



City Council

Monday, March 3, 2025

6:30 PM

Elk River City Hall

Regular Meeting, Work Session & Closed Meetings Agenda

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

2. PLEDGE OF ALLEGIANCE

3. CONSIDER AGENDA

4. CONSENT AGENDA

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

4.1 February 18, 2025 Minutes

4.2 Check Register

4.3 Hire Custodian

4.4 Resolution 25-08: Updated Final Plat of Bradford Park Second Addition

4.5 Update to Park Steward Policy

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 Oath of Office: Police Officers

6.2 Citizen Award for Action Taken During River Rescue

6.3 Recognition of First Responders

6.4 Retirement Recognition: Proclaim Joseph Evenson Day

6.5 Introduction of New Employees

7. PUBLIC HEARINGS

An opportunity for the public to express their opinions and raise questions pertaining to the agenda item. All comments become part of the official public record. For this reason, all comments must be made at the podium so they can be heard and recorded. Comments may also be provided in writing. There will not be deliberations, discussions, or answers to

questions until the hearing is closed. It is important to be courteous and allow each presenter to comment before adding additional testimony.

8. GENERAL BUSINESS

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

8.1 Safety Action Plan

8.2 Discuss Work Session Items

9. COUNCIL LIAISON UPDATES

9.1 Council Liaison Updates

10. MOTION TO ADJOURN REGULAR MEETING

11. WORK SESSION

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

11.1 Oakwater Ridge Subdivision: Capstone Proposal for Specht Farm

11.2 Athletic Facilities Framework Plan

11.3 Multi-Purpose Facility Advisory Commission Powers and Duties

11.4 Discuss Potential Commuter Rail Closure

12. MOTION TO ADJOURN WORK SESSION

13. CLOSED MEETING - PID 75-00134-2200 AND 75-00134-2301

13.1 Statement to be read by the Mayor:

"The City Council will be holding a closed meeting per MN Statute 13D.05, subd. 3(c)(5) to develop or consider offers relating to the possible purchase of real property at:

809 Jackson Ave NW - PID 75-00134-2200

425 Jackson Ave NW - PID 75-00134-2301

13.2 Motion Calling Closed Meeting

13.3 Hold Closed Meeting

13.4 Motion to Adjourn Closed Meeting

14. CLOSED MEETING - POLICE CLERICAL AND TECHNICAL UNION, LELS 589

The Elk River Vision

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



14.1 Statement to be read by the Mayor:

"The City Council will be closing the meeting pursuant to MN Statute Section 13D.03, subd. 1(b). The Council will discuss the city's labor negotiation strategy related to the city's negotiations with the Police Clerical and Technical Union, LELS 589."

14.2 Motion Calling Closed Meeting

14.3 Hold Closed Meeting

14.4 Motion to Adjourn Closed Meeting

15. CLOSED MEETING - PUBLIC WORKS UNION, IUOE LOCAL 49

15.1 Statement to be read by the Mayor:

"The City Council will be closing the meeting pursuant to MN Statute Section 13D.03, subd. 1(b). The Council will discuss the city's labor negotiation strategy related to the city's negotiations with the Public Works Union, IUOE Local 49."

15.2 Motion Calling Closed Meeting

15.3 Hold Closed Meeting

15.4 Motion to Adjourn Closed Meeting

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**Meeting of the City Council
Held at the Elk River City Hall
Tuesday, February 18, 2025**

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

Members Absent: Councilmember Jennifer Wagner

Staff Present: City Administrator Cal Portner, Assistant City Administrator Joe Stremcha, Senior Planner Chris Leeseberg, Assistant Facilities Maintenance Superintendent Butch Pelarski, Custodian James Barnes, and City Clerk Tina Allard

1. CALL MEETING TO ORDER

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

2. PLEDGE OF ALLEGIANCE

2.1 Acknowledge Elk River Cub Scout Pack III

The Pledge of Allegiance was recited. Mayor Dietz had Cub Scout Pack III lead the Council in the pledge.

3. CONSIDER AGENDA

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

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 4-0.

4.1 February 3, 2025, Minutes

4.2 Check Register

4.3 Liquor Operations Division reorganized as Retail Operations Division.

5. OPEN FORUM

Lois George, 18276 Kent Street, asked who has ownership of the sidewalk in her neighborhood and would be responsible for plowing them. Mr. Portner commented that in most cases the property owner

is responsible for shoveling the sidewalk on their property but that the city does maintain some trails. Ms. George asked if the city would take over plowing the sidewalks in her development (Country Crossing) because most of the owners are seniors who find it difficult to maintain them and who also live on fixed incomes. The Council referred this item to staff for review.

6. PRESENTATIONS, AWARDS, AND RECOGNITION

6.1 City Prosecutor and County Attorney Annual Legal Update

Prosecuting Attorney Scott Baumgartner thanked the City Council for their trust over the years. He noted the data in his report is somewhat skewed as it does not represent all the cases received and completed in a year. He did comment that trends are down this year compared to the previous year. Trendwise, he is seeing an increase in Rule 20 procedures (mental health evaluations) along with an increase in higher blood alcohol content levels of those cited for DWI (driving while intoxicated). He stated these DWIs are occurring at all hours and times of the day now. He stated the Elk River police are a premier law enforcement group, and he welcomes the opportunity to work with the new police chief.

Dawn Nyhus, Lead Assistant County Attorney, described her office's role in working with the city staff. She stated her office is available 24/7, and they assist in performing search warrant reviews. She further noted the new statutes around Rule 20 and the uptick in mental health evaluations. She discussed additional trends in adult felony referrals and the increase in the request for jury trials, but that they have not been able to determine why.

The Council questioned why there was an increase in higher blood alcohol levels, but it was unknown at this time,

6.2 City of Elk River Volunteer of the Month

Mayor Dietz presented the February Volunteer of the Month award to J. Brian Calva. He highlighted the following:

- Volunteer and member of CAER board of directors
- Part-time missionary teaching relationship skills in Elk River, Zacatecas Mexico, and Kryvyi Rih Ukraine
- Volunteer for Community Hope Fest, a local worship gathering of churches at the Sherburne County Fairgrounds
- Supporter of Running for Justice 5K and the Twin Cities marathons to raise awareness of human trafficking
- Participated in food distribution through local businesses during recession

6.3 Retirement Recognition: James Barnes

Mr. Pelarski discussed and thanked Jim for his service with the city noting the excellent job he has done in maintaining city buildings.

Jim stated it was a privilege to work for the city and he has been blessed with great bosses.

6.4 Advisory Board Candidate Interviews

The Council interviewed applicants for the various advisory boards as outlined in the staff report.

7. PUBLIC HEARINGS

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

Mr. Leeseberg noted no action is needed on this item as the applicant has withdrawn their request.

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

The staff report was presented.

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

Moved by Councilmember Beyer and seconded by Councilmember Grupa to continue the public hearing to the March 17, 2025, City Council meeting. Motion Carried 4-0.

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

The staff report was presented.

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

Moved by Councilmember Grupa and seconded by Councilmember Beyer to continue the public hearing to the March 17, 2025, City Council meeting. Motion Carried 4-0.

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

The staff report was presented.

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

The Council noted a lot of issues needing to be cleaned up on this property and asked about setting a deadline. Mr. Leeseberg stated the applicant is aware of the issues and the Council could set a deadline.

The Council concurred on setting a deadline of August 1, 2025.

Moved by Councilmember Beyer and seconded by Councilmember Calva to approve 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.**
- 14. All issues listed in the staff report be resolved by August 1, 2025.**

Motion Carried 4-0.

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

The staff report was presented. Mr. Leeseberg reviewed lot sizes (widths and layout), density, the commercial area, zoning districts, proposed land uses and zoning changes, access, street widths, environmental impacts, and landscaping. He noted the Planning Commission continued their review in order to find out more information about street widths. He stated the Parks and Recreation Commission felt there should be a larger focus on the park above the bluff line and not in the floodway where structures can't be built. The Commission recommended eight acres of land above the 10-year ordinary high-water mark, which would be located in the floodway, and an eight-acre park above the

bluff line, located near the center of the property and adjacent to the bluff, along with park dedication cash.

Mayor Dietz opened the public hearing.

Matt Barker, Director of Land Development for Capstone Homes, reviewed the landscaping and beaming, home product types, and trail connections. He discussed their proposal for narrower roads (29 feet) which they have installed in other communities. He stated it could be a safety measure to help traffic-calming through the neighborhoods. He also stated there would be a cost savings on asphalt for his company and the city because there are five feet less of asphalt along the road system to maintain. He further mentioned parkland and believes a disc golf course could be installed along with other structures in working with the DNR.

David Kelliher, Vice President of Public Policy and Government Relations for the Minnesota Historical Society, which manages the Oliver Kelly Farm, stated he appreciates the city considering the farm's concerns. He would like to be a partner if there were a coalition to work on any Highway 10 safety initiatives. He further stated they will work with Capstone to determine appropriate boundary screening between the development and the visitor experience,

Mayor Dietz closed the public hearing.

Mayor Dietz discussed the following concerns:

1. Fifty-foot lot widths are too narrow, and he'd rather see a minimum of 55 feet. These smaller lot sizes are 34% of the whole project. Mr. Bona noted the density of the development is about 2.4 acres per home.
2. Street width should be the city standard of 34 feet, as he would not want to set a bad precedent. He stated the streets could remain privately owned if the developer couldn't meet the city road standards.
3. The proposed lower park land being dedicated to the city is worthless and unusable to the developer and should not be counted as park dedication. He doesn't believe the state would allow the city to have an active park on this land, and he'd like to see a similar park like Trott Brook with amenities. He likes the recommendation made by the Parks and Recreation Commission, but would consider other proposed locations. He said the park dedication cash could be used to pay for the amenities in the park. He noted a lot of families residing in this development will need a large active park.

Councilmember Grupa concurred on points one and two but didn't have issues with the location of the park land as long as it can support park amenities. He agreed with using the park dedication cash collected to pay for this park's amenities.

Councilmember Beyer also concurred with points one and two, noting the larger street widths are needed for safety, such as having emergency vehicles and public safety trucks on them. He also agreed with the Parks and Recreation Commission regarding the park land.

Dave Anderson, Parks and Recreation Chair, stated some of the trails are not exactly where planned in the Trail Master Plan, but they do satisfy the need to get through the development. He stated the city

doesn't give park dedication credit for areas with water issues. He noted this is being dubbed a showcase development, and feels the city should also include a showcase park with river views, noting the lower area, while very nice, does not have any views of the river.

Steve Bona, Vice President of Land for Capstone, Inc., at 14015 Sunfish Lake Blvd, Ramsey, expressed concerns about completing a major overhaul of his development plan and touched upon the following items:

- They can meet the development street standards.
- He stated they are installing 40-footwide lots in many other communities, but for Elk River they chose to propose 50-foot lots because the community is located further out from the metro area. He encouraged the Council to reach out to these other communities for feedback and tours. He stated they need a more affordable product because single-family homes are too expensive, noting a typical one goes for \$500,000. These entry homes as proposed would sell for approximately \$370-430,000. He further stated they need to survive market changes while homes are being constructed over the years. He stated this product is more stable because it is not tied to homeowner association fees and the high insurance associated with them. He noted added association fees are a barrier for homeowners. He stated this is a product for the working force, which many other communities are asking for.
- Their original intent was to have the park land be a private amenity for the development, but the city indicated interest in having it. Keeping the park private adds value to the homes for them. The lower field is not buildable but also not worthless because of the river shoreline. He stated putting the park in another area would remove 24–30 homes. He stated if they kept the land private, then they'd be interested in paying park dedication fees for the whole development.

Mr. Bona asked the Council for feedback on various scenarios with a private park, park dedication fees, removal of the linear park, and trail connections. The mayor stated the Parks and Recreation Commission should review it further if their plans change.

Mr. Bona asked for feedback about the lot widths. The Mayor stated there could be a compromise to reduce the density of the smaller lots. The Council asked the developer to pass along information about where their other developments are located so they could review the lot widths.

Moved by Councilmember Grupa and seconded by Councilmember Calva to continue the hearing to March 17, 2025. Motion Carried 4-0.

8. GENERAL BUSINESS

8.1 Ace 360 Acceleration

The staff report was presented.

Moved by Councilmember Beyer and seconded by Councilmember Calva to approve the service agreement with Marco for ACE 365 Acceleration. Motion Carried 4-0.

8.2 Advisory Board Appointments

Moved by Councilmember Calva and seconded by Councilmember Grupa to make the following appointments with a term expiration of February 29, 2028.

- Linda Campbell, Heritage Preservation Commission
- Kara Walker, Multipurpose Facility Advisory Commission
- Melissa Fermoye and Greg Loidolt, Parks and Recreation Commission
- Perry Beise and Eric Johnson, Planning Commission
- Mary Stewart, Utilities Commission

Motion 4-0.

9. MOTION TO ADJOURN REGULAR MEETING

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

The meeting adjourned at 7:54 p.m.

Minutes prepared by City Clerk Tina Allard.

10. INFORMATION

10.1 January Financial Statements



John J. Dietz, Mayor



Tina Allard, City Clerk



Request for Action

To
City Council

Item Number
4.2

Meeting Date
March 3, 2025

Prepared By
Amy Stangler, Accounting Clerk

Item Description
Check Register

Reviewed by
Lori Stich
Joe Stremcha
Cal Portner
Tina Allard

Action Requested
Approve, by motion, the check register for the period ending March 3, 2025.

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

Total for All Funds	\$651,891.93
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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
 3. 4.2 at3 Check Register-Credit Cards

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Report Criteria:

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

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

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

Vendor.Vendor number = {<>} 15199

Vendor.Vendor number = {<>} 24575

Vendor.Vendor number = {<>} 33148

Vendor.Vendor number = {<>} 17890

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
ARTISAN BEER COMPANY						
603						
3745901	1	BEER	Invoice	02/12/2025	287.65	603-4-9111-4252
603						
3745902	1	BEER	Invoice	02/12/2025	123.10	603-4-9151-4252
603						
3747384	1	BEER	Invoice	02/19/2025	120.00	603-4-9111-4252
603						
3747385	1	THC PRODUCTS	Invoice	02/19/2025	392.00	603-4-9111-4256
603						
3747386	1	BEER	Invoice	02/19/2025	213.20	603-4-9151-4252
603						
3749276	1	BEER	Invoice	02/26/2025	495.80	603-4-9111-4252
603						
413986	1	THC PRODUCTS CREDIT	Invoice	02/04/2025	26.16-	603-4-9151-4256
603						
414947	1	BEER CREDIT	Invoice	02/14/2025	55.32-	603-4-9151-4252
603						
415407	1	BEER CREDIT	Invoice	02/21/2025	48.00-	603-4-9151-4252
Total 12167 ARTISAN BEER COMPANY:					1,502.27	
ASPEN MILLS						
101						
348631	1	UNIFORMS - ROSCOE	Invoice	02/13/2025	162.35	101-4-2120-4217
Total 10749 ASPEN MILLS:					162.35	
CITY OF MONTICELLO						
101						
34937	1	ANIMAL CONTROL CHARGES-JAN 25	Invoice	02/07/2025	208.00	101-4-2150-4409
Total 27050 CITY OF MONTICELLO:					208.00	
INTECH SOFTWARE SOLUTIONS						
101						
2350	1	ELECTION MGMT SUBSCRIPTION	Invoice	02/12/2025	6,457.00	101-4-1230-4404
Total 12605 INTECH SOFTWARE SOLUTIONS:					6,457.00	
LANO EQUIPMENT INC						
101						
2-1133319	1	PARTS	Invoice	02/05/2025	119.54	101-4-3120-4221
Total 23575 LANO EQUIPMENT INC:					119.54	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
MIDWAY FORD						
101						
869387	1	PARTS #613	Invoice	02/10/2025	493.77	101-4-2120-4221
101						
870294	1	PARTS #613	Invoice	02/10/2025	117.30	101-4-2120-4221
101						
872046	1	PARTS #613	Invoice	02/21/2025	11.44	101-4-2120-4221
Total 11156 MIDWAY FORD:					622.51	
MOOSE LAKE BREWING CO LLC						
603						
MW6-009	1	BEER	Invoice	02/18/2025	126.00	603-4-9111-4252
Total 14292 MOOSE LAKE BREWING CO LLC:					126.00	
POLYDYNE INC.						
602						
1904193	1	CLARIFLOC	Invoice	02/18/2025	10,971.00	602-4-9020-4219
Total 14886 POLYDYNE INC.:					10,971.00	
PRINCETON RENTAL INC						
101						
1-570635	1	SUPPLIES	Invoice	02/13/2025	17.98	101-4-3120-4219
101						
1-570781	1	CHAINSAW PARTS	Invoice	02/25/2025	33.29	101-4-3120-4219
Total 10469 PRINCETON RENTAL INC:					51.27	
STAR TRIBUNE						
101						
02092025	1	SUBSCRIPTION 02/26 - 05/28/25	Invoice	02/09/2025	97.66	101-4-5510-4433
Total 10866 STAR TRIBUNE:					97.66	
STEP SAVER INC						
101						
181192	1	BULK SALT - PS	Invoice	02/13/2025	153.00	101-4-2190-4219
101						
181195	1	BULK SALT - FS #3	Invoice	02/13/2025	19.50	101-4-2310-4219
Total 13048 STEP SAVER INC:					172.50	
SYMBOL ARTS						
290						
0520330	1	NEW BADGE PATCHES - STATE MAN	Invoice	02/26/2025	1,304.50	290-4-2330-4219
Total 33601 SYMBOL ARTS:					1,304.50	
TAHO SPORTSWEAR, INC.						
101						
25TS00514	1	UNIFORMS-WINGARD	Invoice	02/25/2025	109.90	101-4-5220-4219
101						
25TS00514	2	UNIFORMS-ELLINGWORTH	Invoice	02/25/2025	107.65	101-4-5220-4219
101						
25TS00514	3	UNIFORMS-LARSON	Invoice	02/25/2025	87.15	101-4-5220-4219

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
25TS00514	4	UNIFORMS-WALLACE	Invoice	02/25/2025	101.40	101-4-5220-4219
101						
25TS00514	5	UNIFORMS-SHELBY	Invoice	02/25/2025	173.90	101-4-5220-4219
Total 33816 TAHO SPORTSWEAR, INC.:					580.00	
WINE MERCHANTS						
603						
7507777	1	WINE	Invoice	02/12/2025	2,200.00	603-4-9111-4253
603						
7507777	2	FREIGHT	Invoice	02/12/2025	31.96	603-4-9111-4332
603						
7508631	1	WINE	Invoice	02/19/2025	770.50	603-4-9111-4253
603						
7508631	2	FREIGHT	Invoice	02/19/2025	12.90	603-4-9111-4332
Total 36425 WINE MERCHANTS:					3,015.36	
4IMPRINT						
101						
13494217	1	PENS	Invoice	02/10/2025	375.60	101-4-2310-4219
Total 19352 4IMPRINT:					375.60	
ADAM SMIGLEWSKI						
221						
22425	1	BREAKAWAY HOCKEY LEAGUE REF	Invoice	02/24/2025	3,600.00	221-4-5410-4409
Total 14689 ADAM SMIGLEWSKI:					3,600.00	
ADVANCE AUTO PARTS						
101						
6313505667881	1	SHOP SUPPLIES-BRAKE CLEANER/	Invoice	02/25/2025	133.92	101-4-3150-4219
Total 10168 ADVANCE AUTO PARTS:					133.92	
AID ELECTRIC CORPORATION						
101						
81703	1	ELECTRICAL REPAIRS - PUBLIC WO	Invoice	02/18/2025	324.00	101-4-3120-4401
101						
81704	1	ELECTRICAL SVCS - LIGHT FS #3	Invoice	02/18/2025	142.00	101-4-2310-4401
Total 10373 AID ELECTRIC CORPORATION:					466.00	
AMAZON CAPITAL SERVICES						
101						
1C3H-H6F1-L7VN	1	CSO - SUPPLIES	Invoice	02/18/2025	19.97	101-4-2120-4219
101						
1C91-PGMT-KRHY	1	FIRST AID KIT	Invoice	02/14/2025	104.98	101-4-3120-4219
101						
1GTF-7G16-CJTC	1	SUPPLIES	Invoice	02/17/2025	6.52	101-4-5210-4219
101						
1HCD-T6FK-D6FK	1	NEGOTIATOR TEAM SUPPLIES	Invoice	02/20/2025	159.95	101-4-2120-4219
101						
1HQ7-GHFP-7MQ4	1	SUPPLIES	Invoice	02/26/2025	128.55	101-4-1350-4219

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
1JNC-TYN6-CJ6T	1	MEDICAL SUPPLIES	Invoice	02/24/2025	146.98	101-4-2120-4219
101						
1JT1-GH7K-1T6W	1	OFFICE SUPPLIES	Invoice	02/12/2025	351.86	101-4-2110-4201
101						
1KX1-C4LQ-9HM7	1	OFFICE SUPPLIES	Invoice	02/13/2025	91.78	101-4-2110-4201
101						
1L1M-K77X-LXXK	1	SAFETY CAMP WRISTBANDS	Invoice	02/21/2025	109.93	101-4-5220-4219
101						
1LFC-Y6YL-6DYJ	1	SUPPLIES	Invoice	02/25/2025	31.25	101-4-1350-4219
101						
1LMC-JJLQ-7GX9	1	PROGRAM SUPPLIES	Invoice	02/25/2025	44.00	101-4-5510-4219
221						
1P1J-QN1J-LY9V	1	PUCKS - BREAKAWAY	Invoice	02/21/2025	105.99	221-4-5410-4219
221						
1PCL-H3Q1-CMNM	1	MEDIA PLAYER	Invoice	02/13/2025	39.99	221-4-5400-4219
221						
1Q4T-HXHL-VF6X	1	CATERING SUPPLIES-PANS	Invoice	02/19/2025	116.80	221-4-5430-4219
101						
1QQR-GC1L-H6P9	1	ER FEST MEDALLION	Invoice	02/18/2025	14.98	101-4-1110-4409
101						
1RQ9-39MC-DRJM	1	OFFICE SUPPLIES	Invoice	02/27/2025	16.99	101-4-2110-4201
101						
1V6Y-CVYK-39W4	1	OFFICE SUPPLIES	Invoice	02/20/2025	21.47	101-4-3120-4201
221						
1V6Y-CVYK-FKTG	1	SUPPLIES - SIGN HOLDERS	Invoice	02/21/2025	79.76	221-4-5400-4219
221						
1VRL-6RTM-HT61	1	SUPPLIES - CUPS/BAGS	Invoice	02/18/2025	67.94	221-4-5430-4219
Total 13706 AMAZON CAPITAL SERVICES:					1,659.69	
ATT LLC						
101						
S28620	1	SWAT - UNIFORMS	Invoice	02/26/2025	460.00	101-4-2120-4219
Total 15332 ATT LLC:					460.00	
BAUER SERVICES INC						
291						
2432	1	DEPOSIT - DAMAGE REPAIR	Invoice	02/17/2025	9,578.78	291-4-7000-4409
Total 14578 BAUER SERVICES INC:					9,578.78	
BEAUDRY OIL CO						
101						
2891351	1	ATLAS HANDLE SPRING	Invoice	02/21/2025	75.00	101-4-3120-4219
Total 11663 BEAUDRY OIL CO:					75.00	
BELLBOY CORPORATION						
603						
206847500	1	WINE	Invoice	02/25/2025	130.00	603-4-9111-4253
603						
206847500	2	FREIGHT	Invoice	02/25/2025	13.50	603-4-9111-4332
Total 11800 BELLBOY CORPORATION:					143.50	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
BERNICK'S						
603						
10320609	1	POP/MISC	Invoice	02/12/2025	136.56	603-4-9151-4255
603						
10320610	1	THC PRODUCTS	Invoice	02/12/2025	221.00	603-4-9151-4256
603						
10320611	1	BEER	Invoice	02/12/2025	2,426.45	603-4-9151-4252
603						
10323334	1	POP/MISC	Invoice	02/19/2025	151.74	603-4-9111-4255
603						
10323335	1	THC PRODUCTS	Invoice	02/19/2025	403.00	603-4-9111-4256
603						
10323336	1	BEER	Invoice	02/19/2025	2,410.30	603-4-9111-4252
603						
10323337	1	BEER	Invoice	02/19/2025	1,315.70	603-4-9151-4252
603						
10323338	1	BEER CREDIT	Invoice	02/19/2025	11.28-	603-4-9151-4252
603						
10325467	1	POP/MISC	Invoice	02/26/2025	147.84	603-4-9111-4255
603						
10325468	1	THC PRODUCTS	Invoice	02/26/2025	153.50	603-4-9111-4256
603						
10325469	1	BEER	Invoice	02/26/2025	4,682.90	603-4-9111-4252
221						
I68344	1	CONCESSIONS SUPPLIES - CO2/CU	Invoice	02/20/2025	218.23	221-4-5430-4219
221						
I68344	2	CONCESSIONS BEVERAGES	Invoice	02/20/2025	896.58	221-4-5430-4259
221						
I68456	1	CONCESSIONS - POP/MISC BEVERA	Invoice	02/24/2025	817.83	221-4-5430-4259
221						
I68456	2	CONCESSIONS SUPPLIES - CUPS C	Invoice	02/24/2025	60.22-	221-4-5430-4219
Total 11950 BERNICK'S:					13,910.13	
BLACKHAWK PEST CONTROL, LLC						
101						
50418	1	PEST CONTROL-FS 1	Invoice	02/24/2025	52.50	101-4-2310-4401
211						
50419	1	PEST CONTROL-LIBRARY	Invoice	02/24/2025	82.50	211-4-5600-4401
101						
50420	1	PEST CONTROL - PUBLIC SAFETY	Invoice	02/24/2025	130.00	101-4-2190-4401
101						
50421	1	PEST CONTROL - CITY HALL	Invoice	02/24/2025	125.00	101-4-1600-4401
221						
50423	1	PEST CONTROL-FTCENTER	Invoice	02/25/2025	125.00	221-4-5400-4401
Total 14717 BLACKHAWK PEST CONTROL, LLC:					515.00	
BOURGET IMPORTS LLC						
603						
214814	1	WINE	Invoice	02/12/2025	672.00	603-4-9151-4253
603						
214814	2	FREIGHT	Invoice	02/12/2025	22.50	603-4-9151-4332
603						
214822	1	WINE	Invoice	02/12/2025	560.00	603-4-9111-4253
603						
214822	2	FREIGHT	Invoice	02/12/2025	18.00	603-4-9111-4332

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 14411 BOURGET IMPORTS LLC:					1,272.50	
BREAKTHRU BEVERAGE MINNESOTA						
603						
120031266	1	BEER	Invoice	02/13/2025	53.10	603-4-9151-4252
603						
120031267	1	LIQUOR	Invoice	02/13/2025	417.00	603-4-9151-4251
603						
120032278	1	WINE	Invoice	02/13/2025	432.00	603-4-9151-4253
603						
120032279	1	LIQUOR	Invoice	02/13/2025	2,020.50	603-4-9151-4251
603						
120134464	1	LIQUOR	Invoice	02/20/2025	7,121.55	603-4-9151-4251
603						
120134466	1	POP/MISC	Invoice	02/20/2025	140.28	603-4-9151-4255
Total 8002 BREAKTHRU BEVERAGE MINNESOTA:					10,184.43	
603						
120031280	1	LIQUOR	Invoice	02/13/2025	102.00	603-4-9111-4251
603						
120032476	1	LIQUOR	Invoice	02/13/2025	8,618.75	603-4-9111-4251
603						
120032478	1	WINE	Invoice	02/13/2025	2,508.00	603-4-9111-4253
603						
120134571	1	LIQUOR	Invoice	02/20/2025	376.50	603-4-9111-4251
603						
120134572	1	WINE	Invoice	02/20/2025	840.00	603-4-9111-4253
603						
120134747	1	BEER	Invoice	02/20/2025	142.50	603-4-9111-4252
Total 12893 BREAKTHRU BEVERAGE MINNESOTA:					12,587.75	
BUREAU OF CRIMINAL APPREHENSION						
101						
022625	1	BCA FINGERPRINTING FEE	Invoice	02/26/2025	32.00	101-4-2110-4319
Total 52348 BUREAU OF CRIMINAL APPREHENSION:					32.00	
C & L DISTRIBUTING CO						
603						
1839001235	1	BEER CREDIT	Invoice	02/12/2025	66.75-	603-4-9151-4252
603						
2055465	1	BEER	Invoice	02/12/2025	5,819.15	603-4-9151-4252
603						
2055466	1	LIQUOR	Invoice	02/12/2025	1,575.00	603-4-9151-4251
603						
2055466	2	WINE	Invoice	02/12/2025	225.60	603-4-9151-4253
603						
2058906	1	BEER	Invoice	02/19/2025	5,581.45	603-4-9151-4252
Total 8003 C & L DISTRIBUTING CO:					13,134.45	
603						
1839001241	1	BEER CREDIT	Invoice	02/26/2025	110.36-	603-4-9111-4252

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
2056709	1	BEER CREDIT	Invoice	02/12/2025	228.70-	603-4-9111-4252
603						
2056710	1	THC PRODUCTS	Invoice	02/12/2025	339.00	603-4-9111-4256
603						
2056711	1	WINE	Invoice	02/12/2025	218.40	603-4-9111-4253
603						
2056711	2	LIQUOR	Invoice	02/12/2025	1,071.00	603-4-9111-4251
603						
2056712	1	BEER	Invoice	02/12/2025	4,535.65	603-4-9111-4252
603						
2057812	1	THC PRODUCTS	Invoice	02/17/2025	300.00	603-4-9111-4256
603						
2057813	1	BEER	Invoice	02/17/2025	9,814.55	603-4-9111-4252
603						
2059812	1	LIQUOR	Invoice	02/19/2025	47.50	603-4-9111-4251
603						
2059813	1	BEER	Invoice	02/19/2025	4,258.00	603-4-9111-4252
603						
2059814	1	THC PRODUCTS	Invoice	02/19/2025	533.00	603-4-9111-4256
603						
2059816	1	POP/MISC	Invoice	02/19/2025	44.00	603-4-9111-4255
603						
2059816	2	BEER	Invoice	02/19/2025	2,929.05	603-4-9111-4252
603						
2061353	1	THC PRODUCTS	Invoice	02/24/2025	99.84	603-4-9111-4256
603						
2061354	1	BEER	Invoice	02/24/2025	6,422.70	603-4-9111-4252
603						
2063559	1	BEER	Invoice	02/26/2025	10,966.70	603-4-9111-4252
603						
2849000199	1	BEER CREDIT	Invoice	02/19/2025	24.80-	603-4-9111-4252
Total 13375 C & L DISTRIBUTING CO:					41,215.53	

CHARTER COMMUNICATIONS

101						
175341301 FEB 25	1	PHONE LINE ELEVATOR-CH	Invoice	02/07/2025	29.99	101-4-1600-4389
101						
175341301 FEB 25	2	PHONE LINE ELEVATOR-PBL SAFE	Invoice	02/07/2025	59.98	101-4-2190-4389
101						
175341301 FEB 25	3	EMERGENCY BUTTON-ORONO PK	Invoice	02/07/2025	29.99	101-4-5110-4389
101						
175341301 FEB 25	4	EMERGENCY BUTTON-RIVERS EDG	Invoice	02/07/2025	29.99	101-4-5110-4389
101						
175341301 FEB 25	5	PHONE LINES-FIRE ALARM-PW	Invoice	02/07/2025	79.98	101-4-3120-4321
101						
175341301 FEB 25	6	TV SERVICE-PW	Invoice	02/07/2025	15.70	101-4-3120-4321
101						
175341301 FEB 25	7	VIDEO SERVICES-FS #1	Invoice	02/07/2025	35.97	101-4-2310-4321
101						
175341301 FEB 25	8	VIDEO SERVICES-CH	Invoice	02/07/2025	43.96	101-4-1600-4321
101						
175341301 FEB 25	9	VIDEO SERVICES-EMERGENCY	Invoice	02/07/2025	41.82	101-4-2330-4389
101						
175341301 FEB 25	10	VIDEO SERVICES-POLICE	Invoice	02/07/2025	58.53	101-4-2110-4321

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
221						
175341301 FEB 25	11	INTERNET, PHONE, VIDEO-FTCTR	Invoice	02/07/2025	339.92	221-4-5400-4321
101						
175341301 FEB 25	12	ERMU INTERNET	Invoice	02/07/2025	189.99	101-4-1350-4321
101						
175341301 FEB 25	13	BACKUP INTERNET-POLICE	Invoice	02/07/2025	39.99	101-4-2110-4321
101						
175341301 FEB 25	14	PHONE LINE ELEVATOR-PBL SAFE	Invoice	02/07/2025	39.99	101-4-2190-4389
101						
175341301 FEB 25	15	PHONE LINE ELEVATOR-CH	Invoice	02/07/2025	39.99	101-4-1600-4389
101						
175341301 FEB 25	16	INTERNET, PHONE, VIDEO-FS #3	Invoice	02/07/2025	338.01	101-4-2310-4321
603						
175341301 FEB 25	17	PHONE LINE CHGS-NORTHBOUND	Invoice	02/07/2025	29.99	603-4-9112-4321
602						
175341701 FEB 25	1	PHONE LINE CHGS-WW	Invoice	02/14/2025	134.92	602-4-9010-4321
Total 13954 CHARTER COMMUNICATIONS:					1,578.71	
CINTAS CORPORATION LOC 470						
602						
4220861839	1	UNIFORM RENTAL/CLEANING	Invoice	02/13/2025	150.65	602-4-9020-4417
603						
4221224877	1	MAPS, TOWELS, SCRAPERS, MOPS	Invoice	02/14/2025	79.60	603-4-9112-4404
603						
4221225129	1	MATS, TOWELS, SCRAPERS, MOPS	Invoice	02/14/2025	52.72	603-4-9152-4404
602						
4221626514	1	UNIFORM RENTAL/CLEANING	Invoice	02/19/2025	160.08	602-4-9020-4417
603						
4221936580	1	MAPS, TOWELS, SCRAPERS, MOPS	Invoice	02/21/2025	79.60	603-4-9112-4404
603						
4221936811	1	MATS, TOWELS, SCRAPERS, MOPS	Invoice	02/21/2025	47.35	603-4-9152-4404
602						
4222399398	1	UNIFORM RENTAL/CLEANING	Invoice	02/27/2025	148.77	602-4-9020-4417
Total 14080 CINTAS CORPORATION LOC 470:					718.77	
CIVICPLUS, LLC						
101						
329133	1	MUNICODE PAGES	Invoice	02/18/2025	885.32	101-4-1110-4319
Total 11773 CIVICPLUS, LLC:					885.32	
COLLINS BROTHERS TOWING						
101						
118832	1	TOWING SVCS 25002632	Invoice	02/14/2025	172.60	101-4-2130-4319
101						
119405	1	TOWING/WINCHOUT #243	Invoice	02/15/2025	475.00	101-4-3120-4409
Total 14425 COLLINS BROTHERS TOWING:					647.60	
COMMISSIONER OF TRANSPORTATION						
101						
P00019544	1	CONTRACTUAL SERVICES	Invoice	02/14/2025	1,533.96	101-4-3120-4409
Total 14651 COMMISSIONER OF TRANSPORTATION:					1,533.96	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
CUB FOODS						
101						
104351108870	1	PROGRAM SUPPLIES	Invoice	02/19/2025	22.28	101-4-5510-4219
Total 15550 CUB FOODS:					22.28	
DACOTAH PAPER CO						
221						
68281	1	CUPS,FOOD TRAYS, LIDS, FORKS, H	Invoice	02/13/2025	265.37	221-4-5430-4219
221						
68281	2	PEROXY CLEANER, TP	Invoice	02/13/2025	307.58	221-4-5400-4219
221						
70102	1	TOILET TISSUE, HAND SOAP	Invoice	02/18/2025	563.43	221-4-5400-4219
221						
70102	2	FOOD TRAYS, CUPS, LIDS	Invoice	02/18/2025	154.77	221-4-5430-4219
221						
70103	1	TRASH LINERS	Invoice	02/18/2025	95.44	221-4-5400-4219
Total 15887 DACOTAH PAPER CO:					1,386.59	
DAHLHEIMER BEVERAGE, LLC						
603						
2398500	1	THC PRODUCTS	Invoice	02/13/2025	79.00	603-4-9151-4256
603						
2398501	1	BEER	Invoice	02/13/2025	108.00	603-4-9151-4252
603						
2398503	1	LIQUOR	Invoice	02/13/2025	263.00	603-4-9151-4251
603						
2398504	1	BEER	Invoice	02/13/2025	6,890.15	603-4-9151-4252
603						
2398531	1	BEER CREDIT	Invoice	02/12/2025	36.00-	603-4-9151-4252
603						
2400603	1	BEER	Invoice	02/17/2025	7,897.70	603-4-9151-4252
603						
2401030	1	LIQUOR CREDIT	Invoice	02/17/2025	15.67-	603-4-9151-4251
603						
2401031	1	BEER CREDIT	Invoice	02/17/2025	14.00-	603-4-9151-4252
603						
2402546	1	LIQUOR	Invoice	02/20/2025	94.00	603-4-9151-4251
603						
2403595	1	THC PRODUCTS	Invoice	02/20/2025	83.00	603-4-9151-4256
603						
2403596	1	BEER	Invoice	02/20/2025	57.60	603-4-9151-4252
603						
2403597	1	BEER	Invoice	02/20/2025	2,864.52	603-4-9151-4252
603						
2405895	1	THC PRODUCTS	Invoice	02/24/2025	134.00	603-4-9151-4256
603						
2405896	1	BEER	Invoice	02/24/2025	6,148.90	603-4-9151-4252
Total 8005 DAHLHEIMER BEVERAGE, LLC:					24,554.20	
221						
2399269	1	LIQUOR	Invoice	02/13/2025	204.00	221-4-5430-4251
221						
2399269	2	BEER	Invoice	02/13/2025	464.00	221-4-5430-4252

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 15366 DAHLHEIMER BEVERAGE, LLC:					668.00	
603						
2398931	1	THC PRODUCTS	Invoice	02/13/2025	1,062.00	603-4-9111-4256
603						
2398932	1	BEER	Invoice	02/13/2025	12,882.85	603-4-9111-4252
603						
2399249	1	BEER CREDIT	Invoice	02/12/2025	80.00-	603-4-9111-4252
603						
2401007	1	THC PRODUCTS	Invoice	02/17/2025	435.00	603-4-9111-4256
603						
2401008	1	BEER	Invoice	02/17/2025	8,064.10	603-4-9111-4252
603						
2401705	1	BEER	Invoice	02/20/2025	7,041.74	603-4-9111-4252
603						
2401705-1	1	BEER	Invoice	02/20/2025	34.00	603-4-9111-4252
603						
2401706	1	THC PRODUCTS	Invoice	02/20/2025	377.00	603-4-9111-4256
603						
2405876	1	BEER	Invoice	02/24/2025	7,943.30	603-4-9111-4252
Total 15900 DAHLHEIMER BEVERAGE, LLC:					37,759.99	
DANGEROUS MAN BREWING CO LLC						
603						
IN-6866	1	BEER	Invoice	02/12/2025	174.00	603-4-9151-4252
Total 52264 DANGEROUS MAN BREWING CO LLC:					174.00	
DEANO'S COLLISION SPEC IN						
291						
67201	1	REPAIRS - SQUAD 626 CA#414524	Invoice	02/03/2025	503.04	291-4-7000-4404
Total 16050 DEANO'S COLLISION SPEC IN:					503.04	
E C M PUBLISHERS INC						
101						
1035531	1	JOB AD - REC INTERN	Invoice	02/09/2025	120.40	101-4-5210-4349
101						
1036203	1	PH NOTICE - TRACTOR SUPPLY	Invoice	02/15/2025	103.20	101-4-1510-4359
101						
1036204	1	PH NOTICE - SWANSON VARIANCE	Invoice	02/15/2025	111.80	101-4-1510-4359
101						
1036205	1	PH NOTICE - RIVERSIDE DEVELOPM	Invoice	02/15/2025	111.80	101-4-1510-4359
101						
1036206	1	PH NOTICE - NORTHSTAR TRUCKIN	Invoice	02/15/2025	111.80	101-4-1510-4359
101						
1036315	1	JOB AD - PT CSO	Invoice	02/16/2025	62.40	101-4-2120-4219
101						
1036760	1	BUSINESS CARDS - HALE/LITFIN	Invoice	02/17/2025	74.00	101-4-2440-4201
Total 17000 E C M PUBLISHERS INC:					695.40	
ELK RIVER MUNICIPAL UTILITIES						
603						
2-12-25	1	WATER/ELECTRIC/SWR/STM WTR	Invoice	02/12/2025	1,518.69	603-4-9152-4389

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
2-12-25	2	WATER/ELECTRIC/SWR/STM WTR	Invoice	02/12/2025	2,706.50	101-4-1600-4389
101						
2-12-25	3	ELECTRIC	Invoice	02/12/2025	57.00	101-4-3120-4389
602						
2-12-25	4	WATER/ELECTRIC	Invoice	02/12/2025	18,374.20	602-4-9020-4389
101						
2-12-25	5	WATER/ELECTRIC	Invoice	02/12/2025	1,539.33	101-4-5110-4389
602						
2-12-25	6	ELECTRIC	Invoice	02/12/2025	3,515.08	602-4-9050-4389
101						
2-12-25	7	ELECTRIC	Invoice	02/12/2025	76.99	101-4-2330-4389
101						
2-12-25	8	ELECTRIC	Invoice	02/12/2025	287.06	101-4-5110-4389
101						
2-12-25	9	WATER/SEWER	Invoice	02/12/2025	35.59	101-4-5110-4389
101						
2-12-25	10	WATER/ELECTRIC/SEWER	Invoice	02/12/2025	6,310.64	101-4-2190-4389
101						
2-12-25	11	WATER/ELECTRIC/SEWER	Invoice	02/12/2025	738.71	101-4-2310-4389
211						
2-12-25	12	WATER/ELECTRIC/SEWER	Invoice	02/12/2025	3,162.89	211-4-5600-4389
101						
2-12-25	13	ELECTRIC	Invoice	02/12/2025	64.44	101-4-2190-4389
101						
2-12-25	14	ELECTRIC	Invoice	02/12/2025	32.58	101-4-3120-4389
221						
2-19-25	1	WATER/ELECTRIC/SWR/STM WTR	Invoice	02/19/2025	23,558.65	221-4-5400-4389
101						
2-19-25	2	WATER/ELECTRIC/SWR/STM WTR	Invoice	02/19/2025	3,331.54	101-4-3120-4389
101						
2-19-25	3	WATER/ELECTRIC	Invoice	02/19/2025	435.04	101-4-5110-4389
101						
2-19-25	4	ELECTRIC	Invoice	02/19/2025	979.70	101-4-5110-4389
101						
2-19-25	5	ELECTRIC	Invoice	02/19/2025	287.26	101-4-2330-4389
101						
2-19-25	6	ELECTRIC	Invoice	02/19/2025	64.44	101-4-2190-4389
101						
2-19-25	7	ELECTRIC	Invoice	02/19/2025	33.92	101-4-5110-4389
Total 17700 ELK RIVER MUNICIPAL UTILITIES:					67,110.25	
FASTENAL COMPANY						
101						
MNELK140866	1	SUPPLIES - BATTERIES	Invoice	02/11/2025	32.00	101-4-2120-4219
101						
MNELK140893	1	SUPPLIES - VENDING	Invoice	02/14/2025	15.26	101-4-3120-4219
101						
MNELK140893	2	SUPPLIES - VENDING	Invoice	02/14/2025	15.26	101-4-5110-4219
Total 18453 FASTENAL COMPANY:					62.52	
FLEETPRIDE						
101						
123439494	1	PARTS #243	Invoice	02/12/2025	55.40	101-4-3120-4221

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
123450950	1	PARTS #247	Invoice	02/12/2025	144.32	101-4-3120-4221
Total 11711 FLEETPRIDE:					199.72	
FORCE AMERICA DISTRIBUTING						
101						
IN001-2043066	1	SENSOR - #243	Invoice	02/13/2025	1,148.13	101-4-3120-4221
101						
IN001-2044641	1	PARTS #243	Invoice	02/20/2025	299.52	101-4-3120-4221
Total 19286 FORCE AMERICA DISTRIBUTING:					1,447.65	
GATR TRUCK CENTER						
101						
5P585692	1	BATTERY CORE CREDIT #420	Invoice	02/18/2025	60.00-	101-4-2320-4221
101						
5P585784	1	PARTS - ERMU #24	Invoice	02/21/2025	88.94	101-4-3150-4221
101						
5P585789	1	PARTS - ERMU #24	Invoice	02/21/2025	31.89	101-4-3150-4221
Total 19729 GATR TRUCK CENTER:					60.83	
GRAINGER						
221						
9399032466	1	EXTENSION CORDS	Invoice	02/06/2025	47.54	221-4-5400-4219
221						
9399639443	1	WASH CLOTHS	Invoice	02/07/2025	59.10	221-4-5400-4219
101						
9404289747	1	COAT TREE	Invoice	02/12/2025	114.46	101-4-1600-4219
101						
9404892334	1	FILTER CARTRIDGE-WATER COOLE	Invoice	02/12/2025	188.30	101-4-2190-4219
603						
9415256495	1	SUPPLIES	Invoice	02/21/2025	168.23	603-4-9112-4404
Total 20300 GRAINGER:					577.63	
GRANITE CITY JOBBING CO						
603						
439469	1	POP/MISC	Invoice	02/14/2025	971.89	603-4-9111-4255
603						
439469	2	THC PRODUCTS	Invoice	02/14/2025	70.00	603-4-9111-4256
603						
439469	3	FREIGHT	Invoice	02/14/2025	5.00	603-4-9111-4332
603						
439469	4	SUPPLIES	Invoice	02/14/2025	99.98	603-4-9112-4219
603						
439470	1	POP/MISC	Invoice	02/14/2025	503.64	603-4-9151-4255
603						
439470	2	SUPPLIES	Invoice	02/14/2025	32.57	603-4-9152-4219
603						
439470	3	FREIGHT	Invoice	02/14/2025	5.00	603-4-9151-4332
603						
440734	1	POP/MISC	Invoice	02/21/2025	1,024.16	603-4-9111-4255
603						
440734	2	THC PRODUCTS	Invoice	02/21/2025	180.00	603-4-9111-4256

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
440734	3	FREIGHT	Invoice	02/21/2025	5.00	603-4-9111-4332
603						
440734	4	SUPPLIES	Invoice	02/21/2025	161.16	603-4-9112-4219
603						
440745	1	POP/MISC	Invoice	02/21/2025	452.05	603-4-9151-4255
603						
440745	2	THC PRODUCTS	Invoice	02/21/2025	80.00	603-4-9151-4256
603						
440745	3	SUPPLIES	Invoice	02/21/2025	57.57	603-4-9152-4219
603						
440745	4	FREIGHT	Invoice	02/21/2025	5.00	603-4-9151-4332
Total 10654 GRANITE CITY JOBBING CO:					3,653.02	
GRIMCO, INC						
101						
33717308-01	1	SIGN MATERIALS	Invoice	02/18/2025	71.27	101-4-1120-4226
101						
33717308-02	1	SIGN SUPPLIES	Invoice	02/19/2025	112.00	101-4-1120-4226
101						
33717308-03	1	SIGN SUPPLIES	Invoice	02/20/2025	177.15	101-4-1120-4226
Total 14770 GRIMCO, INC:					360.42	
HAWKINS, INC.						
602						
6986596	1	CHLORINE CYLINDER	Invoice	02/15/2025	10.00	602-4-9020-4219
602						
6993872	1	CHLORINE CYLINDERS	Invoice	02/20/2025	1,244.13	602-4-9020-4219
Total 21053 HAWKINS, INC.:					1,254.13	
HEIDI OWENS						
101						
2-24-2025	1	DEPOSIT RIVERFRONT CONCERT -	Invoice	02/24/2025	3,250.00	101-4-5220-4409
Total 52328 HEIDI OWENS:					3,250.00	
HOME DEPOT CREDIT SERVICES						
602						
2111409	1	SUPPLIES	Invoice	02/18/2025	103.98	602-4-9020-4219
Total 21600 HOME DEPOT CREDIT SERVICES:					103.98	
HUMERATECH						
101						
250181	1	BOILER REPAIRS - FS3	Invoice	02/18/2025	939.00	101-4-2310-4401
101						
250184	1	SUPPLIES	Invoice	02/18/2025	420.96	101-4-2310-4219
101						
250207	1	TECH SUPPORT - FS3	Invoice	02/26/2025	671.00	101-4-2310-4401
Total 11926 HUMERATECH:					2,030.96	
INK WIZARDS						

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
11346	1	UNIFORMS - LORE	Invoice	02/24/2025	320.00	101-4-1600-4217
Total 22250 INK WIZARDS:					320.00	
ISTATE TRUCK INC						
101						
C244011671:01	1	PARTS - ERMU #11	Invoice	02/20/2025	58.31	101-4-3150-4221
Total 22000 ISTATE TRUCK INC:					58.31	
JOHN HENRY FOSTER MN, INC						
602						
10748811-00	1	QUINCY DRYER REPAIRS-WWTP	Invoice	02/24/2025	963.50	602-4-9020-4404
Total 19347 JOHN HENRY FOSTER MN, INC:					963.50	
JOHNSON BROS LIQUOR						
603						
124490	1	LIQUOR CREDIT	Invoice	02/06/2025	38.00-	603-4-9111-4251
603						
124492	1	WINE CREDIT	Invoice	02/06/2025	3.33-	603-4-9111-4253
603						
124493	1	LIQUOR CREDIT	Invoice	02/06/2025	52.00-	603-4-9111-4251
603						
124494	1	WINE CREDIT	Invoice	02/06/2025	28.66-	603-4-9111-4253
603						
124737	1	LIQUOR CREDIT	Invoice	02/10/2025	46.50-	603-4-9151-4251
603						
124757	1	LIQUOR CREDIT	Invoice	02/10/2025	260.00-	603-4-9151-4251
603						
124757	2	FREIGHT CREDIT	Invoice	02/10/2025	1.72-	603-4-9151-4332
603						
125560	1	LIQUOR CREDIT	Invoice	02/18/2025	20.43-	603-4-9111-4251
603						
2726547	1	LIQUOR	Invoice	02/12/2025	4,570.46	603-4-9111-4251
603						
2726547	2	FREIGHT	Invoice	02/12/2025	61.92	603-4-9111-4332
603						
2726548	1	WINE	Invoice	02/12/2025	3,161.36	603-4-9111-4253
603						
2726548	2	FREIGHT	Invoice	02/12/2025	73.96	603-4-9111-4332
603						
2726549	1	LIQUOR	Invoice	02/12/2025	315.00	603-4-9151-4251
603						
2726549	2	FREIGHT	Invoice	02/12/2025	1.72	603-4-9151-4332
603						
2726551	1	LIQUOR	Invoice	02/12/2025	1,591.20	603-4-9111-4251
603						
2726551	2	FREIGHT	Invoice	02/12/2025	15.48	603-4-9111-4332
603						
2726552	1	LIQUOR	Invoice	02/12/2025	2,131.66	603-4-9151-4251
603						
2726552	2	FREIGHT	Invoice	02/12/2025	53.32	603-4-9151-4332
603						
2726553	1	WINE	Invoice	02/12/2025	228.00	603-4-9151-4253

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
2726553	2	FREIGHT	Invoice	02/12/2025	10.32	603-4-9151-4332
603						
2726554	1	LIQUOR	Invoice	02/12/2025	2,649.86	603-4-9151-4251
603						
2726554	2	FREIGHT	Invoice	02/12/2025	36.40	603-4-9151-4332
603						
2730955	1	LIQUOR	Invoice	02/19/2025	7,741.18	603-4-9111-4251
603						
2730955	2	FREIGHT	Invoice	02/19/2025	227.47	603-4-9111-4332
603						
2730956	1	WINE	Invoice	02/19/2025	3,359.67	603-4-9111-4253
603						
2730956	2	FREIGHT	Invoice	02/19/2025	79.12	603-4-9111-4332
603						
2730957	1	POP/MISC	Invoice	02/19/2025	214.95	603-4-9111-4255
603						
2730957	2	FREIGHT	Invoice	02/19/2025	5.16	603-4-9111-4332
603						
2730958	1	LIQUOR	Invoice	02/19/2025	249.00	603-4-9151-4251
603						
2730958	2	FREIGHT	Invoice	02/19/2025	6.88	603-4-9151-4332
603						
2730960	1	LIQUOR	Invoice	02/19/2025	2,203.05	603-4-9111-4251
603						
2730960	2	FREIGHT	Invoice	02/19/2025	27.80	603-4-9111-4332
603						
2730961	1	LIQUOR	Invoice	02/19/2025	1,137.20	603-4-9151-4251
603						
2730961	2	FREIGHT	Invoice	02/19/2025	21.21	603-4-9151-4332
603						
2730962	1	WINE	Invoice	02/19/2025	664.00	603-4-9151-4253
603						
2730962	2	FREIGHT	Invoice	02/19/2025	19.35	603-4-9151-4332
603						
2730963	1	LIQUOR	Invoice	02/19/2025	72.00	603-4-9151-4251
603						
2730963	2	FREIGHT	Invoice	02/19/2025	1.72	603-4-9151-4332
603						
2733778	1	LIQUOR	Invoice	02/24/2025	5,247.00	603-4-9111-4251
603						
2733778	2	FREIGHT	Invoice	02/24/2025	86.00	603-4-9111-4332
603						
2735824	1	LIQUOR	Invoice	02/26/2025	2,334.66	603-4-9111-4251
603						
2735824	2	FREIGHT	Invoice	02/26/2025	55.61	603-4-9111-4332
603						
2735825	1	WINE	Invoice	02/26/2025	7,284.35	603-4-9111-4253
603						
2735825	2	FREIGHT	Invoice	02/26/2025	159.10	603-4-9111-4332
603						
2735827	1	LIQUOR	Invoice	02/26/2025	2,644.00	603-4-9111-4251
603						
2735827	2	FREIGHT	Invoice	02/26/2025	36.12	603-4-9111-4332
Total 22775 JOHNSON BROS LIQUOR:					48,326.62	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
JOHNSON HEALTH TECH RETAIL, INC						
101						
22-044651	1	FITNESS ROOM EQUIPMENT	Invoice	02/12/2025	483.21	101-4-1600-4404
Total 52331 JOHNSON HEALTH TECH RETAIL, INC:					483.21	
KVC COMPANIES LLC						
101						
213727-4	1	GRINDER RENTAL	Invoice	02/26/2025	235.20	101-4-5110-4415
Total 15203 KVC COMPANIES LLC:					235.20	
LAKE STATE RECYCLING INC						
603						
22025	1	CARDBOARD RECYCLING-WB	Invoice	02/21/2025	150.00	603-4-9152-4389
Total 13119 LAKE STATE RECYCLING INC:					150.00	
LOCALITY MEDIA, INC						
101						
3974	1	SOFTWARE SUBSCRIPTION	Invoice	02/28/2025	6,300.00	101-4-2310-4404
Total 52345 LOCALITY MEDIA, INC:					6,300.00	
MASS / M R P A						
101						
2-21-2025	1	MASS ANNUAL CONFERENCE	Invoice	02/21/2025	169.00	101-4-5510-4331
Total 24250 M A S S / M R P A:					169.00	
MARCO HOLDINGS LLC						
101						
INV13545512	1	OFFICE 365 LICENSES	Invoice	02/20/2025	4,737.50	101-4-1350-4404
Total 24714 MARCO HOLDINGS LLC:					4,737.50	
MARCO TECHNOLOGIES LLC						
603						
549948222	1	COPIER LEASE/MAINT	Invoice	02/24/2025	212.59	603-4-9112-4404
603						
549948222	2	COPIER LEASE/MAINT	Invoice	02/24/2025	212.59	603-4-9152-4404
602						
549948222	3	COPIER LEASE/MAINT	Invoice	02/24/2025	510.02	602-4-9010-4404
221						
549948222	4	COPIER LEASE/MAINT	Invoice	02/24/2025	658.17	221-4-5400-4415
101						
549948222	5	COPIER LEASE/MAINT	Invoice	02/24/2025	2,110.79	101-4-1350-4404
Total 12332 MARCO TECHNOLOGIES LLC:					3,704.16	
MIDWEST WASH SYSTEMS LLC						
101						
24330	1	WASH BAY SUPPLIES	Invoice	02/21/2025	1,053.39	101-4-3120-4219
Total 14620 MIDWEST WASH SYSTEMS LLC:					1,053.39	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
MN POLLUTION CONTROL AGEN						
101						
10000196200	1	ADMINISTRATIVE PENALTY/FINE-TR	Invoice	02/20/2025	450.00	101-4-2320-4331
Total 26550 MN POLLUTION CONTROL AGEN:					450.00	
NOTHING BUT HEMP						
603						
3057	1	THC PRODUCTS	Invoice	02/21/2025	612.00	603-4-9111-4256
Total 15262 NOTHING BUT HEMP:					612.00	
OXYGEN SERVICE CO, INC						
101						
8809030	1	OXYGEN & PROPANE	Invoice	02/18/2025	262.60	101-4-3150-4219
Total 28960 OXYGEN SERVICE CO, INC:					262.60	
PAUSTIS WINE COMPANY						
603						
258727	1	WINE	Invoice	02/13/2025	240.00	603-4-9151-4253
603						
258727	2	FREIGHT	Invoice	02/13/2025	12.50	603-4-9151-4332
603						
258733	1	WINE	Invoice	02/13/2025	865.96	603-4-9111-4253
603						
258733	2	FREIGHT	Invoice	02/13/2025	15.00	603-4-9111-4332
603						
259236	1	WINE CREDIT	Invoice	02/20/2025	24.00-	603-4-9151-4253
Total 29251 PAUSTIS WINE COMPANY:					1,109.46	
PHILLIPS WINE & SPIRITS CO						
603						
542802	1	LIQUOR CREDIT	Invoice	02/10/2025	9.00-	603-4-9111-4251
603						
6929287	1	LIQUOR	Invoice	02/14/2025	805.90	603-4-9111-4251
603						
6929287	2	FREIGHT	Invoice	02/14/2025	12.04	603-4-9111-4332
603						
6929288	1	WINE	Invoice	02/14/2025	2,888.30	603-4-9111-4253
603						
6929288	2	FREIGHT	Invoice	02/14/2025	92.88	603-4-9111-4332
603						
6929289	1	POP/MISC	Invoice	02/14/2025	226.70	603-4-9111-4255
603						
6929289	2	FREIGHT	Invoice	02/14/2025	3.72	603-4-9111-4332
603						
6929290	1	FREIGHT	Invoice	02/14/2025	1.72	603-4-9151-4332
603						
6929291	1	LIQUOR	Invoice	02/14/2025	411.44	603-4-9151-4251
603						
6929291	2	FREIGHT	Invoice	02/14/2025	8.60	603-4-9151-4332
603						
6929292	1	POP/MISC	Invoice	02/14/2025	142.20	603-4-9151-4255
603						
6929292	2	FREIGHT	Invoice	02/14/2025	4.44	603-4-9151-4332

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
6930929	1	LIQUOR	Invoice	02/19/2025	1,841.90	603-4-9111-4251
603						
6930929	2	FREIGHT	Invoice	02/19/2025	22.79	603-4-9111-4332
603						
6930930	1	WINE	Invoice	02/19/2025	973.85	603-4-9111-4253
603						
6930930	2	FREIGHT	Invoice	02/19/2025	44.72	603-4-9111-4332
603						
6930931	1	POP/MISC	Invoice	02/19/2025	131.10	603-4-9111-4255
603						
6930931	2	FREIGHT	Invoice	02/19/2025	9.10	603-4-9111-4332
603						
6930932	1	LIQUOR	Invoice	02/19/2025	364.50	603-4-9151-4251
603						
6930932	2	FREIGHT	Invoice	02/19/2025	5.16	603-4-9151-4332
603						
6930933	1	WINE	Invoice	02/19/2025	620.40	603-4-9151-4253
603						
6930933	2	FREIGHT	Invoice	02/19/2025	20.64	603-4-9151-4332
603						
6930934	1	POP/MISC	Invoice	02/19/2025	83.00	603-4-9151-4255
603						
6930934	2	FREIGHT	Invoice	02/19/2025	1.00	603-4-9151-4332
Total 29665 PHILLIPS WINE & SPIRITS CO:					8,707.10	
PRECISE MRM LLC						
101						
IN200-2003865	1	DATA PLAN 2 WAY RADIOS	Invoice	02/24/2025	456.00	101-4-3130-4219
Total 11804 PRECISE MRM LLC:					456.00	
PRO-TEC DESIGN, INC						
221						
117866	1	FTCENTER DOOR CONTROL SVC	Invoice	02/13/2025	655.33	221-4-5400-4401
101						
117874	1	DOOR REPAIRS	Invoice	02/13/2025	305.00	101-4-2190-4401
Total 30229 PRO-TEC DESIGN, INC:					960.33	
PRYES BREWING COMPANY LLC						
603						
W-92608	1	BEER	Invoice	02/14/2025	209.00	603-4-9111-4252
603						
W-92610	1	BEER	Invoice	02/14/2025	129.00	603-4-9151-4252
Total 52318 PRYES BREWING COMPANY LLC:					338.00	
RITE ENTERPRISES, INC						
603						
T0510000115	1	CLOUD RETAILER - ANNUAL FEES	Invoice	02/17/2025	2,370.84	603-4-9112-4404
603						
T0510000115	2	CLOUD RETAILER - ANNUAL FEES	Invoice	02/17/2025	2,370.84	603-4-9152-4404
Total 14665 RITE ENTERPRISES, INC:					4,741.68	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
SHAMROCK GROUP INC						
603						
3117189	1	ICE	Invoice	02/10/2025	107.96	603-4-9151-4255
603						
3117189	2	FREIGHT	Invoice	02/10/2025	4.00	603-4-9151-4332
603						
3118909	1	ICE	Invoice	02/17/2025	145.00	603-4-9111-4255
603						
3118909	2	FREIGHT	Invoice	02/17/2025	4.00	603-4-9111-4332
Total 12909 SHAMROCK GROUP INC:					260.96	
SHANNON GILBERTSON						
101						
23382736485	1	PLAQUES - JIM BARNES/JEREMY CO	Invoice	02/17/2025	189.18	101-4-1110-4440
Total 14724 SHANNON GILBERTSON:					189.18	
SHERBURNE CO AUDITOR\TREASURER						
101						
9669	1	2025 CERT SP ASSESS - ELECTRIC	Invoice	02/20/2025	190.00	101-3-0000-3625
101						
9669	2	2025 CERT SP ASSESS - WATER	Invoice	02/20/2025	220.00	101-3-0000-3625
101						
9669	3	2025 CERT SP ASSESS - OLID	Invoice	02/20/2025	920.00	101-3-0000-3625
101						
9669	4	2025 CERT SP ASSESS - CODE VIOL	Invoice	02/20/2025	10.00	101-4-1310-4319
406						
9669	5	2025 CERT SP ASSESS - ROLLING HI	Invoice	02/20/2025	280.00	406-4-8040-4319
602						
9669	6	2025 CERT SP ASSESS - SEWER	Invoice	02/20/2025	215.00	602-4-9010-4319
605						
9669	7	2025 CERT SP ASSESS - GARBAGE	Invoice	02/20/2025	255.00	605-4-9210-4319
607						
9669	8	2025 CERT SP ASSESS - STORMWAT	Invoice	02/20/2025	20.00	607-4-9310-4319
Total 32180 SHERBURNE CO AUDITOR\TREASURER:					2,110.00	
SOUTHERN GLAZER'S WINE & SPIRITS OF MN						
603						
106662	1	LIQUOR CREDIT	Invoice	02/13/2025	4,500.00-	603-4-9151-4251
603						
106663	1	LIQUOR CREDIT	Invoice	02/13/2025	269.91-	603-4-9151-4251
603						
106664	1	WINE CREDIT	Invoice	02/13/2025	59.84-	603-4-9151-4253
603						
2588864	1	LIQUOR	Invoice	02/13/2025	3,127.50	603-4-9151-4251
603						
2588864	2	FREIGHT	Invoice	02/13/2025	21.97	603-4-9151-4332
603						
2588865	1	WINE	Invoice	02/13/2025	272.20	603-4-9151-4253
603						
2588865	2	FREIGHT	Invoice	02/13/2025	5.33	603-4-9151-4332
603						
2591498	1	FREIGHT	Invoice	02/20/2025	1.28	603-4-9151-4332
603						
2591499	1	LIQUOR	Invoice	02/20/2025	6,666.33	603-4-9151-4251

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
2591499	2	FREIGHT	Invoice	02/20/2025	90.99	603-4-9151-4332
603						
2591500	1	FREIGHT	Invoice	02/20/2025	2.56	603-4-9151-4332
603						
2591501	1	WINE	Invoice	02/20/2025	1,289.52	603-4-9151-4253
603						
2591501	2	FREIGHT	Invoice	02/20/2025	21.33	603-4-9151-4332
603						
2591502	1	FREIGHT	Invoice	02/20/2025	6.40	603-4-9151-4332
603						
5122429	1	LIQUOR	Invoice	02/13/2025	154.35	603-4-9151-4251
603						
5122429	2	FREIGHT	Invoice	02/13/2025	7.68	603-4-9151-4332
603						
5122430	1	LIQUOR	Invoice	02/13/2025	154.35	603-4-9151-4251
603						
5122430	2	FREIGHT	Invoice	02/13/2025	7.68	603-4-9151-4332
603						
9628449	1	WINE CREDIT	Invoice	02/21/2025	64.00-	603-4-9151-4253
Total 8000 SOUTHERN GLAZER'S WINE & SPIRITS OF MN:					6,935.72	
603						
2588861	1	FREIGHT	Invoice	02/13/2025	1.25	603-4-9111-4332
603						
2588862	1	LIQUOR	Invoice	02/13/2025	6,867.43	603-4-9111-4251
603						
2588862	2	FREIGHT	Invoice	02/13/2025	43.22	603-4-9111-4332
603						
2588863	1	WINE	Invoice	02/13/2025	1,019.04	603-4-9111-4253
603						
2588863	2	FREIGHT	Invoice	02/13/2025	25.21	603-4-9111-4332
603						
2591493	1	LIQUOR	Invoice	02/20/2025	4,005.04	603-4-9111-4251
603						
2591493	2	FREIGHT	Invoice	02/20/2025	49.55	603-4-9111-4332
603						
2591494	1	FREIGHT	Invoice	02/20/2025	.62	603-4-9111-4332
603						
2591495	1	FREIGHT	Invoice	02/20/2025	5.00	603-4-9111-4332
603						
2591496	1	WINE	Invoice	02/20/2025	2,519.75	603-4-9111-4253
603						
2591496	2	FREIGHT	Invoice	02/20/2025	40.63	603-4-9111-4332
603						
2591497	1	FREIGHT	Invoice	02/20/2025	21.25	603-4-9111-4332
Total 11314 SOUTHERN GLAZER'S WINE & SPIRITS OF MN:					14,597.99	
STATE OF MN-DEPT OF ADMIN						
101						
852008	1	INTRO TO DATA PRACTICES/KATIE	Invoice	02/20/2025	125.00	101-4-1210-4331
Total 33150 STATE OF MN-DEPT OF ADMIN:					125.00	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
STEPHEN NEURURER						
101						
HLee	1	PRE-EMPLOYMENT BACKGROUND -	Invoice	02/21/2025	474.10	101-4-1350-4319
Total 14929 STEPHEN NEURURER:					474.10	
STREICHER'S						
101						
I1747530	1	FIREARM OPTIC - SWAT	Invoice	02/21/2025	745.00	101-4-2120-4219
Total 33300 STREICHER'S:					745.00	
SUMMIT COMPANIES						
221						
3018232	1	REPLACE BROKEN SPRINKLER HEA	Invoice	02/11/2025	285.00	221-4-5400-4401
101						
3019336	1	ALARM SERVICE	Invoice	02/11/2025	783.00	101-4-2190-4401
101						
3019350	1	ALARM SERVICE - FS 3	Invoice	02/11/2025	359.75	101-4-2310-4401
221						
3019353	1	ALARM HORN/STROBE REPLACEME	Invoice	02/11/2025	506.25	221-4-5400-4401
101						
3024773	1	ALARM REPAIRS	Invoice	02/13/2025	516.21	101-4-1600-4401
Total 33444 SUMMIT COMPANIES:					2,450.21	
SUSAN MONTAGUE						
101						
02252025	1	INSTRUCTOR FEE-FEB	Invoice	02/25/2025	120.00	101-4-5510-4409
Total 14562 SUSAN MONTAGUE:					120.00	
SYSCO MINNESOTA INC						
221						
547758178	1	CONCESSIONS SUPPLIES-PLATES/F	Invoice	02/24/2025	90.45	221-4-5430-4219
221						
547758178	2	CONCESSIONS FOOD/BEVERAGES	Invoice	02/24/2025	742.79	221-4-5430-4259
Total 12551 SYSCO MINNESOTA INC:					833.24	
TEAM LABORATORY CHEMICAL						
602						
INV0045114	1	CLEANING SUPPLIES	Invoice	02/14/2025	265.00	602-4-9020-4219
Total 14016 TEAM LABORATORY CHEMICAL:					265.00	
THE UPS STORE #5093						
602						
2-19-25 WW	1	DELIVERY CHGS - WW	Invoice	02/19/2025	20.70	602-4-9010-4322
Total 35549 THE UPS STORE #5093:					20.70	
THE WINE COMPANY						
603						
292481	1	WINE	Invoice	02/14/2025	720.00	603-4-9151-4253
603						
292481	2	FREIGHT	Invoice	02/14/2025	24.00	603-4-9151-4332

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
292482	1	LIQUOR	Invoice	02/14/2025	156.00	603-4-9111-4251
603						
292482	2	WINE	Invoice	02/14/2025	680.00	603-4-9111-4253
603						
292482	3	FREIGHT	Invoice	02/14/2025	15.00	603-4-9111-4332
Total 36423 THE WINE COMPANY:					1,595.00	
TOFT'S OUTDOOR SUPPLY LLC						
290						
5682	1	MULCH GRINDING - FEB 2025	Invoice	02/19/2025	15,000.00	290-4-9220-4409
Total 15214 TOFT'S OUTDOOR SUPPLY LLC:					15,000.00	
UKG INC.						
101						
300158308	1	JAN OVERAGE FEES	Invoice	02/15/2025	3,389.43	101-4-1220-4404
101						
300168032	1	SHIPPING 2024 1095S	Invoice	02/24/2025	99.53	101-4-1220-4319
Total 12920 UKG INC.:					3,488.96	
UTILITY CONSULTANTS, INC						
602						
123111	1	SAMPLE TESTING	Invoice	02/24/2025	1,638.17	602-4-9020-4319
Total 35571 UTILITY CONSULTANTS, INC:					1,638.17	
VIKING COCA-COLA CO						
603						
3619431	1	POP	Invoice	02/14/2025	1,231.60	603-4-9111-4255
Total 35725 VIKING COCA-COLA CO:					1,231.60	
VINOCOPIA						
603						
367909-IN	1	LIQUOR	Invoice	02/12/2025	525.00	603-4-9111-4251
603						
367909-IN	2	WINE	Invoice	02/12/2025	856.00	603-4-9111-4253
603						
367909-IN	3	FREIGHT	Invoice	02/12/2025	18.00	603-4-9111-4332
603						
368344-IN	1	LIQUOR	Invoice	02/19/2025	93.75	603-4-9111-4251
603						
368344-IN	2	FREIGHT	Invoice	02/19/2025	2.50	603-4-9111-4332
603						
368345-IN	1	LIQUOR	Invoice	02/19/2025	169.00	603-4-9111-4251
603						
368345-IN	2	FREIGHT	Invoice	02/19/2025	2.50	603-4-9111-4332
Total 35763 VINOCOPIA:					1,666.75	
WASTE MANAGEMENT						
605						
49447-1706-7	1	FEB GARBAGE TIPPING FEES 2-4 - 2	Invoice	02/17/2025	19,438.90	605-4-9210-4384

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 36033 WASTE MANAGEMENT:					19,438.90	
WINEBOW						
603						
MN00161790	1	WINE	Invoice	02/14/2025	322.00	603-4-9111-4253
603						
MN00161790	2	FREIGHT	Invoice	02/14/2025	6.00	603-4-9151-4332
603						
MN00161791	1	WINE	Invoice	02/14/2025	415.00	603-4-9111-4253
603						
MN00161791	2	FREIGHT	Invoice	02/14/2025	8.00	603-4-9111-4332
Total 14002 WINEBOW:					751.00	
WRUCK SEWER & PORTABLE RENTAL						
101						
I26355	1	PORTABLE RENTALS-FEB	Invoice	02/13/2025	845.74	101-4-5110-4415
Total 13814 WRUCK SEWER & PORTABLE RENTAL:					845.74	
ZIEGLER INC						
101						
IN001801059	1	PARTS - #312	Invoice	02/11/2025	242.93	101-4-3120-4221
Total 36900 ZIEGLER INC:					242.93	
Total :					445,137.42	
Grand Totals:					445,137.42	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
101-3-0000-3625	1,330.00	.00	1,330.00
101-4-1110-4319	885.32	.00	885.32
101-4-1110-4409	14.98	.00	14.98
101-4-1110-4440	189.18	.00	189.18
101-4-1120-4226	360.42	.00	360.42
101-4-1210-4331	125.00	.00	125.00
101-4-1220-4319	99.53	.00	99.53
101-4-1220-4404	3,389.43	.00	3,389.43
101-4-1230-4404	6,457.00	.00	6,457.00
101-4-1310-4319	10.00	.00	10.00
101-4-1350-4219	159.80	.00	159.80
101-4-1350-4319	474.10	.00	474.10
101-4-1350-4321	189.99	.00	189.99
101-4-1350-4404	6,848.29	.00	6,848.29
101-4-1510-4359	438.60	.00	438.60
101-4-1600-4217	320.00	.00	320.00
101-4-1600-4219	114.46	.00	114.46
101-4-1600-4321	43.96	.00	43.96
101-4-1600-4389	2,776.48	.00	2,776.48

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
101-4-1600-4401	641.21	.00	641.21
101-4-1600-4404	483.21	.00	483.21
101-4-2110-4201	460.63	.00	460.63
101-4-2110-4319	32.00	.00	32.00
101-4-2110-4321	98.52	.00	98.52
101-4-2120-4217	162.35	.00	162.35
101-4-2120-4219	1,626.30	.00	1,626.30
101-4-2120-4221	622.51	.00	622.51
101-4-2130-4319	172.60	.00	172.60
101-4-2150-4409	208.00	.00	208.00
101-4-2190-4219	341.30	.00	341.30
101-4-2190-4389	6,539.49	.00	6,539.49
101-4-2190-4401	1,218.00	.00	1,218.00
101-4-2310-4219	816.06	.00	816.06
101-4-2310-4321	373.98	.00	373.98
101-4-2310-4389	738.71	.00	738.71
101-4-2310-4401	2,164.25	.00	2,164.25
101-4-2310-4404	6,300.00	.00	6,300.00
101-4-2320-4221	.00	60.00-	60.00-
101-4-2320-4331	450.00	.00	450.00
101-4-2330-4389	406.07	.00	406.07
101-4-2440-4201	74.00	.00	74.00
101-4-3120-4201	21.47	.00	21.47
101-4-3120-4219	1,299.90	.00	1,299.90
101-4-3120-4221	2,009.84	.00	2,009.84
101-4-3120-4321	95.68	.00	95.68
101-4-3120-4389	3,421.12	.00	3,421.12
101-4-3120-4401	324.00	.00	324.00
101-4-3120-4409	2,008.96	.00	2,008.96
101-4-3130-4219	456.00	.00	456.00
101-4-3150-4219	396.52	.00	396.52
101-4-3150-4221	179.14	.00	179.14
101-4-5110-4219	15.26	.00	15.26
101-4-5110-4389	3,370.62	.00	3,370.62
101-4-5110-4415	1,080.94	.00	1,080.94
101-4-5210-4219	6.52	.00	6.52
101-4-5210-4349	120.40	.00	120.40
101-4-5220-4219	689.93	.00	689.93
101-4-5220-4409	3,250.00	.00	3,250.00
101-4-5510-4219	66.28	.00	66.28
101-4-5510-4331	169.00	.00	169.00
101-4-5510-4409	120.00	.00	120.00
101-4-5510-4433	97.66	.00	97.66
211-4-5600-4389	3,162.89	.00	3,162.89
211-4-5600-4401	82.50	.00	82.50
221-4-5400-4219	1,192.84	.00	1,192.84
221-4-5400-4321	339.92	.00	339.92
221-4-5400-4389	23,558.65	.00	23,558.65
221-4-5400-4401	1,571.58	.00	1,571.58
221-4-5400-4415	658.17	.00	658.17
221-4-5410-4219	105.99	.00	105.99
221-4-5410-4409	3,600.00	.00	3,600.00
221-4-5430-4219	913.56	60.22-	853.34
221-4-5430-4251	204.00	.00	204.00
221-4-5430-4252	464.00	.00	464.00

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
221-4-5430-4259	2,457.20	.00	2,457.20
290-4-2330-4219	1,304.50	.00	1,304.50
290-4-9220-4409	15,000.00	.00	15,000.00
291-4-7000-4404	503.04	.00	503.04
291-4-7000-4409	9,578.78	.00	9,578.78
406-4-8040-4319	280.00	.00	280.00
602-4-9010-4319	215.00	.00	215.00
602-4-9010-4321	134.92	.00	134.92
602-4-9010-4322	20.70	.00	20.70
602-4-9010-4404	510.02	.00	510.02
602-4-9020-4219	12,594.11	.00	12,594.11
602-4-9020-4319	1,638.17	.00	1,638.17
602-4-9020-4389	18,374.20	.00	18,374.20
602-4-9020-4404	963.50	.00	963.50
602-4-9020-4417	459.50	.00	459.50
602-4-9050-4389	3,515.08	.00	3,515.08
603-4-9111-4251	51,011.32	119.43-	50,891.89
603-4-9111-4252	83,366.79	443.86-	82,922.93
603-4-9111-4253	31,572.18	31.99-	31,540.19
603-4-9111-4255	4,288.98	.00	4,288.98
603-4-9111-4256	4,956.34	.00	4,956.34
603-4-9111-4332	1,351.08	.00	1,351.08
603-4-9112-4219	261.14	.00	261.14
603-4-9112-4321	29.99	.00	29.99
603-4-9112-4404	2,910.86	.00	2,910.86
603-4-9151-4251	28,924.24	5,092.08-	23,832.16
603-4-9151-4252	39,802.02	231.35-	39,570.67
603-4-9151-4253	5,363.72	147.84-	5,215.88
603-4-9151-4255	1,565.69	.00	1,565.69
603-4-9151-4256	597.00	26.16-	570.84
603-4-9151-4332	436.70	1.72-	434.98
603-4-9152-4219	90.14	.00	90.14
603-4-9152-4389	1,668.69	.00	1,668.69
603-4-9152-4404	2,683.50	.00	2,683.50
605-4-9210-4319	255.00	.00	255.00
605-4-9210-4384	19,438.90	.00	19,438.90
607-4-9310-4319	20.00	.00	20.00
Grand Totals:	451,352.07	6,214.65-	445,137.42

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
02/25	451,352.07	6,214.65-	445,137.42
Grand Totals:	451,352.07	6,214.65-	445,137.42

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
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Report Criteria:

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

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

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

Vendor.Vendor number = {<>} 15199

Vendor.Vendor number = {<>} 24575

Vendor.Vendor number = {<>} 33148

Vendor.Vendor number = {<>} 17890

Report Criteria:

Report type: Invoice detail

Check.Type = {<>} "Adjustment"

Bank.Bank number = 1

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	Bank Number
129000										
02/25	02/24/2025	129000	33148	STATE OF MINNESOTA	2025-1	101-4-3150-4219	.00	20.00-	20.00- V	1
02/25	02/24/2025	129000	33148	STATE OF MINNESOTA	2025-2	101-4-3150-4219	.00	100.00-	100.00- V	1
02/25	02/24/2025	129000	33148	STATE OF MINNESOTA	2025-3	101-4-3150-4219	.00	30.00-	30.00- V	1
Total 129000:							.00		150.00-	
129393										
02/25	02/21/2025	129393	13710	A T & T	546955	101-4-2130-4319	.00	145.00	145.00	1
Total 129393:							.00		145.00	
129394										
02/25	02/21/2025	129394	11842	ACROSS THE STREET PRODUCT	26675	101-4-2320-4331	.00	385.00	385.00	1
Total 129394:							.00		385.00	
129395										
02/25	02/21/2025	129395	13881	CENTURY COLLEGE	775925	101-4-2320-4331	.00	100.00	100.00	1
Total 129395:							.00		100.00	
129396										
02/25	02/21/2025	129396	13677	VERIZON WIRELESS-VSAT	9022387581	101-4-2130-4319	.00	95.00	95.00	1
Total 129396:							.00		95.00	
129397										
02/25	02/21/2025	129397	12467	ZACK CARLTON	2024	101-4-1510-4321	.00	120.00	120.00	1
Total 129397:							.00		120.00	
129398										
02/25	02/21/2025	129398	10168	ADVANCE AUTO PARTS	631350506769	101-4-2320-4221	.00	5.32	5.32	1

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	Bank Number
Total 129398:							.00		5.32	
129399										
02/25	02/21/2025	129399	12249	FERGUSON WATERWORKS #2518	542382	602-4-9020-4219	.00	400.00	400.00	1
Total 129399:							.00		400.00	
129400										
02/25	02/21/2025	129400	21985	ISD 728-COMMUNITY EDUCATION	2425-2477	101-4-5220-4412	.00	160.00	160.00	1
Total 129400:							.00		160.00	
129401										
02/25	02/21/2025	129401	26360	MINNESOTA FIRE SERVICE CERT BO	13580	101-4-2320-4331	.00	75.00	75.00	1
Total 129401:							.00		75.00	
129402										
02/25	02/21/2025	129402	11597	MN BCA	39423	101-4-2150-4331	.00	50.00	50.00	1
02/25	02/21/2025	129402	11597	MN BCA	39494	101-4-2130-4331	.00	250.00	250.00	1
Total 129402:							.00		300.00	
129403										
02/25	02/21/2025	129403	14954	OFFICE OF MNIT SERVICES	DV25010450	101-4-1350-4404	.00	191.00	191.00	1
Total 129403:							.00		191.00	
129404										
02/25	02/21/2025	129404	12551	SYSCO MINNESOTA INC	547740148	221-4-5430-4259	.00	2,062.75	2,062.75	1
Total 129404:							.00		2,062.75	
129405										
02/25	02/21/2025	129405	13946	T-MOBILE	965639928 02	101-4-5210-4321	.00	995.84	995.84	1
Total 129405:							.00		995.84	

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	Bank Number
129406										
02/25	02/21/2025	129406	12840	TRUE BRANDS	1526671	603-4-9111-4255	.00	858.06	858.06	1
Total 129406:							.00	858.06		
129407										
02/25	02/21/2025	129407	36033	WASTE MANAGEMENT	49420-1706-4	605-4-9210-4384	.00	18,942.18	18,942.18	1
Total 129407:							.00	18,942.18		
129408										
02/25	02/25/2025	129408	33148	STATE OF MINNESOTA	2025-2	101-4-3150-4219	.00	100.00	100.00	1
02/25	02/25/2025	129408	33148	STATE OF MINNESOTA	2025-3	101-4-3150-4219	.00	30.00	30.00	1
Total 129408:							.00	130.00		
129409										
02/25	02/25/2025	129409	12551	SYSCO MINNESOTA INC	547682579	221-4-5430-4259	.00	1,105.50	1,105.50	1
02/25	02/25/2025	129409	12551	SYSCO MINNESOTA INC	547746632	221-4-5430-4259	.00	1,377.74	1,377.74	1
02/25	02/25/2025	129409	12551	SYSCO MINNESOTA INC	547751367	221-4-5430-4259	.00	1,818.98	1,818.98	1
Total 129409:							.00	4,302.22		
1007687										
02/25	02/24/2025	1007687	52343	API HVAC SERVICES, INC	40006515	221-4-5400-4401	.00	4,439.00	4,439.00	1
Total 1007687:							.00	4,439.00		
1007688										
02/25	02/24/2025	1007688	12076	CAMPBELL KNUTSON P.A.	3237G JAN 25	101-4-1400-4304	.00	4,114.50	4,114.50	1
Total 1007688:							.00	4,114.50		
1007689										
02/25	02/24/2025	1007689	13642	DANIELLE FAULHABER	90	101-4-2150-4409	.00	822.00	822.00	1
Total 1007689:							.00	822.00		

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	Bank Number
1007690										
02/25	02/24/2025	1007690	17701	ELK RIVER MUNICIPAL UTILITIES	021925	101-3-0000-3625	.00	240.34	240.34	1
02/25	02/24/2025	1007690	17701	ELK RIVER MUNICIPAL UTILITIES	2316	602-4-9050-4404	.00	21,910.00	21,910.00	1
Total 1007690:							.00	22,150.34		
1007691										
02/25	02/24/2025	1007691	21475	HOISINGTON KOEGLER GROUP INC	23-001-12	440-4-5110-4319	.00	1,392.48	1,392.48	1
Total 1007691:							.00	1,392.48		
1007692										
02/25	02/24/2025	1007692	13666	JOHNSON CONTROLS	41037482	290-4-9220-4409	.00	358.40	358.40	1
Total 1007692:							.00	358.40		
1007693										
02/25	02/24/2025	1007693	14086	JUNKYARD BREWING COMPANY	7533	603-4-9151-4252	.00	213.00	213.00	1
Total 1007693:							.00	213.00		
1007694										
02/25	02/24/2025	1007694	25145	MENARDS - ELK RIVER	013125	101-4-5110-4219	.00	3,725.36	3,725.36	1
Total 1007694:							.00	3,725.36		
1007695										
02/25	02/24/2025	1007695	27070	MONTICELLO SENIOR CENTER	02122025	101-4-5510-4409	.00	2,110.25	2,110.25	1
02/25	02/24/2025	1007695	27070	MONTICELLO SENIOR CENTER	02132025	101-4-5510-4219	.00	44.00	44.00	1
Total 1007695:							.00	2,154.25		
1007696										
02/25	02/24/2025	1007696	10561	NUSS TRUCK & EQUIPMENT	PSO177160-1	101-4-3150-4409	.00	112.69	112.69	1
Total 1007696:							.00	112.69		
1007697										
02/25	02/24/2025	1007697	32280	SHERWIN-WILLIAMS	3462-6	101-4-2190-4219	.00	139.38	139.38	1

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	Bank Number
02/25	02/24/2025	1007697	32280	SHERWIN-WILLIAMS	5188-9	101-4-3120-4219	.00	73.92	73.92	1
02/25	02/24/2025	1007697	32280	SHERWIN-WILLIAMS	5189-7 2/5/25	101-4-3120-4219	.00	43.94	43.94	1
02/25	02/24/2025	1007697	32280	SHERWIN-WILLIAMS	5190-5	101-4-3120-4219	.00	43.94	43.94	1
02/25	02/24/2025	1007697	32280	SHERWIN-WILLIAMS	5514-6	101-4-3120-4219	.00	1.96-	1.96-	1
Total 1007697:							.00	299.22		
1007698										
02/25	02/24/2025	1007698	35571	UTILITY CONSULTANTS, INC	122599	602-4-9020-4319	.00	1,958.28	1,958.28	1
Total 1007698:							.00	1,958.28		
1007699										
02/25	02/24/2025	1007699	15138	WEBB & GERRITSEN MN LLC	147946	221-4-5430-4259	.00	472.08	472.08	1
Total 1007699:							.00	472.08		
220202520										
02/25	02/20/2025	220202520	26275	MN DEPT OF REVENUE	JAN 25 FUEL	101-4-3120-4212	.00	618.19	618.19	1
Total 220202520:							.00	618.19		
220202521										
02/25	02/20/2025	220202521	26300	MN DEPT. OF REVENUE	JAN 25 SALE	603-4-9152-4219	.00	69,560.00	69,560.00	1
Total 220202521:							.00	69,560.00		
Grand Totals:							.00	141,507.16		

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
101-2020	151.96	13,215.35-	13,063.39-
101-2080	740.50	.00	740.50
101-3-0000-3417	8.75	.00	8.75
101-3-0000-3625	240.34	.00	240.34

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
101-4-1110-4321	67.24	.00	67.24
101-4-1120-4321	34.63	.00	34.63
101-4-1350-4404	191.00	.00	191.00
101-4-1400-4304	4,114.50	.00	4,114.50
101-4-1510-4321	120.00	.00	120.00
101-4-1600-4219	50.51	.00	50.51
101-4-1600-4321	108.94	.00	108.94
101-4-2110-4321	114.80	.00	114.80
101-4-2120-4219	40.76	.00	40.76
101-4-2130-4319	240.00	.00	240.00
101-4-2130-4331	250.00	.00	250.00
101-4-2150-4331	50.00	.00	50.00
101-4-2150-4409	822.00	.00	822.00
101-4-2190-4219	176.82	.00	176.82
101-4-2320-4221	5.32	.00	5.32
101-4-2320-4331	560.00	.00	560.00
101-4-2410-4321	57.81	.00	57.81
101-4-2420-4321	44.04	.00	44.04
101-4-3120-4212	610.94	.00	610.94
101-4-3120-4219	503.10	1.96-	501.14
101-4-3120-4321	74.31	.00	74.31
101-4-3150-4219	130.00	150.00-	20.00-
101-4-3150-4321	24.77	.00	24.77
101-4-3150-4409	112.69	.00	112.69
101-4-3300-4321	19.27	.00	19.27
101-4-5110-4219	1,148.98	.00	1,148.98
101-4-5110-4321	59.40	.00	59.40
101-4-5210-4321	154.91	.00	154.91
101-4-5220-4412	160.00	.00	160.00
101-4-5510-4219	44.00	.00	44.00
101-4-5510-4321	24.77	.00	24.77
101-4-5510-4409	2,110.25	.00	2,110.25
221-2020	.00	19,041.62-	19,041.62-
221-2080	6,726.43	.00	6,726.43
221-4-5400-4219	904.01	.00	904.01
221-4-5400-4321	79.24	.00	79.24
221-4-5400-4401	4,439.00	.00	4,439.00
221-4-5430-4219	565.17	.00	565.17
221-4-5430-4259	6,327.77	.00	6,327.77
290-2020	.00	697.68-	697.68-

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
290-4-2350-4219	339.28	.00	339.28
290-4-9220-4409	358.40	.00	358.40
440-2020	.00	1,392.48-	1,392.48-
440-4-5110-4319	1,392.48	.00	1,392.48
602-2020	.00	25,072.46-	25,072.46-
602-4-9010-4321	103.01	.00	103.01
602-4-9020-4219	1,093.92	.00	1,093.92
602-4-9020-4319	1,958.28	.00	1,958.28
602-4-9050-4212	7.25	.00	7.25
602-4-9050-4404	21,910.00	.00	21,910.00
603-2020	.00	63,297.35-	63,297.35-
603-2080	62,061.22	.00	62,061.22
603-4-9111-4255	858.06	.00	858.06
603-4-9112-4219	117.49	.00	117.49
603-4-9151-4252	213.00	.00	213.00
603-4-9152-4219	18.88	.00	18.88
603-4-9152-4321	28.70	.00	28.70
605-2020	.00	18,942.18-	18,942.18-
605-4-9210-4384	18,942.18	.00	18,942.18
Grand Totals:	<u>141,811.08</u>	<u>141,811.08-</u>	<u>.00</u>

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Invoice detail

Check.Type = {<>} "Adjustment"

Bank.Bank number = 1

Report Criteria:

Report type: Invoice detail
Vendor.Vendor number = 35099
Check.Type = {<>} "Adjustment"
Bank.Bank number = 1

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	Bank Number
108202522										
01/25	01/08/2025	108202522	35099	US BANK	12262024 City	602-4-9020-4219	.00	9,599.52	9,599.52	1
Total 108202522:							.00		9,599.52	
207202522										
02/25	02/07/2025	207202522	35099	US BANK	01272025 City	101-4-3120-4219	.00	13,554.82	13,554.82	1
02/25	02/07/2025	207202522	35099	US BANK	01272025 City	101-4-3120-4219	.00	5,786.88	5,786.88	1
Total 207202522:							.00		19,341.70	
1008202422										
10/24	10/08/2024	100820242	35099	US BANK	09-25-2024 CI	101-4-3120-4212	.00	14,207.47	14,207.47	1
Total 1008202422:							.00		14,207.47	
1108202422										
11/24	11/08/2024	110820242	35099	US BANK	10252024 City	101-4-1350-4331	.00	14,456.38	14,456.38	1
Total 1108202422:							.00		14,456.38	
1206202422										
12/24	12/06/2024	120620242	35099	US BANK	11252024 City	221-4-5430-4219	.00	7,642.28	7,642.28	1
Total 1206202422:							.00		7,642.28	
Grand Totals:							.00		65,247.35	

Summary by General Ledger Account Number

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
101-2020	645.00	48,263.58-	47,618.58-
101-4-1110-4201	32.78	.00	32.78
101-4-1110-4331	477.69	.00	477.69
101-4-1110-4409	484.89	.00	484.89
101-4-1120-4201	76.05	.00	76.05
101-4-1120-4319	565.61	.00	565.61
101-4-1120-4331	1,300.00	.00	1,300.00
101-4-1210-4201	120.00	.00	120.00
101-4-1210-4331	60.00	.00	60.00
101-4-1220-4201	30.42	.00	30.42
101-4-1220-4331	100.00	.00	100.00
101-4-1220-4433	185.00	.00	185.00
101-4-1230-4219	732.70	.00	732.70
101-4-1310-4331	732.46	.00	732.46
101-4-1310-4433	70.00	.00	70.00
101-4-1350-4331	931.00	.00	931.00
101-4-1350-4404	2,098.01	.00	2,098.01
101-4-1510-4331	1,252.00	.00	1,252.00
101-4-1600-4219	38.04	.00	38.04
101-4-1600-4321	3,372.70	.00	3,372.70
101-4-1600-4331	1,020.24	.00	1,020.24
101-4-2110-4201	168.63	.00	168.63
101-4-2110-4219	252.43	.00	252.43
101-4-2110-4433	256.89	.00	256.89
101-4-2120-4219	1,915.04	.00	1,915.04
101-4-2120-4221	740.76	.00	740.76
101-4-2120-4331	4,784.90	.00	4,784.90
101-4-2120-4433	525.00	.00	525.00
101-4-2130-4219	2,018.56	.00	2,018.56
101-4-2130-4331	1,325.00	.00	1,325.00
101-4-2130-4433	206.00	.00	206.00
101-4-2150-4433	100.00	.00	100.00
101-4-2190-4219	1,243.66	.00	1,243.66
101-4-2310-4219	189.70	.00	189.70
101-4-2310-4331	2,524.86	.00	2,524.86
101-4-2310-4359	74.93	.00	74.93
101-4-2330-4331	.00	645.00-	645.00-
101-4-2410-4331	3,147.62	.00	3,147.62
101-4-2410-4433	93.00	.00	93.00
101-4-3120-4212	78.86	.00	78.86

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
101-4-3120-4219	2,979.00	.00	2,979.00
101-4-3120-4221	512.69	.00	512.69
101-4-3120-4322	32.70	.00	32.70
101-4-3120-4331	675.00	.00	675.00
101-4-3120-4437	23.00	.00	23.00
101-4-3130-4219	1,331.80	.00	1,331.80
101-4-3150-4219	1,469.20	.00	1,469.20
101-4-3150-4221	150.00	.00	150.00
101-4-3150-4331	987.72	.00	987.72
101-4-3300-4331	1,100.00	.00	1,100.00
101-4-5110-4219	1,116.34	.00	1,116.34
101-4-5110-4221	852.87	.00	852.87
101-4-5110-4331	145.00	.00	145.00
101-4-5110-4401	75.00	.00	75.00
101-4-5110-4404	1,770.00	.00	1,770.00
101-4-5210-4331	534.99	.00	534.99
101-4-5210-4349	174.76	.00	174.76
101-4-5210-4433	126.46	.00	126.46
101-4-5220-4219	639.38	.00	639.38
101-4-5230-4219	242.24	.00	242.24
221-2020	.00	9,218.61-	9,218.61-
221-4-5400-4219	1,090.12	.00	1,090.12
221-4-5400-4349	398.10	.00	398.10
221-4-5420-4219	2,978.50	.00	2,978.50
221-4-5430-4219	4,442.36	.00	4,442.36
221-4-5430-4255	101.78	.00	101.78
221-4-5430-4259	207.75	.00	207.75
240-2020	.00	188.42-	188.42-
240-4-6210-4440	188.42	.00	188.42
290-2020	.00	1,633.50-	1,633.50-
290-4-2110-4219	1,500.00	.00	1,500.00
290-4-2350-4219	64.72	.00	64.72
290-4-2350-4409	68.78	.00	68.78
602-2020	100.00	4,945.63-	4,845.63-
602-4-9010-4331	1,920.70	.00	1,920.70
602-4-9020-4219	2,869.93	100.00-	2,769.93
602-4-9020-4437	155.00	.00	155.00
603-2020	450.00	2,192.61-	1,742.61-
603-4-9112-4331	129.50	25.00-	104.50
603-4-9112-4349	55.86	.00	55.86

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
603-4-9112-4433	258.00	.00	258.00
603-4-9112-4437	420.43	.00	420.43
603-4-9152-4331	129.50	25.00-	104.50
603-4-9152-4349	370.89	.00	370.89
603-4-9152-4433	258.00	.00	258.00
603-4-9152-4437	570.43	400.00-	170.43
Grand Totals:	67,637.35	67,637.35-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Invoice detail

Vendor.Vendor number = 35099

Check.Type = {<>} "Adjustment"

Bank.Bank number = 1



Request for Action

To
City Council

Item Number
4.3

Meeting Date
March 3, 2025

Prepared By
Lauren Wipper, Human Resources Manager

Item Description
Hire Custodian

Reviewed by
Justin Femrite
Cal Portner
Tina Allard

Action Requested

Approve, by motion, the hiring of Christopher Sauer to the position of custodian effective March 4, 2025.

Background/Discussion

After receiving the retirement notice from custodian James Barnes, we went to market to fill this position and received 90 applications. Following two rounds of interviews, reference, and background checks, we recommend Chris Sauer for this position.

Mr. Sauer worked for five years in ISD 11 (Anoka-Hennepin) and ISD 728 (Elk River Area Schools) as a technology para and assistant. In 2018, he moved into a custodian role at Salk Middle School and has been working there since.

Mr. Sauer will start at step B of the Local 49 Custodial pay plan. All pay and benefits will be consistent with union contract and city policy.

Financial Impact

This is a budgeted position.

Mission/Policy/Goal

The Elk River Mission.

Attachments

None

The Elk River Vision

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





Request for Action

To
City Council

Item Number
4.4

Meeting Date
March 3, 2025

Prepared By
Zack Carlton, Community Development Director

Item Description
Resolution 25-08: Updated Final Plat of Bradford
Park Second Addition

Reviewed by
Cal Portner
Tina Allard

Action Requested

Adopt Resolution 24-08 approving the updated final plat of Bradford Park Second Addition, subject to the following conditions:

1. Council approval of a Development Agreement outlining the developer's responsibilities.
2. The applicant must receive final approval of all state and federal wetland permits and applications before recording.
3. The Water Availability Charge shall be paid in the amount required by the city when the final plat is released for recording (currently \$390/plumbing unit).
4. A Letter of Credit shall be provided to the city for 100% of the costs of the public improvements.
5. Upon completion of all improvements and acceptance by the city, security or warranty in a form acceptable to the public works director must be secured.
6. The Development Plan shall be approved by the public works director before the issuance of building permits.
7. Staff approval of all site, civil, and landscaping plans.
8. All mailboxes shall be clustered.
9. Address all comments in the comment letter dated October 8, 2024.
10. Park Dedication requirements will be consistent with the preliminary plat approval.
11. Any item or condition found that indicates the site is likely to yield information important to pre-history or history shall be reported to the city immediately. Further, the city reserves the right to stop work authorized in its approval until the site is appropriately investigated and work is authorized.

Background/Discussion

The applicant, Lennar, is seeking approval of an updated final plat for Bradford Park Second Addition. City Council previously reviewed a 96-lot subdivision on October 21, 2024. The updated plan responds to changes in land ownership and now includes 113 new single-family lots. The addition also establishes the subdivisions' primary connection to County Road 40 with the construction of 185th Avenue. The county road connection is a critical component of this project as it will minimize construction traffic through the existing neighborhoods of Miske Meadows and Twin Lakes Estates.

The Elk River Vision

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



This phase will also begin to develop the park infrastructure approved for the project. The park approvals will require cost-sharing from the city for the regional trail running through the center of the project. The responsibilities of the developer and the city will be outlined in the development agreement.

Financial Impact

The city will have some cost participation in the regional trail within the subdivision.

Mission/Policy/Goal

Opportunity to live, work, and play.

Support the growth and development of the community.

Attachments

1. Location Map
2. Final Plat received February 25, 2025
3. Bradford Park Final Plat Resolution



Project Location Map

Bradford Park South

Final Plat

Case No: P 24-14

KNOW ALL PERSONS BY THESE PRESENTS: That U.S. Home, LLC, a Delaware limited liability company, owner of the following described property:

Outlot C, Bradford Park, according to the recorded plat thereof, City of Elk River, Sherburne County, Minnesota

AND

The following property located in Section 36, Township 33, Range 26, Sherburne County, Minnesota:

The South Half of the Northwest Quarter; the Southwest Quarter of the Northeast Quarter; the North Half of the Southwest Quarter; the Southwest Quarter of the Southeast Quarter; and the Northwest Quarter of the Southeast Quarter; excepting from the forgoing description the following described Parcel 1 and Parcel 2.

Parcel 1: The East 660 feet of the South 660 feet of the North 936 feet of the Northwest Quarter of the Southeast Quarter of said Section 36.

Parcel 2: The West 825 feet of the North 550 feet of the South 600 feet of the Southwest Quarter of the Southeast Quarter; together with that part of the East 75 feet of the Southeast Quarter of the Southwest Quarter lying South of the Westerly extension of the North line of said South 600 feet of the Southwest Quarter of the Southeast Quarter; all being part of Section 36, Township 33, Range 26.

ALSO EXCEPT

Blocks 1 through 7, Outlot A, Outlot B, Outlot D, and all dedicated public ways platted in Bradford Park

AND

Sherburne County Highway Right of Way Plat No. 7 and Sherburne County Highway Right of Way Plat No. 30.

Has caused the same to be surveyed and platted as **BRADFORD PARK SECOND ADDITION** and does hereby dedicate to the public, for public use forever, the public ways as shown on this plat. And also dedicating to the public, for public use forever, the drainage and utility easements shown on this plat for drainage and utility purposes only.

In witness whereof said U.S. Home, LLC, a Delaware limited liability company, has caused these presents to be signed by its proper officer this _____ day of _____, 20_____.

Signed: U.S. Home, LLC

_____ (sign)
 _____ Chief Manager

State of _____
County of _____

This instrument was acknowledged before me on _____, 20____ by _____, Chief Manager, of U.S. Home, LLC, a Delaware limited liability company.

_____(sign)

_____(print)

Notary Public _____
My Commission Expires _____

SURVEYOR'S CERTIFICATE

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

Dated this _____ day of _____, 20_____.

Mark A. Schwanz, Licensed Land Surveyor
Minnesota License No. 45817

State of Minnesota
County of _____

This instrument was acknowledged before me on _____, 20____ by Mark A. Schwanz, Licensed Land Surveyor, Minnesota License No. 45817.

_____(sign)
_____(print)

Notary Public _____
My Commission Expires _____

CITY COUNCIL, CITY OF ELK RIVER, MINNESOTA

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

Mayor

Attest: _____
Clerk

COUNTY SURVEYOR, SHERBURNE COUNTY, MINNESOTA

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

Sherburne County Surveyor

COUNTY AUDITOR/TREASURER, SHERBURNE COUNTY, MINNESOTA

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

Sherburne County Auditor/Treasurer

COUNTY RECORDER, SHERBURNE COUNTY, MINNESOTA

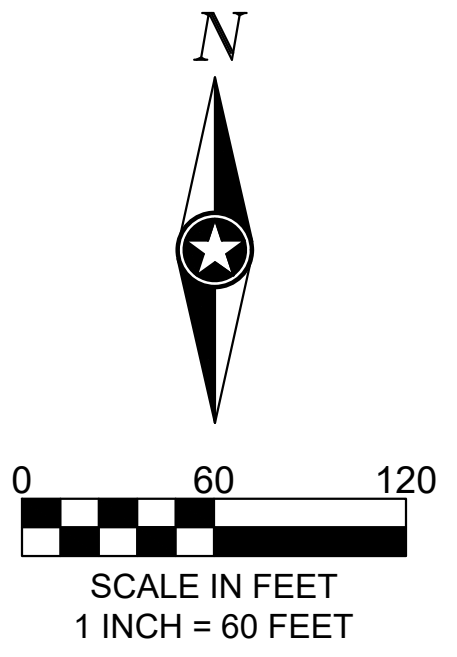
I hereby certify that this instrument was filed in the office of the County Recorder for record on this _____ day of _____, 20____ at _____ o'clock _____ M. and was duly recorded as Document No. _____.

Sherburne County Recorder



BRADFORD PARK SECOND ADDITION

CITY OF ELK RIVER
COUNTY OF SHERBURNE

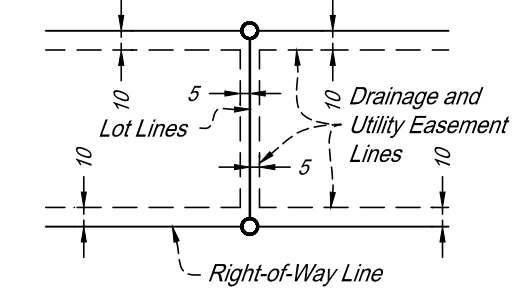


BEARING NOTE:
The orientation of this bearing system is based on the west line of NW 1/4 of Sec. 36, Twp. 33, Rge. 26. Said line bears North 00 degrees 22 minutes 42 seconds West.

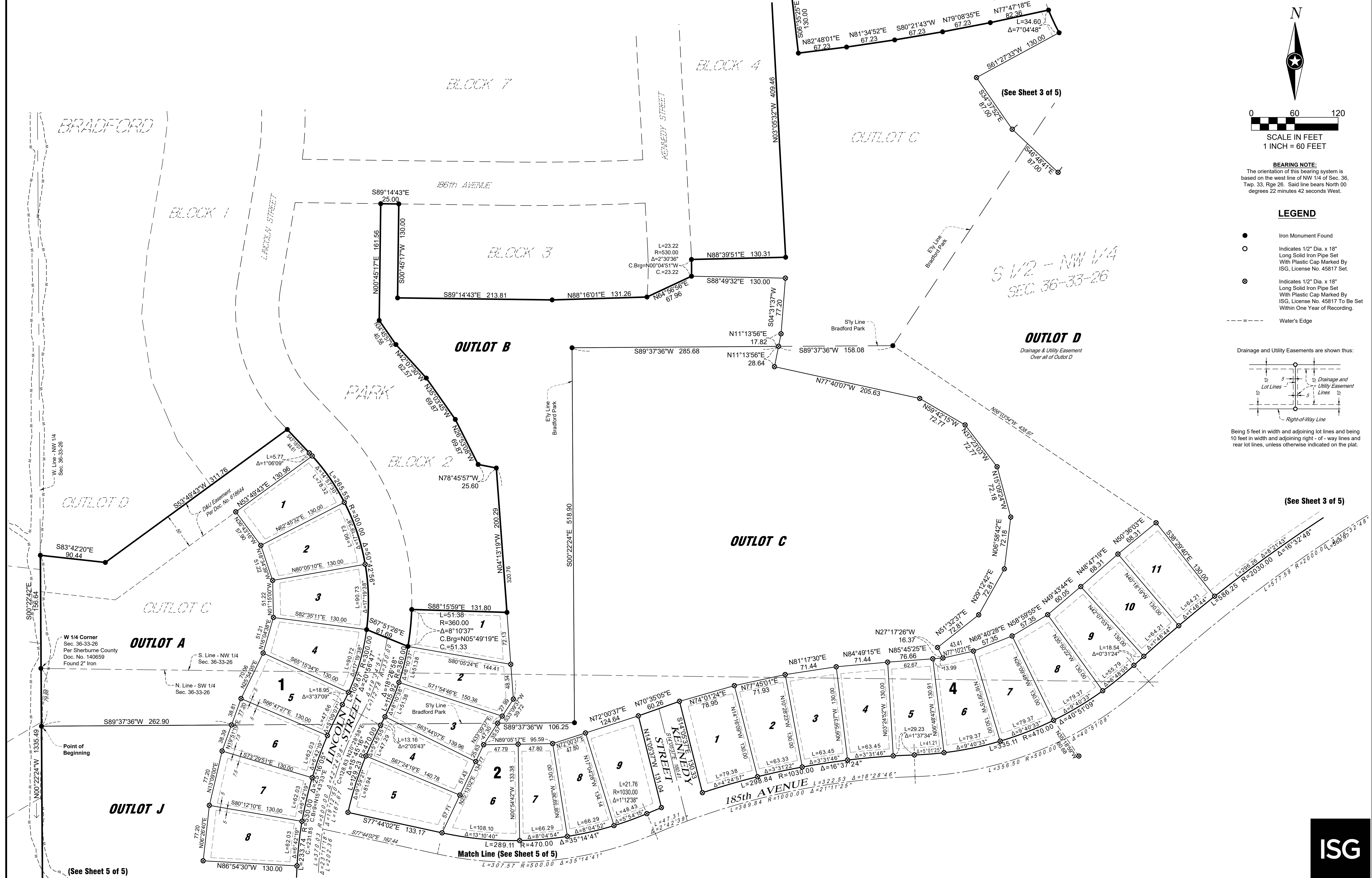
LEGEND

- Iron Monument Found
- Indicates 1/2" Dia. x 18" Long Solid Iron Pipe Set With Plastic Cap Marked By ISG, License No. 45817 Set.
- ⊗ Indicates 1/2" Dia. x 18" Long Solid Iron Pipe Set With Plastic Cap Marked By ISG, License No. 45817 To Be Set Within One Year of Recording.
- w --- Water's Edge

Drainage and Utility Easements are shown thus:



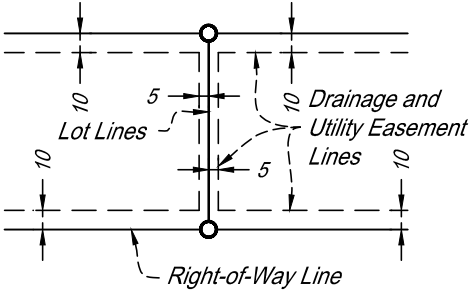
Being 5 feet in width and adjoining lot lines and being 10 feet in width and adjoining right-of-way lines and rear lot lines, unless otherwise indicated on the plat.





BRADFORD PARK SECOND ADDITION

Drainage and Utility Easements are shown thus:



Being 5 feet in width and adjoining lot lines and being 10 feet in width and adjoining right-of-way lines and rear lot lines, unless otherwise indicated on the plat.

LEGEND

- Iron Monument Found
- Indicates 1/2" Dia. x 18" Long Solid Iron Pipe Set With Plastic Cap Marked By ISG, License No. 45817 Set.
- ⊙ Indicates 1/2" Dia. x 18" Long Solid Iron Pipe Set With Plastic Cap Marked By ISG, License No. 45817 To Be Set Within One Year of Recording.
- w --- Water's Edge

(See Sheet 3 of 5)

OUTLOT H

OUTLOT I

OUTLOT J

OUTLOT K

OUTLOT N

OUTLOT P

OUTLOT L



0 60 120
SCALE IN FEET
1 INCH = 60 FEET

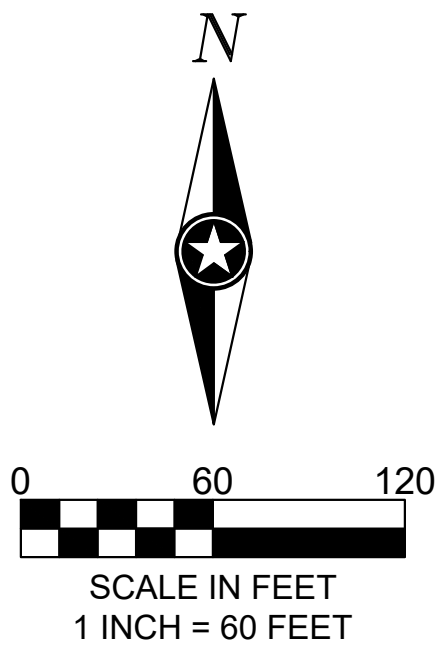
BEARING NOTE:
The orientation of this bearing system is based on the west line of NW 1/4 of Sec. 36, Twp. 33, Rge 26. Said line bears North 00 degrees 22 minutes 42 seconds West.

SHERBURNE CO. HWY. ROW PLAT NO. 30

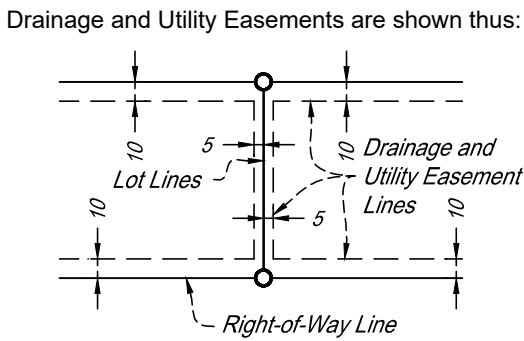
COUNTY HIGHWAY NO. 40

BRADFORD PARK SECOND ADDITION

CITY OF ELK RIVER
COUNTY OF SHERBURNE



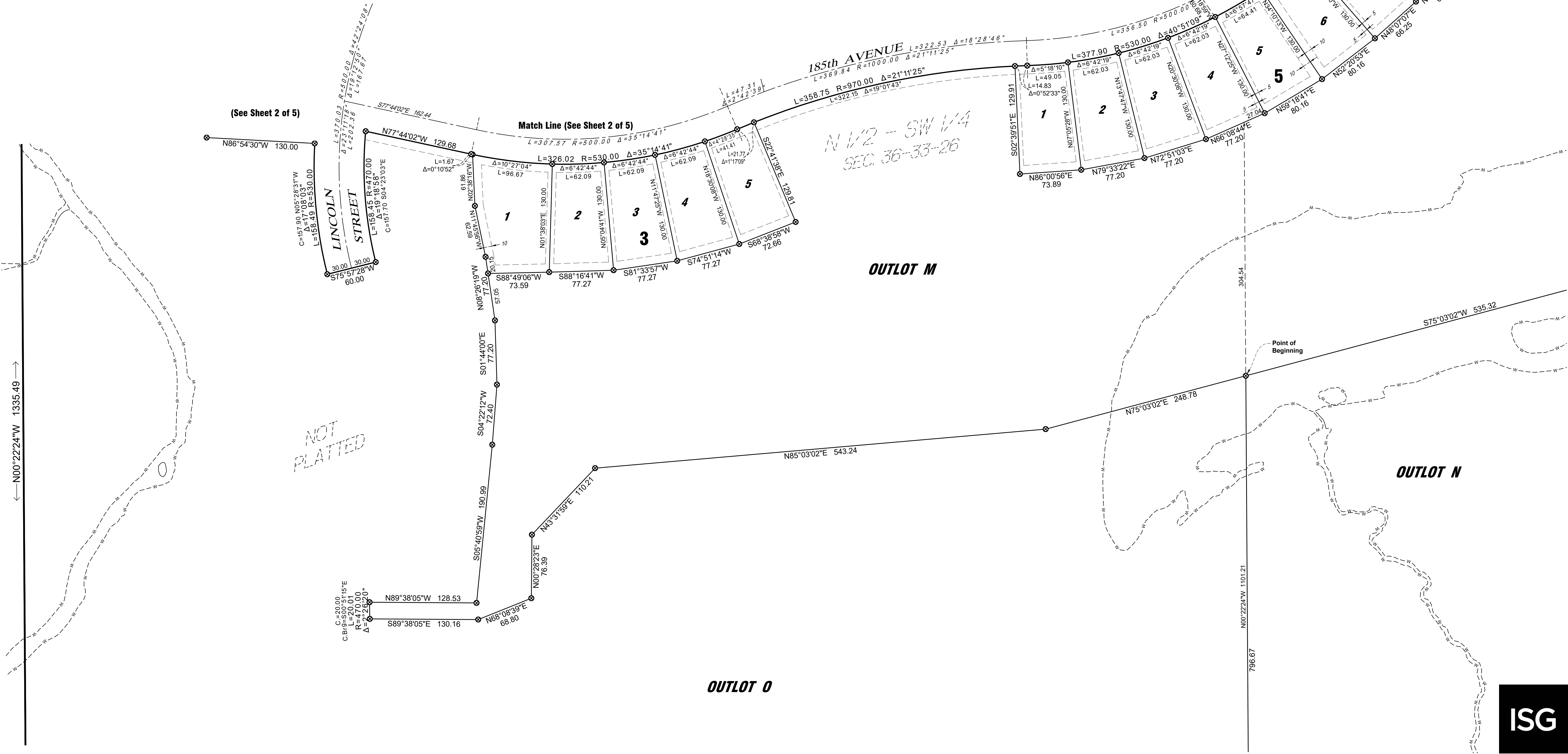
BEARING NOTE:
The orientation of this bearing system is based on the west line of NW 1/4 of Sec. 36, Twp. 33, Rge 26. Said line bears North 00 degrees 22 minutes 42 seconds West.



Being 5 feet in width and adjoining lot lines and being 10 feet in width and adjoining right - of - way lines and rear lot lines, unless otherwise indicated on the plat.

LEGEND

- Iron Monument Found
- Indicates 1/2" Dia. x 18" Long Solid Iron Pipe Set With Plastic Cap Marked By ISG, License No. 45817 Set.
- ⊗ Indicates 1/2" Dia. x 18" Long Solid Iron Pipe Set With Plastic Cap Marked By ISG, License No. 45817 To Be Set Within One Year of Recording.
- w --- Water's Edge





Resolution 25-_____

A Resolution of the City of Elk River Granting Final Plat Approval for Bradford Park Second Addition Case No. P 24-14

WHEREAS, application has been made for final plat approval, pursuant to Section 30-374 of the Elk River City Code of Ordinances, of the property legally described on attached Exhibit A and hereinafter referred to as “the Property”; and

WHEREAS, a preliminary plat for the north half of the Property was approved by the City Council on July 17, 2023; and

WHEREAS, a second preliminary plat for the south half of the Property was approved by the City Council on August 19, 2024; and

WHEREAS, the proposed final plat includes areas within both of the preliminary plat approvals and is consistent with the plats as approved by the City Council; and

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

NOW, THEREFORE, BE IT RESOLVED

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



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

Passed and adopted this 3rd day of March 2025.

John J. Dietz, Mayor

ATTEST:

Tina Allard, City Clerk



EXHIBIT A
LEGAL DESCRIPTION

Outlot C, Bradford Park, according to the recorded plat thereof, City of Elk River, Sherburne County, Minnesota.

AND

The following property located in Section 36, Township 33, Range 26, Sherburne County, Minnesota:

The South Half of the Northwest Quarter; the Southwest Quarter of the Northeast Quarter; the North Half of the Southwest Quarter; the Southwest Quarter of the Southeast Quarter; and the Northwest Quarter of the Southeast Quarter; excepting from the forgoing description the following described Parcel 1 and Parcel 2.

Parcel 1: The East 660 feet of the South 660 feet of the North 936 feet of the Northwest Quarter of the Southeast Quarter of said Section 36.

Parcel 2: The West 825 feet of the North 550 feet of the South 600 feet of the Southwest Quarter of the Southeast Quarter; together with that part of the East 75 feet of the Southeast Quarter of the Southwest Quarter lying South of the Westerly extension of the North line of said South 600 feet of the Southwest Quarter of the Southeast Quarter; all being part of Section 36, Township 33, Range 26.

ALSO EXCEPT

Blocks 1 through 7, Outlot A, Outlot B, Outlot D, and all dedicated public ways platted in Bradford Park.

AND

Sherburne County Highway Right of Way Plat No. 7 and Sherburne County Highway Right of Way Plat No. 30.



EXHIBIT B
CONDITIONS OF APPROVAL

1. Council approval of a Development Agreement outlining the responsibilities of the developer.
2. The applicant must receive final approval of all state and federal wetland permits and application prior to recording.
3. Water Availability Charge shall be paid in the amount required by the city when the final plat is released for recording (currently \$390/plumbing unit).
4. A Letter of Credit shall be provided to the city in the amount of 100% of the costs of the public improvements.
5. Upon completion of all improvements and acceptance by the city, a security or warranty in a form acceptable to the Public Works Director must be secured.
6. The Development Plan shall be approved by the public works director prior to issuance of building permits.
7. Staff approval of all site, civil, and landscaping plans.
8. All mailboxes shall be clustered.
9. Address all comments in the comment letter dated October 8, 2024.
10. Park Dedication requirements will be consistent with the preliminary plat approval.
11. Any item or condition found that indicates the site is likely to yield information important to pre-history or history shall be reported to the city immediately. Further, the city reserves the right to stop work authorized in its approval until the site is appropriately investigated and work is authorized.





Request for Action

To
City Council

Item Number
4.5

Meeting Date
March 3, 2025

Prepared By
Justin Femrite, Public Works Director/Chief Engineer

Item Description
Update to Park Steward Policy

Reviewed by
Justin Femrite
Cal Portner
Tina Allard

Action Requested
Approve, by motion, Park Steward Guideline Policy update.

Background/Discussion

The Park Steward Policy was originally adopted in 2017. Since that time, our operations and staffing models have changed considerably. The updated policy reflects changes to increase efficiencies, relationships, and understanding between park stewards and staff.

Our annual park steward meeting is being planned for later in March, and we desire to review this updated document with that group during that meeting.

Financial Impact
None

Mission/Policy/Goal
Meet changing needs - Agile

Attachments
I. Park Steward Guidelines Policy

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**Parks and Recreation
Park Steward
Guidelines Policy**

Parks and Recreation Park Steward Guidelines Policy

1. Purpose

The intent of the is policy is to provide a clear guidelines and expectations for City of Elk River elected officials, management and staff, city volunteers and park stewards.

The City of Elk River of Elk River has a proud history of active community volunteers who have made an indelible contribution to the growth, development, and maintenance of the city park system. The city's growth has resulted in the addition of a professional staff to manage and maintain the park system.

The city is committed to working closely with community volunteers to ensure our community park system continues to be among the best in the entire state.

2. Definitions

City Staff: Designated city employees to manage this policy to include the parks foreman, public works supervisor, and special events coordinator.

Emergency: An event or happening which results in an immediate safety hazard, personal injury, or missing city property.

Electronic Communication: Email from City Staff official City of Elk River email account.

Park Steward: A designated volunteer assigned as the lead contact for approved park volunteer work.

Routine Volunteer Activity: Includes, but are not limited to, trail grooming and mowing, existing trail maintenance, grounds clean up, storm damage clean up, etc.

Volunteer: An individual who has successfully completed application, training and acknowledge receiving and reviewing the City of Elk River Volunteer Manual and Park Steward Guideline Policy.

3. Communication

- City Staff will make every effort to respond to Electronic Communication from Park Stewards within a timely manner. If City Staff is unable to respond on the same business day, they will follow up before 12 p.m. noon on the next business day.
- Phone calls and text messages are to be used only in an Emergency.
- As a Volunteer, your passion and generous support for the City of Elk River is greatly appreciated. Please remember your efforts are to support the park system and not police it. If you encounter violations of policy or rules, please promptly report them to City Staff or call 911.
- The closing of parks/trails shall be the sole decision of the City staff.

4. Resource Requests

- Requests for resources, including but not limited to fuel, small hand tools, and expendable supplies shall be submitted to City Staff who shall fulfill within three (3) business days.
- Power equipment requests, including but not limited to chainsaws, pole pruners, snowmobiles,

ATVs, mowers, and vehicles with material shall be fulfilled within five (5) business days. The advance request period allows City Staff to resource, schedule, and deliver equipment.

- Requests for equipment shall include the purpose and duration of use. Once allocated, City Staff will inform the Park Steward and arrange a time for delivery or pickup.

If equipment is anticipated to be needed longer than scheduled, the Park Steward shall inform City Staff of a needed extension via Electronic Communication before the originally scheduled completion.

Except for the snowmobiles and ATVs designated specifically for Woodland Trails Regional Park and Bailey Point Nature Preserve, the Rokon and Snow Scoots at Hillside City Park, and the ATV at William Houlton Conservation Area, all other power equipment serves other uses throughout the city.

- Equipment/resources dedicated to a specific facility shall be inventoried by Volunteers annually. Completed inventories shall be sent to City Staff. Inventories shall include verification that all equipment is present and in good repair. Any missing equipment or equipment found not be in good repair shall be reported to City Staff via Electronic Communications upon identification of the deficiency.
- City Staff shall conduct periodic equipment inspections to identify the condition and presence of assigned equipment.

The city allows the use of personal equipment for volunteer projects and temporary storage in city facilities. The city is not liable for damaged, worn, or missing equipment. Volunteer tags for stored equipment will be made available at each site to distinguish between city and volunteer equipment.

5. Positive Working Relationship

The City of Elk River employs an experienced, trained, and educated professional staff dedicated to meeting and exceeding the goals of the Elk River City Council. In the course of our numerous and diverse core responsibilities, work priorities, weather conditions, and physical resources frequently change resulting in a work direction change. Please respect and understand management decisions may not be fully understood without knowledge of the broad picture. Trust and respect are paramount in a positive working relationship.

6. Park Improvement Activities

- City Staff shall provide notice to Park Stewards to participate in project planning via Electronic Communication.
- Volunteers shall not transport city equipment/material in their personal vehicle.
- Before work begins, City Staff shall hold a pre-project/construction meeting with key city employees and the respective Park Steward(s) to review details of the scope, timing, and objectives.
- Park Steward concerns regarding work operations/activities shall be directed to City Staff via Electronic Communications.
- Park Stewards shall not direct the work of city-hired contractors and may be responsible for contract costs added outside the project scope if determined work direction contributed to the

additional project cost.

- Park Stewards shall communicate via Electronic Communication with City Staff prior to initiating any volunteer activity not considered Routine Volunteer Activity. No work shall be done without prior authorization/knowledge of City Staff.
- Establishment of new recreation features, such as trail realignment, new trail construction, Eagle Scout projects, signage, etc. shall be approved and coordinated through City Staff.
 - City Staff shall validate needs, verify the physical locations, permits and/or administrative requirements, budget, and materials (type and quantity).
 - New features shall be evaluated in conjunction with the Parks and Recreation Master Plan and the park-specific master plan.
- Park Stewards shall coordinate with City Staff prior to initiating habitat restoration projects.
 - Projects requiring herbicide application shall be coordinated at least five (5) business days in advance to schedule license pesticide applicators to be present on the day of the project.
 - Planting of any vegetation shall be approved by City Staff prior to the purchase of materials to verify location, species composition and maintenance requirements.
- Park Stewards may request the City of Elk River Finance Division purchasing approval for miscellaneous expendable supplies at the Elk River Menard's.
 - Purchases do not require prior approval; however, itemized receipts of purchases shall be remitted to City Staff within three (3) business days of purchase.
 - Expendable supplies may include Sea Foam fuel additive, marking paint and ribbon, small quantities of lumber for repairs, etc.

7. Volunteer Handbook

The City Council-approved Volunteer Handbook shall be reviewed and acknowledged annually by all designated Park Stewards. Park Stewards, as crew leaders, are responsible for ensuring all volunteers adhere to the handbook and city policies.

Policy History

Adopted by:	On (date)	Item #
City Council	June 19, 2017	4.8
City Council	March 3, 2025	4.5



Request for Action

To
City Council

Item Number
6.1

Meeting Date
March 3, 2025

Prepared By
Lindsay Brandner, Senior Administrative Assistant

Item Description
Oath of Office: Police Officers

Reviewed by
David Kuhnly
Cal Portner
Tina Allard

Action Requested

Mayor Dietz to administer the Oath of Office for Officer Allison Libor and Officer Elizabeth Norberg.

Background/Discussion

Allison Libor was authorized by the City Council to be hired and her first day was July 8, 2024. Officer Libor has successfully completed the Field Training Program.

Elizabeth Norberg was authorized by the City Council to be hired and her first day was September 9, 2024. Officer Norberg has successfully completed the Field Training Program.

Financial Impact
N/A

Mission/Policy/Goal

Attachments

1. Libor Oath of Office
2. Norberg Oath of Office

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OATH OF OFFICE

I, Ally Libor, do solemnly swear to support the Constitution of the United States, the Constitution of the State of Minnesota, and to discharge faithfully the duties of Police Officer of the City of Elk River, Minnesota, to the best of my judgment and ability, so help me God.

Ally Libor

Subscribed and sworn to before me this 18th day of February, 2025.

Mayor John Dietz



OATH OF OFFICE

I, Elizabeth Norberg, do solemnly swear to support the Constitution of the United States, the Constitution of the State of Minnesota, and to discharge faithfully the duties of Police Officer of the City of Elk River, Minnesota, to the best of my judgment and ability, so help me God.

Elizabeth Norberg

Subscribed and sworn to before me this 18th day of February, 2025.

Mayor John Dietz



Request for Action

To
City Council

Item Number
6.2

Meeting Date
March 3, 2025

Prepared By
Mark Dickinson, Fire Chief

Item Description
Citizen Award for Action Taken During River Rescue

Reviewed by
Mark Dickinson
Cal Portner
Tina Allard

Action Requested

Fire Chief Mark Dickinson and Police Chief David Kuhnly will recognize the actions taken by Riley Dietrich and Ragen McKernan, for their ability to quickly recognize an emergency that required a response from public safety and immediately act by calling 911.

Background/Discussion

On Friday, July 12, 2024, Riley Dietrich and Ragen McKernan happened to be at the River's Edge Park dock when they witnessed a father and his children struggling with the Mississippi River current. They immediately called 911 to activate a police and fire response.

There were many people by the river and at the nearby restaurants who witnessed the river struggle. The awareness and quick action taken by Riley and Ragen to immediately call for help made a significant difference in the outcome of that incident. Unfortunately, the father perished that day trying to save his children, their quick recognition and actions led to the rescue of one of the children. If they had hesitated, it is very possible that police and fire would not have been able to conduct that rescue.

Financial Impact
None

Mission/Policy/Goal
Elk River Mission

Attachments
None

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Request for Action

To
City Council

Item Number
6.3

Meeting Date
March 3, 2025

Prepared By
Lindsay Brandner, Senior Administrative Assistant

Item Description
Recognition of First Responders

Reviewed by
Joe Gacke
Cal Portner
Tina Allard

Action Requested

Chief Kuhnly will recognize Officer Nic Albert for receiving the Medal of Valor, Medal of Courage, and Chief's Award for his recovery after a line-of-duty injury.

Background/Discussion

In October 2023, Officer Albert sustained a serious gunshot wound to the arm in the line of duty. Through his courage, mental fortitude, and steadfast work ethic, he was able to make a full recovery.

The efforts of him and his team resulted in the arrest of a very dangerous individual. For his efforts and sacrifice, he earned the Medal of Valor, Medal of Courage, and Chief's Award at the police department's annual meeting.

Financial Impact
N/A

Mission/Policy/Goal
Together we win.

Attachments
I. 6.3 Nic Albert

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MEDAL OF VALOR

V

Description

The Medal of Valor is the Elk River Police Department's highest honor and is awarded to those who distinguish themselves by bravery or heroism above and beyond the normal demands of law enforcement. To be awarded the Medal of Valor, an officer must have performed an act displaying exceptional courage, extraordinary decisiveness and presence of mind while facing imminent peril.

MEDAL OF COURAGE



Description

The Medal of Courage is awarded to an officer who has been seriously, critically, or fatally injured while in the performance of their duties.



Request for Action

To
City Council

Item Number
6.4

Meeting Date
March 3, 2025

Prepared By
Tina Allard, City Clerk

Item Description
Retirement Recognition: Proclaim Joseph Evenson Day

Reviewed by
Cal Portner
Tina Allard

Action Requested
The mayor to read and present a plaque to Joseph Evenson.

Background/Discussion
Staff will be present to provide an overview of Joe's employment with the city and to wish him well in his retirement.

Financial Impact
N/A

Mission/Policy/Goal
Together we win

Attachments
None

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Request for Action

To
City Council

Item Number
6.5

Meeting Date
March 3, 2025

Prepared By
Tina Allard, City Clerk

Item Description
Introduction of New Employees

Reviewed by
Justin Femrite
Cal Portner

Action Requested
Welcome new staff members.

Background/Discussion
Staff will be in attendance to introduce the following new employees:

- Environmental Services and Projects Specialist Joe Hale
- Public Works Supervisor Mitch Litfin

Financial Impact
N/A

Mission/Policy/Goal
Together we win

Attachments
None

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Request for Action

To
City Council

Item Number
8.1

Meeting Date
March 3, 2025

Prepared By
Mark Dickinson, Fire Chief

Item Description
Safety Action Plan

Reviewed by
Mark Dickinson
Cal Portner
Tina Allard

Action Requested

Accept, by motion, the Safety Action Plan in accordance with the federal Safe Streets For All Program.

Background/Discussion

The City of Elk River was awarded a federal grant to conduct a Safety Action Plan through the Safe Streets for All Program.

The plan takes a data-driven approach to crash reduction, identifying a high injury network of roads through analysis of crash reports and robust community engagement.

The study incorporated our vulnerable population and identified safety strategies for roads, pedestrian crossings, and walking/biking paths. As we look to the future, safety in our community is a top priority. This plan marks our commitment to improving road safety and lays out proactive next steps.

Financial Impact

None

Mission/Policy/Goal

Elk River Vision Statement

Attachments

None

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Request for Action

To
City Council

Item Number
8.2

Meeting Date
March 3, 2025

Prepared By
Jolene Richter, Deputy Clerk

Item Description
Discuss Work Session Items

Reviewed by
Cal Portner
Tina Allard

Action Requested

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

Background/Discussion

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

Proposed work session topics are as follows:

- Fire Station I Facility Funding
- Public Safety Grant Expenditure update
- Review of zoning north of 197th Ave and gravel mining area following Highway 169 construction
- Multipurpose Facility Advisory Commission chapters and bylaws discussion
- Update of traffic light timing along Highway 169

Financial Impact
N/A

Mission/Policy/Goal

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

Attachments
None

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Request for Action

To
City Council

Item Number
9.1

Meeting Date
March 3, 2025

Prepared By
Jolene Richter, Deputy Clerk

Item Description
Council Liaison Updates

Reviewed by
Cal Portner
Tina Allard

Action Requested
Councilmembers to provide liaison updates.

Background/Discussion

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

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

Other Committees, Commissions, etc.

Financial Impact
None

Mission/Policy/Goal
Elk River Mission

Attachments
None

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Request for Action

To
City Council

Item Number
11.1

Meeting Date
March 3, 2025

Prepared By
Zack Carlton, Community Development Director

Item Description
Oakwater Ridge Subdivision: Capstone Proposal for
Specht Farm

Reviewed by
Cal Portner
Tina Allard

Action Requested

Discuss the development proposal and provide the applicant with direction regarding their project, including park dedication and proposed lot sizes.

Background/Discussion

Capstone Homes has proposed a 533-lot residential subdivision on the property commonly known as the Specht Farm. The proposal has been reviewed by the Planning Commission, Park and Recreation Commission, and the City Council. Each entity has provided the developer with comments and feedback on the proposal, and the developer has requested a Work Session meeting to discuss the comments with the City Council. The three primary discussion points are park dedication, lot sizes, and street widths.

After the City Council meeting on February 18, 2025, the developer provided a response letter describing the reasoning behind the design decisions. They have agreed to construct the city streets per the city standard. They would like to further discuss park dedication and lot sizes, specifically the 50-foot lots.

The developer will consider the Council's feedback as they refine their plans in advance of the March 17 public hearing, which was continued from February 18, 2025.

Financial Impact

None

Mission/Policy/Goal

Responsibly grow.

Support the growth and development of the community.

Opportunity to live, work, and play.

Attachments

1. Master PUD Plans dated 12-30-2024
2. Site Rendering
3. City Council Meeting Recap received 2-21-2025

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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 —

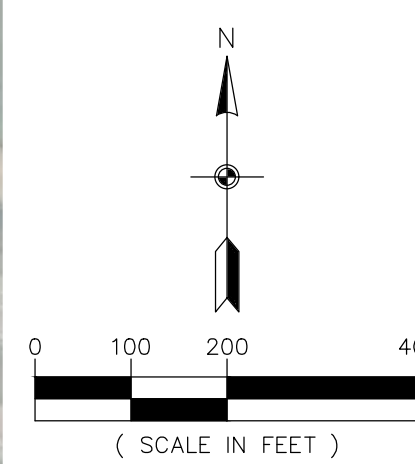
14015 Sunfish Lake Blvd NW, Ste 400
Ramsey, MN 55303

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
SURVEYING
ENVIRONMENTAL

**CARLSON
McCain**

3890 PHEASANT RIDGE DRIVE NE, SUITE 100, BLAINE, MN 55449
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	

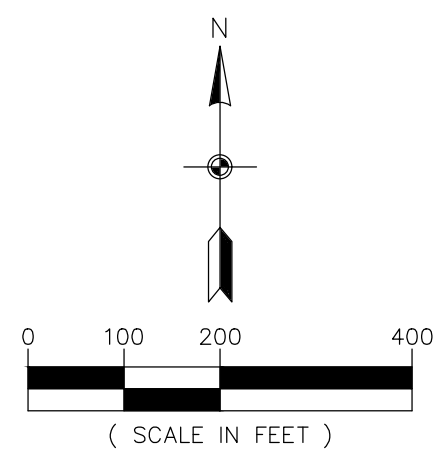
Alternative Open Space Calculation Notes

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



WILD AND SCENIC RIVER DISTRICT
OPEN SPACE EXHIBIT

SPECT FAMILY FARM
Elk River, Minnesota

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

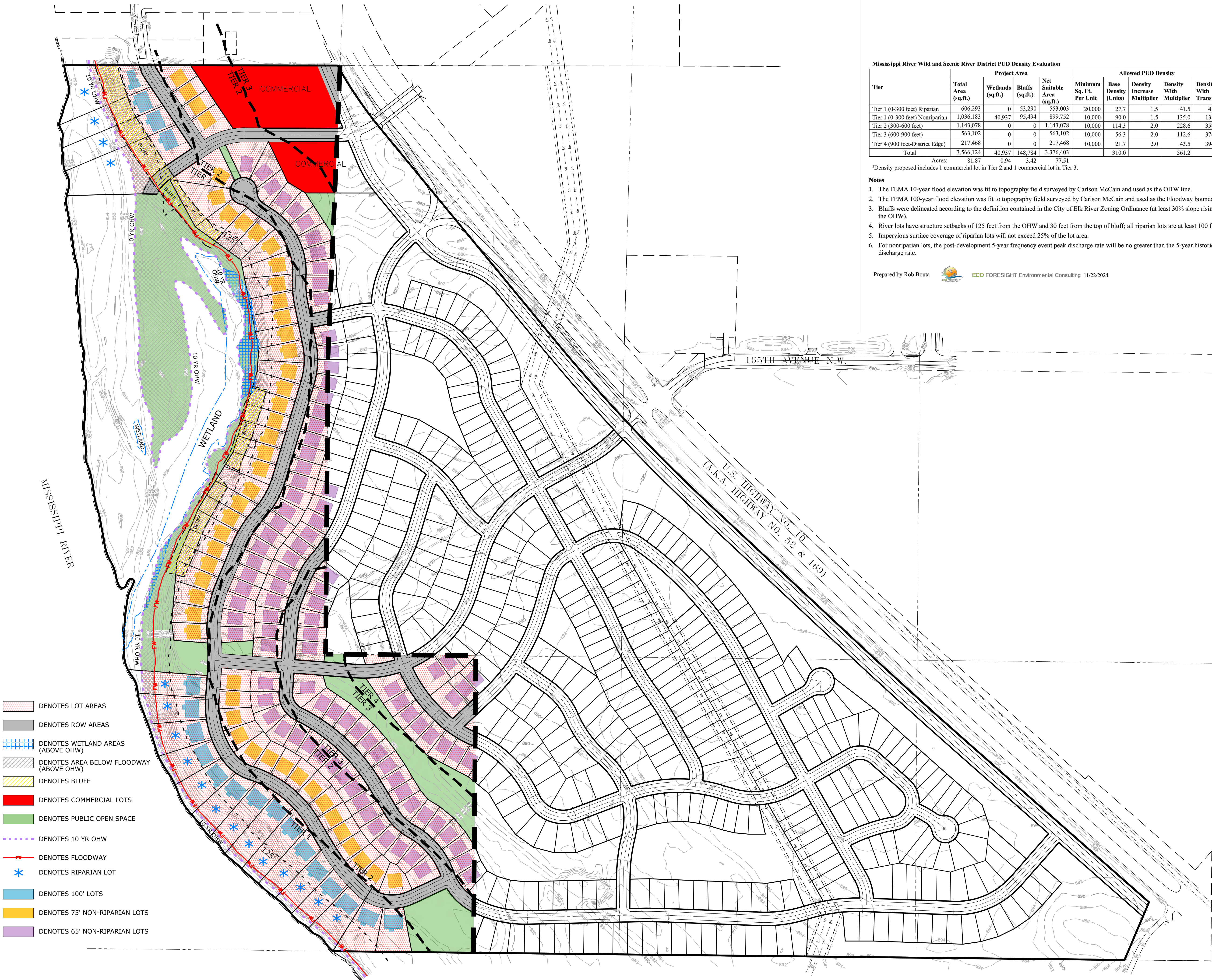
REVISIONS

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DRAWN BY:	CB
ISSUE DATE:	11/22/2024
PROJECT NO:	9556

1 of 1

CARLSON
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ENVIRONMENTAL

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



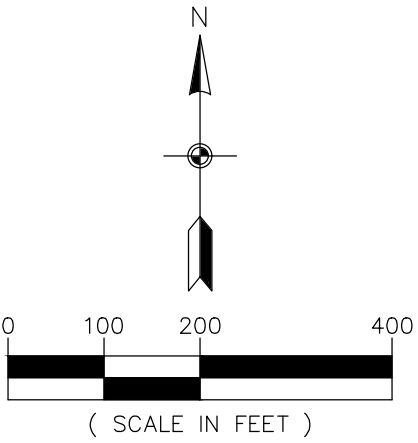
Tier	Project Area				Allowed PUD Density					Density ¹ Proposed	Unit Transfer to Next Tier
	Total Area (sq.ft.)	Wetlands (sq.ft.)	Bluffs (sq.ft.)	Net Suitable Area (sq.ft.)	Minimum Sq. Ft. Per Unit	Base Density (Units)	Density Increase Multiplier	Density With Multiplier	Density With Transfer		
Tier 1 (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



**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

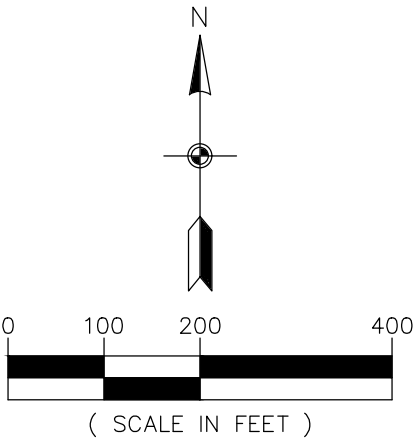
- 11/12/2024 Revise layout.
- 11/22/2024 Revise layout.
-
-
-
-

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

1 of 1

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TEL 763.488.7500 \ FAX 763.488.7595 \ CARLSONMCCAIN.COM



	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

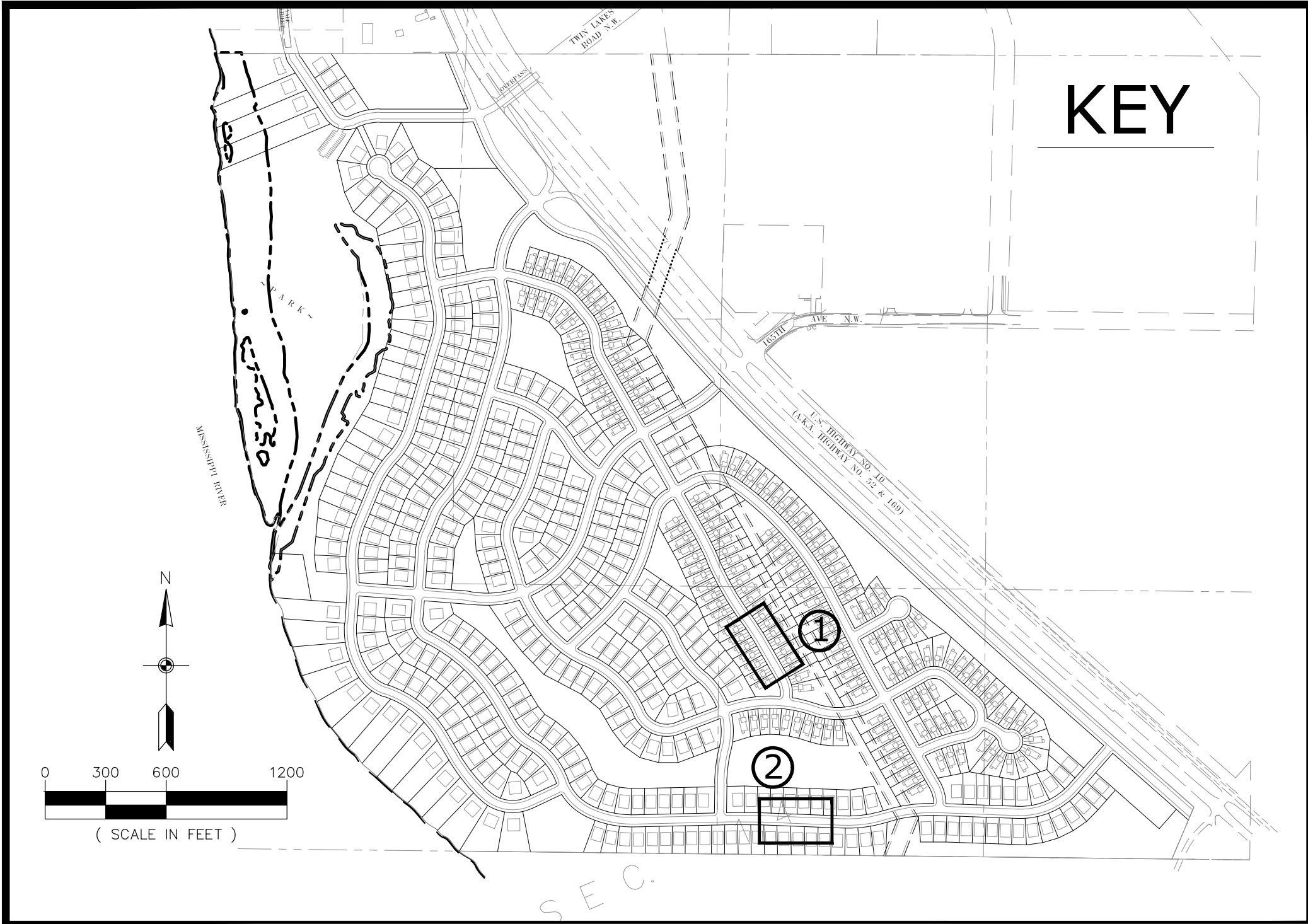
SPECHT FAMILY FARM
Elk River, Minnesota

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

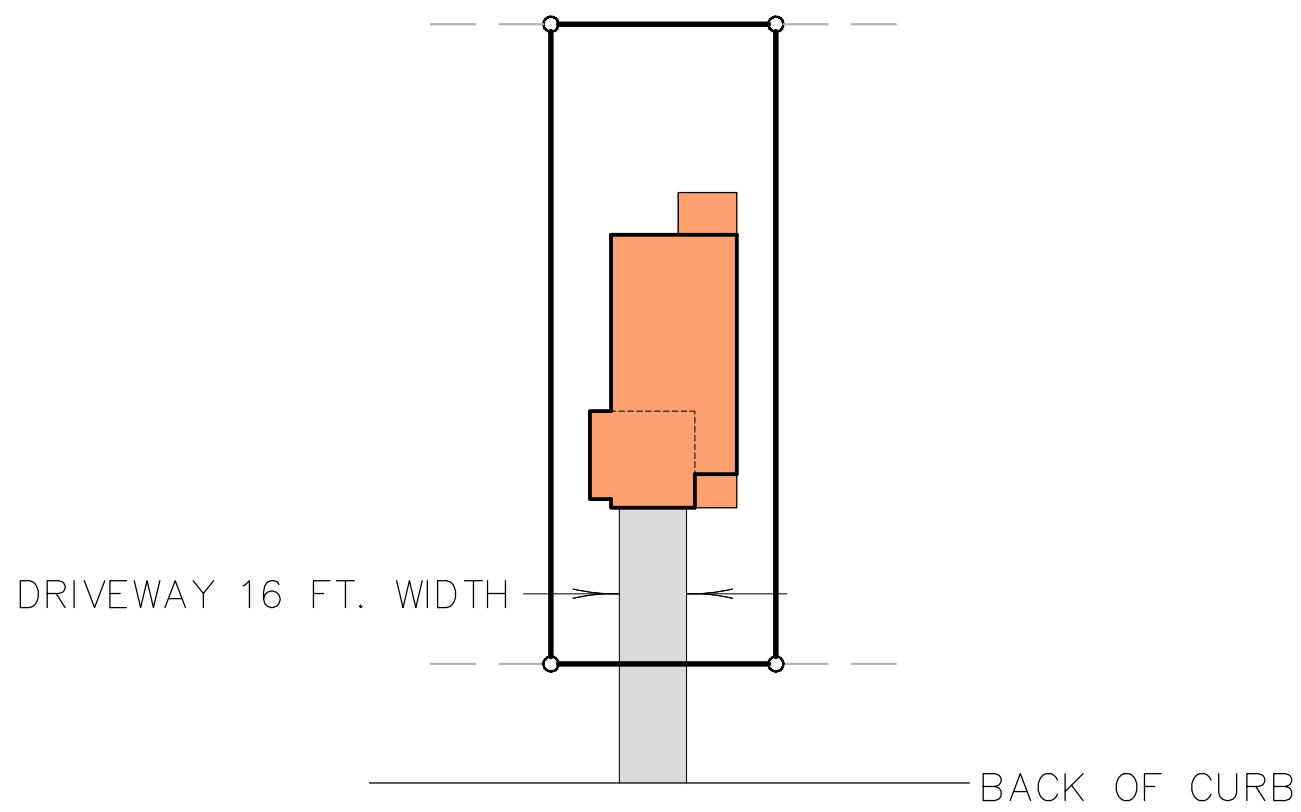
REVISIONS

- | | |
|--------------------------------------|----------|
| 1. 12/04/24 - Park Trails Added. | |
| 2. 12/09/24 - Sidewalk Revisions. | |
| 3. 12/12/24 - Sidewalk Added, Layout | |
| 4. | |
| 5. | |
| 6. | |
| DRAWN BY: | ADB / R |
| ISSUE DATE: | 12/02/20 |
| PROJECT NO: | 95 |

1 of 1

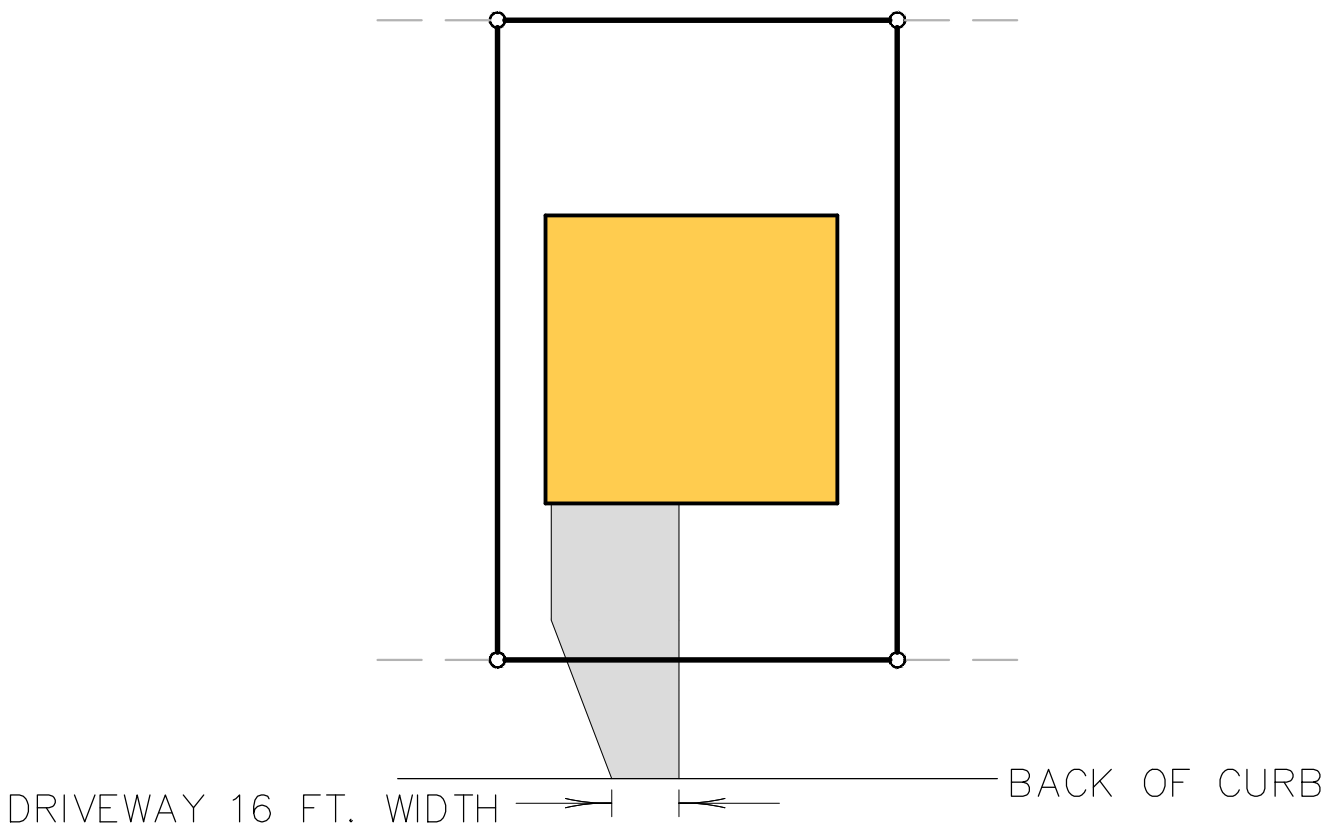


① 50' LIBERTY HOME LOT
(NOT TO SCALE)

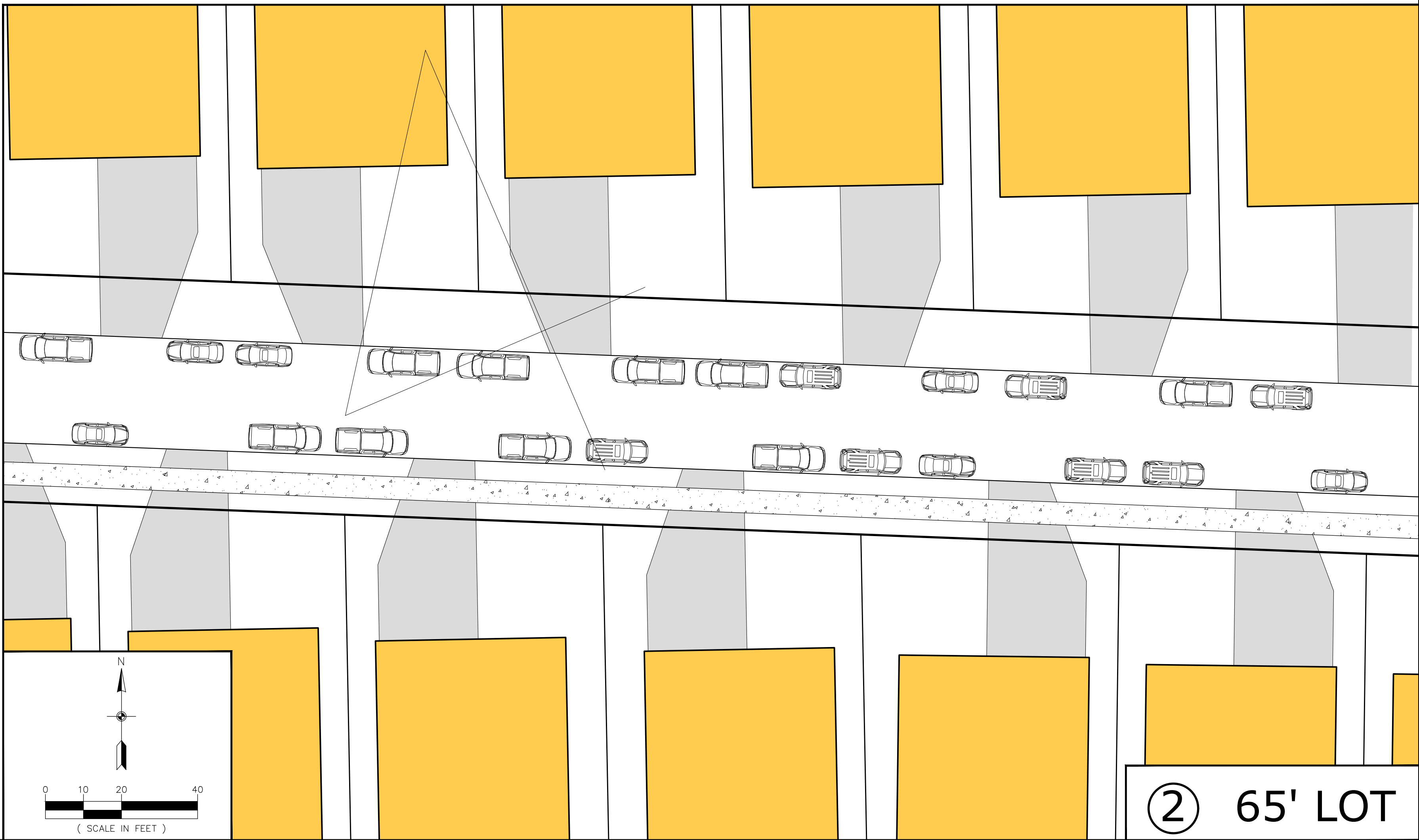
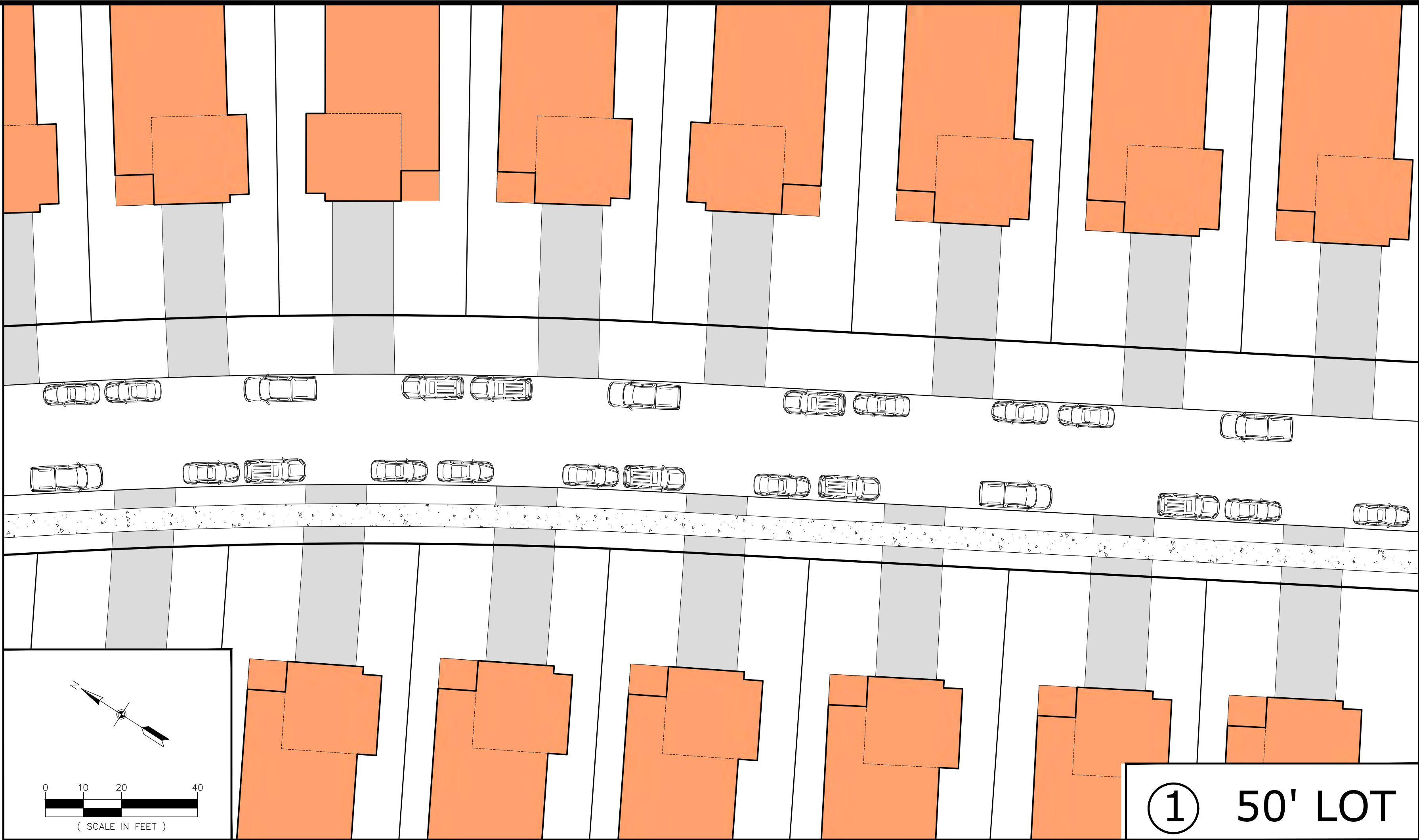


NOTE: MAXIMUM DRIVEWAY WIDTH FOR 50' LOTS IS 16' AT THE BACK OF CURB

② 65' LOT
(NOT TO SCALE)



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





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3890 PHEASANT RIDGE DRIVE NE, SUITE 100, BLAINE, MN 55449
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PARKING EXHIBIT

SPECTH FAMILY FARM
Elk River, Minnesota

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

REVISIONS

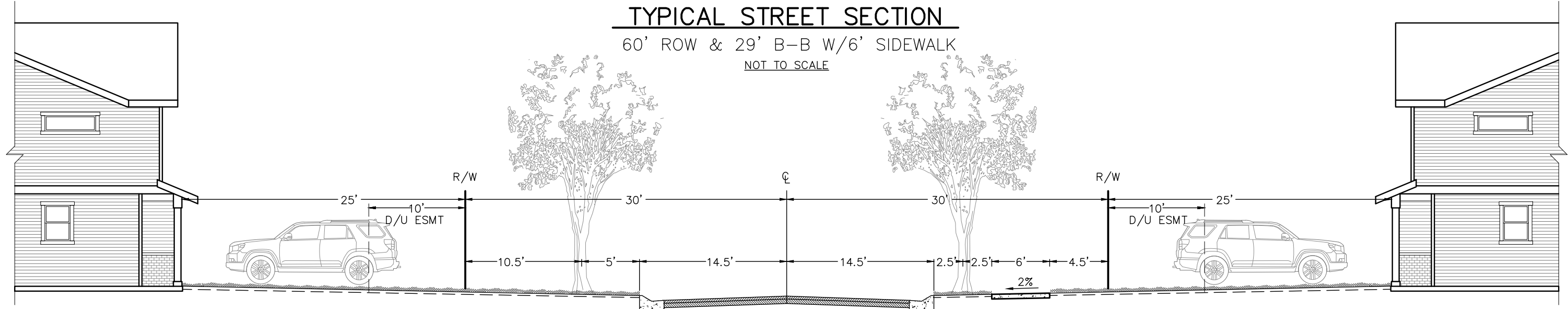
1.	12/13/24 - Add Max Dwy Width Notes
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DRAWN BY: ADB
ISSUE DATE: 12/5/2024
PROJECT NO: 9556

1 of 1

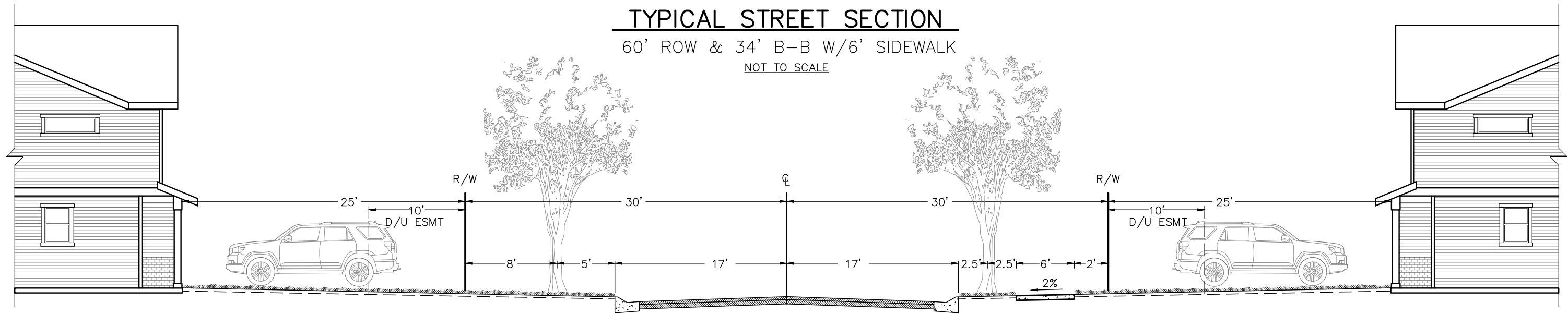
TYPICAL STREET SECTION

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



**CARLSON
McCain**

ENGINEERING
SURVEYING
ENVIRONMENTAL

3300 PHEASANT RIDGE DRIVE
SUITE 100
BLAINE, MN 55449
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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

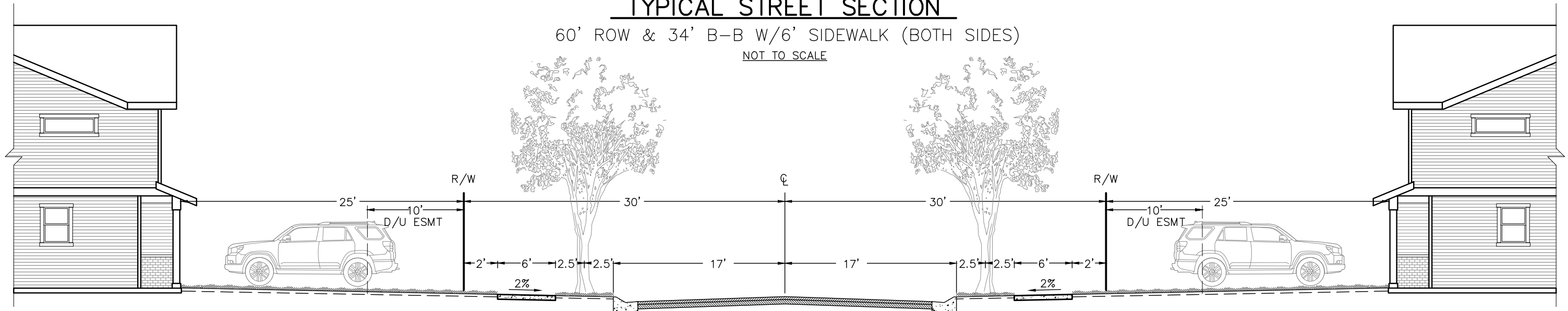
1 of 2

#9556

TYPICAL STREET SECTION

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

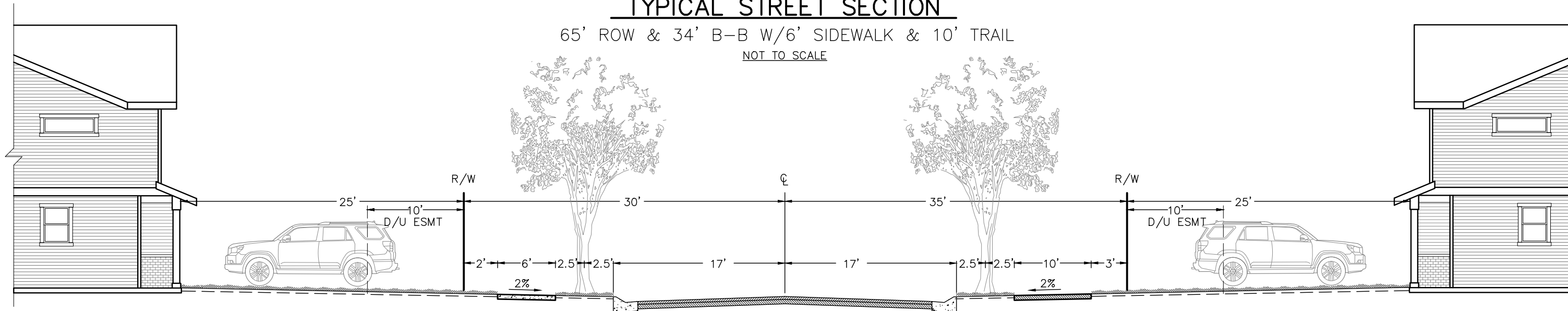
NOT TO SCALE



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.

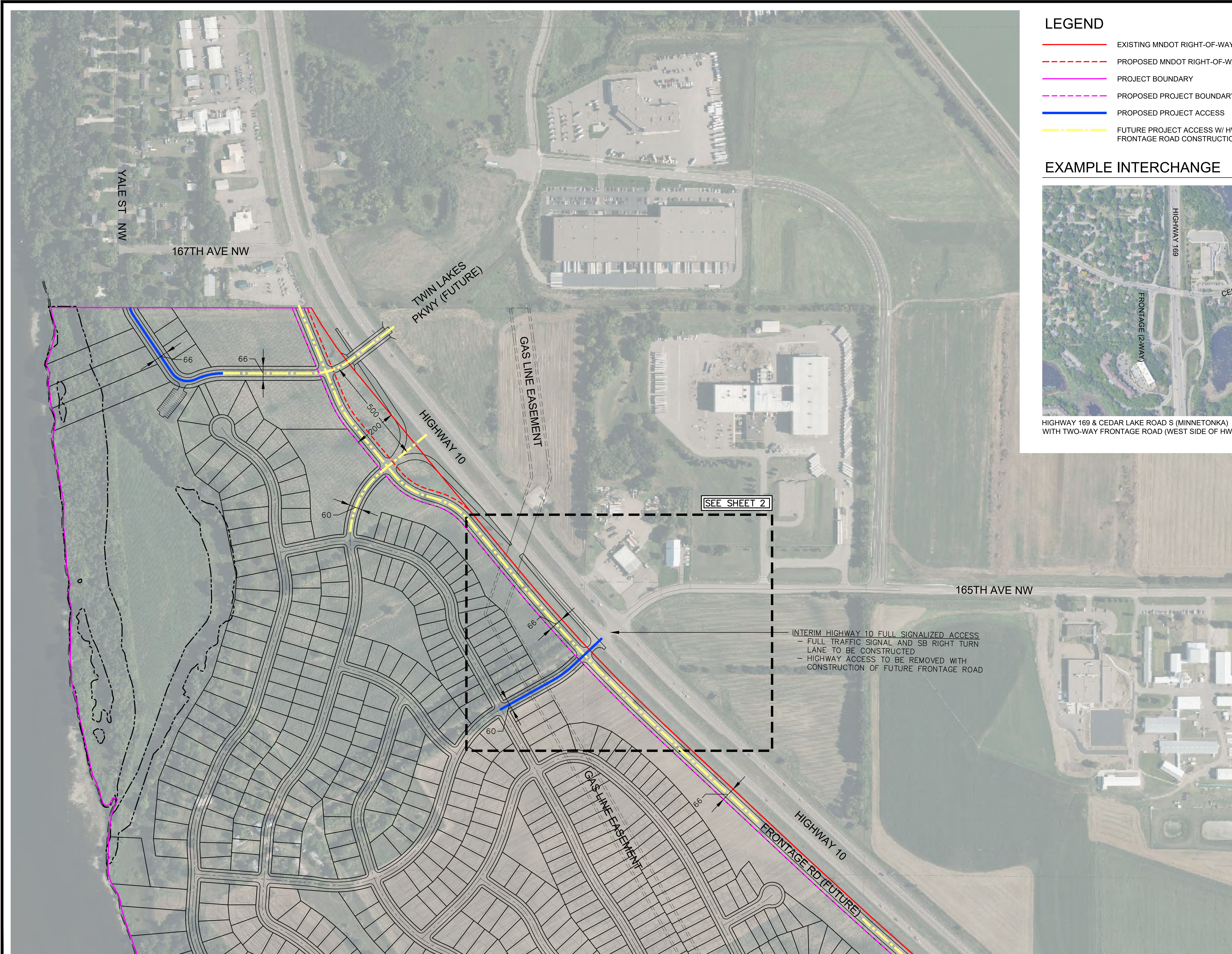
CAPSTONE HOMES, INC.
14015 Sunfish Lake Blvd. NW, Suite 400
Ramsey, MN 55303

SPECHT FAMILY FARM
Elk River, Minnesota

TYPICAL STREET SECTIONS

2
of
2

#9556



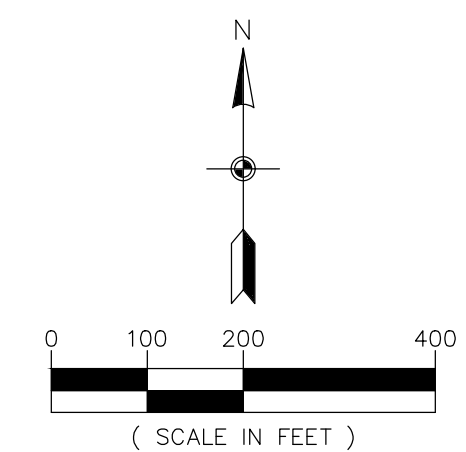
LEGEND

- 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.	
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DRAWN BY: RJR	
ISSUE DATE: 09/11/24	
PROJECT NO: 9556	

1 of 2

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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.

50' LOT DISCUSSION

CAPSTONE TAKEAWAY FROM COUNCIL:

- 50' lot may be too narrow, 55' would be better

CAPSTONE FURTHER THOUGHTS:

- The Comprehensive Plan allows for mixed-use residential, low to high density products
 - For comparison: If we replace the 50' liberty lots with attached townhomes, the overall density of the project will easily surpass 3 units per acre.
 - The density of our proposed plan is 533 units/216 acres = 2.47 units/ac (lower field not included)
 - This density is the lowest that Capstone has designed for any of our master planned communities, none of which have attached housing.
 - The reason behind this, is that we have designed for a significant amount of open/green space in the upper portion of the plan.
 - The Capstone Liberty series was designed for 40' lots with 5' side setbacks.
 - Cottage Grove, Ramsey, St. Michael, Andover, etc.
 - For our proposed plan in Elk River, after consideration, we determined to increase the lot size to 50' lots with standard side setbacks (7.5')
 - The feedback we've received from these other cities is that they prefer the Liberty series over the alternative price-point home option of attached townhomes
 - We started this project understanding that it would be important to have a price-point product offering as an option for the existing residents of Elk River: Young families, young professional, teachers, military.
 - The Liberty series is designed for this, and the compact lot is a significant factor of the lower price.
 - Single family homes these days are getting more and more expensive.
 - Multi-level, split entry homes: \$465,000 - \$500,000+
 - Two-story, ranch homes: \$530,000 - \$600,000+
 - Liberty homes: \$360,000 - \$430,000
 - As proposed, this neighborhood will allow buyers to get in around the mid \$300,000's.....just slightly higher than attached townhomes.
 - We would enjoy offering a tour of our community called Legacy Bay Farms in St. Michael to see the Liberty homes, along with the rest of the homes we offer. It is also a great example of the type of community Capstone builds.

SOME OF THE INTERNAL ROADS ARE PROPOSED AT A WIDTH OF 29'

CAPSTONE TAKEAWAY FROM COUNCIL:

- 29' roads are too narrow, and the city has a standard of 34'
 - Vehicles may not be able to pass easily with parked cars on the sides
 - Emergency vehicle access could be difficult
 - Maintenance could be difficult

CAPSTONE FURTHER THOUGHTS 29' ROAD WIDTH:

- Capstone has participated in various reviews of this topic throughout the region, focusing on EMS, fire, public services, and general garbage/service vendors. In all instances it was determined that this traffic can operate safely, while still maintaining the streets well.
- Safety, by reducing vehicle speed, is the key factor in reducing the street width.
 - Vehicles drive at increased speed on wider roads such as 34'.

- Vehicles slow down when the roads are 29'.
- The character of the neighborhood increases to be of a quaint nature with a focus on trees, homes, and landscaping versus asphalt.
- Impervious surface is reduced with the 29' road. Most public agencies these days are calculating impervious surface and requiring developers to reduce the amount. The benefits include less storm water treatment with ponds/basins. There are further restrictions to impervious surface on this property due to the river.

*We (Capstone) did agree to consider revising the plans to 34' roads.

PARK DEDICATION PLAN SHOULD BE REDESIGNED

CAPSTONE TAKEAWAY FROM COUNCIL:

- Plan should be changed to add 8 acres of active play park space in the upper areas of the property
 - The desire is for the city to have space to build tennis courts, pickle ball courts, and other active play facilities
- Council statement: Lower park land is worthless to the developer – not suitable for building
- Park credit for the lower field land will be reduced from roughly 26 acres to 8 acres, (8 ac is the land above the OHW).
- Park credit will not be provided for the 9.8 acres (upland) of the linear park trail system on the upper land, through the existing trees, from the corner of the Kelly Farm to the Bluff Overlook. This was the Capstone's proposed MRT green corridor connection from Hwy 10 to the River.

CAPSTONE FURTHER THOUGHTS ON PARK DEDICATION PLAN:

- The lower field property is shoreline on the Mississippi River and therefore is the most valuable land of this master plan, whether homes can be built here or not. This will serve as an incredible amenity once this land becomes accessible during the improvements. Shoreline along the Mississippi River has a high value.
- We do not believe the existing parkland dedication restrictions, as listed in the city ordinance, are meant to apply to shoreline property on the Mississippi River. This is a very unique situation.
- The master plan was designed as a whole, including the financial investment, so that all features, such as the individual homes, the linear trail system, and the lower Mississippi River park, all worked together in harmony to bring the residents to the major focal point of this entire area...the Mississippi River. The pedestrian and bike system was created to funnel this traffic to the river bluff and lower river park.
- Significant changes to the Master Plan must also work with the financial investment.
 - As a new 8 acre park is proposed to be added to the upper land, the linear trail system would need to be removed to gain back this space for homes.
- If the city does not value the lower field along the Mississippi River as park dedication (as was mentioned) Capstone would like to explore the idea of keeping the lower field as a privately owned and operated HOA park amenity for the residents of this new community.
 - This would allow Capstone to proceed with passive park improvement ideas as we have suggested:
 - River trail corridors
 - Fishing docks
 - Boat slips
 - Playground
 - Disc Golf
 - Still providing the 8 acre park in the community and paying the balance in park dedication fees.



Request for Action

To
City Council

Item Number
11.2

Meeting Date
March 3, 2025

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

Item Description
Athletic Facilities Framework Plan

Reviewed by
Jeff Shelby
Joe Stremcha
Cal Portner
Tina Allard

Action Requested

Staff will present the Athletic Facilities Framework Plan as recommended by the Parks and Recreation Commission on February 12, 2025.

Background/Discussion

The Parks and Recreation Commission's discussion history concerning this plan is included.

Financial Impact

Cost estimates are included in the plan.

Mission/Policy/Goal

Opportunity to live, work, and play. Responsibly grow. Responsible for every dollar - good stewards.

Attachments

1. Athletic Facilities Framework Plan (February 2025)
2. Athletic Facilities Framework Plan History

The Elk River Vision

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





ATHLETIC FIELDS FRAMEWORK PLAN

City of Elk River, Minnesota

February 2025



CONTENTS

WHAT IS A FRAMEWORK PLAN.....1

ATHLETIC FIELDS STUDY FINDINGS.....1

OVERVIEW OF CONCEPTS.....2

OAK KNOLL ATHLETIC COMPLEX CONCEPT.....3

DAVE ANDERSON ATHLETIC COMPLEX CONCEPT.....4

PLANTS AND THINGS RECREATION COMPLEX CONCEPT...5-6

PROJECT PHASES AND ESTIMATES.....7-8

WHAT IS A FRAMEWORK PLAN?

The Elk River Athletic Facilities Framework Plan includes an examination of the major outdoor field facilities in the City. Recent improvements at Lion John Weicht Park with 2 softball fields serve the high school and to some extent the youth softball programs in Elk River, so this facility was included in field analysis, but is not expected to change and was not part of the design efforts. This project looked at:

- Dave Anderson Athletic Complex
- Oak Knoll Athletic Complex (including school district property)
- Plants and Things Recreation Complex (including an expansion area to the south of the built area)

The framework plan developed concepts for these facilities to a “schematic” level. Schematic design allows for:

- Testing of ideas
- Assigning program (how will the facility will be used?)
- Site fit testing (can the fields and related support facilities like parking fit on the site?)
- Planning level cost estimating (how much money do we need to allocate to realize this vision?)

Schematic design is early in the process, so what is built may ultimately shift somewhat from the framework plan. There are still some variables that have not been resolved that could change what can or should be done at the sites. In the case of this plan, this could include questions of property ownership, larger than expected wetlands identified by a future delineation, changing costs and/or funding opportunities, changes to adjacent land uses, or unanticipated shifts in population growth.

What this plan allows the City to do is start moving forward with a funding strategy, knowing how much these improvements will cost. It also helps the City plan for where to invest time, money, and resources into existing facilities. For example, based on these designs, it would not be wise for the City to invest in new buildings at DAAC, but it may make sense to continue investments to the baseball area at PTRC.

As the City gets closer to building out these facilities, additional design work will be needed to fine tune layout adjustments and resolve some of the details.

GUIDANCE AND GOALS FOR THE FRAMEWORK PLAN

In order to develop the Framework Plan, goals were identified and guidelines were provided. The goals of this project included:

- Accommodate and identify locations for as many of the anticipated fields needed, based on the 2022 Athletic Fields Study
- Group alike facilities
 - Give each sport a “home” facility
 - Better facilitate tournaments
- Improve the quality of the facilities
- Improve facilities for maintenance and recreation programming

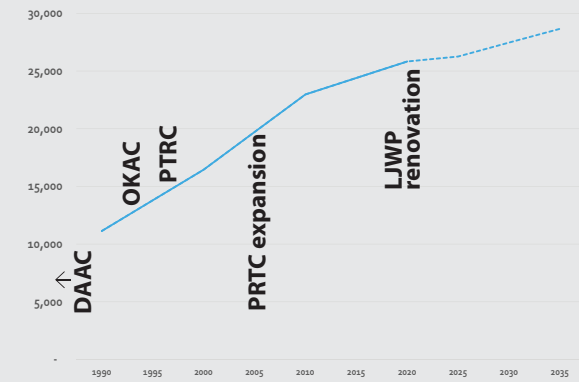
Additional guidance on what the Framework Plan should consider was also provided:

- Layout plans on existing City property (and some school district property at OKAC)
- The long term plans for adjacent land uses by DAAC are unclear and we may not always be able to rely on the currently available parking. Reduce the level of intensive investment at this facility.
- The City has ownership of land south of the wetland complex at PTRC and this land is anticipated to be a part of PTRC. Utilize this land for additional field development. The boundaries of this land have shifted since 2018 planning efforts.

FINDINGS FROM THE ATHLETIC FIELDS STUDY

In 2022, the City of Elk River completed a field utilization study. The City has been growing and user expectations around fields have changed. The last major expansion of field space happened in 2005 with the expansion of PTRC. At that time, the City was approximately 19,700 people. Since then the population has grown to 27,393 (ESRI). Growth is continuing, and at a more rapid pace than anticipated.

Population Growth and Field Development in Elk River



Sources: US Census, Elk River Comprehensive Plan, ESRI

The field study looked at multiple variables when developing recommendations for additions to the system. These included:

- Population ratios relative to the last time fields were added (2005)
- Comparisons (City only and including schools) with other peer cities
- Participation trends in different sports
- User Feedback

The study recommended the following additions:

- + 4 rectangle fields (football, soccer, lacrosse)
The framework plan adds 3 rectangle fields, and increases flexibility for programming
- + 3-4 60' ballfields with 200-225' fences
The framework plan adds 1 60' baseball field to the system and 2 60' softball fields
- + 1-2 75' ballfields
The framework plan makes 1 90' field functional for 75' and improves another for dedicated baseball
- + 1-2 90' ballfields
The framework plan does not add any 90' baseball fields, but the addition of turf at Hales would increase capacity and one practice field was added at the HS during renovations

As noted, the framework plan does not fully address all of the demand, but does improve numbers and function.





OVERVIEW OF CONCEPTS OAK KNOLL ATHLETIC COMPLEX –

1 Full size baseball stadium, 1 dedicated field for intermediate age baseball, 2 dedicated youth baseball fields

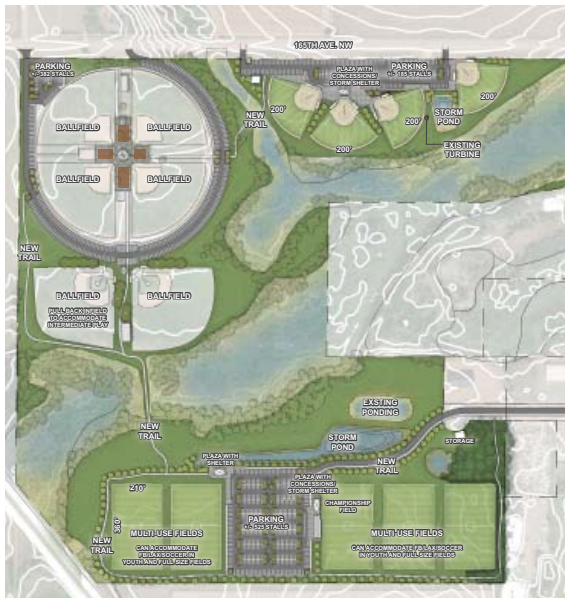
Oak Knoll will become a baseball specific complex where players of all ages and abilities can interact and learn from each other. Hale’s Field will be adjusted and improved. It is envisioned as a marquee, town ball level stadium. If turfed, this would add capacity to the amount of use the 90’ field could take, as well as be an option for younger players (60’ and 75’ basepaths can be laid out on a larger turf field). Youth fields will be dedicated baseball fields with grass infields. There will also be an intermediate baseball field for 70/75’ basepaths that is appropriately sized for this age group. Elk River will also be home to a miracle field, closing a regional gap between St. Cloud, Minnetonka, and Blaine.



DAVE ANDERSON ATHLETIC COMPLEX –

1 full sized rectangle field, 2 revitalized softball fields

Plans for Dave Anderson Athletic Complex envision a shift away from the aging softball complex to a more functional expansion of Orono Park. Retaining two softball fields will help alleviate safety concerns with the current pinwheel layout and seating down the foul lines. A large green space can accommodate a full sized soccer field, but will can also be programmed with a multitude of smaller youth fields. It will also open up improved operations for the City’s recreation programming, add parking, and create a less “fenced in” feel to this side of the City’s park and government campus.



PLANTS AND THINGS RECREATION COMPLEX –

5 new rectangle fields (Football, Lacrosse, Soccer), 4 youth sized softball fields, retain current diamonds (2 full size, 4 flex BB/SB)

Plants and Things Recreation Complex will grow, while enhancing its role as a key destination for youth athletics in Elk River and beyond. 5 rectangle fields with new support facilities will better accommodate football, lacrosse, and soccer games and tournaments. The layout of 4 new softball fields creates a “right size” set of fields for youth fastpitch softball instead of oversized fields designed for adult, slow pitch. The baseball fields in the northwest remain, but are enhanced through site improvements for support facilities. This layout also better facilitates tournament play, allowing for 5 full sized soccer/football/lacrosse fields or many younger fields to be active at the same time. Likewise, the facility could now host a little league baseball or softball tournament with 8 fields going at once.

TOURNAMENT CAPACITY

One benefit to the Framework Plan is an increase in tournament capacity at most facilities. The table below considers the number of fields at any one location that could host tournaments for different sports.

Sport	Existing	Proposed	Notes
Youth Baseball (60')	4	8	DAAC or PTRC today, PTRC Proposed
Intermediate Baseball (75')	4	5	DAAC or PTRC today, PTRC Proposed
Full Sized Baseball (90')	2	2	PTAC for both, ISD adds capacity if OKAC
Fast Pitch Softball	4	8	DAAC or PTRC today, PTRC Proposed
Slow Pitch Softball	4	4	DAAC or PTRC today, PTRC Proposed
Rectangle Fields (FB/Lacrosse/Soccer)	2	5	OKAC today, PTRC Proposed

TIMING (SEE PAGES 7-8)

There should be minor investment in safety netting at DAAC. The timeline on removal of these fields is far enough out that investment in netting would be justified.

- 1 - Three Rectangle fields at PTRC
(Allows for removal of existing PTRC and OKAC fields)
- 2 - Hale’s Field at OKAC
(Can shift depending on School District and City timing)
- 3 - Softball Fields at PTRC
(Allows for removal of DAAC fields and add grass at OKAC)
- 4 - Baseball Complex at OKAC
(Keep DAAC fields for baseball capacity while under construction)
- 5 - Upgrades to Baseball area and two rectanglie fields at PTRC
- 6 - Removal of Softball Fields at DAAC



NEXT STEPS

The next steps to continue this project will include:

- Wetland delineation – needs to be within 5 years of planned improvements
- Final design
- Secure Funding
- Joint Powers Funding and Use Agreement with the School District
- Construction Documentation, Bidding, and Construction
- Ongoing Maintenance



OAK KNOLL ATHLETIC COMPLEX



- » Anticipates the removal/relocation of Ivan Sand and the Education Technology Center
- » Reconfigures access to Proctor Road and School Street, and creates a connection between the two entries
- » New, re-oriented full size (90' basepath) ballfield with grandstand seating
- » Adds miracle field and inclusive playground
- » Plaza to support the premier field, inclusive play area, and miracle field
- » Creation of two dedicated youth (60' basepath) baseball fields with grass infields
- » Creation of a dedicated intermediate (70-80' basepaths) baseball field with grass infield
- » Centralized, elevated plaza with shelter to support the youth and intermediate field
- » New parking to support expanded ballfield program
- » Sound wall to mitigate train noise

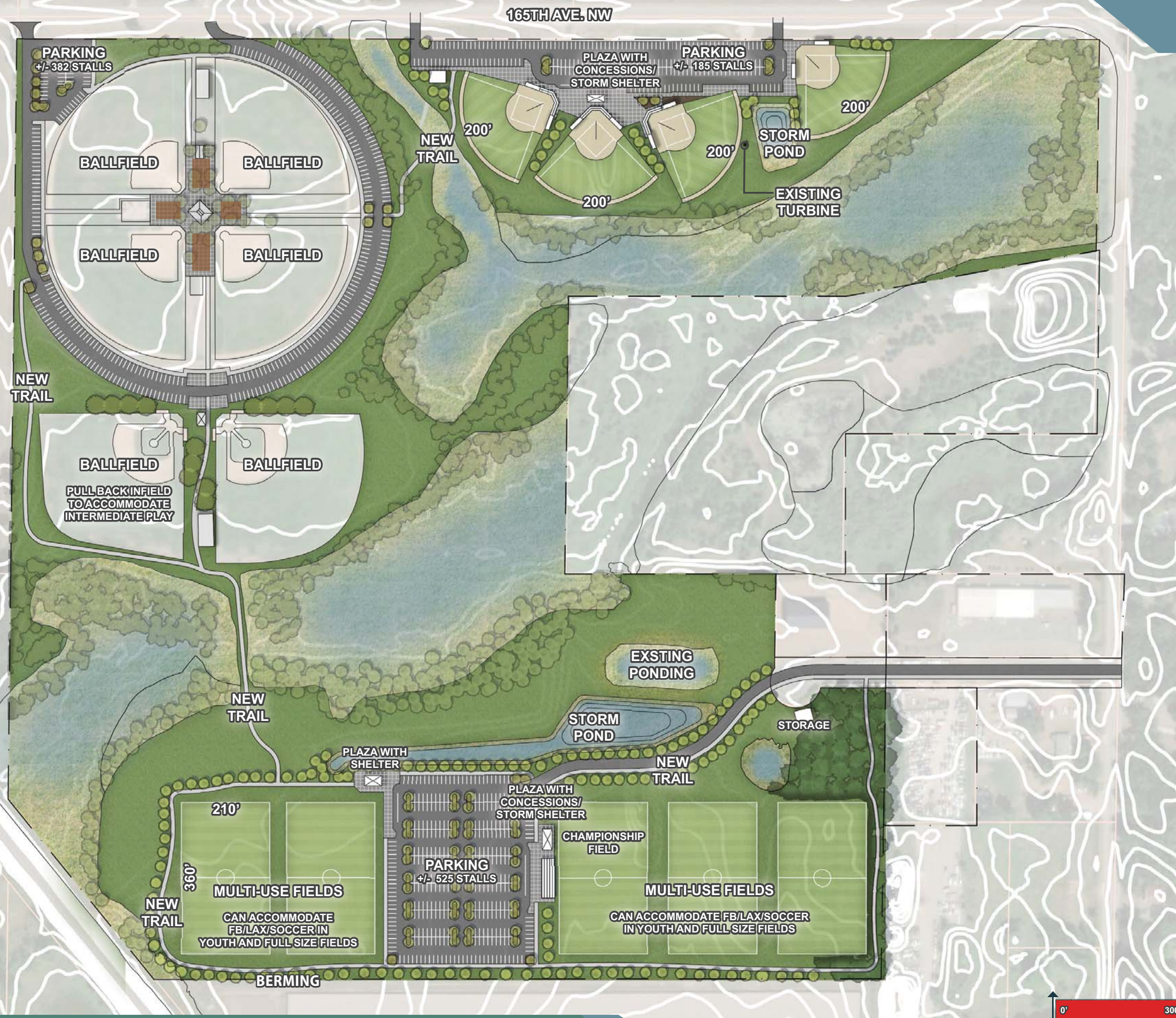
DAVE ANDERSON ATHLETIC COMPLEX

- » Removes 2 softball fields and replaces them with open field space that can accommodate up to a full sized rectangle field or multiple youth sized fields
- » Improves safety considerations by reducing the number of softball fields and having play occur behind spectators
- » Installation of drain tile in the outfields to reduce flooding/ponding that is occurring today
- » Addition of a centralized plaza and shelter to support recreational field use
- » Creation of new parking to support field programming, as well as Orono Park
- » Retains flexibility for potential long term change with adjacent land uses



PLANTS AND THINGS RECREATION COMPLEX

- » Creates showcase opportunities for Plants and Things at plaza areas in each of the three areas
- » Relocates softball from DAAC and creates a 4 field dedicated complex with youth sized fields
- » Softball tournaments could incorporate the existing pinwheel for an 8 field schedule
- » Parking to accommodate extensive field use
- » Creates a new rectangle field destination that can accommodate football, lacrosse, and soccer with up to 5 full sized fields or many youth sized layouts
- » Each sport area would have concessions/ restroom/storm shelter
- » Existing ballfields would have parking paved
- » The smaller 90' field would have infield grass pulled back to accommodate intermediate play
- » New trails incorporated into the park
- » Berming for train noise mitigation in southwest



PLANTS AND THINGS RECREATION COMPLEX



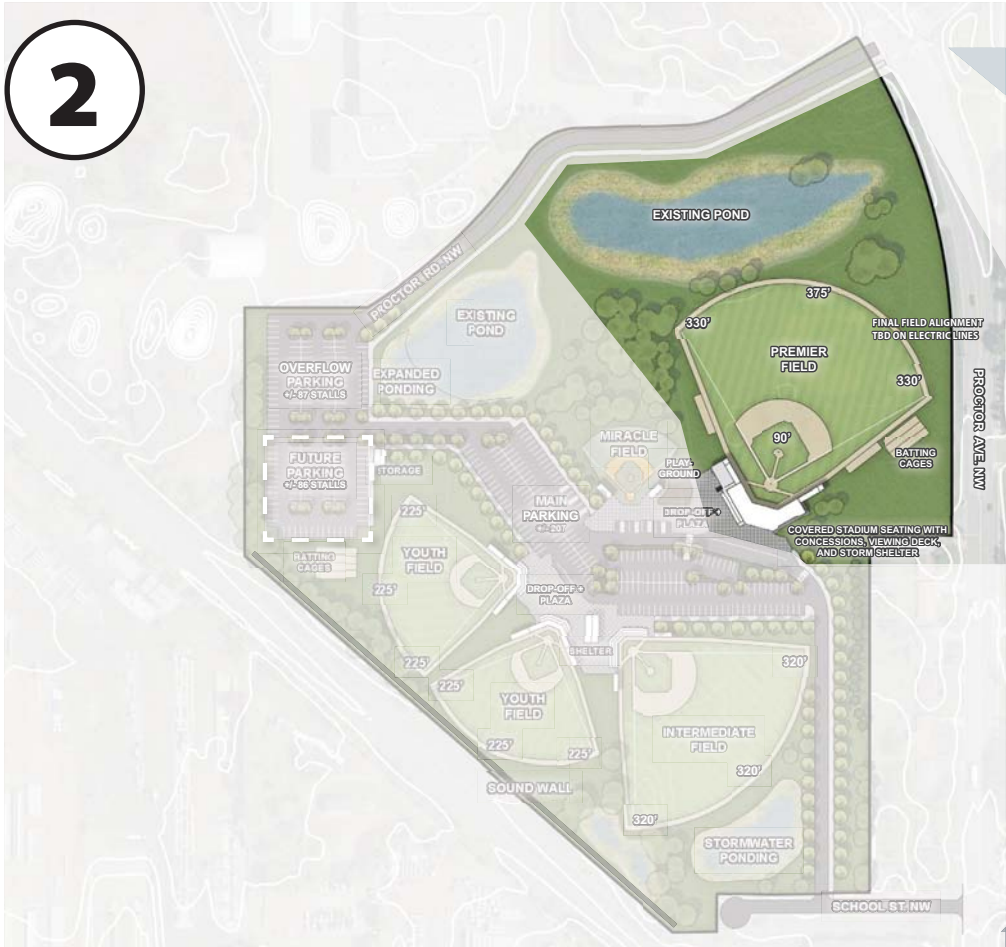
PROJECT PHASES AND ESTIMATES

These pages outline the anticipated phases discussed on page 2. All costs are planning level to help the City budget based on observed contractor pricing on similar projects. Additional design will further refine the costs. Costs may change based on inflation, labor & material costs, permitting, timing, and other factors. Costs reflect current (2025) pricing and may shift in the future.



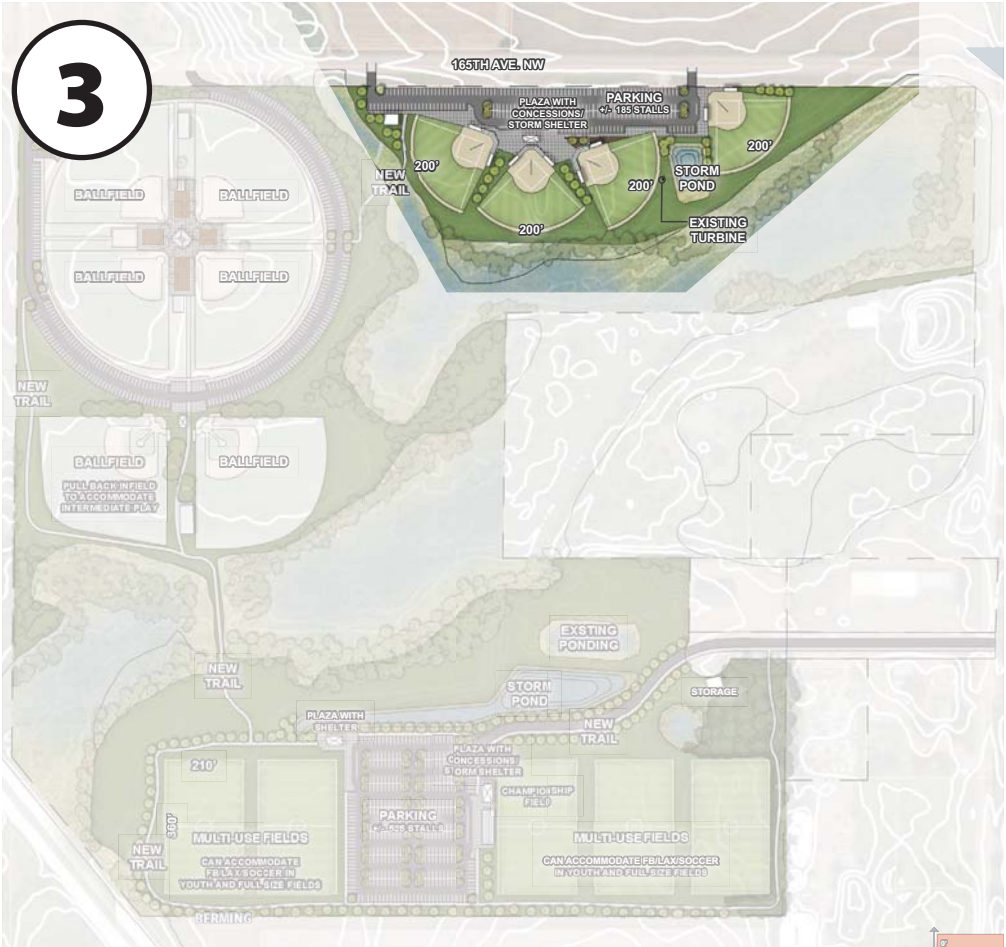
Rectangle Fields Phase 1 Project Cost: \$10,455,000

Fields:	\$1,165,000
Parking and Roads:	\$2,850,000
Trails and Plazas:	\$1,245,000
Other Costs:	\$2,015,000
Soft Costs:	\$1,090,000
25% Contingency:	\$2,090,000



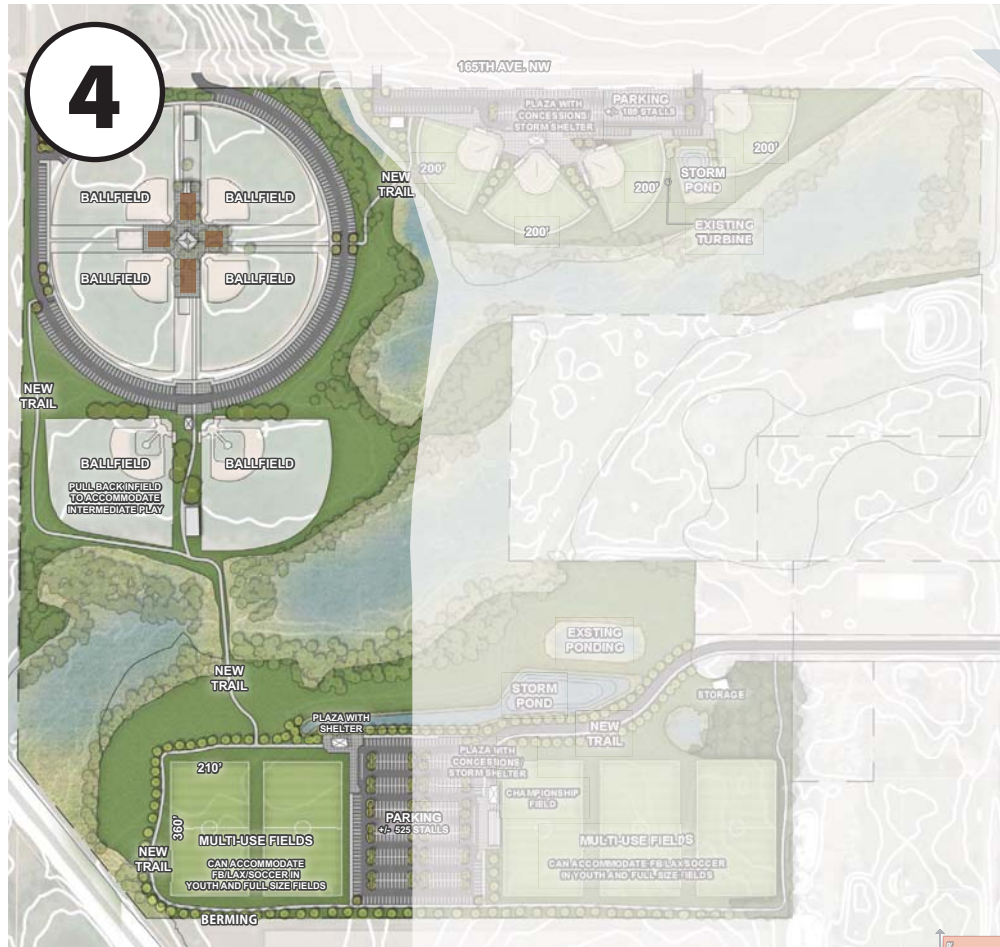
Project Cost: \$5,550,000

Premier Field <i>includes turf option:</i>	\$3,125,000
Trails and plazas:	\$365,000
Other costs:	\$525,000
Soft Costs:	\$610,000
20% Contingency:	\$925,000



Softball Area Project Cost: \$8,785,000

Fields:	\$1,750,000
Parking and Roads:	\$1,660,000
Trails and Plazas:	\$1,265,000
Other Costs:	\$1,440,000
Soft Costs:	\$915,000
25% Contingency:	\$1,755,000



Northwest Area Project Cost: \$3,800,000

Parking and Roads:	\$1,650,000
Trails and Plazas:	\$1,030,000
Other Costs:	\$325,000
Soft Costs:	\$300,000
15% Contingency:	\$495,000

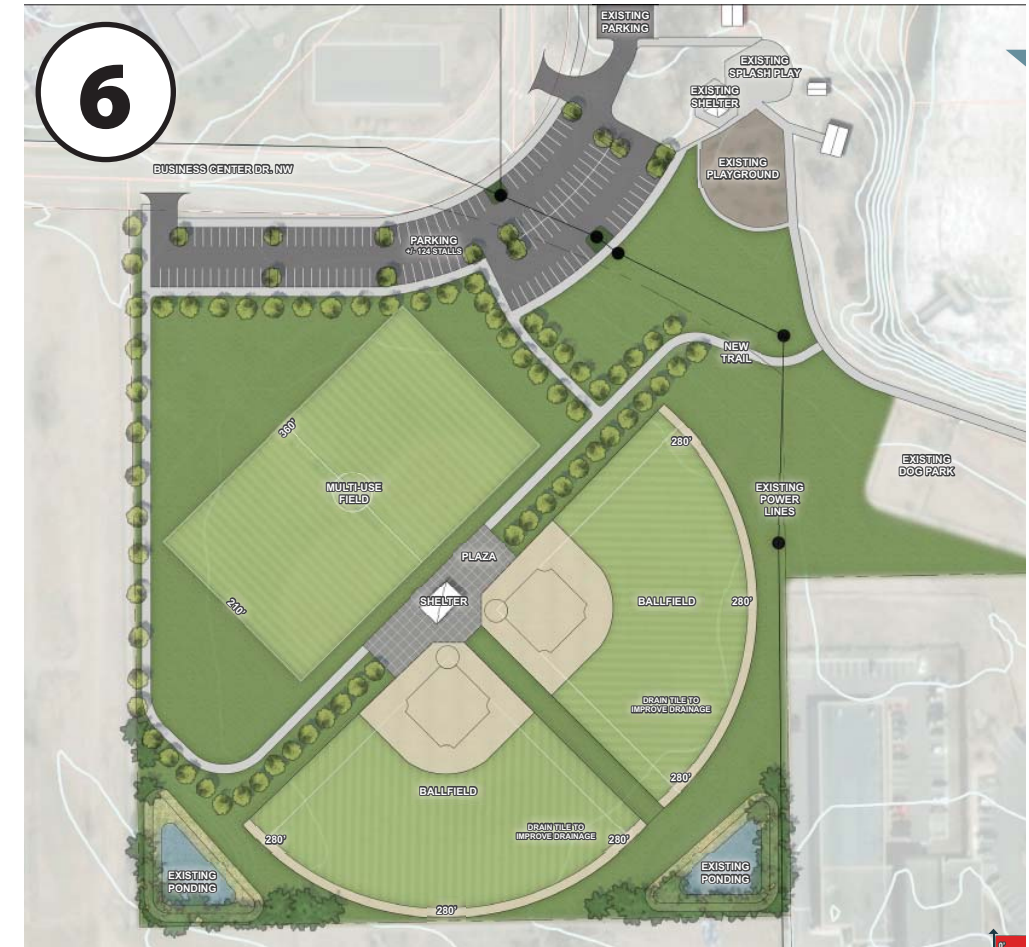
Rectangle Fields Phase 2 Project Cost: \$5,095,000

Fields:	\$775,000
Parking and Roads:	\$1,095,000
Trails and Plazas:	\$830,000
Other Costs:	\$845,000
Soft Costs:	\$530,000
25% Contingency:	\$1,020,000



Project Cost: \$13,385,000

Miracle Field and playground:	\$1,070,000
Other fields:	\$1,410,000
Parking and roads:	\$3,800,000
Trails and plazas:	\$845,000
Other costs (including sound wall allowance):	\$2,560,000
Soft Costs:	\$1,450,000
20% Contingency:	\$2,250,000



Project Cost: \$1,985,000

Parking and Roads:	\$760,000
Plaza and Trails:	\$645,000
Other:	\$235,000
Soft Costs:	\$165,000
10% Contingency:	\$180,000

8-25-21 First discussion by Commission of having HKGi doing an Athletic Fields Demand Analysis and Athletic Field Master Plan.

1-18-22 City Council approved the Athletic Field Utilization study.

2-9-22 The commission approved three commission members to serve on the athletic field utilization committee.

3-9-22 Staff and subcommittee has first meeting with HKGi to start the study.

11-9-22 Parks and Recreation meeting went over the athletic fields study completed by HKGi.

1-11-23 Staff continued to work with HKGi on the final draft of the Athletic Field Analysis after receiving feedback from the Commission in November.

2-8-23 Kevin Clarke from HKGi presented the Analysis and received feedback from the Commission in hopes of bringing back another version for approval in March. The study was sent early to all the commissioners for review before this meeting.

3-8-23 Kevin Clarke from HKGi presented the Elk River Athletic Fields Study Final Draft with the goal of the commission approving and then appointing a subcommittee to work on the Athletic Facilities Master Plan.

4-12-23 The Commission recommended staff for the subcommittee with the plan to have the draft complete by fall 2023.

5-10-23 The Athletic Facilities Master Plan Project Schedule was presented to the commission. The goal at this time was to have the first draft presented at the September 13th meeting and then presented to City Council on October 2, 2023.

6-14-23 The Commission was given an update that following a June 5th City Council work session the timeline changed with the plan to present to Council in December of 2023 for approval.

9-13-23 The Commission was updated that while working with HKGi on the master plan Hales Field was added pushing the timeline for final presentation to January 2024. The advisory committee of Dave Williams, Mike Brown, and Ryan Holmgren planned to meet in October.

12-13-23 Updates were given to the Commission that the subcommittee was still working on the plans with HKGi and that the plans would be presented in early 2024.

2-14-24 The Commission was updated by staff that the city requested HKGi complete soil borings at the PT Complex. The updated concepts were then slated to be brought to the March 13th Commission meeting.

3-13-24 The Master plan was presented to the Commission. The consensus of the commission was to move the plan to a future work session and not act at the meeting. Commissioners had concerns about how close the fields were together, noise from the trains, and the cost of the projects.

4-10-24 Work Session to discuss the Athletic Facilities Master Plan. Major concerns by the Commissioners were the order of the project, budget, parking lots, and layout of the fields at each

location. There was also discussion about moving some fields to entirely new locations within the city. There was no official recommendations or approval.

5-8-24 The Commission reviewed the draft of the Athletic Facilities Master Plan again. There were changes made and more discussion about what was needed for a final version. The commissioners asked for additional work sessions to review the plan again.

7-10-24 Commission meeting to discuss the Athletic Facilities Master Plan and review updates and changes requested by the Commissioners at previous meetings such as scale bars to show distance, an alternative Oak Knoll layout and 10-year CIP.

8-14-24 Special Work Session to discuss the Athletic Facilities Master Plan. HKGI presented detailed concepts with the changes that had been previously requested. It was moved and voted on to change the name of it to the Athletic Fields Framework Plan. There was lengthy discussion with the intent for the plan to come back again to be voted on.



Request for Action

To
City Council

Item Number
11.3

Meeting Date
March 3, 2025

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

Item Description
Multi-Purpose Facility Advisory Commission Powers
and Duties

Reviewed by
Katie Harstad
Joe Stremcha
Cal Portner
Tina Allard

Action Requested

Discuss the MFAC ordinance including, but not limited to: membership, purpose, powers, and duties.

Background/Discussion

The city Conflict of Interest Ordinance and the process of setting fees by the Multipurpose Facility Advisory Commission were reviewed by City Council during Work Session on March 18, 2024. The Council began setting facility rates during the preliminary budget meeting process while soliciting input from commission members in joint session meetings. Staff are seeking input from the council on the role of this commission going forward to update the ordinance accordingly.

Financial Impact

None

Mission/Policy/Goal

Appropriately govern in an ever-changing environment.

Attachments

1. Elk River MN Code of Ordinances Conflict of Interest
2. Memorandum - Campbell Knutson
3. DIVISION_4.___MULTIPURPOSE_FACILITY_ADVISORY_COMMISSION

The Elk River Vision

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



Sec. 2-132. Intent of division; conflicts of interest prohibited.

The credibility of the local government rests heavily upon the confidence which citizens have in public officials and employees to render fair and impartial services to all citizens without regard to personal interest and/or political influence. Thus, city officials and employees must scrupulously avoid any activity which suggests a conflict of interest between their private interests and city responsibilities. Officials and employees of the city, or their family members, shall not engage or have financial interest in any business or other activity which could reasonably lead to a conflict of interest with the official's or employee's primary city responsibilities. Family members of an official or employee shall be deemed to be the official's or employee's spouse, parents, children, siblings, father-in-law, mother-in-law, brothers-in-law, and sisters-in-law and the lineal descendants of any of them. Examples of activities which are not in accordance with this policy include, but are not limited to, the following:

- (1) Entering into any sale, lease, or contract in violation of Minn. Stats. §§ 471.87—471.89;
- (2) Acceptance by a local official of any gift from an interested person in violation of Minn. Stats. § 471.895;
- (3) Activities which require the official or employee to interpret city codes, ordinances, or regulations which such activity involves matters with which the official or employee has business and/or family ties;
- (4) Consulting activities carried out within the city if such consulting involves talents or skills primarily related to the official's or employee's city work responsibilities;
- (5) Using an official's or employee's authority, influence, or city position for the purpose of private or personal financial gain;
- (6) The use of city time, facilities, equipment, or supplies for the purpose of private or personal financial gain;
- (7) Entering into a business transaction when it involves using confidential information gained in the course of employment;
- (8) Accepting other employment or public office where it will affect the official's or employee's independence of judgment or require use of confidential information gained as a result of city duties;
- (9) Conducting personal business while working regularly scheduled hours; and
- (10) Accepting rebates or procuring any financial gain through the bidding process or employment of outside personnel.

(Ord. No. 99-33, § 2(220.00), 12-20-1999)

MEMORANDUM



CAMPBELL KNUTSON
PROFESSIONAL ♦ ASSOCIATION

FROM: JARED SHEPHERD, CAMPBELL KNUTSON, P.A.
DATE: MARCH 18, 2024
RE: POTENTIAL CONFLICT OF INTEREST MFAC

FACTS

In 1996, to help manage the ice rink, the City created an advisory Arena Commission. The commission membership included members of the city council, as well as designated seats for representatives of groups that frequently used the ice rink such as the school district. As the ice rink grew over the years to include new types of facilities, the commission expanded to include designated members representing these new uses, and, in 2020, the City established the Multipurpose Facility Advisory Commission (MFAC) to replace the Arena Commission. Current membership on the MFAC includes designated seats representing facility users, ice uses, the city council, the school district, the senior center, and two at-large members.

At the same time as its uses and membership expanded, the MFAC also expanded its duties, which currently include recommendations about use fees and discounted rates.

QUESTION PRESENTED

Does the scope of the MFAC, with representatives from user groups advising on the fees their own groups will be required to pay, create a likely conflict of interest for Commission Members?

ANALYSIS

State law prohibits public officers from participating in contracts with the city (such as a rental agreement for using city facilities) if the officer has any personal financial interest. Minn. Stat. § 471.87. Years after creating the MAFC structure, the City also enacted a conflict of interest ordinance that is stricter than statutes. City code § 2-132 aims to protect the “credibility of local government” by prohibiting any financial or business interest in matters city officials and employees oversee in an official capacity. The city code directs employees and officials to be cautious, and to avoid any activity which even “suggests a conflict of interest.” City Code § 2-131 explicitly states that commission members are subject to these requirements

The MFAC currently advises on both the base rates and any potential discount rates for use of the City’s facility. MFAC members, however, explicitly represent certain groups that will be responsible for paying those rates. There is clear logic in having facility users—who will be most familiar with the facility and what services are needed—provide input on how best to operate the facility. But their inclusion on a City commission could create the appearance that certain groups have been given the power to set their own terms. This is especially true given the City Council’s more recent directions to have the facility become revenue-neutral. As the facility needs to raise

more money to cover its operating cost, any discount given to one group will need to be made up by fees paid by others. This at least creates the appearance of a direct conflict over what base rates and discounts the MFAC recommends.

RECOMMENDATION

We recommend altering the MFAC to remove the user groups. This change will prevent the appearance of a conflict of interest or a conflict, in factor, that is institutionally-created for Commission members. User groups should be, of course, still welcome and able to submit suggestions and apply for discounted rates. But this change would clarify that they are doing so on their own behalf as facility users, and that no user group is being given unfair access to the City's decision-making process.

DIVISION 4. MULTIPURPOSE FACILITY ADVISORY COMMISSION¹

Sec. 2-250. Established.

There is hereby continued, as heretofore created, a multipurpose facility advisory commission.

(Ord. No. 24-14, 6-3-2024)

Sec. 2-251. Membership.

The commission shall consist of nine members appointed by the council to include:

- (1) A city resident and member in good standing of the Elk River senior center.
- (2) Two members in good standing representing turf-use associations, which use the facility, including:
 - a. Elk River Youth Football Association.
 - b. Elk River Youth Baseball Association.
 - c. Elk River Youth Softball Association.
 - d. Elk River Youth Lacrosse Association.
 - e. Elk River Flag Football Association.
- (3) Two members in good standing representing ice-use associations, which use the facility, including one each from:
 - a. Elk River Youth Hockey Association.
 - b. Elk River Figure Skating Club.
- (4) A sitting member of the city council.
- (5) A designee of ISD #728. The school district may have a proxy representative in case of absence of the appointed designee. The proxy's name shall be provided to the staff liaison prior to a meeting. The proxy representative does have voting rights.
- (6) Two at-large residents of the community with no affiliation to the former organizations for at least five years.

Representatives of the ice and turf-use associations and the ISD #728 designee may be nonresidents of the city, but there shall be no more than three nonresidents of the city serving on the commission at any one time.

(Ord. No. 24-14, 6-3-2024)

¹Editor's note(s)—Ord. No. 24-14, adopted June 3, 2024, repealed the former div. 4, §§ 2-251—2-254 and enacted a new div. 4 as set out herein. The former div. 4 pertained to similar subject matter and derived from the Code of 1982, §§ 217.00, 217.02, 217.04—217.07; Ord. No. 03-002, § 1, adopted February 10, 2003; Ord. No. 12-13, § 1, adopted August 6, 2012; Ord. No. 20-06, §§ 1, 2, adopted June 1, 2020

Sec. 2-252. Purpose.

The commission shall set goals and expectations for the community use and enjoyment of the multipurpose facility. The commission shall seek community input regarding the use and development of the facility and make recommendations to the city council to protect and preserve the facility as an asset to the community. The commission shall recommend an operational budget and capital plan that meets or exceeds the goals, values, and vision of the facility.

(Ord. No. 24-14, 6-3-2024)

Sec. 2-253. Powers and duties.

The multipurpose facility advisory commissions authority shall include, but not be limited to, the study and recommendation to the city council on the following:

- (1) Develop a value statement and a mission statement for the commission. Review each statement annually and amend as so desired.
- (2) Serves as a conduit to the public to gain feedback on the effectiveness of the facility and services provided. Holds at least one annual public hearing to receive community comments regarding the operation, use, and future development of the facility.
- (3) Develop and provide a verbal annual report on the outcomes and activities of the facility to the city council.
- (4) The commission shall review facility rental rates annually and recommend a fee schedule for incorporation into the annual budget.
- (5) The commission shall recommend a budget that balances facility revenue and expenses. The budget will include projected revenue, expenses, transfers, and capital improvements. The budget shall be completed no later than November 1 of each year.
- (6) The commission shall annually provide a draft capital improvement plan to the city council that includes capital replacements, repairs, and additions. The plan shall project improvements over a rolling ten-year period. The capital plan shall be completed no later than September 1 of each year.
- (7) The commission shall review and recommend operational policies for the facility and review all policies at a minimum every two years.

(Ord. No. 24-14, 6-3-2024)

Sec. 2-254. Meetings.

The commission shall meet regularly at least three times each calendar year at such time and place as established per their bylaws. The sitting council member and the designee from ISD #728 are excluded from holding chair or vice chair positions.

(Ord. No. 24-14, 6-3-2024)

Sec. 2-254. Reports.

Reports, conclusions, and recommendations shall be made to the city council throughout the year as needed. An annual meeting shall be held with the city council to review commission vision, goals, tasks, and accomplishments.

(Ord. No. 24-14, 6-3-2024)

Secs. 2-255—2-270. Reserved.

(Supp. No. 62)

Created: 2025-02-10 11:22:37 [EST]



Request for Action

To
City Council

Item Number
11.4

Meeting Date
March 3, 2025

Prepared By

Item Description
Discuss Potential Commuter Rail Closure

Reviewed by
Cal Portner
Tina Allard

Action Requested
Discuss, provide staff feedback.

Background/Discussion

The current Minnesota legislature is considering a bill to shutter the NorthStar Commuter Rail. City officials from communities served by NorthStar have shared concerns about the future of the station properties, transit-oriented developments nearby, the status of various agreements and financial instruments to encourage development.

Some city councils have sent letters to the state and Met Council officials involved.

Staff would like the Council to provide their thoughts regarding the efforts to participate in the closure discussion.

Financial Impact
None

Mission/Policy/Goal
The Elk River Vision and Mission Statements

Attachments
None

The Elk River Vision

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

