1,614.00	.00	1,614.00
101-4-2190-4219	2,251.75	.00	2,251.75
101-4-2190-4389	64.56	.00	64.56
101-4-2190-4401	1,808.55	.00	1,808.55
101-4-2310-4219	1,282.09	.00	1,282.09
101-4-2310-4321	762.89	.00	762.89
101-4-2310-4389	2,383.99	.00	2,383.99
101-4-2310-4404	14,506.05	.00	14,506.05
101-4-2320-4219	5,546.39	.00	5,546.39
101-4-2320-4221	629.70	120.00-	509.70
101-4-2320-4321	51.78	.00	51.78
101-4-2320-4331	325.00	.00	325.00
101-4-2320-4404	268.00	.00	268.00
101-4-2330-4389	136.69	.00	136.69
101-4-2410-4201	233.74	.00	233.74
101-4-2440-4219	5.99	.00	5.99
101-4-3120-4201	9.99	.00	9.99
101-4-3120-4212	22,904.27	.00	22,904.27
101-4-3120-4219	1,062.92	.00	1,062.92
101-4-3120-4221	621.13	.00	621.13
101-4-3120-4389	5,493.74	.00	5,493.74
101-4-3120-4401	742.00	.00	742.00
101-4-3120-4437	13,490.86	.00	13,490.86
101-4-3130-4219	5,160.61	.00	5,160.61
101-4-3150-4219	334.91	.00	334.91
101-4-3150-4221	1,232.46	221.28-	1,011.18
101-4-3300-4201	14.97	.00	14.97
101-4-5110-4219	61.84	.00	61.84
101-4-5110-4221	404.25	.00	404.25
101-4-5110-4389	775.38	.00	775.38
101-4-5210-4219	29.94	.00	29.94
101-4-5210-4331	75.00	.00	75.00
101-4-5210-4401	60.00	.00	60.00
101-4-5220-4409	4,075.00	.00	4,075.00
101-4-5230-4219	389.00	.00	389.00
101-4-5510-4219	368.56	.00	368.56
101-4-6210-4440	20.98	.00	20.98
211-4-5600-4219	153.72	.00	153.72
211-4-5600-4389	53.23	.00	53.23
211-4-5600-4405	2,490.00	.00	2,490.00

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
221-4-5400-4219	813.74	.00	813.74
221-4-5400-4349	45.00	.00	45.00
221-4-5400-4401	2,920.55	.00	2,920.55
221-4-5400-4409	37.00	.00	37.00
221-4-5400-4415	1,316.34	.00	1,316.34
221-4-5430-4219	345.22	.00	345.22
221-4-5430-4259	1,510.26	.00	1,510.26
225-4-8546-4530	148,066.78	.00	148,066.78
228-4-7000-4319	350.00	.00	350.00
291-4-2340-4331	8,407.35	.00	8,407.35
291-4-7000-4109	362.40	.00	362.40
292-4-2310-4319	26,659.99	.00	26,659.99
294-4-2220-4219	494.95	.00	494.95
410-4-2110-4560	82,640.43	.00	82,640.43
602-4-9010-4319	597.50	.00	597.50
602-4-9010-4321	44.88	.00	44.88
602-4-9010-4404	1,020.04	.00	1,020.04
602-4-9020-4212	1,039.35	.00	1,039.35
602-4-9020-4219	2,467.31	.00	2,467.31
602-4-9020-4319	1,638.17	.00	1,638.17
602-4-9020-4404	1,342.91	.00	1,342.91
602-4-9020-4409	29,842.71	.00	29,842.71
602-4-9020-4417	308.85	.00	308.85
602-4-9050-4389	3,049.48	.00	3,049.48
603-4-9111-4251	59,752.32	2,767.91-	56,984.41
603-4-9111-4252	56,888.22	500.26-	56,387.96
603-4-9111-4253	7,967.72	16.53-	7,951.19
603-4-9111-4255	3,354.69	38.27-	3,316.42
603-4-9111-4256	3,866.30	54.82-	3,811.48
603-4-9111-4332	733.53	.00	733.53
603-4-9112-4219	235.38	.00	235.38
603-4-9112-4389	150.00	.00	150.00
603-4-9112-4404	1,165.42	.00	1,165.42
603-4-9151-4251	20,177.82	487.17-	19,690.65
603-4-9151-4252	33,726.10	1,350.25-	32,375.85
603-4-9151-4253	4,151.70	33.67-	4,118.03
603-4-9151-4255	1,655.62	.00	1,655.62
603-4-9151-4256	1,152.25	23.77-	1,128.48
603-4-9151-4332	431.07	.00	431.07
603-4-9152-4219	169.55	.00	169.55
603-4-9152-4404	519.88	.00	519.88
605-4-9210-4319	1,946.86	.00	1,946.86
605-4-9230-4219	170.96	.00	170.96
607-4-9310-4319	867.45	.00	867.45
Grand Totals:	660,499.23	6,059.80-	654,439.43

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
12/24	169,824.32	.00	169,824.32
01/25	63,498.38	859.78-	62,638.60
02/25	427,176.53	5,200.02-	421,976.51
Grand Totals:			
	660,499.23	6,059.80-	654,439.43

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 = {<>} 24575

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
A T & T MOBILITY	10138.	X01282025	IPAD	1	01/20/2025	37.98	37.98	129285	02/07/2025
		X01282025	TRAIL CAMERA 1	2	01/20/2025	22.97	22.97	129285	02/07/2025
		X01282025	TRAIL CAMERA 2	3	01/20/2025	22.97	22.97	129285	02/07/2025
Total 10138:						83.92	83.92		
ACROSS THE STREET P	11842.0	27095	BLUE CARD ONLINE TRA	1	01/22/2025	770.00	770.00	129286	02/07/2025
Total 11842:						770.00	770.00		
ARTISAN BEER COMPAN	12167.	3742743	BEER	1	01/29/2025	192.10	192.10	129287	02/07/2025
		3742744	THC PRODUCTS	1	01/29/2025	166.40	166.40	129287	02/07/2025
		413370	THC PRODUCTS CREDIT	1	01/27/2025	25.16-	25.16-	129287	02/07/2025
Total 12167:						333.34	333.34		
ASPEN MILLS	10749.	347198	DEPT UNIFORM PURCHA	1	01/22/2025	10.85	10.85	129288	02/07/2025
		347205	UNIFORMS - EDLUND	1	12/30/2024	201.25	201.25	129288	02/07/2025
		347213	UNIFORMS - PREHATNE	1	11/20/2024	72.62	72.62	129288	02/07/2025
		347308	DEPT UNIFORM PURCHA	1	01/23/2025	10.85	10.85	129288	02/07/2025
		347902	UNIFORMS - SANDBERG	1	01/31/2025	74.95	74.95	129288	02/07/2025
Total 10749:						370.52	370.52		
ASSOC OF MN COUNTIE	10773.	13389-25	MCCFMA DUES	1	01/21/2025	350.00	350.00	129289	02/07/2025
Total 10773:						350.00	350.00		
CARGILL, INC	13600.	2910550012	TREATED ROAD SALT	1	01/22/2025	23,232.85	23,232.85	129290	02/07/2025
Total 13600:						23,232.85	23,232.85		
CULLIGAN	15573.	101X395062	DEIONIZATION STANDBY	1	01/31/2025	40.15	40.15	129291	02/07/2025
		101X395487	DEIONIZATION RENTAL S	1	01/31/2025	242.50	242.50	129291	02/07/2025
Total 15573:						282.65	282.65		
HACH COMPANY	20800.	14275885	SUPPLIES	1	11/27/2024	3,268.10	3,268.10	129292	02/07/2025
Total 20800:						3,268.10	3,268.10		
IACP	13663.	360452	IACPNET SUBSCRIPTION	1	08/15/2024	875.00	875.00	129293	02/07/2025
Total 13663:						875.00	875.00		
MIDWAY FORD	11156.0	865098	PARTS #612	1	01/08/2025	1,024.28	1,024.28	129294	02/07/2025
		865954	IGNITION COIL ASY - ER	1	01/14/2025	770.00	770.00	129294	02/07/2025
		865998	BLOWER MOTOR - ERMU	1	01/14/2025	138.60	138.60	129294	02/07/2025
		867267	PARTS	1	01/23/2025	65.52	65.52	129294	02/07/2025
		CM858267	PARTS CREDIT #413	1	12/09/2024	1,042.42-	1,042.42-	129294	02/07/2025
Total 11156:						955.98	955.98		

Name	Vendor Number	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
O'REILLY AUTOMOTIVE,	28937.	12825	EQUIPMENT PARTS	1	01/28/2025	324.36	324.36	129295	02/07/2025
		12825	EQUIPMENT PARTS	2	01/28/2025	293.32	293.32	129295	02/07/2025
		12825	TRAVEL, CONFERENCES	3	01/28/2025	285.00	285.00	129295	02/07/2025
		12825	OPERATING SUPPLIES	4	01/28/2025	143.45	143.45	129295	02/07/2025
		12825	EQUIPMENT PARTS	5	01/28/2025	32.35	32.35	129295	02/07/2025
		12825	EQUIPMENT PARTS	6	01/28/2025	17.76	17.76	129295	02/07/2025
		12825	OPERATING SUPPLIES	7	01/28/2025	12.60	12.60	129295	02/07/2025
		12825	EQUIPMENT PARTS	8	01/28/2025	4.41	4.41	129295	02/07/2025
Total 28937:						1,113.25	1,113.25		
PRIME ADVERTISING &	30191.	93568	ADVERTISING-2025 ER R	1	02/04/2025	594.23	594.23	129297	02/07/2025
		93568	ADVERTISING-2025 ER R	2	02/04/2025	594.22	594.22	129297	02/07/2025
Total 30191:						1,188.45	1,188.45		
STREICHER'S	33300.	CM300554	UNIFORMS - MAGNUSON	1	09/12/2024	119.98-	119.98-	129299	02/07/2025
		CM300664	UNIFORM DEPT PURCHA	1	09/26/2024	39.99-	39.99-	129299	02/07/2025
		CM301068	SWAT UNIFORMS - CRED	1	11/11/2024	509.96-	509.96-	129299	02/07/2025
		CM301121	SWAT UNIFORMS - CRED	1	11/18/2024	349.98-	349.98-	129299	02/07/2025
		I1725135	SWAT UNIFORMS	1	10/21/2024	1,159.91	1,159.91	129299	02/07/2025
		I1739758	AMMUNITION	1	01/13/2025	7,633.25	7,633.25	129299	02/07/2025
		I1739760	AMMUNITION	1	01/13/2025	9,882.58	9,882.58	129299	02/07/2025
Total 33300:						17,655.83	17,655.83		
TKDA	11555.0	2025000375	SANITARY SEWER DESI	1	02/04/2025	752.53	752.53	129300	02/07/2025
Total 11555:						752.53	752.53		
4IMPRINT	19352.	13426454	COFFEE MUGS	1	01/17/2025	541.56	541.56	129301	02/07/2025
		986407	CREDIT FOR SALES TAX	1	01/28/2025	39.53-	39.53-	129301	02/07/2025
Total 19352:						502.03	502.03		
ADVANCED ENGINEERIN	14907.	100190	NE SEWER/WATER SUB	1	01/07/2025	1,582.00	1,582.00	1007633	02/10/2025
Total 14907:						1,582.00	1,582.00		
ARVIG	14662.	3097643 JAN	PHONE SVCS - WW	1	01/28/2025	96.52	96.52	129302	02/07/2025
Total 14662:						96.52	96.52		
BEAUDRY OIL CO	11663.0	1121636	UNLEADED FUEL	1	01/14/2025	18,981.82	18,981.82	1007634	02/10/2025
Total 11663:						18,981.82	18,981.82		
BERNICK'S	11950.0	I65465	WATER	1	12/16/2024	282.24	282.24	129303	02/07/2025
		I66576	FOUNTAIN SODA	1	01/13/2025	157.50	157.50	129303	02/07/2025
		I67423	COFFEE/POP/WATER	1	02/03/2025	597.54	597.54	129303	02/07/2025
		I67423	CUPS	2	02/03/2025	92.79	92.79	129303	02/07/2025
Total 11950:						1,130.07	1,130.07		
BLAINE LOCK & SAFE, IN	12256.	32766	KEYS CUT	1	01/20/2025	174.00	174.00	1007635	02/10/2025

Name	Vendor Number	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
Total 12256:						174.00	174.00		
BOUND TREE MEDICAL,	12390.	85630772	MEDICAL EQUIPMENT -	1	01/21/2025	447.40	447.40	129304	02/07/2025
Total 12390:						447.40	447.40		
BRIGHTLY SOFTWARE, I	12238.	INV-262325	MAINTENANCE SOFTWA	1	12/17/2024	3,695.65	3,695.65	1007636	02/10/2025
Total 12238:						3,695.65	3,695.65		
CENTERPOINT ENERGY	13845.	14577-3 DEC	NATURAL GAS	1	01/28/2025	2,320.80	2,320.80	129305	02/07/2025
		14577-3 DEC	NATURAL GAS	2	01/28/2025	3,984.11	3,984.11	129305	02/07/2025
		14577-3 DEC	NATURAL GAS	3	01/28/2025	861.54	861.54	129305	02/07/2025
		14577-3 DEC	NATURAL GAS	4	01/28/2025	2,178.67	2,178.67	129305	02/07/2025
		14577-3 DEC	NATURAL GAS	5	01/28/2025	4,377.78	4,377.78	129305	02/07/2025
		14577-3 DEC	NATURAL GAS	6	01/28/2025	12,670.08	12,670.08	129305	02/07/2025
		14577-3 DEC	NATURAL GAS	7	01/28/2025	1,082.83	1,082.83	129305	02/07/2025
Total 13845:						27,475.81	27,475.81		
DACOTAH PAPER CO	15887.	48114	ICE MELT	1	01/02/2025	66.55	66.55	129306	02/07/2025
Total 15887:						66.55	66.55		
DAHLHEIMER BEVERAG	15366.	2388045	LIQUOR	1	01/30/2025	101.10	101.10	1007637	02/10/2025
		2388045	BEER	2	01/30/2025	611.60	611.60	1007637	02/10/2025
Total 15366:						712.70	712.70		
DELL MARKETING, L P	16250.	1078084207	DOCKING STATIONS	1	11/06/2024	924.19	924.19	1007638	02/10/2025
Total 16250:						924.19	924.19		
ELK RIVER MUNICIPAL U	17700.	012925	WATER/ELECTRIC	1	01/29/2025	2,411.86	2,411.86	1007639	02/10/2025
		012925	WATER/ELECTRIC	2	01/29/2025	659.65	659.65	1007639	02/10/2025
		012925	ELECTRIC	3	01/29/2025	921.89	921.89	1007639	02/10/2025
		012925	ELECTRIC	4	01/29/2025	173.08	173.08	1007639	02/10/2025
		012925	ELECTRIC	5	01/29/2025	1,419.15	1,419.15	1007639	02/10/2025
Total 17700:						5,585.63	5,585.63		
ELK RIVER MUNICIPAL U	17701.	12725	ELECTRIC ASSESSMENT	1	02/04/2025	182.78	182.78	1007640	02/10/2025
		12725	WATER ASSESSMENTS	2	02/04/2025	844.83	844.83	1007640	02/10/2025
Total 17701:						1,027.61	1,027.61		
HANCO CORPORATION	20895.	183007-00	TIRE SUPPLIES	1	12/12/2024	304.38	304.38	Multiple	Multiple
Total 20895:						304.38	304.38		
JOHNSON BROS LIQUOR	22775.	2715573	WINE	1	01/25/2025	233.00	233.00	129308	02/07/2025
		2717242	LIQUOR	1	01/29/2025	799.31	799.31	129308	02/07/2025
		2717242	FREIGHT	2	01/29/2025	18.92	18.92	129308	02/07/2025
		2717246	THC PRODUCTS	1	01/29/2025	230.70	230.70	129308	02/07/2025
		2717248	LIQUOR	1	01/29/2025	580.68	580.68	129308	02/07/2025
		2717248	FREIGHT	2	01/29/2025	12.33	12.33	129308	02/07/2025

Name	Vendor Number	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
		2717249	WINE	1	01/29/2025	1,434.96	1,434.96	129308	02/07/2025
		2717249	FREIGHT	2	01/29/2025	36.12	36.12	129308	02/07/2025
		2717250	THC PRODUCTS	1	01/29/2025	230.70	230.70	129308	02/07/2025
		2717251	LIQUOR	1	01/29/2025	2,339.06	2,339.06	129308	02/07/2025
		2717251	FREIGHT	2	01/29/2025	17.20	17.20	129308	02/07/2025
Total 22775:						5,932.98	5,932.98		
JON A POJAR	52263.	105	BEVERAGE SALES - NOV	1	12/01/2024	522.00	522.00	129309	02/07/2025
Total 52263:						522.00	522.00		
LEAGUE OF MN CITIES	23810.	422375	2025 MCMA WINTER WO	1	01/29/2025	100.00	100.00	129310	02/07/2025
Total 23810:						100.00	100.00		
MACQUEEN EQUIPMENT,	24576.	P37922	SUPPLIES	1	10/28/2024	2,625.00	.00	1007641	02/10/2025
Total 24576:						2,625.00	.00		
PHILLIPS WINE & SPIRIT	29665.	6918843	WINE	1	01/25/2025	112.50	112.50	129311	02/07/2025
		6920120	THC PRODUCTS	1	01/29/2025	315.00	315.00	129311	02/07/2025
Total 29665:						427.50	427.50		
PITNEY BOWES BANK IN	15124.	1026854941	RED INK CARTRIDGE	1	01/28/2025	132.79	132.79	129296	02/07/2025
Total 15124:						132.79	132.79		
REPUBLIC SERVICES #8	10407.	899-0046851	JAN COMM GARBAGE SV	1	01/31/2025	140.23	140.23	129298	02/07/2025
		899-0046851	JAN COMM GARBAGE SV	2	01/31/2025	171.73	171.73	129298	02/07/2025
		899-0046851	JAN COMM GARBAGE SV	3	01/31/2025	1,057.03	1,057.03	129298	02/07/2025
		899-0046851	JAN COMM GARBAGE SV	4	01/31/2025	89.06	89.06	129298	02/07/2025
		899-0046851	JAN COMM GARBAGE SV	5	01/31/2025	89.06	89.06	129298	02/07/2025
		899-0046851	JAN COMM GARBAGE SV	6	01/31/2025	191.95	191.95	129298	02/07/2025
		899-0046851	JAN COMM GARBAGE SV	7	01/31/2025	155.62	155.62	129298	02/07/2025
		899-0046851	JAN COMM GARBAGE SV	8	01/31/2025	98.72	98.72	129298	02/07/2025
		899-0046851	JAN COMM GARBAGE SV	9	01/31/2025	98.72	98.72	129298	02/07/2025
		899-0046851	JAN COMM GARBAGE SV	10	01/31/2025	698.86	698.86	129298	02/07/2025
		899-0046851	JAN COMM GARBAGE SV	11	01/31/2025	288.25	288.25	129298	02/07/2025
		899-0046851	JAN COMM GARBAGE SV	12	01/31/2025	603.06	603.06	129298	02/07/2025
		899-0046851	JAN COMM GARBAGE SV	13	01/31/2025	64.46	64.46	129298	02/07/2025
		899-0046851	JAN COMM GARBAGE SV	14	01/31/2025	691.00	691.00	129298	02/07/2025
		899-0046855	JAN GARBAGE SVC - RIV	1	01/31/2025	395.61	395.61	129298	02/07/2025
		899-0046865	RESIDENTIAL GARBAGE	1	01/31/2025	100,327.51	100,327.51	129298	02/07/2025
Total 10407:						105,160.87	105,160.87		
SARAYA BERG	52333.	82131751	TROTT BROOK BARN DE	1	01/29/2025	100.00	100.00	129312	02/07/2025
Total 52333:						100.00	100.00		
SUMMIT COMPANIES	33444.	2957374	ANNUAL SPRINKLER INS	1	01/17/2025	653.00	653.00	1007642	02/10/2025
Total 33444:						653.00	653.00		
SYSCO MINNESOTA INC	12551.	547651903	CONCESSIONS FOOD	1	12/19/2024	1,683.64	1,683.64	129313	02/07/2025

Name	Vendor Number	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
		547651903	SUPPLIES	2	12/19/2024	200.97	200.97	129313	02/07/2025
		547715413	SUPPLIES	1	01/30/2025	164.98	164.98	129313	02/07/2025
		547715413	CONCESSIONS FOOD	2	01/30/2025	1,798.45	1,798.45	129313	02/07/2025
Total 12551:						3,848.04	3,848.04		
TACTICAL ADVANTAGE, L	13567.	2024-0128.B	SWAT GUNS	1	12/31/2024	1,540.00	1,540.00	129314	02/07/2025
Total 13567:						1,540.00	1,540.00		
TAYLORE MITCHELL	52334.	82402733	REFUND - RIVERS EDGE	1	02/04/2025	390.00	390.00	129315	02/07/2025
		82402733	REFUND - RIVERS EDGE	2	02/04/2025	11.81	11.81	129315	02/07/2025
Total 52334:						401.81	401.81		
TEAMSESCO	13150.	530000	UV BALLAST	1	01/23/2025	566.73	566.73	129316	02/07/2025
		530001	UV BALLAST	1	01/23/2025	491.00	491.00	129316	02/07/2025
		530002	UV BALLAST	1	01/23/2025	491.00	491.00	129316	02/07/2025
		530003	UV BALLAST	1	01/23/2025	491.00	491.00	129316	02/07/2025
		530004	UV BALLAST	1	01/23/2025	491.00	491.00	129316	02/07/2025
		530034	UV BALLAST	1	01/27/2025	530.54	530.54	129316	02/07/2025
		530035	UV BALLAST	1	01/27/2025	491.00	491.00	129316	02/07/2025
Total 13150:						3,552.27	3,552.27		
THE AMERICAN BOTTLIN	10415.	4847902668	POP	1	01/27/2025	438.80	438.80	129317	02/07/2025
Total 10415:						438.80	438.80		
UNITED PARCEL SERVIC	35313.	6A85E7045	DELIVERY CHGS - POLIC	1	01/25/2025	17.37	17.37	129318	02/07/2025
Total 35313:						17.37	17.37		
WITMER PUBLIC SAFETY	12214.	INV599866	TRAINING SUPPLIES	1	12/23/2024	6,967.13	6,967.13	129319	02/07/2025
Total 12214:						6,967.13	6,967.13		
ZOHO CORPORATION	52319.	5020005145	MANAGE ENGINE LOG36	1	01/17/2025	8,970.89	8,970.89	1007643	02/10/2025
Total 52319:						8,970.89	8,970.89		
Grand Totals:						255,329.23	252,704.23		

Report Criteria:

Detail report type printed

Check Detail.Created by = "astangler"



Request for Action

To
City Council

Item Number
4.3

Meeting Date
February 18, 2025

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

Item Description
Liquor Operations Division reorganized as Retail
Operations Division.

Reviewed by
Lauren Wipper
Joe Audette
Cal Portner
Tina Allard

Action Requested

Approve, by motion, the Liquor Operations Division reorganized as the Retail Operations Division and Cannabis Store Manager position description.

Background/Discussion

On February 3, 2025, the City Council adopted a Cannabis Business Plan. The plan details an organizational restructure and to begin the recruitment process for a Cannabis Store Manager. The Cannabis Store Manager's duties are similar to our Liquor Store Manager job description and each will be overseen by the Retail Operations Manager.

Financial Impact

The Cannabis Store Manager position will be marketed at pay grade 7E in accordance with pay equity.

Mission/Policy/Goal

Meet changing needs - agile.

Attachments

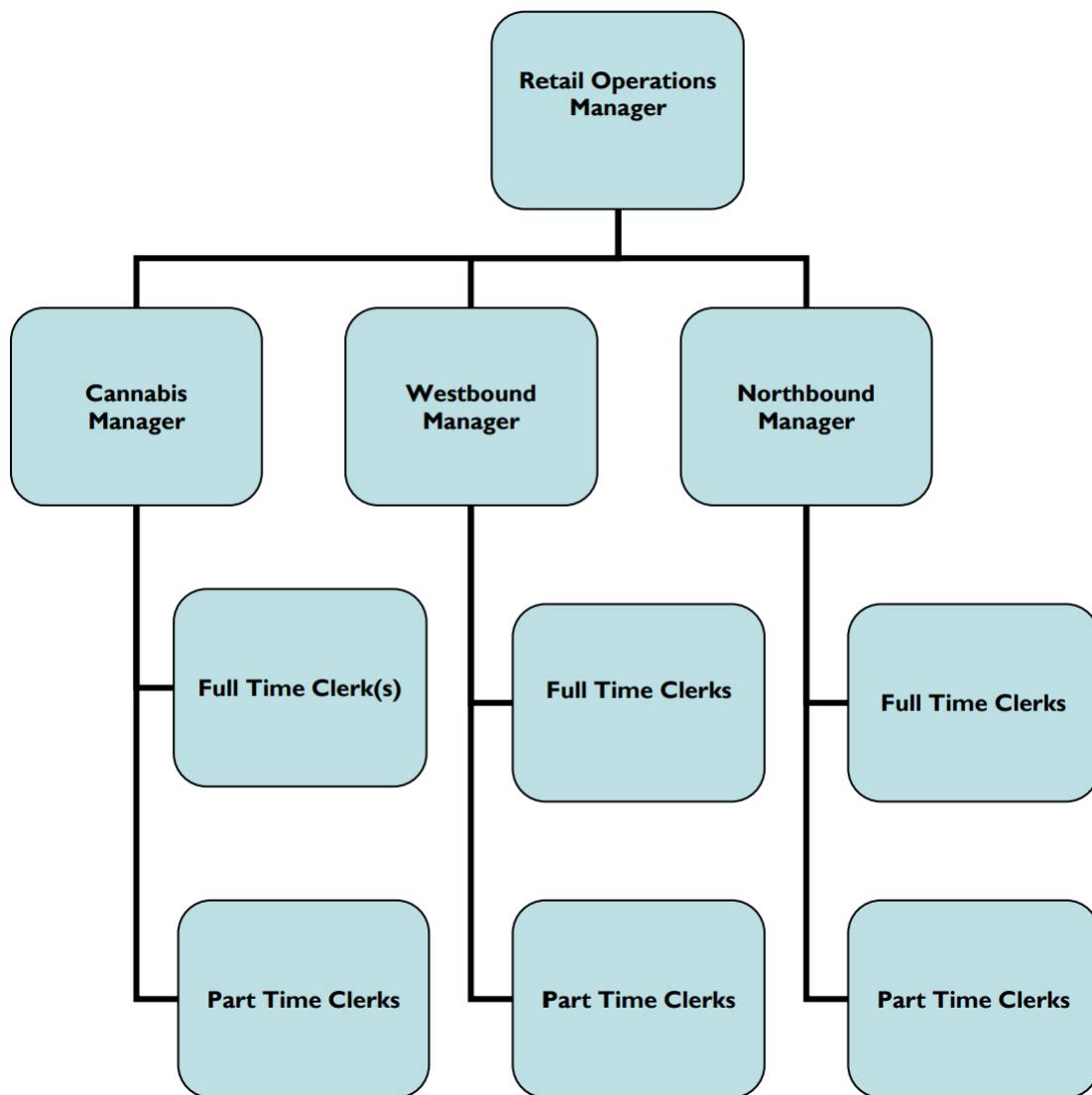
1. Retail Operations Org. Chart
2. Cannabis Store Manager

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Organization Chart





City of Elk River

Cannabis Store Manager

Position Description

Department/Division: Business Services		Immediate Supervisor: Retail Operations Manager	
Pay Grade: 7E	FLSA Status: Exempt		Last Updated: (date) 2/2025
Positions Supervised: Full-time Cannabis Store Clerk, Part-time Cannabis Store Clerk			
Position Summary The Cannabis Store Manager is responsible to coordinate and supervise the daily operations of the cannabis store in a manner which results in good customer service, sound business practices, financial success, and the controlled legal sale of cannabis products.			

Essential Job Functions

1. Manages the operation of the municipal cannabis store including operations, sales, physical plant, and personnel.
2. Ensures outstanding customer service by providing a friendly and courteous environment, solid product knowledge, and maintaining all other components of exceptional customer service.
3. Monitors and comply with city ordinances and state regulations regarding the sale of cannabis.
4. Ensures the compliance of all cannabis store policies, procedures, and practices; and supports security and loss control efforts.
5. Maintains strong product knowledge of store inventory to assist and advise customers in selection of various brands of flower, edible products, etc.
6. Performs inventory management functions.
 - A. Product ordering – determines which products and brands to carry based on sales history and trends and maintains adequate inventory levels.
 - B. Assists in setting of prices for merchandise sales to ensure profitability.
 - C. Receives incoming shipment of goods, processes returns to vendors, stocks merchandise on shelves, in coolers and in storeroom, and sets up displays of merchandise to promote sales and interest in products.
 - D. Updates inventory records and retrieve data from the store's point-of-sale management system.
 - E. Conducts, compares, and verifies merchandise inventory counts periodically.
7. Performs retail operations.
 - A. Directs and coordinates financial controls on daily operations:
 - Effectively operates and maintains the POS system.

- Reconciles sales to receipts, prepares bank deposits, and submits daily cash and sales records.
 - Assures completion of all transactions and the proper control of all cash and media according to cannabis policies and procedures.
 - Reviews and authorizes all vendor requests for disbursement.
 - Reviews all daily, weekly, and monthly financial and inventory reports.
- B. Performs proper store opening and closing procedures.
- C. Assists in planning and directing the business retail operations including forecasting sales and profit margins.
- D. Assists in developing an operating plan and budget that projects revenues, expenses, and profits along with capital expenditures.
- E. Assists in controlling expenses while maintaining an acceptable profit margin.
- F. Assists with special projects, which may include marketing and promotional plans, social media, in-store events, committees, and external events.
- G. Supervises housekeeping, security, and overall maintenance of buildings, surrounding grounds, and all equipment.
8. Performs supervision activities.
- A. Assists in the recruitment and selection of prospective employees for hire.
- B. Trains staff and ensures compliance with cannabis operations law, policies, and procedures.
- C. Develops and posts employee work schedules. Ensures adequate coverage for all hours of operation. Responds to employee questions during hours of operation.
- D. Supervises, reviews, and evaluates staff. Performs timely annual performance reviews of all employees supervised.
- E. Recommends and administers discipline for those employees who do not adhere to city policies or have work performance issues.
- F. Ensures store employees comply with all city policies.
9. Performs other essential job duties.
- A. Performs other duties and assumes other responsibilities as become apparent or as delegated.
- B. Regular and timely work attendance.
- C. Participates in safety training and follows all safety procedures.
- D. Increases and maintains knowledge and management skills by attending seminars, conferences, etc. to stay current with market evaluations, techniques and new laws and regulations.
- E. Maintains good public relations; resolves any complaints from customers, suppliers and employees.

Required Knowledge, Skills, and Abilities

- ☐ Knowledge of products, profit margins, overhead.
- ☐ Complete and thorough knowledge of inventory management system.
- ☐ Skill in operating a cash register, computer, and calculator.
- ☐ Ability to supervise employees.
- ☐ Ability to communicate positively and effectively with customers and employees.
- ☐ Ability to effectively implement change.
- ☐ Ability to attend seminars and classes as directed.
- ☐ Ability to work a variety of hours including evenings, weekends, and holidays.
- ☐ Ability to lift 50 pounds.

Minimum Qualifications

- ❑ High school diploma or equivalent.
- ❑ Three years experience as a head cashier or above in a medium to large size retail operation.
- ❑ One year supervisory experience.
- ❑ Valid driver's license and good driving record.
- ❑ Ganjier Product Specialist certification or ability to obtain within six (6) months of hire.

Preferred Qualifications

- ❑ Degree in business, marketing, or related field.
- ❑ Municipal management experience.
- ❑ Cannabis product knowledge.
- ❑ Ganjier Product Specialist certification or similar.

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

This Position Description does not constitute a Contract of Employment.



Request for Action

To
City Council

Item Number
6.1

Meeting Date
February 18, 2025

Prepared By
Tina Allard, City Clerk

Item Description
City Prosecutor and County Attorney Annual Legal Update

Reviewed by
David Kuhnly
Cal Portner

Action Requested
Receive Information.

Background/Discussion

Each year, the city prosecutor and county attorney provide an overview of the previous year's prosecutorial activities and provide information regarding new programs and/or trends.

Financial Impact
N/A

Mission/Policy/Goal
Appropriately govern in an ever-changing environment.

Attachments
I. 2024 Elk River Presentation Packet

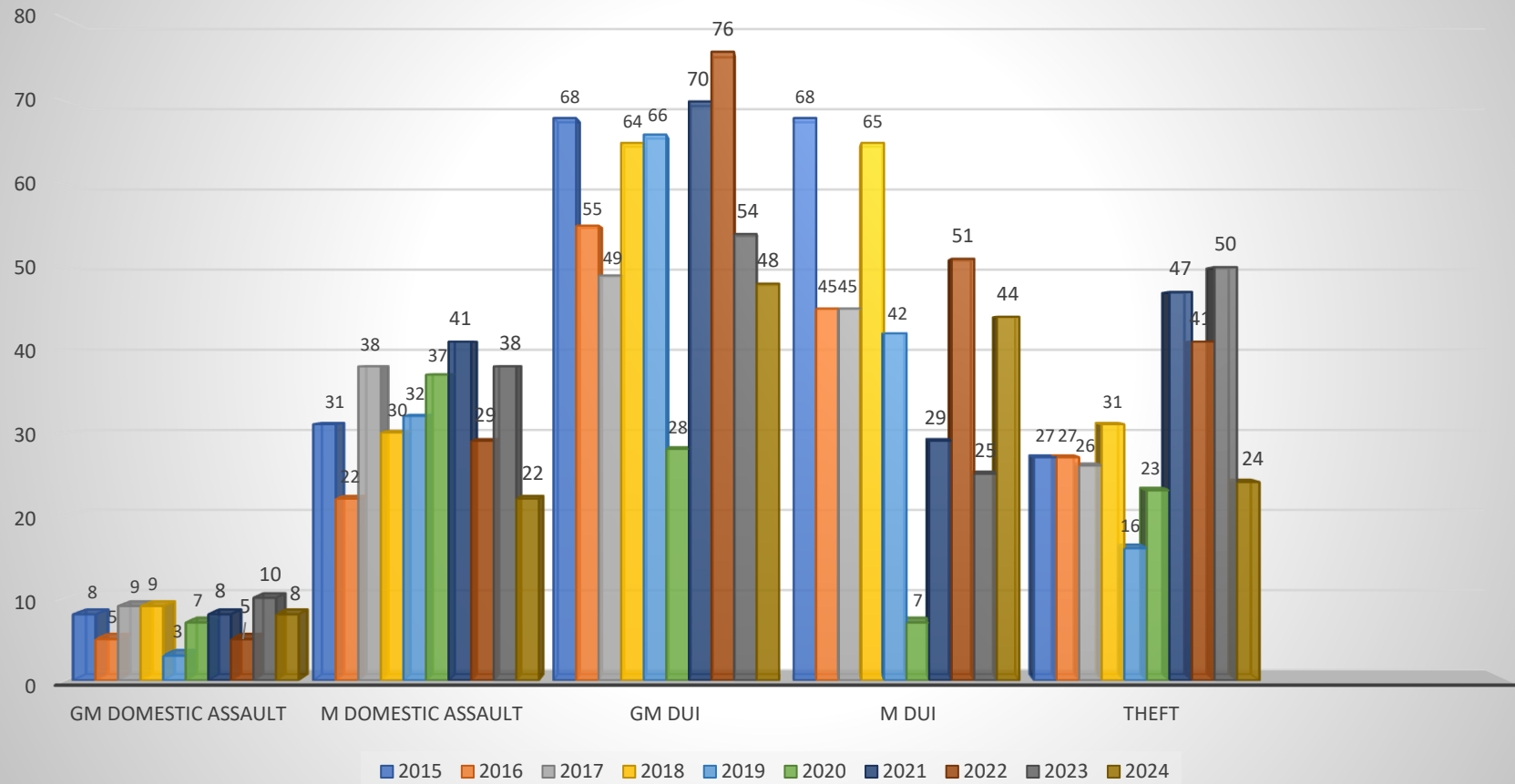
The Elk River Vision

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

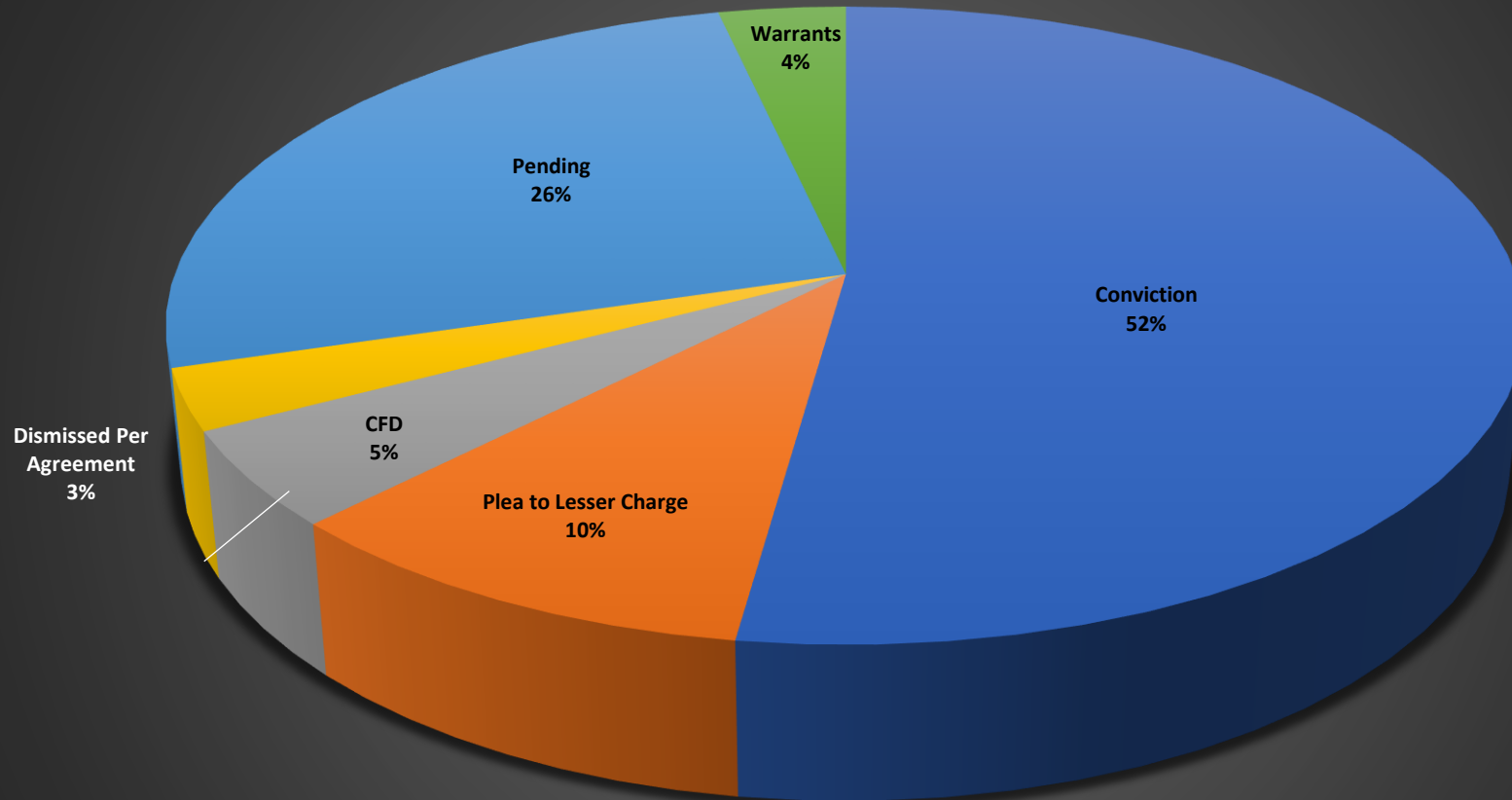
ELK RIVER CRIMINAL DISPOSITION STATISTICS 2024

PRESENTED BY:
BERGLUND, BAUMGARTNER & GLASER, LLC
FEBRUARY 18, 2025

OFFENSE COMPARISON BY YEAR



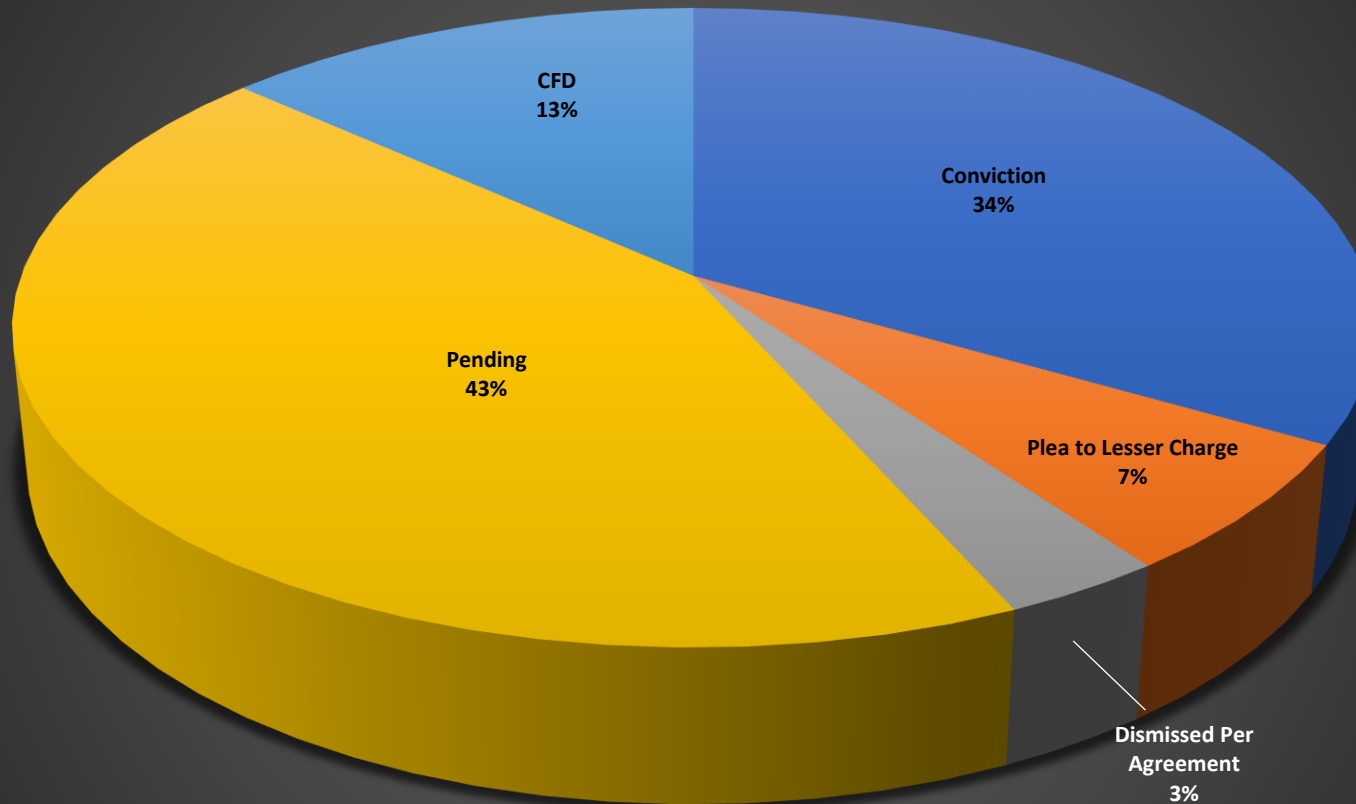
DISPOSITION CHART - ALL CASES



Total = 226

■ Conviction ■ Plea to Lesser Charge ■ CFD ■ Dismissed Per Agreement ■ Pending ■ Warrants

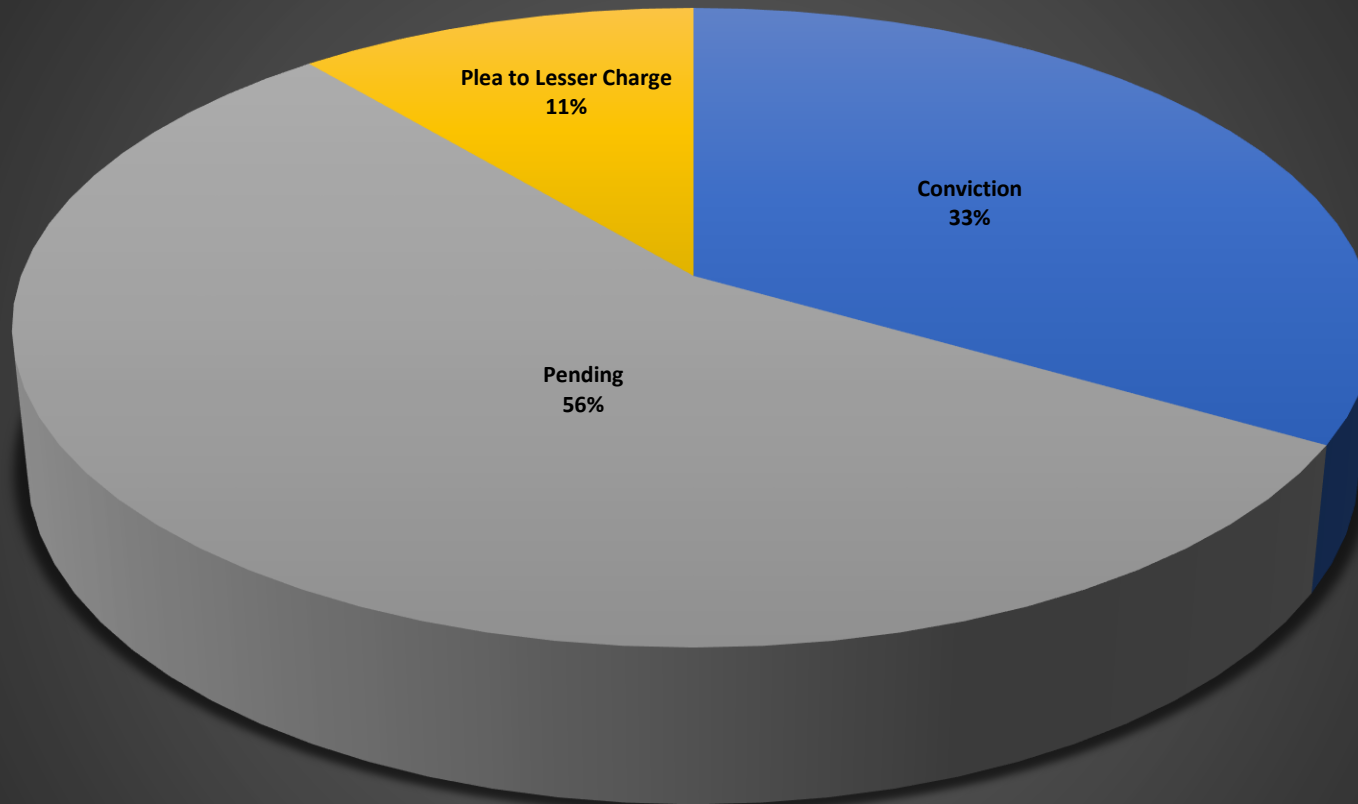
DISPOSITION CHART - ALL DOMESTIC ASSAULT CASES



Total = 30

■ Conviction ■ Plea to Lesser Charge ■ Dismissed Per Agreement ■ Pending ■ CFD

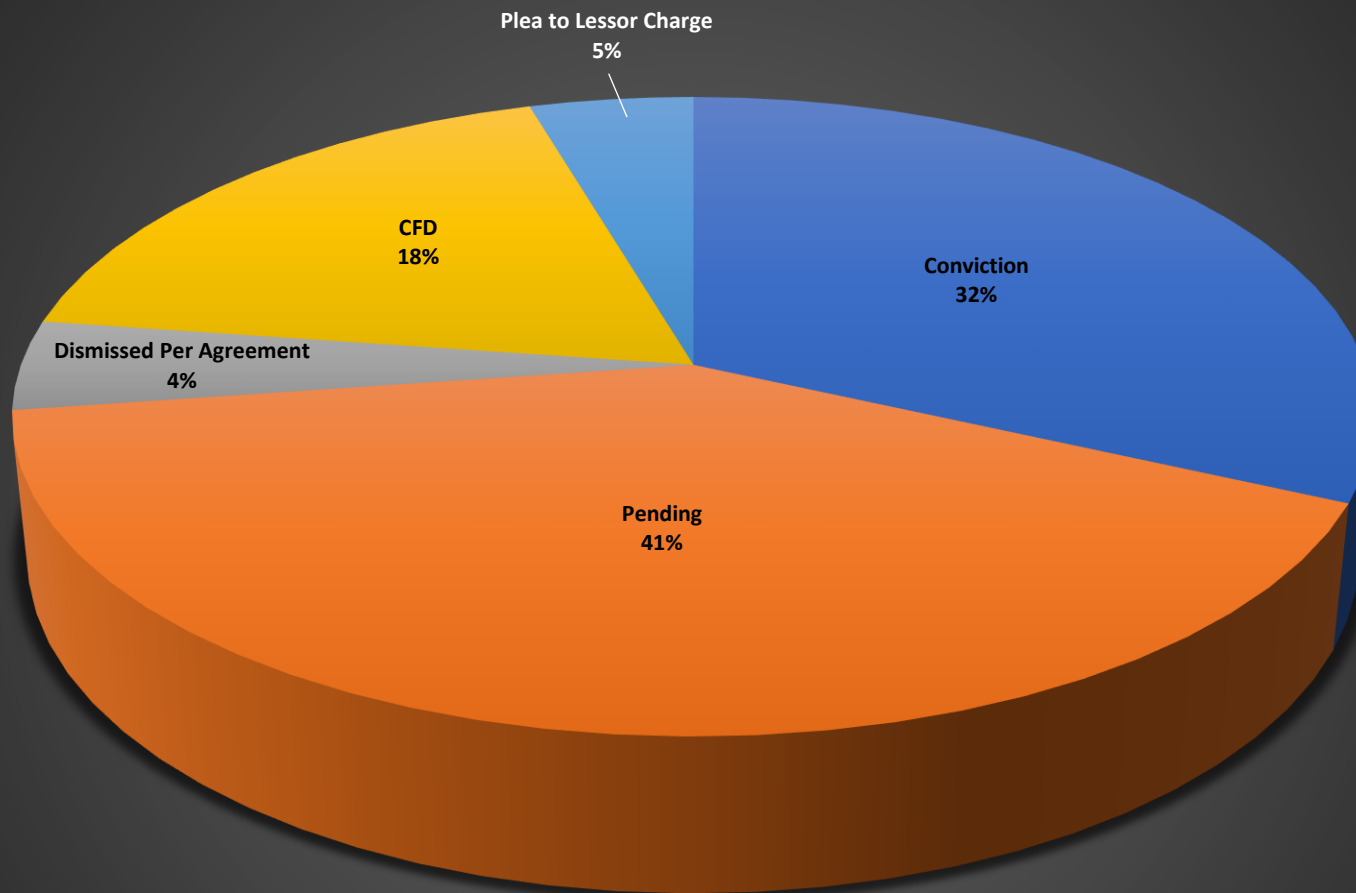
DISPOSITION CHART - GM DOMESTIC ASSAULTS



Total = 8

■ Conviction ■ Pending ■ Plea to Lesser Charge

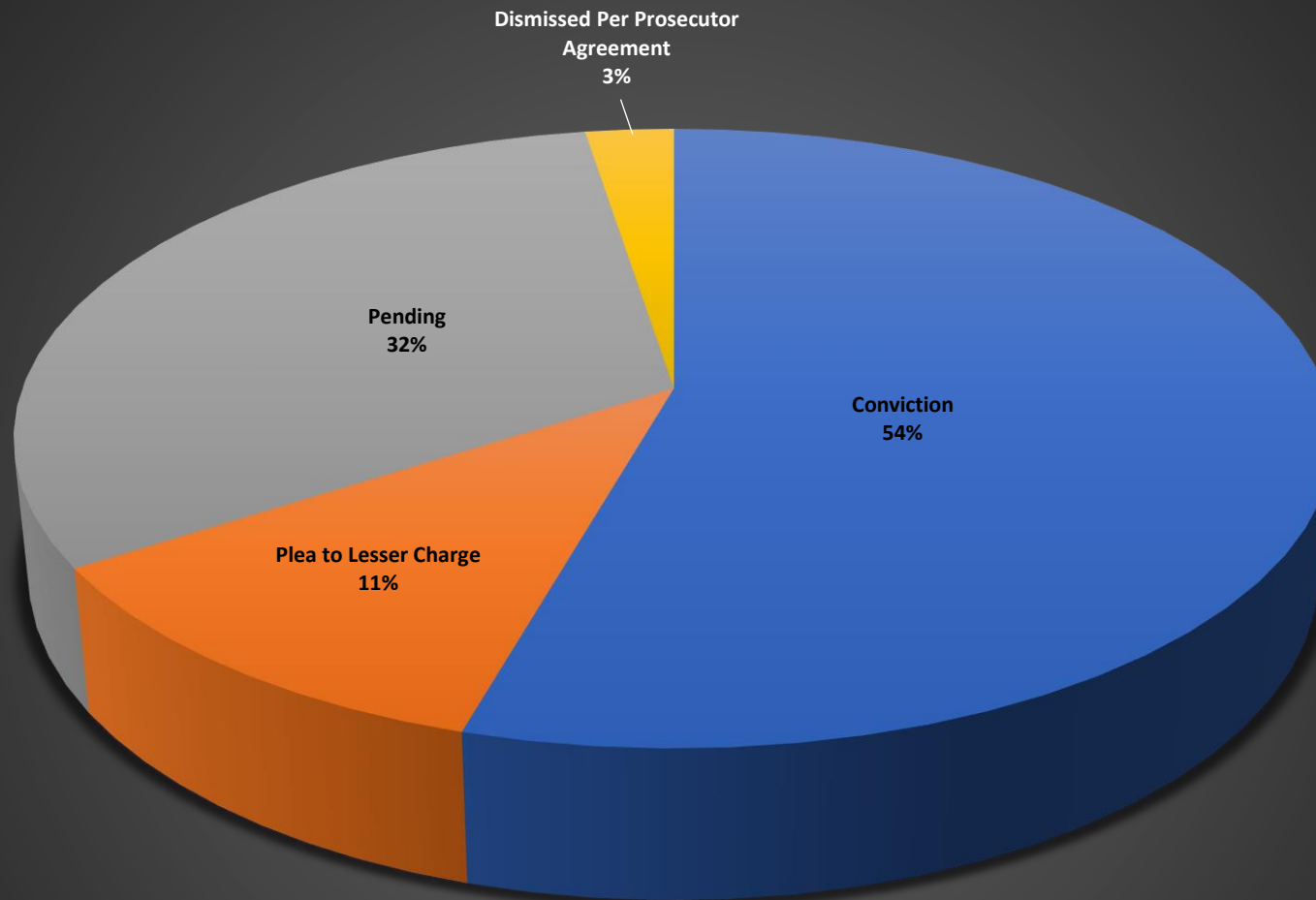
DISPOSITION CHART - M DOMESTIC ASSAULTS



Total = 22

■ Conviction ■ Pending ■ Dismissed Per Agreement ■ CFD ■ Plea to Lessor Charge

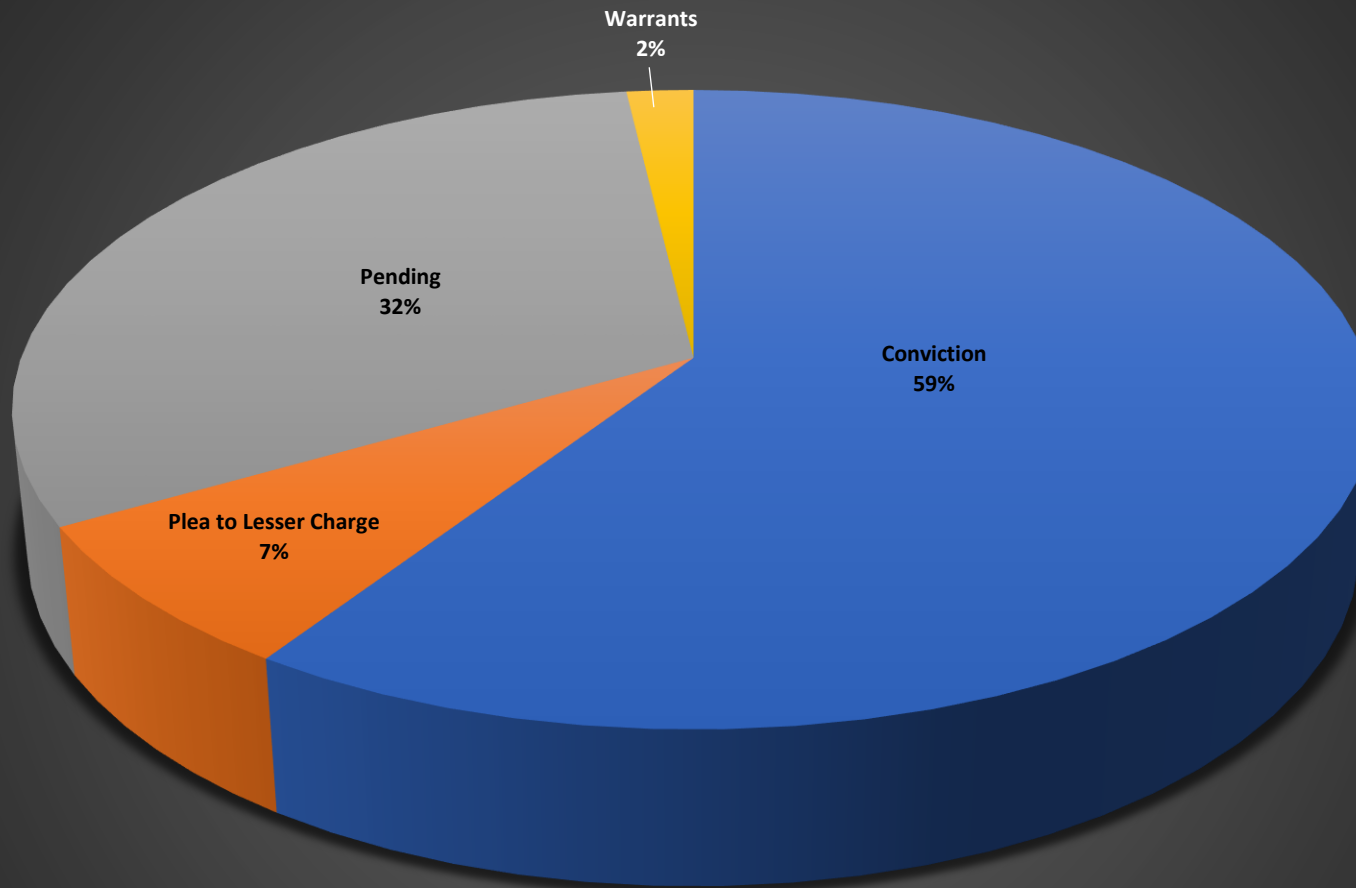
DISPOSITION CHART - ALL DWIs



Total = 92

■ Conviction ■ Plea to Lesser Charge ■ Pending ■ Dismissed Per Prosecutor Agreement

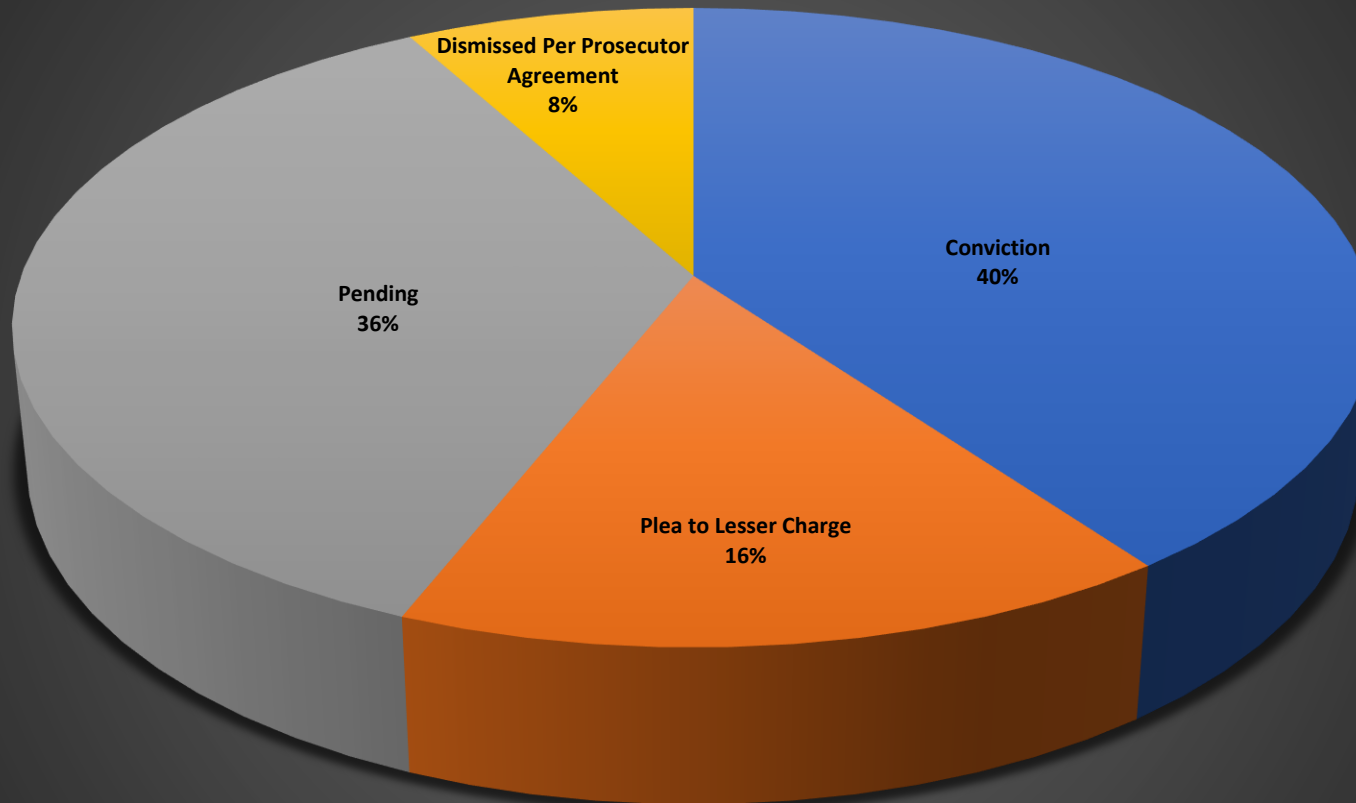
DISPOSITION CHART - GROSS MISDEMEANOR DWIs



Total = 48

■ Conviction ■ Plea to Lesser Charge ■ Pending ■ Warrants

DISPOSITION CHART - MISDEMEANOR DWIs



Total = 44

■ Conviction ■ Plea to Lesser Charge ■ Pending ■ Dismissed Per Prosecutor Agreement

ELK RIVER POLICE DEPARTMENT CURRENT PENDING FORFEITURES (2024)

CITY ATTORNEY

- | | | | |
|-----|----------|-----|----------------------------|
| 1) | 19025444 | DWI | Chevy S-10 |
| 2) | 20017778 | DWI | Chevrolet Suburban |
| 3) | 21004893 | DWI | Dodge Ram |
| 4) | 21010730 | DWI | 1999 Mitsubishi Galant |
| 5) | 21017815 | DWI | 2008 Toyota Cruiser |
| 6) | 23011849 | DWI | 2017 Hyundai Accent |
| 7) | 23016217 | DWI | 2008 Ford Edge |
| 8) | 23022855 | DWI | 2007 Chev Silverado Pickup |
| 9) | 24002367 | DWI | 2009 Mazda 3 Hatchback |
| 10) | 24022895 | DWI | 2003 Buick Century Sedan |

COUNTY ATTORNEY

- | | | | |
|----|----------|-------------------|-------------------------|
| 1) | 20014072 | Drive-by Shooting | Firearms |
| 2) | 23012993 | CSUB | 2008 Chevy Tahoe |
| 3) | 23018711 | DWI | 2002 Pontiac Bonneville |
| 4) | 24009908 | CSUB | CASH-\$2,592.00 |
| 5) | 24022371 | Flee | 2004 Infiniti G35 Sedan |
| 6) | 24023089 | DWI | 2010 Chev Malibu |

ELK RIVER POLICE DEPARTMENT COMPLETED FORFEITURES IN 2024

<u>Case Number</u>	<u>Disposition Date</u>	<u>Property Type</u>	Gross		<u>Prosecutor</u>
			<u>Amount Received</u>	<u>Amount for Distribution</u>	
23023543	01-19-24	Suburban	\$0.00	\$0	County
24003286	05-02-24	Chrysler	\$0.00	\$0	City
21006624	10-29-24	BMW	\$554	\$302	City
23014546	10-29-24	Chevy	\$160	\$0	City
21011509	10-30-24	Pontiac	\$695	\$443	City
21008631	11-05-24	Dodge	\$70	\$0	City
22019193	11-05-24	Mitsubishi	\$160	\$0	County
23016157	11-05-24	Kawasaki MC	\$445	\$193	City

2024 TOTAL Dispositions = 8

2024 TOTAL Amount Received = \$2,084.00

2024 TOTAL Amount for Distribution = \$938



Request for Action

To
City Council

Item Number
6.2

Meeting Date
February 18, 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 February 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
6.3

Meeting Date
February 18, 2025

Prepared By
Tina Allard, City Clerk

Item Description
Retirement Recognition: James Barnes

Reviewed by
Cal Portner
Tina Allard

Action Requested
Mayor Dietz to read and present a plaque to Jim.

Background/Discussion
Jim is retiring after providing 18 years of service with the city in the building maintenance division. Staff will be in attendance to provide information about Jim.

Financial Impact
N/A

Mission/Policy/Goal
Together we win

Attachments
None

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Request for Action

To
City Council

Item Number
6.4

Meeting Date
February 18, 2025

Prepared By
Jolene Richter, Deputy Clerk

Item Description
Advisory Board Candidate Interviews

Reviewed by
Cal Portner
Tina Allard

Action Requested

The Council to interview candidates for the various advisory boards. Appointments will be made later in the meeting.

Background/Discussion

The Council makes appointments in February for terms beginning in March. All positions are for three-year terms beginning March 1, 2025, and expiring February 29, 2028.

Heritage Preservation Commission

Linda Campbell	Requesting Reappointment
----------------	--------------------------

Multipurpose Facility Advisory Commission

Kara Walker	Requesting Reappointment Figure Skating Club Representative
-------------	--

Parks and Recreation Commission

Melissa Fermoye	Requesting Reappointment
Greg Loidolt	Requesting Reappointment

Planning Commission

Perry Beise	Requesting Reappointment
Eric Johnson - Unable to attend	Requesting Reappointment

Utilities Commission

Mary Stewart	Requesting Reappointment
--------------	--------------------------

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The following members did not seek reappointment:

- Mike Cunningham, Multipurpose Facility Advisory Commission

Financial Impact

NA

Mission/Policy/Goal

Elk River Mission

Attachments

- I. Reappointment Applications

From: noreply@civicplus.com
To: [Jolene Richter](#)
Subject: Online Form Submittal: Board and Commission Reappointment Application
Date: Wednesday, January 8, 2025 10:07:57 AM

Board and Commission Reappointment Application

Residency Information

Members of the Economic Development Authority, Heritage Preservation, Housing and Redevelopment Authority, Planning, and Utilities Commission must be Elk River residents. Residency is not a requirement for the Multipurpose Facility Advisory Commission and Parks and Recreation Commission. .

Select the Commission reapplying for	Heritage Preservation Commission
--------------------------------------	----------------------------------

First Name	Linda
------------	-------

Last Name	Campbell
-----------	----------

Address1	17690 Johnson St NW
----------	---------------------

City	Elk River
------	-----------

State	MN
-------	----

Zip	55330
-----	-------

Home Phone Number	
-------------------	-------------

Cell Phone Number	
-------------------	-------------

Email Address	
---------------	-------------

Public Contact Information	Email Address
----------------------------	---------------

Employer	Retired
----------	---------

Occupation	Chaplain
------------	----------

Why are you interested in continuing to serve on this commission?	Serving on the Heritage Preservation Commission has provided me with opportunity to contribute to the Elk River community by offering my perspective on ways to highlight and preserve the history of Elk River and its citizens. My educational background (B.A. in History) and interest in historic preservation inform my contributions.
---	--

I've served one term on the Commission. I attended a state-wide conference on preservation in 2023, bringing back to the commission information learned during the conference. I would like the opportunity to continue to serve on the Commission.

Conflict of Interest

No

If yes, explain:

Field not completed.

Electronic Signature
Agreement

Agree

Electronic Signature

Linda S. Campbell

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Jolene Richter](#)
Subject: Online Form Submittal: Board and Commission Reappointment Application
Date: Tuesday, January 21, 2025 4:25:23 PM

Board and Commission Reappointment Application

Residency Information

Members of the Economic Development Authority, Heritage Preservation, Housing and Redevelopment Authority, Planning, and Utilities Commission must be Elk River residents. Residency is not a requirement for the Multipurpose Facility Advisory Commission and Parks and Recreation Commission. .

Select the Commission reapplying for	Multipurpose Facility Advisory Commission
First Name	Kara
Last Name	Walker
Address1	5 Front St NW
City	St Michael
State	MN
Zip	55376
Home Phone Number	
Cell Phone Number	
Email Address	
Public Contact Information	Cell Phone Number, Email Address
Employer	Landscape Structures
Occupation	Manufacturing Engineer
Why are you interested in continuing to serve on this commission?	I have been involved with the Elk River FSC since 2010 and a Learn to Skate coach / director during those years. I have a vested interest in the success of the facility and want to continue to be a part of decisions / discussions that contribute to it.
Conflict of Interest	No

If yes, explain:	<i>Field not completed.</i>
Electronic Signature Agreement	Agree
Electronic Signature	Kara Walker

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Jolene Richter](#)
Subject: Online Form Submittal: Board and Commission Reappointment Application
Date: Wednesday, January 15, 2025 11:57:34 AM

Board and Commission Reappointment Application

Residency Information

Members of the Economic Development Authority, Heritage Preservation, Housing and Redevelopment Authority, Planning, and Utilities Commission must be Elk River residents. Residency is not a requirement for the Multipurpose Facility Advisory Commission and Parks and Recreation Commission. .

Select the Commission reapplying for	Parks and Recreation Commission
--------------------------------------	---------------------------------

First Name	Melissa
------------	---------

Last Name	Fermoyle
-----------	----------

Address1	9217 Trinity Gardens
----------	----------------------

City	Brooklyn Park
------	---------------

State	MN
-------	----

Zip	55443
-----	-------

Home Phone Number	
-------------------	-------------

Cell Phone Number	<i>Field not completed.</i>
-------------------	-----------------------------

Email Address	
---------------	-------------

Public Contact Information	Cell Phone Number, Email Address
----------------------------	----------------------------------

Employer	Metal Craft
----------	-------------

Occupation	Human Resources
------------	-----------------

Why are you interested in continuing to serve on this commission?	I have worked in the Elk River area for over 10 years. I enjoy the commission and being on the commission allows me the opportunity to learn more about the city and what it provides its citizens.
---	---

Conflict of Interest	No
----------------------	----

If yes, explain:	<i>Field not completed.</i>
Electronic Signature Agreement	Agree
Electronic Signature	Melissa Fermoye

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Jolene Richter](#)
Subject: Online Form Submittal: Board and Commission Reappointment Application
Date: Tuesday, January 7, 2025 12:39:46 PM

Board and Commission Reappointment Application

Residency Information

Members of the Economic Development Authority, Heritage Preservation, Housing and Redevelopment Authority, Planning, and Utilities Commission must be Elk River residents. Residency is not a requirement for the Multipurpose Facility Advisory Commission and Parks and Recreation Commission. .

Select the Commission reapplying for	Parks and Recreation Commission
--------------------------------------	---------------------------------

First Name	Greg
------------	------

Last Name	Loidolt
-----------	---------

Address1	14330 201st Avenue Northwest
----------	------------------------------

City	Elk River
------	-----------

State	MN
-------	----

Zip	55330
-----	-------

Home Phone Number	<i>Field not completed.</i>
-------------------	-----------------------------

Cell Phone Number	
-------------------	-------------

Email Address	
---------------	-------------

Public Contact Information	Email Address
----------------------------	---------------

Employer	MSI
----------	-----

Occupation	Production Specialist
------------	-----------------------

Why are you interested in continuing to serve on this commission?	I am eager to continue contributing to the projects I have been involved in. As one of the few commissioners focused on recreation, I understand the need for a better balance within our team. I believe that we must have more commissioners who are committed to enhancing recreation. I am confident that my presence on the commission will help guide the City of Elk River
---	---

Parks and Recreation in providing better recreational opportunities for the residents of Elk River.
I prioritize working within our extremely constrained budget, as we have numerous projects requiring attention and our funding is significantly limited.

Conflict of Interest

No

If yes, explain:

Field not completed.

Electronic Signature
Agreement

Agree

Electronic Signature

Greg N Loidolt

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Jolene Richter](#)
Subject: Online Form Submittal: Board and Commission Reappointment Application
Date: Monday, January 6, 2025 3:43:34 PM

Board and Commission Reappointment Application

Residency Information

Members of the Economic Development Authority, Heritage Preservation, Housing and Redevelopment Authority, Planning, and Utilities Commission must be Elk River residents. Residency is not a requirement for the Multipurpose Facility Advisory Commission and Parks and Recreation Commission. .

Select the Commission reapplying for	Planning Commission
--------------------------------------	---------------------

First Name	Perry
------------	-------

Last Name	Beise
-----------	-------

Address1	Sauk Rapids Police, 250 Summit Av N
----------	-------------------------------------

City	Sauk Rapids
------	-------------

State	Minnesota
-------	-----------

Zip	56379
-----	-------

Home Phone Number	
-------------------	-------------

Cell Phone Number	
-------------------	-------------

Email Address	
---------------	-------------

Public Contact Information	Email Address
----------------------------	---------------

Employer	City of Sauk Rapids
----------	---------------------

Occupation	Chief of Police
------------	-----------------

Why are you interested in continuing to serve on this commission?

Dear Council Members,
I would like to continue to serve on the Elk River Planning Commission. I was appointed in 2019 and then reappointed in 2022. I believe that at this point I have a grasp on the workings of the Commission and would like to use the experience and knowledge that I have gained to continue my service to the

community.

Sincerely,
Perry Beise

Conflict of Interest

No

If yes, explain:

Field not completed.

Electronic Signature
Agreement

Agree

Electronic Signature

Perry JM Beise

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Jolene Richter](#)
Subject: Online Form Submittal: Board and Commission Reappointment Application
Date: Tuesday, January 14, 2025 3:48:01 PM

Board and Commission Reappointment Application

Residency Information

Members of the Economic Development Authority, Heritage Preservation, Housing and Redevelopment Authority, Planning, and Utilities Commission must be Elk River residents. Residency is not a requirement for the Multipurpose Facility Advisory Commission and Parks and Recreation Commission. .

Select the Commission reapplying for	Planning Commission
--------------------------------------	---------------------

First Name	Eric
------------	------

Last Name	Johnson
-----------	---------

Address1	10880 184th Ct NW
----------	-------------------

City	Elk River
------	-----------

State	MN
-------	----

Zip	55330
-----	-------

Home Phone Number	
-------------------	-------------

Cell Phone Number	
-------------------	-------------

Email Address	
---------------	-------------

Public Contact Information	Cell Phone Number
----------------------------	-------------------

Employer	Cohesity
----------	----------

Occupation	Field Technical Director -Cyber Resiliency
------------	--

Why are you interested in continuing to serve on this commission?	I like being able to help shape the future of the community I have called home for the last 22 years.
---	---

Conflict of Interest	No
----------------------	----

If yes, explain: *Field not completed.*

Electronic Signature Agreement Agree

Electronic Signature Eric Johnson

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Jolene Richter](#)
Subject: Online Form Submittal: Board and Commission Reappointment Application
Date: Wednesday, January 15, 2025 10:36:31 AM

Board and Commission Reappointment Application

Residency Information

Members of the Economic Development Authority, Heritage Preservation, Housing and Redevelopment Authority, Planning, and Utilities Commission must be Elk River residents. Residency is not a requirement for the Multipurpose Facility Advisory Commission and Parks and Recreation Commission. .

Select the Commission reapplying for	Utilities Commission
--------------------------------------	----------------------

First Name	Mary
------------	------

Last Name	Stewart
-----------	---------

Address1	20572 Ulysses St NW
----------	---------------------

City	Elk River
------	-----------

State	MN
-------	----

Zip	55330
-----	-------

Home Phone Number	<i>Field not completed.</i>
-------------------	-----------------------------

Cell Phone Number	<i>Field not completed.</i>
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Email Address	
---------------	-------------

Public Contact Information	Email Address
----------------------------	---------------

Employer	(Former) Great River Energy
----------	-----------------------------

Occupation	Retired
------------	---------

Why are you interested in continuing to serve on this commission?	I believe my life and work experience in accounting and the utility industry has provided a helpful asset to the ERMU Commission. The years I have spent on the commission have given me the insight into government institutions and serving my community. I wish to continue to give back in this way.
---	--

Conflict of Interest	No
If yes, explain:	<i>Field not completed.</i>
Electronic Signature Agreement	Agree
Electronic Signature	Mary E Stewart

Email not displaying correctly? [View it in your browser.](#)



Request for Action

To
City Council

Item Number
7.1

Meeting Date
February 18, 2025

Prepared By
Chris Leeseberg, Senior Planner

Item Description
Zone Change: General Industrial (I-3) to Planned Unit Development (PUD), PID 75-00013-4405, Northstar Trucking & RV Parking LLC

Reviewed by
Zack Carlton
Cal Portner
Tina Allard

Action Requested
No action is required as there is no need to rezone the property.

Background/Discussion
Staff consulted with the City Attorney and determined that rezoning is not required, as the proposed use is already classified as a conditional use.

Although the initial intent was to establish a joint Planned Unit Development (PUD) between the two municipalities to ensure uniform regulations across both parcels, the Conditional Use Permit (CUP) process will be reviewed with proposed conditions added to achieve this consistency, while maintaining simplicity for the property owner and the city.

Financial Impact
None

Mission/Policy/Goal
Appropriately govern in an ever-changing environment.

Attachments
None

The Elk River Vision

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



Request for Action

To
City Council

Item Number
7.2

Meeting Date
February 18, 2025

Prepared By
Chris Leeseberg, Senior Planner

Item Description
Conditional Use Permit: Bus, Motor Vehicle, and
Implement Storage, Maintenance and Repair
(Amendment), PID 75-00013-4405 - Northstar
Trucking & RV Parking LLC

Reviewed by
Zack Carlton
Cal Portner
Tina Allard

Action Requested

Open the public hearing, receive comments, and continue the public hearing to the March 17, 2025, City Council meeting.

Background/Discussion

The applicant requested additional time to determine a possible building location, including vehicle repair, and to continue to work with the city of Ramsey.

Financial Impact

None

Mission/Policy/Goal

Appropriately govern in an ever-changing environment.

Attachments

- I. Extension Email

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Chris Leeseberg

From: Nikolay Babkin <northstarparkingmn@gmail.com>
Sent: Friday, January 31, 2025 10:04 AM
To: Chris Leeseberg
Cc: Jennifer Green
Subject: Re: 60-Day Rule Waive

Hello Chris,

Nikolay Babkin, owner of NorthStar Truck & RV Parking LLC is waiving the 60-day rule to provide adequate time for the city to review the Zone Change and Conditional Use Permit.

Thank you

Nick



Request for Action

To
City Council

Item Number
7.3

Meeting Date
February 18, 2025

Prepared By
Chris Leeseberg, Senior Planner

Item Description
Conditional Use Permit: Outdoor Storage
(Amendment), 12777 Meadowvale Road NW, Elk
River WinLectric

Reviewed by
Zack Carlton
Cal Portner
Tina Allard

Action Requested

Open the public hearing, receive comments, and continue the public hearing to the March 17, 2025, City Council meeting.

Background/Discussion

Staff is working with the applicant to obtain additional information necessary to proceed with the review. The applicant is requesting an amendment or extension to the timeline for the removal of their temporary storage structures.

Financial Impact

None

Mission/Policy/Goal

Meet changing needs - agile

Attachments

- I. 60 Day Extension

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January 24, 2025

Troy Tamm
12777 Meadowvale Rd NW
Elk River, MN 55330

Dear Mr. Tamm,

On December 26, 2024, the city received your Conditional Use Permit (CUP) application for an amendment to your CUP (CU 22-11) located at 12777 Meadowvale Rd. State Statute requires a decision by the city within 60 days of this application. The Statute also allows the City to extend the timeline an additional 60 days if necessary.

Due to additional information needed, the city is extending the 60-day timeline to April 25, 2025. The city expects the Planning Commission to review the Conditional Use permit on February 25, 2025, and the City Council on March 17, 2025.

Please feel free to contact me if you have any questions.

Sincerely,

Chris Leeseberg, Senior Planner
Ph: 763.635.1033
cleeseberg@ElkRiverMN.gov



Request for Action

To
City Council

Item Number
7.4

Meeting Date
February 18, 2025

Prepared By
Zack Carlton, Community Development Director

Item Description
Conditional Use Permit: Recycling Processing Center (Amendment), 16501 Highway 10, B&E Recycling Station

Reviewed by
Chris Leeseberg
Cal Portner
Tina Allard

Action Requested

Approve, by motion, the Conditional Use Permit amending the previous approvals for a Recycling Processing Center (CU 95-02) with the following conditions to satisfy the standards set forth in Section 30-654:

1. The applicant must apply for and receive all county-required permits and licenses prior to expanding the requested scope of operations.
2. The area identified as a holding pond must be repaired as the site has been re-graded as a parking area. The work must be designed by a licensed professional.
3. There shall be no storage of recyclable materials or waste outside the building or fenced-in area.
4. All non-recyclable materials must be removed from the site by May 1, 2025.
5. All vehicles or materials stored on site, and not approved as part of CU 03-26, must be removed by May 1, 2025.
6. The disassembling or salvaging of parts from vehicles or machinery is prohibited.
7. Any new structures must be designed by a licensed architect and permitted through the building department.
8. Business owner must submit an annual waste activity report to the MPCA by March 1st of every year.
9. The applicant shall submit an updated drainage plan, prepared by a qualified professional, showing that the facility is designed to prevent surface water drainage through recyclable materials, to control the dispersion of the recyclable materials and residuals by wind, to contain any spills or releases that could harm human health or the environment, to provide for the storage of recyclable materials to protect the recyclability of the materials and to provide for the storage and removal of residuals.
10. Storage of all waste and recyclable materials must comply with all county, state, and federal regulations.
11. All recyclable materials must be removed from the facility within three years after the date of receipt.
12. The facility owner must inspect the site at least every 30 days for malfunctions, deterioration, or discharges that may result in the release of pollutants to the environment. Records of these inspections may be requested by city or county staff.
13. The owner or operator must prepare and maintain a contingency action plan addressing actions for a potential fire, spill, or release.

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Background/Discussion

The applicant requests an amendment to a Conditional Use Permit (CU 95-02) which authorizes a recycling processing center at 16501 US Highway 10. The site has operated under this CUP for several years, but the applicant is looking to modify the operation to better fit the current market. The site has fallen out of compliance in recent years, and this review seeks to bring the property into compliance with current standards.

The applicant proposes additional roll-off dumpsters to manage scrap materials, an area to place 10 storage containers, up to 20 cars staged for off-site recycling, a three-sided covered storage structure, and approval of an area to store metal outside of the structures.

Recycling centers are intended as a location for customers to drop off recyclable materials. The operation processes and prepares the materials for recycling off-site. The staging of vehicles for processing off-site is permitted. However, vehicles and machinery may not be salvaged or disassembled. This is considered a salvage yard and is not under review for this site.

Planning Commission

The Planning Commission held a public hearing on January 28, 2025. No one spoke during the public hearing, but the applicant did respond to questions from the Commission regarding the use of shipping containers. The Commission asked if the shipping containers were intended as a replacement for constructing a permanent building. The applicant stated that he plans to use the containers for staging of recyclable materials and that they do take the place of a structure. However, it was not his intention to avoid constructing a building if his business needs required one.

The Commission was comfortable with the intended use of the containers and unanimously recommended approval of the CUP with the 13 conditions noted in the memo.

Financial Impact

None

Mission/Policy/Goal

Meet changing needs - agile

Support the growth and development of the community

Attachments

1. Planning Commission Packet 01-28-2025
2. CU 24-19 Recording Document
3. 7.4 B&E CUP 2-18-2025



Request for Action

To
Planning Commission

Item Number
5.4

Meeting Date
January 28, 2025

Prepared By
Zack Carlton, Community Development Director

Item Description
Conditional Use Permit Amendment: Recycling
Processing Center, 16501 Highway 10, B&E
Recycling Station

Reviewed by
Chris Leeseberg

Action Requested

Recommend, by motion, approval of the Conditional Use Permit amending the previous approvals for a Recycling Processing Center (CU 95-02) with the following conditions to satisfy the standards set forth in Section 30-654:

1. The applicant must apply for and receive all county required permits and licenses prior to expanding the requested scope of operations.
2. The area identified as a holding pond must be repaired as the site has been re-graded as a parking area. The repair work must be designed by a licensed professional.
3. There shall be no storage of recyclable materials or waste outside of the building or fenced in area.
4. All non-recyclable materials must be removed from the site by May 1, 2025.
5. All vehicles or materials stored on site, and not approved as part of CU 03-26, must be removed by May 1, 2025.
6. The disassembling or salvaging of parts from vehicles or machinery is prohibited.
7. Any new structures must be designed by a licensed architect and permitted through the building department.
8. Business owner must submit an annual waste activity report to the MPCA by March 1st of every year.
9. The applicant shall submit an updated drainage plan, prepared by a qualified professional, showing that the facility is designed to prevent surface water drainage through recyclable materials, to control dispersion of the recyclable materials and residuals by wind, to contain any spills or releases that could harm human health or the environment, to provide for the storage of recyclable materials so as to protect the recyclability of the materials, and to provide for the storage and removal of residuals.
10. Storage of all waste and recyclable materials must comply with all county, state, and federal regulations.
11. All recyclable materials must be removed from the facility within three years after the date of receipt.
12. The owner of the facility must inspect the site at least every 30-days for malfunctions, deterioration, or discharges that may result in the release of pollutants to the environment. Records of these inspections may be requested by city or county staff.
13. The owner or operator must prepare and maintain a contingency action plan addressing actions for a potential fire, spill, or release.

The Elk River Vision

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



Background/Discussion

The applicant is requesting an amendment to a Conditional Use Permit (CU 95-02) which authorized a recycling processing center at 16501 US Highway 10. The site has operated under this CUP for a number of years, but the applicant is looking to modify the operation to better fit the current market. The site has fallen out of compliance in recent years, and this review seeks to bring the property into compliance with current standards.

The applicant proposes an additional roll-off dumpsters to manage scrap materials, an area to place 10 storage containers, up to 20 cars staged for off-site recycling, a three-sided covered storage structure, and approval of an area to store metal outside of the structures.

Recycling centers are intended as a location for customers to drop-off recyclable materials. The operation processes and prepares the materials for recycling off-site. The staging of vehicles for processing off site is permitted. However, vehicles and machinery may not be salvaged or disassembled. This is considered a salvage yard and is not under review for this site.

Applicable Regulations

The issuance of a Conditional Use Permit can be ordered only if the use at the proposed location:

1. *Will not endanger, injure or detrimentally affect the use and enjoyment of other property in the immediate*

vicinity or the public health, safety, morals, comfort, convenience or general welfare of the neighborhood or the city.

A Recycling Processing Center has the potential to detrimentally affect adjacent parcels and the public health, safety, morals and comfort of the city. These facilities are tightly regulated by county, state, and federal regulations. The use will not endanger, injure or detrimentally affect the use and enjoyment of other property in the immediate vicinity or the public health, safety, morals, comfort, convenience or general welfare of the neighborhood or the city.

Staff have included several conditions to ensure compliance with all state and local standards.

2. *Will be consistent with the comprehensive plan.*

The property is guided for Business Park/Industrial Uses. The use is consistent with the Comprehensive Plan.

Staff do not see a need to impose specific conditions to satisfy this standard.

3. *Will not impede the normal and orderly development and improvement of surrounding vacant property.*

The area surrounding the site is largely developed, and the proposed use is a modification of the existing operation. The requested impacts will occur within the existing fenced in area.

Staff do not see a need to impose specific conditions to satisfy this standard.

4. *Will be served adequately by and will not adversely affect essential public facilities and services including*

streets, police and fire protection, drainage, refuse disposal, water and sewer systems, parks and schools; and will not, in particular, create traffic congestion or interference with traffic on adjacent and neighboring public

thoroughfares.

The changes to the approved operation will not alter the demands on public facilities. The use will be served adequately by and will not adversely affect essential public facilities and services including streets, police and fire protection, drainage, refuse disposal, water and sewer systems, parks and schools; and will not, in particular, create traffic congestion or interference with traffic on adjacent and neighboring public thoroughfares.

Staff do not see a need to impose specific conditions to satisfy this standard.

5. Will not involve uses, activities, processes, materials, equipment and conditions of operation that will be detrimental to any persons or property because of excessive traffic, noise, smoke, fumes, glare, odors, dust or vibrations.

The hazards of the operation are focused on environmental and public health concerns. These generally do not translate to detrimental impacts related to traffic, noise, smoke, fumes, etc.

Staff have included several conditions related environmental and public health considerations, but do not see a need to impose specific conditions to satisfy this standard.

6. Will not result in the destruction, loss or damage of a natural, scenic or historic feature of major importance.

There are no natural, scenic or historic features of major importance on the subject parcel. Staff do not see a need to impose specific conditions to satisfy this standard.

7. Will fully comply with all other requirements of this Code, including any applicable requirements and

Standards for the issuance of a license or permit to establish and operate the proposed use in the city.

Staff is reviewing this site in cooperation with Sherburne County. The county requires a license to operate the proposed use. The recommended conditions seek to ensure that the use will fully comply with all other requirements of this Code, including any applicable requirements and standards for the issuance of a license or permit to establish and operate the proposed use in the city.

Staff have included several conditions related environmental and public health considerations, including conditions to ensure compliance with state and county permitting requirements.

If denial of such a permit should occur, it shall accompany recommendations or determinations by findings or a report stating how the proposed use does not comply with the standards set forth in Section 30-654.

In the review of the standards for CUP as outlined, it appears that the request is consistent with all of these standards, subject to the recommended conditions.

Financial Impact

None

Mission/Policy/Goal

Support the growth and development of the community.

Attachments

1. Location Map
2. Applicant's Narrative
3. Building and Drainage Plan
4. Previous CUP - CU 95-02
5. Previous CUP - CU 03-26



Project Location Map

B&E Recycling Station

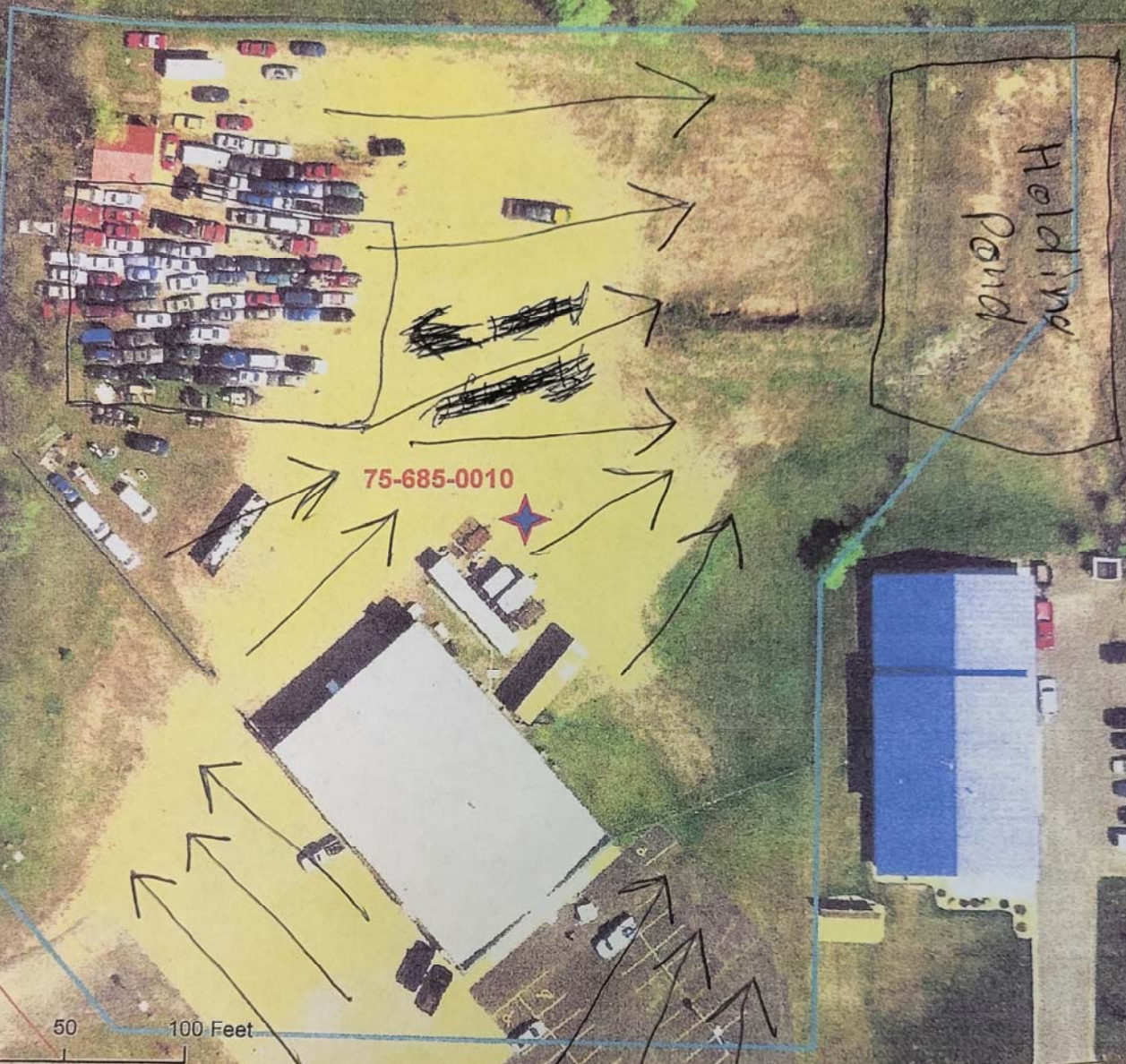
Conditional Use Permit

Case No: CU 24-19

CU 24-19 Narrative

1. We would like three 80 yard Roll offs to manage our scrap material. (Currently we have two 80 yard Roll offs.)
2. Add area to store 10 Roll off boxes (empty)
3. Store 20 cars for B&E Recycling in designated area.
4. 3 Sided covered storage area's to store items outside.
5. Area to store metal outside that is too big to store inside. For example boats, signs, oversized metal material that need to be cut up or taken apart. This space will be used as a transition area for temporary storage until we process items.

B & E Recycling Station, Inc. (SWF-6)



-  SANITARY LANDFILL
-  INDUSTRIAL WASTE LANDFILL
-  DEMOLITION LANDFILL
-  ENERGY RECOVERY
-  RDF PROCESSING
-  SOLID WASTE COMPOST
-  YARD WASTE COMPOST
-  SOLID WASTE PROCESSING

Direction of
Storm Water.

3 0 8 3 5 5

308355

STATE OF MINNESOTA
COUNTY OF SHERBURNE
CITY OF ELK RIVER

COUNTY RECORDER
SHERBURNE CO., MINN.
PAT RAGNUSSEN
BY *B. Hallbeck* DEPUTY

CITY OF ELK RIVER CITY COUNCIL
CONDITIONAL USE PROCEEDINGS

MAR 9 4 04 PM '95



In the matter of: Dick Hetland

Request: A Conditional Use Permit to operate a Recycling Center at 16501 Highway 10. (Case No. CU 95-2)

ORDER GRANTING

CONDITIONAL USE

Dick Hetland, Owner

The above entitled matter came to be heard before the City Council on the 20th day of March, 1995, on a petition for a Conditional Use pursuant to the City of Elk River Zoning Ordinance, for the following described property:

See Attached Exhibit A

IT IS ORDERED that a Conditional Use be granted as upon the following conditions or reasons:

1. ADDITIONAL TREES BE PLANTED ALONG HIGHWAY 10 & 165TH AVENUE TO HELP SCREEN AND GIVE THE BUILDING A AESTHETICALLY PLEASING APPEARANCE.
2. A 6' FOOT, 100% OPAQUE SCREENING BE REQUIRED TO SCREEN THE EXCAVATION AND TRUCKING BUSINESS FROM HIGHWAY 10 AND A LANDSCAPE PLAN BE SUBMITTED FOR THE AREA NORTH AND WEST OF THE EXISTING BUILDING SHOWING HOW THE SITE WILL BE SCREENED WITH NATURAL VEGETATION.
3. THE DUMPSTER ON THE REAR OF THE PROPERTY BE ENCLOSED WITH MATERIALS WHICH ARE COMPATIBLE WITH THE EXISTING BUILDING.
4. THE GENERAL JUNK BE REMOVED FROM THE SITE.
5. ALL OUTDOOR STORAGE REMAIN OUTSIDE OF THE REQUIRED SETBACKS.
6. THAT NO OUTDOOR STORAGE OF METALS BE ALLOWED ON SITE.
7. CONIFER TREES SHOULD BE PLANTED ON THE NORTHWEST CORNER OF THE PROPERTY ALONG HIGHWAY 10 TO ESTABLISH COMPLETE SCREENING.
8. THE FOLLOWING SCHEDULE OF IMPROVEMENTS SHALL BE INCORPORATED.

- COMPLETED BY OCTOBER 31, 1996:

- * INSTALL SOD
- * SECURITY FENCE
- * GENERAL CLEAN-UP

- COMPLETED BY OCTOBER 31, 1997:

- * INSTALL TREES
- * SECURITY GATE
- * DEFINE PARKING AREAS & DRIVES

DATED this 20th day of March, 1995.

Tract A: The South 468.57 feet of the west 494.94 feet of the Southwest Quarter of the Southeast Quarter of Section 11, Township 32, Range 26, Sherburne County, Minnesota, except that part taken for U.S. Highway #10, 52 and 169, and except that part thereof described as follows: That part of the West 494.94 feet of the Southwest Quarter of the Southeast Quarter of Section 11, Township 32, Range 26, Sherburne County, Minnesota, lying Easterly of a line described as beginning at the point of intersection of the south line of said Southwest Quarter of the Southeast Quarter with the West line of the East 140.00 feet of said West 494.94 feet of the Southwest Quarter of the Southeast Quarter; thence North 1 degree 01 minutes 45 seconds East along said West line of the East 140.0 feet of the West 494.94 feet for a distance of 225.0 feet; thence North 39 degrees, 43 minutes, 15 seconds East a distance of 223.95 feet, more or less, to intersect with and terminate said line at the East line of the West 494.94 feet of the Southwest Quarter of the Southeast Quarter. Subject to that part taken for 165th Avenue Northwest.

Also The Northwest Quarter of the Northeast Quarter of Section 14, Township 32, Range 26, Sherburne County, Minnesota, which lies Northeasterly of a line run parallel with and distant 150 feet northeasterly of Line 1 described below and northwesterly of Line 2 described below.

Line 1: Beginning at a point on the east line of said Section 14, distant 2564.8 feet south of the Northeast corner thereof; thence run northwesterly at an angle of 48 degrees 22 minutes 00 seconds from said East section line (measured from north to west) for 1422.3 feet; thence deflect to the right on a 0 degree 15 minute 00 second curve (delta angle 01 degrees 42 minutes 00 seconds) for 680 feet; thence on tangent to said curve for 882 feet; thence on tangent to said curve for 882 feet; thence deflect to the right on 0 degree 44 minute 30 second curve (delta angle 07 degrees 25 minutes 00 seconds) for 1000 feet and there terminating.

Line 2: Beginning at a point on Line 1 described above, distant 493.1 feet southeasterly of its point of termination; thence run northeasterly at right angle to said Line 1 to an intersection with the north line of said Section 14 and there terminating.

AND

Tract B: That part of West 495 feet of Southwest Quarter of Southeast Quarter of Section 11, Township 32, Range 26, Sherburne County, Minnesota, described as; commencing at the Southeast corner of said West 495 feet, thence West along South line of said Southwest Quarter of Southeast Quarter 140 feet, thence North 1 degrees 01 minutes 45 seconds East for 225 feet then North 39 degrees 43 minutes 15 seconds East 223.95 feet to intersect with East line of West 495 feet of Southwest Quarter of the Southeast Quarter then South along said line to point of beginning.

STATE OF MINNESOTA)
)
 COUNTY OF SHERBURNE) ss.
)
 CITY OF ELK RIVER)

OFFICE OF CITY PLANNING AND ZONING

CITY OF ELK RIVER

I, Steven B. Ach, City Planner for the City of Elk River with and in for said City, do hereby certify that I have compared the foregoing copy and Order granting a Conditional Use with the original record thereof preserved in my office, and have found the same to be a true transcript of the whole thereof.

If the proposed work described in a conditional use permit has not been substantially completed within two (2) years after its date of issuance, the permit shall expire and become void except that the Council may, following recommendations of the Planning Commission, extend the permit for an additional period determined by the council on the receipt of a request for a permit extension prior to its expiration. A Conditional Use permit authorizes only the use specified in the permit and shall expire if, for any reason, the authorized use ceases for more than one (1) year.



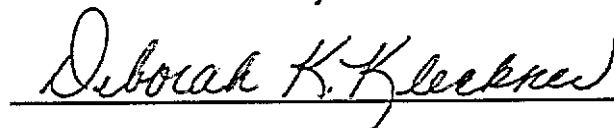
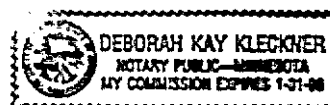
Steven B. Ach, City Planner

IN TESTIMONY WHEREOF, I have hereunto subscribed my hand at Elk River, Minnesota, in the County of Sherburne, in the City of Elk River, on the 19th day of April, 19 95.

DRAFTED BY:

City of Elk River
 Elk River, Minnesota 55330

Signed before me a NOTARY PUBLIC
 this 19th day of April, 19 95.

Doc. No. 532208

Certified filed and/or recorded on

11-14-2003 at 09:00

Michelle Ashe, County Recorder

By RS Deputy Fee: \$ 20.00

STATE OF MINNESOTA

CITY OF ELK RIVER CITY COUNCIL

COUNTY OF SHERBURNE

CONDITIONAL USE
PROCEEDINGS

CITY OF ELK RIVER

In the matter of: Richard Hetland

Request: Conditional Use Permit for Outdoor Storage in Conjunction with a Vehicle Towing
Business, Case No. Cu 03-26

ORDER GRANTING

CONDITIONAL USE

Richard J. Hetland and Yvonne R. Hetland, Owners

The above entitled matter came to be heard before the City Council on the 20th day of October 2003 on a petition for a Conditional Use pursuant to the City of Elk River Zoning Ordinance, for the following described property:

Outlot A, Aquas Acre,
Sherburne County, Minnesota

IT IS ORDERED that a Conditional Use be granted as upon the following conditions or reasons:

1. A CHAIN LINK FENCE SHALL BE MAINTAINED ON THE NORTH PROPERTY LINE.
2. THE STORAGE AREA SHALL NOT EXTEND INTO THE DRAINAGE AND UTILITY EASEMENT.
3. THE SURFACE OF THE STORAGE AREA SHALL BE CLASS V OR SOME OTHER SUITABLE MATERIAL APPROVED BY THE CITY.
4. THE BOUNDARY OF THE STORAGE AREA SHALL BE DELINEATED BY LANDSCAPE TIMBERS OR SOME OTHER MATERIAL APPROVED BY THE CITY.

DATED this 20th day of October, 2003.

STATE OF MINNESOTA)
COUNTY OF SHERBURNE) ss.

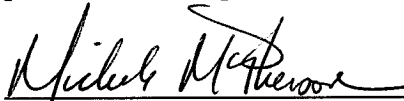
OFFICE OF CITY PLANNING
AND ZONING

ELK RIVER

CITY OF ELK RIVER

I, Michele McPherson, Director of Planning for the City of Elk River with and in for said City, do hereby certify that I have compared the foregoing copy and Order granting a Conditional Use with the original record thereof preserved in my office, and have found the same to be a true transcript of the whole thereof.

If the proposed work described in a conditional use permit has not been substantially completed within two (2) years after its date of issuance, the permit shall expire and become void except that the Council may, following recommendations of the Planning Commission, extend the permit for an additional period determined by the council on the receipt of a request for a permit extension prior to its expiration. A Conditional Use permit authorizes only the use specified in the permit and shall expire if, for any reason, the authorized use ceases for more than one (1) year.


Michele McPherson
Director of Planning

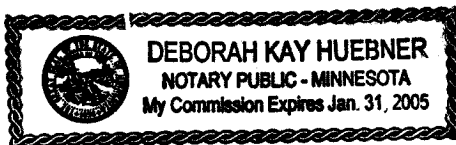
IN TESTIMONY WHEREOF, I have hereunto subscribed my hand at Elk River, Minnesota, in the County of Sherburne, in the City of Elk River, on the 31st day of October, 2003.

DRAFTED BY:

City of Elk River
Elk River, Minnesota 55330

Signed before me a NOTARY PUBLIC
this 31st day of October, 2003.





CITY OF ELK RIVER
SHERBURNE COUNTY

CONDITIONAL USE PERMIT
Case No. CU 24-19

Permit. Subject to the terms and conditions set forth herein, the City of Elk River hereby grants a Conditional Use Permit (“Permit”) requested by Adam Eastman of B&E Recycling Station for the following use:

**Conditional Use Permit for a Recycling Station and Outdoor Storage
at 16501 US Highway 10 NW**

Property. The Permit is for the following described property (“Subject Property”) in the City of Elk River, Sherburne County, Minnesota:

Outlot A, Aquas Acre, Sherburne County, Minnesota

Owner. Owner of the Subject Property at time of the approval of the Permit:

Yvonne R & Richard J Hetland, owners

Conditions. The Permit is issued subject to the following conditions:

1. The applicant must apply for and receive all county required permits and licenses prior to expanding the requested scope of operations.
2. The area identified as a holding pond must be repaired as the site has been regraded as a parking area. The repair work must be designed by a licensed professional.
3. There shall be no storage of recyclable materials or waste outside of the building or fenced in area.
4. All non-recyclable materials must be removed from the site by May 1, 2025.
5. All vehicles or materials stored on site, and not approved as part of CU 03-26, must be removed by May 1, 2025.
6. The disassembling or salvaging of parts from vehicles or machinery is prohibited.

7. Any new structures must be designed by a licensed architect and permitted through the building department.
8. Business owner must submit an annual waste activity report to the MPCA by March 1st of every year.
9. The applicant shall submit an updated drainage plan, prepared by a qualified professional, showing that the facility is designed to prevent surface water drainage through recyclable materials, to control dispersion of the recyclable materials and residuals by wind, to contain any spills or releases that could harm human health or the environment, to provide for the storage of recyclable materials so as to protect the recyclability of the materials, and to provide for the storage and removal of residuals.
10. Storage of all waste and recyclable materials must comply with all county, state, and federal regulations.
11. All recyclable materials must be removed from the facility within three years after the date of receipt.
12. The owner of the facility must inspect the site at least every 30-days for malfunctions, deterioration, or discharges that may result in the release of pollutants to the environment. Records of these inspections may be requested by city or county staff.
13. The owner or operator must prepare and maintain a contingency action plan addressing actions for a potential fire, spill, or release.

Termination of Permit. The Permit shall remain in effect only for so long as the conditions set for the herein are complied with. The City may revoke the Permit following a public hearing for violation of the terms and/or conditions set forth in the Permit.

Lapse. If within two (2) years of the issuance of the Permit the proposed work described in a conditional use permit has not been substantially completed, the permit shall expire and become void, except that the council may, following recommendation of the planning commission, extend the permit for an additional period determined by the council on the receipt of a request for a permit extension prior to its expiration. A conditional use permit authorizes only the use specified in the permit and shall expire if, for any reason, the authorized use ceases for more than six (6) months.

Criminal Penalty. Both the owner and any occupant of the Subject Property are responsible for compliance with the permit. Violation of the terms of the Permit is a criminal misdemeanor.

Recording. The Permit shall be recorded against the title to Subject Property.

Dated: _____, 2025.

CITY OF ELK RIVER

By: _____
Mayor John J. Dietz

By: _____
City Clerk Tina Allard

STATE OF MINNESOTA)
) ss.
COUNTY OF SHERBURNE)

The foregoing instrument was acknowledged before me this ____ day of _____, 2025, by John J. Dietz and Tina Allard, respectively, the Mayor and City Clerk of the City of Elk River, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by the City Council.

Notary Public

DRAFTED BY:
City of Elk River
13065 Orono Parkway NW
Elk River, MN 55330
Phone: 763-635-1032

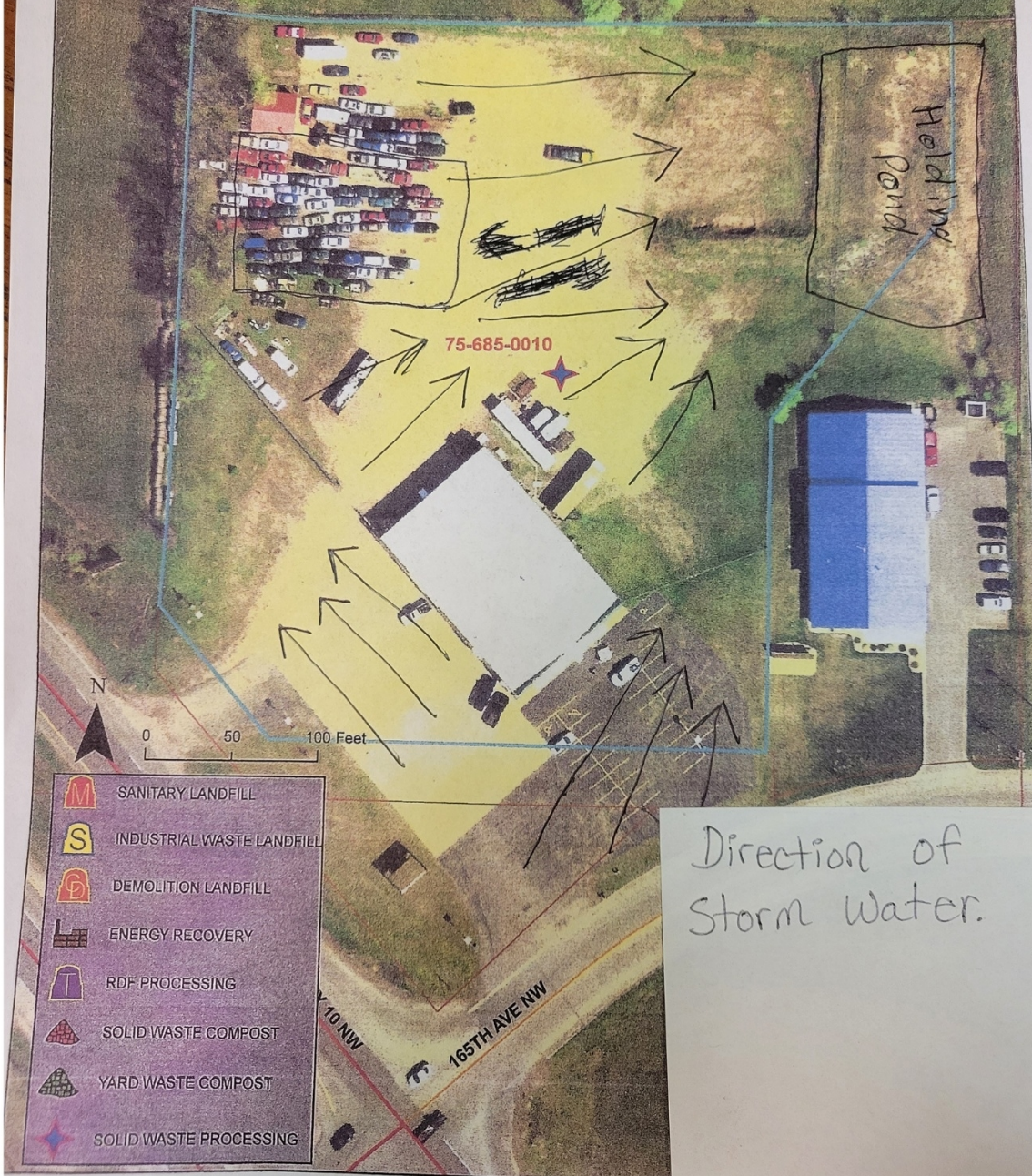
B&E Recycling Conditional Use Permit



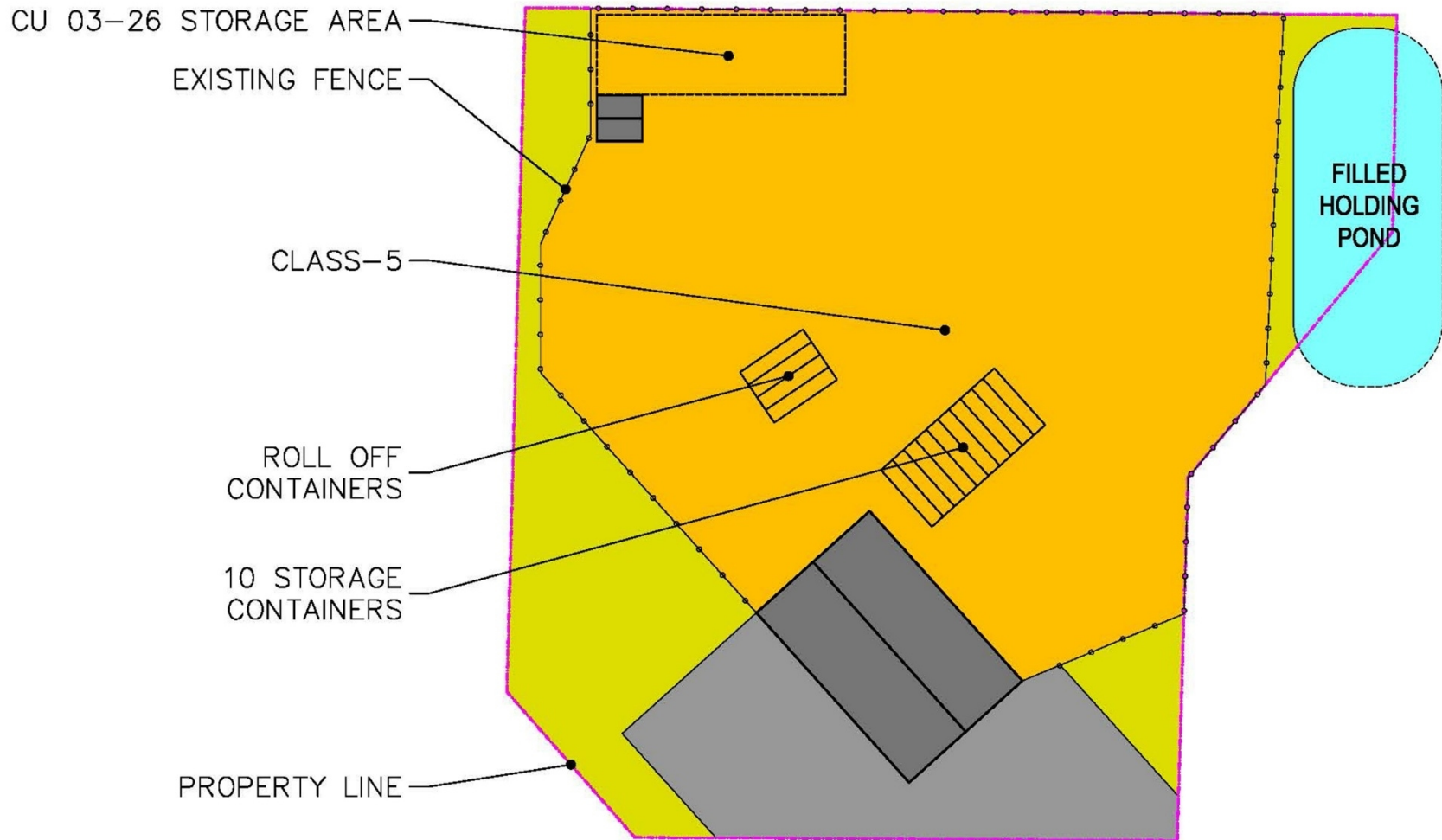
Background

- Amendment to existing CUP
 - Recycling processing center
- First approved in 1995, expand beyond the original conditions
 - Add additional dumpsters
 - Add storage containers
 - Stage vehicles for recycling
- The use also requires state and county licensing/registration
- Property also has a CUP from 2003 permitting outdoor staging for a vehicle towing business

E & E Recycling Station, Inc. (SWF-6)



City Site Plan - February 18, 2025



This is not a survey and is not a substitute for any required professional documents for either municipality.

Background

- Updated plans, prepared by a qualified professional, required
 - Holding pond on plans has been filled in
 - Must be repaired
- Large amount of non-recyclable materials are currently on site
 - Must be removed to come into compliance
 - Numerous junk vehicles and other items have accumulated on site
 - Vehicles may only be staged for processing off-site, the operation has not been reviewed for a junkyard

Background

- All unloading, recycling, and storage must occur within the screened area
- Contingency and hazardous incident plans must be prepared and stored on site

Planning Commission Meeting

- No one spoke during PH
- Questions on shipping containers
 - For staging of recyclable materials
 - Not to replace a future building
- Unanimously recommended approval

Actions Requested

Approve, by motion, the CUP amending the previous approvals for a Recycling Processing Center (CU 95-02) with the 13 conditions outlined in the memo



Request for Action

To
City Council

Item Number
7.5

Meeting Date
February 18, 2025

Prepared By
Zack Carlton, Community Development Director

Item Description
Land Use Amendment, Zone Change, and
Ordinance Amendment: Specht Family Farm
Residential Development (PUD), 16330 US Highway
10, Capstone Homes

Reviewed by
Chris Leeseberg
Cal Portner
Tina Allard

Action Requested

Open the public hearing, receive public comment, and continue the hearing to March 17, 2025.

Background/Discussion

The developer, Capstone Homes, has submitted a series of applications to support their proposed development on the property commonly referred to as the Specht Family Farm. The site is approximately 250 acres in size and includes a significant area of frontage along the Mississippi River and Highway 10. The area currently includes three different zoning districts (FAST, R-1d, and Business Park) and is guided by the Comprehensive Plan for residential and commercial uses.

The proposal includes 533 new single-family parcels, and 5.17 acres slated for future commercial uses. Approval of the project requires amendments to the Comprehensive Plan (Land Use), zoning amendments to create a Planned Unit Development (PUD) for the residential areas and rezone the commercial areas to C-3 (Highway Commercial), and an ordinance amendment establishing the standards for the PUD.

The developer is seeking approval of the PUD to establish the framework for the project. Future applications and reviews include a preliminary plat and a final plat. These will provide more details on the grading, stormwater, utility work, and engineering for the development. Discussions and conditions from the City Council should seek to achieve a cohesive project with a series of standards that the developer will follow as the project progresses toward final design.

Planning Commission

The Commission held a public hearing to discuss the project on January 28, 2025. Two family members spoke during the meeting with one outlining the beauty and uniqueness of the place and expressing hope that the development is respectful of the memories the family has growing up there. The second family member noted that he was in support of the development. Additionally, representatives from the Kelley Farm discussed the development's proximity to the historical site and noted that they are working with the developer to create a landscape plan to buffer the site respectfully.

The Elk River Vision

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



The Planning Commission, along with another representative from the public, expressed concerns about the narrower (29-foot wide) streets proposed as part of the project. Their concerns were with maintenance and emergency vehicles driving through the street, specifically turning around in the cul-de-sacs. The developer stated that the narrow streets contribute to a safer project by slowing traffic through the neighborhoods. The streets also significantly reduce the amount of impervious surfaces throughout the project. The Planning Commission asked for additional information from the public works director regarding his recommendation to remain with the current street width standard of 34 feet. His response is noted below:

Public works has long supported the Council standards for street widths on public roadways in Elk River. Our current standard provides for a level of service in residential areas that supports parking on both sides while keeping sufficient space in the center to allow movement for delivery vehicles, garbage trucks, and public service/safety vehicles. We understand several communities in the greater metropolitan area have migrated to narrower streets generally at the request of developers as an economic savings to the cost of their projects. We maintain our position that entertaining the request for narrower streets comes at the cost of long-term maintenance inefficiencies where plow trucks cannot safely navigate between vehicles parked on both sides of the roadway. Our current standard provides a balance between these through movements and parking on both sides to ensure residents have the parking space they desire for themselves and their guests.

The Commission was generally supportive of the layout of the development and the narrower lots - down to 50 feet wide. However, the Commission was not prepared to make a recommendation until they had received more information from the public works director. The developer also encouraged the commission members to drive through a few developments that were noted during the discussion.

The Planning Commission did not make a recommendation and continued their discussion to February 25, 2025.

Park and Recreation

The Park and Recreation Commission reviewed this project for park dedication on January 8, 2025, and February 12, 2025. During their February meeting, they reviewed the proposed park areas and felt there needs to be a larger focus on a park above the bluff area and not in the floodway. They also believed it was important to not allocate all park dedication to land as a cash dedication would help fund the improvements to the park in this area. They recommend that the required dedication be split roughly 50-50 between land and cash with a significant increase in the land dedication above the bluff line. The park area above the bluff should be located near the center of the property and adjacent to the bluff.

The developer will respond to these recommendations in advance of the next City Council meeting. Recommended conditions to achieve the Commission's goals will be included for Council consideration.

Financial Impact

None

Mission/Policy/Goal

Opportunity to live, work, and play

Responsibly grow

Support the growth and development of the community

Attachments

1. Planning Commission Memo dated 1-28-2025
2. Site Rendering dated 2-10-2025
3. 7.5 Elk River - Specht Farm 2-18-2025 CC Presentation
4. 7.5 Specht Farm



Request for Action

To
Planning Commission

Item Number
5.5

Meeting Date
January 28, 2025

Prepared By
Zack Carlton, Community Development Director

Item Description
Land Use Amendment, Zone Change, and
Ordinance Amendment: Specht Family Farm
Residential Development (PUD), 16330 Us Highway
10, Capstone Homes

Reviewed by
Chris Leeseberg

Action Requested

Recommend, by motion, approval of a Land Use Amendment updating the city's comprehensive plan to align with the proposed residential and commercial areas, subject to the condition that the associated Zone Change (ZC 24-06) and Ordinance Amendment (OA 24-05) are approved by the City Council.

Recommend, by motion, approval of a zone change amending the city's zoning map to designate parcels for Highway Commercial and Planned Unit Development (PUD) uses consistent with the development proposal, and subject to the condition that the associated Land Use Amendment (LU 24-05) and Ordinance Amendment (OA 24-05) are approved by the City Council.

Recommend, by motion, approval of an ordinance amendment to establish a residential Planned Unit Development, subject to the following conditions:

1. The City Council must approve the associated Land Use Amendment (LU 24-05) and Zone Change (ZC 24-06).
2. An Environmental Assessment Worksheet (EAW) must be reviewed in accordance with all state and local policies and receive a negative finding for an Environmental Impact Statement (EIS).
3. MnDOT and the city shall approve an access location and configuration that supports the traffic needs of the proposed development.
4. The MnDNR must provide written approval of the work proposed within the Wild and Scenic River District.
5. Provide additional vegetative screening along the non-wooded boundary line with the Oliver Kelley Farm. The vegetative design should incorporate feedback from the Kelly Farm staff.
6. The cost of sewer and water trunk extensions to the development shall be financed by the developer. If oversizing of water pipes is required, Elk River Municipal Utilities (ERMU) will reimburse the developer for the cost to oversize the infrastructure.
7. All proposed streets, trails, and sidewalks shall follow the city's engineering design standards.
8. Recommendations from the Park and Recreation Commission shall be incorporated into the proposed plans.

The Elk River Vision

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



Background/Discussion

The developer, Capstone Homes, has submitted a series of applications to support their proposed development on the property commonly referred to as the Specht Farm. The site is approximately 250 acres in size and includes a significant area of frontage along the Mississippi River. The area currently includes three different zoning districts (FAST, R-Id, and Business Park) and is guided by the Comprehensive Plan for residential and commercial uses.

The development proposal includes 533 new single-family parcels, and 5.17 acres slated for future commercial uses. Approval of the project requires amendments to the Comprehensive Plan (Land Use), zoning amendments to create a PUD for the residential areas and rezone the commercial areas to C-3 (Highway Commercial, and an ordinance amendment establishing the standards for the PUD areas.)

Currently, the developer is seeking approval of the PUD to establish the framework for the project. Future applications and reviews by the Planning Commission include a preliminary plat, which will provide more details on the grading, stormwater, utility work, and engineering for the development. Discussions and conditions from the commission should seek to achieve a cohesive project with a series of standards that the developer will follow as the project progresses towards final design.

Comprehensive Plan

The Comprehensive Plan currently guides the site for Mixed Residential and Highway Business uses. The proposal maintains the same land use classifications but re-aligns the areas to match the property lines proposed with the project.

The proposed commercial areas and future uses align with the land use guidance, and realigning the land use plan to follow the proposed uses is supported by staff.

The mixed residential category supports a range of housing types, with the goal of a gentle increase in density when compared to a typical single-family neighborhood. While the proposal doesn't include townhomes or multifamily uses, the smallest single-family parcels are 50-feet wide, which increases the overall density of the area.

Access and Streets

The development is located between Highway 10 and the river and abuts the Oliver Kelley Farm historic site along the southern boundary. The main access to the site will be from an improved access point at Highway 10 and 165th Ave. This is the current location of the driveway serving the property. City staff and the developer have been working with MnDOT to design this access, which is anticipated to require signalization and a possible j-hook. Development of this project is contingent upon MnDOT's approval of this access.

Additional access to the development includes an extension of the existing Yale Street dead-end on the north end of the project and a frontage road along Highway 10.

The project reserves land for a future interchange, but that is not part of this project. It is anticipated that the improvements at 165th Ave will provide access for the foreseeable future and the interchange will be constructed when funding and traffic demands allow.

Internal circulation is provided by public streets, there are no private drives included in the project. A sidewalk is included on one side of each residential street, including the frontage road. The developer has requested a narrower street section for many of the interior streets. A typical city street is 34-feet wide, and

the developer requests approval of a narrower public street at 29-feet. The request suggests that narrower roads are naturally traffic calming and will create a safer neighborhood. City engineering staff desire all public streets to comply with city standards.

City Utilities

All parcels will be served by city sewer and water. This will require the extension of existing trunk services, which are the responsibility of the developer. Additional details regarding city services will be included in a future preliminary plat application.

Housing Types

The proposal includes four different lot sizes, ranging in size from 50-foot-wide lots with a 35-foot-wide building pad, up to 100-foot lots overlooking the Mississippi River. The majority of the parcels are between 65 and 75-feet wide and are consistent with much of the development that has been approved in recent years.

The largest lots are located along the river and have a minimum lot size of 20,000 square feet. These standards are a requirement of the Wild and Scenic River District for any parcel that abuts the river. Parcels within the district, but not along the river, are required to be at least 75-feet wide with a minimum size of 10,000 square feet. Proposed setbacks for these lots are 30-feet for the front yard and require a minimum of 15-feet between buildings – generally consistent with the typical R-1c zoning district.

The majority of the lots, 284 in total, are 65-feet-wide. As noted earlier, this has been the most common parcel size constructed in the city for a number of years. The proposed setbacks of 25-feet for the front yard and 15 feet between buildings is also typical of these product types.

The smallest lot sizes are clustered closest to Highway 10 and are 50-feet-wide with a front yard setback of 25-feet and maintaining 15-feet between buildings. The lot size does create some concern for on-street parking and placement of utilities. Parking has typically been a concern for smaller lots, and the developer is proposing restricting driveway width to 16-feet to maximize curb space for parking. This leaves approximately 34-feet between driveways in the best-case scenario, which is typically not enough for two vehicles. Curves in the roadway, fire hydrants, and mailboxes will further restrict the available on street parking. The applicant has included a parking study evaluating the impacts of the smaller lots on available street parking.

City staff have concerns with the narrow lots and the impacts this will have on the project. The Planning Commission should discuss the proposal and the impacts of the smallest lot sizes to the community. One alternative may be to strategically mix the smaller lots throughout the area, so the density is not concentrated, and street parking concerns are minimized.

Environmental

The site is located within the Wild and Scenic River District, which includes additional performance standards and open space requirements. Generally, the standards require larger lots closer to the river, and a net open space requirement for all areas within the district. The developer has been working closely with the DNR to ensure the proposal satisfies the standards.

The attachments include additional information regarding compliance with the Wild and Scenic standards. According to the exhibits, and conversations with the DNR, the project complies with the ordinance, and the PUD will include additional performance standards to ensure long-term compliance.

Additionally, due to the development's size and location, an Environmental Assessment Worksheet (EAW) is required. An EAW is a state mandated analysis of the impacts a proposed development project may generate. It includes a wide variety of topics, including traffic, historical elements, natural features, to name a few. The applicant has submitted the EAW for initial review, and the city will follow the state mandated review process. Ultimate approval of the EAW requires a review from the City Council.

Park and Receptions

A project of this size includes a variety of park amenities. Additionally, the location along the Mississippi River provides additional opportunities for river access. Plans identify approximately 42 acres of park and open space, including a trail running from north to south, with a large segment along the river. The Park and Recreation Commission is reviewing the suggested park information and will make a recommendation to the City Council.

Comprehensive Plan Amendment

The requested amendment to the approved plan is generally consistent with the established guidance. The changes will better align the land use guidance with property lines. This provides clear guidance for the current and future landowners.

Zone Change

Amendments to the approved zoning map must be consistent with the Comprehensive Plan. The current zoning is generally consistent with the approved land use map, but the requested changes will improve consistency. The proposed commercial areas align with land currently guided for similar uses, and along with the requested changes, improves overall compliance. Second, the proposed residential PUD is consistent with the mixed residential guidance of the plan. The zone change will also align with planned parcel lines, improving overall consistency.

PUD Ordinance

The proposed PUD ordinance outlines the development standards for the subdivision. Any standards not specifically noted within the ordinance will follow the general development standards outlined in Chapter 30.

Financial Impact

None

Mission/Policy/Goal

Appropriately govern in an ever-changing environment.

Meet changing needs - agile.

Opportunity to live, work, and play.

Responsibly grow.

Support the growth and development of the community.

Attachments

1. Location Map
2. Comprehensive Plan Exhibit
3. Zoning Comparison
4. Elk River - Specht Farm Master PUD Exhibits - FINAL
5. Specht Farm Proposed PUD Standards

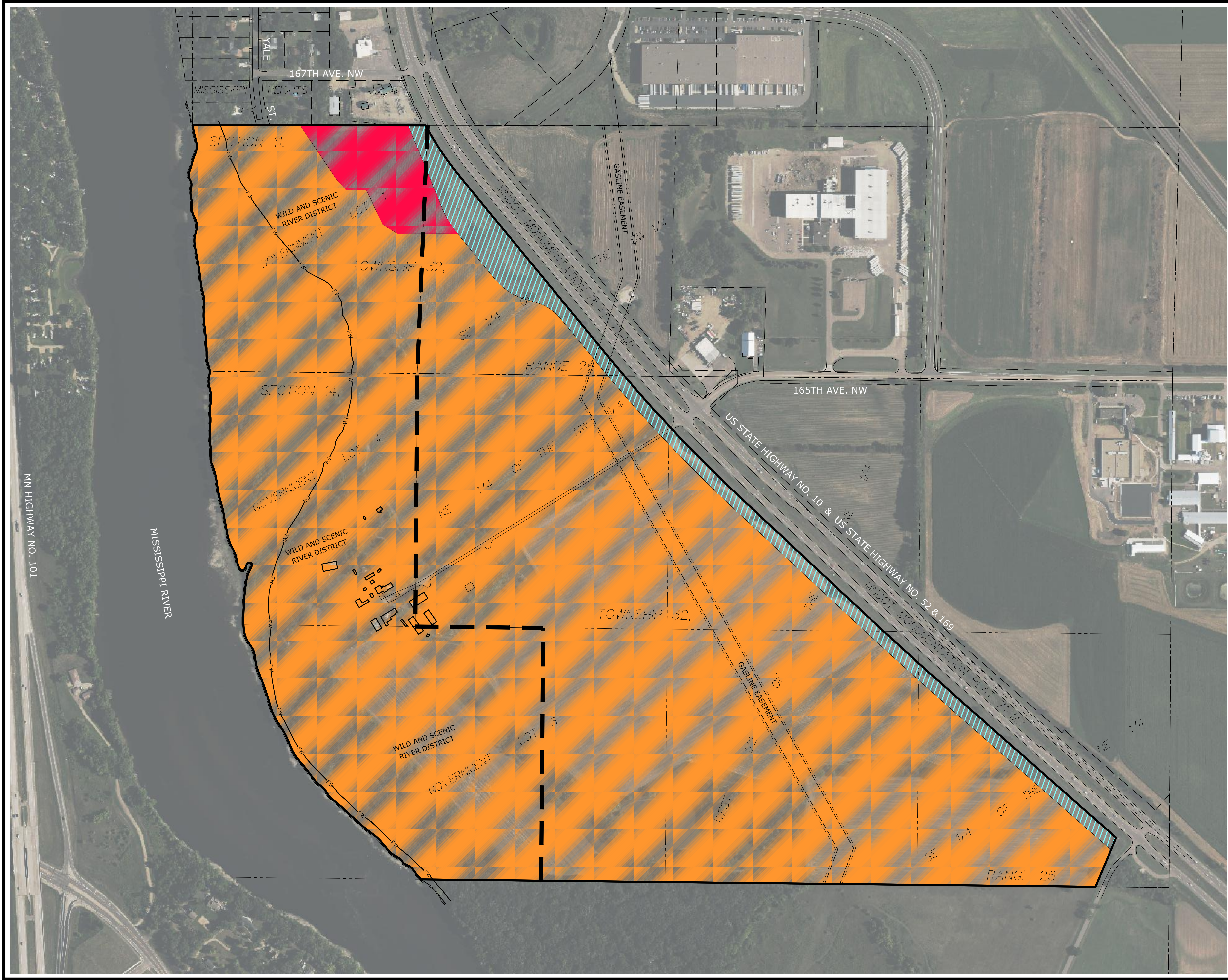


Project Location Map

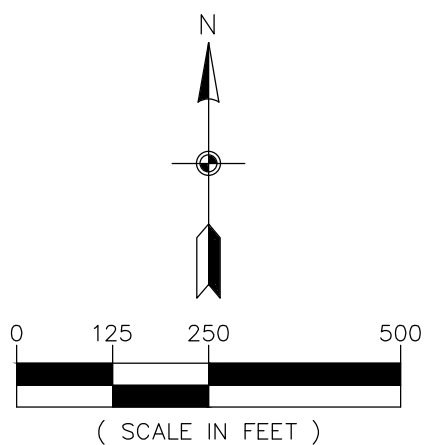
Capstone Homes, Inc.

Land Use Amendment
Zone Change
Ordinance Amendment

Case No: LU 24-05, ZC 24-06, OA 24-05



- LEGEND**
- HIGHWAY BUSINESS
 - MIXED RESIDENTIAL
 - PUBLIC ROW (FOR FUTURE INTERCHANGE AND FRONTAGE ROAD)
 - FLOODWAY
 - WILD AND SCENIC RIVER DISTRICT



CARLSON MCCAIN
ENGINEERING
SURVEYING
ENVIRONMENTAL

3890 PHEASANT RIDGE DRIVE NE, SUITE 100, BLAINE, MN 55449
TEL 763.489.7900 \ FAX 763.489.7998 \ CARLSONMCCAIN.COM

**COMP PLAN
AMENDMENT EXHIBIT**

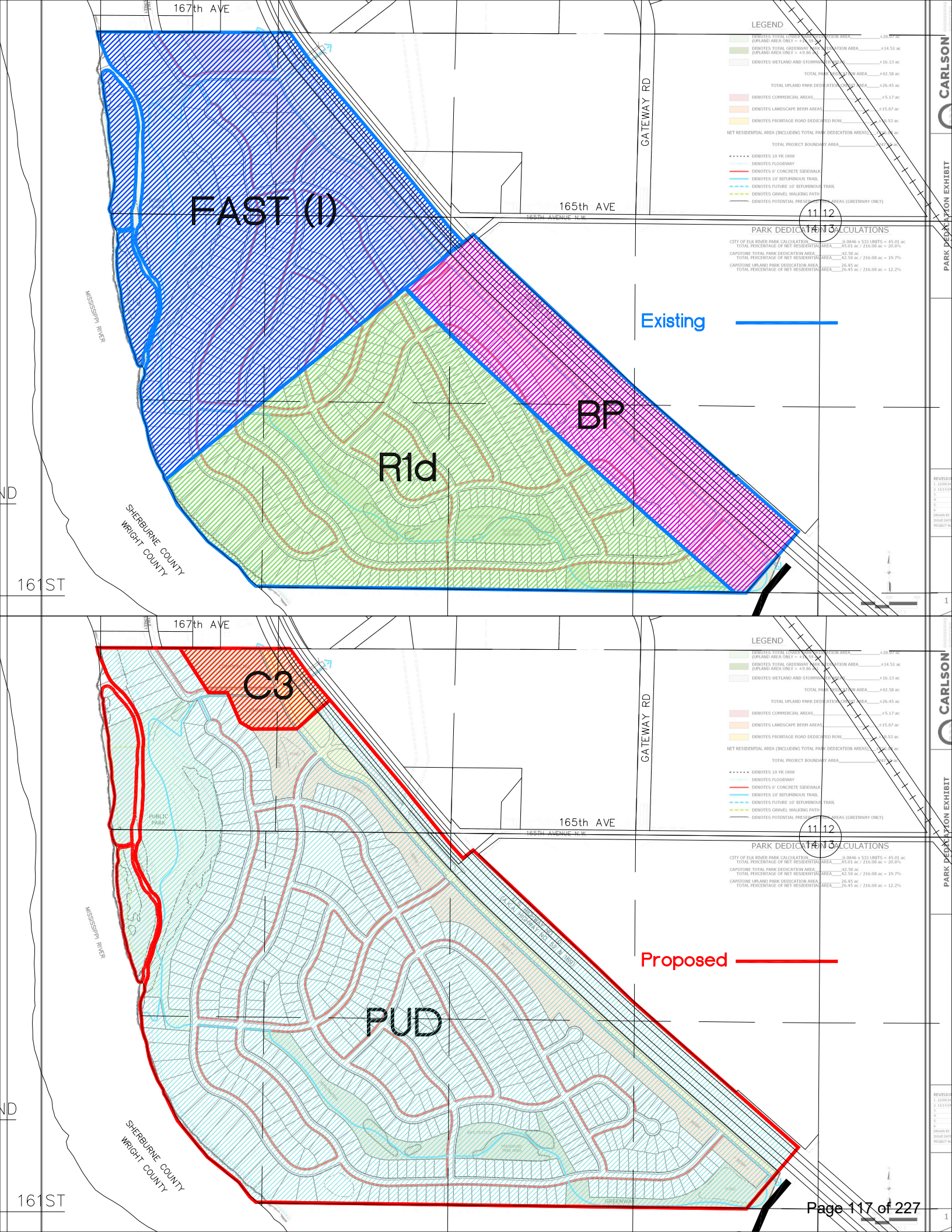
SPECHT FARM
Elk River, Minnesota

CAPSTONE HOMES
14015 Sunfish Lake Blvd. - Suite 400
Ramsey, MN 55303

REVISIONS	
1.	
2.	
3.	
4.	
5.	
6.	
DRAWN BY:	C#
ISSUE DATE:	12/18/2024
FILE NO:	XXX

REVIEW COPY

1 of 1



SPECHT FAMILY FARM

Elk River, MN

CAPSTONE
— H O M E S —



PLANNED UNIT DEVELOPMENT

December 30th, 2024

Project Narrative

Capstone Homes is submitting for consideration a Master Plan Ordinance Amendment for the development of 250 acres of Mississippi Riverfront, into an exciting new mixed residential community. Capstone Homes is a locally owned hometown builder in the Twin Cities Metro area whose mission is to build quality homes at an exceptional value, while serving and positively impacting the community. Capstone offers modern, open concept floor plans with a huge selection of available structural and cosmetic options to fit any family's needs. We are the largest privately owned builder in the Twin Cities Area and because we are family owned and operated, we treat each home and homeowner with the utmost care, just like we would our own families.

The Specht Family Farm is located at 16330 US Highway 10, running adjacent to the Mississippi River. Nearly 1 mile of this roughly 250 acre neighborhood are home sites that are on and overlooking the Mississippi River. We have worked with city staff and the Department of Natural Resources to establish a neighborhood that protects the Wild and Scenic nature of the Mississippi river throughout the acreage site. Through multiple workshops, meetings and site walks we feel confident that the Master PUD plan submitted meets the design requirements defined in both the City of Elk River Ordinance and the State Wild and Scenic River District.

Details associated with this Neighborhood development plan are outlined in this submission for review by City Staff, Planning Commissioners, and City Council members. We look forward to meeting with the Council, Commissioners and respective boards as we share our vision for meeting the growing residential needs of Elk River.

Existing Conditions



CAPSTONE
— HOMES —

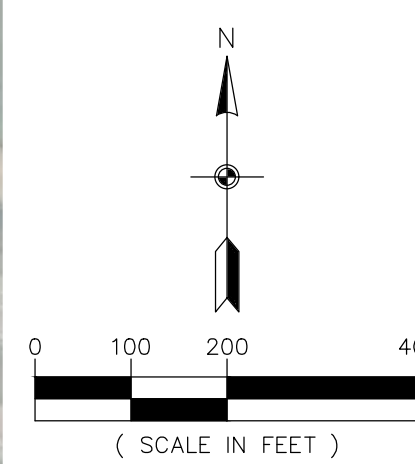
14015 Sunfish Lake Blvd NW, Ste 400
Ramsey, MN 55303

Carlson McCain
ENVIRONMENTAL • ENGINEERING • SURVEYING

3890 Pheasant Ridge Dr. NE, Ste 100
Blaine, MN 55449

KJOLHAUG ENVIRONMENTAL
SERVICES COMPANY

2500 Shadywood Road, Ste 130
Orono, MN 55331



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

1 of 1



ENGINEERING
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**CARLSON
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TEL 763.488.7500 \ FAX 763.488.7956 \ CARLSONMCCAIN.COM

PARK DEDICATION EXHIBIT

SPECHT FAMILY FARM
Elk River, Minnesota

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

REVISIONS

1.	12/09/24 - Revise Layout.
2.	12/13/24 - Revise Wetlands, Areas
3.	
4.	
5.	
6.	

DRAWN BY: RJR
ISSUE DATE: 12/05/2024
PROJECT NO: 9556



Mississippi River



Disc Golf Course



Pavilion



Playground



Floodplain Forest / Trails



Floating Dock

These illustrations are park opportunities showing possible amenities. Actual amenities will vary as determined by City depending on current park practices, needs and budget at the time of construction.



Open Space Notes

1. Open space shown in green covers 1,791,314 square feet, which is 50.2% of the 3,566,124-square-foot Wild and Scenic River District.
2. This Open Space Plan is preliminary and subject to revision as the project advances through the approval process; this is not a final Open Space Plan.
3. This Open Space Plan is submitted to demonstrate that the project has the capacity to provide 50% open space.
4. The open space configuration may be revised during future site planning, but the project design will still provide 50% open space.
5. This Open Space Plan concentrates open space near the Mississippi River to help protect the water resource.
6. Open space does not include public street right-of-way or impervious surfaces.
7. The Shore Impact Zone (50 feet, measured from the OHW) will be at least 70% open space.

Alternative Open Space Calculation Mississippi River Wild and Scenic River District PUD

Tier	Total Area (sq.ft.)	Minus Right-of-Way	Minus Imperv Res Lot Areas	Minus Imperv Com Lot Area	Total Open Space	% Open Space
Tier 1 (0-300 feet)	1,642,476	180,266	282,000	0	1,180,210	71.9
Tier 2 (300-600 feet)	1,143,078	193,669	498,000	46,820	404,589	35.4
Tier 3 (600-900 feet)	563,102	123,499	150,000	125,293	164,310	29.2
Tier 4 (900 feet-District Edge)	217,468	54,422	78,000	0	85,046	39.1
All Tiers Combined	3,566,124	551,856	1,008,000	172,113	1,834,155	51.4
Acres:	81.87	12.67	23.14	3.95	42.11	

Alternative Open Space Calculation Notes

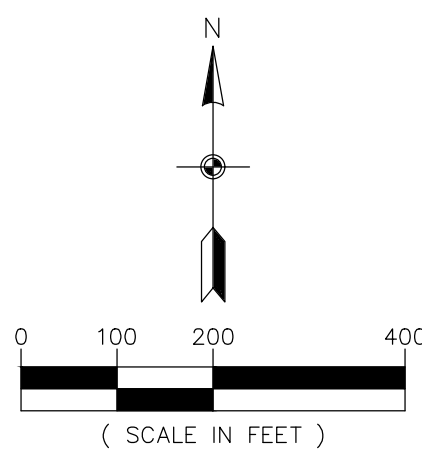
1. Residential impervious surface is calculated as an average of 6,000 square feet per residential lot.
2. Commercial lots are assumed to be 85% impervious.
3. Parts of residential and commercial lots that are not impervious are assumed to be open space.

Prepared by Rob Bouda



ECO FORESIGHT Environmental Consulting 11/22/2024

- DENOTES ROW AREAS
- DENOTES WETLAND AREAS (ABOVE OHW)
- DENOTES AREA BELOW FLOODWAY (ABOVE OHW)
- DENOTES BLUFF
- DENOTES OPEN SPACE
- DENOTES 10 YR OHW
- DENOTES FLOODWAY
- DENOTES RIPARIAN LOT



WILD AND SCENIC RIVER DISTRICT
OPEN SPACE EXHIBIT

SPECTH FAMILY FARM
Elk River, Minnesota

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

REVISIONS

1.	
2.	
3.	
4.	
5.	
6.	
DRAWN BY:	CA
ISSUE DATE:	11/22/2024
PROJECT NO:	9556

1 of 1

CARLSON
McCAIN
ENGINEERING
SURVEYING
ENVIRONMENTAL

3890 PHEASANT RIDGE DRIVE NE, SUITE 100, BLAINE, MN 55449
TEL 763.488.7500 \ FAX 763.488.7956 \ CARLSONMCCAIN.COM

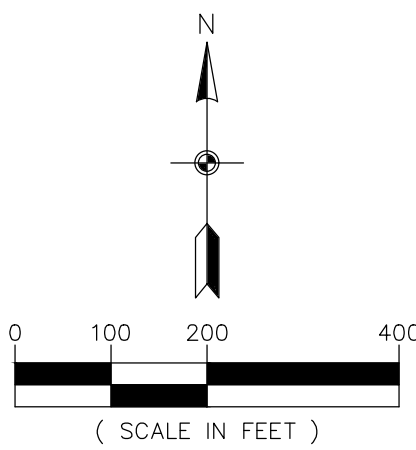


Tier	Project Area				Allowed PUD Density					Density ¹ Proposed	Unit Transfer to Next Tier
	Total Area (sq.ft.)	Wetlands (sq.ft.)	Bluffs (sq.ft.)	Net Suitable Area (sq.ft.)	Minimum Sq. Ft. Per Unit	Base Density (Units)	Density Increase Multiplier	Density With Multiplier	Density With Transfer		
Tier 1 (0-300 feet) Riparian	606,293	0	53,290	553,003	20,000	27.7	1.5	41.5	41.5	17	24.5
Tier 1 (0-300 feet) Nonriparian	1,036,183	40,937	95,494	899,752	10,000	90.0	1.5	135.0	135.0	30	105.0
Tier 2 (300-600 feet)	1,143,078	0	0	1,143,078	10,000	114.3	2.0	228.6	358.1	83	275.1
Tier 3 (600-900 feet)	563,102	0	0	563,102	10,000	56.3	2.0	112.6	374.7	25	350.7
Tier 4 (900 feet-District Edge)	217,468	0	0	217,468	10,000	21.7	2.0	43.5	394.5	13	381.5
Total	3,566,124	40,937	148,784	3,376,403		310.0		561.2		168	
Acres: 81.87 0.94 3.42 77.51											

- ¹Density proposed includes 1 commercial lot in Tier 2 and 1 commercial lot in Tier 3.
- Notes**
- The FEMA 10-year flood elevation was fit to topography field surveyed by Carlson McCain and used as the OHW line.
 - The FEMA 100-year flood elevation was fit to topography field surveyed by Carlson McCain and used as the Floodway boundary.
 - Bluffs were delineated according to the definition contained in the City of Elk River Zoning Ordinance (at least 30% slope rising to at least 25 feet above the OHW).
 - River lots have structure setbacks of 125 feet from the OHW and 30 feet from the top of bluff; all riparian lots are at least 100 feet wide at the OHW.
 - Impervious surface coverage of riparian lots will not exceed 25% of the lot area.
 - For nonriparian lots, the post-development 5-year frequency event peak discharge rate will be no greater than the 5-year historic undeveloped peak discharge rate.

Prepared by Rob Bouta  ECO FORESIGHT Environmental Consulting 11/22/2024

- DENOTES LOT AREAS
- DENOTES ROW AREAS
- DENOTES WETLAND AREAS (ABOVE OHW)
- DENOTES AREA BELOW FLOODWAY (ABOVE OHW)
- DENOTES BLUFF
- DENOTES COMMERCIAL LOTS
- DENOTES PUBLIC OPEN SPACE
- DENOTES 10 YR OHW
- DENOTES FLOODWAY
- DENOTES RIPARIAN LOT
- DENOTES 100' LOTS
- DENOTES 75' NON-RIPARIAN LOTS
- DENOTES 65' NON-RIPARIAN LOTS



WILD AND SCENIC RIVER DISTRICT
PUD DENSITY EXHIBIT

SPECTH FAMILY FARM
Elk River, Minnesota

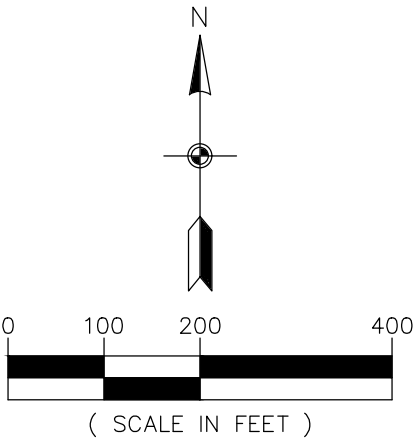
CAPSTONE HOMES, INC.
14015 Sunfish Lake Boulevard, Suite 400
Ramsey, Minnesota 55303

REVISIONS

1.	11/12/2024	Revise layout.
2.	11/22/2024	Revise layout.
3.		
4.		
5.		
6.		

DRAWN BY: C/H
ISSUE DATE: 10/25/2024
PROJECT NO: 9556

1 of 1



	DENOTES FUTURE FRONTAGE ROAD
	DENOTES 34' BACK TO BACK
	DENOTES 29' BACK TO BACK
	DENOTES 6' CONCRETE SIDEWALK
	DENOTES 10' BITUMINOUS TRAIL
	DENOTES FUTURE 10' BITUMINOUS TRAIL
	DENOTES GRAVEL WALKING PATH

NOTE: 60' RIGHT-OF-WAY TYPICAL UNLESS NOTED



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3890 PHEASANT RIDGE DRIVE NE, SUITE 100, BLAINE, MN 55449
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STREET WIDTH & SIDEWALK/TRAIL EXHIBIT

SPECHT FAMILY FARM
Elk River, Minnesota

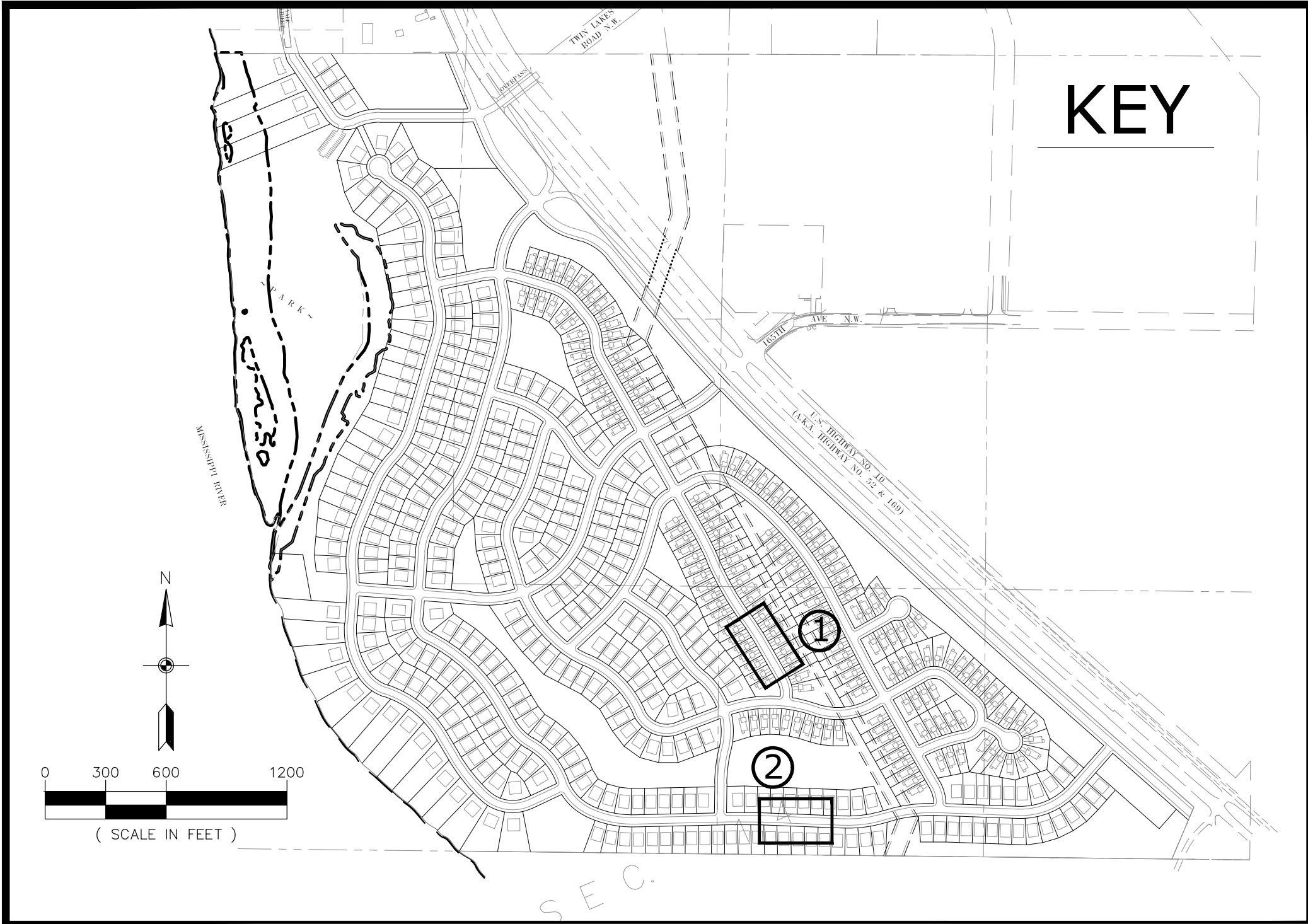
CAPSTONE HOMES, INC.
14015 Sunfish Lake Boulevard, Suite 400
Ramsey, Minnesota 55303

REVISIONS

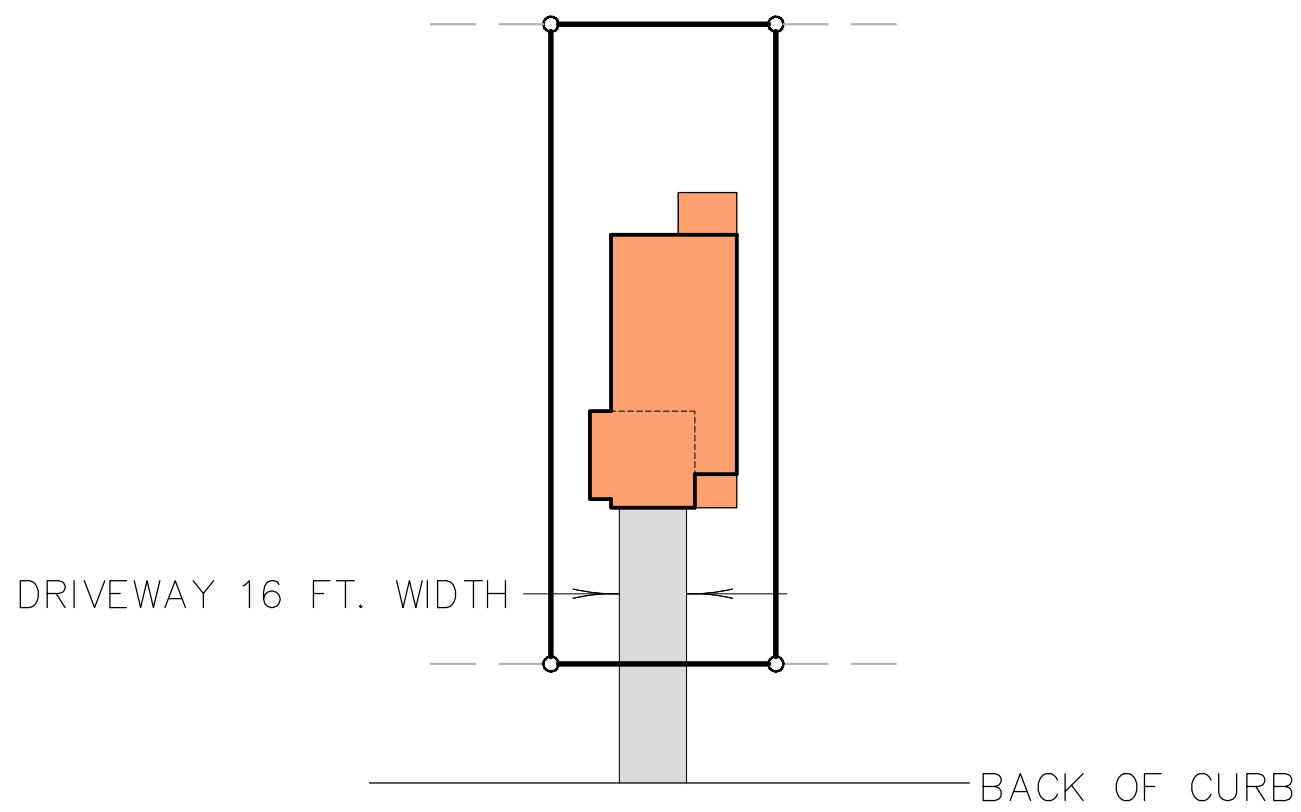
1. 12/04/24 - Park Trails Added.
2. 12/09/24 - Sidewalk Revisions.
3. 12/12/24 - Sidewalk Added, Layout
- 4.

DRAWN BY:	ADB / RJF
ISSUE DATE:	12/02/2024
PROJECT NO:	9556

1 of 1

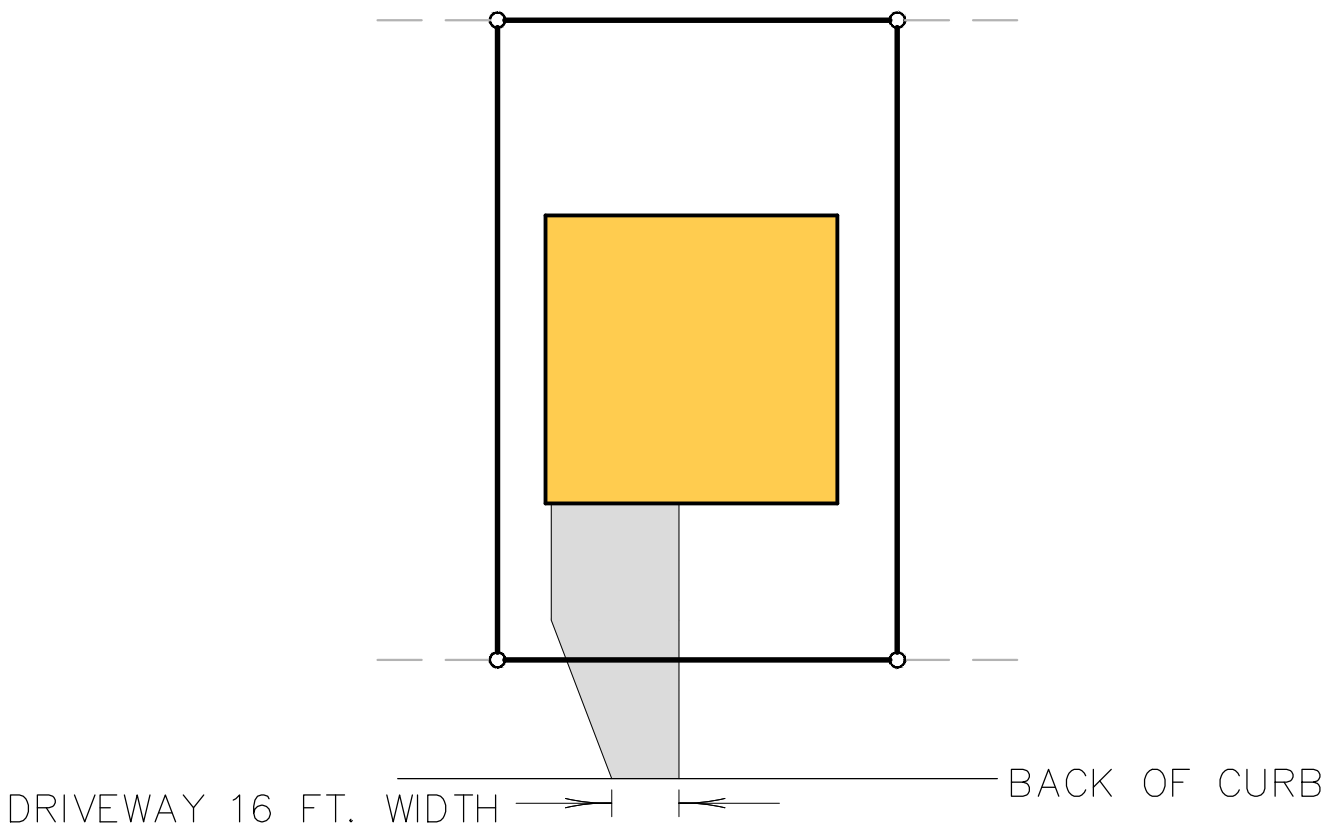


① 50' LIBERTY HOME LOT
(NOT TO SCALE)

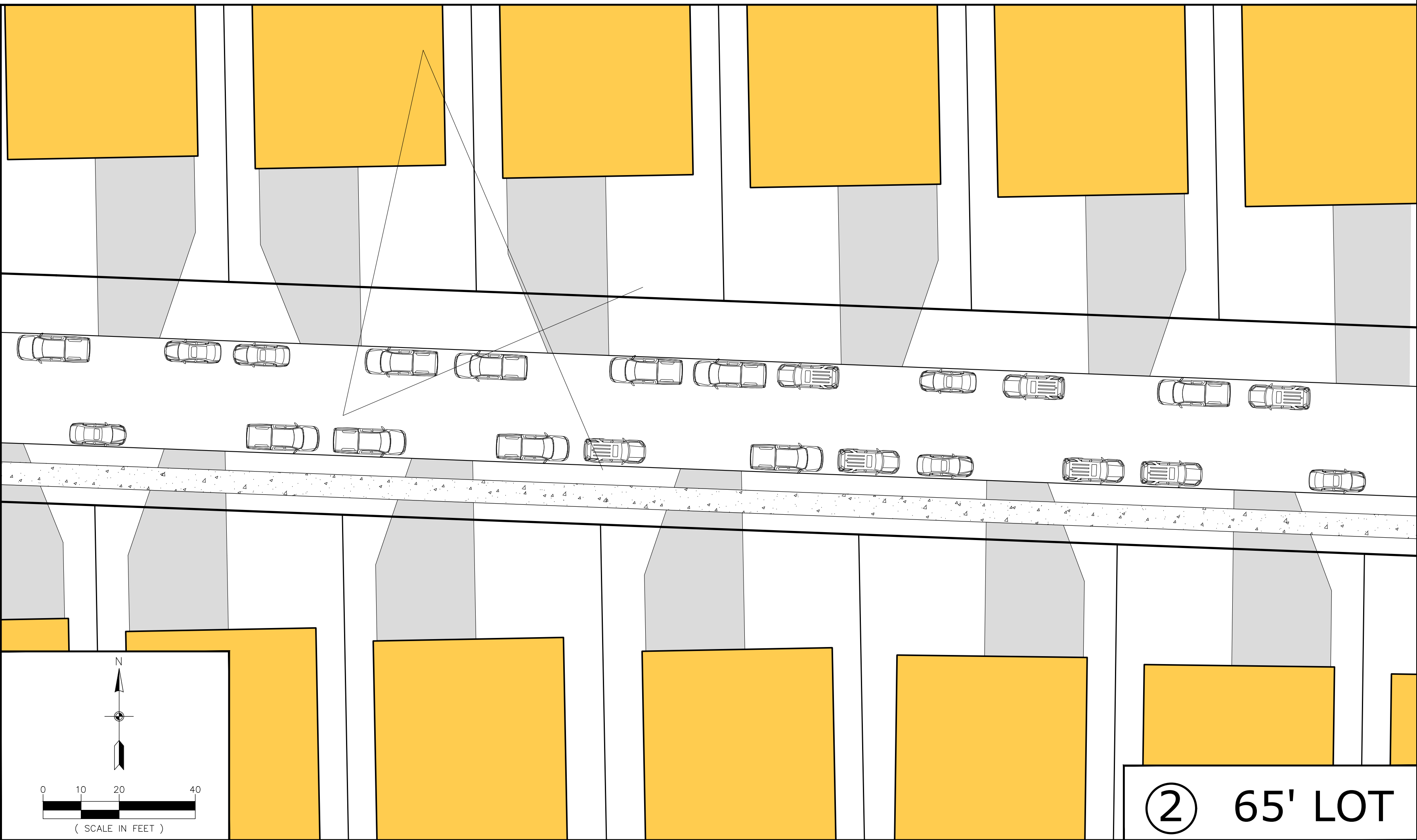
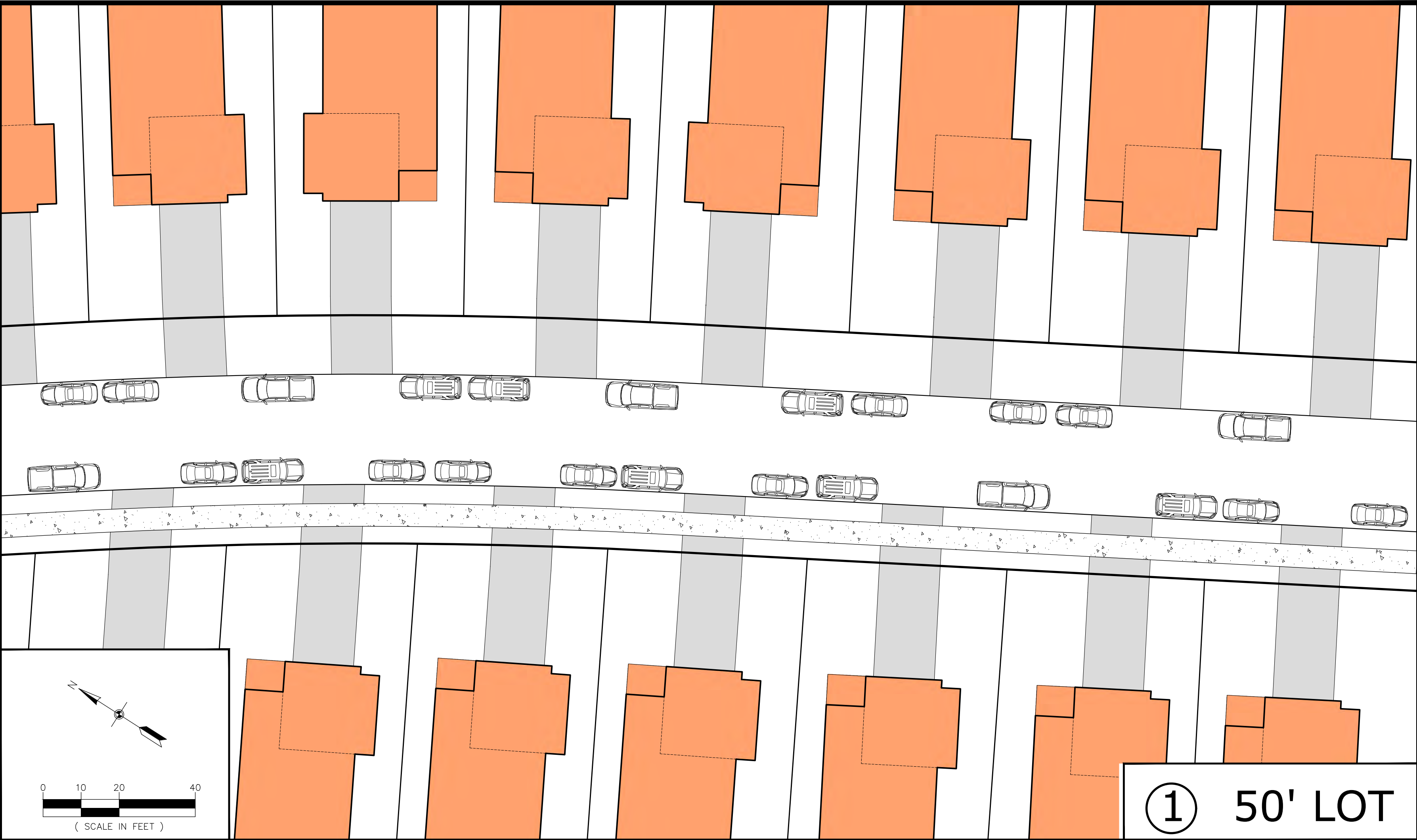


NOTE: MAXIMUM DRIVEWAY WIDTH FOR 50' LOTS IS 16' AT THE BACK OF CURB

② 65' LOT
(NOT TO SCALE)



NOTE: MAXIMUM DRIVEWAY WIDTH FOR 65' LOTS (AND LARGER) IS 30' AT THE RIGHT OF WAY





ENGINEERING
SURVEYING
ENVIRONMENTAL

3890 PHEASANT RIDGE DRIVE NE, SUITE 100, BLAINE, MN 55449
TEL 763.488.7500 \ FAX 763.489.7956 \ CARLSONMCCAIN.COM

PARKING EXHIBIT

SPECTH FAMILY FARM
Elk River, Minnesota

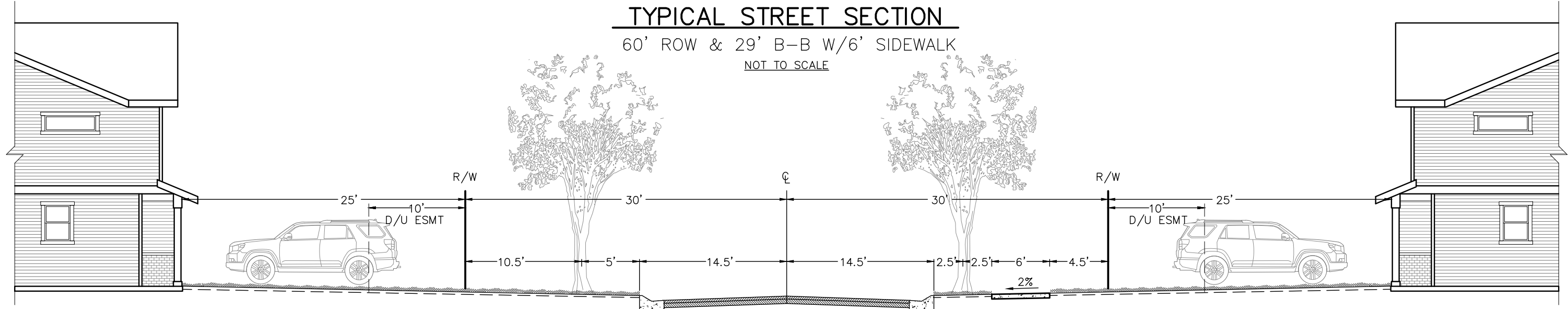
CAPSTONE HOMES, INC.
14015 Sunfish Lake Boulevard, Suite 400
Ramsey, Minnesota 55303

REVISIONS
1. 12/13/24 - Add Max Dwy Width Notes
2.
3.
4.
5.
6.
DRAWN BY: ADB
ISSUE DATE: 12/5/2024
PROJECT NO: 9556

1 of 1

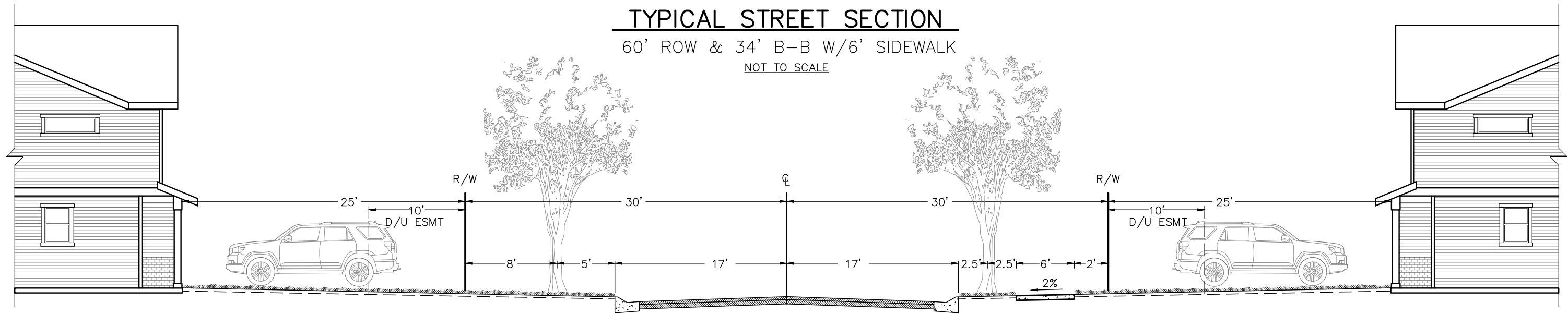
TYPICAL STREET SECTION

60' ROW & 29' B-B W/6' SIDEWALK
NOT TO SCALE



TYPICAL STREET SECTION

60' ROW & 34' B-B W/6' SIDEWALK
NOT TO SCALE



12/02/24



3300 PHEASANT RIDGE DRIVE
SUITE 100
BLAINE, MN 55449
TEL 763.489.7900
FAX 763.489.7900
CARLSONMCCAIN.COM

Revisions:
1.

CAPSTONE HOMES, INC.
14015 Sunfish Lake Blvd. NW, Suite 400
Ramsey, MN 55303

SPECHT FAMILY FARM
Elk River, Minnesota

TYPICAL STREET SECTIONS

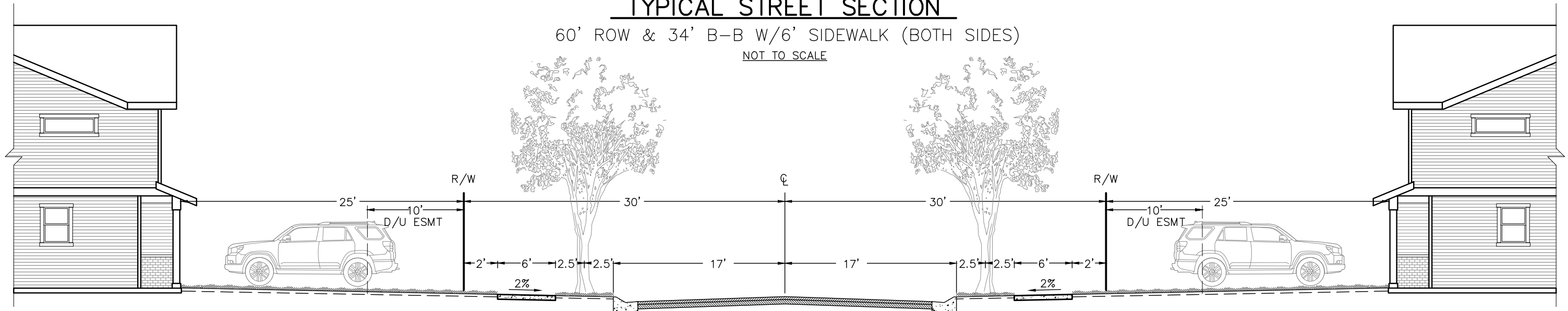
1 of 2

#9556

TYPICAL STREET SECTION

60' ROW & 34' B-B W/6' SIDEWALK (BOTH SIDES)

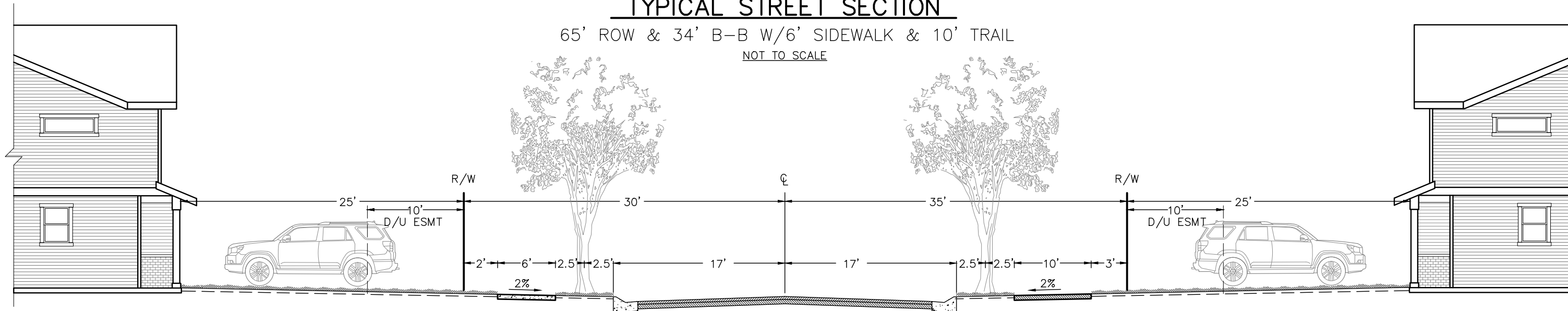
NOT TO SCALE



TYPICAL STREET SECTION

65' ROW & 34' B-B W/6' SIDEWALK & 10' TRAIL

NOT TO SCALE



12/02/24



3300 PHEASANT RIDGE DRIVE
SUITE 100
BLAINE, MN 55448
TEL 763.488.7800
FAX 763.488.7800
CARLSONMCCAIN.COM

Revisions:
1.

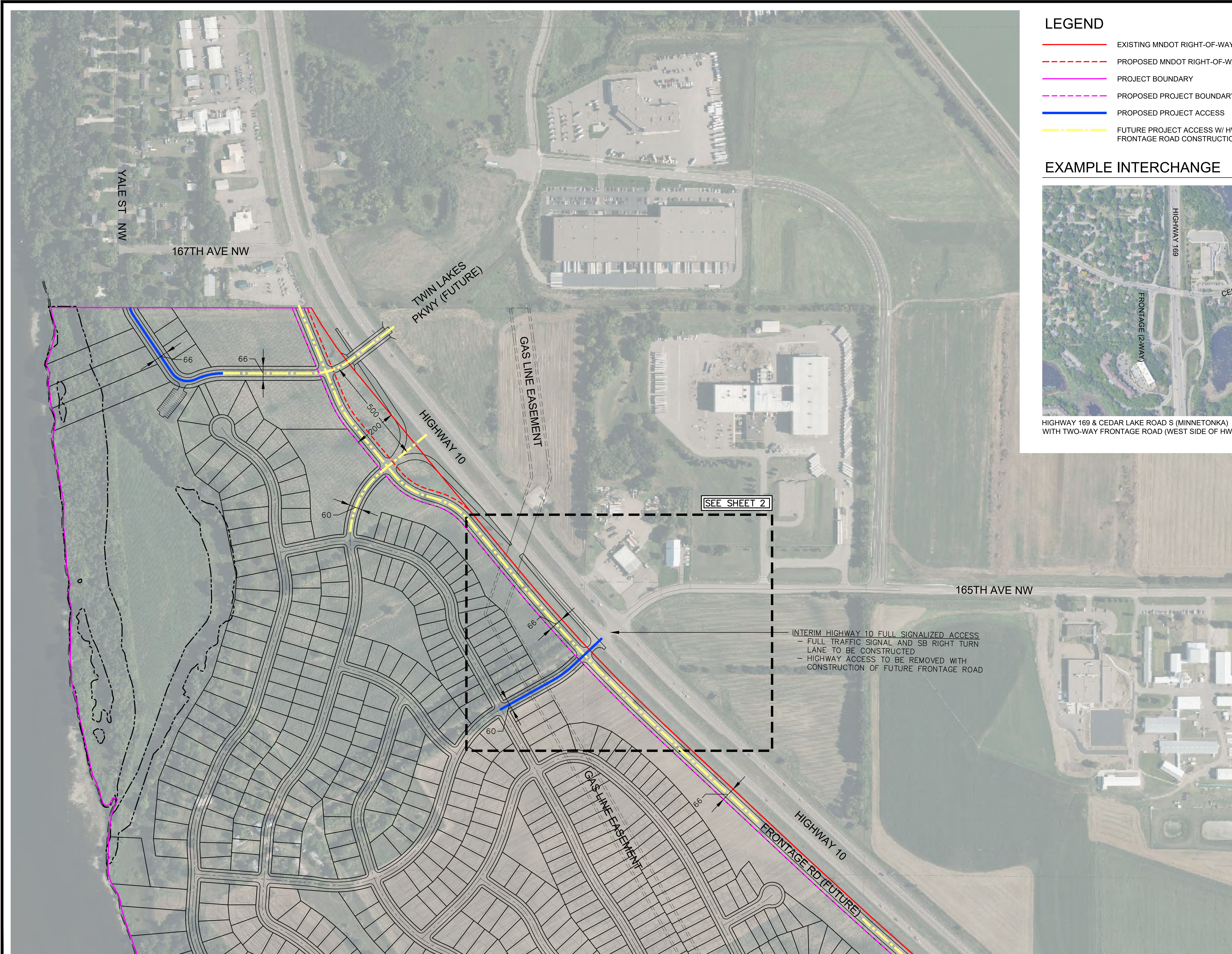
CAPSTONE HOMES, INC.
14015 Sunfish Lake Blvd. NW, Suite 400
Ramsey, MN 55303

SPECHT FAMILY FARM
Elk River, Minnesota

TYPICAL STREET SECTIONS

2
of
2

#9556



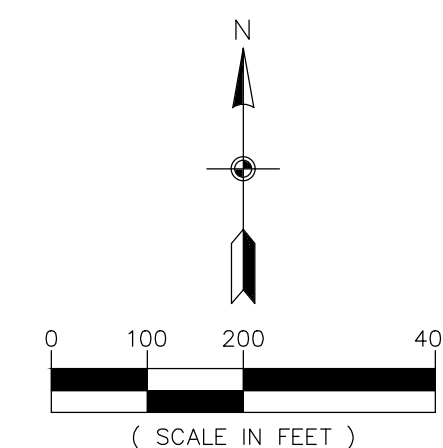
LEGEND

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

EXAMPLE INTERCHANGE



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



HWY 10 ACCESS EXHIBIT

SPECHT FAMILY FARM
Elk River, Minnesota

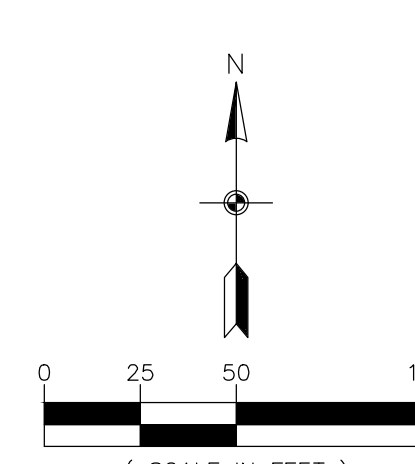
CAPSTONE HOMES, INC.
14015 Sunfish Lake Boulevard, Suite 400
Ramsey, Minnesota 55303

REVISIONS	
1.	12/13/24 - Revise Layout.
2.	
3.	
4.	
5.	
6.	
DRAWN BY: RJR	
ISSUE DATE: 09/11/24	
PROJECT NO: 9556	

1 of 2

CARLSON
McCain
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SURVEYING
ENVIRONMENTAL

3890 PHEASANT RIDGE DRIVE NE, SUITE 100, BLAINE, MN 55449
TEL 763.485.7500 \ FAX 763.485.7956 \ CARLSONMCCAIN.COM



CAPSTONE

— H O M E S —

Capstone Homes Inc.
14015 Sunfish Lake Blvd
Ramey, MN 55303

RE: Capstone PUD Ordinance Amendment development and building standards.

City of Elk River
13065 Orono Parkway NW
Elk River, MN 55330

City of Elk River,

We are pleased to submit our application for consideration of a Master PUD Ordinance Amendment, Rezoning application, and Comprehensive Plan amendment. Outlined below are the proposed design standards and park dedication proposal:

1. Street Design:
 - a. Entrance - Minor Streets have the city standard 60' Right of Way (ROW), with 34' of street section measured at the back of each curb. This street section includes a standard city sidewalk on one or both sides of the street and no parking restrictions.
 - b. Entrance with Trail – Minor Streets with Trail on one side and sidewalk on the other will be 65' ROW, with 34' of street section measure at the back of each curb.
 - c. Neighborhood – Minor side streets throughout the neighborhood have 60' ROW, with 29' street section measured at the back of each curb. This street section includes a sidewalk on one side of the street and no restrictions on parking.
 - d. For street section function and review Capstone welcomes a visit by any staff, commission, board, or council members to our Harvest Run community in Otsego. The model location is 6076 Quin Ave NE, Otsego, MN 55330. Harvest Run streets were built to the City of Otsego code requirements which is 29' back-to-back with sidewalk on one side and no parking restrictions.
2. Lot Width and Setback for the neighborhood will be as follows:
 - a. 50' Liberty Single Family Lot Width:
 - 35' home width
 - 7.5' side setbacks
 - 25' front/corner setback
 - Driveways for Liberty Lots shall be no wider than 16' at the back of curb.
 - b. 65' Single Family Lot Width:
 - 50' home width
 - 7.5' side setbacks
 - 25' front/corner setback
 - Driveways will have a maximum width of 30' measured at the ROW line.

CAPSTONE

— H O M E S —

- c. 75' Single Family Lot Width:
 - 60' home width
 - 7.5' side setback
 - 30' front/corner setback
 - 30' rear primary structure setback from Bluff where it applies (Wild and Scenic Standards apply)
 - Driveways will have a maximum width of 30' measured at the ROW line.
 - d. 100' Single Family Riparian Lot Width:
 - 80' home width
 - 10' side setback
 - 30' front/corner setback
 - 30' rear primary structure setback from Bluff where it applies (Wild and Scenic Standards apply)
 - 125' rear primary structure setback from 10-year OHW (Wild and Scenic Standards apply)
 - Driveways will have a maximum width of 30' measured at the ROW line.
3. Park Dedication:
- a. 42.58 Acres dedicated of premium river front open space and greenway corridors throughout the neighborhood. This acreage is outlined in the Master PUD Park Exhibit.
 - b. The developer is requesting that the City design and install all park and trail improvements in dedicated acreage areas within a reasonable time proceeding complete dedication of lower park and greenway corridor land.
 - c. Dedication of land will coincide with multiple plats through future phases of development.
 - d. Note: 15.87 of additional Open Space (Highway Berm and Community Entrances) will be maintained by the Homeowners Association.
4. Offsite Utility and Roadway improvements:
- a. Developer will provide utility connections from offsite locations to the boundary of the project and throughout the full neighborhood. A significant cost is involved with these offsite improvements.
 - b. Oversizing of services required by City will be credited to the Developer in the corresponding phase of development.
 - c. Improvements are required at the location of Highway 10 and 165th Street. The Developer has planned to contribute up to \$200,000 towards the intersection improvements. The balance of the improvement cost funding will be determined by the City. This intersection is temporary and will be removed upon completion of the MNDOT funded Twin Lakes Overpass.
5. Wild and Scenic River District PUD:
- a. All Riparian (Lots adjacent to the river) Lots are 100' wide measured at the OHW (Ordinary High Water) level.

CAPSTONE

— H O M E S —

- b. All Non-Riparian Lots on the Bluff that do not encounter the OHW are 75' wide measured at the ROW.
- c. Primary Structure Setback from the OHW will be 125'.
- d. The Shore Impact Zone is 50' from the OHW. 70% of the Shore Impact Zone will remain as open space.
- e. There are no restrictions on Seasonal Docks for all riparian lots.
- f. 65' Lots are permitted in the Wild and Scenic District in areas that are not Riparian or along the bluff.
- g. Open Space must meet or exceed the 50% standard as defined in Table 2 of the Mississippi Wild and Scenic River Open Space Exhibit.
- h. Lots on the bluff will have access through the bluff.
- i. Impervious Surface coverage of riparian lots will not exceed 25% of the lot area.
- j. Non-riparian lots will follow the post development 5-year historic undeveloped peak discharge rate as outlined in the City of Elk River Ordinance.

Capstone Homes has enjoyed working with City Staff, the Park Commission, Planning Commission and City Council during our initial phases of planning. We look forward to many years of continued work together to bring an exemplary neighborhood through The Specht Family Farm property for all the residents of Elk River.

Sincerely,



Matt Barker
Director of Land Development



SITE DATA		
	Liberty Homes (50' Lot)	181
	Classic Homes (65' Lot)	284
	Bluff Homes (75' Lot)	49
	River Homes (100' Lot)	19
	Total Residential Lots	533
	Open Space	58.45 ac.
	Future Commercial	5.17 ac.
	Future Frontage Road ROW	10.53 ac.
	Net Residential Area	173.50 ac.
	Total Site Area	247.65 ac.

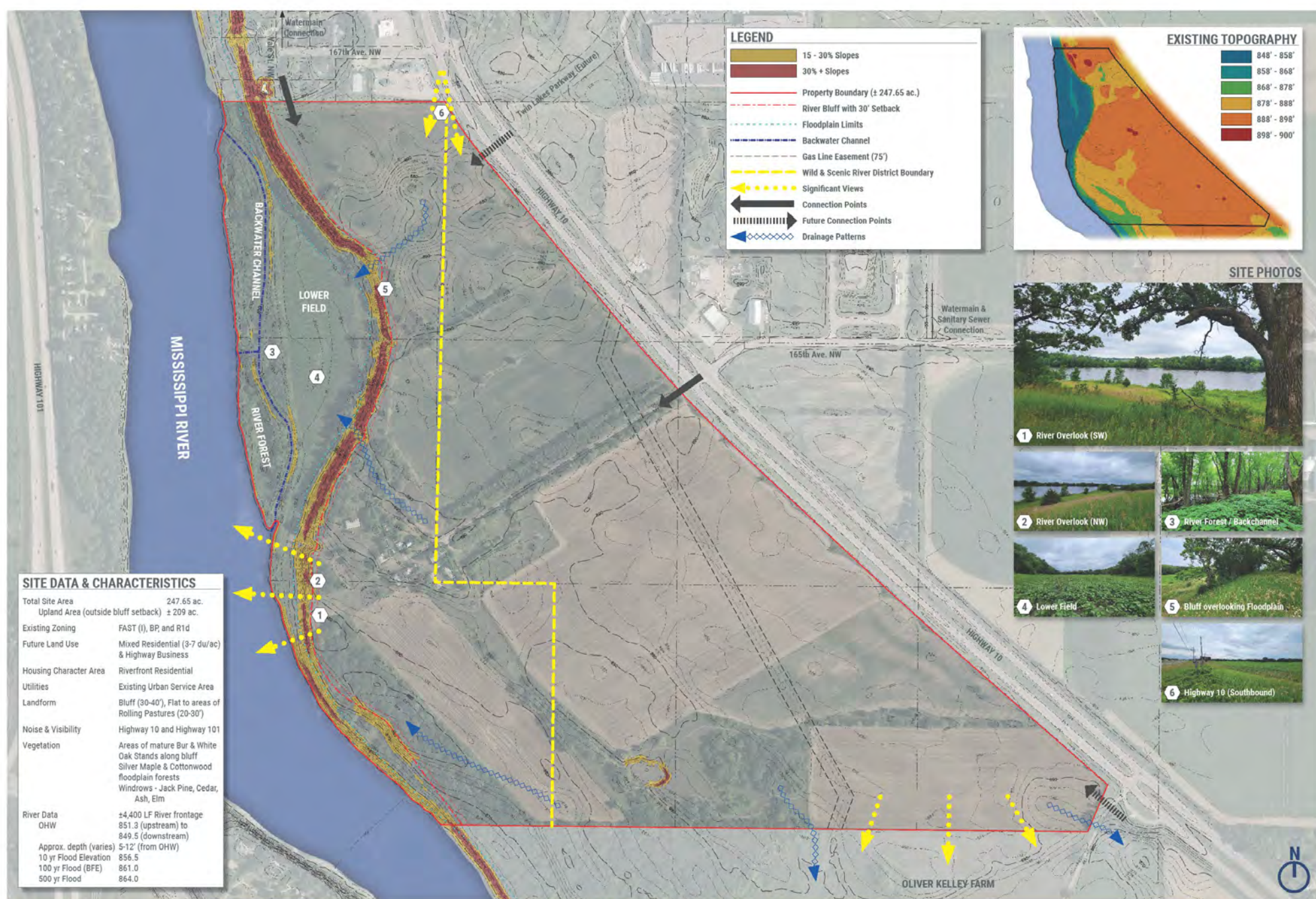
A photograph of a dirt path winding through a forest. The path is on the left, leading into the distance. A bicycle is parked on the left side of the path. The forest is dense with tall trees, and sunlight filters through the leaves on the right side, creating a bright, dappled light effect. The sky is visible through the canopy on the right.

CAPSTONE

— H O M E S —

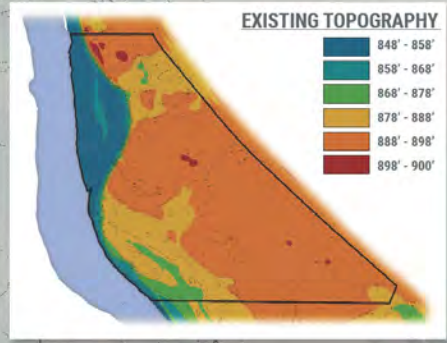
Oakwater Ridge
Elk River, MN

City Council



LEGEND

- 15 - 30% Slopes
- 30% + Slopes
- Property Boundary (± 247.65 ac.)
- River Bluff with 30' Setback
- Floodplain Limits
- Backwater Channel
- Gas Line Easement (75')
- Wild & Scenic River District Boundary
- Significant Views
- Connection Points
- Future Connection Points
- Drainage Patterns



SITE DATA & CHARACTERISTICS

Total Site Area	247.65 ac.
Upland Area (outside bluff setback)	± 209 ac.
Existing Zoning	FAST (I), BP, and R1d
Future Land Use	Mixed Residential (3-7 du/ac) & Highway Business
Housing Character Area	Riverfront Residential
Utilities	Existing Urban Service Area
Landform	Bluff (30-40'), Flat to areas of Rolling Pastures (20-30')
Noise & Visibility	Highway 10 and Highway 101
Vegetation	Areas of mature Bur & White Oak Stands along bluff Silver Maple & Cottonwood floodplain forests Windrows - Jack Pine, Cedar, Ash, Elm
River Data	±4,400 LF River frontage
OHW	851.3 (upstream) to 849.5 (downstream)
Approx. depth (varies)	5-12' (from OHW)
10 yr Flood Elevation	856.5
100 yr Flood (BFE)	861.0
500 yr Flood	864.0

SITE PHOTOS





SITE DATA		
	Liberty Homes (50' Lot)	181
	Classic Homes (65' Lot)	284
	Bluff Homes (75' Lot)	49
	River Homes (100' Lot)	19
	Total Residential Lots	533
	Open Space	58.45 ac.
	Future Commercial	5.17 ac.
	Future Frontage Road ROW	10.53 ac.
	Net Residential Area	173.50 ac.
	Total Site Area	247.65 ac.



MISSISSIPPI

RIVER HOMES

FUTURE
COMMERCIAL

Future
Overpass

Frontage Road
w/ Trail (Future)

HIGHWAY 10

Pond

Play
Area

Public
River
Access

Wetland

Trail

Backwater Channel

Riverfront
Park

Wetland

HOMES

Landscape Berm

Infiltration





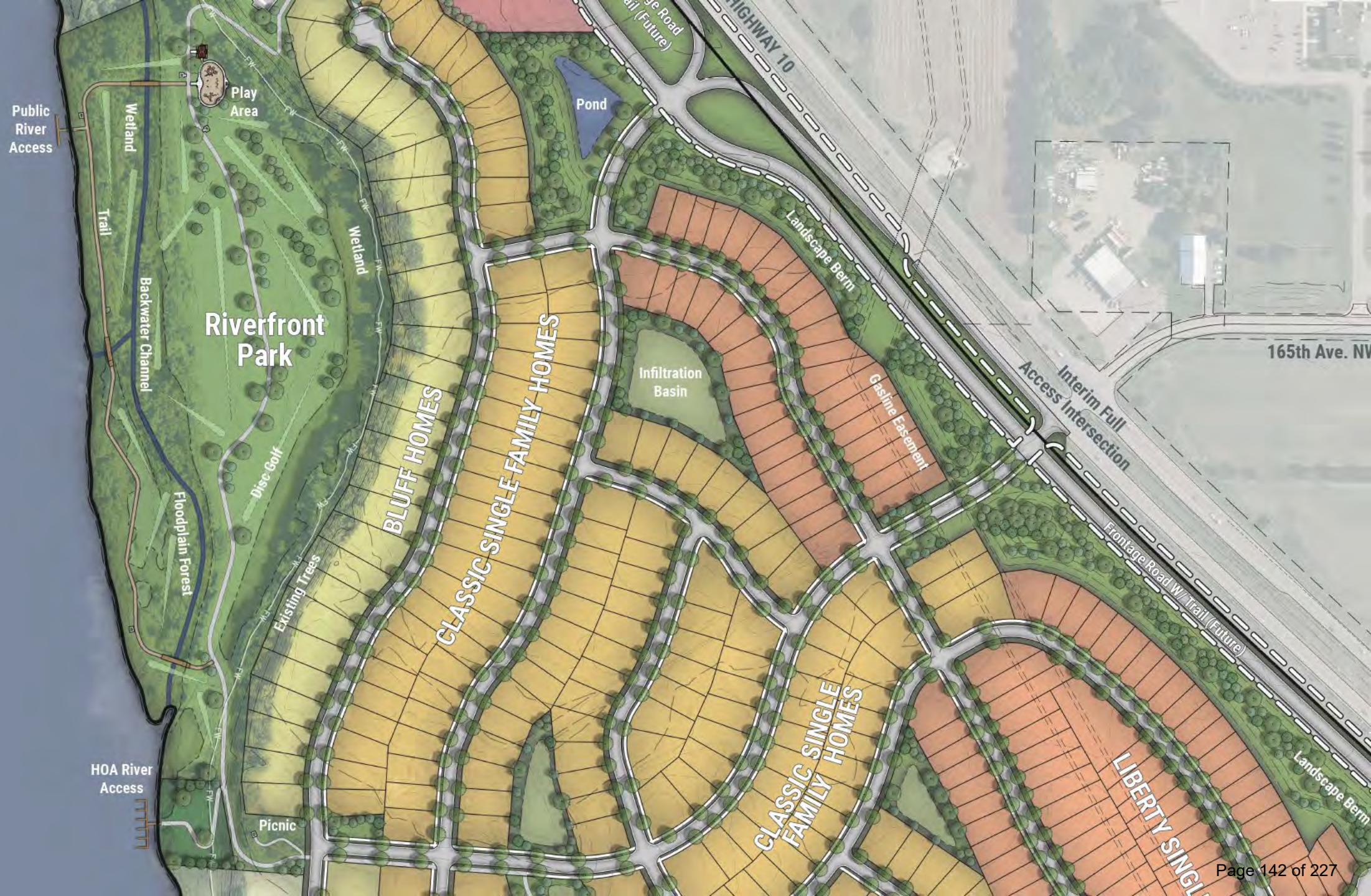
OLIVER KELLEY FARM

RIVER

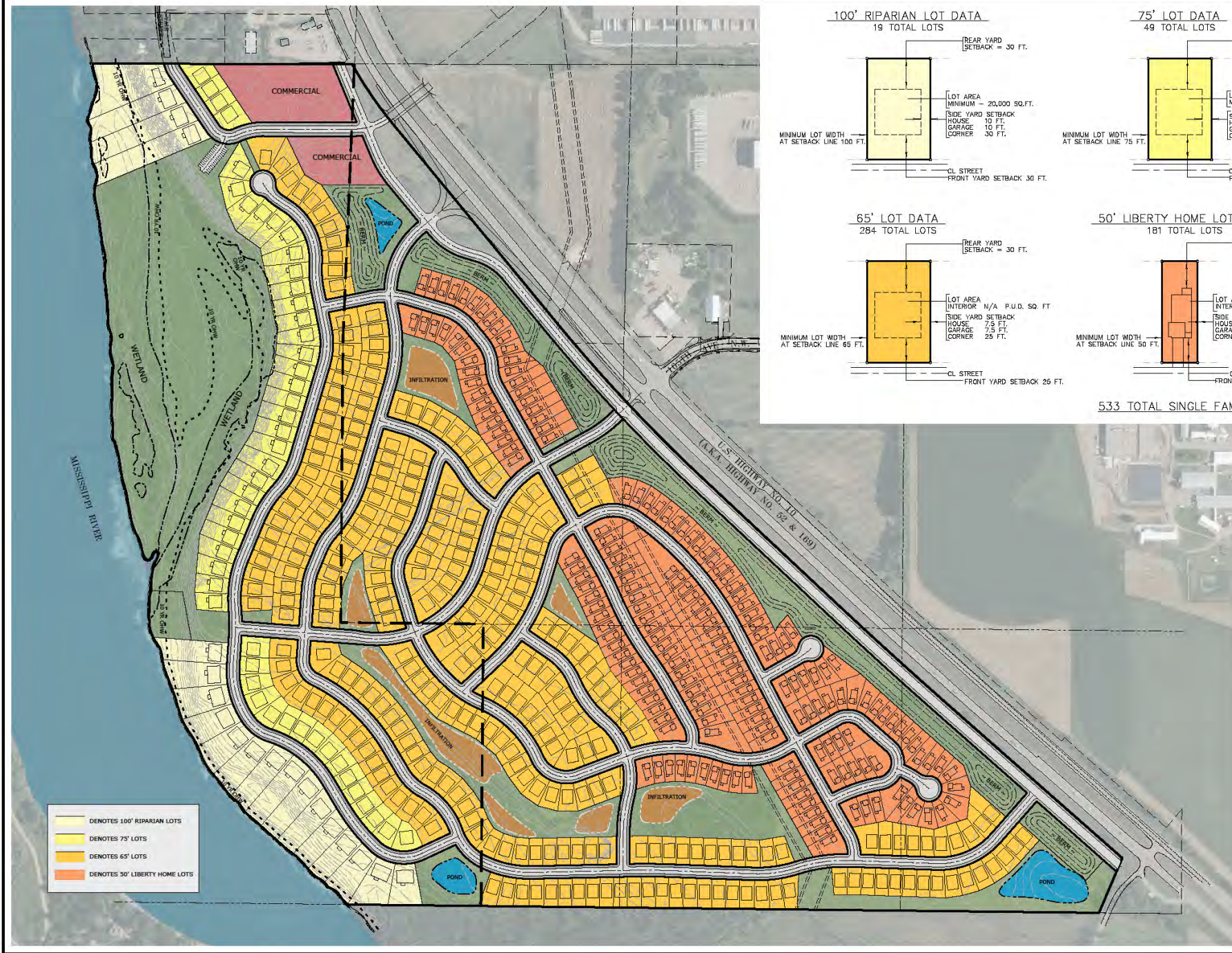


CLASSIC SINGLE FAMILY HOMES

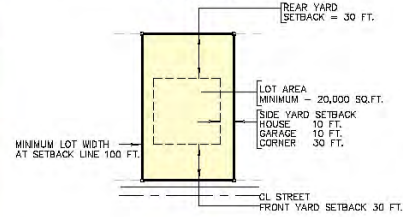
MISSISSIPPI RIVER



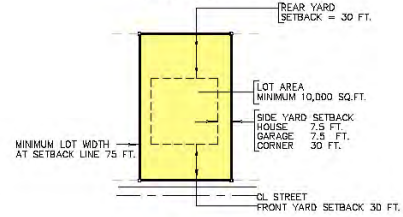




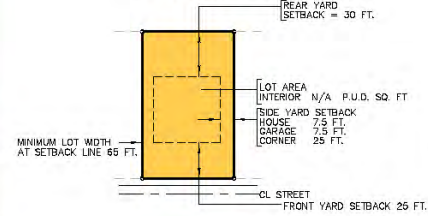
100' RIPARIAN LOT DATA
19 TOTAL LOTS



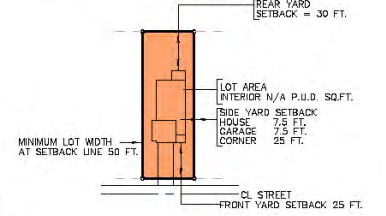
75' LOT DATA
49 TOTAL LOTS



65' LOT DATA
284 TOTAL LOTS



50' LIBERTY HOME LOT DATA
181 TOTAL LOTS



533 TOTAL SINGLE FAMILY LOTS

- DENOTES 100' RIPARIAN LOTS
- DENOTES 75' LOTS
- DENOTES 65' LOTS
- DENOTES 50' LIBERTY HOME LOTS

CARLSON MCCAIN
PROFESSIONAL SURVEYING
ENVIRONMENTAL
3880 PLEASANT RIDGE DRIVE NE, SUITE 100, BLAINE, MN 55448
TEL: 763.486.7000 FAX: 763.486.7188 CARLSONMCCAIN.COM

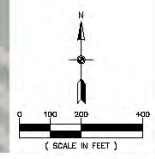
LOT EXHIBIT
SPECHT FAMILY FARM
Elk River, Minnesota

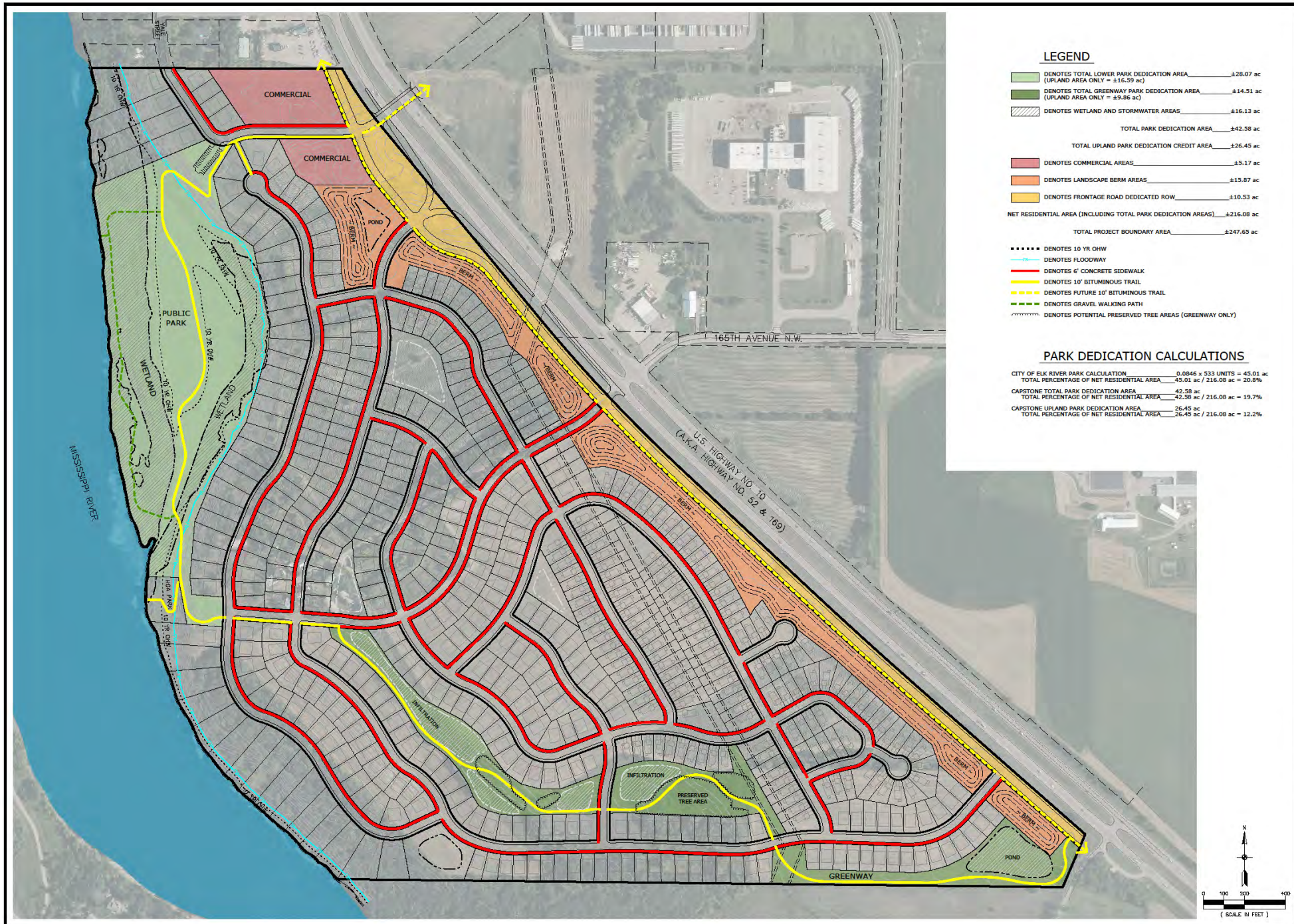
CAPSTONE HOMES, INC.
14015 Sunfish Lake Boulevard, Suite 400
Ramsey, Minnesota 55303

REVISIONS

1.	12/05/24	Revise Layout.
2.	12/13/24	Revise Layout.
3.		
4.		
5.		

DRAWN BY: C# / P#
ISSUE DATE: 11/22/2024
PROJECT NO: 9556





LEGEND

	DENOTES TOTAL LOWER PARK DEDICATION AREA	±28.07 ac
	(UPLAND AREA ONLY = ±16.59 ac)	
	DENOTES TOTAL GREENWAY PARK DEDICATION AREA	±14.51 ac
	(UPLAND AREA ONLY = ±9.86 ac)	
	DENOTES WETLAND AND STORMWATER AREAS	±16.13 ac
	TOTAL PARK DEDICATION AREA	±42.58 ac
	TOTAL UPLAND PARK DEDICATION CREDIT AREA	±26.45 ac
	DENOTES COMMERCIAL AREAS	±5.17 ac
	DENOTES LANDSCAPE BERM AREAS	±13.87 ac
	DENOTES FRONTAGE ROAD DEDICATED ROW	±10.53 ac
	NET RESIDENTIAL AREA (INCLUDING TOTAL PARK DEDICATION AREAS)	±216.08 ac
	TOTAL PROJECT BOUNDARY AREA	±247.65 ac
	DENOTES 10 YR OHW	
	DENOTES FLOODWAY	
	DENOTES 6' CONCRETE SIDEWALK	
	DENOTES 10' BITUMINOUS TRAIL	
	DENOTES FUTURE 10' BITUMINOUS TRAIL	
	DENOTES GRAVEL WALKING PATH	
	DENOTES POTENTIAL PRESERVED TREE AREAS (GREENWAY ONLY)	

PARK DEDICATION CALCULATIONS

CITY OF ELK RIVER PARK CALCULATION	0.0846 x 533 UNITS = 45.01 ac
TOTAL PERCENTAGE OF NET RESIDENTIAL AREA	45.01 ac / 216.08 ac = 20.8%
CAPSTONE TOTAL PARK DEDICATION AREA	42.58 ac
TOTAL PERCENTAGE OF NET RESIDENTIAL AREA	42.58 ac / 216.08 ac = 19.7%
CAPSTONE UPLAND PARK DEDICATION AREA	26.45 ac
TOTAL PERCENTAGE OF NET RESIDENTIAL AREA	26.45 ac / 216.08 ac = 12.2%

ENGINEERING

ENVIRONMENTAL

CARLSON
MCCAIN

3800 PLEASANT HILLS DRIVE, SUITE 100, BLAINE, MN 55404
TEL: 763.488.2800 | FAX: 763.488.2788 | CARLSONMCCAIN.COM

PARK DEDICATION EXHIBIT

SPECHT FAMILY FARM
Elk River, Minnesota

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

REVISIONS

1.	12/09/24	- Revise Layout
2.	12/13/24	- Revise Wetlands, Areas
3.	01/09/25	- Aerial update
4.		
5.		
6.		

DRAWN BY:

RJR

ISSUE DATE:

12/05/2024

PROJECT NO:

9506

1 of 1

Page



Disc Golf Course



Pavillion



Playground



Floodplain Forest / Trails



Floating Dock

These illustrations are park opportunities showing possible amenities. Actual amenities will vary as determined by City depending on current park practices, needs and budget at the time of construction.



Open Space Notes

1. Open space shown in green covers 1,791,314 square feet, which is 50.2% of the 3,566,124 square feet Wild and Scenic River District.
2. This Open Space Plan is preliminary and subject to revision as the project advances through the approval process. This is not a final Open Space Plan.
3. This Open Space Plan is intended to demonstrate that the project has the capacity to provide 50% open space.
4. The open space configuration may be revised during future site planning, but the project design will still provide 50% open space.
5. The Open Space Plan concentrates open space near the Mississippi River to help protect the river resources.
6. Open space does not include public street right-of-way or impervious surfaces.
7. The Shore Impact Zone (50 feet, measured from the OFW) will be at least 70% open space.

Alternative Open Space Calculation Mississippi River Wild and Scenic River District PCB

Tier	Total Area (sq. ft.)	Minus Impervious Area (sq. ft.)	Minus Impervious Area (sq. ft.)	Minus Impervious Area (sq. ft.)	Total Open Space	% Open Space
Tier 1 (10-500 feet)	1,842,476	180,206	282,000	0	1,380,270	71.9
Tier 2 (100-600 feet)	1,143,878	193,869	498,000	46,229	406,980	35.4
Tier 3 (100-800 feet)	363,105	123,400	150,000	120,293	109,412	29.8
Tier 4 (100-1000 feet)	211,400	54,425	78,000	0	88,975	42.1
All Tiers Combined	3,566,124	551,895	1,008,000	172,113	1,834,115	51.4
Average	81.87	12.67	25.14	9.93	82.13	

Alternative Open Space Calculation Notes

1. Residential impervious surface is calculated as an average of 6,000 square feet per residential lot.
2. Commercial lots are assumed to be 85% impervious.
3. Parts of residential and commercial lots that are not impervious are assumed to be open space.

Prepared by: Bob Dineen
1000 X 1000 (1000) Environmental Services Inc. 10/22/2004

WILD AND SCENIC RIVER DISTRICT
OPEN SPACE EXHIBIT

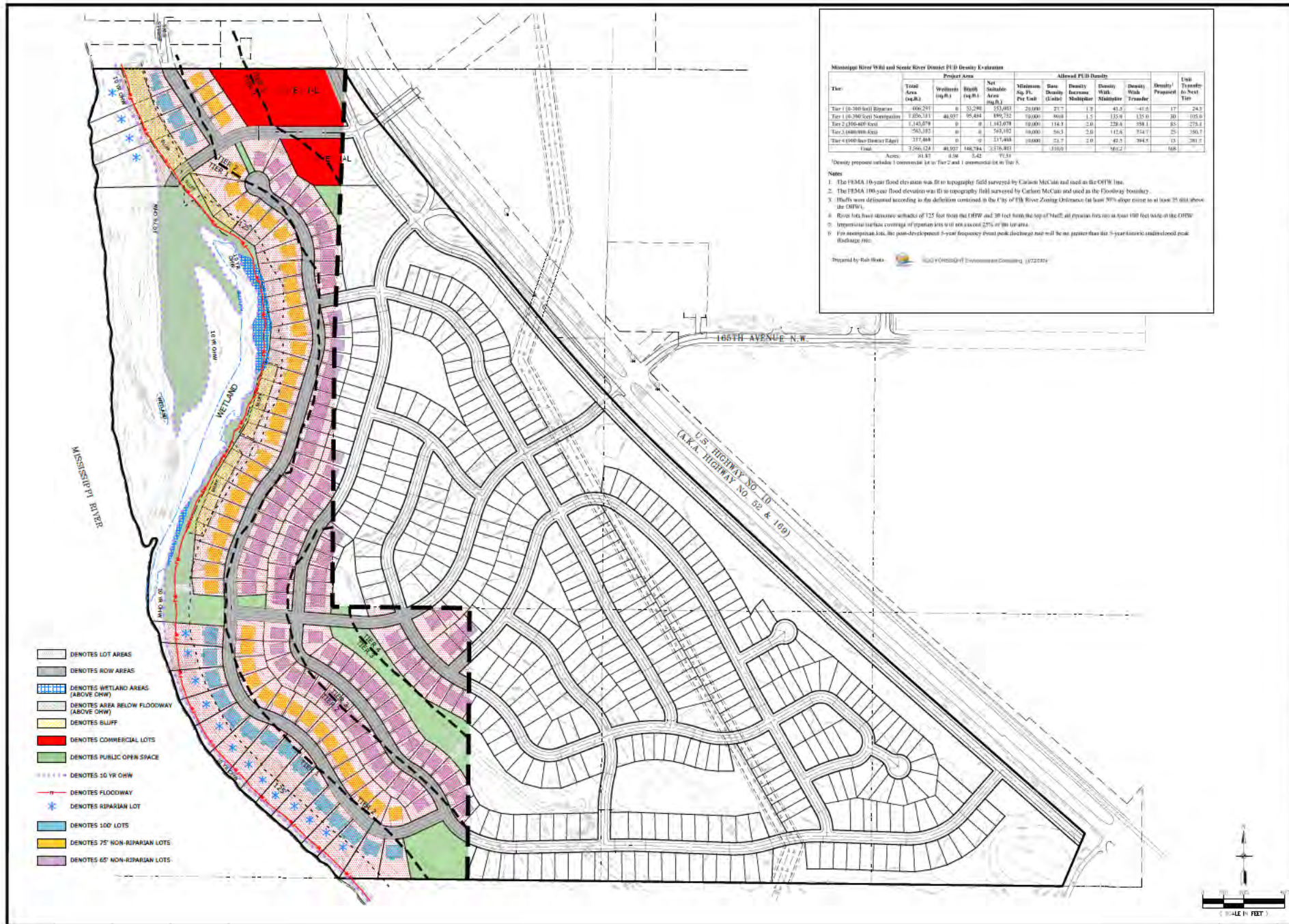
CAPSTONE HOMES, INC.
14013 Sunfish Lake Boulevard, Suite 400
Ramsey, Minnesota 55303

SPECHT FAMILY FARM
Elk River, Minnesota

REVISIONS	
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DESIGN BY: CE
DATE: 10/22/2004
PROJECT NO: 1004

1 of 1



CARLSON MCCAIN
ENVIRONMENTAL
SURVEYING

**WILD AND SCENIC RIVER DISTRICT
PUD DENSITY EXHIBIT**

SPECHT FAMILY FARM
Elk River, Minnesota

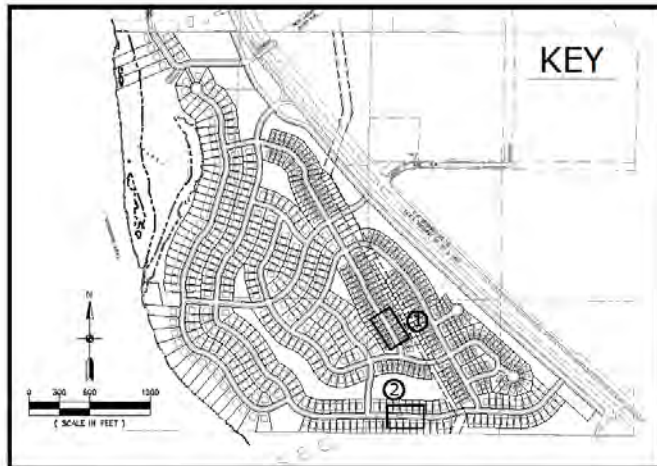
CAPSTONE HOMES, INC.
14013 Sunfish Lake Boulevard, Suite 400
Ramsey, Minnesota 55303

REVISIONS

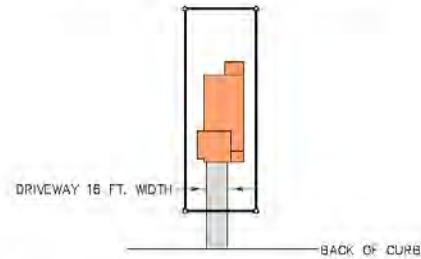
NO.	DATE	DESCRIPTION
1	11/13/2024	Final Report
2	11/02/2024	Revised Report
3		
4		
5		

DESIGN BY: **CE**
SCALE DATE: 10/25/2024
PROJECT NO: 1056

1 of 1

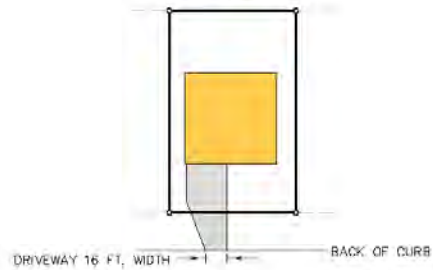


① 50' LIBERTY HOME LOT
(NOT TO SCALE)

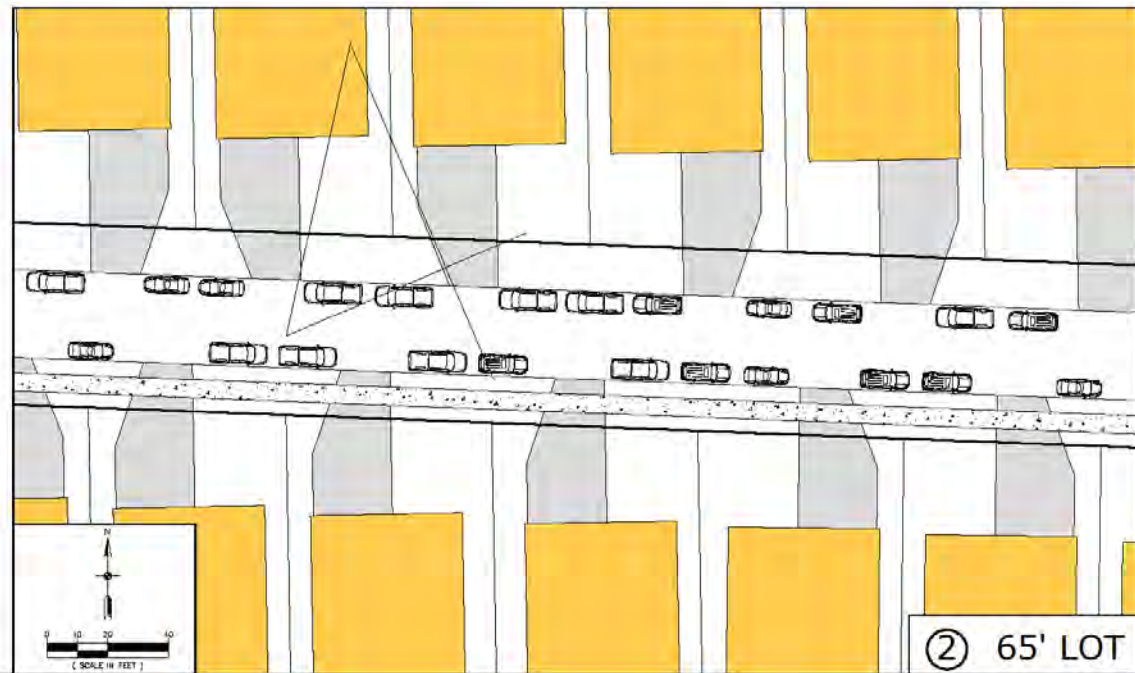
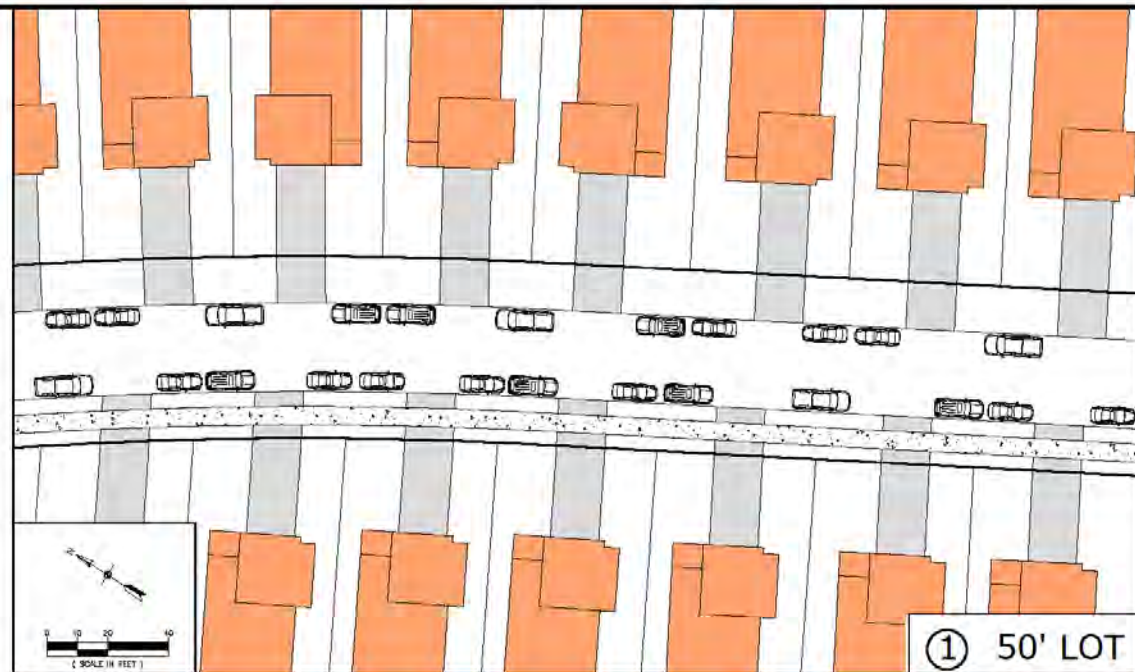


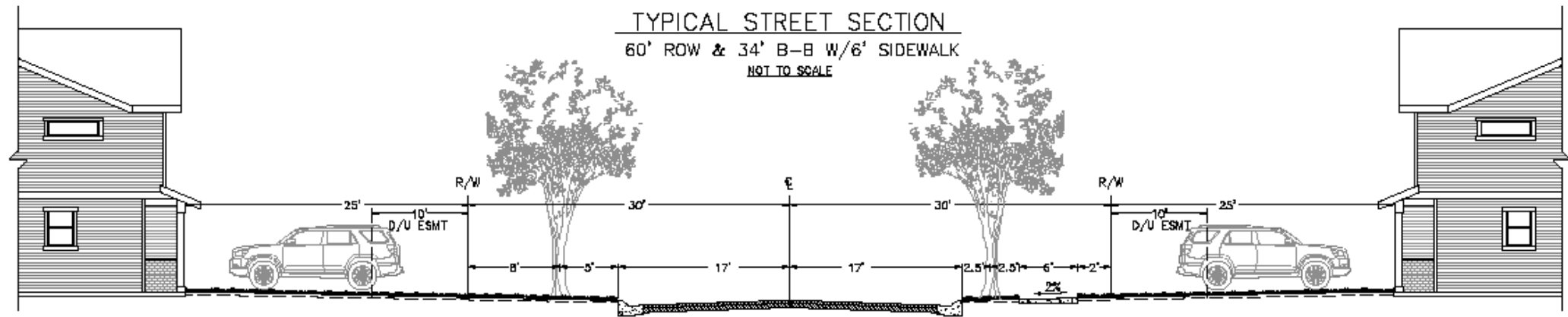
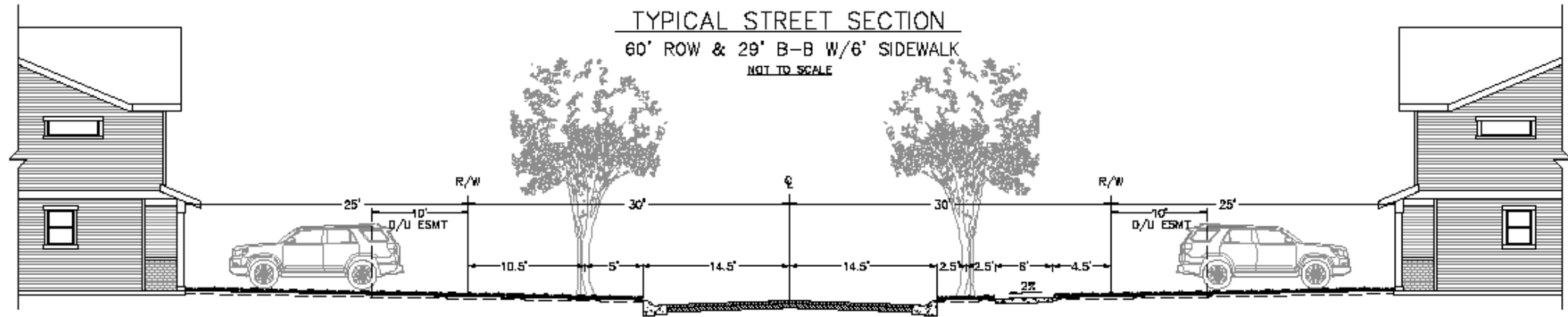
NOTE: MAXIMUM DRIVEWAY WIDTH FOR 50' LOTS IS 16' AT THE BACK OF CURB

② 65' LOT
(NOT TO SCALE)



NOTE: MAXIMUM DRIVEWAY WIDTH FOR 65' LOTS (AND LARGER) IS 30' AT THE RIGHT OF WAY

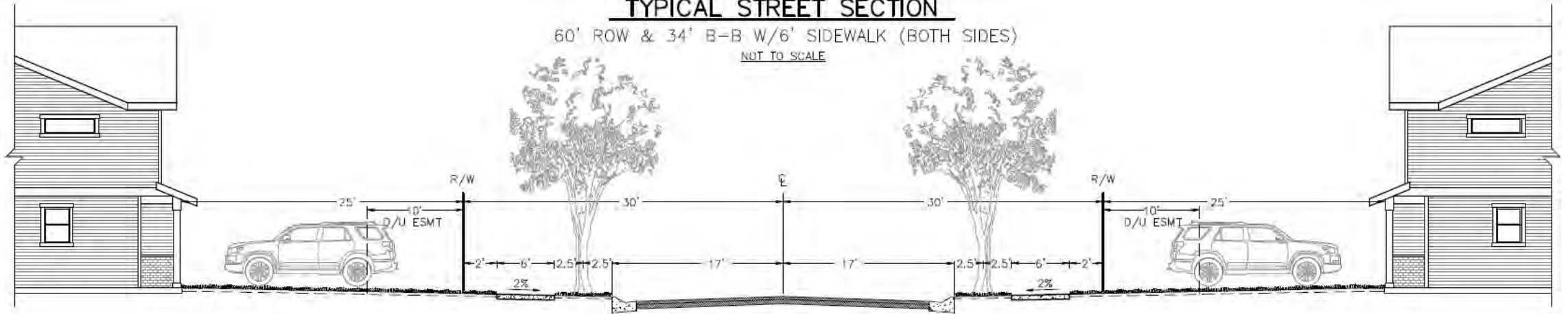




TYPICAL STREET SECTION

60' ROW & 34' B-B W/6' SIDEWALK (BOTH SIDES)

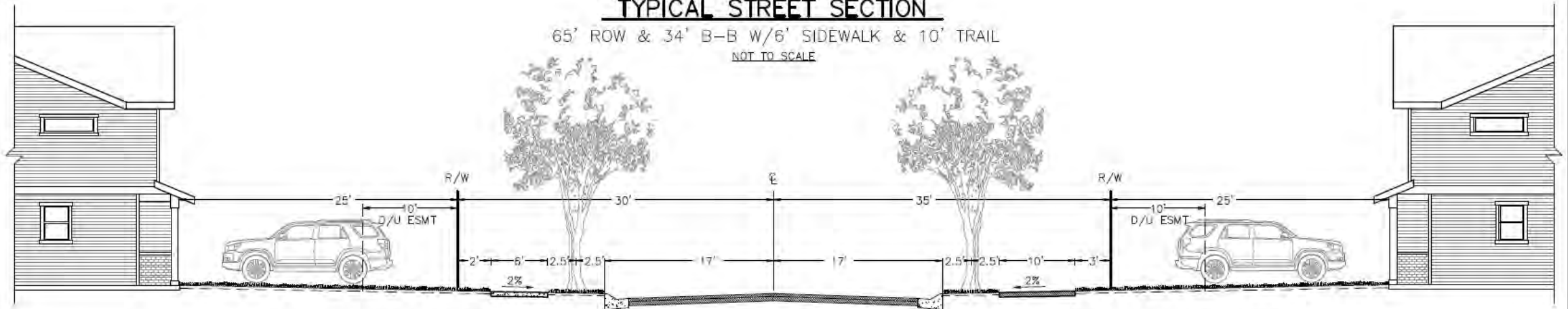
NOT TO SCALE

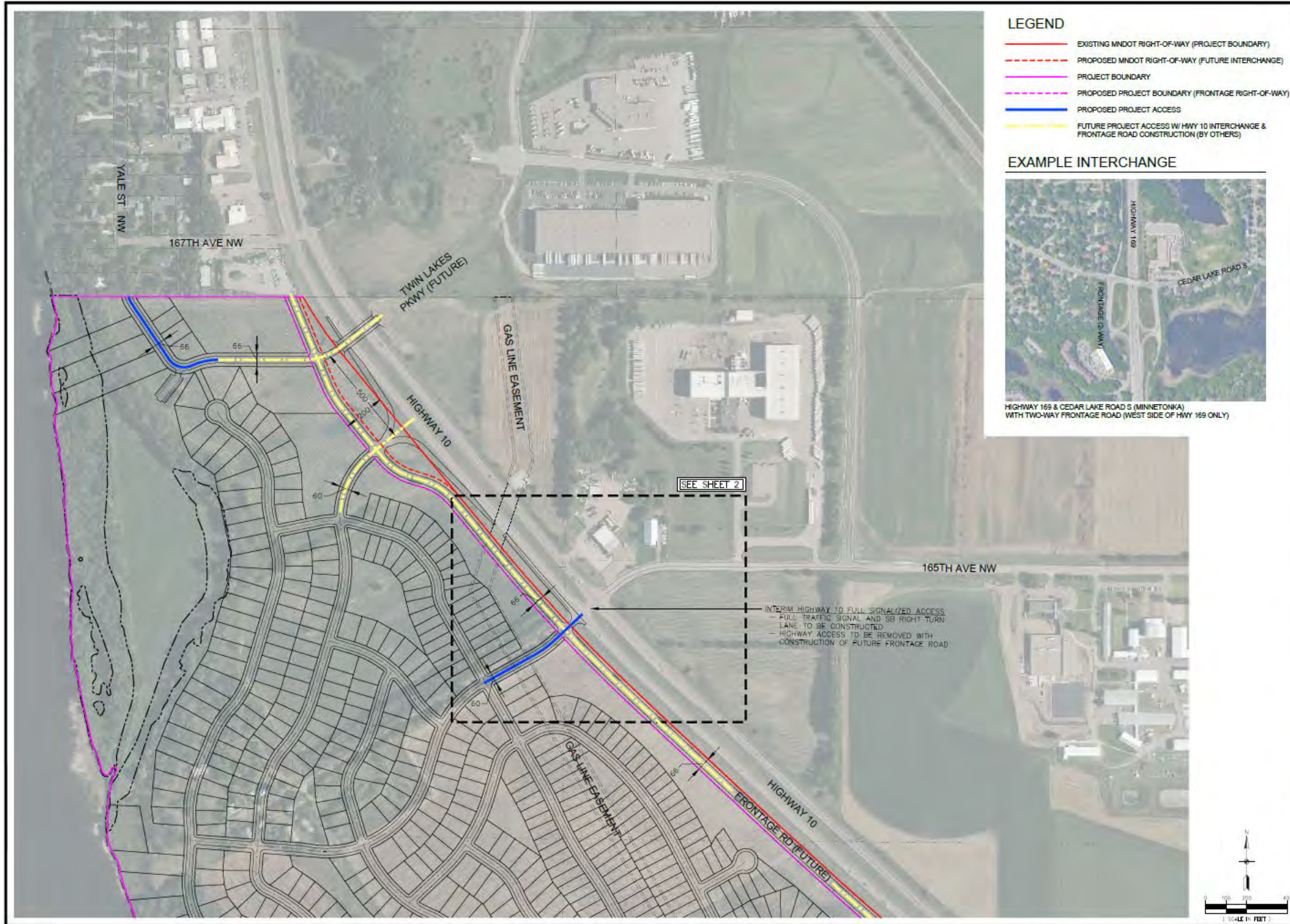


TYPICAL STREET SECTION

65' ROW & 34' B-B W/6' SIDEWALK & 10' TRAIL

NOT TO SCALE





CARLSON MECCAIN
ENVIRONMENTAL

HWY 10 ACCESS EXHIBIT

SPECT FAMILY FARM
Elk River, Minnesota

CAPSTONE HOMES, INC.
14013 Sunfish Lake Boulevard, Suite 400
Ramsey, Minnesota 55303

REVISIONS

NO.	DESCRIPTION	DATE
1	REVISED - Initial Layout	
2		
3		
4		
5		
6		

DESIGN BY: JES
ISSUE DATE: 08/11/2014
PROJECT NO: 1006

1 of 2

CAPSTONE

— H O M E S —





CAPSTONE

— HOMES —



Specht Farm PUD

Land Use, Zone Change, and Ordinance



Background

- Discuss the proposed development & take public comments
- Capstone Homes
 - 533 lot residential subdivision
 - 5.17 acres - future commercial development

Background

- Current request includes:
 - LU to better align uses with planned property lines
 - ZC to create the residential PUD and zones with planned property lines
 - OA to establish the PUD
- Platting will occur later – the PUD ordinance will establish the framework for the development

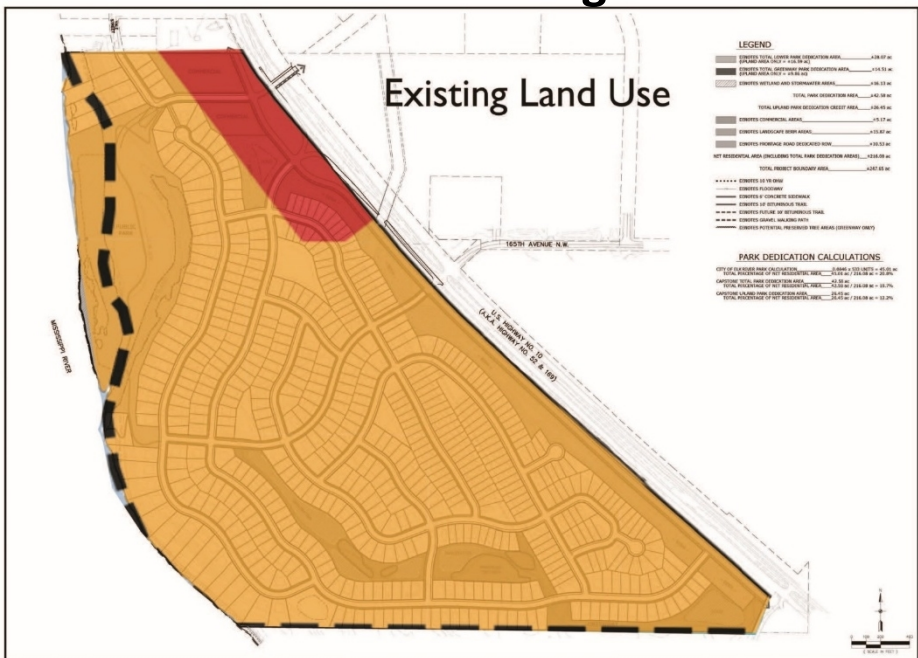
Comprehensive Plan – Land Use

- Comp Plan guides the property
 - Mixed Residential Uses and Highway Business
- Mixed Residential encourages neighborhoods with multiple housing types
 - Proposing four different lot types
 - Increasing density
- Highway Business anticipates commercial uses which benefit from highway frontage – gas station, retail, etc.

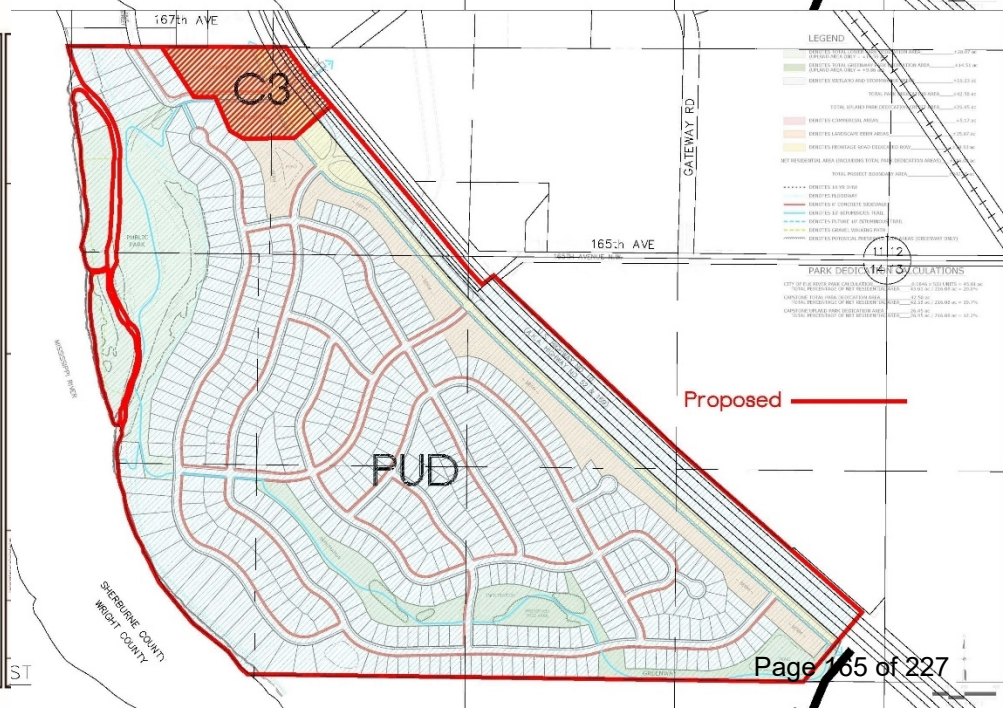
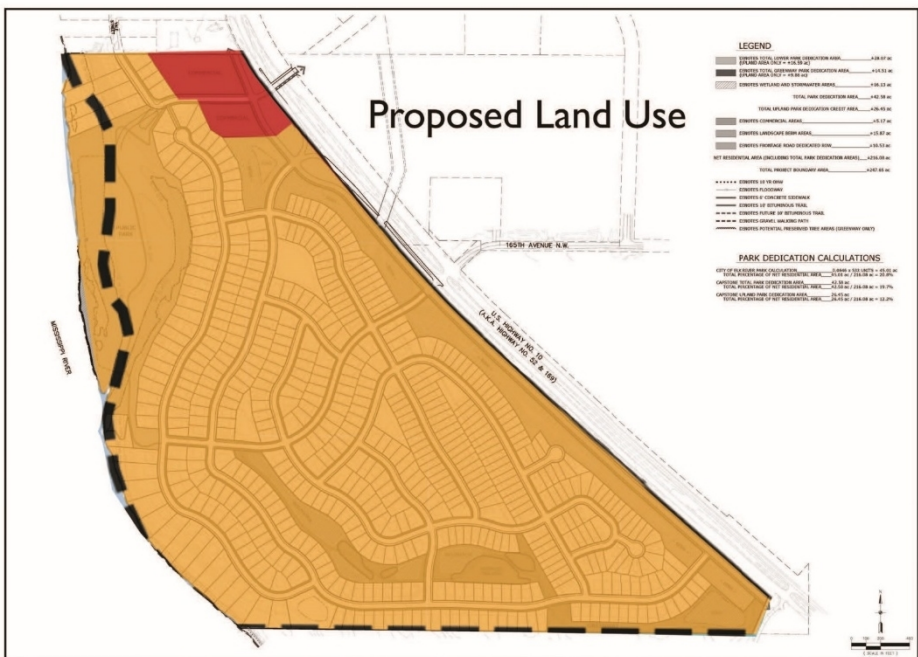
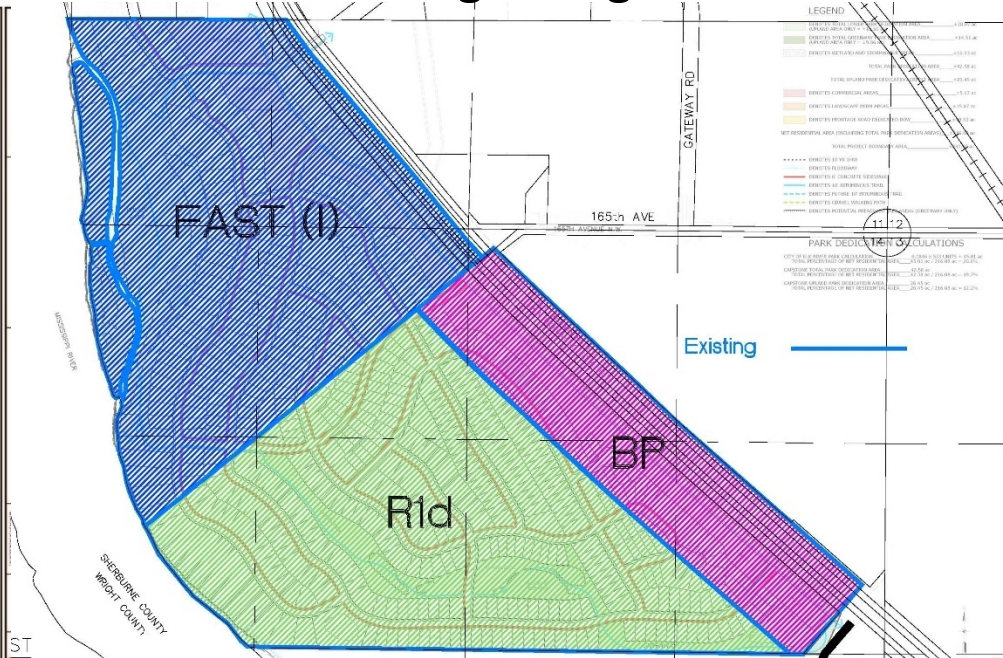
Zoning

- The subject site includes three different zoning districts
 - FAST (I) – Remnant from 2010 study
 - Not compliant with the current Land Use/Comprehensive Plan
 - Business Park
 - Not consistent with Comprehensive Plan
 - R-1d (residential)
 - Generally consistent with the plan
- Proposal brings project into compliance with the proposed land use changes
 - Generally, more consistent with the Comprehensive Plan

Land Use Changes



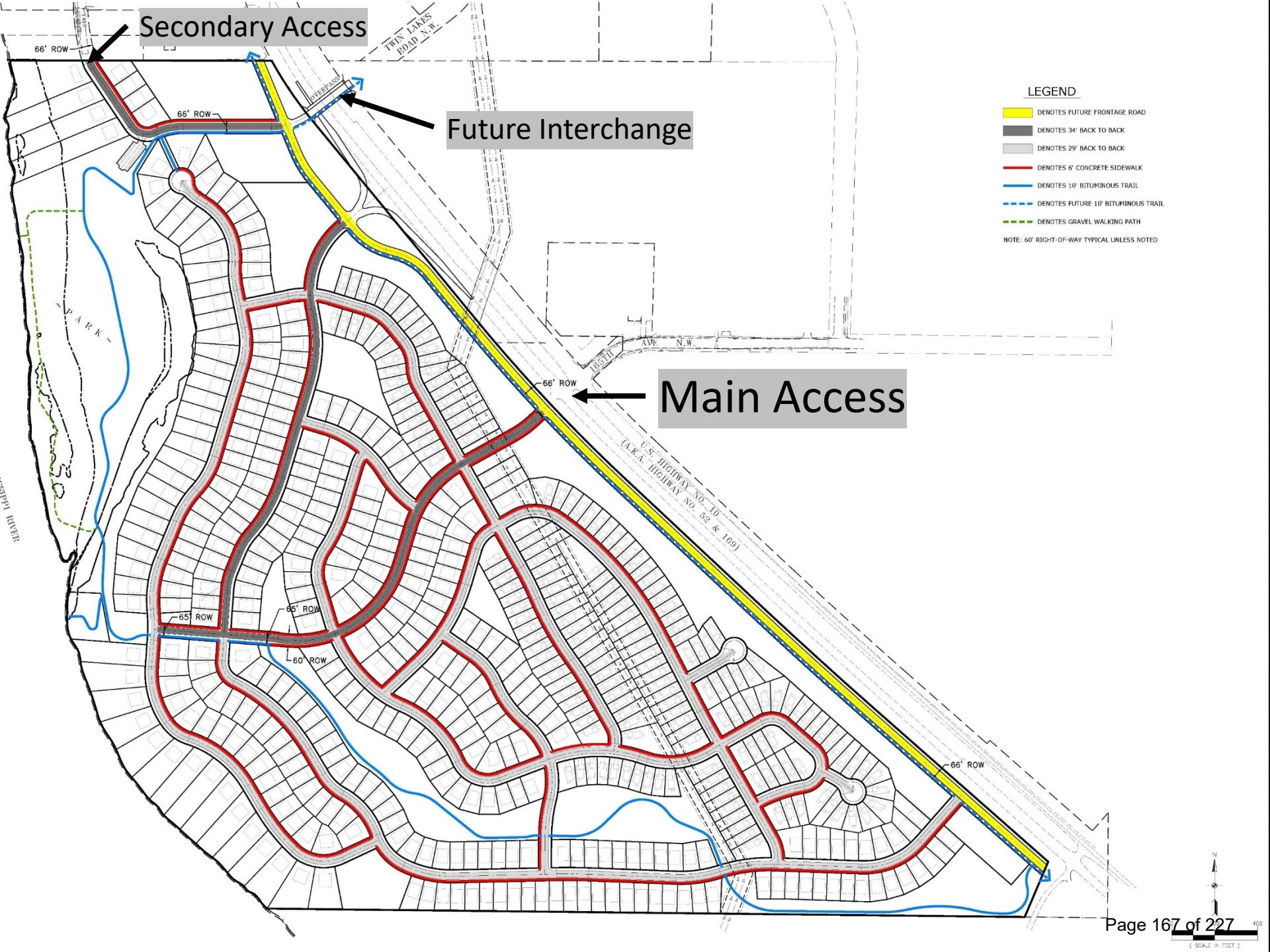
Zoning Changes



General Layout

- Most of the site is slated for single-family residential uses
 - Highest density (50-foot lots) closer to Highway 10
 - Largest lots (100-foot lots) along the river
 - Required per wild and scenic river district
- Primary access at 165th Ave/ current driveway location
 - Numerous conversations with city and MnDOT
 - Requires significant improvements and approval from MnDOT
- Secondary access from Yale Street in NW corner
- Long-term plans for interchange - not part of current project





Secondary Access

Future Interchange

Main Access

LEGEND

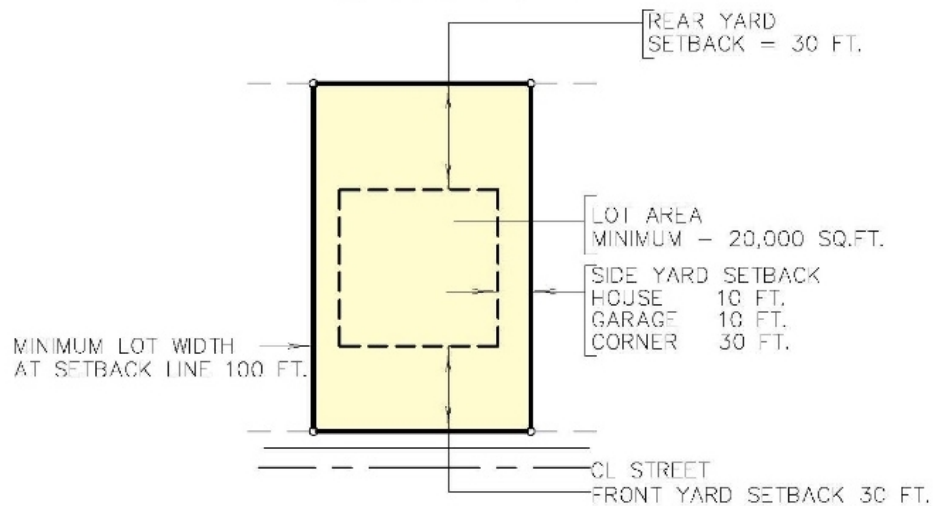
- DENOTES FUTURE FRONTAGE ROAD
- DENOTES 34' BACK TO BACK
- DENOTES 29' BACK TO BACK
- DENOTES 6' CONCRETE SIDEWALK
- DENOTES 10' BITUMINOUS TRAIL
- DENOTES FUTURE 10' BITUMINOUS TRAIL
- DENOTES GRAVEL WALKING PATH
- NOTE: 60' RIGHT-OF-WAY TYPICAL UNLESS NOTED

Parcel Design/Layout

- Includes lots between 50 and 100-feet wide
 - Majority of the lots are 50 and 65-feet
- Limiting driveway widths to 16-feet
 - Provides ~37-feet between driveways in small lot area
 - 15-feet between homes
 - 25-foot front yard setback
- Bradford Park – 55'-lots with 18-foot driveways
 - Provides ~40-feet between driveways
- 50-foot lots have been approved on private streets and
- ~51-foot lots on one street in Miske Meadows – Edison Street
 - Miske Meadows is association maintained

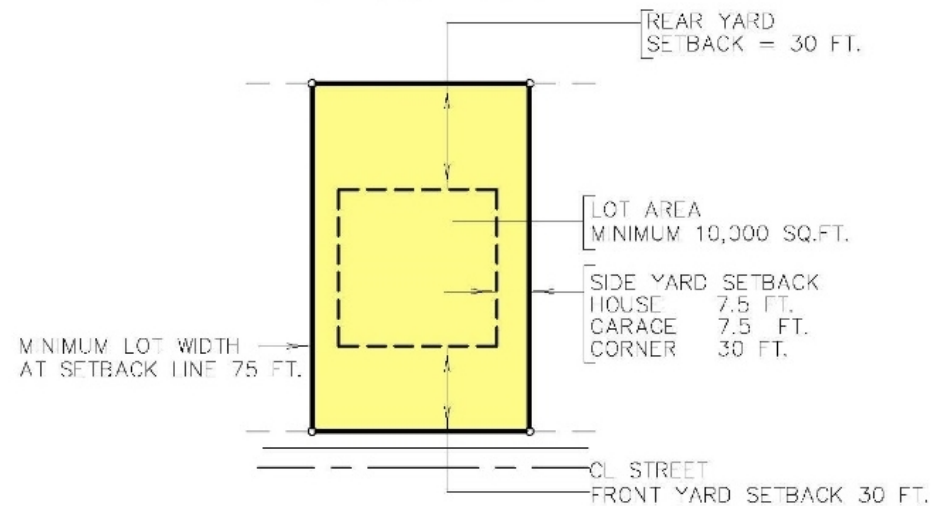
100' RIPARIAN LOT DATA

19 TOTAL LOTS



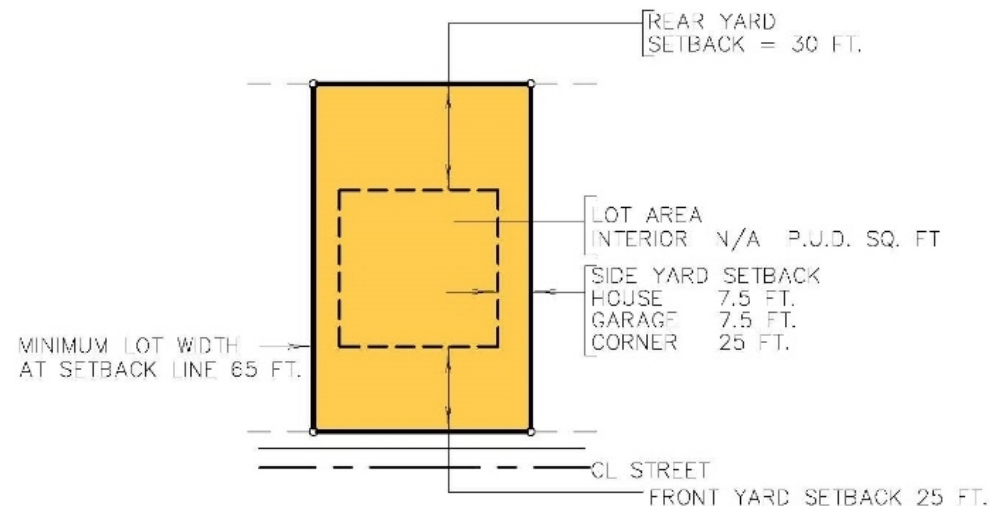
75' LOT DATA

49 TOTAL LOTS



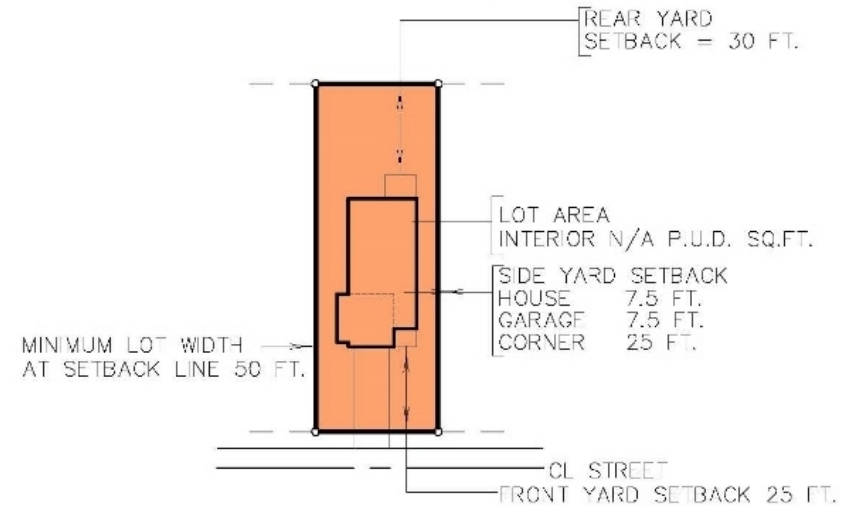
65' LOT DATA

284 TOTAL LOTS



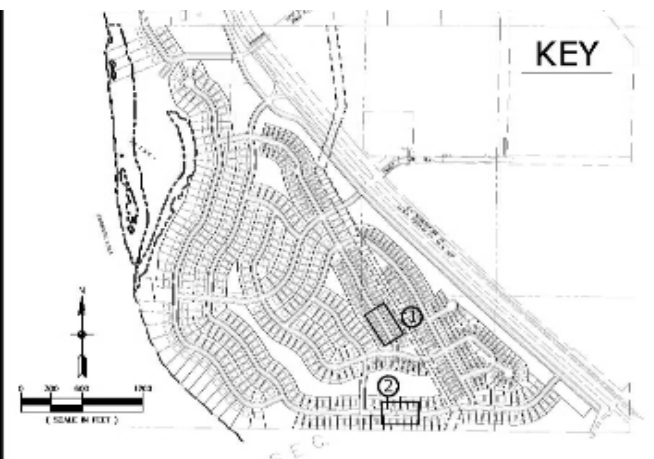
50' LIBERTY HOME LOT DATA

181 TOTAL LOTS

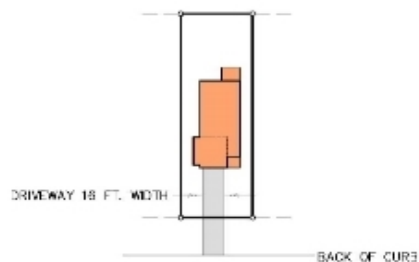


533 TOTAL SINGLE FAMILY LOTS



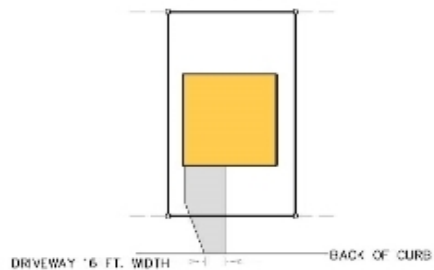


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(NOT TO SCALE)

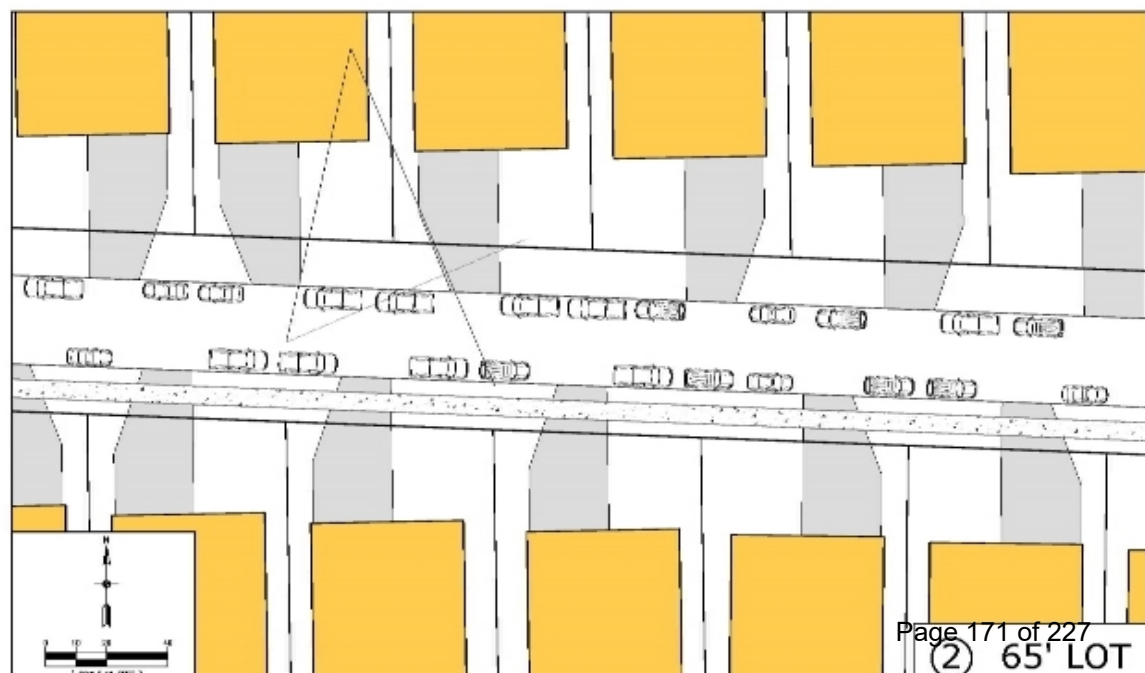


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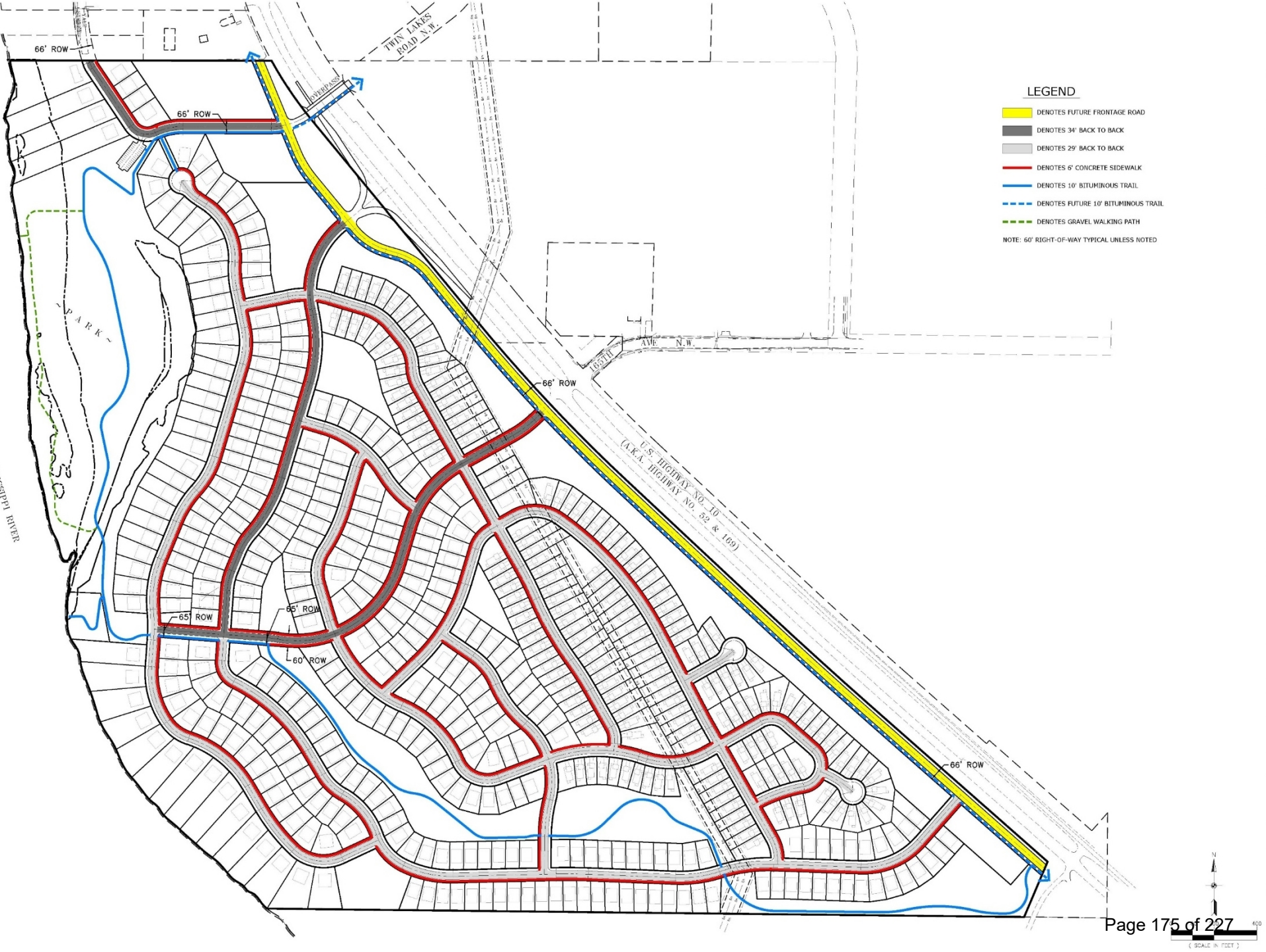


Streets and Sidewalks

- City engineering standards – streets 34-feet wide
 - Allows parking on both sides of the street and ample room for two cars passing
- Developer requests approval of 29-foot streets
 - Allows parking on both sides but becomes more “uncomfortable” for drivers when fully parked
 - Traffic calming possibility

Streets and Sidewalks

- The highest traffic streets would meet city standards, but the remaining interior streets are proposed at 29-feet
- All streets have a sidewalk on one side of the road
- A trail network was reviewed by the Park and Rec Commission



City Utilities

- All properties will connect to city sewer and water
- Extensions from off-site locations is required
- Engineering and utility plans will be part of a future Preliminary and Final Plat review

Planning Commission

- Public Hearing
 - Two family members spoke
 - One outlined beauty and uniqueness
 - Second supported development
 - Kelley Farm noted working with applicant on screening
- PC concerns with 29-foot streets
 - Maintenance & emergency vehicles
 - Asked for additional info from Public Works Director
 - His response is in memo

Planning Commission

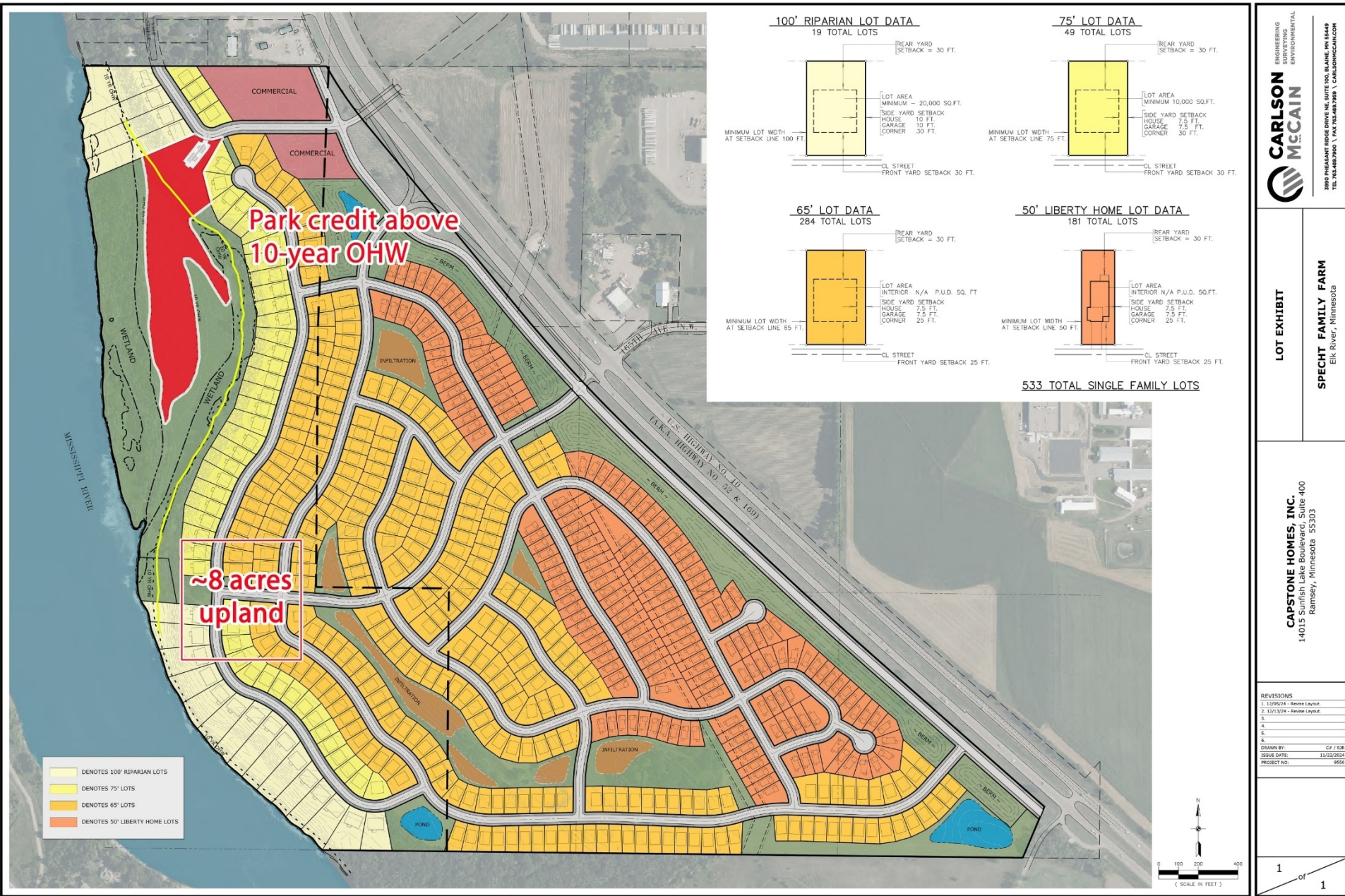
- Generally supportive of the proposal
- Not prepared to make recommendation
- Continue their discussion to Feb 25

Parks and Recreation Commission

- Reviewed twice - Jan. 8 & Feb. 12
- Needs to be a larger focus on a park above the bluff area and not in the floodway where structures cannot be built
- Dedication be split roughly 50-50 between land and cash

Recommendation:

- ~8 acres above the 10yr OHW, but within FEMA floodway
- ~8 acres park area above the bluff, located near the center of the property, and adjacent to the bluff





Mississippi River



Disc Golf Course



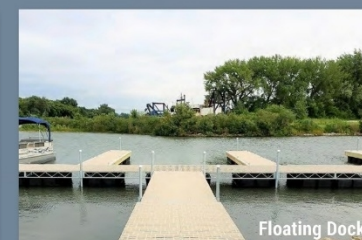
Pavillion



Playground



Floodplain Forest / Trails



Floating Dock

These illustrations are park opportunities showing possible amenities. Actual amenities will vary as determined by City depending on current park practices, needs and budget at the time of construction.

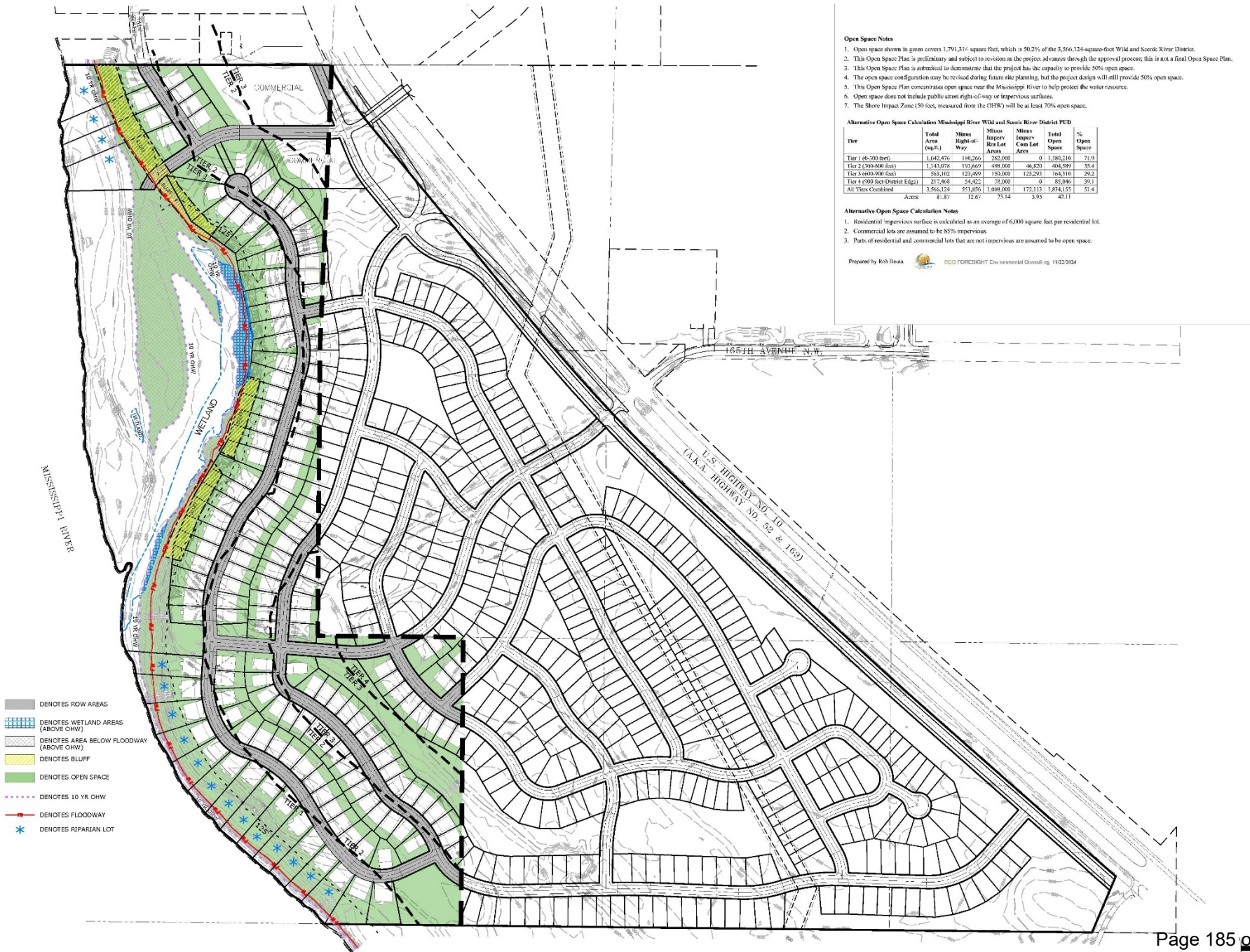
Environmental and Landscaping

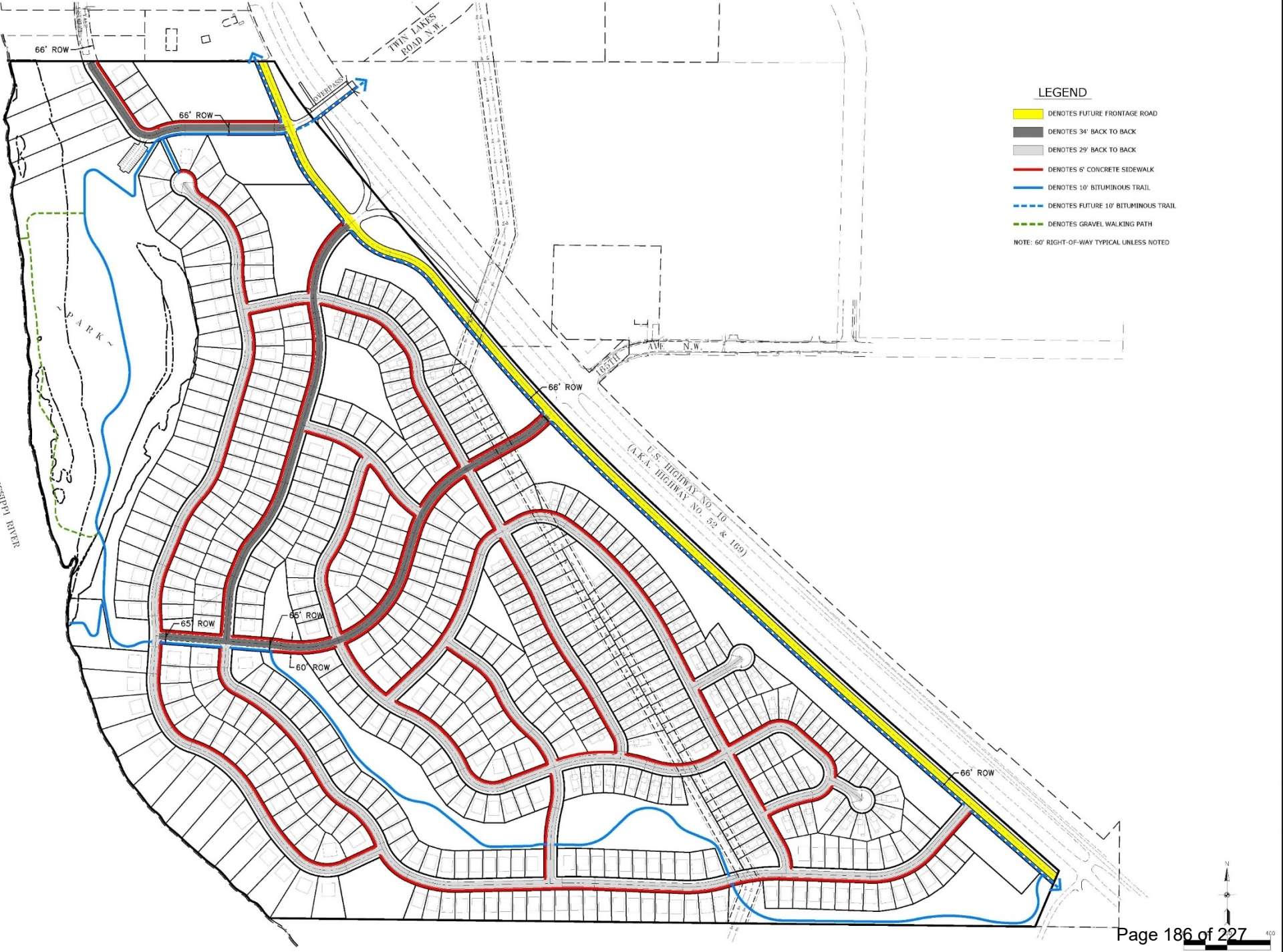
- Requires a Environmental Assessment Worksheet (EAW)
- Evaluates the full scope of environmental impacts
 - Wetlands, soil, visual, watershed, stormwater, traffic, historical features, etc.
 - Reviewed my numerous state agencies
 - Determines if a more intensive environmental review is necessary
- The EAW has been submitted and will be reviewed in accordance with all state standards

Actions Requested

1. Discuss the proposed development and how the project features fit into the city's vision
 - General layout
 - Small lots
 - Narrower streets
 - Park dedication
2. Open the public hearing, receive public comment, and continue the hearing to March 17, 2025.

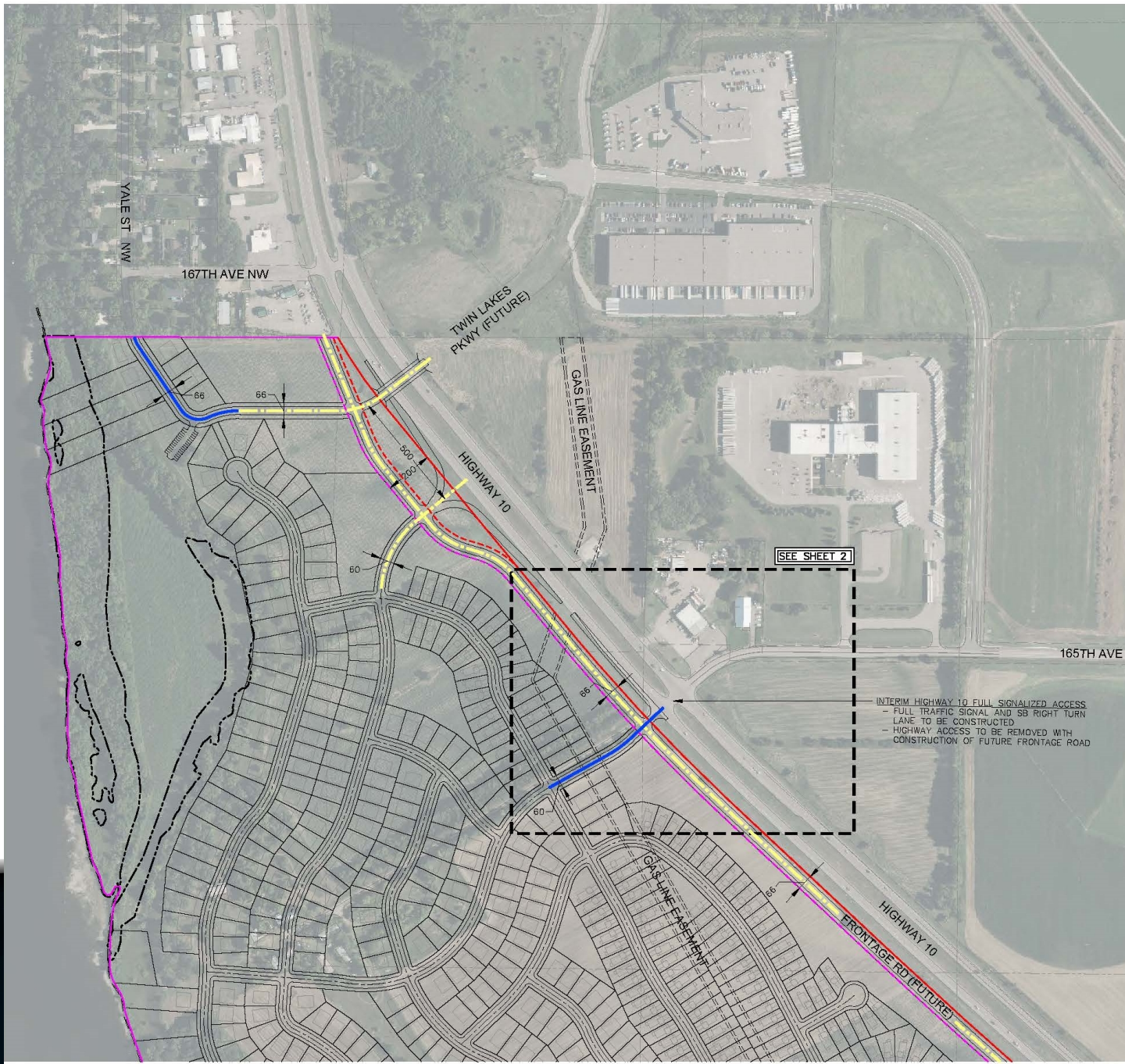






LEGEND

- DENOTES FUTURE FRONTAGE ROAD
 - DENOTES 34' BACK TO BACK
 - DENOTES 29' BACK TO BACK
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 - DENOTES 10' BITUMINOUS TRAIL
 - DENOTES FUTURE 10' BITUMINOUS TRAIL
 - DENOTES GRAVEL WALKING PATH
- NOTE: 60' RIGHT-OF-WAY TYPICAL UNLESS NOTED



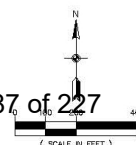
LEGEND

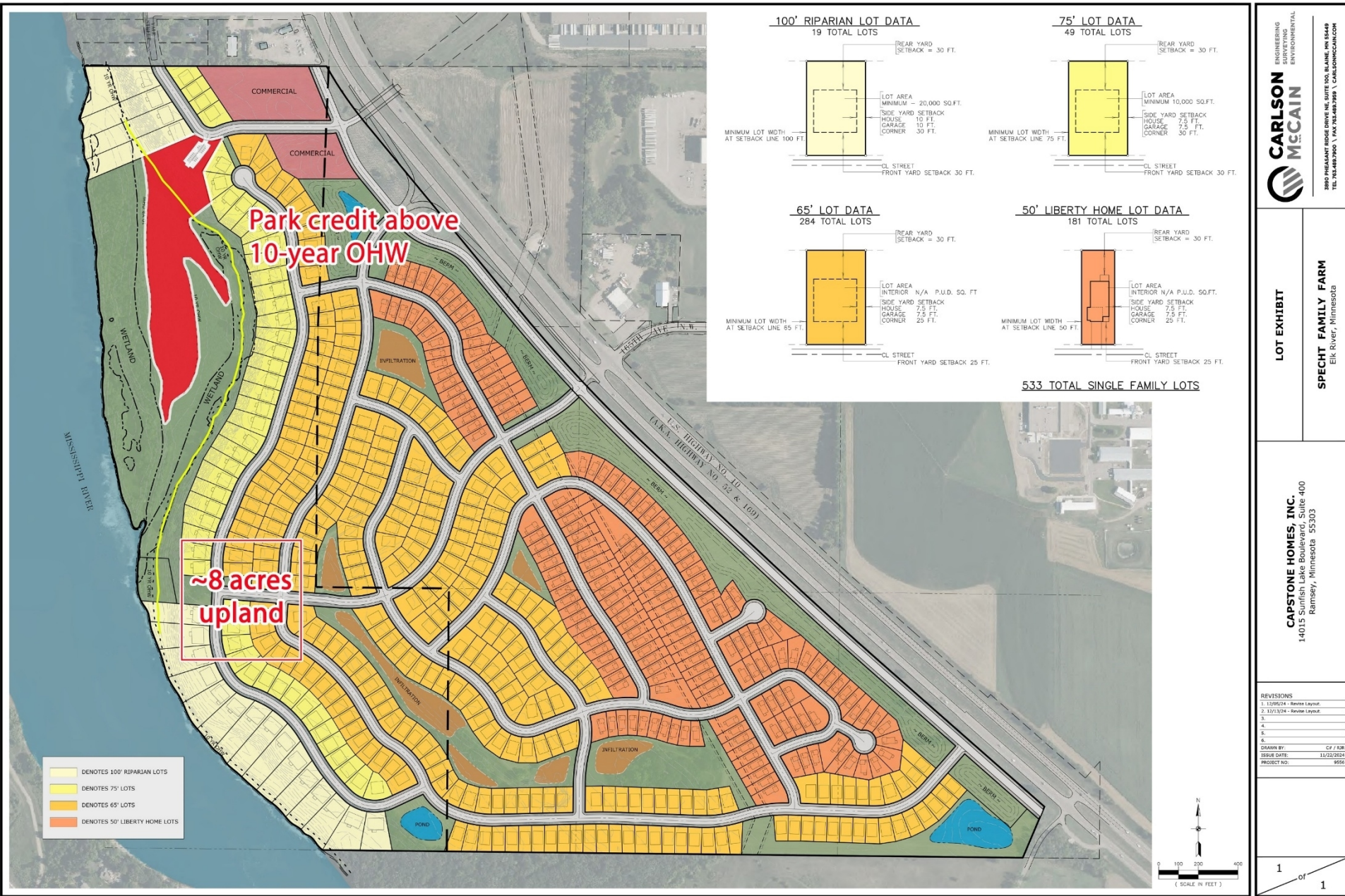
- EXISTING MNDOT RIGHT-OF-WAY (PROJECT BOUNDARY)
- PROPOSED MNDOT RIGHT-OF-WAY (FUTURE INTERCHANGE)
- PROJECT BOUNDARY
- PROPOSED PROJECT BOUNDARY (FRONTAGE RIGHT-OF-WAY)
- PROPOSED PROJECT ACCESS
- FUTURE PROJECT ACCESS W/ HWY 10 INTERCHANGE & FRONTAGE ROAD CONSTRUCTION (BY OTHERS)

EXAMPLE INTERCHANGE



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







Disc Golf Course



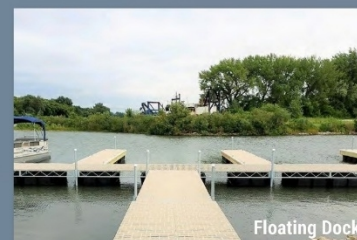
Pavilion



Playground



Floodplain Forest / Trails



Floating Dock

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Request for Action

To
City Council

Item Number
8.1

Meeting Date
February 18, 2025

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

Item Description
Ace 360 Acceleration

Reviewed by
Seth Calvin
Joe Stremcha
Cal Portner
Tina Allard

Action Requested

Approve, by motion, the service agreement with Marco for ACE 365 Acceleration.

Background/Discussion

The city has utilized Marco as a support IT service provider for over 15 years. Staff requests an expanded service offering more managed security tool stacks that align with organizational needs and cyber insurance requirements. Elk River Municipal Utilities recently converted to ACE365 and provided staff with a favorable referral.

Marco will provide the following through ACE365 Cloud Acceleration:

- 24x7 Managed Detect and Response (MDR) for Endpoints and Microsoft 365 Cloud Services
- Microsoft Defender for Endpoint Management
- M365 Secure Score Management
- Secure Operation Center (SOC)
- Microsoft 365 Cloud File Backups
- Service Desk for Microsoft 365 Administrative Requests
- Assigned Technical Account Manager
- Microsoft 365 Safeguards Implementation
- Endpoint Compliance Policy Development & Management using Intune
- Password Manager for IT Team and Employees
- IT Documentation Repository
- Managed Enterprise App Package & Delivery
- Windows OS In-Place Upgrades
- New Computer Provisioning with Delivery Day Helpdesk
- Preferred Pricing on M365 Project Labor

The Elk River Vision

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



Financial Impact

The addition will result in a net increase to the 2025 IT Budget by roughly \$16,000, which will be absorbed by curbing other purchases.

Mission/Policy/Goal

Meet changing needs - agile.

Attachments

1. Proposed Changes to 2025 IT Budget
2. Marco - City of Elk River - ACE
3. Marco-ACE365 Product Agreement

Current Services				
Software Company	\$ / Month	User s	Total	Yearly Total
Sophos	\$6.72	259	\$1,740.48	\$20,885.76
Splashtop	\$33.00	4	\$132.02	\$1,584.21
NinjaOne	\$178.13	4	\$712.50	\$8,550.00
Barracuda	\$3.60	259	\$932.40	\$11,188.80
Duo	\$6.00	332	\$1,992.00	\$23,904.00
Unknown Costs MS Support				
Total			\$5,509.40	\$66,112.77
Proposed Services				
Archiving	\$2.38	259	\$616.42	\$7,397.04
Ace 365 - Base	\$750.00	1	\$750.00	\$9,000.00
Ace 365 + Users	\$20.00	249	\$4,980.00	\$59,760.00
Duo	\$6.00	70	\$420.00	\$5,040.00
Defender for Servers	\$3.00	27	\$81.00	\$972.00
Total			\$6,847.42	\$82,169.04
Change to 2025 Budget			\$1,338.02	\$16,056.27



February 11, 2025

PROPOSAL FOR

CITY OF ELK RIVER

SETH CALVIN

Prepared By:

Adam Schefers

Senior Technology Advisor

320-249-5796

adam.t.schefers@marconet.com

Quote Number: 182286



Managed Services



Copiers & Printers



Audio Visual



Business IT Services



IT - Ace 365 Acceleration -- CITY OF ELK RIVER



Prepared by:

Marco - St. Cloud

Adam Schefers

320-249-5796

adam.t.schefers@marconet.com

Prepared for:

CITY OF ELK RIVER

13065 ORONO PKWY

ELK RIVER, MN 55330-5600

Seth Calvin

763.635.1084

scalvin@elkrivernm.gov

Quote Information:

Quote #: 182286

Version: 1

Date Issued: 02/11/2025

Expiration Date: 02/28/2025

Cloud Acceleration Implementation Overview

ENGAGEMENT OVERVIEW - DESIRED GOALS AND OUTCOMES - CURRENT SITUATION

CITY OF ELK RIVER is needing an offering that is more focused on providing a managed security tool stack that aligns with organizational needs and cyber insurance requirements. CITY OF ELK RIVER is open to leveraging any Microsoft Security tool that meets these needs. ACE365 will provide many of the components that CITY OF ELK RIVER is looking for with full understanding that there will be a need to invest in some additional tools and services beyond the ACE365 offering. Marco's technical account manager will work with CITY OF ELK RIVER as part of the ACE365 agreement to fully leverage all the Microsoft tools and technologies and make good recommendations on areas of additional investment needs.

With ACE365 Cloud Acceleration Marco will partner with CITY OF ELK RIVER and provide the following:

- 24x7 Managed Detect and Response (MDR) for Endpoints and Microsoft 365 Cloud Services
- Microsoft Defender for Endpoint Management
- M365 Secure Score Management
- Secure Operation Center (SOC)
- Microsoft 365 Cloud File Backups
- Service Desk for Microsoft 365 Administrative Requests
- Assigned Technical Account Manager
- Microsoft 365 Safeguards Implementation
- Endpoint Compliance Policy Development & Management using Intune
- Password Manager for IT Team and Employees
- IT Documentation Repository
- Managed Enterprise App Package & Delivery
- Windows OS In-Place Upgrades
- New Computer Provisioning with Delivery Day Helpdesk
- Preferred Pricing on M365 Project Labor

CLIENT RESPONSIBILITIES

Marco's ACE365 Team will guide CITY OF ELK RIVER through initial ACE365 Cloud Acceleration service provisioning and usage but require the following for a successful delivery of ACE365 Cloud Acceleration:

- CITY OF ELK RIVER must have Microsoft 365 Business Premium licensing purchased and assigned to Entra ID user accounts.
- CITY OF ELK RIVER must be using (or have the intent to use) Microsoft's 365 services such as Exchange Online, OneDrive, Teams,

or SharePoint Online.

- CITY OF ELK RIVER must associate Marco Technologies LLC as their Microsoft Cloud Service Provider partner and reseller.
- CITY OF ELK RIVER must grant Marco Granular Delegated Admin Permissions (GDAP) with elevated rights to perform proper tenant administration and continue to renew these rights on occasion.
- CITY OF ELK RIVER must procure net new Microsoft 365 licenses through Marco's Microsoft Cloud Service Provider reseller relationship.
- CITY OF ELK RIVER must move any pre-existing term-based Microsoft 365 subscriptions to Marco's Microsoft Cloud Service Provider reseller relationship at time of term renewal date (typically 1mo, 1yr, or 3yr).
- CITY OF ELK RIVER shall designate a Primary Point of Contact (POC) who shall act as the decision maker authorized for billing and change approval on behalf of the company.
- CITY OF ELK RIVER shall provide a minimum of two emergency contacts or call groups available during and after business hours in the case of a P1 incident escalation from Marco's SOC.
- CITY OF ELK RIVER shall allow Marco approved third-party enterprise apps to integrate directly with client's Microsoft 365 environment to allow for ACE365 contracted services.
- CITY OF ELK RIVER shall be responsive and timely to requests from the Marco Team during initial provisioning and throughout the term of the ACE365 agreement.
- CITY OF ELK RIVER IT strategy must align with a cloud-first and Microsoft-first approach to IT product and service delivery.

■ SERVICES ASSUMPTIONS, EXCLUSIONS, AND NOTES

Please list any Assumptions, Exclusions, and Important Notes for the purposes of this engagement:

- Microsoft 365 Licensing
 - Licensed features must include Entra ID P1, Intune, and Defender for Endpoint for all users and devices.
- ACE365 User Licensing
 - User counts are determined by Entra ID users with any Microsoft 365 license assigned.
 - Initial user quantity as agreed upon by Marco and CITY OF ELK RIVER.
 - Billed user quantity will vary monthly based on actual licensed Entra ID user accounts.
- Cybersecurity Controls
 - Provided or enhanced by ACE365 included features:
 - Identity and Access Management
 - Multifactor Authentication
 - Backups for Microsoft 365 (Exchange, SharePoint, OneDrive, and Teams)
 - Endpoint Detect and Response (EDR) using Defender for Endpoint
 - 24x7 Security Operations Center (SOC)
 - Managed Detect and Response (MDR) for Endpoints, Servers, and M365 Cloud Services
 - Email Filtering and Web Security
 - Microsoft Product Patch Management
 - Microsoft 365 Tenant Configuration Hardening using CIS Benchmarking
 - Endpoint Configuration Hardening using Intune and Baseline Compliance Policies
 - Additional Cybersecurity controls frequently required but NOT provided by ACE365 are as follows:
 - Security Program & Policy Development
 - Cybersecurity Awareness Training
 - Complete Vulnerability Management
 - External Pen Testing
 - On-Premises Backups
 - Central or Retained System Logging
 - Marco can provide many of these additional products and services to complete your Cybersecurity strategy by



SCHEDULE A - SCHEDULE OF PRODUCTS TO PRODUCT
AGREEMENT(S)

request

■ ACE365 Cloud Acceleration

SCHEDULE A

Description	Recurring	Qty	Ext. Recurring
ACE365 Agreement (C-ACC) applies - www.marconet.com/legal			
ACE365 C-ACC: Base Bundle - Includes Up to 10 Users	\$750.00	1	\$750.00
Minimum Monthly for ACE365 Cloud Acceleration - Includes First 10 Users		1	
Up to 10 Users Included in Per User Management for ACE365 Acceleration		10	
ACE365 C-ACC: Acceleration Users	\$20.00	249	\$4,980.00

Monthly Subtotal: \$5,730.00



Quote Summary - Monthly Expenses

Description	Amount	
ACE365 Cloud Acceleration	\$5,730.00	
Monthly Total:		\$5,730.00

Payment Options

Description	Payments	Interval	Amount
Recurring Payments			
36 Months - Monthly Payments	36	Monthly	\$5,730.00

Summary of Selected Payment Options

Description	Amount
Recurring Payments: 36 Months - Monthly Payments	
Selected Recurring Payment	\$5,730.00



■ Approval

- Client represents that it has reviewed and agrees to be legally bound by this Schedule of Products.
- Client represents that it has reviewed and agrees to be legally bound by the Relationship Agreement, any Product Agreement(s) referred to herein, and applicable policy(ies) ("Terms and Conditions") which are located at www.marconet.com/legal for the Products it is obtaining as identified in this Schedule of Products. If the parties have negotiated changes to the Terms and Conditions, the modified version(s) of an such Terms and Conditions, that have not expired or been terminated, shall control.
- Client agrees to use electronic signatures, electronic communications, and electronic records to transact business under the above documents.
- The pricing above does not include taxes. Taxes, fees and surcharges shall be paid by Client and will be shown on invoices to Client.

Marco Technologies, LLC

CITY OF ELK RIVER

Signature: _____

Name: _____

Title: _____

Date: _____

Prepared for: Seth Calvin _____

Signature: _____

Signed by: _____

Title: _____

Date: _____

PO Number: _____

Email Address: _____

MARCO ACE365 PRODUCT AGREEMENT

This ACE365 Product Agreement ("ACE365 Agreement") is entered into by and between Marco Technologies, LLC ("Marco") and _____ ("Client") for the services ("Services"), equipment (collectively, "Equipment"), and software ("Software"), (collectively, "Products") that Marco will provide. This ACE365 Agreement is made and entered into pursuant and subject to the terms and conditions of the Marco Relationship Agreement ("Agreement") between Marco and Client and the Parties agree to be bound by its terms. Defined terms in the Agreement have the same meaning in this ACE365 Agreement unless otherwise expressly stated.

As used in this Agreement,

1. "Agreement" means, the Marco Relationship Agreement between Marco and Client (each as defined below);
2. "ACE365 Agreement" means, this contract between Marco and Client for ACE365;
3. "ACE365 Agreement Term" means, the term of the ACE365 Agreement which shall commence upon Client signature on any SOP (as defined below);
4. "Assessment" means, the process used by Marco to ensure all Client technology proposed to be under management meets Marco's Minimum Specifications (as defined below);
5. "Client" means, the party specified in the first paragraph of the ACE365 Agreement;
6. "Client Information and Access" means, Client's additional information which Marco reasonably requests, including but not limited to information about facilities, computers, network environment, servers, drives, switches, routers, hard drives, mobile devices, Third Party Applications (as defined below), licenses (and their renewal), backup and protocol (including for emergencies), goods, equipment, etc.;
7. "Contacts" means, client employee designated by client as the primary point of contact;
8. "Designated Technology" means, any technology that is in scope of Marco's responsibility to manage;
9. "Designated User" or "Designated Users" means, Client employee(s) and other designee(s) with Microsoft User Licensing who are benefactors of Products of this ACE365 Agreement;
10. "Equipment" means, any computers, equipment, systems, cabling, or facilities and used directly or indirectly in the provision of Services (as defined below);
11. "Existing Provider Cutover" means, the date existing services, equipment, and software of another provider transitions to Marco Services, Equipment, or Service;
12. "Implementation Fee" means, the fee charged by Marco for Services provided before the Go Live Date;
13. "Managed Backup" means, a specific Service provided by Marco when specified on an SOP;
14. "Marco" means, Marco Technologies, LLC;
15. "Marco Service Catalog" means, the list of Services provided by Marco and found at: <https://www.marconet.com/legal/ace365-service-catalog> ;
16. "Marco's Password Standard" means, the minimum requirements for Client password security as detailed at: www.marconet.com/legal ;

17. "Minimum Specifications" means, the minimum environmental, password, and other standards necessary for Client to meet in order for Marco to provide Services;
18. "Monthly Recurring Charge" means, the amount per month charged to Client for Products as specified in an SOP;
19. "Network Credentials" means, access to certain network appliances as further described in the ACE365 Agreement and/or SOP;
20. "Network Discovery" means, the process of discovery of Client's Equipment, operating systems, software and network environment necessary for Marco to provide Services;
21. "Price Increase" means, the amount the Price (as defined below) rises annually as further described in the ACE365 Agreement and/or SOP;
22. "Price(s)" means, the amount charged by Marco for the Products purchased or Services provided;
23. "Products" means, the software and equipment purchased by Client under a valid SOP;
24. "Product Effective Date" means, the commencement date of the SOP Term;
25. "Project Manager" means, the Marco employee assigned to the ACE365 Services implementation;
26. "Remediation Plan" means, out of scope Services required for Client to meet the Minimum Standards;
27. "Remote Access Software" means, software used by Marco in order to provide End User Support Desk Services remotely;
28. "Representatives" means, the directors, officers, employees, consultants, financial advisors, counsel, accountants and other agents of a party;
29. "Service Limitations" means, limitations or exclusions to the Services as determined by Marco;
30. "Services" means, certain IT services provided by Marco as particularly described in the Service Catalog;
31. "Software" means, software applications or software as a service provided by or resold by Marco and listed in the SOP;
32. "Schedule of Products" or "SOP" means, the Schedule or Schedules attached to this ACE365 Agreement which lists the Products and Services purchased by Client from Marco;
33. "Schedules" means, collectively, the attached document(s) containing SOP and/or other information, each of which are incorporated herein by reference;
34. "SOP Renewal Term" means, the additional term that commences upon the expiration of the SOP Term (as defined below);
35. "SOP Term" means, the same as the ACE365 Agreement Term as defined above;
36. "Support Desk Services" means, a certain Service provided by Marco that assists with remote request from the Primary Point of Contact;
37. "T&M" means, Services charged to Client on a time and materials basis;
38. "Termination Fee" means, the fee charged by Marco for early termination of a SOP;
39. "Third Party Applications" means, software developed by a third party and used by Client in its business.

DESCRIPTION AND TERMS OF PRODUCTS AND SERVICES

- 1) Products.** ACE365 is a suite of available Products and Services designed to accelerate our Client's Microsoft 365 security posture and usage experience. Subject to the terms herein, Marco will provide, and Client will purchase, lease, or license, as applicable, Products as described in the attached Schedules, which are incorporated herein by reference. Each Product will have explicit and specified Service entitlements as listed and described in the Service Catalog located at: <https://www.marconet.com/legal/ace365-service-catalog>.
- 2) Payment.** Client shall pay the Price(s) listed on Marco's SOP for the Products. Any Products not listed on the SOP are not included in the Prices therein and will not be delivered under this Agreement. Client's monthly billings commence one month from the Product Effective Date. Monthly billings are variable based on the actual or assumed quantity of Designated Users from the previous period. Minimum monthly billing fees may apply. One-time fees set forth in the SOP are due upon the Product Effective Date. Marco shall have the right to implement a Price increase in its sole discretion at the end of the first twelve (12) months of the Product Effective Date and once each twelve (12) months thereafter, by up to ten percent (10%).
- 3) Designated Users.** ACE365 Products and Services are provided on a per-user account basis. Licensed user accounts within the Client's Microsoft Entra ID (Azure AD) are considered valid for both billing and support purposes and such users will be recognized as 'Designated Users'. Marco is not under any obligation to provide support for non-Designated Users.
- 4) Primary Point of Contact.** Client shall designate a Primary Point of Contact (POC) who shall act as the decision maker authorized for billing and change approval on behalf of the client. This user may delegate their authority. Client may change the POC of record by providing written notice to Marco by either the then current POC or by an officer of the company.
- 5) Designated Technology.** For the purposes of this ACE365 Agreement, Designated Technology is defined as any Client Microsoft Cloud Service or Marco provided Product on which Marco has either sole access or has been delegated administrative capabilities.
- 6) Audit Rights.** Marco shall have the right to take all reasonable action it deems appropriate in its sole discretion to audit Designated Users, Designated Technology, the classification and status of all users that exist in the Client's Entra ID (Azure AD), and Client's use of the Products at such times as Marco reasonably requests. Client shall cooperate in and provide Marco all Client information and access Marco deems necessary to carry out such audit. If Client exceeds its allotted Designated Users or software licenses or Marco finds that the user type has not been accurately designated or has changed, the Price will be modified accordingly.
- 7) Term, Termination, and Renewals.**
 - a) The ACE365 SOP Term is thirty-six (36) months. Following the SOP Term and if neither party has provided the other party with a notice to terminate at least sixty (60) days before the end of the then-current term, then the SOP will automatically renew for an additional twelve (12) month SOP Renewal Term. If Client notifies of its intent to terminate the ACE365 Agreement before the end of any term, the Client will incur an early termination fee prorated to recoup the market value of actual onboarding service fees, up to a max of \$12,000. Client shall pay this fee within the payment terms outlined following receipt of this invoice.

- b) For Clients that have purchased the ACE365 Cloud Security (C-SEC) as a stand-alone product, the Term for the ACE365 Cloud Security product is month-to-month and will auto-renew unless Client provides Marco with its intent to terminate this Product with at least thirty (30) days notice.

8) Software Licenses and Other Agreements. Client shall enter into, maintain, comply with and be bound by licenses, agreements or other prerequisites of third-party software publishers, vendors or equipment manufacturers for the Products (collectively, "Licenses").

PLANNING, IMPLEMENTATION AND CHANGE MANAGEMENT

- 1) **Microsoft CSP Relationship.** Marco requires Client to add Marco Technologies LLC as the Microsoft Cloud Solution Provider for Client's Cloud accounts. Future Microsoft 365 subscriptions, subscription renewals and product additions must be purchased from Marco. Additionally, Marco requires Client to accept a Granular Delegated Admin Privilege (GDAP) relationship with Marco to allow secure administration from Marco to client's Microsoft 365 tenants.
- 2) **Assessment.** Marco will perform an assessment of Client's Microsoft licensing and Designated Technology for Minimum Specifications. Client will be notified of any items not meeting Minimum Specifications and will be provided with a Remediation Plan. If Client declines proposed Remediation Plan, Marco may, at its sole option, reprice this Agreement, terminate this Agreement, or limit the scope of its coverage.
- 3) **Remediation and Service Limitations.** Marco may designate certain limitations or exclusions from the Services ("Service Limitations") or require that Client enter into a separate remediation agreement ("Remediation Plan") if problems exist i) with Client's environment discovered during License and Technology Review, or ii) at any other time during the SOP Term or SOP Renewal Term, Marco determines that upgrading, replacement or other remediation by Client will be required in order for Marco to efficiently and effectively provide and Client and its Representatives to use the Products. Client shall pay Marco's then prevailing rates for any remediation services.
- 4) **Client Information and Access.** To facilitate the efficient and effective provision and use of the Product, Client agrees to provide to Marco at Client's expense copies of, access to, and permission to collect, maintain, process, use and enter, as applicable:
 - a) Client Primary Point of Contact (POC) name, phone numbers and email address
 - b) Minimally, one additional emergency contact(s) names, phone numbers and email address
 - c) Microsoft Invoices and License Agreements
 - d) Cloud-only Global Administrator service account credentials (used for "break glass" access needs)
- 5) **Cutover from Existing Provider.** To the extent the Services, Equipment or Software will be replacing existing services, equipment and software of another provider, Marco will assist Client with the transition by providing service continuation guidelines and an Existing Provider Cutover. Client acknowledges and agrees that factors relating to Client's existing provider, which are not in the reasonable control of Marco, may limit the effectiveness of the Existing Provider Cutover. Client agrees that Marco shall have no liability to Client or any third party arising out of such factors, and all work performed by Marco pursuant to this section will be invoiced at Marco's T&M rates.

- 6) **Product Provisioning.** Marco will perform all necessary service work to configure the client's M365 environment such that it allows for ACE365 Products and Services to be effective. This work will begin immediately and complete within the agreed upon timeframe with the Client. Any services not completed will be addressed by the terms of the Remediation and Service Limitations (above).
- 7) **Team Effort.** Client agrees to assist and cooperate with Marco to perform its obligations and exercise its rights under the Agreement and this ACE365 Agreement, including, but not limited to: actively participating in the planning, scheduling, information gathering, monitoring, maintaining, managing, providing feedback, considering recommendations (including as to single point failures) and implementing remediation or changes for the effective and efficient provision and use of the Products. Client acknowledges and agrees that: (a) its failure to timely provide such assistance and cooperation and perform any of its obligations under this ACE365 Agreement; b) the necessity of a Change Order, separate agreement, Remediation Plan, Service Limitations, or Client's request for enhanced, additional or different services, equipment, software or other things; c) the Existing Provider Cutover; d) limitations or barriers to the Client Information and Access; d) or factors in the reasonable control of Client, but not of Marco, may result in the delay, reduction or failure of the effective and efficient provision and use of the Products (collectively, "Limitations"). Client agrees that it will be solely responsible for and will defend, indemnify and hold harmless Marco and its Representatives for any Claims, Losses, or other liability or consequences whatsoever arising out of or relating to such Limitations.
- 8) **Client Changes.** Client shall notify Marco of any changes to their Designated Technology or Designated Users not performed by Marco or in the case that a Primary Point of Contact or member with delegated authority has an employment change that revokes the authority to make decisions on behalf of Client and this ACE365 agreement. If a change is made to Client's Designated Technology by Client or a third party, without advanced notification to Marco, Marco is not responsible for providing Services on the changed items. Any work performed in response to unnotified client changes would fall under the Service Limitation and Remediation section of this agreement.
- 9) **Out-of-Scope Items.** Upon request of Client, Marco may provide services that are outside the scope of this ACE365 Agreement on a Time & Materials ("T&M") basis. T&M is a method of engaging Marco that allows Client to utilize a variety of Marco technical resources on an as-needed basis. With a T&M engagement, Client is not purchasing a fixed set of deliverables, but instead is purchasing time on an as-used basis. The work performed during the resource's time is governed by the expressed requirements of Client, and Marco makes no warranty or guarantees with respect to the T&M Services. All actual hours used by the Client will be billed according to Marco's then current rate. For items that are specifically covered under contract please refer to the Marco Service Catalog located at: <https://www.marconet.com/legal/ace365-service-catalog>.

IN WITNESS WHEREOF, the parties have each caused this ACE365 Agreement to be signed and delivered by its duly authorized officer or representative on the date set forth below.

Marco Technologies, LLC

[Client Name]

Signature:

Name:

Title:

Date:

Signature:

Name:

Title:

Date:

Version: 1.0



Request for Action

To
City Council

Item Number
8.2

Meeting Date
February 18, 2025

Prepared By
Jolene Richter, Deputy Clerk

Item Description
Advisory Board Appointments

Reviewed by
Cal Portner
Tina Allard

Action Requested

The Council is asked to appoint candidates for the various advisory boards.

Background/Discussion

The Council makes appointments in February for terms beginning in March. All positions are for three-year terms beginning March 1, 2025, and expiring February 29, 2028.

Heritage Preservation Commission

Linda Campbell	Requesting Reappointment

Multipurpose Facility Advisory Commission

Kara Walker	Requesting Reappointment as Figure Skating Club Representative
-------------	--

Parks and Recreation Commission

Melissa Fermoye	Requesting Reappointment
Greg Loidolt	Requesting Reappointment

Planning Commission

Perry Beise	Requesting Reappointment
Eric Johnson	Requesting Reappointment

Utilities Commission

Mary Stewart	Requesting Reappointment
--------------	--------------------------

The Elk River Vision

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



The following members did not seek reappointment:

- Mike Cunningham, Multipurpose Facility Advisory Commission

If all of the above appointments are made tonight, there will still be two vacancies on the Heritage Preservation Commission and four vacancies on the Multipurpose Facility Commission (one school rep., one turf rep., and two at large reps.)

Financial Impact

NA

Mission/Policy/Goal

Elk River Mission

Attachments

- I. Reappointment Applications

From: noreply@civicplus.com
To: [Jolene Richter](#)
Subject: Online Form Submittal: Board and Commission Reappointment Application
Date: Wednesday, January 8, 2025 10:07:57 AM

Board and Commission Reappointment Application

Residency Information

Members of the Economic Development Authority, Heritage Preservation, Housing and Redevelopment Authority, Planning, and Utilities Commission must be Elk River residents. Residency is not a requirement for the Multipurpose Facility Advisory Commission and Parks and Recreation Commission. .

Select the Commission reapplying for	Heritage Preservation Commission
--------------------------------------	----------------------------------

First Name	Linda
------------	-------

Last Name	Campbell
-----------	----------

Address1	17690 Johnson St NW
----------	---------------------

City	Elk River
------	-----------

State	MN
-------	----

Zip	55330
-----	-------

Home Phone Number	
-------------------	-------------

Cell Phone Number	
-------------------	-------------

Email Address	
---------------	-------------

Public Contact Information	Email Address
----------------------------	---------------

Employer	Retired
----------	---------

Occupation	Chaplain
------------	----------

Why are you interested in continuing to serve on this commission?	Serving on the Heritage Preservation Commission has provided me with opportunity to contribute to the Elk River community by offering my perspective on ways to highlight and preserve the history of Elk River and its citizens. My educational background (B.A. in History) and interest in historic preservation inform my contributions.
---	--

I've served one term on the Commission. I attended a state-wide conference on preservation in 2023, bringing back to the commission information learned during the conference. I would like the opportunity to continue to serve on the Commission.

Conflict of Interest

No

If yes, explain:

Field not completed.

Electronic Signature
Agreement

Agree

Electronic Signature

Linda S. Campbell

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Jolene Richter](#)
Subject: Online Form Submittal: Board and Commission Reappointment Application
Date: Tuesday, January 21, 2025 4:25:23 PM

Board and Commission Reappointment Application

Residency Information

Members of the Economic Development Authority, Heritage Preservation, Housing and Redevelopment Authority, Planning, and Utilities Commission must be Elk River residents. Residency is not a requirement for the Multipurpose Facility Advisory Commission and Parks and Recreation Commission. .

Select the Commission reapplying for	Multipurpose Facility Advisory Commission
First Name	Kara
Last Name	Walker
Address1	5 Front St NW
City	St Michael
State	MN
Zip	55376
Home Phone Number	
Cell Phone Number	
Email Address	
Public Contact Information	Cell Phone Number, Email Address
Employer	Landscape Structures
Occupation	Manufacturing Engineer
Why are you interested in continuing to serve on this commission?	I have been involved with the Elk River FSC since 2010 and a Learn to Skate coach / director during those years. I have a vested interest in the success of the facility and want to continue to be a part of decisions / discussions that contribute to it.
Conflict of Interest	No

If yes, explain:	<i>Field not completed.</i>
Electronic Signature Agreement	Agree
Electronic Signature	Kara Walker

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Jolene Richter](#)
Subject: Online Form Submittal: Board and Commission Reappointment Application
Date: Wednesday, January 15, 2025 11:57:34 AM

Board and Commission Reappointment Application

Residency Information

Members of the Economic Development Authority, Heritage Preservation, Housing and Redevelopment Authority, Planning, and Utilities Commission must be Elk River residents. Residency is not a requirement for the Multipurpose Facility Advisory Commission and Parks and Recreation Commission. .

Select the Commission reapplying for	Parks and Recreation Commission
--------------------------------------	---------------------------------

First Name	Melissa
------------	---------

Last Name	Fermoyle
-----------	----------

Address1	9217 Trinity Gardens
----------	----------------------

City	Brooklyn Park
------	---------------

State	MN
-------	----

Zip	55443
-----	-------

Home Phone Number	
-------------------	-------------

Cell Phone Number	<i>Field not completed.</i>
-------------------	-----------------------------

Email Address	
---------------	-------------

Public Contact Information	Cell Phone Number, Email Address
----------------------------	----------------------------------

Employer	Metal Craft
----------	-------------

Occupation	Human Resources
------------	-----------------

Why are you interested in continuing to serve on this commission?	I have worked in the Elk River area for over 10 years. I enjoy the commission and being on the commission allows me the opportunity to learn more about the city and what it provides its citizens.
---	---

Conflict of Interest	No
----------------------	----

If yes, explain:	<i>Field not completed.</i>
Electronic Signature Agreement	Agree
Electronic Signature	Melissa Fermoye

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Jolene Richter](#)
Subject: Online Form Submittal: Board and Commission Reappointment Application
Date: Tuesday, January 7, 2025 12:39:46 PM

Board and Commission Reappointment Application

Residency Information

Members of the Economic Development Authority, Heritage Preservation, Housing and Redevelopment Authority, Planning, and Utilities Commission must be Elk River residents. Residency is not a requirement for the Multipurpose Facility Advisory Commission and Parks and Recreation Commission. .

Select the Commission reapplying for	Parks and Recreation Commission
--------------------------------------	---------------------------------

First Name	Greg
------------	------

Last Name	Loidolt
-----------	---------

Address1	14330 201st Avenue Northwest
----------	------------------------------

City	Elk River
------	-----------

State	MN
-------	----

Zip	55330
-----	-------

Home Phone Number	<i>Field not completed.</i>
-------------------	-----------------------------

Cell Phone Number	
-------------------	-------------

Email Address	
---------------	-------------

Public Contact Information	Email Address
----------------------------	---------------

Employer	MSI
----------	-----

Occupation	Production Specialist
------------	-----------------------

Why are you interested in continuing to serve on this commission?	I am eager to continue contributing to the projects I have been involved in. As one of the few commissioners focused on recreation, I understand the need for a better balance within our team. I believe that we must have more commissioners who are committed to enhancing recreation. I am confident that my presence on the commission will help guide the City of Elk River
---	---

Parks and Recreation in providing better recreational opportunities for the residents of Elk River.
I prioritize working within our extremely constrained budget, as we have numerous projects requiring attention and our funding is significantly limited.

Conflict of Interest

No

If yes, explain:

Field not completed.

Electronic Signature
Agreement

Agree

Electronic Signature

Greg N Loidolt

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Jolene Richter](#)
Subject: Online Form Submittal: Board and Commission Reappointment Application
Date: Monday, January 6, 2025 3:43:34 PM

Board and Commission Reappointment Application

Residency Information

Members of the Economic Development Authority, Heritage Preservation, Housing and Redevelopment Authority, Planning, and Utilities Commission must be Elk River residents. Residency is not a requirement for the Multipurpose Facility Advisory Commission and Parks and Recreation Commission. .

Select the Commission reapplying for	Planning Commission
--------------------------------------	---------------------

First Name	Perry
------------	-------

Last Name	Beise
-----------	-------

Address1	Sauk Rapids Police, 250 Summit Av N
----------	-------------------------------------

City	Sauk Rapids
------	-------------

State	Minnesota
-------	-----------

Zip	56379
-----	-------

Home Phone Number	
-------------------	-------------

Cell Phone Number	
-------------------	-------------

Email Address	
---------------	-------------

Public Contact Information	Email Address
----------------------------	---------------

Employer	City of Sauk Rapids
----------	---------------------

Occupation	Chief of Police
------------	-----------------

Why are you interested in continuing to serve on this commission?

Dear Council Members,
I would like to continue to serve on the Elk River Planning Commission. I was appointed in 2019 and then reappointed in 2022. I believe that at this point I have a grasp on the workings of the Commission and would like to use the experience and knowledge that I have gained to continue my service to the

community.

Sincerely,
Perry Beise

Conflict of Interest

No

If yes, explain:

Field not completed.

Electronic Signature
Agreement

Agree

Electronic Signature

Perry JM Beise

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Jolene Richter](#)
Subject: Online Form Submittal: Board and Commission Reappointment Application
Date: Tuesday, January 14, 2025 3:48:01 PM

Board and Commission Reappointment Application

Residency Information

Members of the Economic Development Authority, Heritage Preservation, Housing and Redevelopment Authority, Planning, and Utilities Commission must be Elk River residents. Residency is not a requirement for the Multipurpose Facility Advisory Commission and Parks and Recreation Commission. .

Select the Commission reapplying for	Planning Commission
--------------------------------------	---------------------

First Name	Eric
------------	------

Last Name	Johnson
-----------	---------

Address1	10880 184th Ct NW
----------	-------------------

City	Elk River
------	-----------

State	MN
-------	----

Zip	55330
-----	-------

Home Phone Number	
-------------------	-------------

Cell Phone Number	
-------------------	-------------

Email Address	
---------------	-------------

Public Contact Information	Cell Phone Number
----------------------------	-------------------

Employer	Cohesity
----------	----------

Occupation	Field Technical Director -Cyber Resiliency
------------	--

Why are you interested in continuing to serve on this commission?	I like being able to help shape the future of the community I have called home for the last 22 years.
---	---

Conflict of Interest	No
----------------------	----

If yes, explain: *Field not completed.*

Electronic Signature Agreement Agree

Electronic Signature Eric Johnson

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Jolene Richter](#)
Subject: Online Form Submittal: Board and Commission Reappointment Application
Date: Wednesday, January 15, 2025 10:36:31 AM

Board and Commission Reappointment Application

Residency Information

Members of the Economic Development Authority, Heritage Preservation, Housing and Redevelopment Authority, Planning, and Utilities Commission must be Elk River residents. Residency is not a requirement for the Multipurpose Facility Advisory Commission and Parks and Recreation Commission. .

Select the Commission reapplying for	Utilities Commission
--------------------------------------	----------------------

First Name	Mary
------------	------

Last Name	Stewart
-----------	---------

Address1	20572 Ulysses St NW
----------	---------------------

City	Elk River
------	-----------

State	MN
-------	----

Zip	55330
-----	-------

Home Phone Number	<i>Field not completed.</i>
-------------------	-----------------------------

Cell Phone Number	<i>Field not completed.</i>
-------------------	-----------------------------

Email Address	
---------------	-------------

Public Contact Information	Email Address
----------------------------	---------------

Employer	(Former) Great River Energy
----------	-----------------------------

Occupation	Retired
------------	---------

Why are you interested in continuing to serve on this commission?	I believe my life and work experience in accounting and the utility industry has provided a helpful asset to the ERMU Commission. The years I have spent on the commission have given me the insight into government institutions and serving my community. I wish to continue to give back in this way.
---	--

Conflict of Interest	No
If yes, explain:	<i>Field not completed.</i>
Electronic Signature Agreement	Agree
Electronic Signature	Mary E Stewart

Email not displaying correctly? [View it in your browser.](#)



Request for Action

To
City Council

Item Number
10.1

Meeting Date
February 18, 2025

Prepared By
Lori Stich, Finance Manager

Item Description
January Financial Statements

Reviewed by
Joe Stremcha
Cal Portner
Tina Allard

Action Requested
Information only

Background/Discussion

This report is designed to provide summary information regarding the overall level of revenues and expenditures in the General Fund, the Multipurpose Facility Special Revenue Fund, and the Enterprise Funds. These funds provide an important picture of the city's financial health.

For January, actual revenues (excluding property taxes and transfers-in) and expenditures should run about 8% of the annual budget. It is natural for some items to vary from month to month, such as exceeding budget for Supplies but being below budget for Services. This is not considered serious as long as the total expenditure budget amount is not overspent. Significant variances from the budget are highlighted below accompanied by a general discussion of the variance.

General Fund

Revenues:

- Property taxes, our largest revenue source, are received in July and December.
- License & permit collections are 9% of budget estimates consisting primarily of building-related permits.
- Charges for services are about 4% of estimates with plan check fees and recreation fees making up the majority of collections.
- Revenue collections in January are typical for this time of year.
- Transfers-in will be recorded mid-year.

Expenditures:

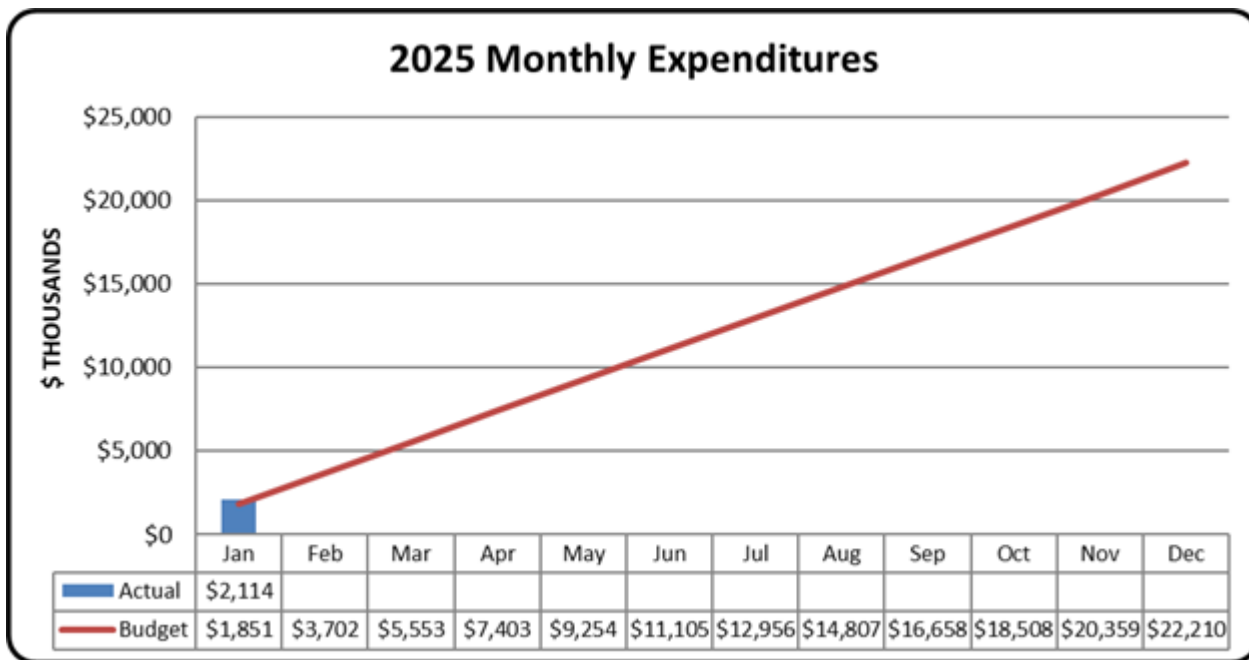
- Total departmental expenditures are about 9% of budget.

The Elk River Vision

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



- January expenditures for many departments include their respective annual software maintenance contracts.



Multipurpose facility

Through the end of January, expenditures of \$144,806 exceed revenues of \$85,172 by \$59,633. The majority of January collections consist of recreation fees and concessions while expenditures are primarily attributable to personal services.

Financial Impact

N/A

Mission/Policy/Goal

Responsible for every dollar - good stewards.

Attachments

- I. 01-2025 Financial Reports

General Fund

As of:

1/31/2025**8.00% OF YEAR COMPLETED****REVENUES****Budget****YTD Actual****% of budget****Budget Balance****Taxes**

101-3-0000-3111	Current Ad Valorem Taxes	15,626,050.00	0.00	0.00%	15,626,050.00
101-3-0000-3112	Delinquent Ad Valorem Taxes	0.00	0.00	0.00%	0.00
101-3-0000-3121	Gravel Tax	225,000.00	0.00	0.00%	225,000.00
101-3-0000-3131	Penalties/Interest	0.00	0.00	0.00%	0.00
Total Taxes		15,851,050.00	0.00	0.00%	15,851,050.00

Licenses & Permits

101-3-0000-3211	Liquor License	82,000.00	75.00	0.09%	81,925.00
101-3-0000-3212	THC License	5,000.00	400.00	8.00%	4,600.00
101-3-0000-3213	Cigarette License	4,000.00	0.00	0.00%	4,000.00
101-3-0000-3214	Rental License	65,000.00	3,510.00	5.40%	61,490.00
101-3-0000-3216	Mining License	26,000.00	0.00	0.00%	26,000.00
101-3-0000-3217	Garbage Hauler License	2,500.00	580.00	23.20%	1,920.00
101-3-0000-3218	Other Business License/Permit	16,000.00	1,500.00	9.38%	14,500.00
101-3-0000-3229	NPDES Permit	23,000.00	1,400.00	6.09%	21,600.00
101-3-0000-3231	Building Permit	550,000.00	55,042.15	10.01%	494,957.85
101-3-0000-3232	Plumbing/Heating Permit	175,000.00	17,925.42	10.24%	157,074.58
101-3-0000-3233	Permit Surcharge	700.00	4,380.00	625.71%	(3,680.00)
101-3-0000-3235	Animal License	0.00	125.00	0.00%	(125.00)
101-3-0000-3237	Other Non-Business Lic/Permit	25,000.00	1,030.00	4.12%	23,970.00
Total Licenses & Permits		974,200.00	85,967.57	8.82%	888,232.43

Intergovernmental Revenue

101-3-0000-3322	MV Credit	6,000.00	0.00	0.00%	6,000.00
101-3-0000-3323	Fire State Aid	275,000.00	0.00	0.00%	275,000.00
101-3-0000-3325	Police 2% Aid	414,000.00	0.00	0.00%	414,000.00
101-3-0000-3326	Police Training Reimb	35,000.00	0.00	0.00%	35,000.00
101-3-0000-3329	State Crime Prevention Grant	48,000.00	44,366.19	92.43%	3,633.81
101-3-0000-3330	Other State Grants	0.00	10,000.00	0.00%	(10,000.00)
Total Intergovernmental Revenue		778,000.00	54,366.19	6.99%	723,633.81

Charges for Services

101-3-0000-3412	Planning & Zoning Fees	25,000.00	2,805.00	11.22%	22,195.00
101-3-0000-3413	Plan Check Fee	230,000.00	20,316.91	8.83%	209,683.09
101-3-0000-3415	Special Assessment Search	500.00	30.00	6.00%	470.00
101-3-0000-3417	Copies	1,500.00	153.00	10.20%	1,347.00
101-3-0000-3430	Lockout Fees	3,500.00	180.00	5.14%	3,320.00
101-3-0000-3431	Police Services	46,000.00	20.00	0.04%	45,980.00
101-3-0000-3432	School Liaison	185,000.00	0.00	0.00%	185,000.00
101-3-0000-3434	Animal Impound Fee	500.00	50.00	10.00%	450.00
101-3-0000-3436	Fire Contracts	465,750.00	0.00	0.00%	465,750.00
101-3-0000-3437	Fire Services	3,000.00	0.00	0.00%	3,000.00
101-3-0000-3451	Street Services	35,000.00	20.00	0.06%	34,980.00
101-3-0000-3452	Engineering Services Reimb	20,000.00	0.00	0.00%	20,000.00
101-3-0000-3461	Recreation Fees	52,500.00	675.00	1.29%	51,825.00
101-3-0000-3462	Sr Center Activities	47,500.00	6,478.92	13.64%	41,021.08
101-3-0000-3463	Farmer's Market	15,000.00	10,715.00	71.43%	4,285.00
101-3-0000-3469	Elk RiverFest	20,000.00	2,315.00	11.58%	17,685.00
101-3-0000-3472	Park Use Fee	76,900.00	5,899.90	7.67%	71,000.10
101-3-0000-3483	Sewer Inspection Fee	15,000.00	540.00	3.60%	14,460.00

General Fund

As of:

1/31/2025**8.00% OF YEAR COMPLETED****REVENUES****Budget****YTD Actual****% of budget****Budget Balance**

101-3-0000-3484	Contractor License Check	1,200.00	60.00	5.00%	1,140.00
Total Charges for Services		1,243,850.00	50,293.73	4.04%	1,193,556.27

Fines & Forfeits

101-3-0000-3510	Court Fines	155,000.00	14,916.74	9.62%	140,083.26
101-3-0000-3512	Ordinance Violations	0.00	0.00	0.00%	0.00
Total Fines & Forfeits		155,000.00	14,916.74	9.62%	140,083.26

Other Revenue

101-3-0000-3621	Interest Income	175,000.00	0.00	0.00%	175,000.00
101-3-0000-3625	Refunds & Reimbursements	150,000.00	17,745.00	11.83%	132,255.00
101-3-0000-3626	Contributions	26,000.00	0.00	0.00%	26,000.00
101-3-0000-3629	Miscellaneous Revenue	10,000.00	683.94	6.84%	9,316.06
Total Other Revenue		361,000.00	18,428.94	5.10%	342,571.06

Transfers In

101-3-0000-3921	Transfers	0.00	0.00	0.00%	0.00
101-3-0000-3926	Transfer-Capital Outlay Reserv	95,000.00	0.00	0.00%	95,000.00
101-3-0000-3942	Transfer-WWTS	180,000.00	0.00	0.00%	180,000.00
101-3-0000-3943	Transfer-Liquor	850,000.00	0.00	0.00%	850,000.00
101-3-0000-3944	Transfer-Garbage	60,000.00	0.00	0.00%	60,000.00
101-3-0000-3945	Transfer-Utilities	1,450,000.00	0.00	0.00%	1,450,000.00
101-3-0000-3946	Transfer-Stormwater	125,000.00	0.00	0.00%	125,000.00
101-3-0000-3948	Transfer-EDA	48,000.00	0.00	0.00%	48,000.00
101-3-0000-3949	Transfer-HRA	39,000.00	0.00	0.00%	39,000.00
Total Transfers In		2,847,000.00	0.00	0.00%	2,847,000.00

TOTAL GENERAL FUND REVENUES**22,210,100.00****223,973.17****1.01%****21,986,126.83**

General Fund

As of:

1/31/2025

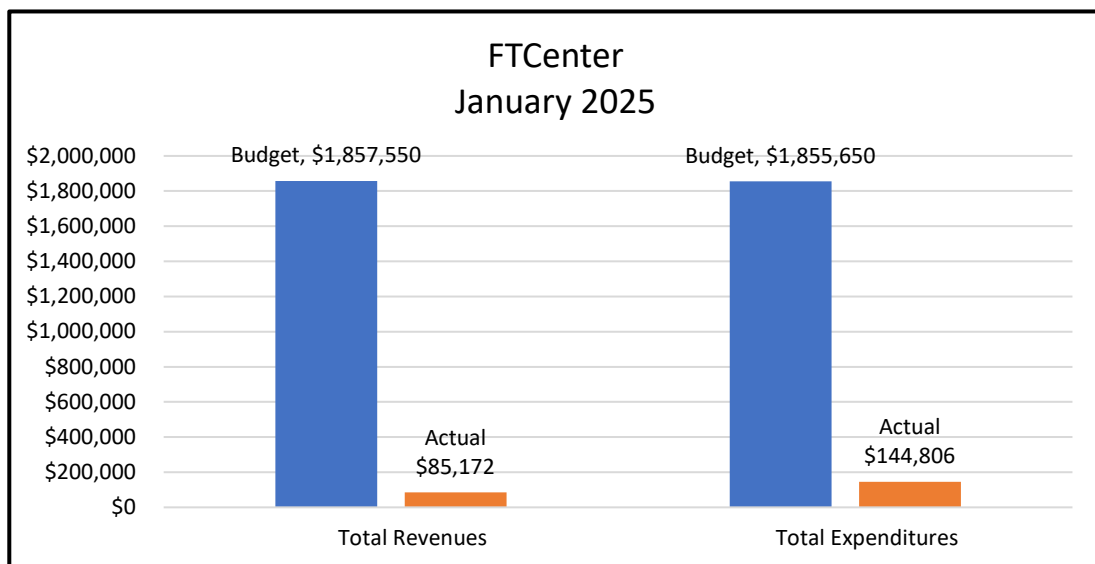
8.00% OF YEAR COMPLETED

EXPENDITURE SUMMARY

	<u>Budget</u>	<u>YTD Actual</u>	<u>% of budget</u>	<u>Budget Balance</u>
<u>General Government</u>				
City Council	233,000.00	28,893.37	12.40%	204,106.63
Communications	522,150.00	53,050.86	10.16%	469,099.14
Administrative Services	727,050.00	76,197.10	10.48%	650,852.90
Human Resources	456,150.00	55,779.07	12.23%	400,370.93
Elections	6,800.00	(151.14)	-2.22%	6,951.14
Finance	850,250.00	88,394.36	10.40%	761,855.64
Information Technology	748,200.00	56,237.58	7.52%	691,962.42
Legal	300,000.00	0.00	0.00%	300,000.00
Community Development	0.00	0.00	0.00%	0.00
Planning	504,750.00	84,250.59	16.69%	420,499.41
Building Maintenance	1,151,350.00	110,023.25	9.56%	1,041,326.75
Total General Government	5,499,700.00	552,675.04	10.05%	4,947,024.96
<u>Public Safety</u>				
Police Administration	1,257,000.00	159,057.20	12.65%	1,097,942.80
Patrol	3,992,500.00	376,720.33	9.44%	3,615,779.67
Investigations	1,523,350.00	185,641.11	12.19%	1,337,708.89
Police Support Services	1,002,750.00	112,347.94	11.20%	890,402.06
Police Reserves	16,550.00	665.00	4.02%	15,885.00
Public Safety Building	236,150.00	6,305.36	2.67%	229,844.64
Fire Administration	1,405,400.00	96,367.23	6.86%	1,309,032.77
Fire Operations	658,900.00	42,936.26	6.52%	615,963.74
Emergency Management	32,150.00	42.07	0.13%	32,107.93
Building Safety	648,400.00	66,405.26	10.24%	581,994.74
Code Enforcement	132,900.00	13,093.33	9.85%	119,806.67
Environmental	57,800.00	0.00	0.00%	57,800.00
Total Public Safety	10,963,850.00	1,059,581.09	9.66%	9,904,268.91
<u>Public Works</u>				
Street Maintenance	1,778,350.00	77,373.50	4.35%	1,700,976.50
Snow Removal	380,650.00	129,802.30	34.10%	250,847.70
Equipment Services	428,700.00	42,274.64	9.86%	386,425.36
Engineering	382,100.00	38,130.77	9.98%	343,969.23
Total Public Works	2,969,800.00	287,581.21	9.68%	2,682,218.79
<u>Culture & Recreation</u>				
Parks Department	1,736,000.00	130,774.60	7.53%	1,605,225.40
Parks & Rec Admin	576,100.00	61,964.25	10.76%	514,135.75
Recreation Programs	146,550.00	5,954.84	4.06%	140,595.16
Farmers Market	61,850.00	0.00	0.00%	61,850.00
Sr Citizen Programs	216,050.00	20,076.89	9.29%	195,973.11
Total Culture & Recreation	2,736,550.00	218,770.58	7.99%	2,517,779.42
<u>Economic Development</u>				
Economic Development	0.00	(4,241.18)	0.00%	4,241.18
Energy City	40,200.00	0.00	0.00%	40,200.00
Total Economic Development	40,200.00	(4,241.18)	-10.55%	44,441.18
TOTAL GENERAL FUND EXPENDITURES	22,210,100.00	2,114,366.74	9.52%	20,095,733.26
REVENUES OVER/(UNDER) EXPENDITURES	0.00	(1,890,393.57)		1,890,393.57

**CITY OF ELK RIVER
MULTIPURPOSE FACILITY - BUDGET TO ACTUAL
MONTH ENDED JANUARY 31, 2025**

	Current Budget	Year to Date Actual	% of Budget
Revenues:			
Ice Rental	\$861,000	\$2,725	0.32%
Admissions	6,000	0	0.00%
Dry Floor Events/Craft Shows	0	1,713	0.00%
Facility Rental	245,400	8,398	3.42%
Advertising/Naming Rights/Sponsorships	192,550	7,983	4.15%
Recreation fees (Skating/Hockey)	160,000	16,176	10.11%
Concessions/catering/vending	363,000	46,489	12.81%
Other Revenues (interest, etc.)	29,600	1,690	5.71%
Total Revenues	\$1,857,550	\$85,172	4.59%
Operating expenses:			
Personal services	\$930,900	\$112,109	12.04%
Supplies	197,550	24,652	12.48%
Other service charges	585,450	8,045	1.37%
Capital Outlay	141,750	0	0.00%
Total Expenditures	\$1,855,650	\$144,806	7.80%
Revenues over/(under) expenditures	\$1,900	(\$59,633)	



CITY OF ELK RIVER
ENTERPRISE FUNDS - BUDGET TO ACTUAL
MONTH ENDED JANUARY 31, 2025

	Liquor			Sewer			Garbage			Stormwater		
	Current Budget	Year to Date Actual	% of Budget	Current Budget	Year to Date Actual	% of Budget	Current Budget	Year to Date Actual	% of Budget	Current Budget	Year to Date Actual	% of Budget
Sales and cost of sales:												
Sales	\$ 8,640,000	\$ 598,488	6.93%									
Cost of sales	(6,235,750)	(372,540)	5.97%									
Gross profit	2,404,250	225,948	9.40%									
Operating revenues:												
User charges	-	-	-	\$ 2,745,000	\$ 232,326	8.46%	\$ 2,070,000	\$ 164,444	7.94%	\$ 675,000	\$ 56,712	8.40%
Delinquency collections	-	-	-	1,500	-	0.00%	-	-	-	-	-	-
Other	9,000	185	2.06%	195,000	-	0.00%	-	-	-	-	-	-
Total operating revenues	9,000	185	2.06%	2,941,500	232,326	7.90%	2,070,000	164,444	7.94%	675,000	56,712	8.40%
Operating expenses:												
Personal services	1,268,300	127,751	10.07%	901,300	92,096	10.22%	29,900	-	0.00%	-	-	-
Supplies	31,500	1,093	3.47%	334,900	9,522	2.84%	23,250	-	0.00%	1,000	-	0.00%
Other service charges	397,650	2,196	0.55%	2,717,350	8,333	0.31%	1,844,550	23,866	1.29%	302,950	1,440	0.48%
Depreciation *	70,000	-	0.00%	1,705,000	-	0.00%	-	-	-	500,000	-	0.00%
Total operating expenses	1,767,450	131,040	7.41%	5,658,550	109,951	1.94%	1,897,700	23,866	1.26%	803,950	1,440	0.18%
Operating income (loss)	645,800	95,093	14.72%	(2,717,050)	122,375	-4.50%	172,300	140,578	81.59%	(128,950)	55,272	-42.86%
Nonoperating revenues (expenses):												
Interest income	135,000	-	0.00%	135,000	-	0.00%	10,000	-	0.00%	30,000	-	0.00%
Interest expense/agent fees	-	-	-	(77,000)	(39,818)	51.71%	-	-	-	-	-	-
Total nonoperating revenues (expenses)	135,000	-	0.00%	58,000	(39,818)	-68.65%	10,000	-	0.00%	30,000	-	0.00%
Income (loss) before contributions & transfers	780,800	95,093	12.18%	(2,659,050)	82,557	-3.10%	182,300	140,578	77.11%	(98,950)	55,272	-55.86%
Contributions - connection fees	-	-	-	1,000,000	275,173	27.52%	-	-	-	-	-	-
Transfers in (ARPA funds)	-	-	-	-	-	0.00%	-	-	-	-	-	-
Sale of assets	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%
Transfers out	(1,100,000)	-	0.00%	(175,000)	-	0.00%	(60,000)	-	0.00%	(125,000)	-	0.00%
NET INCOME (LOSS)	(319,200)	95,093	-29.79%	(1,834,050)	357,730	-19.50%	122,300	140,578	114.95%	(223,950)	55,272	-24.68%
Items reclassified to balance sheet at year end:												
Bond Proceeds	-	-	-	-	-	-	-	-	-	-	-	-
Capital Outlay	(91,000)	-	-	(343,000)	-	-	-	-	-	(150,000)	-	-
Bond Payment (Payoff 2014B Refunded Debt)	-	-	-	(530,000)	(530,000)	-	-	-	-	-	-	-
Revenues over/(under) expenditures	(410,200)	95,093		(2,707,050)	(172,270)		122,300	140,578		(373,950)	55,272	

* Recorded at year-end