



City Council

Monday, April 7, 2025

6:30 PM

Elk River City Hall

Regular Meeting, Joint Meeting with Multipurpose Facility Advisory Commission, Worksession, & Closed Meeting Agenda

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

1. CALL MEETING TO ORDER

2. PLEDGE OF ALLEGIANCE

3. CONSIDER AGENDA

4. CONSENT AGENDA

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

4.1 March 17, 2025, Minutes

4.2 Check Register

4.3 Severance Agreement and Release

4.4 Collective Bargaining Agreement 25-03 - International Union of Operating Engineers (I.U.O.E.) Local #49

4.5 Consumption and Display License: Pinewood Golf Club

4.6 Temporary Liquor License: Aegir Brewing Company

4.7 Annual Election Not to Waive the Statutory Tort Limits for Liability Insurance

4.8 Overlook Chef Job Description

4.9 Accept Bids and Award Contract for 2025 Street Improvement Project

4.10 Agreement 25-04: Sale of an Animal and Waiver of Liability Agreement

4.11 John Deere Gator XUV 845R w/Attachemnts

5. OPEN FORUM

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

6. PRESENTATIONS, AWARDS, AND RECOGNITION

6.1 City of Elk River Volunteer of the Month

6.2 Proclaim April 8, 2025, as Elk River High School Culinary Arts Championship Team Day

6.3 Resolution 25-12 Acknowledge Contribution: The Bank of Elk River

7. PUBLIC HEARINGS

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

7.1 Specht Farm (Oakwater Ridge) Residential Development: Land Use Amendment Resolution 25-13, Zoning Amendment Ordinance 25-04, and Ordinance Amendment 25-05 Establishing a PUD for the Oakwater Ridge Development

8. GENERAL BUSINESS

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

8.1 Discuss Work Session Items

8.2 LSE Architects Letter of Engagement - Northbound and Cannabound

8.3 Update Contract Amount for the 2024 Downtown Small Area Plan

8.4 ERX CUP Revocation

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 Discuss Mississippi Road Trail Status

11.2 Joint Meeting with Multipurpose Facility Commission

11.2 Multi-Purpose Facility Advisory Commission Powers and Duties

11.2 FT Center Financial Report

11.2 FT Center 2026 Ice, Turf, and Room Rental Rates

12. MOTION TO ADJOURN

The Elk River Vision

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



13. CLOSED MEETING - PID #75-00455-0310

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 sale or purchase of real property at:

18116 Naples St NW - PID 75-00455-0310

13.2 Motion Calling Closed Meeting

13.3 Hold Closed Meeting

13.4 Motion to Adjourn Closed Meeting

14 Information

14.1 February Financial Reports

The Elk River Vision

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**Meeting of the City Council
Held at the Elk River City Hall
Monday, March 17, 2025**

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

Members Absent: Councilmember J Brian Calva

Staff Present: City Administrator Cal Portner, City Attorney Jared Shepherd, Senior Planner Chris Leeseberg, Business Services Director/Assistant City Administrator Joe Stremcha, Public Works Director/Chief Engineer Justin Femrite, Community Development Director Zack Carlton, 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

The Pledge of Allegiance was recited.

3. CONSIDER AGENDA

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

4. CONSENT AGENDA

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

4.1 March 3, 2025, Minutes

4.2 Check Register

4.3 Library Floor Proposal

4.4 Termination of Employment

4.5 Athletic Facilities Framework Plan

4.6 Collective Bargaining Agreement 25-02 - Law Enforcement Labor Services (LELS) #589

5. OPEN FORUM

No one appeared for Open Forum.

6. PRESENTATIONS, AWARDS, AND RECOGNITION

There were no awards or recognitions.

7. PUBLIC HEARINGS

7.1 Conditional Use Permit: Outdoor Storage of Vehicles and Equipment, 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.

The Council asked the following:

- Were there any conditions that were not met with the current conditional use permit. Staff noted the curb and gutter and fencing were not completed.
- Whether the new permit would be void on November 1 if the applicant does not meet all the deadlines. Counselor Shepherd stated the city would need to follow through with the revocation process once the permit is recorded, but all the conditions need to be taken care of before recording the permit.
- If any of the vehicles would have hazardous waste or garbage trucks stored on site. Applicant Nikolay Vladyka, 11824 Winnetka Avenue, Champlin, MN, stated they will not have hazardous materials and will not allow oil changes on the property.

The Council asked staff to provide an update of the action taken following the City of Ramsey Council meeting.

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

I. Outdoor storage shall be allowed for only the following vehicles:

- a. Properly licensed, registered, and operable;
- b. Semi-trucks, semi-trailers, and other delivery trucks;
- c. Motor vehicles;
- d. Recreational vehicles, campers, motor homes, and fifth-wheel trailers;
- e. Trailers;
- f. Boats;
- g. Light and heavy equipment;
- h. Enclosed shipping containers; and

i. Cars and trucks.

- 2. Vehicle Wrecking Yards and Salvage Yards, as defined by the City of Ramsey, and Salvage Yards, as defined by the City of Elk River, shall not be permitted.**
- 3. Outdoor storage of products, equipment, materials, supplies, debris, or any vehicles not properly licensed, registered, or operable is not permitted, except for snow removal equipment and supplies for the site in conformance with the applicable municipality's regulations.**
- 4. If any violations of condition #3 are documented more than once in a calendar year, in either jurisdiction, the Conditional Use Permit will be brought to the City Council for direction on revocation.**
- 5. Motor vehicle, trailer, and boat sales are prohibited.**
- 6. Car dealer overflow parking is prohibited.**
- 7. Approvals from the City of Ramsey shall be recorded, and copies provided.**
- 8. Schedule a site visit with the Building Official and Fire Marshal to review and complete any required code updates by November 1, 2025.**
- 9. All driving and parking areas shall be paved with an approved surface (bituminous, Class 5, or concrete) by November 1, 2025.**
- 10. Stripe the parking lot as shown on the city site plan dated March 17, 2025, by November 1, 2025.**
- 11. Drive lanes need to maintain a minimum of 24-foot width throughout the site.**
- 12. All driving areas and outdoor storage/parking areas shall be bound by B612 concrete curb and gutter by November 1, 2025.**
- 13. A reinforced concrete strip, a minimum of one (1) foot wide and centered on the property line, must be installed and maintained along the city/county border to clarify any relevant jurisdictional issues by November 1, 2025.**
- 14. Site lighting shall comply with Section 30-937 by November 1, 2025.**
- 15. Update submitted plans as needed to demonstrate compliance with state and local stormwater management requirements across both parcels/jurisdictions by November 1, 2025.**
- 16. Submit documentation showing compliance with all Minnesota Pollution Control standards by November 1, 2025.**
- 17. A 6-foot-tall, 100% opaque privacy fence shall be installed along the north property lines by November 1, 2025.**
- 18. A temporary guard shack no larger than 200 sq.ft. shall be allowed in Elk River until November 1, 2025. The location shall be approved by city staff.**
- 19. This Conditional Use Permit (CU 24-21) must be recorded by November 1, 2025, or the operation on the property must cease.**
- 20. A 200 sq.ft. guard shack/office shall be allowed in Elk River, and will require all necessary commercial building permits and meet the required setbacks.**
- 21. There shall be no repair or maintenance of any vehicles, trailers, or boats on the site.**
- 22. The idling of a truck tractor or other business equipment in excess of 15 minutes is prohibited from April 16 through October 31, and idling in excess of 30 minutes is prohibited from November 1 through April 15.**
- 23. In the event a gate is installed, access to the property must include key boxes for both Elk River and Ramsey Fire Departments.**
- 24. If either parcel is owned separately or one municipality revokes its approval, each parcel will need to conform to each jurisdiction's ordinance and codes individually,**

including, but not limited to, stormwater ponds, setbacks, screening, curbing, and landscaping.

25. An amendment to this Conditional Use Permit will be required for future expansions/additions not shown on the city site plan dated March 17, 2025.

26. Conditional Use Permit, case number CU 23-16, shall become void.

Motion Carried 4-0.

7.2 Conditional Use Permit: Outdoor Storage, 12777 Meadowvale Rd. NW, Elk River WinLEctric

The staff report was presented.

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

Moved by Councilmember Grupa and seconded by Councilmember Beyer to approve an amendment to the Conditional Use Permit (CU 22-11) extending the condition's deadline until July 1, 2025, with the following conditions:

- 1. The property shall comply with Section 30-807 regarding outdoor storage.**
- 2. All outdoor storage must occur within fenced-in areas.**
- 3. All temporary outdoor storage structures shall be removed from the property by July 1, 2025.**
- 4. All areas utilized for outdoor storage must be completely screened from view from all public rights-of-way by July 1, 2025.**
- 5. No product can be stored higher than the top of the fence.**
- 6. The parking lot shall be striped by July 1, 2025.**
- 7. An amendment to this Conditional Use Permit will be required for any future changes.**

Motion Carried 4-0.

7.3 Preliminary Plat, Resolution 25-09 for Final Plat, and Ordinance Amendment 25-02 to Establish a PUD: The Villas at Fillmore Third Addition, PID 75-00931-0030, Riverside Development

The staff report was presented.

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

The Council questioned who would own and be responsible for maintaining the sanitary lift station. Mr. Carlton confirmed it would be under private ownership and the homeowner's association would be responsible for it.

Moved by Councilmember Beyer and seconded by Councilmember Grupa to adopt Ordinance 25-02 codifying and updating the Planned Unit Development for The Villas at Fillmore, subject to City Council's approval of the Preliminary and Final Plat for The Villas

at Fillmore Third Addition. Motion carried 4-0.

Moved by Councilmember Grupa and seconded by Councilmember Beyer to approve the preliminary plat for The Villas at Fillmore Third Addition, with the following conditions:

- 1. Council approval of the ordinance amendment approving the PUD changes.**
- 2. A Water Availability Charge for each lot must be paid before connection to the municipal water system.**
- 3. A tee will need to be installed for each connection to the existing HDPE water main; tapping HDPE pipe will not be permitted.**
- 4. Compliance with the City of Elk River Engineering Design Standards is mandatory for all planning and construction activities.**
- 5. The development agreement must include reimbursement for the water main extension that was installed along Fillmore Street in 2022 and paid for by ERMU in the amount of \$44,590.**
- 6. The sanitary sewer will be privately owned/maintained.**
- 7. The storm pipe will be privately owned/maintained as it captures only storm water from the private street.**
- 8. Extend sewer and water stubs to easement line.**
- 9. All retaining walls will be privately owned and maintained by the property owners or HOA. This must be noted in the plans.**
- 10. The developer will need to install one to two pipe crossings under the private road. ERMU will provide the pipe and location of crossings when ready.**
- 11. Electrical service for the lift station is considered commercial. The developer will need to provide a secondary electric service.**

Motion carried 4-0.

Moved by Councilmember Wagner and seconded by Councilmember Beyer to adopt Resolution 25-09 approving the final plat of The Villas at Fillmore Third Addition, with the following conditions:

- 1. Council approval of a Development Agreement outlining the responsibilities of the developer.**
- 2. 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).**
- 3. A Letter of Credit shall be provided to the city in the amount of 100% of the costs of the public improvements.**
- 4. 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.**
- 5. The Development Plan shall be approved by the public works director prior to the issuance of building permits.**
- 6. Staff approval of all site, civil, and landscaping plans.**
- 7. Park dedication shall be paid for six low-density parcels at the rate applicable at the time of recording.**
- 8. 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.**

Motion Carried 4-0.

- 7.4 Ordinance Amendment 25-03: Sign Standards and Codification of the PUD, Elk River Crossing Planned Unit Development, Tractor Supply.
Resolution 25-10 for summary publication of the ordinance.

The staff report was presented.

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

Moved by Councilmember Wagner and seconded by Councilmember Beyer to adopt Ordinance 25-03 amending the sign standards and codifying the development standards for the Elk River Crossing Planned Unit Development. Motion Carried 4-0.

Moved by Councilmember Wagner and seconded by Councilmember Beyer to adopt Resolution 25-10 for summary publication of the ordinance. Motion Carried 4-0.

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

The staff report was presented.

Mayor Dietz opened the public hearing. No one spoke on the matter.

Moved by Councilmember Beyer and seconded by Councilmember Grupa to continue the hearing to April 7, 2025. Motion Carried 4-0.

- 7.6 Resolution 25-11: Easement Vacation for 13566 185th Ave NW, Kwik Trip

The staff report was presented.

Mayor Dietz opened the public hearing.

Raymond Miller, 18633 Lander Street, discussed past drainage issues behind his and his neighbors' properties and is concerned about future water issues. He expressed concerns about landscaping (tree height), noise mitigation, beautification, and security.

Lisa Wadsen, 9900 Delridge Road, representative of Kwik Trip, stated there will be two stormwater ponds on the site.

Mayor Dietz closed the public hearing.

Moved by Councilmember Wagner and seconded by Councilmember Grupa to adopt Resolution 25-11 vacating drainage and utility easements subject to the condition that the lot combination is recorded prior to the vacation resolution. Motion Carried 4-0.

8. GENERAL BUSINESS

There was no General Business.

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 6:40 p.m. The worksession convened at 6:43 p.m.

10. WORK SESSION

10.1 Specht Farm Development Proposal: Captstone Homes

Highway Funding Discussion

Mr. Femrite discussed cost-sharing for the highway access improvement. He stated MnDOT is not in a position to design or administer a project at this time, and there is currently no state funding available. He stated they have reached out to Representative Novotny to inquire about legislative assistance.

The City Council, staff, and the developer discussed the timeline and funding. Council members expressed the following concerns:

- Because the developer is purchasing property in phases, what if they walk away from finishing any further phases. How do we know this highway will be completed beyond phase one of the developer's project? Mr. Femrite stated that when granting a temporary access permit, MnDOT will require assurances to be in place before there is a phase two. The developer also stated it is typical to purchase in phases for large tracts of land similar to this project, and they would initially be installing \$1.5 million in water and sewer improvements with this first phase, which motivates them to be committed to the project.
- The city's portion of paying for the interchange versus the developer's portion.
- The highway is a safety issue that MnDOT agrees with, so why can't MnDOT pay? Mr. Femrite stated that MnDOT budgets are set for many years but can change based on federal funding or special appropriated dollars from the legislature.

Mr. Femrite stated that the best way to get the state involved with this project is to work through the legislature, and they will continue to work towards this. He further stated to keep this project moving forward, they need to hire a consultant, and the city should have an agreement with Capstone, so everyone understands the process and costs.

Park Dedication

Parks and Recreation Commission Chair Dave Anderson reviewed the action of the commission's meeting as outlined in the staff report. Since the commission meeting, the developer has asked for changes. Mr. Carlton outlined the developer's request to establish the cash dedication rate, the city to partner with the developer to have recreational amenities installed (so instead of paying some cash to the city, the developer could install the equipment), and the desire to have a homeowners association-owned approximately 3.5 acre private park with a dock on the river.

After much discussion between the City Council, staff, and the developer, the following was concurred on by the City Council:

- The developer will provide the low area to the city as park dedication, and 50% credit will be given, except for the private park location.
- There will be one acre of useable upland located in the orange area shown on the map.
- The developer will install the trail portions highlighted in yellow on the map.
- The developer will provide engineering and design standards for the trail shown in purple on the map.
- Cash dedication will be for \$536,000.

The Council asked that this item be on the next Council agenda for review.

10.2 Overlook Chef Job Description

The staff report was presented. Mr. Stremcha noted staff has had more time to evaluate the position and feels food preparation is a needed component.

The Council concurred on changing the position description. They also commented that the staff are working a lot of hours and doing a great job.

10.3 Council/Staff Annual Retreat Discussion Items

Mr. Portner asked the Council to provide him with topics they'd like to discuss at the annual retreat meeting. He listed the following topics:

- Fire Station Funding
- Parks Master Plan
- Gravel Roads

The Council added the following:

- Personality Refresher
- Landfill Fund
- Cannabis Store
- Growth Goals for Residential/Industrial/Retail
- Department of Transportation Items: Speeds, Off-Ramp Striping, Traffic Calming
- Safety of Council Chambers and Front Desk
- Street Legal ATVs
- Downtown Plan Update

II. MOTION TO ADJOURN

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

The meeting adjourned at 8:32 p.m.

Minutes prepared by Tina Allard.

John J. Dietz, Mayor

Tina Allard, City Clerk

DRAFT



Request for Action

To
City Council

Item Number
4.2

Meeting Date
April 7, 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 April 7, 2025.

Background/Discussion
The details for the period ending April 7, 2025, are attached to this request for action.

Total for All Funds	\$1,237,108.03
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Financial Impact
N/A

Mission/Policy/Goal
N/A

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

The Elk River Vision

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

Report Criteria:

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

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

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

Vendor.Vendor number = {<>} 15199

Vendor.Vendor number = {<>} 33300

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
A T & T MOBILITY						
101						
X04032025	1	FIRSTNET WIRELESS SVCS-FIRE	Invoice	03/25/2025	633.87	101-4-2310-4321
101						
X04032025	2	FIRSTNET WIRELESS SVCS-ADMIN	Invoice	03/25/2025	38.23	101-4-1210-4321
602						
X04032025	3	FIRSTNET WIRELESS SVCS-WW	Invoice	03/25/2025	44.88	602-4-9010-4321
101						
X04032025	4	FIRSTNET WIRELESS SVCS-BLD MT	Invoice	03/25/2025	127.99	101-4-1600-4321
101						
X04032025	5	FIRSTNET WIRELESS SVCS-IT	Invoice	03/25/2025	99.86	101-4-1350-4321
101						
X04032025	6	FIRSTNET WIRELESS SVCS-POLICE	Invoice	03/25/2025	2,913.18	101-4-2110-4321
Total 10138 A T & T MOBILITY:					3,858.01	
ACME TOOLS						
101						
14157505	1	SHOP TOOLS	Invoice	03/27/2025	31.99	101-4-3150-4219
Total 10300 ACME TOOLS:					31.99	
ARTISAN BEER COMPANY						
603						
3753827	1	BEER	Invoice	03/19/2025	113.80	603-4-9111-4252
603						
3753828	1	BEER	Invoice	03/19/2025	92.25	603-4-9151-4252
603						
3755376	1	BEER	Invoice	03/26/2025	432.25	603-4-9111-4252
603						
3755377	1	BEER	Invoice	03/26/2025	252.50	603-4-9151-4252
Total 12167 ARTISAN BEER COMPANY:					890.80	
ASPEN MILLS						
101						
346199	1	UNIFORMS - EDLUND	Invoice	01/07/2025	298.75	101-4-2120-4217
101						
350502	1	UNIFORMS - ALLEN	Invoice	03/14/2025	95.92	101-4-2320-4217
101						
350887	1	UNIFORMS - CHRISTIE	Invoice	03/20/2025	51.95	101-4-2120-4217
101						
351044	1	UNIFORMS - NELSON	Invoice	03/24/2025	154.15	101-4-2320-4217
101						
351052	1	UNIFORMS - NELSON	Invoice	03/24/2025	146.90	101-4-2320-4217
101						
351342	1	UNIFORMS - NELSON	Invoice	03/27/2025	170.82	101-4-2320-4217
101						
351348	1	UNIFORMS - ORGON	Invoice	03/27/2025	130.69	101-4-2150-4217

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 10749 ASPEN MILLS:					1,049.18	
CHARTER COMMUNICATIONS HO						
101						
24-290320	1	SUBPOENA - ICR 24013485	Invoice	10/25/2024	50.00	101-4-2130-4319
Total 14668 CHARTER COMMUNICATIONS HO:					50.00	
CHRIS TEFF						
101						
33125 CT	1	REIMBURSE SAFETY BOOTS-TEFF	Invoice	03/31/2025	200.00	101-4-3120-4217
Total 11610 CHRIS TEFF:					200.00	
CITY OF MONTICELLO						
101						
35033	1	ANIMAL CONTROL CHARGES-JAN/F	Invoice	03/18/2025	832.00	101-4-2150-4409
Total 27050 CITY OF MONTICELLO:					832.00	
FIRE SAFETY USA, INC.						
101						
199495	1	RESCUE GLOVES	Invoice	03/27/2025	274.75	101-4-2320-4219
Total 18749 FIRE SAFETY USA, INC.:					274.75	
HUBBARD ELECTRIC						
101						
20250328-6459	1	ELECTRICAL SVCS-18300 TROTT BR	Invoice	03/28/2025	2,728.75	101-4-5110-4409
Total 13803 HUBBARD ELECTRIC:					2,728.75	
JOE AUDETTE						
603						
4-1-25 JA	1	REIMB PHONE JAN-MAR AUDETTE	Invoice	04/01/2025	45.00	603-4-9152-4321
603						
4-1-25 JA	2	REIMB PHONE JAN-MAR AUDETTE	Invoice	04/01/2025	45.00	603-4-9112-4321
Total 13911 JOE AUDETTE:					90.00	
M M B A						
603						
4-26-25 BG	1	MMBA CONF-ALL INCLUSIVE-BREND	Invoice	03/27/2025	769.00	603-4-9152-4331
603						
4-26-25 JA	1	MMBA CONF-ALL INCLUSIVE-JOE A	Invoice	03/27/2025	384.50	603-4-9112-4331
603						
4-26-25 JA	2	MMBA CONF-ALL INCLUSIVE-JOE A	Invoice	03/27/2025	384.50	603-4-9152-4331
603						
4-26-25 MK	1	MMBA CONF-ALL INCLUSIVE-MEGAN	Invoice	03/27/2025	769.00	603-4-9112-4331
Total 24366 M M B A:					2,307.00	
NCL OF WISCONSIN INC						
602						
517374	1	BUFFER SOLUTIONS	Invoice	03/21/2025	425.92	602-4-9020-4219

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 27480 NCL OF WISCONSIN INC:					425.92	
O'REILLY AUTOMOTIVE, INC						
211						
32825	1	SUPPLIES	Invoice	03/28/2025	10.99	211-4-5600-4219
602						
32825	2	SUPPLIES	Invoice	03/28/2025	16.18	602-4-9020-4219
101						
32825	3	PARTS	Invoice	03/28/2025	26.80	101-4-2320-4221
101						
32825	4	EQUIPMENT REPAIR/MAINT SERVIC	Invoice	03/28/2025	113.97	101-4-2410-4404
101						
32825	5	SUPPLIES	Invoice	03/28/2025	116.41	101-4-3150-4219
101						
32825	6	PARTS	Invoice	03/28/2025	184.42	101-4-2120-4221
101						
32825	7	PARTS	Invoice	03/28/2025	252.21	101-4-3150-4221
101						
32825	8	PARTS	Invoice	03/28/2025	281.14	101-4-3120-4221
101						
32825	9	PARTS	Invoice	03/28/2025	187.68	101-4-5110-4221
Total 28937 O'REILLY AUTOMOTIVE, INC:					1,189.80	
POSTMASTER						
101						
ECM City of Elk River	1	EXPO POSTCARD POSTAGE	Invoice	04/01/2025	2,411.70	101-4-2310-4322
Total 30000 POSTMASTER:					2,411.70	
PRINCETON RENTAL INC						
101						
1-570635 CREDIT	1	SUPPLIES CREDIT	Invoice	03/13/2025	17.98-	101-4-3120-4219
101						
1-570815	1	SUPPLIES	Invoice	03/27/2025	55.33	101-4-3120-4219
101						
1-571519	1	SUPPLIES	Invoice	03/31/2025	111.57	101-4-3120-4219
Total 10469 PRINCETON RENTAL INC:					148.92	
RMB ENVIRONMENTAL LAB INC						
602						
E000561	1	WATER TESTING	Invoice	03/29/2025	1,375.00	602-4-9020-4319
Total 14972 RMB ENVIRONMENTAL LAB INC:					1,375.00	
STEP SAVER INC						
101						
182407	1	BULK SALT - PUBLIC WORKS	Invoice	03/26/2025	39.00	101-4-3120-4219
101						
182409	1	BULK SALT-POLICE DEPT	Invoice	03/26/2025	181.50	101-4-2190-4219
Total 13048 STEP SAVER INC:					220.50	
TAHO SPORTSWEAR, INC.						

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
25TS00987	1	STAFF GEAR - DRAPER	Invoice	03/31/2025	118.95	101-4-5510-4219
Total 33816 TAHO SPORTSWEAR, INC.:					118.95	
TWIN CITY FILTER SERVICE						
221						
769351-IN	1	FILTERS FOR HVAC UNITS	Invoice	12/10/2024	904.12	221-4-5400-4219
Total 34920 TWIN CITY FILTER SERVICE:					904.12	
WALMAN OPTICAL						
602						
574861-1	1	SAFETY GLASSES-K BEADLES	Invoice	03/26/2025	273.00	602-4-9020-4219
Total 35960 WALMAN OPTICAL:					273.00	
WINE MERCHANTS						
603						
7511923	1	WINE	Invoice	03/19/2025	584.00	603-4-9111-4253
603						
7511923	2	FREIGHT	Invoice	03/19/2025	3.44	603-4-9111-4332
603						
7511924	1	WINE	Invoice	03/19/2025	1,632.00	603-4-9151-4253
603						
7511924	2	FREIGHT	Invoice	03/19/2025	22.36	603-4-9151-4332
603						
7512754	1	WINE	Invoice	03/26/2025	808.00	603-4-9151-4253
603						
7512754	2	FREIGHT	Invoice	03/26/2025	13.76	603-4-9151-4332
603						
757869	1	WINE CREDIT	Invoice	02/27/2025	44.50-	603-4-9151-4253
603						
757954	1	WINE CREDIT	Invoice	03/06/2025	33.34-	603-4-9151-4253
603						
757996	1	WINE CREDIT	Invoice	03/11/2025	288.00-	603-4-9111-4253
603						
758088	1	WINE CREDIT	Invoice	03/20/2025	172.50-	603-4-9151-4253
603						
758088	2	FREIGHT CREDIT	Invoice	03/20/2025	1.43-	603-4-9151-4332
Total 36425 WINE MERCHANTS:					2,523.79	
WORLD CLASS AUTO BODY INC						
291						
61796	1	REPAIRS VEHICLE #124 - CLAIM CA4	Invoice	03/19/2025	7,060.72	291-4-7000-4404
Total 36550 WORLD CLASS AUTO BODY INC:					7,060.72	
ZEP SALES & SERVICE						
101						
9010994540	1	SHOP SUPPLIES	Invoice	03/26/2025	408.21	101-4-3150-4219
Total 36825 ZEP SALES & SERVICE:					408.21	
ABRA AUTO BODY & GLASS						

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
111198	1	WINDOW REPAIR #248	Invoice	03/20/2025	272.15	101-4-3120-4404
Total 10240 ABRA AUTO BODY & GLASS:					272.15	
ADVANCE AUTO PARTS						
101						
6313508068868	1	PARTS #731	Invoice	03/21/2025	28.88	101-4-5110-4221
Total 10168 ADVANCE AUTO PARTS:					28.88	
ADVANCED ENGINEERING AND						
406						
101247	1	NE SEWER/WATER SUB STUDY-FEB	Invoice	03/11/2025	4,035.00	406-4-8010-4319
Total 14907 ADVANCED ENGINEERING AND:					4,035.00	
AID ELECTRIC CORPORATION						
221						
81936	1	ELECTRICAL REPAIRS - EMERGENC	Invoice	03/10/2025	1,457.90	221-4-5400-4401
101						
81988	1	ELECTRICAL REPAIRS - COUNCIL C	Invoice	03/13/2025	204.11	101-4-1600-4401
101						
81992	1	ADD RECEPTACLE TO WORK OUT R	Invoice	03/13/2025	271.54	101-4-1600-4401
101						
81993	1	ADD THERMOSTAT	Invoice	03/13/2025	395.41	101-4-1600-4401
101						
81994	1	TROUBLE SHOOT HEATER	Invoice	03/13/2025	142.00	101-4-2310-4401
101						
81995	1	TROUBLE SHOOT GFI	Invoice	03/13/2025	162.00	101-4-5110-4401
101						
81996	1	INSTALL TWO UNIT HEATERS	Invoice	03/13/2025	4,250.00	101-4-1600-4401
101						
82126	1	ADD ELECTRONIC HEATER IN BOILE	Invoice	03/26/2025	3,110.00	101-4-1600-4401
Total 10373 AID ELECTRIC CORPORATION:					9,992.96	
ALEXANDRA HUMPHREY						
101						
84447121	1	RESERVATION REFUND - RIVERS E	Invoice	03/26/2025	401.81	101-3-0000-3472
Total 52363 ALEXANDRA HUMPHREY:					401.81	
AMAZON CAPITAL SERVICES						
101						
1199-LVXN-373M	1	RANGE SUPPLIES	Invoice	03/24/2025	50.99	101-4-2120-4219
101						
16VV-6KFR-V1WP	1	CSO SUPPLIES	Invoice	03/19/2025	16.95	101-4-2150-4219
101						
16VY-99XJ-GGNV	1	SUPPLIES	Invoice	03/25/2025	559.80	101-4-2320-4219
602						
174Y-16Q6-THH6	1	RETURN AIR FILTER	Invoice	03/14/2025	115.25-	602-4-9020-4219
602						
17D6-RFQK-FGPW	1	SUPPLIES	Invoice	03/17/2025	69.17	602-4-9020-4219
101						
19J4-3NJ9-Q7PY	1	WIRELESS HEADSET	Invoice	03/13/2025	141.26	101-4-1350-4219

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
19MH-KGNK-QF34	1	RANGE SUPPLIES	Invoice	03/22/2025	426.02	101-4-2120-4219
101						
19R3-7DPQ-KP3Q	1	SHOP SUPPLIES	Invoice	03/25/2025	9.98	101-4-3150-4219
101						
1CQ1-44QN-MPFH	1	PHONE CASES/SCREEN PROTECTO	Invoice	03/25/2025	75.90	101-4-2310-4219
602						
1CQQ-JWF3-V6WJ	1	SUPPLIES	Invoice	03/13/2025	25.26	602-4-9020-4219
602						
1F17-P73H-JRG3	1	PORTABLE PAINT BOOTH	Invoice	03/25/2025	51.29	602-4-9020-4219
221						
1GNP-YQF7-4G99	1	BANNER HOOKS	Invoice	03/20/2025	26.81	221-4-5400-4219
602						
1HWL-GCGQ-H74N	1	FACE SHIELDS	Invoice	03/31/2025	235.99	602-4-9020-4219
101						
1JD7-R1PT-D9XH	1	SHOES - DICKINSON	Invoice	03/27/2025	103.99	101-4-2310-4217
101						
1LN9-9QDN-63L9	1	CABLES	Invoice	03/14/2025	15.98	101-4-1350-4219
603						
1LNG-D94F-T1DD	1	SUPPLIES	Invoice	03/19/2025	597.97	603-4-9152-4219
221						
1N49-W7MV-J4RJ	1	WRISTBANDS	Invoice	03/27/2025	88.90	221-4-5400-4219
221						
1N49-W7MV-J4RJ	2	FRAMES FOR LOUNGE	Invoice	03/27/2025	31.51	221-4-5430-4219
101						
1NMF-X7GF-WDC6	1	LOCKBOX	Invoice	03/19/2025	73.58	101-4-5110-4219
602						
1P4K-JJVL-63D7	1	SUPPLIES	Invoice	03/14/2025	479.63	602-4-9020-4219
101						
1PLH-4VKV-FXVN	1	SUPPLIES - BACKUP CAMERA	Invoice	03/31/2025	96.98	101-4-2410-4219
101						
1Q4X-KQYQ-W36Q	1	YEALINK T33G IP PHONES	Invoice	03/19/2025	270.80	101-4-1350-4219
602						
1Q4X-KQYQ-XY6Q	1	SUPPLIES - FURNACE FILTER	Invoice	03/19/2025	96.88	602-4-9020-4219
101						
1R9G-TV9W-F6QJ	1	PROGRAM SUPPLIES - CARDS	Invoice	03/31/2025	35.00	101-4-5510-4219
101						
1T4J-JXF7-7PH4	1	BEAN BAGS - LEAGUE	Invoice	03/20/2025	307.86	101-4-5220-4219
602						
1VHK-XDWR-TPH1	1	INLINE FILTERS	Invoice	03/26/2025	684.98	602-4-9020-4219
101						
1WFW-WX44-HKGL	1	SCREEN PROTECTOR	Invoice	03/12/2025	11.87	101-4-1350-4219
101						
1X1P-3Q93-Y7K1	1	GLOW STICKS - ELK RIVERFEST	Invoice	03/14/2025	119.98	101-4-1110-4409
101						
1Y1R-J3RL-M7RF	1	COFFEE	Invoice	03/31/2025	97.40	101-4-1600-4219
Total 13706 AMAZON CAPITAL SERVICES:					4,687.48	
ASSA ABLOY						
603						
SEI 1843659	1	FRONT DOOR REPAIRS	Invoice	03/17/2025	350.87	603-4-9112-4404
Total 14628 ASSA ABLOY:					350.87	
ATT LLC						

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
S28755	1	CO-ED WINNER SHIRTS	Invoice	04/01/2025	128.00	101-4-5220-4219
Total 15332 ATT LLC:					128.00	
AUTOMATIC SYSTEMS CO.						
602						
43167	1	SAND FILTER REPAIRS	Invoice	03/28/2025	556.25	602-4-9020-4404
Total 10828 AUTOMATIC SYSTEMS CO.:					556.25	
BARRINGTON OAKS VET HOSP						
101						
413768	1	DUKE VET BILL	Invoice	03/12/2025	468.13	101-4-2120-4219
101						
414588	1	DUKE VET BILL	Invoice	03/26/2025	327.36	101-4-2120-4219
Total 11450 BARRINGTON OAKS VET HOSP:					795.49	
BEAUDRY OIL CO						
101						
2914022	1	DEF	Invoice	03/10/2025	689.18	101-4-3150-4212
101						
2919249	1	SUPPLIES - CLEANER DEGREASER	Invoice	03/19/2025	547.70	101-4-3150-4212
Total 11663 BEAUDRY OIL CO:					1,236.88	
BELLBOY CORPORATION						
603						
207246200	1	LIQUOR	Invoice	04/01/2025	523.66	603-4-9111-4251
603						
207246200	2	FREIGHT	Invoice	04/01/2025	13.50	603-4-9111-4332
Total 11800 BELLBOY CORPORATION:					537.16	
BERGANKDV, LTD.						
101						
1253534	1	AUDIT SERVICES	Invoice	03/31/2025	8,000.00	101-4-1310-4301
602						
1253534	2	AUDIT SERVICES	Invoice	03/31/2025	2,400.00	602-4-9010-4301
603						
1253534	3	AUDIT SERVICES	Invoice	03/31/2025	2,000.00	603-4-9112-4301
603						
1253534	4	AUDIT SERVICES	Invoice	03/31/2025	2,000.00	603-4-9152-4301
605						
1253534	5	AUDIT SERVICES	Invoice	03/31/2025	800.00	605-4-9210-4301
607						
1253534	6	AUDIT SERVICES	Invoice	03/31/2025	800.00	607-4-9310-4301
Total 14652 BERGANKDV, LTD.:					16,000.00	
BERNICK'S						
603						
10333581	1	POP/MISC	Invoice	03/19/2025	170.86	603-4-9111-4255
603						
10333582	1	THC PRODUCTS	Invoice	03/19/2025	385.00	603-4-9111-4256

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
10333583	1	BEER	Invoice	03/19/2025	1,572.00	603-4-9111-4252
603						
10333584	1	THC PRODUCTS	Invoice	03/19/2025	210.00	603-4-9151-4256
603						
10333585	1	BEER	Invoice	03/19/2025	1,372.60	603-4-9151-4252
603						
10335985	1	POP/MISC	Invoice	03/26/2025	138.82	603-4-9111-4255
603						
10335986	1	THC PRODUCTS	Invoice	03/26/2025	360.00	603-4-9111-4256
603						
10335987	1	BEER	Invoice	03/26/2025	1,050.30	603-4-9111-4252
603						
10335988	1	THC PRODUCTS	Invoice	03/26/2025	250.00	603-4-9111-4256
603						
10335989	1	POP/MISC	Invoice	03/26/2025	188.62	603-4-9151-4255
603						
10335990	1	BEER	Invoice	03/26/2025	1,303.75	603-4-9151-4252
603						
10335991	1	THC PRODUCTS	Invoice	03/26/2025	250.00	603-4-9151-4256
221						
169479	1	CONCESSIONS - POP/MISC BEVERA	Invoice	03/17/2025	237.72	221-4-5430-4259
Total 11950 BERNICK'S:					7,489.67	
BERRY COFFEE COMPANY						
101						
1052319	1	COFFEE	Invoice	03/31/2025	276.81	101-4-5510-4219
101						
1052830	1	COFFEE	Invoice	03/31/2025	347.70	101-4-2190-4219
101						
1052873	1	COFFEE - CITY HALL	Invoice	03/31/2025	135.71	101-4-1600-4219
Total 11959 BERRY COFFEE COMPANY:					760.22	
BLACKHAWK PEST CONTROL, LLC						
101						
50506	1	PEST CONTROL - CITY HALL	Invoice	03/24/2025	125.00	101-4-1600-4401
101						
50507	1	PEST CONTROL-FS 3	Invoice	03/24/2025	52.50	101-4-2310-4401
101						
50508	1	PEST CONTROL- PW	Invoice	03/24/2025	110.00	101-4-3120-4401
603						
50509	1	PEST CONTROL-WB	Invoice	03/24/2025	55.56	603-4-9152-4404
Total 14717 BLACKHAWK PEST CONTROL, LLC:					343.06	
BLAINE LOCK & SAFE, INC						
101						
40498	1	LOCK REPAIRS AT LIONS	Invoice	03/26/2025	534.25	101-4-5110-4219
Total 12256 BLAINE LOCK & SAFE, INC:					534.25	
BOLTON & MENK, INC						
401						
358282	1	2025 STREET IMPROVEMENTS	Invoice	03/10/2025	3,501.50	401-4-8080-4303

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
403						
358284	1	LINE AVE CUL-DE-SAC	Invoice	03/10/2025	7,566.00	403-4-8440-4303
406						
358286	1	MEADOWWOODS VILLAGE - SEWER	Invoice	03/12/2025	12,224.00	406-4-8050-4303
225						
358287	1	MEGA LOOP TRAIL IMPROVEMENTS	Invoice	03/10/2025	752.50	225-4-8546-4303
403						
358288	1	YALE STREET EXTENSION	Invoice	03/10/2025	20,085.00	403-4-8440-4303
Total 11019 BOLTON & MENK, INC:					44,129.00	
BOURGET IMPORTS LLC						
603						
215919	1	WINE	Invoice	03/26/2025	664.00	603-4-9151-4253
603						
215919	2	FREIGHT	Invoice	03/26/2025	22.50	603-4-9151-4332
603						
215931	1	WINE	Invoice	03/26/2025	552.00	603-4-9111-4253
603						
215931	2	FREIGHT	Invoice	03/26/2025	18.00	603-4-9111-4332
Total 14411 BOURGET IMPORTS LLC:					1,256.50	
BREAKTHRU BEVERAGE MINNESOTA						
603						
120570834	1	BEER	Invoice	03/20/2025	114.00	603-4-9151-4252
603						
120570835	1	BEER	Invoice	03/20/2025	142.50	603-4-9151-4252
603						
120572557	1	POP/MISC	Invoice	03/20/2025	153.88	603-4-9151-4255
603						
120572558	1	LIQUOR	Invoice	03/20/2025	2,280.20	603-4-9151-4251
603						
120684579	1	LIQUOR	Invoice	03/27/2025	9,946.48	603-4-9151-4251
603						
120684579	2	FREIGHT	Invoice	03/27/2025	101.61	603-4-9151-4332
603						
120684580	1	LIQUOR	Invoice	03/27/2025	.05	603-4-9151-4251
603						
120684580	2	FREIGHT	Invoice	03/27/2025	7.25	603-4-9151-4332
603						
413373871	1	LIQUOR CREDIT	Invoice	03/24/2025	975.00-	603-4-9151-4251
603						
413373871	2	FREIGHT CREDIT	Invoice	03/24/2025	21.75-	603-4-9151-4332
Total 8002 BREAKTHRU BEVERAGE MINNESOTA:					11,749.22	
603						
120572655	1	LIQUOR	Invoice	03/20/2025	2,465.35	603-4-9111-4251
603						
120572656	1	WINE	Invoice	03/20/2025	464.00	603-4-9111-4253
603						
120683912	1	BEER	Invoice	03/27/2025	53.10	603-4-9111-4252
603						
120684693	1	LIQUOR	Invoice	03/27/2025	510.33	603-4-9111-4251
603						
120684693	2	FREIGHT	Invoice	03/27/2025	2.89	603-4-9111-4332

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
120684694	1	LIQUOR	Invoice	03/27/2025	2,415.57	603-4-9111-4251
603						
120684694	2	FREIGHT	Invoice	03/27/2025	34.80	603-4-9111-4332
603						
120684695	1	POP/MISC	Invoice	03/27/2025	60.00	603-4-9111-4255
603						
120684695	2	FREIGHT	Invoice	03/27/2025	1.45	603-4-9111-4332
603						
120684696	1	WINE	Invoice	03/27/2025	1,040.00	603-4-9111-4253
603						
120684696	2	FREIGHT	Invoice	03/27/2025	15.95	603-4-9111-4332
603						
120684697	1	WINE	Invoice	03/27/2025	559.20	603-4-9111-4253
603						
120684697	2	FREIGHT	Invoice	03/27/2025	7.26	603-4-9111-4332
603						
413373885	1	LIQUOR CREDIT	Invoice	03/24/2025	65.00-	603-4-9111-4251
603						
413373885	2	FREIGHT CREDIT	Invoice	03/24/2025	1.45-	603-4-9111-4332
Total 12893 BREAKTHRU BEVERAGE MINNESOTA:					7,563.45	
BRONSON GALLATI						
410						
3-18-25 TF	1	NEW SQUAD TINT - 603, 613, 616	Invoice	03/25/2025	870.00	410-4-2110-4560
Total 15306 BRONSON GALLATI:					870.00	
C & L DISTRIBUTING CO						
603						
2069430	1	BEER CREDIT	Invoice	03/12/2025	49.20-	603-4-9151-4252
603						
2069528	1	WINE	Invoice	03/12/2025	197.40	603-4-9151-4253
603						
2069529	1	BEER	Invoice	03/12/2025	8,679.75	603-4-9151-4252
603						
2069529	2	POP/MISC CREDIT	Invoice	03/12/2025	10.00-	603-4-9151-4255
603						
2069529	3	THC PRODUCTS	Invoice	03/12/2025	75.00	603-4-9151-4256
603						
2070800	1	BEER	Invoice	03/12/2025	374.40	603-4-9151-4252
603						
2073059	1	BEER	Invoice	03/19/2025	3,988.10	603-4-9151-4252
603						
2073462	1	LIQUOR	Invoice	03/19/2025	240.80	603-4-9151-4251
603						
2076375	1	BEER	Invoice	03/26/2025	3,417.35	603-4-9151-4252
603						
2076375	2	POP/MISC	Invoice	03/26/2025	30.00	603-4-9151-4255
603						
2076375	3	THC PRODUCTS	Invoice	03/26/2025	255.25	603-4-9151-4256
603						
2077853	1	LIQUOR	Invoice	03/26/2025	996.50	603-4-9151-4251
603						
2077883	1	LIQUOR CREDIT	Invoice	03/26/2025	420.00-	603-4-9151-4251

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 8003 C & L DISTRIBUTING CO:					17,775.35	
603						
1839001258	1	BEER CREDIT	Invoice	03/19/2025	27.55-	603-4-9111-4252
603						
2070321	1	BEER	Invoice	03/12/2025	5,951.62	603-4-9111-4252
603						
2070755	1	BEER CREDIT	Invoice	03/12/2025	121.80-	603-4-9111-4252
603						
2070756	1	LIQUOR	Invoice	03/12/2025	386.57	603-4-9111-4251
603						
2071862	1	BEER	Invoice	03/17/2025	5,500.80	603-4-9111-4252
603						
2074360	1	THC PRODUCTS	Invoice	03/19/2025	596.00	603-4-9111-4256
603						
2074361	1	WINE	Invoice	03/19/2025	623.60	603-4-9111-4253
603						
2074361	2	LIQUOR	Invoice	03/19/2025	28.85	603-4-9111-4251
603						
2074362	1	BEER	Invoice	03/19/2025	4,978.21	603-4-9111-4252
603						
2075424	1	BEER	Invoice	03/24/2025	2,438.41	603-4-9111-4252
603						
2075978	1	WINE	Invoice	03/24/2025	56.40	603-4-9111-4253
603						
2077810	1	LIQUOR	Invoice	03/26/2025	1,091.50	603-4-9111-4251
603						
2077811	1	BEER	Invoice	03/26/2025	4,194.50	603-4-9111-4252
603						
2077886	1	LIQUOR	Invoice	03/26/2025	108.00	603-4-9111-4251
603						
2078990	1	BEER	Invoice	03/31/2025	4,118.10	603-4-9111-4252
603						
2616000675	1	LIQUOR CREDIT	Invoice	03/24/2025	9.00-	603-4-9111-4251
603						
2616000675	2	WINE CREDIT	Invoice	03/24/2025	2.28-	603-4-9111-4253
603						
2616000676	1	BEER CREDIT	Invoice	03/24/2025	115.20-	603-4-9111-4252
Total 13375 C & L DISTRIBUTING CO:					29,796.73	
CAPITAL ONE TRADE CREDIT						
602						
102920 3/24/25	1	SUPPLIES	Invoice	03/24/2025	301.96	602-4-9020-4219
Total 11772 CAPITAL ONE TRADE CREDIT:					301.96	
CENTERPOINT ENERGY						
101						
14577-3 FEB 25	1	NATURAL GAS	Invoice	03/27/2025	36.24	101-4-1600-4389
101						
14577-3 FEB 25	2	NATURAL GAS	Invoice	03/27/2025	3,652.75	101-4-2190-4389
603						
14577-3 FEB 25	3	NATURAL GAS	Invoice	03/27/2025	784.68	603-4-9152-4389
101						
14577-3 FEB 25	4	NATURAL GAS	Invoice	03/27/2025	1,957.10	101-4-2310-4389

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
602						
14577-3 FEB 25	5	NATURAL GAS	Invoice	03/27/2025	4,137.28	602-4-9020-4389
221						
14577-3 FEB 25	6	NATURAL GAS	Invoice	03/27/2025	10,514.77	221-4-5400-4389
603						
14577-3 FEB 25	7	NATURAL GAS	Invoice	03/27/2025	1,172.62	603-4-9112-4389
Total 13845 CENTERPOINT ENERGY:					22,255.44	
CINTAS CORPORATION LOC 470						
602						
4223899327	1	UNIFORMS RENTAL/CLEANING	Invoice	03/12/2025	149.65	602-4-9020-4417
603						
4224174648	1	MATS, TOWELS, SCRAPERS, MOPS	Invoice	03/14/2025	70.49	603-4-9112-4404
603						
4224174918	1	MATS, TOWELS, SCRAPERS, MOPS	Invoice	03/14/2025	56.35	603-4-9152-4404
602						
4224605106	1	UNIFORMS RENTAL/CLEANING	Invoice	03/20/2025	159.82	602-4-9020-4417
603						
4224917519	1	MATS, TOWELS, SCRAPERS, MOPS	Invoice	03/21/2025	70.49	603-4-9112-4404
603						
4224917645	1	MATS, TOWELS, SCRAPERS, MOPS	Invoice	03/21/2025	47.35	603-4-9152-4404
602						
4225320206	1	UNIFORMS RENTAL/CLEANING	Invoice	03/26/2025	149.65	602-4-9020-4417
603						
4225652361	1	MATS, TOWELS, SCRAPERS, MOPS	Invoice	03/28/2025	43.67	603-4-9112-4404
603						
4225652544	1	MATS, TOWELS, SCRAPERS, MOPS	Invoice	03/28/2025	47.35	603-4-9152-4404
Total 14080 CINTAS CORPORATION LOC 470:					794.82	
COLLINS BROTHERS TOWING						
101						
119770	1	TRANSPORT SHED	Invoice	03/17/2025	150.00	101-4-5110-4409
Total 14425 COLLINS BROTHERS TOWING:					150.00	
CONTINENTAL RESEARCH CORP						
602						
61576	1	SUPPLIES	Invoice	03/13/2025	795.00	602-4-9020-4219
602						
61755	1	SUPPLIES	Invoice	03/20/2025	248.00	602-4-9020-4219
Total 14946 CONTINENTAL RESEARCH CORP:					1,043.00	
CUB FOODS						
221						
104304115259	1	CONCESSIONS BEVERAGES	Invoice	03/14/2025	63.92	221-4-5430-4259
101						
104351112224	1	PROGRAM SUPPLIES	Invoice	03/13/2025	129.29	101-4-5510-4219
Total 15550 CUB FOODS:					193.21	
DACOTAH PAPER CO						
211						
15329	1	CLEANING SUPPLIES	Invoice	04/02/2025	219.79	211-4-5600-4219

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
15330	1	CLEANING SUPPLIES	Invoice	04/01/2025	169.52	101-4-2190-4219
Total 15887 DACOTAH PAPER CO:					389.31	
DAHLHEIMER BEVERAGE, LLC						
603						
2404300	1	BEER CREDIT	Invoice	02/19/2025	51.20-	603-4-9151-4252
603						
2420450	1	BEER	Invoice	03/13/2025	108.00	603-4-9151-4252
603						
2420451	1	LIQUOR	Invoice	03/13/2025	270.00	603-4-9151-4251
603						
2420452	1	BEER	Invoice	03/13/2025	3,485.85	603-4-9151-4252
603						
2421814	1	BEER CREDIT	Invoice	03/13/2025	11.20-	603-4-9151-4252
603						
2421981	1	BEER	Invoice	03/17/2025	55.20	603-4-9151-4252
603						
2421982	1	BEER	Invoice	03/17/2025	6,477.80	603-4-9151-4252
603						
2422162	1	BEER CREDIT	Invoice	03/17/2025	12.80-	603-4-9151-4252
603						
2422163	1	BEER CREDIT	Invoice	03/17/2025	92.25-	603-4-9151-4252
603						
2422187	1	LIQUOR	Invoice	03/17/2025	400.75	603-4-9151-4251
603						
2425830	1	BEER	Invoice	03/20/2025	4,159.10	603-4-9151-4252
603						
2427588	1	BEER	Invoice	03/24/2025	7,233.20	603-4-9151-4252
603						
2428095	1	BEER CREDIT	Invoice	03/21/2025	46.80-	603-4-9151-4252
603						
2428103	1	THC PRODUCTS	Invoice	03/24/2025	96.00	603-4-9151-4256
603						
2430939	1	POP/MISC	Invoice	03/27/2025	25.00	603-4-9151-4255
603						
2430940	1	THC PRODUCTS	Invoice	03/27/2025	87.00	603-4-9151-4256
603						
2430941	1	BEER	Invoice	03/27/2025	4,903.35	603-4-9151-4252
603						
2431005	1	LIQUOR	Invoice	03/27/2025	5,314.60	603-4-9151-4251
603						
2432609	1	BEER CREDIT	Invoice	03/27/2025	68.00-	603-4-9151-4252
603						
2433006	1	BEER	Invoice	03/31/2025	57.50	603-4-9151-4252
603						
2433007	1	LIQUOR CREDIT	Invoice	03/31/2025	18.00-	603-4-9151-4251
603						
2433008	1	BEER	Invoice	03/31/2025	5,211.70	603-4-9151-4252
603						
2433440	1	BEER CREDIT	Invoice	03/28/2025	29.00-	603-4-9151-4252
603						
2433451	1	LIQUOR CREDIT	Invoice	03/28/2025	27.75-	603-4-9151-4251
603						
976-00163	1	BEER CREDIT	Invoice	03/24/2025	30.00-	603-4-9151-4252

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 8005 DAHLHEIMER BEVERAGE, LLC:					37,498.05	
221						
2420730	1	BEER	Invoice	03/13/2025	870.30	221-4-5430-4252
221						
2420730	2	LIQUOR	Invoice	03/13/2025	72.00	221-4-5430-4251
221						
2422812	1	LIQUOR	Invoice	03/14/2025	838.80	221-4-5430-4251
221						
2430934	1	BEER	Invoice	03/27/2025	215.50	221-4-5430-4252
221						
2430934	2	LIQUOR	Invoice	03/27/2025	151.65	221-4-5430-4251
221						
2431769	1	LIQUOR	Invoice	03/27/2025	504.60	221-4-5430-4251
221						
2431769	2	BEER	Invoice	03/27/2025	24.60	221-4-5430-4252
Total 15366 DAHLHEIMER BEVERAGE, LLC:					2,677.45	
603						
2420545	1	THC PRODUCTS	Invoice	03/13/2025	87.00	603-4-9111-4256
603						
2420546	1	BEER	Invoice	03/13/2025	5,031.65	603-4-9111-4252
603						
2421813	1	BEER CREDIT	Invoice	03/13/2025	8.00-	603-4-9111-4252
603						
2422049	1	THC PRODUCTS	Invoice	03/17/2025	174.00	603-4-9111-4256
603						
2422050	1	BEER	Invoice	03/17/2025	13,444.80	603-4-9111-4252
603						
2425832	1	BEER	Invoice	03/20/2025	10,822.00	603-4-9111-4252
603						
2425847	1	THC PRODUCTS	Invoice	03/20/2025	83.00	603-4-9111-4256
603						
2425848	1	BEER	Invoice	03/20/2025	57.60	603-4-9111-4252
603						
2425848	2	LIQUOR	Invoice	03/20/2025	52.60	603-4-9111-4251
603						
2427566	1	THC PRODUCTS CREDIT	Invoice	03/24/2025	13.21-	603-4-9111-4256
603						
2427567	1	BEER	Invoice	03/24/2025	25,285.70	603-4-9111-4252
603						
2430902	1	THC PRODUCTS	Invoice	03/27/2025	83.00	603-4-9111-4256
603						
2430903	1	BEER	Invoice	03/27/2025	9,460.45	603-4-9111-4252
603						
2431742	1	LIQUOR CREDIT	Invoice	03/26/2025	217.00-	603-4-9111-4251
603						
2432878	1	BEER CREDIT	Invoice	03/28/2025	24.75-	603-4-9111-4252
603						
2432926	1	THC PRODUCTS CREDIT	Invoice	03/31/2025	13.92-	603-4-9111-4256
603						
2432927	1	BEER	Invoice	03/31/2025	235.93	603-4-9111-4252
603						
2432928	1	BEER	Invoice	03/31/2025	17,231.45	603-4-9111-4252

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 15900 DAHLHEIMER BEVERAGE, LLC:					81,772.30	
DANGEROUS MAN BREWING CO LLC						
603						
IN-7350	1	BEER	Invoice	03/26/2025	235.00	603-4-9111-4252
Total 52264 DANGEROUS MAN BREWING CO LLC:					235.00	
DAVID BRUNEAU						
221						
84397767	1	REFUND-DAMAGE DEP	Invoice	03/25/2025	100.00	221-3-0000-3475
Total 52362 DAVID BRUNEAU:					100.00	
E C M PUBLISHERS INC						
101						
1039918	1	PH NOTICE - KWIK TRIP EV	Invoice	03/15/2025	395.60	101-4-1510-4359
101						
1039919	1	PH NOTICE - RIDGEWOOD HILLS 2N	Invoice	03/15/2025	146.20	101-4-1510-4359
101						
1039920	1	PH NOTICE - ELK HILLS 2ND	Invoice	03/15/2025	103.20	101-4-1510-4359
101						
1040090	1	JOB POSTING	Invoice	03/16/2025	64.40	101-4-1350-4219
603						
1040091	1	CANNABIS MGR JOB AD	Invoice	03/16/2025	67.40	603-4-9112-4219
602						
1040092	1	WW SEASONAL LABORER JOB AD	Invoice	03/16/2025	70.40	602-4-9020-4219
101						
1040888	1	PH NOTICE - SUMMARY PUB TRACT	Invoice	03/22/2025	146.20	101-4-1510-4359
101						
1041543	1	BUSINESS CARDS - GARCIA	Invoice	03/27/2025	37.00	101-4-2110-4201
221						
1041835	1	PUBLISHED PUBLIC NOTICE OF SPE	Invoice	03/29/2025	114.60	221-4-5400-4359
Total 17000 E C M PUBLISHERS INC:					1,145.00	
ELK RIVER MUNICIPAL UTILITIES						
221						
3-20-25 ERMU	1	WATER/ELECTRIC/SWR/STM WTR	Invoice	03/20/2025	25,765.96	221-4-5400-4389
101						
3-20-25 ERMU	2	WATER/ELECTRIC/SWR/STM WTR	Invoice	03/20/2025	3,637.27	101-4-3120-4389
101						
3-20-25 ERMU	3	WATER/ELECTRIC	Invoice	03/20/2025	449.73	101-4-5110-4389
602						
3-20-25 ERMU	4	ELECTRIC	Invoice	03/20/2025	1,051.85	602-4-9050-4389
101						
3-20-25 ERMU	5	ELECTRIC	Invoice	03/20/2025	289.32	101-4-2330-4389
101						
3-20-25 ERMU	6	ELECTRIC	Invoice	03/20/2025	64.26	101-4-2190-4389
101						
3-20-25 ERMU	7	ELECTRIC	Invoice	03/20/2025	36.22	101-4-5110-4389
603						
3-27-25 ERMU	1	WATER/ELECTRIC	Invoice	03/27/2025	2,119.00	603-4-9112-4389
101						
3-27-25 ERMU	2	WATER/ELECTRIC	Invoice	03/27/2025	463.72	101-4-5110-4389

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
602						
3-27-25 ERMU	3	ELECTRIC	Invoice	03/27/2025	680.96	602-4-9050-4389
101						
3-27-25 ERMU	4	ELECTRIC	Invoice	03/27/2025	170.23	101-4-2330-4389
101						
3-27-25 ERMU	5	ELECTRIC	Invoice	03/27/2025	1,200.33	101-4-2310-4389
Total 17700 ELK RIVER MUNICIPAL UTILITIES:					35,928.85	
605						
2322	1	ADDL BILLING SVCS - JAN 25	Invoice	01/31/2025	1,000.00	605-4-9210-4319
101						
2342	1	REPAIR TO STREET LIGHT	Invoice	03/26/2025	2,593.49	101-4-3120-4409
Total 17701 ELK RIVER MUNICIPAL UTILITIES:					3,593.49	
ERIK SILJANDER						
101						
3-26-25 ES	1	REIMB PER DIEM-SILJANDER/CDL	Invoice	03/26/2025	288.00	101-4-3120-4331
101						
3-26-25 ES	2	REIMB LODGING-SILJANDER/CDL	Invoice	03/26/2025	435.12	101-4-3120-4331
101						
3-26-25 ES	3	REIMB DRUG TEST-SILJANDER/CDL	Invoice	03/26/2025	91.25	101-4-3120-4331
Total 52360 ERIK SILJANDER:					814.37	
FACTORY MOTOR PARTS CO						
101						
1-10563388	1	AIR FILTER #425	Invoice	03/17/2025	268.10	101-4-2320-4221
101						
128-Z17728	1	PARTS - #401 & #411	Invoice	03/19/2025	259.72	101-4-2320-4221
101						
128-Z17728	2	PARTS - #611	Invoice	03/19/2025	122.22	101-4-2120-4221
101						
6-1693112	1	PARTS #971	Invoice	03/20/2025	39.84	101-4-3150-4221
Total 18408 FACTORY MOTOR PARTS CO:					689.88	
FASTENAL COMPANY						
101						
MNELK141274	1	SUPPLIES - VENDING	Invoice	03/14/2025	86.04	101-4-3120-4219
101						
MNELK141274	2	SUPPLIES - VENDING	Invoice	03/14/2025	198.77	101-4-5110-4219
101						
MNELK141357	1	SUPPLIES	Invoice	03/17/2025	5.85	101-4-5110-4219
101						
MNELK141358	1	SUPPLIES - VENDING	Invoice	03/21/2025	25.49	101-4-3120-4219
101						
MNELK141358	2	SUPPLIES - VENDING	Invoice	03/21/2025	126.56	101-4-5110-4219
101						
MNELK141438	1	SUPPLIES - VENDING	Invoice	03/28/2025	48.50	101-4-3120-4219
101						
MNELK141438	2	SUPPLIES - VENDING	Invoice	03/28/2025	38.50	101-4-5110-4219
Total 18453 FASTENAL COMPANY:					529.71	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
FES, INC.						
101						
21410	1	SUPPLIES	Invoice	03/14/2025	480.00	101-4-2320-4219
Total 15222 FES, INC.:					480.00	
FLEETPRIDE						
101						
124322313	1	PARTS #96	Invoice	03/19/2025	99.41	101-4-3120-4221
101						
124322317	1	PARTS #96	Invoice	03/19/2025	13.63	101-4-3120-4221
Total 11711 FLEETPRIDE:					113.04	
FUTURE PLUS BATTERIES						
101						
P81425618	1	6V BATTERIES	Invoice	03/31/2025	1,264.75	101-4-2190-4219
Total 11835 FUTURE PLUS BATTERIES:					1,264.75	
GESTALT ENGINEERING LLC						
228						
1287	1	LANDFILL ASSIST - MAR	Invoice	04/01/2025	2,060.10	228-4-7000-4319
Total 14099 GESTALT ENGINEERING LLC:					2,060.10	
GLOBAL RESERVE LLC - GRD						
603						
ORD-15829	1	THC PRODUCTS	Invoice	03/26/2025	400.00	603-4-9111-4256
603						
ORD-15841	1	THC PRODUCTS	Invoice	03/26/2025	80.00	603-4-9151-4256
Total 15311 GLOBAL RESERVE LLC - GRD:					480.00	
GRAINGER						
211						
9435018230	1	SUPPLIES	Invoice	03/11/2025	124.72	211-4-5600-4219
101						
9442638236	1	EYE WASH SUPPLIES	Invoice	03/18/2025	261.77	101-4-2190-4401
101						
9452105084	1	SHOP TOOLS	Invoice	03/26/2025	87.76	101-4-3150-4219
Total 20300 GRAINGER:					474.25	
GRANITE CITY JOBBING CO						
603						
444544	1	POP/MISC	Invoice	03/14/2025	967.22	603-4-9111-4255
603						
444544	2	THC PRODUCTS	Invoice	03/14/2025	50.00	603-4-9111-4256
603						
444544	3	FREIGHT	Invoice	03/14/2025	5.00	603-4-9111-4332
603						
444544	4	SUPPLIES	Invoice	03/14/2025	88.91	603-4-9112-4219
603						
444549	1	POP/MISC	Invoice	03/14/2025	599.35	603-4-9151-4255
603						
444549	2	SUPPLIES	Invoice	03/14/2025	49.82	603-4-9152-4219

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
444549	3	FREIGHT	Invoice	03/14/2025	5.00	603-4-9151-4332
603						
444549	4	THC PRODUCTS	Invoice	03/14/2025	30.00	603-4-9151-4256
603						
445886	1	POP/MISC	Invoice	03/21/2025	568.77	603-4-9111-4255
603						
445886	2	THC PRODUCTS	Invoice	03/21/2025	250.00	603-4-9111-4256
603						
445886	3	FREIGHT	Invoice	03/21/2025	5.00	603-4-9111-4332
603						
445886	4	SUPPLIES	Invoice	03/21/2025	71.66	603-4-9112-4219
603						
445888	1	POP/MISC	Invoice	03/21/2025	572.40	603-4-9151-4255
603						
445888	2	THC PRODUCTS	Invoice	03/21/2025	40.00	603-4-9151-4256
603						
445888	3	SUPPLIES	Invoice	03/21/2025	45.82	603-4-9152-4219
603						
445888	4	FREIGHT	Invoice	03/21/2025	5.00	603-4-9151-4332
603						
447057	1	POP/MISC	Invoice	03/28/2025	858.10	603-4-9111-4255
603						
447057	2	THC PRODUCTS	Invoice	03/28/2025	90.00	603-4-9111-4256
603						
447057	3	FREIGHT	Invoice	03/28/2025	5.00	603-4-9111-4332
603						
447057	4	SUPPLIES-BAGS	Invoice	03/28/2025	32.57	603-4-9112-4219
603						
447058	1	POP/MISC	Invoice	03/28/2025	638.33	603-4-9151-4255
603						
447058	2	SUPPLIES	Invoice	03/28/2025	39.09	603-4-9152-4219
603						
447058	3	FREIGHT	Invoice	03/28/2025	5.00	603-4-9151-4332
Total 10654 GRANITE CITY JOBBING CO:					5,022.04	
GRIMCO, INC						
101						
33482690-02	1	SIGN MATERIALS	Invoice	03/14/2025	171.97	101-4-1120-4226
Total 14770 GRIMCO, INC:					171.97	
HOME DEPOT CREDIT SERVICES						
221						
1100474 CR	1	SUPPLIES-CREDIT	Invoice	03/11/2025	253.50-	221-4-5400-4219
221						
1100475	1	SUPPLIES - PAINT	Invoice	03/11/2025	234.99	221-4-5400-4219
221						
1612706	1	SUPPLIES - PAINT	Invoice	03/11/2025	253.50	221-4-5400-4219
221						
1612760	1	PAINTING SUPPLIES	Invoice	03/11/2025	292.13	221-4-5400-4219
Total 21600 HOME DEPOT CREDIT SERVICES:					527.12	
HORIZON CHEMICAL LLC						

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
INV97402	1	SUPPLIES - FILTER CARTRIDGES	Invoice	03/18/2025	2,492.49	101-4-5110-4219
101						
INV97404	1	SUPPLIES	Invoice	03/18/2025	109.72	101-4-5110-4219
Total 15355 HORIZON CHEMICAL LLC:					2,602.21	
IMPERIAL BAG & PAPER CO LLC						
101						
4358092	1	SUPPLIES - SQUEEGEES, CIRCUIT B	Invoice	03/25/2025	154.60	101-4-2190-4219
Total 15302 IMPERIAL BAG & PAPER CO LLC:					154.60	
INK WIZARDS						
101						
11460	1	UNIFORMS - PELARSKI	Invoice	03/19/2025	210.80	101-4-1600-4217
Total 22250 INK WIZARDS:					210.80	
JOHN HENRY FOSTER MN, INC						
602						
10754623-00	1	SUPPLIES -CYCLING DRYER A/C	Invoice	03/18/2025	2,481.66	602-4-9020-4219
Total 19347 JOHN HENRY FOSTER MN, INC:					2,481.66	
JOHNSON BROS LIQUOR						
603						
2749419	1	FREIGHT	Invoice	03/19/2025	1.72	603-4-9151-4332
603						
2749420	1	FREIGHT	Invoice	03/19/2025	1.72	603-4-9151-4332
603						
2749422	1	LIQUOR	Invoice	03/19/2025	9,984.91	603-4-9111-4251
603						
2749422	2	FREIGHT	Invoice	03/19/2025	130.15	603-4-9111-4332
603						
2749423	1	WINE	Invoice	03/19/2025	720.00	603-4-9111-4253
603						
2749423	2	FREIGHT	Invoice	03/19/2025	29.24	603-4-9111-4332
603						
2749424	1	POP/MISC	Invoice	03/19/2025	48.00	603-4-9111-4255
603						
2749424	2	FREIGHT	Invoice	03/19/2025	1.72	603-4-9111-4332
603						
2749425	1	LIQUOR	Invoice	03/19/2025	2,204.20	603-4-9111-4251
603						
2749425	2	FREIGHT	Invoice	03/19/2025	24.08	603-4-9111-4332
603						
2749426	1	LIQUOR	Invoice	03/19/2025	4,183.08	603-4-9151-4251
603						
2749426	2	FREIGHT	Invoice	03/19/2025	60.20	603-4-9151-4332
603						
2749427	1	WINE	Invoice	03/19/2025	984.00	603-4-9151-4253
603						
2749427	2	FREIGHT	Invoice	03/19/2025	27.52	603-4-9151-4332
603						
2749428	1	LIQUOR	Invoice	03/19/2025	1,889.50	603-4-9151-4251

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
2749428	2	FREIGHT	Invoice	03/19/2025	19.78	603-4-9151-4332
603						
2754186	1	LIQUOR	Invoice	03/26/2025	8,141.00	603-4-9111-4251
603						
2754186	2	FREIGHT	Invoice	03/26/2025	265.74	603-4-9111-4332
603						
2754187	1	WINE	Invoice	03/26/2025	9,145.23	603-4-9111-4253
603						
2754187	2	FREIGHT	Invoice	03/26/2025	172.86	603-4-9111-4332
603						
2754188	1	POP/MISC	Invoice	03/26/2025	108.90	603-4-9111-4255
603						
2754188	2	FREIGHT	Invoice	03/26/2025	3.44	603-4-9111-4332
603						
2754189	1	LIQUOR	Invoice	03/26/2025	3,095.50	603-4-9151-4251
603						
2754189	2	FREIGHT	Invoice	03/26/2025	104.06	603-4-9151-4332
603						
2754190	1	WINE	Invoice	03/26/2025	496.20	603-4-9151-4253
603						
2754190	2	FREIGHT	Invoice	03/26/2025	8.60	603-4-9151-4332
603						
2754191	1	LIQUOR	Invoice	03/26/2025	9,217.30	603-4-9111-4251
603						
2754191	2	FREIGHT	Invoice	03/26/2025	134.16	603-4-9111-4332
603						
2754192	1	LIQUOR	Invoice	03/26/2025	1,314.00	603-4-9151-4251
603						
2754192	2	FREIGHT	Invoice	03/26/2025	8.60	603-4-9151-4332
603						
2754193	1	LIQUOR	Invoice	03/26/2025	787.00	603-4-9151-4251
603						
2754193	2	FREIGHT	Invoice	03/26/2025	17.20	603-4-9151-4332
603						
2754194	1	WINE	Invoice	03/26/2025	2,344.01	603-4-9151-4253
603						
2754194	2	FREIGHT	Invoice	03/26/2025	51.60	603-4-9151-4332
603						
2754195	1	POP/MISC	Invoice	03/26/2025	32.00	603-4-9151-4255
603						
2754195	2	FREIGHT	Invoice	03/26/2025	1.72	603-4-9151-4332
603						
2754196	1	LIQUOR	Invoice	03/26/2025	4,867.44	603-4-9151-4251
603						
2754196	2	FREIGHT	Invoice	03/26/2025	68.80	603-4-9151-4332
603						
2756520	1	LIQUOR	Invoice	03/28/2025	220.50	603-4-9111-4251
603						
2756520	2	FREIGHT	Invoice	03/28/2025	3.44	603-4-9111-4332
603						
2756521	1	LIQUOR	Invoice	03/28/2025	185.00	603-4-9111-4251
603						
2756521	2	FREIGHT	Invoice	03/28/2025	3.44	603-4-9111-4332
603						
2757800	1	LIQUOR	Invoice	03/31/2025	405.00	603-4-9111-4251

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
2757800	2	FREIGHT	Invoice	03/31/2025	10.32	603-4-9111-4332
Total 22775 JOHNSON BROS LIQUOR:					61,522.88	
JOHNSON HEALTH TECH RETAIL, INC						
101						
22-044820	1	FITNESS ROOM MAINTENANCE	Invoice	03/11/2025	484.00	101-4-1600-4404
Total 52331 JOHNSON HEALTH TECH RETAIL, INC:					484.00	
JON A POJAR						
221						
108	1	BEVERAGE SALES - MAR	Invoice	03/31/2025	945.00	221-4-5430-4440
Total 52263 JON A POJAR:					945.00	
JOSEPH LIBOR						
101						
3-18-25 JL	1	REIMB TUITION - J LIBOR	Invoice	03/25/2025	1,485.00	101-4-2310-4331
Total 52279 JOSEPH LIBOR:					1,485.00	
KVC COMPANIES LLC						
101						
214059-4	1	EQUIPMENT RENTAL	Invoice	03/12/2025	486.08	101-4-5110-4415
101						
214378-4	1	SUPPLIES - CHAIN LUBE	Invoice	03/19/2025	53.98	101-4-3120-4219
Total 15203 KVC COMPANIES LLC:					540.06	
LAKE STATE RECYCLING INC						
603						
31125	1	CARDBOARD RECYCLING-NB	Invoice	03/12/2025	150.00	603-4-9112-4389
603						
32125	1	CARDBOARD RECYCLING-WB	Invoice	03/24/2025	150.00	603-4-9152-4389
Total 13119 LAKE STATE RECYCLING INC:					300.00	
LOCALITY MEDIA, INC						
101						
4230	1	SOFTWARE SUBSCRIPTION	Invoice	03/31/2025	8,240.00	101-4-2310-4404
Total 52345 LOCALITY MEDIA, INC:					8,240.00	
M T I DISTRIBUTING INC						
101						
1466440-00	1	PARTS #722	Invoice	03/26/2025	164.85	101-4-5110-4221
101						
1466441-00	1	PARTS #723,724,725	Invoice	03/26/2025	725.99	101-4-5110-4221
101						
1466720-00	1	PARTS #723	Invoice	03/27/2025	1,869.71	101-4-5110-4221
Total 24475 M T I DISTRIBUTING INC:					2,760.55	
MACQUEEN EQUIPMENT LLC						

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
P63475	1	PARTS - #309	Invoice	03/19/2025	438.55	101-4-3120-4221
101						
P63476	1	PARTS - #316	Invoice	03/19/2025	522.30	101-4-3120-4221
101						
P63518	1	PARTS - #309	Invoice	03/20/2025	910.45	101-4-3120-4221
101						
P63606	1	PARTS #316	Invoice	03/25/2025	85.87	101-4-3120-4221
101						
P63661	1	PARTS #309	Invoice	03/26/2025	1,538.36	101-4-3120-4221
Total 24575 MACQUEEN EQUIPMENT LLC:					3,495.53	
MACQUEEN EQUIPMENT, LLC						
101						
P12316	1	PARTS #416	Invoice	03/18/2025	5,230.71	101-4-2320-4221
Total 24576 MACQUEEN EQUIPMENT, LLC:					5,230.71	
MARCO HOLDINGS LLC						
101						
INV13659914	1	OFFICE 365 LICENSES	Invoice	03/20/2025	4,737.50	101-4-1350-4404
101						
INV13676720	1	ACE365	Invoice	03/26/2025	6,150.00	101-4-1350-4404
Total 24714 MARCO HOLDINGS LLC:					10,887.50	
MARCO TECHNOLOGIES LLC						
101						
552284432	1	COPIER LEASE MAINT	Invoice	03/26/2025	2,335.28	101-4-1350-4404
603						
552284432	2	COPIER LEASE MAINT	Invoice	03/26/2025	212.59	603-4-9112-4404
603						
552284432	3	COPIER LEASE MAINT	Invoice	03/26/2025	212.59	603-4-9152-4404
602						
552284432	4	COPIER LEASE MAINT	Invoice	03/26/2025	510.02	602-4-9010-4404
221						
552284432	5	COPIER LEASE MAINT	Invoice	03/26/2025	658.17	221-4-5400-4415
Total 12332 MARCO TECHNOLOGIES LLC:					3,928.65	
MARTIES INC						
101						
231	1	TRAINING SUPPLIES	Invoice	03/13/2025	30.00	101-4-2320-4331
Total 15079 MARTIES INC:					30.00	
MARY FJERSTAD						
101						
3312025 MAILBOX	1	MAILBOX DAMAGE REIMBURSEMEN	Invoice	03/31/2025	70.98	101-4-3120-4219
Total 52365 MARY FJERSTAD:					70.98	
MAVERICK BEVERAGE CO MN LLC						
603						
INV1552319	1	LIQUOR	Invoice	03/27/2025	304.02	603-4-9151-4251

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
INV1552319	2	FREIGHT	Invoice	03/27/2025	9.00	603-4-9151-4332
603						
INV1552319	3	WINE	Invoice	03/27/2025	255.96	603-4-9151-4253
603						
INV1552368	1	LIQUOR	Invoice	03/27/2025	468.00	603-4-9111-4251
603						
INV1552368	2	WINE	Invoice	03/27/2025	447.96	603-4-9111-4253
603						
INV1552368	3	THC PRODUCTS	Invoice	03/27/2025	288.00	603-4-9111-4256
603						
INV1552368	4	FREIGHT	Invoice	03/27/2025	30.00	603-4-9111-4332
Total 14588 MAVERICK BEVERAGE CO MN LLC:					1,802.94	
MHSRC/RANGE						
101						
337900-11637	1	TRAINING	Invoice	03/28/2025	915.00	101-4-2320-4331
Total 26394 MHSRC/RANGE:					915.00	
MIDWEST LIFT WORKS						
101						
3711	1	EQUIPMENT REPAIR - SHOP MOBILE	Invoice	03/21/2025	4,436.84	101-4-3150-4404
Total 13873 MIDWEST LIFT WORKS:					4,436.84	
MIDWEST POWER / S&C SPORTS						
221						
84401948	1	REFUND-FIELD HOUSE DAMAGE DE	Invoice	03/25/2025	100.00	221-3-0000-3475
Total 14595 MIDWEST POWER / S&C SPORTS:					100.00	
MIDWEST WASH SYSTEMS LLC						
101						
23660	1	WASH BAY REPAIRS	Invoice	12/27/2024	277.05	101-4-2310-4401
101						
24626	1	CAR WASH SOAP	Invoice	03/14/2025	451.98	101-4-2190-4219
Total 14620 MIDWEST WASH SYSTEMS LLC:					729.03	
MINNESOTA FIRE SERVICE CERT BOARD						
101						
13728	1	CERTIFICATION EXAMS	Invoice	03/25/2025	2,517.25	101-4-2320-4331
Total 26360 MINNESOTA FIRE SERVICE CERT BOARD:					2,517.25	
MN DEPT OF LABOR & INDUSTRY						
101						
MARCH 2025 BP	1	BP SURCHARGE - MAR CONF #MAR	Invoice	04/02/2025	6,349.06	101-3-0000-3233
Total 26180 MN DEPT OF LABOR & INDUSTRY:					6,349.06	
MN VALLEY TESTING LAB INC						
602						
1297027	1	WATER TESTING	Invoice	03/18/2025	474.40	602-4-9020-4319

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
602						
1297647	1	WATER TESTING	Invoice	03/21/2025	474.40	602-4-9020-4319
602						
1298809	1	WATER TESTING	Invoice	03/31/2025	1,222.60	602-4-9020-4319
Total 24500 MN VALLEY TESTING LAB INC:					2,171.40	
MR CUTTING EDGE						
221						
7329	1	ICE BLADE SHARPENING	Invoice	03/31/2025	291.00	221-4-5400-4401
Total 13984 MR CUTTING EDGE:					291.00	
MULTI SERVICE TECHNOLOGY						
602						
157858 - 10b6c9e9	1	SUPPLIES	Invoice	03/24/2025	230.62	602-4-9020-4219
Total 15178 MULTI SERVICE TECHNOLOGY:					230.62	
NAPA OF ELK RIVER, LLC						
101						
285925	1	PARTS #624 - FLOOR LINERS	Invoice	03/19/2025	210.00	101-4-2120-4221
Total 52338 NAPA OF ELK RIVER, LLC:					210.00	
NOTHING BUT HEMP						
603						
3266	1	THC PRODUCTS	Invoice	03/25/2025	464.00	603-4-9111-4256
Total 15262 NOTHING BUT HEMP:					464.00	
OXYGEN SERVICE CO, INC						
101						
3614496	1	SHOP SUPPLIES	Invoice	03/31/2025	188.38	101-4-3150-4219
101						
8817194	1	PROPANE/WELDING SUPPLIES	Invoice	03/18/2025	229.43	101-4-3150-4219
Total 28960 OXYGEN SERVICE CO, INC:					417.81	
PAUSTIS WINE COMPANY						
603						
260752	1	WINE	Invoice	03/13/2025	739.00	603-4-9111-4253
603						
260752	2	FREIGHT	Invoice	03/13/2025	13.50	603-4-9111-4332
603						
261861	1	WINE	Invoice	03/27/2025	1,968.00	603-4-9111-4253
603						
261861	2	FREIGHT	Invoice	03/27/2025	40.50	603-4-9111-4332
603						
261862	1	WINE	Invoice	03/27/2025	650.00	603-4-9151-4253
603						
261862	2	FREIGHT	Invoice	03/27/2025	12.00	603-4-9151-4332
Total 29251 PAUSTIS WINE COMPANY:					3,423.00	
PERFECTION PLUS, INC.						

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
315922	1	CLEANING SVCS - TROTT BARN	Invoice	04/01/2025	60.00	101-4-5210-4401
211						
315923	1	MONTHLY CONTRACT CLEANING - P	Invoice	04/01/2025	2,490.00	211-4-5600-4405
Total 12651 PERFECTION PLUS, INC.:					2,550.00	
PHILLIPS WINE & SPIRITS CO						
603						
545770	1	WINE CREDIT	Invoice	03/20/2025	58.67-	603-4-9151-4253
603						
545770	2	LIQUOR CREDIT	Invoice	03/20/2025	.86-	603-4-9151-4251
603						
545791	1	WINE CREDIT	Invoice	03/20/2025	3.00-	603-4-9151-4253
603						
545791	2	FREIGHT CREDIT	Invoice	03/20/2025	1.72-	603-4-9151-4332
603						
6945496	1	THC PRODUCTS	Invoice	03/19/2025	147.00	603-4-9151-4256
603						
6945497	1	LIQUOR	Invoice	03/19/2025	2,592.17	603-4-9111-4251
603						
6945497	2	FREIGHT	Invoice	03/19/2025	37.84	603-4-9111-4332
603						
6945498	1	WINE	Invoice	03/19/2025	794.85	603-4-9111-4253
603						
6945498	2	FREIGHT	Invoice	03/19/2025	30.96	603-4-9111-4332
603						
6945499	1	POP/MISC	Invoice	03/19/2025	221.80	603-4-9111-4255
603						
6945499	2	FREIGHT	Invoice	03/19/2025	13.76	603-4-9111-4332
603						
6947447	1	WINE	Invoice	03/21/2025	840.00	603-4-9151-4253
603						
6947447	2	FREIGHT	Invoice	03/21/2025	17.20	603-4-9151-4332
603						
6947448	1	LIQUOR	Invoice	03/21/2025	720.35	603-4-9151-4251
603						
6947448	2	FREIGHT	Invoice	03/21/2025	8.60	603-4-9151-4332
603						
6947449	1	WINE	Invoice	03/21/2025	120.00	603-4-9151-4253
603						
6947449	2	FREIGHT	Invoice	03/21/2025	3.44	603-4-9151-4332
603						
6947450	1	POP/MISC	Invoice	03/21/2025	83.00	603-4-9151-4255
603						
6947450	2	FREIGHT	Invoice	03/21/2025	1.00	603-4-9151-4332
603						
6949290	1	LIQUOR	Invoice	03/26/2025	362.25	603-4-9151-4251
603						
6949290	2	FREIGHT	Invoice	03/26/2025	15.48	603-4-9151-4332
603						
6951269	1	LIQUOR	Invoice	03/28/2025	3,209.31	603-4-9111-4251
603						
6951269	2	FREIGHT	Invoice	03/28/2025	68.80	603-4-9111-4332
603						
6951270	1	WINE	Invoice	03/28/2025	1,000.15	603-4-9111-4253

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
6951270	2	FREIGHT	Invoice	03/28/2025	37.84	603-4-9111-4332
603						
6951271	1	POP/MISC	Invoice	03/28/2025	28.05	603-4-9111-4255
603						
6951271	2	FREIGHT	Invoice	03/28/2025	1.86	603-4-9111-4332
603						
6951272	1	THC PRODUCTS	Invoice	03/28/2025	189.00	603-4-9111-4256
603						
6951273	1	WINE	Invoice	03/28/2025	520.00	603-4-9151-4253
603						
6951273	2	FREIGHT	Invoice	03/28/2025	8.60	603-4-9151-4332
603						
6951274	1	LIQUOR	Invoice	03/28/2025	1,442.99	603-4-9151-4251
603						
6951274	2	FREIGHT	Invoice	03/28/2025	31.82	603-4-9151-4332
603						
6951275	1	POP/MISC	Invoice	03/28/2025	28.05	603-4-9151-4255
603						
6951275	2	FREIGHT	Invoice	03/28/2025	1.86	603-4-9151-4332
Total 29665 PHILLIPS WINE & SPIRITS CO:					12,513.78	
PLAISTED COMPANIES INC						
101						
78909	1	SUPPLIES-FILL SAND & PULVERIZED	Invoice	03/31/2025	291.03	101-4-3130-4219
Total 29845 PLAISTED COMPANIES INC:					291.03	
POMP'S TIRE SERVICE INC						
101						
2330014273	1	TIRES #316	Invoice	03/25/2025	482.24	101-4-3120-4221
101						
2390023847	1	TIRES	Invoice	03/25/2025	1,501.90	101-4-3120-4221
101						
2390023862	1	TIRES #309	Invoice	04/01/2025	470.78	101-4-3120-4221
101						
2390023985	1	TIRES #235	Invoice	04/01/2025	811.95	101-4-3120-4221
101						
2390024171	1	TIRES #43	Invoice	04/01/2025	336.00	101-4-3150-4221
Total 29982 POMP'S TIRE SERVICE INC:					3,602.87	
PRECISE MRM LLC						
101						
IN200-2004307	1	5MB FLAT DATA PLAN	Invoice	03/27/2025	456.00	101-4-3130-4219
Total 11804 PRECISE MRM LLC:					456.00	
PRO-TEC DESIGN, INC						
603						
118257	1	ENTRY CHIME REPAIR - WB	Invoice	03/19/2025	897.84	603-4-9152-4404
Total 30229 PRO-TEC DESIGN, INC:					897.84	
PVS TECHNOLOGIES INC						

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
602						
375266	1	FERRIC CHLORIDE SOLUTION	Invoice	03/26/2025	10,063.60	602-4-9020-4219
Total 14923 PVS TECHNOLOGIES INC:					10,063.60	
QUALITY FLOW SYSTEMS INC						
602						
48583	1	FLOATS	Invoice	03/18/2025	665.85	602-4-9050-4221
Total 30500 QUALITY FLOW SYSTEMS INC:					665.85	
QUICKSCORES LLC						
221						
250217	1	WEBSITE SVC-BREAKAWAY HOCKE	Invoice	03/17/2025	140.00	221-4-5410-4409
Total 12654 QUICKSCORES LLC:					140.00	
RALPHIE'S MINNOCO						
101						
1026656	1	FUEL - FIRE 3/27/25	Invoice	03/27/2025	23.40	101-4-2320-4212
Total 13175 RALPHIE'S MINNOCO:					23.40	
RED BULL DISTRIBUTION COM						
603						
2024062460	1	RED BULL	Invoice	03/18/2025	382.14	603-4-9111-4255
603						
5015934849	1	POP/MISC	Invoice	03/26/2025	168.92	603-4-9151-4255
Total 12944 RED BULL DISTRIBUTION COM:					551.06	
REPUBLIC SERVICES #899						
101						
899-004734367	1	MAR COMM GARBAGE SVC	Invoice	03/31/2025	163.23	101-4-1600-4389
101						
899-004734367	2	MAR COMM GARBAGE SVC	Invoice	03/31/2025	171.73	101-4-2190-4389
101						
899-004734367	3	MAR COMM GARBAGE SVC	Invoice	03/31/2025	1,080.03	101-4-3120-4389
603						
899-004734367	4	MAR COMM GARBAGE SVC	Invoice	03/31/2025	89.06	603-4-9112-4389
603						
899-004734367	5	MAR COMM GARBAGE SVC	Invoice	03/31/2025	89.06	603-4-9152-4389
602						
899-004734367	6	MAR COMM GARBAGE SVC	Invoice	03/31/2025	148.66	602-4-9020-4389
602						
899-004734367	7	MAR COMM GARBAGE SVC	Invoice	03/31/2025	155.62	602-4-9020-4384
101						
899-004734367	8	MAR COMM GARBAGE SVC	Invoice	03/31/2025	98.72	101-4-2310-4389
101						
899-004734367	9	MAR COMM GARBAGE SVC-FS 3	Invoice	03/31/2025	98.72	101-4-2310-4389
221						
899-004734367	10	MAR COMM GARBAGE SVC	Invoice	03/31/2025	765.86	221-4-5400-4389
228						
899-004734367	11	MAR COMM GARBAGE SVC	Invoice	03/31/2025	288.25	228-4-7000-4389
101						
899-004734367	12	MAR COMM GARBAGE SVC	Invoice	03/31/2025	490.05	101-4-5110-4389

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
211						
899-004734367	13	MAR COMM GARBAGE SVC	Invoice	03/31/2025	64.47	211-4-5600-4389
605						
899-004734367	14	MAR COMM GARBAGE SVC	Invoice	03/31/2025	691.00	605-4-9230-4384
605						
899-004735640	1	RESIDENTIAL GARBAGE SVC	Invoice	03/31/2025	100,075.82	605-4-9210-4409
Total 10407 REPUBLIC SERVICES #899:					104,470.28	
RIVARD COMPANIES INC						
101						
509009	1	WOOD CHIPS/MULCH	Invoice	03/19/2025	447.50	101-4-5110-4219
Total 13869 RIVARD COMPANIES INC:					447.50	
ROGERS OTSEGO SOFTBALL ASSOCIATION						
221						
84398396	1	REFUND-DAMAGE DEP	Invoice	03/25/2025	100.00	221-3-0000-3475
Total 52361 ROGERS OTSEGO SOFTBALL ASSOCIATION:					100.00	
SHAMROCK GROUP INC						
603						
3127923	1	ICE	Invoice	03/17/2025	58.72	603-4-9111-4255
603						
3127923	2	FREIGHT	Invoice	03/17/2025	4.00	603-4-9111-4332
603						
81-00013	1	ICE	Invoice	03/31/2025	157.92	603-4-9151-4255
Total 12909 SHAMROCK GROUP INC:					220.64	
SHERBURNE CO AUDITOR\TREASURER						
101						
9686	1	2025 ASSESSING SVCS	Invoice	03/19/2025	58,040.00	101-4-1310-4319
Total 32180 SHERBURNE CO AUDITOR\TREASURER:					58,040.00	
SHERWIN-WILLIAMS						
101						
4652-1	1	SUPPLIES - PAINT	Invoice	03/24/2025	31.67	101-4-2190-4219
Total 32280 SHERWIN-WILLIAMS:					31.67	
SORENSEN CONSULTING						
101						
ER:1.25	1	LEADERSHIP ASSESSMENTS	Invoice	03/28/2025	266.54	101-4-1350-4331
101						
ER:1.25	2	LEADERSHIP ASSESSMENTS	Invoice	03/28/2025	533.08	101-4-1310-4331
603						
ER:1.25	3	LEADERSHIP ASSESSMENTS	Invoice	03/28/2025	399.81	603-4-9112-4331
603						
ER:1.25	4	LEADERSHIP ASSESSMENTS	Invoice	03/28/2025	399.81	603-4-9152-4331
101						
ER:1.25	5	LEADERSHIP ASSESSMENTS	Invoice	03/28/2025	266.54	101-4-5510-4331
101						
ER:1.25	6	LEADERSHIP ASSESSMENTS	Invoice	03/28/2025	799.61	101-4-5210-4331

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
221						
ER:1.25	7	LEADERSHIP ASSESSMENTS	Invoice	03/28/2025	799.61	221-4-5400-4331
Total 14299 SORENSEN CONSULTING:					3,465.00	
SOUTHERN GLAZER'S WINE & SPIRITS OF MN						
603						
107987	1	WINE CREDIT	Invoice	03/27/2025	37.83-	603-4-9151-4253
603						
2602001	1	LIQUOR	Invoice	03/20/2025	3,899.86	603-4-9151-4251
603						
2602001	2	FREIGHT	Invoice	03/20/2025	46.08	603-4-9151-4332
603						
2602002	1	POP/MISC	Invoice	03/20/2025	125.00	603-4-9151-4255
603						
2602002	2	FREIGHT	Invoice	03/20/2025	6.40	603-4-9151-4332
603						
2602003	1	WINE	Invoice	03/20/2025	483.96	603-4-9151-4253
603						
2602003	2	FREIGHT	Invoice	03/20/2025	11.52	603-4-9151-4332
603						
2602004	1	FREIGHT	Invoice	03/20/2025	1.71	603-4-9151-4332
603						
2604806	1	LIQUOR	Invoice	03/27/2025	2,594.77	603-4-9151-4251
603						
2604806	2	FREIGHT	Invoice	03/27/2025	10.67	603-4-9151-4332
603						
2604807	1	WINE	Invoice	03/27/2025	436.04	603-4-9151-4253
603						
2604807	2	FREIGHT	Invoice	03/27/2025	6.40	603-4-9151-4332
603						
2604808	1	LIQUOR	Invoice	03/27/2025	70.50	603-4-9151-4251
603						
2604808	2	FREIGHT	Invoice	03/27/2025	.21	603-4-9151-4332
Total 8000 SOUTHERN GLAZER'S WINE & SPIRITS OF MN:					7,655.29	
603						
2601997	1	FREIGHT	Invoice	03/20/2025	3.02	603-4-9111-4332
603						
2601998	1	LIQUOR	Invoice	03/20/2025	4,208.99	603-4-9111-4251
603						
2601998	2	FREIGHT	Invoice	03/20/2025	47.50	603-4-9111-4332
603						
2601999	1	WINE	Invoice	03/20/2025	928.59	603-4-9111-4253
603						
2601999	2	FREIGHT	Invoice	03/20/2025	20.31	603-4-9111-4332
603						
2602000	1	FREIGHT	Invoice	03/20/2025	3.75	603-4-9111-4332
603						
2604803	1	LIQUOR	Invoice	03/27/2025	3,532.71	603-4-9111-4251
603						
2604803	2	FREIGHT	Invoice	03/27/2025	30.11	603-4-9111-4332
603						
2604804	1	WINE	Invoice	03/27/2025	1,310.52	603-4-9111-4253
603						
2604804	2	FREIGHT	Invoice	03/27/2025	20.31	603-4-9111-4332

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
2604805	1	LIQUOR	Invoice	03/27/2025	141.00	603-4-9111-4251
603						
2604805	2	FREIGHT	Invoice	03/27/2025	.42	603-4-9111-4332
603						
9632442	1	LIQUOR CREDIT	Invoice	03/20/2025	11.25-	603-4-9111-4251
Total 11314 SOUTHERN GLAZER'S WINE & SPIRITS OF MN:					10,235.98	
STATE OF MN-DEPT OF ADMIN						
101						
859648	1	DATA PRACTICES 201/KATIE	Invoice	04/02/2025	80.00	101-4-1210-4331
Total 33150 STATE OF MN-DEPT OF ADMIN:					80.00	
STREICHER'S INC						
101						
11750657	1	UNIFORMS - GACKE	Invoice	03/11/2025	239.96	101-4-2110-4217
101						
11751234	1	UNIFORMS - MCKERNAN	Invoice	03/14/2025	48.00	101-4-2110-4217
101						
11751937	1	UNIFORMS - WINDELS	Invoice	03/20/2025	473.05	101-4-2120-4217
101						
11751950	1	UNIFORMS - BEBEAU	Invoice	03/18/2025	148.08	101-4-2120-4217
101						
11753265	1	UNIFORMS - WINDELS	Invoice	03/25/2025	71.98	101-4-2120-4217
101						
11753266	1	UNIFORMS - ZABEE	Invoice	03/25/2025	84.99	101-4-2150-4217
Total 52346 STREICHER'S INC:					1,066.06	
SUMMIT COMPANIES						
211						
3108751	1	ANNUAL FIRE EXTINGUISHER INSPE	Invoice	03/19/2025	328.35	211-4-5600-4401
101						
3108807	1	ANNUAL FIRE EXTINGUISHER INSP -	Invoice	03/19/2025	233.50	101-4-2310-4401
101						
3108890	1	ANNUAL FIRE EXTINGUISHER INSPE	Invoice	03/19/2025	757.70	101-4-2310-4401
101						
3108938	1	ANNUAL FIRE EXTINGUISHER INSPE	Invoice	03/19/2025	193.25	101-4-2310-4401
603						
3108955	1	ANNUAL FIRE EXTINGUISHER INSP -	Invoice	03/19/2025	125.50	603-4-9152-4404
101						
3108992	1	ANNUAL FIRE EXTINGUISHER INSP -	Invoice	03/19/2025	1,019.25	101-4-1600-4401
602						
3111396	1	FIRE EXTINGUISHER TESTING	Invoice	03/20/2025	997.55	602-4-9020-4404
221						
3114911	1	ANNUAL FIRE EXTINGUISHER INSP	Invoice	03/21/2025	521.00	221-4-5400-4401
603						
3115020	1	ANNUAL FIRE EXTINGUISHER INSPE	Invoice	03/21/2025	300.95	603-4-9112-4404
101						
3118060	1	ANNUAL FIRE EXTINGUISHER INSP.	Invoice	03/24/2025	434.70	101-4-2190-4401
101						
3118084	1	ANNUAL FIRE EXTINGUISHER INSP -	Invoice	03/24/2025	1,415.40	101-4-2120-4219
101						
3118104	1	ANNUAL FIRE EXTINGUISHER INSP.	Invoice	03/24/2025	2,806.95	101-4-5110-4401

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 33444 SUMMIT COMPANIES:					9,134.10	
SUPERIOR CAPITAL HOLDINGS						
101						
2502946	1	PA SPEAKER REPAIR	Invoice	03/11/2025	309.00	101-4-2310-4401
101						
2503131	1	RADIOS, HEADSETS, CARRYING CA	Invoice	03/21/2025	4,036.48	101-4-3120-4219
Total 15211 SUPERIOR CAPITAL HOLDINGS:					4,345.48	
TEAM LABORATORY CHEMICAL						
602						
INV0045577	1	MEGA BUGS	Invoice	03/24/2025	1,143.50	602-4-9020-4219
Total 14016 TEAM LABORATORY CHEMICAL:					1,143.50	
THE AMERICAN BOTTLING CO						
603						
4847903584	1	POP	Invoice	03/24/2025	303.00	603-4-9111-4255
Total 10415 THE AMERICAN BOTTLING CO:					303.00	
THE WINE COMPANY						
603						
295989	1	WINE	Invoice	03/28/2025	1,104.00	603-4-9111-4253
603						
295989	2	LIQUOR	Invoice	03/28/2025	804.00	603-4-9111-4251
603						
295989	3	FREIGHT	Invoice	03/28/2025	42.00	603-4-9111-4332
603						
295991	1	LIQUOR	Invoice	03/28/2025	354.33	603-4-9151-4251
603						
295991	2	WINE	Invoice	03/28/2025	344.00	603-4-9151-4253
603						
295991	3	FREIGHT	Invoice	03/28/2025	15.35	603-4-9151-4332
Total 36423 THE WINE COMPANY:					2,663.68	
TWO RIVERS ENTERPRISES INC						
602						
17492	1	STAINLESS STEEL AUGER - FINAL P	Invoice	03/27/2025	6,966.00	602-4-9020-4404
Total 52324 TWO RIVERS ENTERPRISES INC:					6,966.00	
UCARE MINNESOTA						
221						
84082923	1	REFUND-PANG-UCARE MN	Invoice	03/17/2025	400.00	221-3-0000-3475
Total 52358 UCARE MINNESOTA:					400.00	
URBAN GROWLER BREWING COMPANY, LLC						
603						
E-39283	1	BEER	Invoice	03/31/2025	431.00	603-4-9151-4252
Total 52364 URBAN GROWLER BREWING COMPANY, LLC:					431.00	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
US AUTOFORCE						
101						
INV0008191058	1	TIRES #725	Invoice	03/25/2025	682.66	101-4-5110-4221
Total 35560 US AUTOFORCE:					682.66	
UTILITY CONSULTANTS, INC						
602						
123437	1	SAMPLE TESTING	Invoice	03/26/2025	1,638.17	602-4-9020-4319
Total 35571 UTILITY CONSULTANTS, INC:					1,638.17	
VESSCO, INC.						
602						
97133	1	VACUUM REGULATOR	Invoice	03/31/2025	1,624.62	602-4-9020-4219
Total 35691 VESSCO, INC.:					1,624.62	
VIKING COCA-COLA CO						
603						
3634719	1	POP	Invoice	03/14/2025	586.00	603-4-9111-4255
603						
3634786	1	POP/MISC	Invoice	03/21/2025	699.00	603-4-9151-4255
603						
3644864	1	POP	Invoice	03/28/2025	904.50	603-4-9111-4255
Total 35725 VIKING COCA-COLA CO:					2,189.50	
VINOCOPIA						
603						
369786-IN	1	LIQUOR	Invoice	03/12/2025	753.00	603-4-9111-4251
603						
369786-IN	2	WINE	Invoice	03/12/2025	544.00	603-4-9111-4253
603						
369786-IN	3	FREIGHT	Invoice	03/12/2025	18.00	603-4-9111-4332
603						
369794-IN	1	WINE	Invoice	03/12/2025	480.00	603-4-9151-4253
603						
369794-IN	2	LIQUOR	Invoice	03/12/2025	171.25	603-4-9151-4251
603						
369794-IN	3	FREIGHT	Invoice	03/12/2025	12.00	603-4-9151-4332
603						
370583-IN	1	LIQUOR	Invoice	03/26/2025	1,419.25	603-4-9111-4251
603						
370583-IN	2	FREIGHT	Invoice	03/26/2025	12.00	603-4-9111-4332
603						
370586-IN	1	WINE	Invoice	03/26/2025	600.00	603-4-9151-4253
603						
370586-IN	2	FREIGHT	Invoice	03/26/2025	16.00	603-4-9151-4332
603						
370586-IN	3	LIQUOR	Invoice	03/26/2025	500.75	603-4-9151-4251
Total 35763 VINOCOPIA:					4,526.25	
WRUCK SEWER & PORTABLE RENTAL						
101						
I26627	1	PORTABLE RENTAL-FEB	Invoice	03/12/2025	738.97	101-4-5110-4415

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 13814 WRUCK SEWER & PORTABLE RENTAL:					738.97	
WSB & ASSOCIATES INC						
101						
R-027067-000-2	1	FEB WCA SERVICES	Invoice	03/28/2025	1,002.00	101-4-2440-4409
Total 11334 WSB & ASSOCIATES INC:					1,002.00	
Total :					776,153.46	
Grand Totals:					776,153.46	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
101-3-0000-3233	6,349.06	.00	6,349.06
101-3-0000-3472	401.81	.00	401.81
101-4-1110-4409	119.98	.00	119.98
101-4-1120-4226	171.97	.00	171.97
101-4-1210-4321	38.23	.00	38.23
101-4-1210-4331	80.00	.00	80.00
101-4-1310-4301	8,000.00	.00	8,000.00
101-4-1310-4319	58,040.00	.00	58,040.00
101-4-1310-4331	533.08	.00	533.08
101-4-1350-4219	504.31	.00	504.31
101-4-1350-4321	99.86	.00	99.86
101-4-1350-4331	266.54	.00	266.54
101-4-1350-4404	13,222.78	.00	13,222.78
101-4-1510-4359	791.20	.00	791.20
101-4-1600-4217	210.80	.00	210.80
101-4-1600-4219	233.11	.00	233.11
101-4-1600-4321	127.99	.00	127.99
101-4-1600-4389	199.47	.00	199.47
101-4-1600-4401	9,375.31	.00	9,375.31
101-4-1600-4404	484.00	.00	484.00
101-4-2110-4201	37.00	.00	37.00
101-4-2110-4217	287.96	.00	287.96
101-4-2110-4321	2,913.18	.00	2,913.18
101-4-2120-4217	1,043.81	.00	1,043.81
101-4-2120-4219	2,687.90	.00	2,687.90
101-4-2120-4221	516.64	.00	516.64
101-4-2130-4319	50.00	.00	50.00
101-4-2150-4217	215.68	.00	215.68
101-4-2150-4219	16.95	.00	16.95
101-4-2150-4409	832.00	.00	832.00
101-4-2190-4219	2,601.72	.00	2,601.72
101-4-2190-4389	3,888.74	.00	3,888.74
101-4-2190-4401	696.47	.00	696.47
101-4-2310-4217	103.99	.00	103.99
101-4-2310-4219	75.90	.00	75.90
101-4-2310-4321	633.87	.00	633.87
101-4-2310-4322	2,411.70	.00	2,411.70

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
101-4-2310-4331	1,485.00	.00	1,485.00
101-4-2310-4389	3,354.87	.00	3,354.87
101-4-2310-4401	1,965.00	.00	1,965.00
101-4-2310-4404	8,240.00	.00	8,240.00
101-4-2320-4212	23.40	.00	23.40
101-4-2320-4217	567.79	.00	567.79
101-4-2320-4219	1,314.55	.00	1,314.55
101-4-2320-4221	5,785.33	.00	5,785.33
101-4-2320-4331	3,462.25	.00	3,462.25
101-4-2330-4389	459.55	.00	459.55
101-4-2410-4219	96.98	.00	96.98
101-4-2410-4404	113.97	.00	113.97
101-4-2440-4409	1,002.00	.00	1,002.00
101-4-3120-4217	200.00	.00	200.00
101-4-3120-4219	4,527.37	17.98-	4,509.39
101-4-3120-4221	7,156.58	.00	7,156.58
101-4-3120-4331	814.37	.00	814.37
101-4-3120-4389	4,717.30	.00	4,717.30
101-4-3120-4401	110.00	.00	110.00
101-4-3120-4404	272.15	.00	272.15
101-4-3120-4409	2,593.49	.00	2,593.49
101-4-3130-4219	747.03	.00	747.03
101-4-3150-4212	1,236.88	.00	1,236.88
101-4-3150-4219	1,072.16	.00	1,072.16
101-4-3150-4221	628.05	.00	628.05
101-4-3150-4404	4,436.84	.00	4,436.84
101-4-5110-4219	4,027.22	.00	4,027.22
101-4-5110-4221	3,659.77	.00	3,659.77
101-4-5110-4389	1,439.72	.00	1,439.72
101-4-5110-4401	2,968.95	.00	2,968.95
101-4-5110-4409	2,878.75	.00	2,878.75
101-4-5110-4415	1,225.05	.00	1,225.05
101-4-5210-4331	799.61	.00	799.61
101-4-5210-4401	60.00	.00	60.00
101-4-5220-4219	435.86	.00	435.86
101-4-5510-4219	560.05	.00	560.05
101-4-5510-4331	266.54	.00	266.54
211-4-5600-4219	355.50	.00	355.50
211-4-5600-4389	64.47	.00	64.47
211-4-5600-4401	328.35	.00	328.35
211-4-5600-4405	2,490.00	.00	2,490.00
221-3-0000-3475	700.00	.00	700.00
221-4-5400-4219	1,800.45	253.50-	1,546.95
221-4-5400-4331	799.61	.00	799.61
221-4-5400-4359	114.60	.00	114.60
221-4-5400-4389	37,046.59	.00	37,046.59
221-4-5400-4401	2,269.90	.00	2,269.90
221-4-5400-4415	658.17	.00	658.17
221-4-5410-4409	140.00	.00	140.00
221-4-5430-4219	31.51	.00	31.51
221-4-5430-4251	1,567.05	.00	1,567.05
221-4-5430-4252	1,110.40	.00	1,110.40
221-4-5430-4259	301.64	.00	301.64
221-4-5430-4440	945.00	.00	945.00
225-4-8546-4303	752.50	.00	752.50

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
228-4-7000-4319	2,060.10	.00	2,060.10
228-4-7000-4389	288.25	.00	288.25
291-4-7000-4404	7,060.72	.00	7,060.72
401-4-8080-4303	3,501.50	.00	3,501.50
403-4-8440-4303	27,651.00	.00	27,651.00
406-4-8010-4319	4,035.00	.00	4,035.00
406-4-8050-4303	12,224.00	.00	12,224.00
410-4-2110-4560	870.00	.00	870.00
602-4-9010-4301	2,400.00	.00	2,400.00
602-4-9010-4321	44.88	.00	44.88
602-4-9010-4404	510.02	.00	510.02
602-4-9020-4219	19,317.66	115.25-	19,202.41
602-4-9020-4319	5,184.57	.00	5,184.57
602-4-9020-4384	155.62	.00	155.62
602-4-9020-4389	4,285.94	.00	4,285.94
602-4-9020-4404	8,519.80	.00	8,519.80
602-4-9020-4417	459.12	.00	459.12
602-4-9050-4221	665.85	.00	665.85
602-4-9050-4389	1,732.81	.00	1,732.81
603-4-9111-4251	55,068.77	302.25-	54,766.52
603-4-9111-4252	112,207.67	297.30-	111,910.37
603-4-9111-4253	22,581.50	290.28-	22,291.22
603-4-9111-4255	5,404.88	.00	5,404.88
603-4-9111-4256	3,749.00	27.13-	3,721.87
603-4-9111-4332	1,367.36	1.45-	1,365.91
603-4-9112-4219	260.54	.00	260.54
603-4-9112-4301	2,000.00	.00	2,000.00
603-4-9112-4321	45.00	.00	45.00
603-4-9112-4331	1,553.31	.00	1,553.31
603-4-9112-4389	3,530.68	.00	3,530.68
603-4-9112-4404	1,049.06	.00	1,049.06
603-4-9151-4251	46,006.97	1,441.61-	44,565.36
603-4-9151-4252	51,859.90	390.45-	51,469.45
603-4-9151-4253	11,855.57	349.84-	11,505.73
603-4-9151-4255	3,501.47	10.00-	3,491.47
603-4-9151-4256	1,270.25	.00	1,270.25
603-4-9151-4332	789.34	24.90-	764.44
603-4-9152-4219	732.70	.00	732.70
603-4-9152-4301	2,000.00	.00	2,000.00
603-4-9152-4321	45.00	.00	45.00
603-4-9152-4331	1,553.31	.00	1,553.31
603-4-9152-4389	1,023.74	.00	1,023.74
603-4-9152-4404	1,442.54	.00	1,442.54
605-4-9210-4301	800.00	.00	800.00
605-4-9210-4319	1,000.00	.00	1,000.00
605-4-9210-4409	100,075.82	.00	100,075.82
605-4-9230-4384	691.00	.00	691.00
607-4-9310-4301	800.00	.00	800.00
Grand Totals:	779,675.40	3,521.94-	776,153.46

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
00/00	779,675.40	3,521.94-	776,153.46
Grand Totals:	779,675.40	3,521.94-	776,153.46

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 = {<>} 33300

Report Criteria:

Detail report type printed

Check Detail.Created by = "astangler"

Name	Vendor Number	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
ACME TOOLS	10300.	14082009	SHOP TOOLS - TAX EXE	1	03/11/2025	102.46	102.46	129561	03/26/2025
Total 10300:						102.46	102.46		
ARTISAN BEER COMPAN	12167.	3752178	BEER	1	03/12/2025	184.60	184.60	129562	03/26/2025
		3752179	THC PRODUCTS	1	03/12/2025	597.80	597.80	129562	03/26/2025
		3752180	BEER	1	03/12/2025	163.30	163.30	129562	03/26/2025
		3752181	THC PRODUCTS	1	03/12/2025	392.00	392.00	129562	03/26/2025
		417258	BEER CREDIT	1	03/14/2025	10.02-	10.02-	129562	03/26/2025
Total 12167:						1,327.68	1,327.68		
ASPEN MILLS	10749.	349357	UNIFORMS - CHRISTIE	1	02/24/2025	123.90	123.90	129563	03/26/2025
		349478	UNIFORMS - CHRISTIE	1	02/25/2025	112.45	112.45	129563	03/26/2025
		350549	UNIFORMS - KOPPI	1	03/14/2025	78.00	78.00	129563	03/26/2025
Total 10749:						314.35	314.35		
CASH	17420.	3/24/25 NB	ADDITIONAL CASH - CHA	1	03/24/2025	500.00	500.00	129564	03/26/2025
Total 17420:						500.00	500.00		
CHRONICLES IN HEALT	14073.	2025-423	PRESENTER FEE 3/21/25	1	03/24/2025	30.00	30.00	129565	03/26/2025
Total 14073:						30.00	30.00		
HILDI INC	11476.0	16853	ACTUARIAL VALUATION -	1	03/24/2025	1,000.00	1,000.00	129566	03/26/2025
Total 11476:						1,000.00	1,000.00		
JOSEPH FIRKUS	11938.0	3-11-25 JF	REIMB FIREARM PURCH	1	03/11/2025	300.00	300.00	129567	03/26/2025
Total 11938:						300.00	300.00		
LANO EQUIPMENT INC	23575.	02-1138627	PARTS	1	03/10/2025	109.54	109.54	129568	03/26/2025
Total 23575:						109.54	109.54		
METRO PRODUCTS INC.	25198.	185195	PARTS	1	03/06/2025	13.90	13.90	129570	03/26/2025
Total 25198:						13.90	13.90		
MINNESOTA EQUIPMEN	12620.	P41055	PARTS #734	1	03/07/2025	239.82	239.82	129571	03/26/2025
		P41241	PARTS #726	1	03/12/2025	653.41	653.41	129571	03/26/2025
Total 12620:						893.23	893.23		
MOOSE LAKE BREWING	14292.	MW9-009	BEER	1	03/11/2025	150.00	150.00	129572	03/26/2025
Total 14292:						150.00	150.00		
STEP SAVER INC	13048.	182200	BULK SALT -- LIBRARY	1	03/12/2025	157.50	157.50	129573	03/26/2025
		182201	BULK SALT - PS	1	03/12/2025	112.50	112.50	129573	03/26/2025

Name	Vendor Number	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
Total 13048:						270.00	270.00		
WALMAN OPTICAL	35960.	536424-1	SAFETY GLASSES - A KIT	1	03/07/2025	180.00	180.00	129574	03/26/2025
Total 35960:						180.00	180.00		
WINE MERCHANTS	36425.	7511073	WINE	1	03/12/2025	172.00	172.00	129575	03/26/2025
		7511073	FREIGHT	2	03/12/2025	3.44	3.44	129575	03/26/2025
Total 36425:						175.44	175.44		
ZARNOTH BRUSH WOR	36750.	201225-IN	SWEeper GUTTER BRO	1	03/07/2025	3,290.00	3,290.00	129576	03/26/2025
Total 36750:						3,290.00	3,290.00		
AMAZON CAPITAL SERVI	13706.	14TH-H16D-	OFFICE SUPPLIES	1	02/12/2025	12.89-	12.89-	1007811	03/27/2025
		17Q4-C71L-	SUPPLIES - SNOW PUSH	1	02/24/2025	117.98	117.98	1007811	03/27/2025
		1F3R-9CGR-	SUPPLIES	1	02/24/2025	161.38	161.38	1007811	03/27/2025
		1JCT-W13R-	MARKETING SUPPLIES	1	03/06/2025	6.75	6.75	1007811	03/27/2025
		1JCT-W13R-	MARKETING SUPPLIES	2	03/06/2025	6.75	6.75	1007811	03/27/2025
		1K6M-HPNT-	SUPPLIES	1	03/10/2025	28.49	28.49	1007811	03/27/2025
		1KMP-QHG1	ID BADGE HOLDERS	1	03/11/2025	8.99	8.99	1007811	03/27/2025
		1NRJ-3CVN-	CLEANING SUPPLIES	1	03/13/2025	25.93	25.93	1007811	03/27/2025
		1VD3-MLQJ-	SUPPLIES	1	03/11/2025	87.10	87.10	1007811	03/27/2025
		1YYK-CXKM	SUPPLIES - PORTABLE T	1	02/24/2025	49.99	49.99	1007811	03/27/2025
Total 13706:						480.47	480.47		
AXON ENTERPRISE, INC.	13529.	INUS328337	AXON AIR CONTRACT	1	03/01/2025	624.00	624.00	129577	03/26/2025
Total 13529:						624.00	624.00		
B & D PLBG, HTG & AIR C	10950.	6195435	SERVICE CALL - PUBLIC	1	02/10/2025	1,964.00	1,964.00	129578	03/26/2025
		6196317	MOVE IRRIGATION LINE	1	03/10/2025	2,998.00	2,998.00	129578	03/26/2025
Total 10950:						4,962.00	4,962.00		
BAYCOM INC	11267.0	EQUIPINV_0	SQUAD 626 COMPUTER	1	02/28/2025	3,165.00	3,165.00	1007812	03/27/2025
		RTN0000000	SQUAD COMPUTER DOC	1	02/14/2025	1,314.00-	1,314.00-	1007812	03/27/2025
Total 11267:						1,851.00	1,851.00		
BELLBOY CORPORATION	11800.0	207020300	LIQUOR	1	03/11/2025	948.29	948.29	1007813	03/27/2025
		207020300	FREIGHT	2	03/11/2025	14.85	14.85	1007813	03/27/2025
Total 11800:						963.14	963.14		
BERNICK'S	11950.0	10331021	POP/MISC	1	03/12/2025	163.04	163.04	129579	03/26/2025
		10331022	THC PRODUCTS	1	03/12/2025	57.00	57.00	129579	03/26/2025
		10331023	BEER	1	03/12/2025	2,376.00	2,376.00	129579	03/26/2025
		10331024	BEER CREDIT	1	03/12/2025	30.00-	30.00-	129579	03/26/2025
		10331025	POP/MISC	1	03/12/2025	75.48	75.48	129579	03/26/2025
		10331026	BEER	1	03/12/2025	1,275.20	1,275.20	129579	03/26/2025
Total 11950:						3,916.72	3,916.72		

Name	Vendor Number	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
BOLTON & MENK, INC	11019.0	357822	2024 DOWNTOWN AREA	1	02/28/2025	6,833.00	6,833.00	1007814	03/27/2025
Total 11019:						6,833.00	6,833.00		
BREAKTHRU BEVERAGE	8002.0	120463758	LIQUOR	1	03/13/2025	3,171.56	3,171.56	129581	03/26/2025
		413289729	LIQUOR CREDIT	1	02/26/2025	45.00-	45.00-	129581	03/26/2025
		413330967	LIQUOR CREDIT	1	03/11/2025	5.81-	5.81-	129581	03/26/2025
		413355637	LIQUOR CREDIT	1	03/17/2025	73.27-	73.27-	129581	03/26/2025
Total 8002:						3,047.48	3,047.48		
BREAKTHRU BEVERAGE	12893.	120463857	WINE	1	03/13/2025	480.00	480.00	129580	03/26/2025
		120463858	LIQUOR	1	03/13/2025	1,906.74	1,906.74	129580	03/26/2025
		120463859	WINE	1	03/13/2025	2,092.00	2,092.00	129580	03/26/2025
		120463860	LIQUOR	1	03/13/2025	357.08	357.08	129580	03/26/2025
		413328410	LIQUOR CREDIT	1	03/11/2025	5.35-	5.35-	129580	03/26/2025
Total 12893:						4,830.47	4,830.47		
CAMPBELL KNUTSON P.	12076.	3237G FEB 2	OA 25-03 TRACTOR SUP	1	02/28/2025	148.00	148.00	1007815	03/27/2025
		3237G FEB 2	OA 24-05 SPECHT FARM	2	02/28/2025	166.50	166.50	1007815	03/27/2025
		3237G FEB 2	FEB 25 GENERAL LEGAL	3	02/28/2025	7,171.59	7,171.59	1007815	03/27/2025
Total 12076:						7,486.09	7,486.09		
CHARTER COMMUNICATI	13954.	175341301	UTILITIES	1	03/07/2025	69.99	69.99	1007817	03/27/2025
		175341301	UTILITIES	2	03/07/2025	99.98	99.98	1007817	03/27/2025
		175341301	UTILITIES	3	03/07/2025	59.98	59.98	1007817	03/27/2025
		175341301	TELEPHONE	4	03/07/2025	95.70	95.70	1007817	03/27/2025
		175341301	TELEPHONE	5	03/07/2025	378.24	378.24	1007817	03/27/2025
		175341301	UTILITIES	6	03/07/2025	41.82	41.82	1007817	03/27/2025
		175341301	TELEPHONE	7	03/07/2025	98.53	98.53	1007817	03/27/2025
		175341301	TELEPHONE	8	03/07/2025	347.55	347.55	1007817	03/27/2025
		175341301	TELEPHONE	9	03/07/2025	190.00	190.00	1007817	03/27/2025
		175341301	TELEPHONE	10	03/07/2025	29.99	29.99	1007817	03/27/2025
		175341301	TELEPHONE	11	03/07/2025	43.96	43.96	1007817	03/27/2025
		175341701	PHONE LINE & TV CHGS-	1	03/14/2025	165.80	165.80	1007816	03/27/2025
		4066000312	PHONE LINE-NB	1	03/12/2025	133.99	133.99	129582	03/26/2025
Total 13954:						1,755.53	1,755.53		
CNH ARCHITECTS LTD	52295.	3466	FEB SERVICES - FIRE ST	1	02/28/2025	5,949.51	5,949.51	129583	03/26/2025
Total 52295:						5,949.51	5,949.51		
COMMISSIONER OF TRA	14651.	P00019584	TRAFFIC SIGNAL MAINT -	1	03/13/2025	710.99	710.99	129584	03/26/2025
Total 14651:						710.99	710.99		
DACOTAH PAPER CO	15887.	80099	CLEANING SUPPLIES/TOI	1	03/12/2025	1,344.19	1,344.19	129585	03/26/2025
		81423	CAN LINERS, TOILET PAP	1	03/13/2025	494.20	494.20	129585	03/26/2025
		81424	CLEANING SUPPLIES	1	03/13/2025	90.32	90.32	129585	03/26/2025
Total 15887:						1,928.71	1,928.71		
DAHLHEIMER BEVERAG	15900.	2417150	BEER	1	03/10/2025	6,616.27	6,616.27	1007818	03/27/2025

Name	Vendor Number	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
Total 15900:						6,616.27	6,616.27		
DELL MARKETING, L P	16250.	1079431621	DELL BATTERY	1	01/15/2025	101.74	101.74	1007819	03/27/2025
		1079539187	KENSINGTON DOCKING	1	01/21/2025	2,097.84	2,097.84	1007819	03/27/2025
		1079719923	DELL LAPTOP	1	01/31/2025	1,604.95	1,604.95	1007819	03/27/2025
		1079758479	MONITORS, BASE, OPTIP	1	02/03/2025	4,390.26	4,390.26	1007819	03/27/2025
		1079900063	SOUNDBARS	1	02/11/2025	310.60	310.60	1007819	03/27/2025
		1080041702	DELL OPTIPLEX COMPU	1	02/18/2025	4,511.92	4,511.92	1007819	03/27/2025
Total 16250:						13,017.31	13,017.31		
ELK RIVER MUNICIPAL U	17700.	3-13-25 ERM	WATER/ELECTRIC/SWR/	1	03/13/2025	1,678.00	1,678.00	1007820	03/27/2025
		3-13-25 ERM	WATER/ELECTRIC/SWR/	2	03/13/2025	3,309.49	3,309.49	1007820	03/27/2025
		3-13-25 ERM	ELECTRIC	3	03/13/2025	57.00	57.00	1007820	03/27/2025
		3-13-25 ERM	ELECTRIC	4	03/13/2025	32.65	32.65	1007820	03/27/2025
		3-13-25 ERM	WATER/ELECTRIC	5	03/13/2025	21,280.60	21,280.60	1007820	03/27/2025
		3-13-25 ERM	ELECTRIC	6	03/13/2025	3,756.30	3,756.30	1007820	03/27/2025
		3-13-25 ERM	ELECTRIC	7	03/13/2025	77.37	77.37	1007820	03/27/2025
		3-13-25 ERM	ELECTRIC	8	03/13/2025	360.19	360.19	1007820	03/27/2025
		3-13-25 ERM	WATER/SEWER	9	03/13/2025	35.59	35.59	1007820	03/27/2025
		3-13-25 ERM	WATER/ELECTRIC/SEWE	10	03/13/2025	7,332.00	7,332.00	1007820	03/27/2025
		3-13-25 ERM	WATER/ELECTRIC/SEWE	11	03/13/2025	779.53	779.53	1007820	03/27/2025
		3-13-25 ERM	WATER/ELECTRIC/SEWE	12	03/13/2025	3,521.75	3,521.75	1007820	03/27/2025
		3-13-25 ERM	ELECTRIC	13	03/13/2025	64.50	64.50	1007820	03/27/2025
		3-13-25 ERM	WATER/ELECTRIC	14	03/13/2025	1,336.71	1,336.71	1007820	03/27/2025
Total 17700:						43,621.68	43,621.68		
FUTURE PLUS BATTERIE	11835.0	P80951770	12V BATTERIES	1	03/12/2025	475.90	475.90	1007821	03/27/2025
		P81277007	6V BATTERY	1	03/25/2025	252.95	252.95	1007821	03/27/2025
Total 11835:						728.85	728.85		
GERTENS	13257.	6522/11	GRASS SEED	1	03/13/2025	157.45	157.45	129586	03/26/2025
Total 13257:						157.45	157.45		
GLOBAL RESERVE LLC -	15311.0	ORD-15423	THC PRODUCTS	1	03/07/2025	492.00	492.00	129587	03/26/2025
Total 15311:						492.00	492.00		
GRAPHIC HOUSE INC	13773.	SC7601	SIGN REPAIR	1	02/21/2025	604.34	604.34	129588	03/26/2025
Total 13773:						604.34	604.34		
HOISINGTON KOEGLER	21475.	023-001-13	PROF SVCS-ER PARK MA	1	03/15/2025	1,091.81	1,091.81	1007822	03/27/2025
		024-031-6	PROF SVCS-RIVERS ED	1	12/06/2024	1,390.16	1,390.16	1007822	03/27/2025
Total 21475:						2,481.97	2,481.97		
IPP - STORES, LLC	14066.	11312	DOG FOOD - DUKE	1	03/05/2025	109.99	109.99	1007823	03/27/2025
Total 14066:						109.99	109.99		
JOEL D PARK	52355.	133257	TRAINING - ALBERT	1	02/20/2025	500.00	500.00	129589	03/26/2025

Name	Vendor Number	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
Total 52355:						500.00	500.00		
JOHNSON BROS LIQUOR	22775.	126606	LIQUOR CREDIT	1	02/27/2025	104.94-	104.94-	129590	03/26/2025
		126606	FREIGHT CREDIT	2	02/27/2025	1.72-	1.72-	129590	03/26/2025
		128218	LIQUOR CREDIT	1	03/13/2025	4.30-	4.30-	129590	03/26/2025
		128310	LIQUOR CREDIT	1	03/14/2025	75.00-	75.00-	129590	03/26/2025
		128311	LIQUOR CREDIT	1	03/14/2025	75.00-	75.00-	129590	03/26/2025
		2744818	LIQUOR	1	03/12/2025	8,517.12	8,517.12	129590	03/26/2025
		2744818	FREIGHT	2	03/12/2025	102.34	102.34	129590	03/26/2025
		2744819	WINE	1	03/12/2025	2,668.03	2,668.03	129590	03/26/2025
		2744819	FREIGHT	2	03/12/2025	73.96	73.96	129590	03/26/2025
		2744820	POP/MISC	1	03/12/2025	47.95	47.95	129590	03/26/2025
		2744820	FREIGHT	2	03/12/2025	1.72	1.72	129590	03/26/2025
		2744821	LIQUOR	1	03/12/2025	133.25	133.25	129590	03/26/2025
		2744821	FREIGHT	2	03/12/2025	1.72	1.72	129590	03/26/2025
		2744822	LIQUOR	1	03/12/2025	4,082.10	4,082.10	129590	03/26/2025
		2744822	FREIGHT	2	03/12/2025	30.96	30.96	129590	03/26/2025
		2744823	LIQUOR	1	03/12/2025	555.50	555.50	129590	03/26/2025
		2744823	FREIGHT	2	03/12/2025	3.44	3.44	129590	03/26/2025
		2744824	LIQUOR	1	03/12/2025	5,287.38	5,287.38	129590	03/26/2025
		2744824	FREIGHT	2	03/12/2025	92.88	92.88	129590	03/26/2025
		2744825	WINE	1	03/12/2025	930.67	930.67	129590	03/26/2025
		2744825	FREIGHT	2	03/12/2025	12.04	12.04	129590	03/26/2025
		2744826	LIQUOR	1	03/12/2025	1,181.48	1,181.48	129590	03/26/2025
		2744826	FREIGHT	2	03/12/2025	8.60	8.60	129590	03/26/2025
Total 22775:						23,470.18	23,470.18		
JUSTIN ENDE	14664.	032425	REIMB CELL PHONE - EN	1	03/25/2025	45.00	45.00	1007824	03/27/2025
Total 14664:						45.00	45.00		
LEAGUE OF MN CITIES I	23800.	3/1/25 WC	WORK COMP DEDUCTIB	1	03/01/2025	4,934.13	4,934.13	129591	03/26/2025
		3/1/25 WC	WORK COMP DEDUCTIB	2	03/01/2025	486.82	486.82	129591	03/26/2025
Total 23800:						5,420.95	5,420.95		
LEAST SERVICES/COUN	15055.	1629	MONTHLY RETAINER FE	1	02/14/2025	180.00	180.00	1007825	03/27/2025
		1643	COUNSELING & RETAINE	1	03/12/2025	330.00	330.00	1007825	03/27/2025
Total 15055:						510.00	510.00		
LOCAL 49 TRAINING CEN	15007.	3-14-25 ES	CDL TRAINING & TESTIN	1	03/14/2025	4,000.00	4,000.00	129569	03/26/2025
Total 15007:						4,000.00	4,000.00		
MANSFIELD OIL CO	12310.	26293752	UNLEADED GASOLINE	1	03/11/2025	18,112.03	18,112.03	129592	03/26/2025
Total 12310:						18,112.03	18,112.03		
MN BCA	11597.0	39889	DMT-G CERTIFICATION -	1	03/04/2025	75.00	75.00	129593	03/26/2025
		40021	TRAINING - R. COWLEY	1	03/10/2025	300.00	300.00	129593	03/26/2025
		40098	TRAINING - O'KONEK	1	03/12/2025	300.00	300.00	129593	03/26/2025
		40350	TRAINING DMT - ASWEG	1	03/25/2025	75.00	75.00	129593	03/26/2025

Name	Vendor Number	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
Total 11597:						750.00	750.00		
MN CHIEFS OF POLICE A	25910.	21239	PEER SUPPORT TRNG -	1	02/13/2025	250.00	250.00	129594	03/26/2025
Total 25910:						250.00	250.00		
MN DEPT OF REVENUE	26275.	FEB 25 FUE	FEB 25 PETROLEUM TAX	1	03/20/2025	990.45	990.45	32020252	03/20/2025
		FEB 25 FUE	FEB 25 PETROLEUM TAX	2	03/20/2025	10.61	10.61	32020252	03/20/2025
Total 26275:						1,001.06	1,001.06		
MN DEPT. OF REVENUE	26300.	FEB 25 SAL	FEB SALES & USE TAX	1	03/20/2025	40,161.41	40,161.41	32020252	03/20/2025
		FEB 25 SAL	FEB SALES & USE TAX	2	03/20/2025	20,489.38	20,489.38	32020252	03/20/2025
		FEB 25 SAL	FEB SALES & USE TAX	3	03/20/2025	10.61	10.61	32020252	03/20/2025
		FEB 25 SAL	FEB SALES & USE TAX	4	03/20/2025	6,029.85	6,029.85	32020252	03/20/2025
		FEB 25 SAL	FEB SALES & USE TAX	5	03/20/2025	453.49	453.49	32020252	03/20/2025
		FEB 25 SAL	FEB SALES & USE TAX	6	03/20/2025	24.73	24.73	32020252	03/20/2025
		FEB 25 SAL	FEB SALES & USE TAX	7	03/20/2025	33.48	33.48	32020252	03/20/2025
		FEB 25 SAL	FEB SALES & USE TAX	8	03/20/2025	4.57	4.57	32020252	03/20/2025
		FEB 25 SAL	FEB SALES & USE TAX	9	03/20/2025	33.48	33.48	32020252	03/20/2025
Total 26300:						67,241.00	67,241.00		
MN POLLUTION CONTRO	26540.	2025 SS PE	STORM SEWER SYS MS4	1	02/20/2025	400.00	400.00	129595	03/26/2025
Total 26540:						400.00	400.00		
MN POLLUTION CONTRO	26545.	5-1-25 JA	CERTIFICATION RENEWA	1	02/03/2025	23.00	23.00	129596	03/26/2025
Total 26545:						23.00	23.00		
NORTH COUNTRY CHEV	14406.	ELKRIVER25	2025 CHEVROLET TAHO	1	03/06/2025	52,994.20	52,994.20	129597	03/26/2025
		ELKRIVER25	2025 GMC ACADIA - SQU	2	03/06/2025	41,198.20	41,198.20	129597	03/26/2025
		ELKRIVER25	2025 TAHOE 22772 #401	1	03/14/2025	53,426.36	53,426.36	129598	03/26/2025
Total 14406:						147,618.76	147,618.76		
OFFICE OF MNIT SERVIC	14954.	DV24090444	INTERNET (WAN) SVCS	1	10/09/2024	191.00	191.00	129599	03/26/2025
		DV25020451	INTERNET (WAN) SVCS	1	03/11/2025	191.00	191.00	129599	03/26/2025
Total 14954:						382.00	382.00		
PHILLIPS WINE & SPIRIT	29665.	545308	LIQUOR CREDIT	1	03/13/2025	5.52-	5.52-	129600	03/26/2025
		545308	WINE CREDIT	2	03/13/2025	17.17-	17.17-	129600	03/26/2025
		545309	WINE CREDIT	1	03/13/2025	9.00-	9.00-	129600	03/26/2025
		545310	WINE CREDIT	1	03/13/2025	3.72-	3.72-	129600	03/26/2025
		545311	LIQUOR CREDIT	1	03/13/2025	210.09-	210.09-	129600	03/26/2025
		545311	FREIGHT CREDIT	2	03/13/2025	.43-	.43-	129600	03/26/2025
		6941939	LIQUOR	1	03/12/2025	11,082.00	11,082.00	129600	03/26/2025
		6941939	FREIGHT	2	03/12/2025	233.92	233.92	129600	03/26/2025
		6941940	THC PRODUCTS	1	03/12/2025	483.00	483.00	129600	03/26/2025
		6941941	LIQUOR	1	03/12/2025	3,694.00	3,694.00	129600	03/26/2025
		6941941	FREIGHT	2	03/12/2025	77.40	77.40	129600	03/26/2025
		6943867	WINE	1	03/14/2025	84.00	84.00	129600	03/26/2025
		6943867	FREIGHT	2	03/14/2025	2.10	2.10	129600	03/26/2025
		6943868	LIQUOR	1	03/14/2025	3,810.30	3,810.30	129600	03/26/2025

Name	Vendor Number	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
		6943868	FREIGHT	2	03/14/2025	53.75	53.75	129600	03/26/2025
		6943869	WINE	1	03/14/2025	1,642.60	1,642.60	129600	03/26/2025
		6943869	FREIGHT	2	03/14/2025	41.28	41.28	129600	03/26/2025
		6943870	POP/MISC	1	03/14/2025	229.50	229.50	129600	03/26/2025
		6943870	FREIGHT	2	03/14/2025	3.00	3.00	129600	03/26/2025
		6943871	LIQUOR	1	03/14/2025	454.75	454.75	129600	03/26/2025
		6943871	FREIGHT	2	03/14/2025	8.40	8.40	129600	03/26/2025
Total 29665:						21,654.07	21,654.07		
PRYES BREWING COMP	52318.	W-93866	BEER	1	03/14/2025	439.50	439.50	129601	03/26/2025
Total 52318:						439.50	439.50		
RINK-TEC INTERNATION	14686.	6124	TOWER BELT REPLACEM	1	02/17/2025	1,122.34	1,122.34	1007826	03/27/2025
Total 14686:						1,122.34	1,122.34		
SOUTHERN GLAZER'S W	8000.0	2599469	LIQUOR	1	03/13/2025	881.66	881.66	129603	03/26/2025
		2599469	FREIGHT	2	03/13/2025	10.67	10.67	129603	03/26/2025
		2599470	WINE	1	03/13/2025	76.00	76.00	129603	03/26/2025
		2599470	FREIGHT	2	03/13/2025	1.49	1.49	129603	03/26/2025
		2599471	WINE	1	03/13/2025	59.84	59.84	129603	03/26/2025
		2599471	FREIGHT	2	03/13/2025	1.28	1.28	129603	03/26/2025
		2599472	FREIGHT	1	03/13/2025	3.84	3.84	129603	03/26/2025
		5123346	FREIGHT	1	03/13/2025	2.56	2.56	129603	03/26/2025
		9631680	FREIGHT CREDIT	1	03/14/2025	1.28-	1.28-	129603	03/26/2025
		9631681	FREIGHT CREDIT	1	03/14/2025	1.49-	1.49-	129603	03/26/2025
Total 8000:						1,034.57	1,034.57		
SOUTHERN GLAZER'S W	11314.0	2599466	LIQUOR	1	03/13/2025	6,741.75	6,741.75	129602	03/26/2025
		2599466	FREIGHT	2	03/13/2025	53.75	53.75	129602	03/26/2025
		2599467	WINE	1	03/13/2025	76.00	76.00	129602	03/26/2025
		2599467	FREIGHT	2	03/13/2025	1.46	1.46	129602	03/26/2025
		2599468	WINE	1	03/13/2025	757.94	757.94	129602	03/26/2025
		2599468	FREIGHT	2	03/13/2025	12.50	12.50	129602	03/26/2025
		9631471	WINE CREDIT	1	03/14/2025	119.68-	119.68-	129602	03/26/2025
		9631679	FREIGHT CREDIT	1	03/14/2025	2.50-	2.50-	129602	03/26/2025
Total 11314:						7,521.22	7,521.22		
STARR SORHEIM	52357.	5-19-25 SS	SOCIAL MEDIA CONF - S	1	03/17/2025	322.65	322.65	129604	03/26/2025
Total 52357:						322.65	322.65		
SUMMIT COMPANIES	33444.	2950420	ANNUAL FIRE ALARM TE	1	01/14/2025	378.00	378.00	1007827	03/27/2025
		2952601	FIRE ALARM INSPECTIO	1	01/15/2025	583.00	583.00	1007827	03/27/2025
Total 33444:						961.00	961.00		
SUSAN MONTAGUE	14562.	032525	INSTRUCTOR FEE - MAR	1	03/25/2025	60.00	60.00	1007828	03/27/2025
Total 14562:						60.00	60.00		
SYSO MINNESOTA INC	12551.	547787989	CONCESSIONS FOOD	1	03/13/2025	831.21	831.21	129605	03/26/2025
		547800118	CONCESSIONS SUPPLIE	1	03/20/2025	30.05	30.05	129605	03/26/2025

Name	Vendor Number	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
		547800118	CONCESSIONS FOOD/W	2	03/20/2025	534.97	534.97	129605	03/26/2025
		547807018	CONCESSIONS FOOD	1	03/24/2025	728.13	728.13	129605	03/26/2025
Total 12551:						2,124.36	2,124.36		
T-MOBILE	13946.	965639928 0	CELL PHONE CHGS	1	03/11/2025	79.24	79.24	129606	03/26/2025
		965639928 0	CELL PHONE CHGS	2	03/11/2025	34.63	34.63	129606	03/26/2025
		965639928 0	CELL PHONE CHGS	3	03/11/2025	108.94	108.94	129606	03/26/2025
		965639928 0	CELL PHONE CHGS	4	03/11/2025	59.40	59.40	129606	03/26/2025
		965639928 0	CELL PHONE CHGS	5	03/11/2025	24.77	24.77	129606	03/26/2025
		965639928 0	CELL PHONE CHGS	6	03/11/2025	49.54	49.54	129606	03/26/2025
		965639928 0	CELL PHONE CHGS	7	03/11/2025	24.77	24.77	129606	03/26/2025
		965639928 0	CELL PHONE CHGS	8	03/11/2025	74.31	74.31	129606	03/26/2025
		965639928 0	CELL PHONE CHGS	9	03/11/2025	24.77	24.77	129606	03/26/2025
		965639928 0	CELL PHONE CHGS	10	03/11/2025	264.31	264.31	129606	03/26/2025
		965639928 0	DATA CARDS	11	03/11/2025	114.80	114.80	129606	03/26/2025
		965639928 0	DATA CARDS	12	03/11/2025	28.70	28.70	129606	03/26/2025
		965639928 0	DATA CARDS	13	03/11/2025	28.70	28.70	129606	03/26/2025
		965639928 0	DATA CARDS	14	03/11/2025	28.70	28.70	129606	03/26/2025
		965639928 0	IPADS	15	03/11/2025	57.81	57.81	129606	03/26/2025
		965639928 0	IPADS	16	03/11/2025	67.24	67.24	129606	03/26/2025
		965639928 0	IPADS	17	03/11/2025	19.27	19.27	129606	03/26/2025
		965639928 0	IPADS	18	03/11/2025	19.27	19.27	129606	03/26/2025
		965639928 0	HOTSPOTS	19	03/11/2025	76.67	76.67	129606	03/26/2025
Total 13946:						1,185.84	1,185.84		
TODD ANDERSON	10586.	3214	ENTERTAINMENT 4/7/25	1	02/24/2025	350.00	350.00	129607	03/26/2025
Total 10586:						350.00	350.00		
US AUTOFORCE	35560.	INV0008025	TIRE #60	1	03/13/2025	130.33	130.33	129608	03/26/2025
Total 35560:						130.33	130.33		
WASTE MANAGEMENT	36033.	49484-1706-	FEB GARBAGE TIPPING	1	03/03/2025	19,401.22	19,401.22	129609	03/26/2025
		49513-1706-	MAR GARBAGE TIPPING	1	03/15/2025	13,097.92	13,097.92	129610	03/26/2025
Total 36033:						32,499.14	32,499.14		
Grand Totals:						460,954.57	460,954.57		

Report Criteria:

Detail report type printed

Check Detail.Created by = "astangler"



Request for Action

To
City Council

Item Number
4.3

Meeting Date
April 7, 2025

Prepared By
Tina Allard, City Clerk

Item Description
Severance Agreement and Release

Reviewed by
Cal Portner
Tina Allard

Action Requested
Approve, by motion, the Separation Agreement and Release with Custodian James Barnes.

Background/Discussion
Jim Barnes retired on March 5, 2025. As part of the Severance Pay requirements, a release of claims must be executed. Attached is Mr. Barnes signed agreement.

Financial Impact
As per the Severance Pay policy.

Mission/Policy/Goal
The Elk River Mission

Attachments
I. Separation Agreement Barnes Jim

The Elk River Vision

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

SEPARATION AGREEMENT AND RELEASE

1. Separation From Employment and Severance Payment.

I, James R. Barnes, (referred to throughout this Separation and Release Agreement in the first person) understand that my last day of employment with the City of Elk River (the "City") will be March 5, 2025, (the "Separation Date"). I understand that City policy ("Severance Pay") provides that I may be eligible to receive a portion of my unused sick leave if I meet the following conditions: 1) I must resign in good standing; 2) I must provide proper written notice of my resignation in accordance with City policy; and 3) I must execute a release of claims. The amount I may be eligible for is determined in accordance with the Severance Pay policy. For purposes of this Agreement, the third condition described above is the "Release Condition"; the first and second conditions are the "Other Conditions."

I understand that in order to be eligible for a portion of my unused sick leave in connection with my separation from employment, I must satisfy the Other Conditions according to their terms and I must satisfy the Release Condition by signing and not rescinding this Separation Agreement and Release ("Agreement"). As of February 22, 2025, the amount of my unused sick leave is 90.4737 hours and my regular rate of pay at the time I gave notice to resign was \$29.97 per hour. If I satisfy the Release Condition and the Other Conditions, pursuant to the Severance Policy, the portion of my unused sick leave that I will receive is 50% up to 480 hours. Accordingly, the sum total of the contribution into my Post Employment Health Care Savings Plan that I will receive for my unused sick leave if I satisfy the Release Condition and the Other Conditions will be one thousand three hundred fifty-five dollars and seventy-five cents (\$1,355.75) plus the product of my regular rate of pay and 50% of the number of any ESST hours that I accrue and minus the product of my regular rate of pay and 50% of the number of any sick leave/ESST hours that I use between February 23, 2025, and the Separation Date (the "Severance"). The Severance will be paid to my Post Employment Health Care Savings Account on the first pay day following 18 days after I sign this Agreement, provided I sign and do not rescind the Agreement.

I understand that the Severance payment will be subject to normal deductions that the City is obligated by law to make, or believes in good faith it is obligated by law to make. No representations as to taxability or tax treatment of the Severance have been made to me by the City. I understand that I will receive the Severance only if I satisfy the Other Conditions and sign this Agreement and do not rescind it within the fifteen (15) calendar days described below under Opportunity to Rescind.

2. No Other Benefits.

I understand that except for the Severance payment described in this Agreement, following the Separation Date I shall receive no other benefits. All my rights under the City's benefit plans shall be governed in accordance with the terms of such plans. I acknowledge receipt of applicable summary plan descriptions relating to such plans. I understand that I will no longer be an employee of the City after the Separation Date, and I hereby relinquish any rights I may have

had under the City's employee policies and any contractual rights I may have had under any agreements with the City.

3. Return of Property.

As of the date of my signing of this Agreement, I warrant that I have returned the originals and all copies of all the City files, documents, software, hardware, keys, office equipment, all records and documents related to the City, and all other City property in my possession or under my control. If I find any City property after I sign this Agreement, I will promptly return it.

4. No Further Claim to Compensation.

This Agreement fully and completely satisfies any and all obligations between the City and me that arise out of or relate to my employment, except for my final paycheck to be paid on January 3, 2025, and all payments required under this Agreement to be paid on the first pay day following 18 days after I sign and return this Agreement and first pay day that falls 90 days after termination. I have no claim to any compensation from the City, in any form, beyond the compensation that is specifically described in Paragraph 1 through 4 of this Agreement.

5. Complete Release.

In return for the Severance payment and other benefits provided herein, which I acknowledge are good and sufficient consideration for all aspects of this Agreement, I, on behalf of myself and all of my past, present and future heirs, executors, administrators, agents, attorneys, insurers, subrogees, lienors, trustees, indemnitors, principals, servants, representatives, employees, partners, predecessors, successors and assigns, hereby release the City, and any of its subsidiaries and affiliated entities, and all of their respective current and former officers, agents, directors, employees, independent contractors, shareholders, attorneys, accountants, insurers, representatives, predecessors, successors and assigns, both individually and in any representative capacity (collectively, the "Released Parties"), from each and every legal claim, demand or grievance of any kind ("Claim"), whether known or unknown, existing at any time up to and including the date I sign this Agreement, including without limitation any claim, demand or grievance in any way arising out of or related to my employment with the City, or my separation of employment with the City.

I understand and agree that this Agreement is a full, final and complete settlement and release of the Released Parties of any and all Claims, whether known or unknown, including but not limited to any Claim I may have under: the federal or any state constitution; Employment Retirement Income Security Act; Title VII of the Civil Rights Act of 1964; the Americans with Disabilities Act; the Fair Labor Standards Act; the Equal Pay Act; the Family and Medical Leave Act; the Age Discrimination in Employment Act; the Minnesota Public Employment Labor Relations Act; the Minnesota Veterans Preference Act; the Minnesota Government Data Practices Act; the Minnesota Employment, Wages, Conditions, Hours, and Restrictions Laws (Minn. Stat. Chapter 181); the Minnesota Whistleblower Act; section 176.82 of the Minnesota Worker's Compensation Act; the Minnesota Human Rights Act; the Minnesota Public Employment Labor Relations Act; and any other federal, state, or local government laws, regulations or executive orders governing employment. I further understand and agree that I am releasing any Claim I may have, whether known or unknown, for: payment of compensation or

benefits of any kind; fraud or misrepresentation; promissory estoppel; wrongful or constructive discharge; defamation; invasion of privacy; breach of covenant of good faith and fair dealing; reprisal or retaliation; breach of contract; breach of a collective bargaining agreement; unjust enrichment; negligence; negligent hiring; supervision and retention; intentional or negligent infliction of emotional distress; and any other Claim arising under any law.

I further agree that if any Claim I release in this Agreement is prosecuted in my name before any court or administrative agency, I will waive any benefits I obtain through such prosecution and will not take any award of money or other damages from such Claim.

Notwithstanding the foregoing, this Agreement does not release any rights or claims I may have under the Minnesota Human Rights Act or the Age Discrimination in Employment Act that arise after I sign this Agreement or that arise from acts occurring after I sign this Agreement.

Furthermore, this Agreement does not release any post-separation rights I may have under an ERISA welfare benefit or pension plan that are specifically provided for in the applicable plan document or required by law, any rights I may have under any plan subject to Section 409A of the Internal Revenue Code of the United States to the extent the release would cause a violation of Section 409A, or any rights to post-separation benefits continuation under state or federal law. This Agreement also does not prevent me from pursuing any claim to enforce this Agreement, or any right or claim that by law may not be waived.

6. Period for Review and Consideration.

I acknowledge, agree, represent, and warrant that I have been provided twenty-one (21) days in which to consider whether to sign this Agreement. I understand that I may use as much or as little of this twenty-one (21) day period as I wish prior to signing this Agreement. I also understand that upon the expiration of this twenty-one (21) day period, the offer to enter into this Agreement may be revoked if I have not by then accepted it. I also acknowledge that I have been advised by the City to seek advice of an attorney of my choosing and that I have had the opportunity to obtain such advice before I signed this Agreement. I acknowledge that if I sign this Agreement before the twenty-one (21) calendar days have elapsed, I am voluntarily waiving my right to the twenty-one (21) day review period.

7. Opportunity to Rescind Under the ADEA and MHRA.

I recognize that by signing this Agreement I am waiving and releasing any employment discrimination, retaliation, or other claims that he might have under the Age Discrimination in Employment Act ("ADEA"). After I sign this Agreement, I will have seven (7) calendar days to revoke my waiver and release of any claims arising under the ADEA. This right of revocation applies only to claims arising under the ADEA. For a revocation of claims under the ADEA to be effective, it must be personally delivered to Lauren Wipper, City of Elk River, 13065 Orono Parkway, Elk River, Minnesota 55330, or sent by United States certified mail, return receipt requested and postmarked within the 7 day period.

I recognize that by signing this Agreement I am waiving and releasing any employment discrimination and retaliation claims that I might have under the Minnesota Human Rights Act ("MHRA"). Under the MHRA (Minnesota Statutes § 363A.31), I have the right to rescind this release of claims in writing within fifteen (15) calendar days after signing it. This right of

rescission applies only to any claims arising under the MHRA. For a rescission of claims arising under the MHRA to be effective, it must be delivered to Lauren Wipper, either personally or by United States mail within the fifteen (15) day period. If delivered by mail, the rescission must be postmarked within the fifteen (15) day period, properly addressed to Lauren Wipper, City of Elk River, 13065 Orono Parkway, Elk River, Minnesota 55330 and sent by certified mail, return receipt requested.

8. Effect of Rescission of Release of Claims.

If I revoke or rescind any part of the Release of All Claims in this Agreement, paragraph 1 of this Agreement will automatically be rescinded without further action by either party.

9. Non-Disparagement.

I agree not to make any disparaging or negative remarks, either verbally or in writing, regarding the City or any of the City's current or former employees, elected or appointed officials, representatives, or business partners, either individually or in any representative capacity, with regard to acts occurring before the signing of this Agreement.

10. No Admission of Wrongdoing.

Nothing in this Agreement may be construed to be an admission of liability or wrongdoing by, against, or on behalf of the City or me. Any form of wrongdoing or liability is expressly denied by the City and its representatives and by the undersigned and his representatives.

11. Complete Agreement.

I acknowledge and agree that there are no other agreements, covenants, promises, undertakings, or understandings between me and the City except as explicitly set forth in this Agreement and that I have not relied on any statement, representation, or promise of the City, or of any representative or attorney for the City, in executing this Agreement, except as may be set forth explicitly in this Agreement.

No modification of, or addition to, this Agreement shall be effective unless it is in writing and signed by all Parties to this Agreement.

12. Miscellaneous.

I understand that this Agreement is a contract, and that the contract has been agreed upon by the City in Minnesota, and that this Agreement will be construed and interpreted in accordance with the laws of the state of Minnesota. I also understand that if either the City or I believe that this Agreement has been violated or breached in some fashion, that any litigation brought to enforce this Agreement must be brought in the State of Minnesota. I also understand that nothing contained in this Agreement is to be construed by me or anyone else as an admission that the City has violated any local, state or federal law, rule, regulation or principle of common law. In fact, I understand that the City expressly denies any wrongdoing whatsoever in connection with my employment and the termination of my employment.

13. Signature.

I have read this Agreement, know its contents and have signed it as a free and voluntary act having had adequate opportunity to consider its terms. Furthermore,

I HAVE SIGNED THIS AGREEMENT INTENDING TO BE LEGALLY BOUND TO ALL ITS TERMS.

James R. Barnes
EMPLOYEE NAME

Date: Mar 14, 2025

James R Barnes
EMPLOYEE SIGNATURE

Date: _____

THE CITY OF ELK RIVER

John J. Dietz, Mayor

ATTEST:

Tina Allard, City Clerk

GP:2771993 v1



Request for Action

To
City Council

Item Number
4.4

Meeting Date
April 7, 2025

Prepared By
Cal Portner, City Administrator

Item Description
Collective Bargaining Agreement 25-03 -
International Union of Operating Engineers
(I.U.O.E.) Local #49

Reviewed by
Cal Portner
Lauren Wipper
Joe Stremcha
Tina Allard

Action Requested

Approve, by motion, a collective bargaining Agreement 25-03 with International Union of Operating Engineers (I.O.U.E.) Local #49, public works employees.

Background/Discussion

The collective bargaining agreement between the City of Elk River and I.U.O.E. Local 49 expired on December 31, 2024.

The union opened the contract for negotiations in November 2024. Following negotiations and mediation, the city and union have agreed to terms on a three-year contract effective January 1, 2025, through December 31, 2027.

The city negotiating team met with the Council twice in closed session to discuss the contract demands. The final contract reflects the Council's consensus from those meetings.

Financial Impact

The tentative agreement is consistent with the contract parameters previously discussed with the City Council and within the approved city budget for 2025.

Mission/Policy/Goal

Elk River Mission

Attachments

- I. 2025-2027 Elk River Final TG

The Elk River Vision

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



LABOR AGREEMENT

between the

City of Elk River

-and-

**International Union of Operating Engineers
Local No. 49**



January 1, 2025 through December 31, 2027

INDEX

<u>Article</u>		<u>Page</u>
Article 1	Purpose of Agreement	1
Article 2	Recognition.....	1
Article 3	Definitions	1
Article 4	Employer Security	2
Article 5	Employer Authority	2
Article 6	Union Security	2
Article 7	Employee Rights – Grievance Procedure	3
Article 8	Savings Clause.....	5
Article 9	Seniority.....	5
Article 10	Layoff and Recall	6
Article 11	Discipline.....	7
Article 12	Work Schedules	8
Article 13	Overtime	9
Article 14	Call Back	9
Article 15	Legal Defense	9
Article 16	Probationary Periods.....	10
Article 17	Employee Development/Tuition Reimbursement	10
Article 18	Job Posting.....	11
Article 19	Health and Life Insurance.....	11
Article 20	Uniforms/Safety Clothing Allowance	11
Article 21	Sick Leave	12
Article 22	Severance	12
Article 23	Bereavement	12
Article 24	Vacation.....	13
Article 25	Compensatory Time Provisions.....	14
Article 26	Holidays	14
Article 27	Mileage Allowance	14
Article 28	Leaves of Absence	15
Article 29	On Call.....	15
Article 30	Waiver.....	15
Article 31	Safety	15
Article 32	Duration	16
Appendix A-	Wages	17
	Signatures	18

**Labor Agreement
between
The City of Elk River
and
International Union of Operating Engineers,
Local No. 49**

ARTICLE 1 – PURPOSE OF AGREEMENT

This agreement is entered into between the City of Elk River, hereinafter called the employer, and Local No. 49, International Union of Operating Engineers, hereinafter called the union. The intent and purpose of this agreement is to:

- 1.1 Establish certain hours, wages, and other conditions of employment;
- 1.2 Establish procedures for the resolution of disputes concerning the interpretation and/or application of this agreement;
- 1.3 Specify the full and complete understanding of the parties; and
- 1.4 Place in written form the parties' agreement upon terms and conditions of employment for the duration of this agreement.

The employer and the union, through this agreement, continue their dedication to the highest quality of public service. Both parties recognize this agreement as a pledge of this dedication.

ARTICLE 2 – RECOGNITION

The employer recognizes the union as the exclusive representative under Minnesota Statutes, Section 179A.03, Subd. 8 in an appropriate bargaining unit consisting of the following job classifications:

Facility Maintenance Technician
Custodian
Street Maintenance Operator II
Maintenance Mechanic
Park Maintenance Worker

In the event that the employer and the union are unable to agree as to the inclusion or exclusion of a new or modified job class the issue shall be submitted to the Bureau of Mediation for determination.

ARTICLE 3 – DEFINITIONS

UNION MEMBER: A member of the International Union of Operating Engineers, Local No. 49.

EMPLOYEE: A member of the exclusively recognized bargaining unit.

STRIKE: Concerted action in failing to report for duty, the willful absence from one's position, the stoppage of work, slowdown, or abstinence in whole or in part from the full, faithful and proper performance of the duties of employment for the purpose of inducing, influencing, or coercing a change in the conditions or compensation or the rights, privileges or obligations of employment.

BASE PAY RATE: The employee's hourly pay rate exclusive of any special allowances.

ARTICLE 4 – EMPLOYER SECURITY

- 4.1 The union, its officers or agents, and the Employees covered by this agreement, agree that during the life of this agreement it will not cause, encourage, participate in or support any strike, slow down, other interruption of or interference with the normal functions of the employer.
- 4.2 In the event that any employee violates this article, the union shall immediately notify any such employee in writing to cease and desist from such action and shall instruct them to immediately return to their normal duties. Any or all employees who violate any of the provisions of this article may be discharged or otherwise disciplined.
- 4.3 The employer's failure to exercise any right, prerogative, or function hereby reserved to it, or the employer's exercise of any such right, prerogative, or function in a particular way, shall not be considered a waiver of the employer's right to exercise such right, prerogative, or function or preclude it from exercising the same in some other way not in conflict with the express provisions of this agreement.

ARTICLE 5 – EMPLOYER AUTHORITY

The employer retains the full and unrestricted right to operate and manage all manpower, facilities, and equipment; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify the organizational structure; to select, direct, and determine the number of personnel; to establish work schedules; and to perform any inherent managerial function not specifically limited by this agreement.

- 5.1 Any term or condition of employment not specifically established or modified by this agreement shall remain solely within the discretion of the employer to modify, establish or eliminate.
- 5.2 Nothing in the agreement shall prohibit or restrict the right of the employer from subcontracting work performed by employees covered by this agreement.

ARTICLE 6 – UNION SECURITY

In recognition of the union as the exclusive representative, the following shall apply:

- 6.1 The employer shall deduct from the wages of employees who authorize such a deduction in writing an amount necessary to cover monthly union dues. Such monies shall be remitted directly to the union monthly.
- 6.2 The union agrees to indemnify and hold the employer harmless against any and all claims, suits, orders or judgments brought or issued against the city as a result of any action taken or not taken by the city under the provisions of this article.
- 6.3 The union may designate three (3) employees within the bargaining unit as stewards and shall notify the employer in writing of the employees so designated and of any change in that position. Upon at least three days prior notification to the employer the stewards shall be allowed time off duty with pay to attend negotiation sessions mutually scheduled by the union and employer for the renewal of this agreement. If a designated steward is unable to attend, the union may, upon written notice to the employer, designate an alternate steward. If the required notices are not provided, the steward shall not be paid.

- 6.4 One (1) designated steward shall be granted reasonable time off with pay in order to investigate and/or present grievances to the employer during their normal working hours. Such steward, however, shall not leave their workstation without first obtaining the permission of their immediate supervisor and shall notify their immediate supervisor upon return to work. The steward investigating and/or presenting the grievance may be the steward from any division in the bargaining unit.
- 6.5 The employer agrees to make space available on the employer bulletin board for the posting of official union notice(s) and announcements. The bulletin board shall not be used for posting or distributing pamphlets of political or religious matter of any kind or for advertising. Under no circumstances shall the use of the bulletin board conflict with the operation of the employer.
- 6.6 The union shall request access to the premises of the employer at reasonable times and subject to mutually agreed upon reasonable rules to investigate grievances and for other reasonable purposes.
- 6.7 Failure of the union to execute an explicit right established under this agreement does not waive such right.

ARTICLE 7 – EMPLOYEE RIGHTS – GRIEVANCE PROCEDURE

A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this agreement.

- 7.1 Union Representatives. The employer will recognize a representative designated by the union as the grievance representative of the bargaining unit having the duties and responsibilities established by this article. The union shall notify the employer, in writing, of the name of such union representative and of their successor when so designated as provided by Section 6.4 of this agreement.
- 7.2 Processing of Grievance. It is recognized and accepted by the union and the employer that the processing of a grievance, as hereinafter provided, is limited by the job duties and responsibilities of the employees and shall, therefore, be accomplished during normal working hours only when consistent with such employee duties and responsibilities. The aggrieved employee and a union representative shall be allowed a reasonable amount of time without loss in pay when a grievance is investigated and presented to the employer during normal working hours provided that the employee and the union representative have notified and received the prior approval of the designated supervisor who has determined that such absence is reasonable and would not be detrimental to the work programs of the employer. Permission may be denied if it is determined by the employer that current work needs do not permit interruption.
- 7.3 Procedure. Grievances, as defined by Section 7.1 shall be resolved in conformance with the following procedure:

Step 1

An employee claiming a violation concerning the interpretation or application of this agreement shall, within twelve (12) calendar days after the first occurrence of the event constituting such alleged violation has occurred, sign and present such grievance in writing to the employee's supervisor as designated by the employer. The supervisor must receive the grievance. The supervisor will discuss the matter with the grievant and union representative

and provide an answer in writing to such Step 1 grievance within twelve (12) calendar days after receipt.

A grievance not resolved in Step 1 and appealed to Step 2 shall be placed in writing setting forth the nature of the grievance, the facts on which it is based, the provision or provisions of the agreement allegedly violated, the remedy requested, and shall be appealed to Step 2 within twelve (12) calendar days after the supervisor's final answer in Step 1. Any grievance not appealed in writing to Step 2 by the union within twelve (12) calendar days shall be considered waived.

Step 2

If appealed to Step 2, the written grievance shall be presented by the union and discussed with the employer-designated Step 2 representative. The employer-designated representative must receive the grievance and shall respond to the Union in writing within twelve (12) calendar days after receipt of such Step 2 grievance. A grievance not resolved in Step 2 may be appealed to Step 3 within twelve (12) calendar days following the employer-designated representative's final Step 2 answer. Any grievance not appealed in writing to Step 3 by the union within twelve (12) calendar days shall be considered waived.

Step 3

If appealed, the written grievance shall be presented by the union and discussed with the employer-designated Step 3 representative. The employer-designated representative shall respond to the union in writing within twelve (12) calendar days after receipt of such Step 3 grievance. A grievance not resolved in Step 3 may be appealed to Step 4 within twelve (12) calendar days following the employer-designated representative's final answer in Step 3. Any grievance not appealed in writing to Step 4 by the union within twelve (12) calendar days shall be considered waived.

Step 4

A grievance unresolved in Step 3 and appealed to Step 4 shall be submitted to the Minnesota Bureau of Mediation Services for mediation or to arbitration within twelve (12) calendar days following the employer-designated representative's final Step 3 answer. If the grievance is submitted to mediation and is not resolved, it may be appealed to arbitration within twelve (12) calendar days following the employer designated representative's final Step 4 answer. If the parties are unable to agree on the selection of an arbitrator, the union shall request a list of arbitrators be submitted to the parties by the Bureau of Mediation Services.

7.4 Arbitrator's Authority

- a. The arbitrator shall have no right to amend, modify, nullify, ignore add to, or subtract from the terms and conditions of this agreement. The arbitrator shall consider and decide only the specific issue (s) submitted in writing by the employer and the union and shall have no authority to make a decision on any other issue not so submitted.
- b. The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following the close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on both the employer and the union and shall be passed solely on the arbitrator's

interpretation or application of the express terms of this agreement and to the facts of the grievance presented.

- c. The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the employer and the union, provided each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings, the cost shall be shared equally.

7.5 Waiver

If a grievance does not comply with any of the procedural requirements set forth above, it shall be considered "waived." If a grievance is not appealed in conformance with any of the procedural requirements set forth above, it will be considered settled on the basis of the employer's last answer. If the employer does not answer a grievance or an appeal thereof within the specified time limits, the union may elect to treat the grievances as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual agreement of the employer and the union in each step. In addition, the employer and union may mutually agree to extend the timelines and mediate the grievance following the Step 3 final answer from the employer prior to appealing the matter to Step 4.

- 7.6 Choice of Remedy. It is specifically understood that any matters governed by statutory or regulatory provisions, except as expressly provided for in the agreement, shall not be considered grievances under this agreement. In the event that more than one procedure is available for resolution of a dispute arising from any provisions covered by the agreement, the aggrieved employee shall be limited to one procedure through which remedy may be sought. If the aggrieved employee utilizes a procedure other than the grievance procedure herein, then the employee is precluded from appealing under this procedure. If the employee utilizes this procedure, then the employee is precluded from appealing under another procedure. Employees may use both this grievance procedure and a statutory procedure to the extent that it is required by state or federal law.

ARTICLE 8 – SAVINGS CLAUSE

This agreement is subject to the laws of the United States, the State of Minnesota, and the City of Elk River. In the event any provision of the agreement shall be held to be contrary to law by a court of competent jurisdiction or a state or federal administrative agency ruling from whose final judgment or decree no appeal has been taken within the time provided, or is in violations of legislative or administrative regulations, such provision shall be voided. All other provisions of this agreement shall continue in full force and effect.

ARTICLE 9 – SENIORITY

Seniority shall be determined by the regular, full-time employee's length of continuous employment with the employer.

- 9.1 Seniority will be the determining criterion for transfers, promotions, and lay-offs when all other qualification factors are equal as determined by the employer.
- 9.2 The employer shall maintain a seniority list that shall be updated annually and posted in the employee's work area by February 1, with a copy furnished to the business representative. The names of all regular full-time members of the bargaining unit who have completed their probationary period shall be listed on the seniority roster in the order of their seniority and

shall show the date from which seniority commences and the employee's job title. An employee or the union shall be obligated to notify the employer of any error in the seniority list within thirty (30) calendar days of such posting. If no error is reported within this thirty (30) calendar-day period, the list will stand correct as posted.

- 9.3 Employees who leave the bargaining unit for a non-bargaining unit position shall have their seniority frozen at the level that existed at the time of their departure from a bargaining unit classification and shall be credited with such seniority upon return to the bargaining unit if the return is a result of a layoff or position termination; provided however, that such employee(s) may not exercise such seniority to displace any current bargaining unit member. The provisions of this article shall not apply to employees taking a voluntary demotion, or who voluntarily leave city employment. Employees taking a voluntary demotion shall go to the bottom of the seniority list.
- 9.4 A reduction of the workforce will be accomplished on the basis of inverse classification seniority. Regular, full-time employees shall be recalled from layoff on the basis of classification seniority. A qualified regular, full-time employee on layoff shall have an opportunity to return to work within two (2) years of the time of his/her layoff before any new employee is hired.

ARTICLE 10 – LAYOFF AND RECALL

If the employer should layoff an employee(s) for any reason, the following conditions shall apply:

- a. The employer shall determine the position(s) in the class and employment condition and work location which is to be eliminated provided employees in temporary or seasonal positions in the same class are laid off before regular status employees.
 - b. Interruptions of employment mandated by the employer for less than fifteen (15) work days or a temporary reduction in work hours mandated by the employer shall not be considered a layoff under the provisions of this article. Should such interruption of employment or temporary reduction in work hours occur they will be done on the basis of inverse classification seniority.
 - c. Employees may be laid off by the employer to meet the needs of the employer. In the event a layoff is necessary the work force shall be reduced based on best ability to perform available work and work performance within the job classification as determined in the employer's discretion following the employer's review of performance evaluations, instances of counseling and discipline. If, in the employer's discretion, employees have equal work performance, seniority will prevail.
- 10.1 Notice of layoff and recall. In the event of a permanent layoff, the employer shall give written notification to the employee and the union, at least fourteen (14) calendar days prior to the effective date of the layoff whenever practicable.
- a. An employee on layoff shall be notified of recall by personal notice (receipted) or certified mail (return receipt required) sent to the employee's last known address at least fourteen (14) calendar days prior to the reporting date. The employee shall notify the employer by certified mail (return receipt required) within five (5) calendar days of receipt of notification of intent to return to work and shall report for work on the reporting date specified by the employer unless other arrangements have been agreed to by the employer in writing.

- b. It shall be the responsibility of the employee to keep the Human Resources Division advised of their current mailing address.
- 10.2 Duration of recall lists. An employee shall remain on the appropriate recall list for a period not to exceed two (2) calendar years from the date the layoff occurred. An employee who has been laid off may be re-employed without examination in a vacant position of the same class.
- 10.3 Removal from recall lists. Employees shall be removed from all recall lists for any of the following:
 - a. Recalled to a position in the employment status from which the employee was laid off.
 - b. Failure to accept recall to a position in the employment status from which the employee was laid off.
 - c. Appointment to a regular status position in a class that is equal to or higher than the one from which the employee was laid off.
 - d. Refusal or failure to accept recall for a position for which the employee on layoff is qualified.
 - e. Resignation, retirement or termination from city employment.

ARTICLE 11 – DISCIPLINE

For the purpose of this article, an employee shall be any employee having successfully completed the employee's probationary period.

- 11.1 The employer will discipline employees only for just cause. Discipline will be in one or more of the following forms: The employer retains the right to take any disciplinary action deemed appropriate based upon the nature and severity of the infraction(s) and the conditions surrounding the incident. The employer retains the sole discretion to determine what behavior warrants disciplinary action and which action will be imposed. Disciplinary actions include, but are not limited to:
 - Oral reprimand;
 - Written reprimand;
 - Suspension;
 - Demotion; or
 - Discharge
- 11.2 Suspensions, demotions and discharges will be in written form.
- 11.3 Written reprimands, notices of suspension, and notices of discharge which are to become part of an employee's personnel file shall be read and acknowledged by signature of the employee. Employees and the union will receive a copy of such reprimands and/or notices.
- 11.4 Employees may examine their own personnel files in accordance with the Minnesota Government Data Practices Act.
- 11.5 Employees will not be questioned concerning an investigation of disciplinary action unless the employee has been given an opportunity to have a union representative present at such questioning.

- 11.6 Grievances relating to suspension or discharge shall be initiated by the union in Step 2 of the grievance procedure under Article 7.

ARTICLE 12 – WORK SCHEDULES

The sole authority in work schedules is the employer. The normal workday shall be 7:00 a.m. to 3:30 p.m. for eight (8) hours. The normal work week shall be forty (40) hours Monday through Friday. Nothing herein shall be construed as to a guarantee of hours of work per day or per week.

- 12.1 Public Service may require the establishment of regular shifts for some employees on a daily, weekly, seasonal, or annual basis other than the normal workday. When practicable, the employer will provide twenty-four (24) hours advance notice to employees affected schedule changes.
- 12.2 In the event work is required because of unusual circumstances such as (but not limited to) fire, flood, snow, sleet, or facility equipment malfunction advanced notice is not required. Each employee has an obligation to work overtime or respond to call backs when requested unless unusual circumstances prevent him/her from so working.
- 12.3 Departures from the Normal Work Schedule. Should it be necessary for the department to temporarily establish work schedules departing from the normal work schedule, in other than an emergency as defined in 12.2, notice of such change shall be given to the employee eight (8) hours in advance when practicable.
- 12.4 Summer Work Schedule. During Daylight Savings Time, employees will work a Summer Work Schedule consisting of four (4) nine (9) hour days Monday through Thursday, 7:00 a.m. to 4:30 p.m., and a four (4) hour day, 7:00 a.m. to 11:00 a.m., on Friday.

An employee who uses sick leave, vacation, and compensatory time shall be charged nine (9) hours during the Summer Work Schedule. Holiday and bereavement leave is credited at eight (8) hours during this schedule. Employees shall use one (1) hour of vacation or compensatory time to account for the nine (9) hour day or get supervisor approval to work one additional hour during a holiday/bereavement week to complete their 40-hour work week.

- 12.5 All employees scheduled to work six or more hours per shift are required to take a half-hour, unpaid meal break. Employees shall receive one (1) unpaid thirty (30) minute meal break near the middle of their shift and one paid fifteen (15) minute a.m. break and one paid fifteen-minute p.m. break per eight (8) or nine (9) hour shift. With the approval of their supervisor, employees may combine break time with their unpaid meal break. Employees must take an a.m. and a p.m. break of at least five (5) minutes each.
- 12.6 Fire calls during working hours. An employee will be allowed to respond to fire calls as approved and determined by his/her department director, based on the work assignments and responsibilities of the employee.

Employees responding to fire calls during regular work hours will be compensated at the same rate as his/her regular city position with no additional firefighter pay compensation.

While off duty from his/her regular position and on vacation or compensatory time employees will receive firefighter pay when responding.

- 12.7 Fire calls during non-work hours. Employees will receive their normal firefighter compensation for fire calls and training that do not occur during the regular work hours of the regular position.

Application of the Fair Labor Standards Act (FLSA). Employees will be paid overtime in accordance with the FLSA. Actual time worked will be used for determining overtime payment, with no consideration to the one-hour minimum call out pay provision for firefighter pay. By advance mutual agreement, overtime earned for performance of fire department activities may be paid at one and one-half times the employee's firefighter pay rate.

ARTICLE 13 – OVERTIME PAY

Hours worked in excess of forty (40) hours within a seven (7) day period will be compensated at one and one-half (1½) times the employee's regular base pay rate. Paid holidays, bereavement leave, vacation, compensatory time, and sick leave shall be the only non-workdays with compensation considered for purposes of computing overtime compensation. The Employer will not change the employees work schedule for the sole purpose of avoiding overtime compensation.

- 13.1 Overtime will be distributed based on seniority. Each calendar year rotation begins again with the most senior member.
- 13.2 Overtime shall be calculated to the nearest fifteen (15) minutes.
- 13.3 Employees performing emergency duties or mission critical snow removal on a weekend shall be paid time and one-half for hours worked or take the hours earned in compensatory time in accordance with Article 25 – Compensatory Time Provisions.
- 13.4 Overtime refused by an employee will, for recording purposes under Article 13.1, be considered unpaid overtime worked.
- 13.5 For the purpose of computing overtime compensation, overtime hours worked shall not be pyramided, compounded, or paid twice for the same hours worked.
- 13.6 Out of Class Pay. Any employee assigned to maintain a street plow route who does not operate a snowplow truck as part of his/her regular position with the city shall be paid at pay grade 5N of the City Pay Plan for snow removal hours. Employees shall begin at step A and receive a step increase at the beginning of each snow season that they are assigned to perform snow plowing duties.
- 13.7 All overtime shall be either requested by the employer/supervisor or approved by the employer/supervisor prior to the work being performed.
- 13.8 For snow events, with the approval of the department director, employees may end their workday following the completion of their snow removal duties. Employees utilizing this opportunity shall not use paid leave time to accumulate overtime for that shift.

ARTICLE 14 – CALL BACK

An employee called in for work at a time other than the employee's normal scheduled shift will be compensated for a minimum of two (2) hours pay at one and one-half (1-½) times the employee's base pay rate. Early report to work and extended shifts are not subject to the two (2) hour minimum requirement.

ARTICLE 15 – LEGAL DEFENSE

- 15.1 Employees involved in litigation because of negligence, ignorance of laws, non-observance of laws, or as a result of employee judgmental decision shall not receive legal defense by the city.

- 15.2 Any employee charged with a traffic violation, ordinance violation or criminal offense arising from acts performed within the scope of employment, when such act is performed in good faith and under direct order of the employee's supervisor shall be reimbursed for reasonable attorney's fees and court costs actually incurred by such employee in defending against such charge.

ARTICLE 16 – PROBATIONARY PERIODS

All newly hired, promoted, or rehired employees will serve a six (6) month probationary period. The employer may extend this probation for an additional six (6) months.

- 16.1 At any time during the probationary period, a probationary employee may be terminated at the sole discretion of the employer without such discharge being a violation of this agreement and such termination is not a proper subject for Article 7 (Grievance Procedure).
- 16.2 Employees promoted or appointed to new positions must successfully complete a six-month Probation Period. If found during the probation period to be unsuited for the position, the city at its sole discretion, may reinstate the employee to his/her former position and former rate of pay. Reinstatement is not guaranteed. If reinstatement results in the termination of another employee, this shall not be considered a violation of any of the provisions of this agreement.
- 16.3 Employees may not take scheduled leaves during the probationary period unless pre-approved by the city administrator or his/her designee.

ARTICLE 17 – EMPLOYEE DEVELOPMENT / TUITION REIMBURSEMENT

Tuition reimbursement is available to regular, full-time employees for up to 75% of the tuition paid by the employee, excluding scholarships and grants up to a maximum reimbursement of \$3,000 per year (based on the date reimbursement is paid) for accredited college or other classes directly related to the employee's position with the city. To be eligible for reimbursement the following requirements must be met:

- a. Prior to class registration, a completed Tuition Reimbursement Request Form must be signed and on file with Human Resources; and
- b. The class must be part of a degree, certification, or licensure program and apply directly to the employee's position or be required to complete an associate, bachelor's, master's or doctorate degree in the field in which the employee works; and
- c. The employee must successfully complete the class. If the grades are assigned, the minimum grade required for reimbursement is a C; and
- d. The reimbursement must be submitted within 60 days of class completion.

Books and other non-tuition fees (such as activity fees, technology fees, etc.) do not qualify for reimbursement.

All classes must be taken on employee time and time spent on classes is not considered hours worked. If any portion of the employee's class/ development activity is conducted during regular work hours, the employee must take vacation or compensatory leave, an unpaid leave of absence, if approved, or arrange for flexible scheduling, if approved by the department director.

Classes taken to maintain good standing for licensure, affiliation, certification or credentialing as well as work-related seminars and training are paid for through training funds which are budgeted each by the City Council.

ARTICLE 18 – JOB POSTING

The parties presume employees have expectations for promotions and increased responsibility and are expected to continue their training and professional development. Internal candidates are expected to be prepared for promotion and job vacancies. Promotions and job vacancies will be filled based upon expectation of promotion from within provided that the employer has the right of final decision in the selection of employees to fill posted jobs based on qualifications, abilities, and experience.

Job vacancies within the designated bargaining unit will be posted for five (5) working days so that members of the bargaining unit can be considered for such vacancies.

ARTICLE 19 – HEALTH AND LIFE INSURANCE

The employer shall make available the same group health and life insurance plans and contribute the same premium amount as contributed for non-union employees.

ARTICLE 20 – UNIFORMS/ SAFETY CLOTHING ALLOWANCE

The allowance shall be paid in two equal installments. The first payment will be on the first full January payroll and the second will be on the first full July payroll in each year. The city will reimburse the employee for the cost of city logo embroidery. The annual uniform allowance shall be used for the purchase of items listed in each respective City Uniform Policy to include protective footwear. Employees must wear approved clothing every day. Clothing must be clean, free of stains, and not tattered, torn, excessively worn or faded.

Streets, Parks, Equipment Services, and Building Maintenance (non-Custodial) employees shall receive the following annual uniform allowance:

\$683.00

Custodial employees shall receive the following annual uniform allowance:

\$218.00

Newly hired Custodial employees shall receive an initial allowance of two hundred dollars (\$200) at date of hire and two hundred dollars (\$200) following successful completion of probation for their first year of employment.

- 20.1 Prescription Safety Eyewear. The city will provide one (1) complete pair of clear, prescription, protective industrial safety eyewear every two (2) years or at the supervisor's discretion due to prescription change or damage resulting from work-related hazards.

Clear lenses under this definition will also include lens tints in shades 1 or 2. Transition or changeable tint lenses that meet 051 IA Standard 87Z are allowed.

Protective eyewear must comply with ANSI and OSHA-approved standards.

All charges relating to eye examinations, optional frame styles, or lens treatments will be the responsibility of the employee. The city will pay for basic protective prescription eyewear lenses, standard frame with side shields, case, and dispensing fee.

Employees must utilize the vendor selected by the employer and follow the process required by said vendor.

ARTICLE 21– SICK LEAVE

Regular full-time employees shall accrue sick leave at the rate of one eight (8) hour day of sick leave per month, with no maximum accrual limit.

- 21.1 Unscheduled sick leave. A regular full-time employee shall notify their immediate supervisor at least thirty (30) minutes before the start of the scheduled shift. If an emergency prevents the employee from meeting this notice requirement, the employee must notify their supervisor as soon as possible thereafter of his/her inability to report for duty. Employees are required to keep their supervisor informed of their anticipated return to work.
- 21.2 Planned sick leave. Employees are required to provide written or electronic sick leave notice to the Human Resources Division as soon as leave is anticipated.
- 21.3 The Employer may require of regular full time employees' proof of illness (doctor's note or certification) for any use of sick leave. In cases of extended illness, regular full-time employees shall notify the employer each week of their status in regard to his/ her return to duty.
- 21.4 Eligible employees may use sick time only for the following reasons:
 - a. Personal illness or injury or in order to attend medical appointments.
 - b. To care for sick family members.
 - c. To accompany family members to medical appointments
 - d. Care for seriously ill family members who may not live with the employee will be administered in accordance with state and federal law.
 - e. Safety Leave. Employees may use sick leave for reasonable absences to provide or receive assistance because they, or a family member, is a victim of sexual assault, domestic abuse, or stalking.

The provisions for the use of sick leave for family members are defined in state statute as well as in the employer's Personnel Policy Manual.

ARTICLE 22 – SEVERANCE

Effective January 1, 2025, Employee's will receive Severance consistent with the city's Personnel Policy Manual that became effective, August 5, 2024.

- 22.1 Employees will place 100% of their sick leave severance, as paid per this item, into their Post Employment Health Care Savings Plan.

ARTICLE 23 – BEREAVEMENT LEAVE

Employees shall be eligible for Bereavement Leave consistent with the city Personnel Policy Manual.

ARTICLE 24 – VACATION

Vacation Leave requests shall be made no fewer than 24 hours before the anticipated commencement of leave or less with supervisor approval.

Vacation is accrued based on consecutive years of leave-eligible service. Employees hired before January 1, 2022, may carry up to 240 hours of unused vacation forward from one year to the next.

Employees hired January 1, 2022, or after shall accrue 120 vacation hours per year at the start of eligible employment through completion of their ninth (9th) year. These employees may not carry more than 80 hours forward to the next calendar year but may carry more than 80 hours during a year. Employees with fewer than eight (8) years of service as of January 1, 2022, may receive the new accrual rate provided they accept and acknowledge the reduced annual carry over rate of 80 hours. The request and acknowledgement shall be in writing.

Employees hired prior to January 1, 2022, shall remain under the following schedule and carry over unless they are eligible for and elect to choose the new accrual plan:

<u>Length of Service</u>	<u>Accrual Rate</u>
From start of employment through completion of the 5 th year	88 working hours per year
Beginning of the 6 th year through completion of the 7 th year	112 working hours per year
Beginning of the 8 th year through completion of the 9 th year	120 working hours per year
Beginning of the 10 th year through completion of the 11 th year	128 working hours per year
Beginning of the 12 th year through completion of the 13 th year	136 working hours per year
Beginning of the 14 th year through completion of the 15 th year	144 working hours per year
Beginning of the 16 th year through completion of the 17 th year	152 working hours per year
Beginning of the 18 th year	160 working hours per year
Beginning of the 19 th year	168 working hours per year
Beginning of the 20 th year	176 working hours per year
Beginning of the 21 st year	184 working hours per year
Beginning of the 22 nd year through completion of the 24 th year	192 working hours per year

ARTICLE 25 – COMPENSATORY TIME PROVISIONS

Regular, full-time employees with prior mutual agreement with the supervisor may accumulate compensatory time in lieu of overtime compensation at the rate of one and one half (1-1/2) times the overtime hours worked. Overtime hours not specified as compensatory time will be paid with overtime compensation.

- 25.1 Employees may use compensatory time off with pay, subject to prior approval of the employer. Requests shall be made no fewer than 24 hours before the anticipated commencement of leave, or less with supervisor approval.
- 25.2 Employees may accumulate and “bank” up to seventy-five (75) hours of compensatory time. As time is utilized, additional compensatory time may be banked not to exceed 75 hours.
- 25.3 All comp time, except time requested and approved to be used in December, shall be paid out on the first pay day in December. Comp time to be used in December must be requested and approved no later than the end of business on the Friday before the first pay day in December.
- 25.4 Employees may accrue compensatory time in the month of December of each calendar year. Employee’s total banked hours of compensatory time, excluding pre-approved December compensatory time, off shall NOT exceed 40 hours. Compensatory time balances not exceeding 40 hours may be carried over to the next calendar.

ARTICLE 26 – HOLIDAYS

Regular, full-time employees are eligible to receive eight (8) hours paid time off for each of the following holidays.

- | | |
|--------------------------------|-------------------------------|
| 1. New Year’s Day | 7. Veteran’s Day |
| 2. Martin Luther King, Jr. Day | 8. Thanksgiving Day |
| 3. Presidents Day | 9. Day after Thanksgiving Day |
| 4. Memorial Day | 10. Christmas Eve Day |
| 5. Independence Day | 11. Christmas Day |
| 6. Labor Day | |

- 26.1 For employees working a Monday through Friday workweek, holidays occurring on Saturday will be observed the preceding Friday and holidays occurring on Sunday will be observed on the following Monday.
- 26.2 When a holiday falls during an employee’s vacation or sick leave, the employee will not be charged with vacation or sick leave for the holiday hours; the hours will be considered holiday leave.
- 26.3 Employees called in to work on the actual holidays listed above shall receive one and one-half the employee’s regular rate of pay in addition to the holiday pay.
- 26.4 Emergency duties or mission critical snow removal shall be paid at two times the employee’s base rate for all hours worked on the actual holiday.

ARTICLE 27 – MILEAGE ALLOWANCE

The employer agrees to reimburse any employee required to use his/her own automobile per the

mileage allowance policy in effect for all city employees.

ARTICLE 28 – LEAVES OF ABSENCE

Each employee will receive leave following the guidelines as set out by the Family Medical Leave Act (FMLA).

ARTICLE 29 – ON CALL

Employees assigned to be on call shall be paid an additional one (1) hour of pay at the premium rate of 1.5 times the employee's regular rate of pay per day Monday through Thursday, and two (2) hours of pay at the premium rate of 1.5 times the employee's regular rate of pay per day Friday through Sunday and Holidays when they are On Call. Hours paid at the premium rate to be on call are not eligible to be accrued as compensatory time.

ARTICLE 30 – WAIVER

Any and all prior agreements, resolutions, policies, rules, and regulations regarding terms and conditions of employment to the extent inconsistent with the provisions of this agreement are hereby superseded. The parties mutually acknowledge that during the negotiations that resulted in this agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any term or condition of employment not removed by law from bargaining. All agreements and understandings arrived at by the parties are set forth in writing in this agreement for the stipulated duration of this agreement. The employer and the union each voluntarily and unqualifiedly waives the right, and agrees that the other shall not be obligated to meet and negotiate regarding any and all terms and conditions of employment referred to or covered or not specifically referred to or covered in this agreement even though such terms and/or conditions may or may not have been within the knowledge or contemplation of either or both parties at the time this contract was negotiated or executed.

ARTICLE 31 – SAFETY

The union agrees to promote safe and healthful working conditions, to cooperate in safety matters and to require employees to work in a safe manner.

ARTICLE 32 – DURATION

This agreement shall be effective as of January 1, 2025, and shall remain in full force and effect until December 31, 2027.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on this 31 day of March, 2025.

FOR THE CITY OF ELK RIVER:

Calvin Portner, City Administrator

John Dietz, Mayor

Tina Allard, City Clerk

FOR I.U.O.E. LOCAL NO. 49:



Ryan P. Davies, Business Manager



Travis Gossard, Business Representative



Steward



Steward



Steward

Appendix A- Wages

Current, eligible employees receiving a satisfactory rating on their performance review shall move to the next step listed in Appendix A on their anniversary date.

Wages Effective 1-1-2025 4% Increase	MIN	B	C	D	MAX
Maintenance Mechanic	\$32.46	\$34.49	\$36.51	\$38.54	\$40.57
Facility Maintenance Technician	\$30.11	\$31.99	\$33.89	\$35.75	\$37.63
Park Maintenance Worker					
Street Maintenance Operator II					
Custodian	\$23.37	\$25.32	\$27.26	\$29.21	\$31.17

- 7/1/25 – Market adjustment lookback, no greater than 2%, to the average of our agreed upon peer group for each classification. Street Maintenance Operator II, Park Maintenance Worker, and Facility Maintenance Technician will use the Street Maintenance group as a comparable.
- 2026 – Amount provided to non-union employees or 2.75% increase, whichever is higher, effective the first day of the pay period that includes 1/1/26.
- 2027 – Amount provided to non-union employees or 2.75% increase, whichever is higher, effective the first day of the pay period that includes 1/1/27.

Memorandum of Understanding
Between
The City of Elk River
And
The International Union of Operating Engineers, Local No. 49

WHEREAS, the City of Elk River ("City") and the International Union of Operating Engineers, Local No. 49 ("Union") are parties to a Collective Bargaining Agreement ("Agreement") in effect from January 1, 2025 through December 31, 2027; and

NOW, THEREFORE BE IT RESOLVED AND STIPULATED that the parties mutually agree as follows:

Upon union member request, the City and Union will meet and confer regarding personnel policy changes.

IN WITNESS WHEREOF, the parties have executed this MOU on this 31 day of March, 2025.

FOR THE CITY OF ELK RIVER:

Calvin Portner, City Administrator

John Dietz, Mayor

Tina Allard, City Clerk

FOR I.U.O.E. LOCAL NO. 49:

Ryan P. Davies
Ryan P. Davies, Business Manager

Travis Gossard
Travis Gossard, Business Representative

Steward
Steward

Steward
Steward

Steward
Steward



Request for Action

To
City Council

Item Number
4.5

Meeting Date
April 7, 2025

Prepared By
Jolene Richter, Deputy Clerk

Item Description
Consumption and Display License: Pinewood Golf Club

Reviewed by
Cal Portner
Tina Allard

Action Requested

Approve, by motion, renewal of the Consumption and Display license for Baer Necessities, LLC DBA Pinewood Golf Club effective April 1, 2025, through March 31, 2026.

Background/Discussion

Pinewood Golf Club is requesting renewal of its Consumption and Display license. The license is issued by the State of Minnesota after the local City Council has approved its issuance.

Financial Impact
NA

Mission/Policy/Goal
Elk River Mission

Attachments
None

The Elk River Vision

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Request for Action

To
City Council

Item Number
4.6

Meeting Date
April 7, 2025

Prepared By
Jolene Richter, Deputy Clerk

Item Description
Temporary Liquor License: Aegir Brewing Company

Reviewed by
Cal Portner
Tina Allard

Action Requested

Approve, by motion, a Temporary On-Sale Liquor License for Aegir Brewing Company, LLC, 19050 Industrial Blvd NW, for May 3-5, 2025.

Background/Discussion

Aegir Brewing Company has applied for a Temporary On-Sale Liquor License for their current location for May 3-5, 2025. All application materials have been submitted and reviewed. Once the Council approves, the license will be sent to the state for approval and issuance.

Financial Impact
N/A

Mission/Policy/Goal
Elk River Mission

Attachments
None

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Request for Action

To
City Council

Item Number
4.7

Meeting Date
April 7, 2025

Prepared By
Lori Stich, Finance Manager

Item Description
Annual Election Not to Waive the Statutory Tort Limits for Liability Insurance

Reviewed by
Lori Stich
Joe Stremcha
Cal Portner
Tina Allard

Action Requested
Elect, by motion, not to waive the statutory tort limits for liability insurance.

Background/Discussion

As established by Minnesota Statute 466.04, the statutory liability limits for claims that occur after July 1, 2009, are \$500,000 per claimant and \$1,500,000 per occurrence.

Annually, the City Council must review and make an election of one of the following three options (claims to which the statutory municipal tort limits do not apply are not affected by this decision):

1. Not to waive the statutory tort limits - **staff recommendation**
 - If the city does not waive the statutory tort limits, an individual claimant would be able to recover no more than \$500,000 on any claims and the total for a single occurrence would be limited to \$1,500,000 to which the statutory tort limits apply.
2. Waive the limits and not purchase excess liability coverage
 - If the city waives the statutory tort limits and does not purchase excess liability coverage, a single claimant could potentially recover up to \$2,000,000 on a single occurrence.
3. Waive the limits and purchase excess liability coverage
 - If the city waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased.

On June 3, 2013, the Council approved Resolution 13-34, electing not to waive the statutory tort limits for liability insurance. This resolution allows the statutory limits to remain in place until the Council changes this election.

Financial Impact
N/A

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

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Attachments

I. Resolution 13-34

RESOLUTION 13- 34 .

A RESOLUTION OF THE CITY OF ELK RIVER

**A RESOLUTION ELECTING NOT TO WAIVE THE
STATUTORY TORT LIMITS FOR LIABILITY INSURANCE**

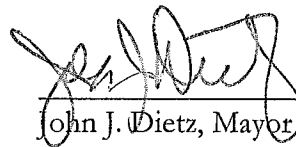
WHEREAS, The City of Elk River participates in the League of Minnesota Cities Insurance Trust (LMCIT) insurance program; and

WHEREAS, The LMCIT requires annual approval of the city's intent to waive or not waive the statutory limits on tort liability as set forth in Minnesota Statutes; and

WHEREAS, The City Council has evaluated whether to waive the limit of tort liability and whether to purchase excess liability coverage from the LMCIT.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Elk River elects not to waive the statutory tort liability limit established by Minnesota Statute 466.04.

Passed and adopted this 3rd day of June 2013.



John J. Dietz, Mayor

ATTEST:



Tina Allard, City Clerk



Request for Action

To
City Council

Item Number
4.8

Meeting Date
April 7, 2025

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

Item Description
Overlook Chef Job Description

Reviewed by
Lauren Wipper
Cal Portner
Tina Allard

Action Requested

Approve, by motion, the Overlook Chef job description.

Approve, by motion, changing the job title of Concession Workers to Cafe Workers.

Background/Discussion

The Concession Supervisor position has been vacant since December 2024. Staff recommended reframing this role as Food and Beverage Supervisor in January. This incorporated the expanded service offerings of adult beverages and catering. Community Event Center Manager Katie Harsted has had the opportunity to review the key functions of the job over the past three months. An ideal candidate for the position must have strong food preparation experience for events to be successful.

The Multipurpose Facility Advisory Commission recommended that the Concession area be renamed as the Overlook Café. This creates a common synergy for the Overlook kitchen by defining the service offerings as the Overlook Café, Lounge, and Catering.

Financial Impact

The position wage will be in accordance with the city's pay equity metrics, not to exceed 7E.

Mission/Policy/Goal

Meet changing needs - agile.

Attachments

- I. Overlook Chef Job Description (April 2025)

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City of Elk River

Overlook Chef

Position Description

Department/Division: Business Services/Multi-purpose Facility		Immediate Supervisor: Community Event Center Manager	
Pay Grade: 8E	FLSA Status: Exempt		Last Updated: (date) 4/2025
Positions Supervised: Café Worker, Event Worker			
Position Summary The Overlook Chef is responsible for leading team members to provide exceptional guest service and coordinating operational needs including, but not limited to, food and beverage preparation and supervision of the café, lounge, and catering services.			

Essential Functions

1. Performs management of food and beverage service.
 - A. Oversees and provides food preparation and beverage service for café, lounge, and catering services for facility renters.
 - B. Ensures all food is prepared properly and meets quality and safety standards.
 - C. Ensures legal liquor sales.
 - D. Maintains inventory and orders replacement supplies and ingredients as necessary.
 - E. Creates profitable menus consistent with user groups expectations.
 - F. Managing food costs, portion sizes, and waste to meet budget requirements. Analyzes food costs and adjusts menu pricing if necessary.
 - G. Works closely with facility management team to align goals, preferences, and changes.
 - H. Addresses any issues in areas of supervision including staff conflicts, equipment malfunctions, supply shortages, etc. Resolves problems quickly to ensure that service runs smoothly.
2. Performs supervision.
 - A. Assigns duties, evaluates, and documents job performance of team members.
 - B. Enforces city cash handling procedures and investigates money or inventory discrepancies.
 - C. Trains and monitors team members on all aspects of their jobs such as:
 - i. Food preparation, presentation, and portion sizes.
 - ii. Maintaining proper par inventory levels throughout shift.
 - iii. Safe kitchen equipment operation.
 - iv. Cleaning and maintenance of area.
 - v. Legal alcohol sales.
 - vi. Point-of-sale operation.

3. Coordinates vendor relationships.
 - A. Negotiates food procurement pricing and delivery.
 - B. Establishes expectations for service needs at the location.
4. Ensures adherence to safeguards for employees and customers.
 - A. Ensures all policies, procedures, and practices are followed, including alcohol service compliance, food handling/sanitation guidelines, and general safety policies and procedures.
 - B. Maintains the kitchen, equipment, and surrounding areas to conditions that meet city standards and health code regulations.
 - C. Facilitates team member food safety trainings.
 - D. Maintains a clean and organized kitchen.
 - E. Ensures proper storage and handling of food to avoid contamination.
5. Works any open shifts to ensure location is fully operational and city standards pertaining to speed of service and guest satisfaction are met.
6. Performs other essential job duties as directed.
 - A. Regular and timely work attendance.
 - B. Follows all safety procedures and participates in safety training.
 - C. Sets up and takes down chairs, tables, etc., for meetings.
 - D. Keeps supervisor informed of important developments to effectively maintain operations.
 - E. Takes initiative to perform other duties or assume other responsibilities as time allows.

Required Knowledge, Skills, and Abilities/Minimum Qualifications

- ☐ Knowledge of basic food handling, sanitation, and customer service.
- ☐ Fluent knowledge with point of sale and scheduling software.
- ☐ Knowledge of the use and maintenance of a variety of kitchen equipment.
- ☐ Ability to effectively utilize Microsoft Office products, scheduling software, point of sale, and digital display technologies.
- ☐ Ability to communicate with employees, co-workers, volunteers, management staff, vendors, and guests in a clear, business-like, effective, and respectful manner.
- ☐ Ability to work as a team leader as well as take direction from supervisor.
- ☐ Ability to calculate basic math functions (addition, subtraction, multiplication, division, percentages) as they relate to POS transactions, cash reconciliation, and product inventory.
- ☐ Ability to work well in a team-oriented, fast-paced, event-driven environment.
- ☐ Ability to handle cash accurately and responsibly.
- ☐ Ability to lift 50 pounds.

Minimum Qualifications

- ☐ Valid Minnesota driver's license and good driving record.
- ☐ High school diploma or equivalent.
- ☐ Five years of food preparation work experience OR an associate degree in culinary or hospitality plus two years of food preparation work experience.
- ☐ Current Minnesota Certified Food Protection Manager credential or ability to obtain within the first 30 days of employment.
- ☐ Two years of supervisor experience

Preferred Qualifications

- ❑ Bachelor's degree in culinary or hospitality.
- ❑ Experience in a fast-food or catering environment.
- ❑ Experience supervising, coaching, or mentoring young adults.

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

This Position Description does not constitute a Contract of Employment.



Request for Action

To
City Council

Item Number
4.9

Meeting Date
April 7, 2025

Prepared By
Ryan Sandhoefner, Engineering Project Manager

Item Description
Accept Bids and Award Contract for 2025 Street Improvement Project

Reviewed by
Justin Femrite
Cal Portner
Tina Allard

Action Requested

Approve, by motion, the low bid and authorize the execution of a contract with Park Construction Company for the construction of the 2025 Street Improvement Project.

Background/Discussion

Staff advertised and received bids for the construction of the 2025 Street Improvement Project. There were six bids submitted, ranging from \$2,858,345.54 to \$3,696,468.10. The low bid was submitted by Park Construction Company.

The schedule for the project is as follows:

- Open Bids - April 1, 2025
- **Award Contract - April 7, 2025**
- Construction - Begins May 2025

Financial Impact

This project will be funded through our Pavement Management Fund budget.

Mission/Policy/Goal

Opportunity to live, work, and play

Attachments

1. Bid Results
2. Project Map

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Section Title		Line Item	Item Code	Item Description	UoM	Quantity	Engineer Estimate		Park Construction Company		KNIFE RIVER CORPORATION - NORTH C North Valley, Inc.		Asphalt Surface Technologies Corp.		OMG Midwest Inc. dba Minnesota Pavin		Bituminous Roadways Inc.	
							Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
BASE BID								\$3,752,793.00		\$2,858,345.54		\$3,131,897.40		\$3,187,643.67		\$3,314,221.92		\$3,480,448.30
	1	2021.501	MOBILIZATION	LUMP SUM	1	\$150,000.00	\$150,000.00	\$49,207.94	\$49,207.94	\$135,000.00	\$135,000.00	\$76,445.62	\$142,000.00	\$143,000.00	\$143,000.00	\$160,000.00	\$160,000.00	
	2	2104.503	REMOVE CONCRETE CURB & GUTTER	LIN FT	3915	\$11.00	\$43,065.00	\$8.23	\$32,220.45	\$3.90	\$15,268.50	\$7.83	\$30,654.45	\$6.93	\$27,130.95	\$10.00	\$39,150.00	
	3	2104.503	REMOVE BITUMINOUS CURB	LIN FT	2655	\$4.00	\$10,620.00	\$2.24	\$5,947.20	\$4.40	\$11,682.00	\$2.88	\$7,646.40	\$6.16	\$16,354.80	\$4.00	\$10,620.00	
	4	2104.518	REMOVE CONCRETE PAVEMENT	SQ FT	2356	\$10.00	\$23,560.00	\$1.19	\$2,803.64	\$6.90	\$16,256.40	\$1.08	\$2,544.48	\$2.31	\$5,442.36	\$8.50	\$20,026.00	
	-		FURNISH AND INSTALL SPRINKLER HEAD	EACH	35	\$150.00	\$5,250.00	\$174.32	\$6,101.20	\$215.00	\$7,525.00	\$80.29	\$2,810.15	\$198.00	\$6,930.00	\$165.50	\$5,792.50	
	6	2231.604	BITUMINOUS PATCH SPECIAL (DRIVEWAY/TRAIL)	SQ YD	160	\$50.00	\$8,000.00	\$48.79	\$7,806.40	\$40.00	\$6,400.00	\$56.68	\$9,068.80	\$31.35	\$5,016.00	\$55.00	\$8,800.00	
	7	2231.604	BITUMINOUS PATCH SPECIAL (STREET)	SQ YD	3819	\$75.00	\$286,425.00	\$20.79	\$79,397.01	\$22.00	\$84,018.00	\$21.98	\$83,941.62	\$31.35	\$119,725.65	\$43.00	\$164,217.00	
	8	2232.503	MILL BITUMINOUS SURFACE (TAPER 1.25" - 0")	LIN FT	177886	\$1.00	\$177,886.00	\$0.29	\$51,586.94	\$0.90	\$160,097.40	\$0.53	\$94,279.58	\$0.60	\$106,731.60	\$0.85	\$151,203.10	
	9	2232.504	MILL BITUMINOUS SURFACE (1.5")	SQ YD	26266	\$1.50	\$39,399.00	\$0.54	\$14,183.64	\$1.35	\$35,459.10	\$1.27	\$33,357.82	\$1.06	\$27,841.96	\$1.95	\$51,218.70	
	10	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C)	TON	29917	\$78.00	\$2,332,526.00	\$74.78	\$2,237,193.26	\$72.00	\$2,154,024.00	\$79.66	\$2,383,188.22	\$81.60	\$2,441,227.20	\$81.00	\$2,423,277.00	
	11	2504.602	ADJUST VALVE BOX	EACH	47	\$400.00	\$18,800.00	\$49.06	\$2,305.82	\$185.00	\$8,695.00	\$53.90	\$2,533.30	\$82.50	\$3,877.50	\$75.00	\$3,525.00	
	12	-	REMOVE & REPLACE VALVE BOX	EACH	25	\$2,500.00	\$62,500.00	\$2,973.60	\$74,340.00	\$1,265.00	\$31,625.00	\$1,882.08	\$47,052.00	\$1,408.00	\$35,200.00	\$1,450.00	\$36,250.00	
	13	-	REMOVE & REPLACE VALVE BOLTS	EACH	20	\$2,500.00	\$50,000.00	\$661.37	\$13,227.40	\$2,550.00	\$51,000.00	\$3,320.85	\$66,417.00	\$2,426.60	\$48,532.00	\$2,750.00	\$55,000.00	
	14	2506.502	ADJUST CASTING (MANHOLE)	EACH	174	\$800.00	\$139,200.00	\$234.83	\$40,860.42	\$565.00	\$98,310.00	\$244.84	\$42,602.16	\$286.00	\$49,764.00	\$308.00	\$53,592.00	
	15	-	ADJUST CASTING (CATCH BASIN)	EACH	5	\$500.00	\$2,500.00	\$289.12	\$1,445.60	\$1,410.00	\$7,050.00	\$1,559.14	\$7,795.70	\$495.00	\$2,475.00	\$1,550.00	\$7,750.00	
	16	2506.602	CASTING ASSEMBLY	EACH	25	\$1,650.00	\$41,250.00	\$916.42	\$22,910.50	\$2,650.00	\$66,250.00	\$1,047.51	\$26,187.75	\$1,000.00	\$25,000.00	\$1,525.00	\$38,125.00	
	17	2521.518	4" CONCRETE WALK	SQ FT	859	\$12.00	\$10,308.00	\$7.18	\$6,167.62	\$6.00	\$5,154.00	\$9.64	\$8,280.76	\$7.70	\$6,614.30	\$14.00	\$12,026.00	
	18	2521.518	6" CONCRETE WALK/DRIVEWAY	SQ FT	1497	\$18.00	\$26,946.00	\$8.53	\$12,769.41	\$7.00	\$10,479.00	\$9.64	\$14,431.08	\$8.80	\$13,173.60	\$14.00	\$20,958.00	
	19	2531.503	CONCRETE CURB & GUTTER DESIGN B412	LIN FT	1029	\$20.00	\$20,580.00	\$24.93	\$25,652.97	\$22.00	\$22,638.00	\$26.76	\$27,536.04	\$24.20	\$24,901.80	\$27.50	\$28,297.50	
	20	2531.503	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	979	\$30.00	\$29,370.00	\$28.01	\$27,421.79	\$22.00	\$21,538.00	\$26.76	\$26,198.04	\$27.50	\$26,922.50	\$25.00	\$24,964.50	
	21	2531.503	CONCRETE CURB & GUTTER DESIGN SPECIAL (SURMOUNT)	LIN FT	1958	\$25.00	\$48,950.00	\$26.99	\$52,846.42	\$21.00	\$41,118.00	\$26.76	\$52,396.08	\$26.40	\$51,691.20	\$27.50	\$53,845.00	
	22	2531.618	7" CONCRETE VALLEY GUTTER	SQ FT	75	\$100.00	\$7,500.00	\$12.30	\$922.50	\$15.00	\$1,125.00	\$26.76	\$2,007.00	\$13.20	\$990.00	\$35.00	\$2,625.00	
	23	2531.618	TRUNCATED DOMES	SQ FT	330	\$70.00	\$23,100.00	\$97.41	\$32,145.30	\$95.00	\$31,350.00	\$107.06	\$35,329.80	\$104.50	\$34,485.00	\$100.00	\$33,000.00	
	24	2535.503	BITUMINOUS CURB	LIN FT	2605	\$18.00	\$46,890.00	\$5.52	\$14,379.60	\$10.50	\$27,352.50	\$5.62	\$14,640.10	\$8.14	\$21,204.70	\$4.50	\$11,722.50	
	25	2563.601	TRAFFIC CONTROL	LUMP SUM	1	\$20,000.00	\$20,000.00	\$8,534.50	\$8,534.50	\$15,000.00	\$15,000.00	\$9,046.24	\$9,046.24	\$8,800.00	\$8,800.00	\$8,500.00	\$8,500.00	
	26	2573.503	SILT FENCE, TYPE HI	LIN FT	500	\$3.00	\$1,500.00	\$4.29	\$2,145.00	\$3.25	\$1,625.00	\$3.48	\$1,740.00	\$3.30	\$1,650.00	\$3.25	\$1,625.00	
	27	-	SEDIMENT CONTROL LOG TYPE WOOD CHIP	LIN FT	250	\$4.00	\$1,000.00	\$3.54	\$885.00	\$2.25	\$562.50	\$2.41	\$602.50	\$2.30	\$575.00	\$3.25	\$912.50	
	28	2574.507	COMMON TOPSOIL BORROW (LV)	CU YD	1091	\$52.00	\$56,732.00	\$0.01	\$10.91	\$32.00	\$34,912.00	\$39.91	\$43,541.81	\$24.20	\$26,402.20	\$35.00	\$38,185.00	
	29	2574.508	FERTILIZER TYPE 3	POUND	1260	\$1.50	\$1,890.00	\$0.62	\$781.20	\$0.85	\$1,071.00	\$0.91	\$1,146.60	\$1.00	\$1,260.00	\$0.85	\$1,071.00	
	30	2575.505	SEEDING	ACRE	2.4	\$3,000.00	\$7,200.00	\$3,232.00	\$7,756.80	\$350.00	\$840.00	\$374.70	\$899.28	\$385.00	\$924.00	\$350.00	\$840.00	
	31	2575.508	SEED MIXTURE 25-151	POUND	1080	\$10.00	\$10,800.00	\$2.79	\$3,013.20	\$2.65	\$2,862.00	\$2.84	\$3,067.20	\$2.97	\$3,207.60	\$2.65	\$2,862.00	
	32	2575.508	HYDRAULIC BONDED FIBER MATRIX	POUND	12600	\$2.75	\$34,650.00	\$1.36	\$17,136.00	\$1.70	\$21,420.00	\$1.81	\$22,806.00	\$1.87	\$23,562.00	\$1.70	\$21,420.00	
	33	-	4" SOLID LINE MULTI-COMPONENT (WHITE)	LIN FT	210	\$5.00	\$1,050.00	\$1.01	\$212.10	\$1.00	\$210.00	\$0.86	\$180.60	\$1.10	\$231.00	\$1.00	\$210.00	
	34	-	4" DOTTED LINE MULTI-COMPONENT (YELLOW)	LIN FT	40	\$5.00	\$200.00	\$6.06	\$242.40	\$6.00	\$240.00	\$0.86	\$34.40	\$6.60	\$264.00	\$6.00	\$240.00	
	35	-	4" DOUBLE SOLID LINE MULTI-COMPONENT (YELLOW)	LIN FT	1600	\$6.00	\$9,600.00	\$1.52	\$2,432.00	\$1.50	\$2,400.00	\$1.71	\$2,736.00	\$1.65	\$2,640.00	\$1.50	\$2,400.00	
	36	2582.503	24" SOLID LINE MULTI-COMPONENT (WHITE)	LIN FT	30	\$10.00	\$300.00	\$5.05	\$151.50	\$5.00	\$150.00	\$29.98	\$899.40	\$5.50	\$165.00	\$5.00	\$150.00	
	37	2582.518	CROSSWALK MULTI-COMPONENT (WHITE)	SQ FT	104	\$11.50	\$1,196.00	\$10.10	\$1,050.40	\$10.00	\$1,040.00	\$29.98	\$3,117.92	\$11.00	\$1,144.00	\$10.00	\$1,040.00	
	38	2582.518	PAVEMENT MESSAGE MULTI-COMPONENT	EACH	3	\$350.00	\$1,050.00	\$50.50	\$151.50	\$50.00	\$150.00	\$160.59	\$481.77	\$55.00	\$165.00	\$50.00	\$150.00	
Base Bid Total:								\$3,752,793.00		\$2,858,345.54		\$3,131,897.40		\$3,187,643.67		\$3,314,221.92		\$3,480,448.30

CITY OF ELK RIVER

CONSTRUCTION PLANS FOR

2025 STREET IMPROVEMENTS PROJECT

BITUMINOUS MILLING, PLANT MIXED BITUMINOUS PAVEMENT, CONCRETE CURB & GUTTER, AND ADA IMPROVEMENTS

FEBRUARY, 2025

RESOURCE LIST

CITY OF ELK RIVER

City Hall
13065 Orono Parkway
Elk River, MN 55330

City Administrator:
Calvin Portner

Mayor: John J. Dietz

City Council Members:

Cory Grupa
J. Brian Calva
Mike Beyer
Jennifer Wagner

City Engineer:

Justin Femrite, P.E.

UTILITIES

GAS
Centerpoint Energy
800 LaSalle Avenue
PO BOX 38
Minneapolis, MN
59038-0038

TELEPHONE/CABLE

Charter
Communications
101 6th Street NE
Buffalo, MN 55313

Centurylink

425 Monroe Street
Anoka, MN 55303

ELECTRIC

Elk River Municipal Utilities
13069 Orono Parkway
PO BOX 430
Elk River, MN
55330-0430

NOTE: EXISTING UTILITY INFORMATION SHOWN ON THIS PLAN HAS BEEN PROVIDED BY THE UTILITY OWNER. THE CONTRACTOR SHALL FIELD VERIFY EXACT LOCATIONS PRIOR TO COMMENCING CONSTRUCTION AS REQUIRED BY STATE LAW. NOTIFY GOPHER STATE ONE CALL, 1-800-252-1166 OR 651-454-0002.

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D UNLESS OTHERWISE NOTED. THIS UTILITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-22, ENTITLED "STANDARD GUIDELINE FOR INVESTIGATING AND DOCUMENTING EXISTING UTILITIES".

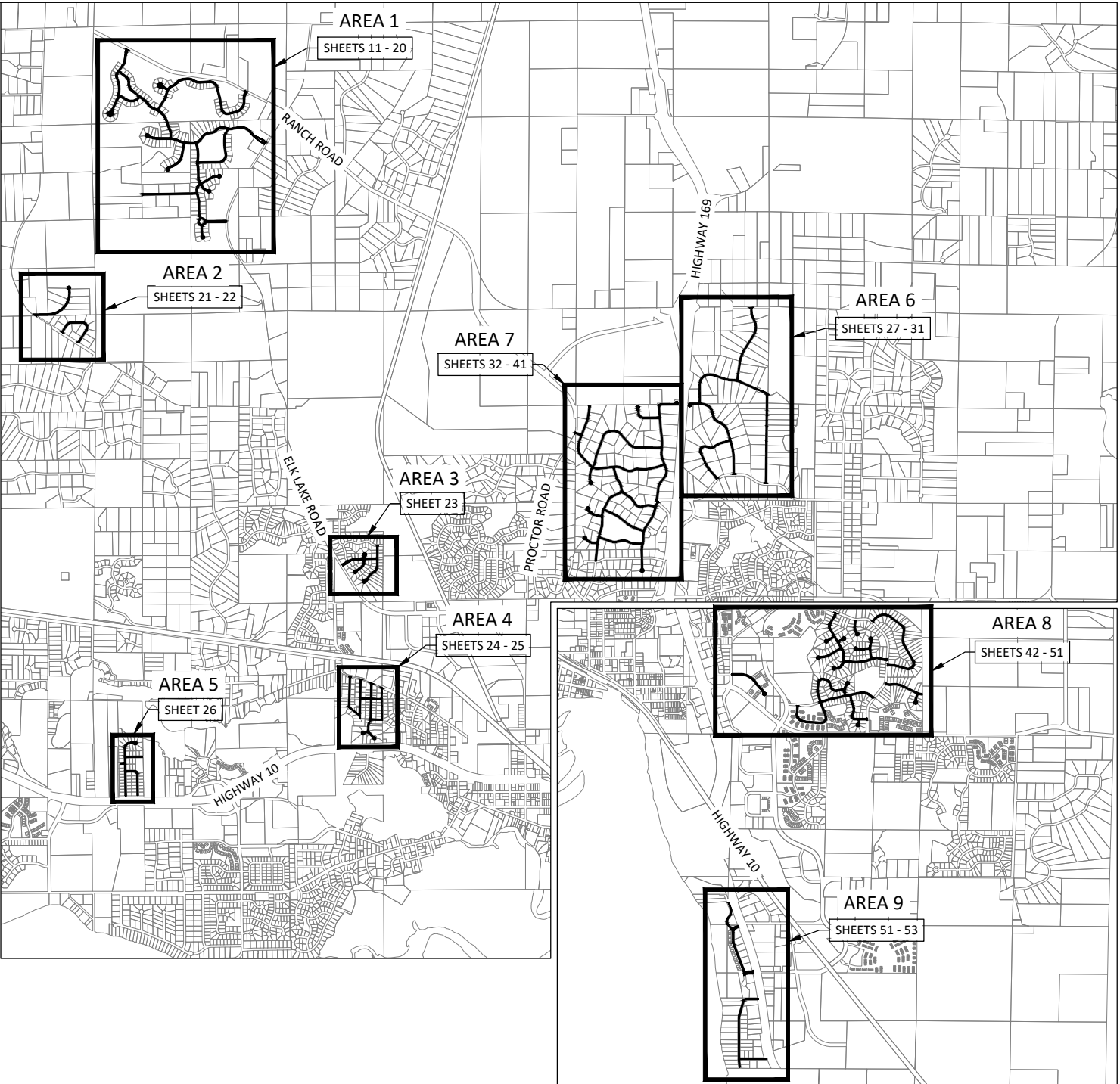
MAP OF THE
CITY OF ELK RIVER
SHERBURNE COUNTY, MN



0 2000 4000
SCALE FEET

MAP LEGEND

PROJECT LIMITS



SHEET NUMBER	SHEET TITLE
GENERAL	
1	TITLE SHEET
2	LEGEND
3	TYPICAL SECTION
4	CITY DETAILS
5 - 10	MNDOT PEDESTRIAN CURB RAMP DETAILS
MILL & OVERLAY	
AREA 1	
11 - 16	QUEEN COURT, QUEEN STREET NW, 214TH AVENUE NW, 213TH AVENUE NW, NAPLES STREET NW AND 212TH AVENUE NW
17 - 20	MACON COURT NW, LANDER STREET NW, 211TH AVENUE NW, JOPLIN STREET NW, LANDER COURT, 210TH CIRCLE NW, 210TH AVENUE NW & 209TH AVENUE NW
AREA 2	
21 - 22	VICTORIA DRIVE NW AND VICTORIA LANE NW
AREA 3	
23	194TH LANE NW, ALBANY COURT NW, ALBANY CIRCLE NW, ZUMBRO COURT NW AND ZUMBRO STREET NW
AREA 4	
24 - 25	188TH AVENUE NW, CONCORD STREET NW, BOSTON STREET NW, 189TH AVENUE NW, ALBANY STREET NW, 188TH AVENUE NW, 187TH AVENUE NW AND ZUMBRO STREET NW
AREA 5	
26	PASCAL DRIVE NW, QUEEN STREET NW, QUEEN CIRCLE NW AND 186TH LANE NW
AREA 6	
27 - 31	AUBURN STREET NW, DODGE STREET NW, 202ND AVENUE NW, 199TH AVENUE NW AND ZANE STREET NW
AREA 7	
32 - 37	IRVING CIRCLE NW, IRVING CIRCLE NW, IRVING STREET NW, 201ST AVENUE NW, 200TH AVENUE NW, BRENTWOOD LANE NW, 198TH AVENUE NW, NORFOLK STREET NW AND 199TH AVENUE NW
38 - 41	197TH AVENUE NW, LOWELL STREET NW, 196TH AVENUE NW, 196TH AVENUE NW, 196TH CIRCLE NW, 195TH CIRCLE NW AND 195TH AVENUE NW
AREA 8	
42 - 43	SMITH COURT NW, SMITH STREET NW, 185TH COURT NW, 185TH CIRCLE NW, 184TH COURT NW AND 184TH AVENUE NW
44 - 46	POLK CIRCLE NW, 184TH COURT NW, QUINCY COURT NW, OLSON STREET NW, 183RD AVENUE NW AND MONROE COURT NW
47 - 50	182ND AVENUE NW, 181ST LANE NW, TYLER STREET NW, ROOSEVELT CIRCLE NW, ROOSEVELT STREET NW AND QUINCY COURT NW
AREA 9	
51 - 53	183RD CIRCLE NW, YALE STREET NW, ZANE STREET NW, 173RD AVENUE NW, 171ST AVENUE NW, 170TH AVENUE NW AND 167TH AVENUE NW

THIS PLAN SET CONTAINS 53 SHEETS.

REVIEWED & APPROVED

Justin Femrite
CITY ENGINEER

DATE: 3-7-2025

RECORD DRAWING INFORMATION	
OBSERVER:	
CONTRACTOR:	
DATE:	

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I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

JASON W. COOK
LIC. NO. 47541 DATE 02/20/2025



7533 SUNWOOD DR NW, SUITE 206
RAMSEY, MN 55303
Phone: (763) 433-2851
Email: Ramsey@bolton-menk.com
www.bolton-menk.com



DESIGNED	NO.	ISSUED FOR	DATE
JWC			
DRAWN			
BMM			
CHECKED			
JWC			
CLIENT PROJ. NO.			
24X136513000			

ELK RIVER, MINNESOTA		SHEET 1 OF 53
2025 STREET IMPROVEMENTS PROJECT		
TITLE SHEET		



Request for Action

To
City Council

Item Number
4.10

Meeting Date
April 7, 2025

Prepared By
Tina Allard, City Clerk

Item Description
Agreement 25-04: Sale of an Animal and Waiver of Liability Agreement

Reviewed by
David Kuhnly
Cal Portner
Tina Allard

Action Requested
Adopt Agreement 25-04 for Sale of an Animal and Waiver of Liability

Background/Discussion

K9 Duke joined the Elk River Police Department in June 2018. During his years with the department, Duke has earned numerous awards for service and K9 competition.

The working lifespan of a police dog can vary depending on various factors, such as breed, health, and the type of work they do. Given his age, Duke is retiring from active patrol duty. Past practice and state statutes allow for a transfer of ownership to their handler, and Duke would remain in care under the full responsibility of Officer Kevin Heldt.

Recognition of Duke will be held at a later date.

Financial Impact
N/A

Mission/Policy/Goal
Together we win

Attachments
I. K9 Agreement Heldt

The Elk River Vision

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

**City of Elk River
Sale of an Animal and Waiver of Liability Agreement**

In consideration for the sum of One Dollar (\$1), and the transfer of ownership of a certain canine, Duke, from the City of Elk River [City] to Kevin Heldt [Purchaser], the Purchaser hereby releases and forever discharges the City, its agents, employees, heirs, and assigns from any and all claims of injury, disability, loss, or property destruction that may occur to anyone, as a result of contact with or actions by the Dog.

The Purchaser accepts full responsibility and also agrees to indemnify and hold harmless the City and its agents, employees, heirs, and assigns for any alleged injury or damage to any persons or property that may occur or be caused by the Dog after transfer of ownership, which is effective as of the date listed below, including reasonable costs of defending such claims.

The undersigned is fully aware of the nature of the training the Dog received and the nature of the work that the Dog performed during the period of ownership by the City, and understands the need to provide the Dog with suitable shelter and reasonable surroundings in keeping with its training and work experience.

1. The Purchaser will not sell or give away the Dog, without the written approval of the City.
2. The Purchaser will use the Dog only as a pet, but may train the Dog and enter competitions.
3. The Purchaser will not use the Dog as a detection, rescue, or service animal in any capacity, without the written approval of the City.
4. The Purchaser will obtain and maintain in force a Homeowner's or Renter's Insurance Policy, issued by a casualty carrier licensed in this state, in the minimum amounts of \$100,000 per claimant and \$300,000 per incident or event.

The Parties have executed this Agreement on this 7th day of April 2025.

Purchaser, Kevin Heldt

John J. Dietz, Mayor

ATTEST:

Tina Allard, City Clerk



Request for Action

To
City Council

Item Number
4.11

Meeting Date
April 7, 2025

Prepared By
Mitchell Litfin, Street and Park Superintendent

Item Description
John Deere Gator XUV 845R w/Attachemnts

Reviewed by
Justin Femrite
Cal Portner
Tina Allard

Action Requested

Approve, by motion, the purchase of a John Deere Gator XUV 845R with Infield Groomer and V-PLOW attachments.

Background/Discussion

The Parks Division requests authorization to purchase a John Deere Gator XUV 845R with Infield Groomer and a V-PLOW attachment.

The purchase is programmed in the 2025 CIP equipment replacement schedule.

The Gator replaces the division's existing Gator and is vital for performing various tasks, including snow plowing, ballfield grooming, etc. In addition, the Gator will be utilized for maintenance in our parks and trail management.

Financial Impact

\$38,586.20 from the 2025 Equipment Replacement Fund utilizing pricing per Sourcewell Contract # grounds maint 11264-dac(PG NBCG70),

Mission/Policy/Goal

Responsibly grow

Attachments

I. XUV845R Quote

The Elk River Vision

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



Customer:

Quotes are valid for 30 days from the creation date or upon contract expiration, whichever occurs first.

A Purchase Order (PO) or Letter of Intent (LOI) including the below information is required to proceed with this sale. The PO or LOI will be returned if information is missing.

Vendor: Deere & Company

- ☐ 2000 John Deere Run
Cary, NC 27513
- ☐ Signature on all LOIs and POs with a signature line
- ☐ Contract name or number; or JD Quote ID
- ☐ Sold to street address
- ☐ Ship to street address (no PO box)
- ☐ Bill to contact name and phone number
- ☐ Bill to address
- ☐ Bill to email address (required to send the invoice and/or to obtain the tax exemption certificate)
- ☐ Membership number if required by the contract

For any questions, please contact:

Funk Mitchell

Midwest Machinery Co.
3708 Baptist Church Road
Princeton, MN 55371

Tel: 763-389-3453

Fax: 763-389-4753

Email: mfunk@mmcjd.com

Quotes of equipment offered through contracts between Deere & Company, its divisions and subsidiaries (collectively "Deere") and government agencies are subject to audit and access by Deere's Strategic Accounts Business Division to ensure compliance with the terms and conditions of the contracts.

Quote Id: 32546381

**ALL PURCHASE ORDERS MUST BE MADE OUT
TO (VENDOR):**

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580
UEID: FNSWEDARMK53

**ALL PURCHASE ORDERS MUST BE SENT
TO DELIVERING DEALER:**

Midwest Machinery Co.
3708 Baptist Church Road
Princeton, MN 55371
763-389-3453
sales@mmcjd.com

Prepared For:

CITY OF ELK RIVER PARKS



Proposal For:

Delivering Dealer:

Funk Mitchell

Midwest Machinery Co.
3708 Baptist Church Road
Princeton, MN 55371

sales@mmcjd.com

Quote Prepared By:

Funk Mitchell
mfunk@mmcjd.com

**ALL PURCHASE ORDERS MUST BE MADE OUT
TO (VENDOR):**

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580
UEID: FNSWEDARMK53

**ALL PURCHASE ORDERS MUST BE SENT
TO DELIVERING DEALER:**

Midwest Machinery Co.
3708 Baptist Church Road
Princeton, MN 55371
763-389-3453
sales@mmcjd.com

Quote Summary

Prepared For:

CITY OF ELK RIVER PARKS
13065 ORONO PKWY NW
ELK RIVER, MN 55330
Business: 763-635-1000
JBAAS@ELKRIVERMN.GOV

Delivering Dealer:

Midwest Machinery Co.
Funk Mitchell
3708 Baptist Church Road
Princeton, MN 55371
Phone: 763-389-3453
mfunk@mmcjd.com

Quote ID: 32546381
Created On: 27 March 2025
Last Modified On: 01 April 2025
Expiration Date: 28 April 2025

Equipment Summary	Selling Price	Qty	Extended
JOHN DEERE GATOR™ XUV 845R (Model Year 2025) Contract: Sourcewell Grounds Maint 112624-DAC (PG NB CG 70) Price Effective Date: March 26, 2025	\$ 30,818.80 X	1 =	\$ 30,818.80
RAHN JDGL650XUV825-C Contract: Sourcewell Grounds Maint 112624-DAC (PG NB CG 70) Price Effective Date:	\$ 3,433.00 X	1 =	\$ 3,433.00
BOSS V-PLOW Contract: Sourcewell Grounds Maint 112624-DAC (PG NB CG 70) Price Effective Date:	\$ 4,334.40 X	1 =	\$ 4,334.40
Equipment Total			\$ 38,586.20

* Includes Fees and Non-contract items

Quote Summary

Equipment Total	\$ 38,586.20
Trade In	
SubTotal	\$ 38,586.20
Total	\$ 38,586.20
Down Payment	(0.00)

Salesperson : X _____

Accepted By : X _____

**ALL PURCHASE ORDERS MUST BE MADE OUT
TO (VENDOR):**

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580
UEID: FNSWEDARMK53

**ALL PURCHASE ORDERS MUST BE SENT
TO DELIVERING DEALER:**

Midwest Machinery Co.
3708 Baptist Church Road
Princeton, MN 55371
763-389-3453
sales@mmcjd.com

Rental Applied

(0.00)

Balance Due

\$ 38,586.20

Selling Equipment

Quote Id: 32546381 **Customer Name:** CITY OF ELK RIVER PARKS

**ALL PURCHASE ORDERS MUST BE MADE OUT
TO (VENDOR):**

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580
UEID: FNSWEDARMK53

**ALL PURCHASE ORDERS MUST BE SENT
TO DELIVERING DEALER:**

Midwest Machinery Co.
3708 Baptist Church Road
Princeton, MN 55371
763-389-3453
sales@mmcjd.com

JOHN DEERE GATOR™ XUV 845R (Model Year 2025)

Hours:

Stock Number:

Contract: Sourcewell Grounds Maint 112624-DAC (PG NB
CG 70)

Selling Price *
\$ 30,818.80

Price Effective Date: March 26, 2025

* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
8820M	GATOR™ XUV 845R (Model Year 2025)	1	\$ 34,099.00	14.00	\$ 4,773.86	\$ 29,325.14	\$ 29,325.14
Standard Options - Per Unit							
001F	US 49 State	1	\$ 0.00	14.00	\$ 0.00	\$ 0.00	\$ 0.00
182A	Less AutoTrac™/ GreenStar™ Harness	1	\$ 0.00	14.00	\$ 0.00	\$ 0.00	\$ 0.00
183B	Less JDLink™ Hardware	1	\$ 0.00	14.00	\$ 0.00	\$ 0.00	\$ 0.00
0505	Build To Order	1	\$ 0.00	14.00	\$ 0.00	\$ 0.00	\$ 0.00
1062	27" Predator Heavy-Duty all-terrain radial tires on 14" Yellow Alloy Wheels	1	\$ 0.00	14.00	\$ 0.00	\$ 0.00	\$ 0.00
2350	Park Position in Transmission	1	\$ 0.00	14.00	\$ 0.00	\$ 0.00	\$ 0.00
2500	Green and Yellow	1	\$ 0.00	14.00	\$ 0.00	\$ 0.00	\$ 0.00
4022	Full Door with Side Mirrors	1	\$ 0.00	14.00	\$ 0.00	\$ 0.00	\$ 0.00
4066	Premium HVAC Cab with Green Roof	1	\$ 0.00	14.00	\$ 0.00	\$ 0.00	\$ 0.00
5006	Front Brush Guard	1	\$ 456.00	14.00	\$ 63.84	\$ 392.16	\$ 392.16
5110	Premium Comfort and Convenience Package	1	\$ 0.00	14.00	\$ 0.00	\$ 0.00	\$ 0.00
Standard Options Total			\$ 456.00		\$ 63.84	\$ 392.16	\$ 392.16
Technology Options/Non-Contract/Open Market							
1880	Less Receiver	1	\$ 0.00	14.00	\$ 0.00	\$ 0.00	\$ 0.00
1900	Less Display	1	\$ 0.00	14.00	\$ 0.00	\$ 0.00	\$ 0.00
Technology Options Total			\$ 0.00		\$ 0.00	\$ 0.00	\$ 0.00
Dealer Attachments/Non-Contract/Open Market							
BM26216	LED work lights (2 lights)	1	\$ 475.09	14.00	\$ 66.51	\$ 408.58	\$ 408.58
BM26215	LED driving lights (2 lights)	1	\$ 475.09	14.00	\$ 66.51	\$ 408.58	\$ 408.58

Selling Equipment

Quote Id: 32546381 **Customer Name:** CITY OF ELK RIVER PARKS

**ALL PURCHASE ORDERS MUST BE MADE OUT
TO (VENDOR):**

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580
UEID: FNSWEDARMK53

**ALL PURCHASE ORDERS MUST BE SENT
TO DELIVERING DEALER:**

Midwest Machinery Co.
3708 Baptist Church Road
Princeton, MN 55371
763-389-3453
sales@mmcjd.com

BUC11708 Beacon light	1	\$ 330.63	14.00	\$ 46.29	\$ 284.34	\$ 284.34
Dealer Attachments Total		\$ 1,280.81		\$ 179.31	\$ 1,101.50	\$ 1,101.50
Value Added Services		\$ 0.00			\$ 0.00	\$ 0.00
Total						
Total Selling Price		\$ 35,835.81		\$ 5,017.01	\$ 30,818.80	\$ 30,818.80

RAHN JDGL650XUV825-C

Equipment Notes:

Hours: 0

Stock Number:

Selling Price *

Contract: Sourcewell Grounds Maint 112624-DAC (PG NB
CG 70)

\$ 3,433.00

Price Effective Date:

* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
RAHN	JDGL650XUV825-C DRAG	1	\$ 3,800.00	14.00	\$ 532.00	\$ 3,268.00	\$ 3,268.00
Other Charges							
	Freight	1	\$ 165.00			\$ 165.00	\$ 165.00
			\$ 165.00			\$ 165.00	\$ 165.00
Suggested Price							\$ 3,433.00
Total Selling Price			\$ 3,965.00		\$ 532.00	\$ 3,433.00	\$ 3,433.00

BOSS V-PLOW

Equipment Notes:

Hours: 0

Stock Number:

Selling Price *

Contract: Sourcewell Grounds Maint 112624-DAC (PG NB
CG 70)

\$ 4,334.40

Price Effective Date:

* Price per item - includes Fees and Non-contract items

Selling Equipment

Quote Id: 32546381 **Customer Name:** CITY OF ELK RIVER PARKS

**ALL PURCHASE ORDERS MUST BE MADE OUT
TO (VENDOR):**

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580
UEID: FNSWEDARMK53

**ALL PURCHASE ORDERS MUST BE SENT
TO DELIVERING DEALER:**

Midwest Machinery Co.
3708 Baptist Church Road
Princeton, MN 55371
763-389-3453
sales@mmcjd.com

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
BOSS	V-PLOW	1	\$ 5,040.00	14.00	\$ 705.60	\$ 4,334.40	\$ 4,334.40
Total Selling Price			\$ 5,040.00		\$ 705.60	\$ 4,334.40	\$ 4,334.40



Request for Action

To
City Council

Item Number
6.1

Meeting Date
April 7, 2025

Prepared By
Jolene Richter, Deputy Clerk

Item Description
City of Elk River Volunteer of the Month

Reviewed by
Cal Portner
Tina Allard

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

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

Financial Impact
N/A

Mission/Policy/Goal
Elk River Mission

Attachments
None

The Elk River Vision

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



Request for Action

To
City Council

Item Number
6.2

Meeting Date
April 7, 2025

Prepared By
Tina Allard, City Clerk

Item Description
Proclaim April 8, 2025, as Elk River High School
Culinary Arts Championship Team Day

Reviewed by
Cal Portner
Tina Allard

Action Requested

Mayor Dietz is asked to read and present the proclamation to the Elk River High School Culinary Team. The Council is asked to wish the culinary team good luck at Nationals scheduled for May. The Council is further asked to congratulate the management team on their second-place finish at the Minnesota State Tournament.

Background/Discussion

The Elk River High School culinary team took first place in the 2025 ProStart State Invitational Tournament, led by Monique Sabby. ProStart is a two-year nationwide technical education program that teaches technical cooking and restaurant management.

The culinary team will represent the State of Minnesota at the National ProStart Invitational in May in Baltimore, Maryland. The nationals are comprised of two competitions: management and culinary. The culinary competition highlights each team's creative abilities through the preparation of a three-course meal in 60 minutes, using only two butane burners and without access to running water or electricity. Students are then evaluated on taste, skill, teamwork, safety, and sanitation. The top five teams are awarded educational scholarships to help further their careers in the restaurant and food service industry.

Also to note, the management team took second place at the Minnesota State Tournament this year. Management teams create a business proposal for a new restaurant and are judged on concept, menu, operations, marketing, and critical thinking.

Financial Impact

N/A

Mission/Policy/Goal

Together we win

Attachments

I. Proclamation Culinary Team

The Elk River Vision

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



PROCLAMATION

Designating April 8, 2025, as Elk River High School Culinary Arts Championship Team Day in the City of Elk River, Minnesota

WHEREAS, the Elk River High School culinary team, comprising Caiden Carey, Cole Lupien, Jaelynn Mogren, Eddi Kotubetey, and Taylor Steindl, under the guidance of advisor Monique Sabby, has displayed exceptional skill, teamwork, and dedication; and

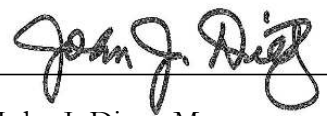
WHEREAS, the team's hard work and talent culminated in their victory at the 2025 ProStart State Invitational Tournament; and

WHEREAS, their achievement serves as an inspiration to fellow students, the Elk River High School community, and the entire city; and

WHEREAS, the City of Elk River takes great pride in recognizing the accomplishments of its youth and their contributions to our community;

NOW, THEREFORE, I, John J. Dietz, Mayor of the City of Elk River, do hereby extend our heartfelt congratulations to the Elk River High School culinary team on their remarkable achievement and wish them the best of luck as they represent our city and state at the 2025 ProStart Nationals in Baltimore, Maryland.

BE IT FURTHER RESOLVED that April 8, 2025, be proclaimed Elk River High School Culinary Arts Championship Team Day in the City of Elk River, Minnesota.


John J. Dietz, Mayor

ATTEST:



Tina Allard



Request for Action

To
City Council

Item Number
6.3

Meeting Date
April 7, 2025

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

Item Description
Resolution 25-12 Acknowledge Contribution: The
Bank of Elk River

Reviewed by
Jeff Shelby
Cal Portner
Tina Allard

Action Requested

Adopt, by motion, a resolution graciously accepting the 2025 Riverfront Concert Series contribution for \$26,000 by The Bank of Elk River.

Background/Discussion

The Bank of Elk River has long contributed funds to support the Riverfront Concert Series operated by the Elk River Parks and Recreation Division.

The city and The Bank of Elk River are in year two of a three-year sponsorship agreement.

2025 Summer Concert Series

- June 12 – Free and Easy Band
- June 26 – Hitchville
- July 10 – Legacy of the Loud
- July 17 – ABBA Solutely Fab
- July 24 – Gen X Jukebox
- July 31 – Skitzo Fonik
- August 7 – Memories of Elvis Tribute Show by Chris Olson
- August 14 – Fabulous Armadillos

Financial Impact

The annual contribution detailed in the agreement is as follows:

- 2024 = \$25,000
- 2025 = \$26,000
- 2026 = \$27,000

The Elk River Vision

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



Mission/Policy/Goal

Together we win

Attachments

- I. 2025 Riverfront Concert Series Donation Resolution



**City of Elk River
City Council**

Resolution 25-12

**A Resolution of the City Council of the City of Elk River Acknowledging
Contributions**

WHEREAS, the City of Elk River is grateful to all civic groups, organizations, and individuals for their contributions to the community; and

WHEREAS, the City of Elk River received a \$26,000 donation from The Bank of Elk River with the intent it be used by Parks and Recreation for the 2025 Riverfront Concert Series.

NOW, THEREFORE, BE IT RESOLVED by the City Council, by at least four-fifths vote, to acknowledge the support and commend The Bank of Elk River for their donation.

The motion for adoption of the foregoing resolution was introduced by Councilmember _____ and duly seconded by Councilmember _____, and upon vote being taken thereon, the following voted in favor thereof: _____ and the following against: _____, whereupon said resolution was declared duly passed and adopted.

The following members were present: _____
and the following absent: _____

Passed and adopted this ____ day of _____ 2025.

John J. Dietz, Mayor

ATTEST:

Tina Allard, City Clerk





Request for Action

To
City Council

Item Number
7.1

Meeting Date
April 7, 2025

Prepared By
Zack Carlton, Community Development Director

Item Description
Specht Farm (Oakwater Ridge) Residential
Development: Land Use Amendment Resolution 25-
13, Zoning Amendment Ordinance 25-04, and
Ordinance Amendment 25-05 Establishing a PUD
for the Oakwater Ridge Development

Reviewed by
Cal Portner
Tina Allard

Action Requested

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

Adopt, by motion, an ordinance amending the city's zoning map to designate parcels for Highway Commercial and Planned Unit Development (PUD) uses consistent with the development proposal and subject to the following conditions:

1. The associated Land Use Amendment (LU 24-05) resolution shall be approved and recorded.
2. The Ordinance Amendment (OA 24-05) establishing the PUD standards must be approved by the City Council.
3. The Zone Change shall be recorded in conjunction with the future plat approvals related to the Oakwater Ridge PUD.

Approve, by motion, an ordinance amendment to establish the Oakwater Ridge Planned Unit Development (PUD), subject to the following conditions:

1. The City Council must approve the associated Land Use Amendment (LU 24-05) and Zone Change (ZC 24-06).
2. An Environmental Assessment Worksheet (EAW) must be reviewed in accordance with all state and local policies and receive a negative finding for an Environmental Impact Statement (EIS).
3. MnDOT and the city shall approve an access location and configuration that supports the traffic needs of the proposed development.
4. The DNR must provide written approval of the work proposed within the Wild and Scenic River District.

The Elk River Vision

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

5. Along the property line with the Oliver Kelley Farm, the developer shall provide the following: vegetative screening and a private property sign every 500 feet along the non-wooded boundary and one private property sign at every other rear and side property line intersection.
6. The developer must also work with the Kelley Farm to resolve any encroachment concerns resulting from the existing fence.
7. The cost of sewer and water trunk extensions to the development shall be financed by the developer. If the oversizing of water pipes is required, Elk River Municipal Utilities (ERMU) will reimburse the developer for the cost to oversize the infrastructure.
8. All proposed streets, trails, and sidewalks shall follow the city's engineering design standards.
9. Lots 65 feet and wider must include two trees in the front yard. One tree must be an overstory variety, the second tree can be ornamental, evergreen, or deciduous.
10. Lots that are less than 65 feet wide must plant one overstory tree in the front yard.
11. All homes must have a minimum garage size of 440 square feet (20x22).
12. All homes will require a minimum side-yard setback of 7.5 feet.
13. The front-yard setback for 75- and 100-foot-wide lots will be 30 feet.
14. The front-yard setback for 52- and 65-foot-wide lots will be 25 feet.
15. The maximum driveway widths, as measured at the curb line or back of the sidewalk, are as follows: 52-foot lots – 18 feet wide, 65-foot lots – 20 feet wide, and 75 to 100-foot lots – 30 feet wide.
16. The development must incorporate an internal monotony code to ensure the home facades vary throughout the subdivision. Neighboring homes and the 3 closest homes across the street must vary in façade design or color. No two homes in this group of six shall match.
17. The developer shall complete the design and installation of all 10-foot-wide trails above the bluff that runs along the Mississippi River.
18. The developer will design and engineer a 10-foot-wide trail, beginning with the termination of the upland trail, that should be provided to the city to support a future construction project.
19. The developer will provide a 2+ acre bluff-top park and must provide documentation that there is at least 1 acre of buildable, upland area in the park.
20. The developer shall dedicate the floodway land below the bluff to the city for park purposes. An outlot will be reserved for future use by the HOA.
21. The remainder of the park dedication requirements will be satisfied with a cash dedication of \$536,000. This will be prorated on a per-lot basis and payable with the final plat.
22. Civil plans submitted with the preliminary plat must identify parallel, off-street parking areas near the bluff top park.
23. All 50-foot lots shall be amended to a minimum width of 52 feet and increase the max driveway width from 16 feet to 18 feet. No lots currently designated for parcels larger than 50 feet shall be converted to a smaller lot.
24. Staff and the developer shall work together to resolve addressing and street alignment concerns.

Background/Discussion

Capstone Homes submitted a series of applications to support their proposed development on the property commonly referred to as the Specht Family Farm to be known as Oakwater Ridge PUD. The site is approximately 250 acres and includes a significant Mississippi River frontage. The site also includes three different zoning districts (FAST, R-1d, and Business Park) and is guided by the Comprehensive Plan for residential and commercial uses.

The updated development proposal includes 536 new single-family parcels and approximately 5.17 acres slated for future commercial uses. Approval of the project requires amendments to the Comprehensive Plan (Land Use), zoning amendments to create a PUD for the residential areas and rezone the commercial areas to C-3 (Highway Commercial), and an ordinance amendment establishing the standards for the PUD.

Currently, the developer is seeking the approval of the PUD to establish the framework for the project. Future applications and reviews by the city will include a preliminary plat, which will provide more details on the grading, stormwater, utility work, and engineering for the development.

Approved conditions should seek to achieve a cohesive project with a series of standards that the developer will follow as the project progresses towards final design.

Comprehensive Plan

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

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

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

Access and Streets

The development is located between Highway 10 and the Mississippi River and abuts the Oliver Kelley Farm historic site along the southern boundary. The main access to the site will be from an improved access point at Highway 10 and 165th Ave. This is the current location of the driveway serving the property. City staff, the developer, and the City Council have been working with MnDOT to design the interchange. The project is contingent upon MnDOT's approval and development of this interchange, as the developer will need an access permit to begin development.

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

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

Internal circulation is provided by public streets; there are no private drives included in the project. A sidewalk is included on one side of each residential street, including the frontage road. Plans also include a 10-foot trail running through the development, which meets the city's long-term goal of connecting to the Mississippi River Trail in Ramsey.

The developer had originally requested a narrower street section for many of the interior streets. However, after discussions with the Planning Commission and the City Council, the developer agreed to follow the city design standards and construct all streets at 34 feet wide.

City Utilities

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

Housing Types

The proposal includes four different lot sizes, ranging in size from 50-foot-wide lots with a 35-foot-wide

building pad up to 100-foot lots overlooking the Mississippi River. Many parcels are between 65 and 75 feet wide, consistent with developments approved in recent years.

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

Most of the lots, 293 in total, are 65 feet wide. As noted earlier, this has been the most common parcel size constructed in the city for several years. The proposed setbacks of 25 feet for the front yard and 15 feet between buildings are also typical of these lot types.

The smallest lot sizes are clustered along Highway 10 and are 50 feet wide with a front yard setback of 25 feet and maintaining 15 feet between buildings. The lot size creates modest concern for on-street parking and the placement of utilities. Parking has typically been a concern for smaller lots, and the developer is proposing restricting driveway width to 16 feet to maximize curb space for parking. The applicant has included a parking study evaluating the impact of the smaller lots on available street parking.

Environmental

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

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

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

Park and Recreations

The Park and Recreation Commission, the City Council, and staff have had numerous conversations regarding the park dedication requirements for the subdivision. The results of the March 18, 2025, Council Work Session discussion established the park dedication framework. The land dedication includes the floodway areas along the river and a 2+ acre park with at least one acre of buildable area on the bluff top that will provide additional recreational amenities. The discussion also included a recommendation for \$536,000 in cash dedication.

The updated plans reflect the land dedication guidance. The lower park area is 23.11 acres, and the bluff/overlook park is 2.22 acres. The overlook park has been reviewed and includes 1 acre of upland/buildable area, enough for a moderate-sized playground.

Comprehensive Plan Amendment

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

Zone Change

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

PUD Ordinance

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

Planning Commission

The commission reviewed the updated plans on March 25, 2025. Staff reviewed the updated plans and summarized the conversations with the Parks and Recreation Commission and City Council.

Staff noted that the developer had a few concerns with the conditions recommended for approval. Concerns included where to measure driveway width, the recommended monotony code, tree placement, and the language related to the shared property line with the Kelley Farm. The commission worked with the developer to clarify the conditions related to these items, and staff have updated them appropriately.

The Planning Commission then moved the discussion towards lot widths, specifically the 50-foot lots. The commission shared their concerns with further reductions in the minimum lot sizes for residential single-family homes. Staff reviewed the existing developments with the smallest parcel widths, generally at 52 feet wide, and most recently with the Villas on Fillmore project. They felt that 52 feet should be the floor for single-family residential housing in the community based on the recent project approvals. The Commission also believes that this allows the maximum driveway width to be increased from 16 feet to 18 feet, increasing space for off-street parking.

The developer reviewed their support for the 50-foot lots, noting that this is an alternative to attached townhomes and works towards their affordability goals – specifically reducing the HOA fees, which can increase significantly when roofing and siding need to be insured and replaced. The developer further stated that with a 52-foot lot, the same home would still be constructed, noting that it does not change the home type, and they cannot afford to lose the lots that the change would mean.

The Commission felt strongly that the 52-foot lot widths approved with recent projects should be the standard now and noted that if it meant attached products instead of the 50-foot lots, they would prefer attached townhomes. The Commission unanimously recommended approval of the project, subject to one additional condition, which states the minimum lot width should be 52 feet and the maximum driveway width for these lots should be increased to 18 feet wide. They further noted that none of the 65, 75, or 100-foot lots should be converted to 52-foot parcels.

Since the meeting, the developer has noted that the change to 52-foot parcels will result in a loss of 9 to 10 parcels. They noted that even though the proposed lots are 50 feet wide, they still meet the general standard of 15 feet between structures. Expanding the minimum lot width and the maximum driveway width by the same amount does not increase the availability of on-street parking, change the housing type, or substantially change the appearance of the community. It does, however, provide a significant challenge to the affordability and feasibility of the development.

Additionally, since the PC meeting, staff have received one comment letter from a resident, which expressed concerns about the amount of traffic this project will generate, how this impacts Highway 10, and impacts on

nearby intersections.

Finally, staff and the developer are working together on addressing and street alignment concerns. Staff added a condition, noting that staff is working with the developer to address these concerns. If we cannot reach a consensus, the addressing of concerns can be discussed during a future preliminary plat application.

Financial Impact

None

Mission/Policy/Goal

Opportunity to live, work, and play.

Support the growth and development of the community.

Attachments

1. Location Map
2. Applicant's Narrative
3. Oakwater Ridge Master PUD Exhibits dated April 7, 2025
4. Oakwater Ridge Site Rendering
5. Public Comment Letter received April 1, 2025
6. Land Use Resolution
7. Zone Change Ordinance
8. PUD Ordinance - Oakwater Ridge



Project Location Map

Capstone Homes, Inc.

Land Use Amendment
Zone Change
Ordinance Amendment

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



CAPSTONE

— H O M E S —

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

RE: Capstone PUD Ordinance Amendment development and building standards.

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

City of Elk River,

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

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

CAPSTONE

— H O M E S —

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

CAPSTONE

— H O M E S —

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

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

Sincerely,



Matt Barker
Director of Land Development

OAKWATER RIDGE

Elk River, MN

CAPSTONE
— H O M E S —



PLANNED UNIT DEVELOPMENT
April 7th, 2025

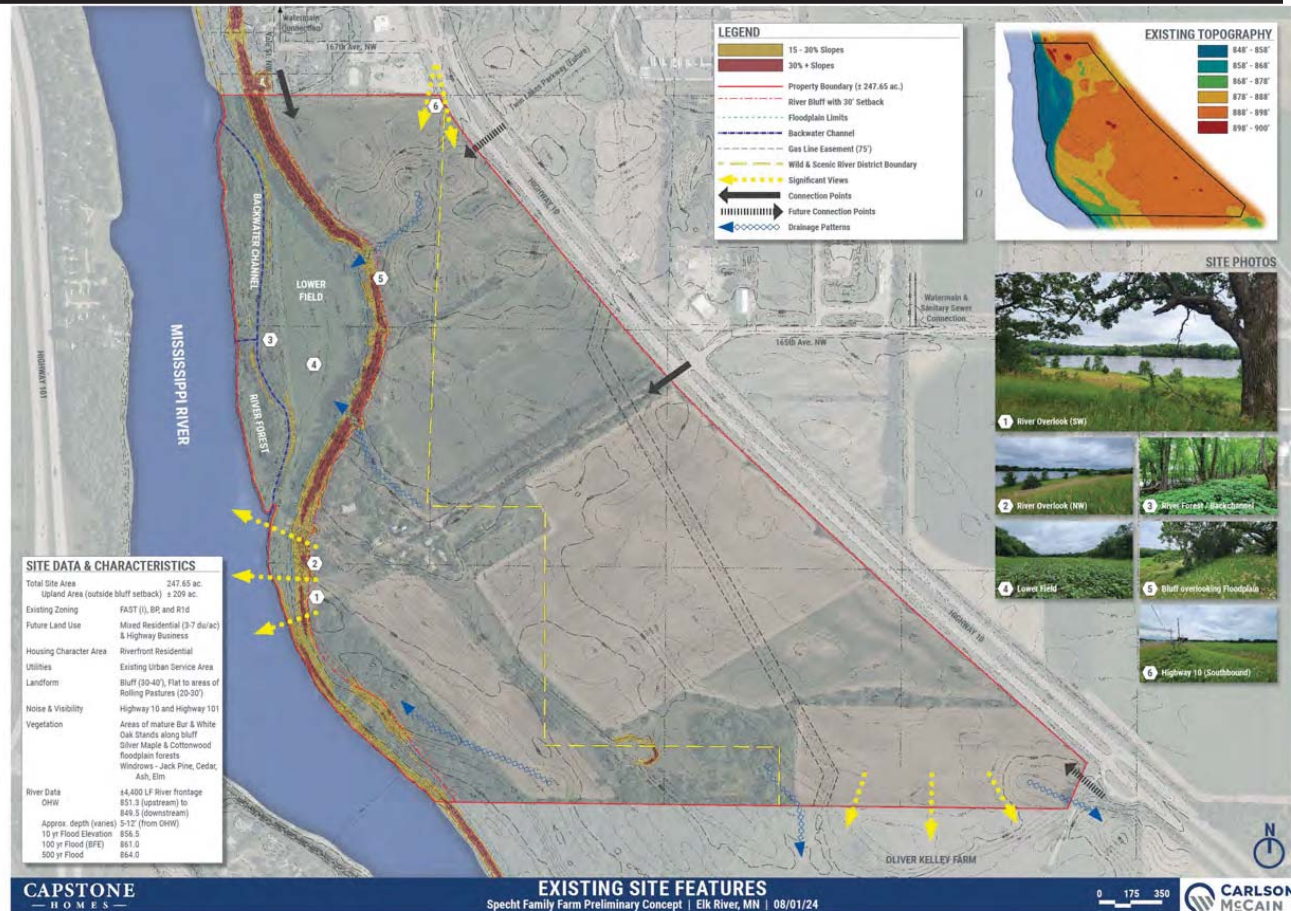
Project Narrative

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.

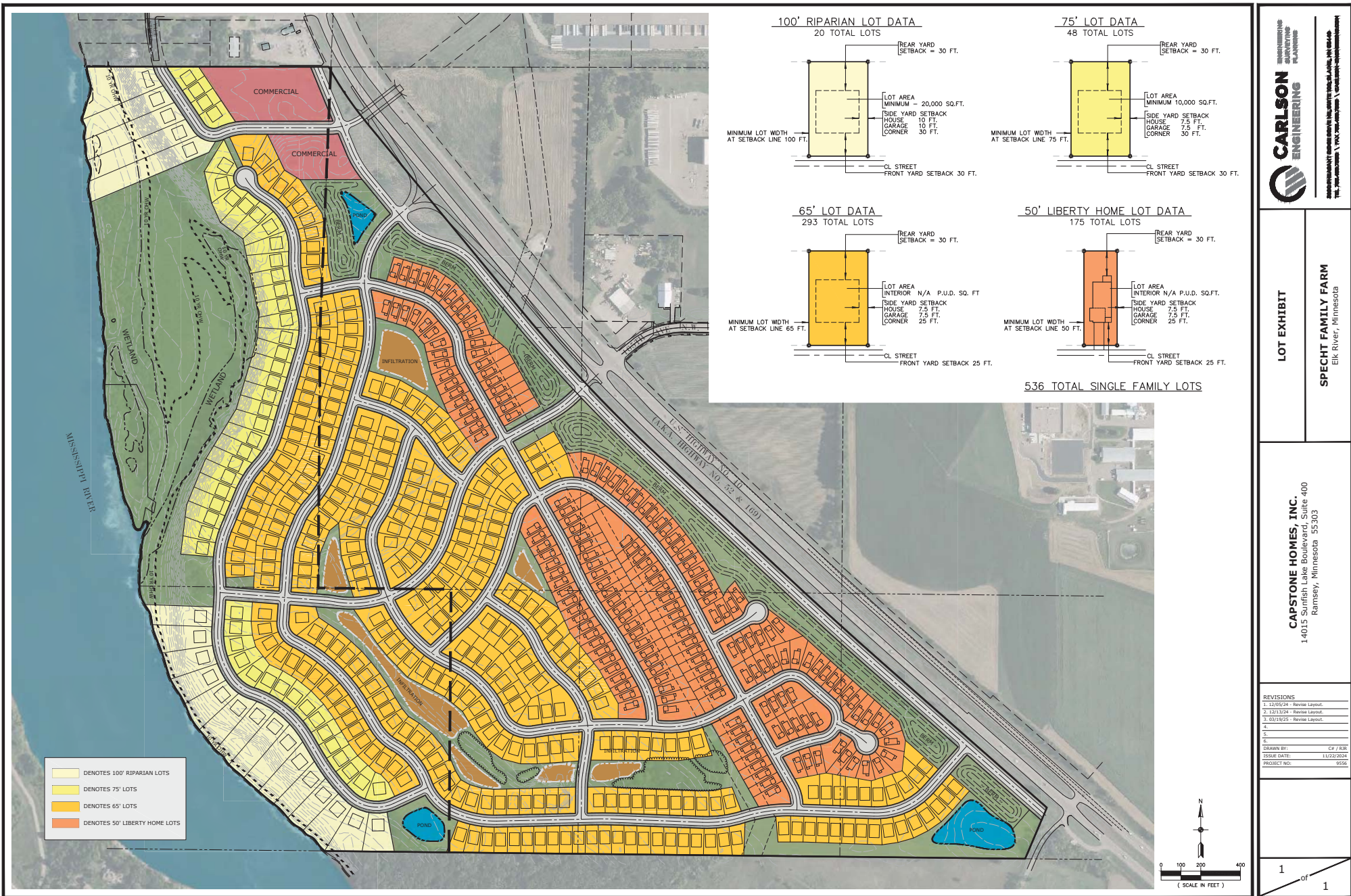
The Specht Family Farm is located at 16330 US Highway 10, running adjacent to the Mississippi River. Nearly 1 mile of this roughly 250 acre neighborhood are home sites that are on and overlooking the Mississippi River. We have worked with city staff and the Department of Natural Resources to establish 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.

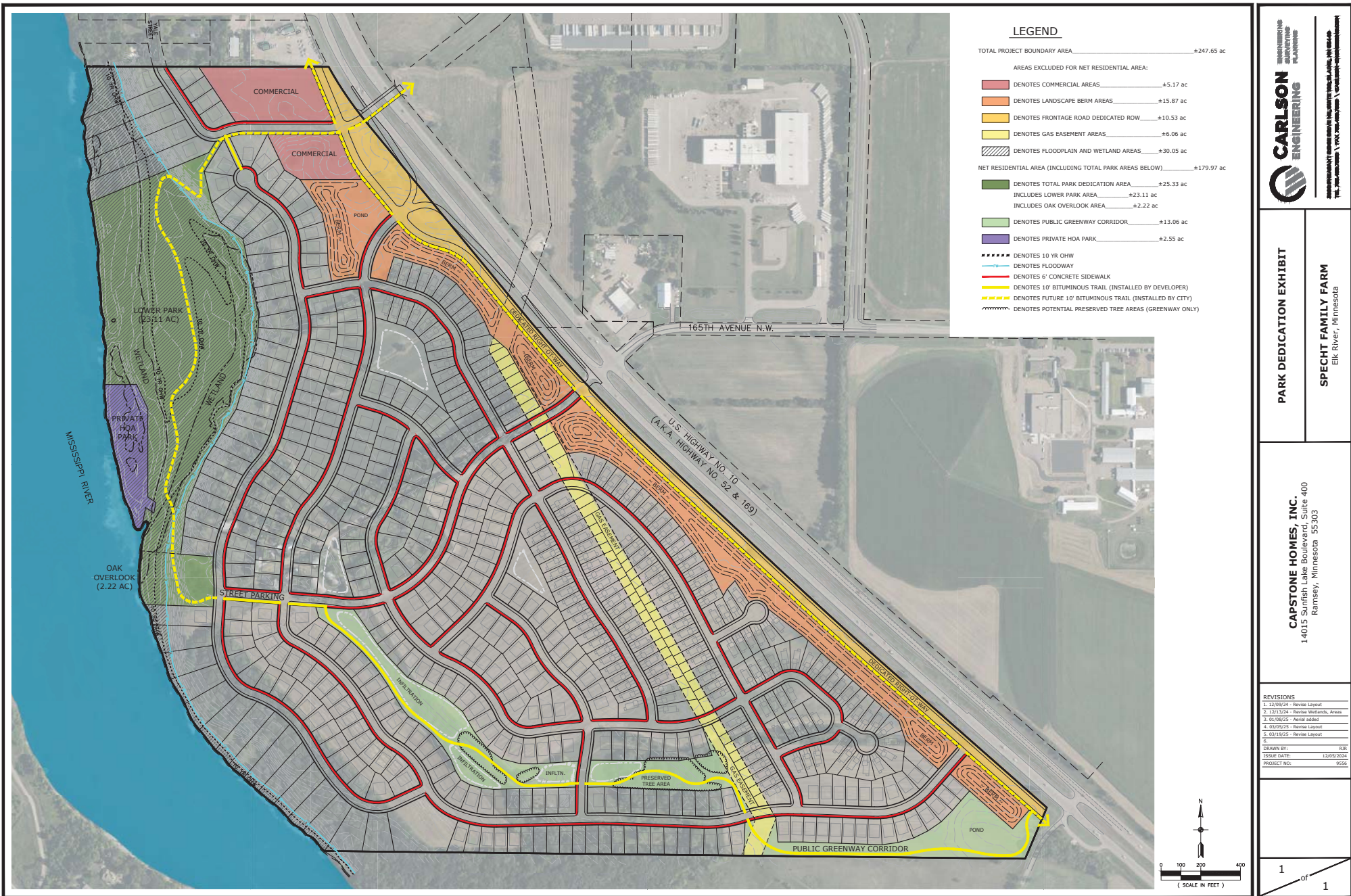
Details associated with this Neighborhood development plan are outlined in this submission for review by City Staff, Planning Commissioners, and City Council members. We look forward to meeting with the Council, Commissioners and respective boards as we share our vision for meeting the growing residential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

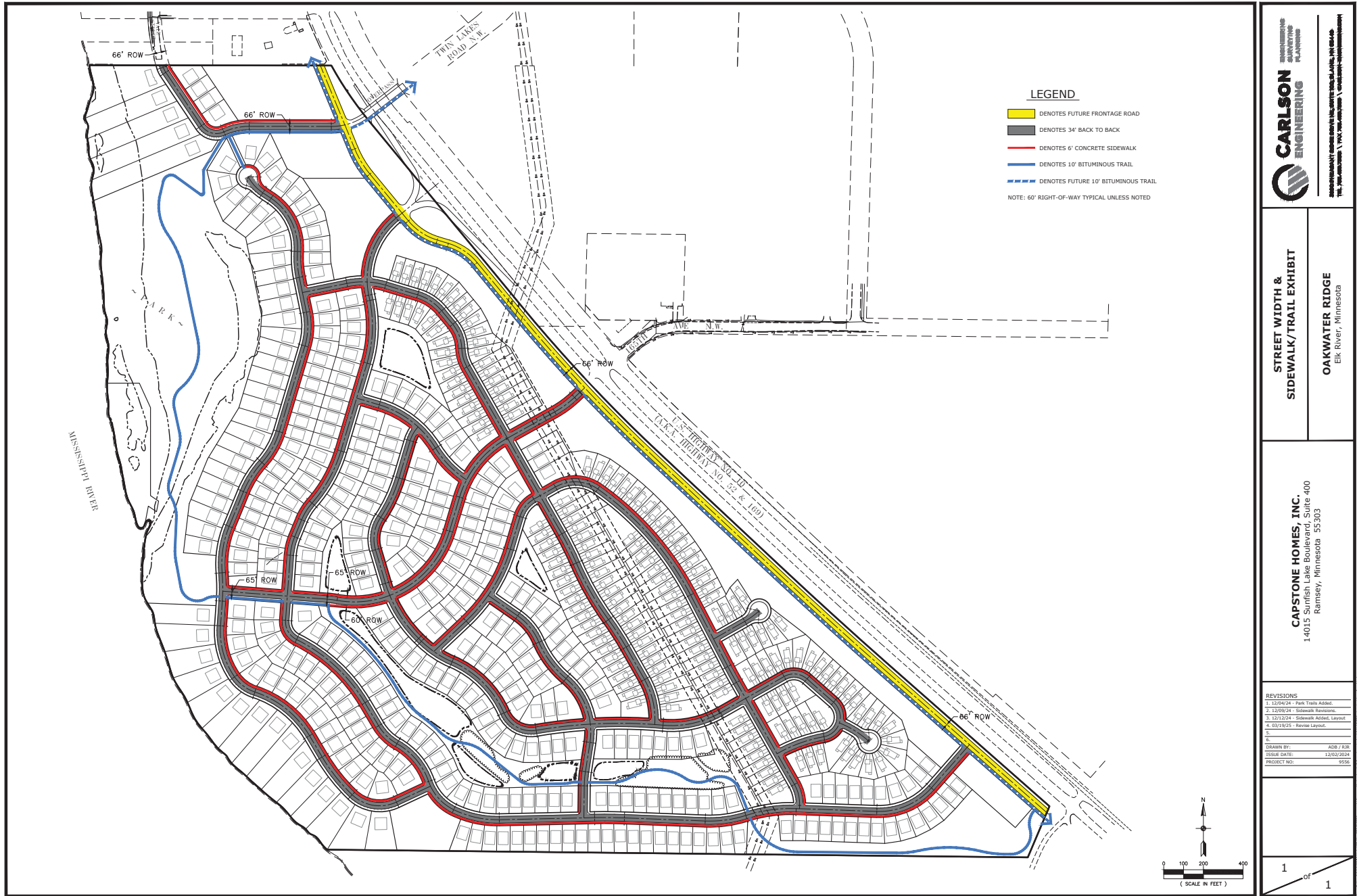
Existing Conditions

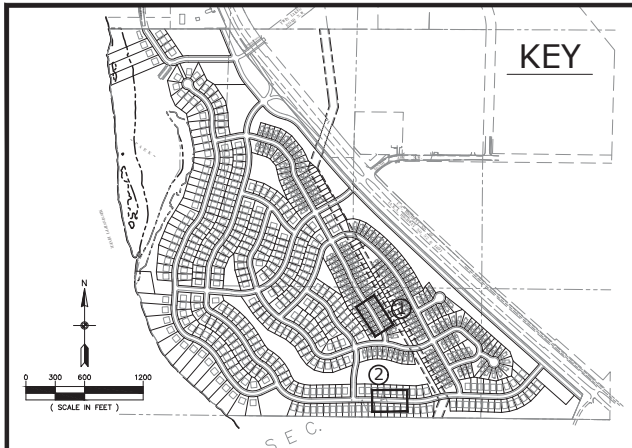




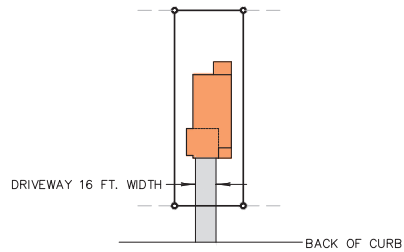






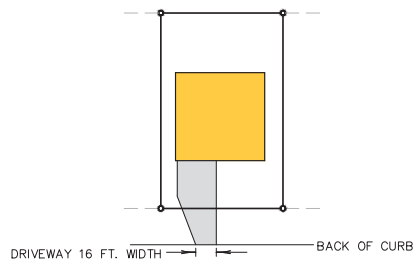


① 50' LIBERTY HOME LOT
(NOT TO SCALE)

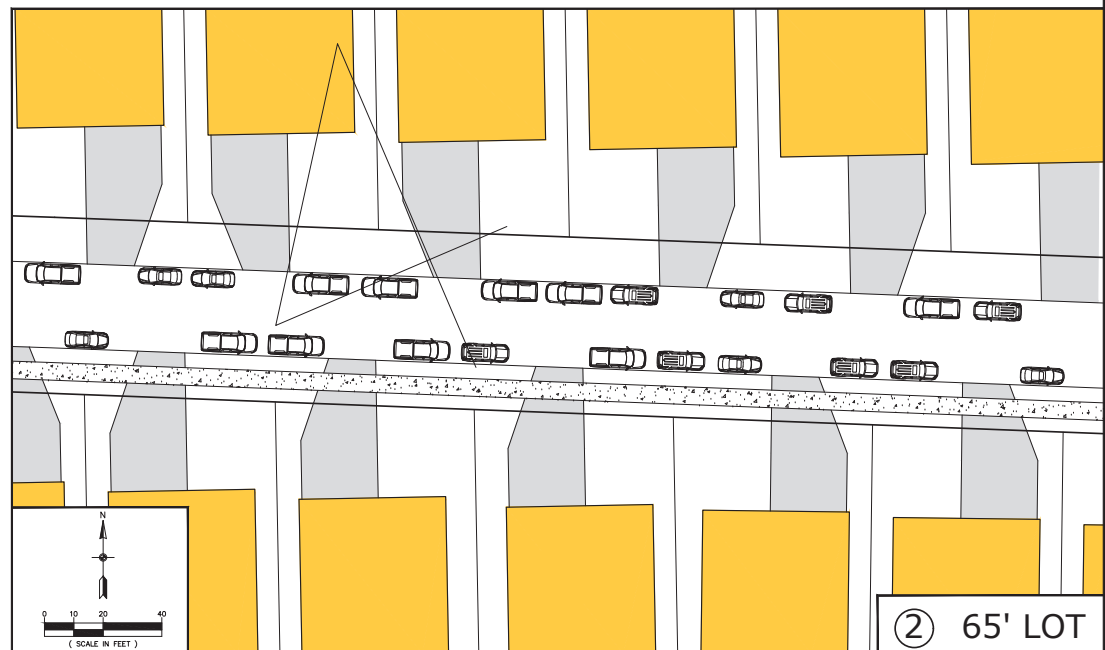
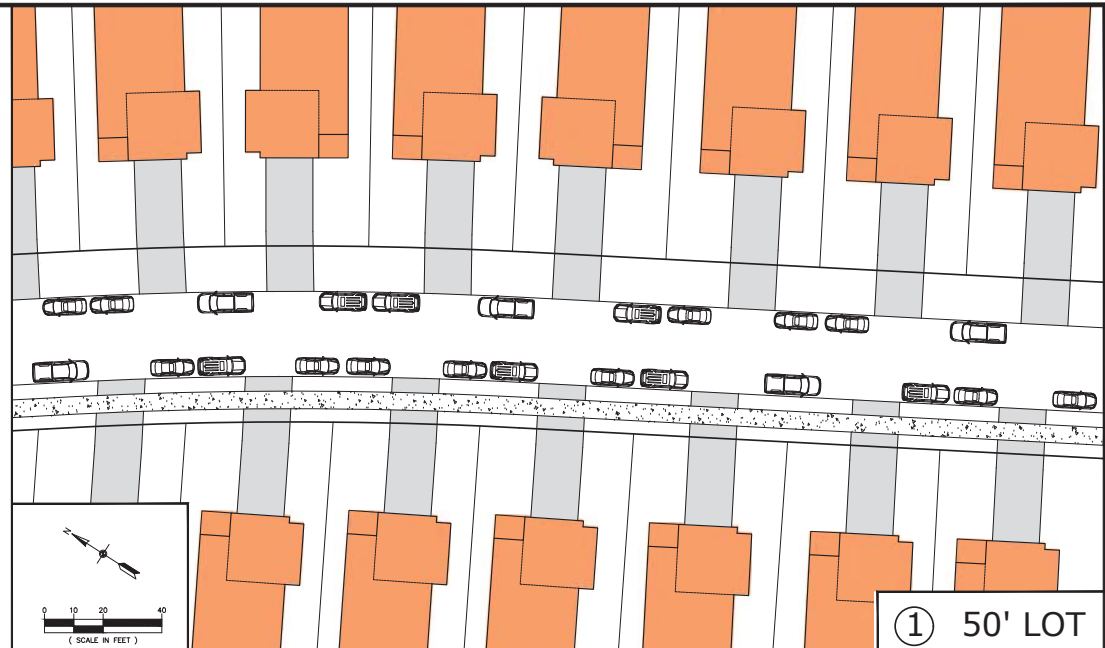


NOTE: MAXIMUM DRIVEWAY WIDTH FOR 50' LOTS IS 16' AT THE BACK OF CURB

② 65' LOT
(NOT TO SCALE)



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



PARKING EXHIBIT

SPECHT FAMILY FARM
Elk River, Minnesota

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

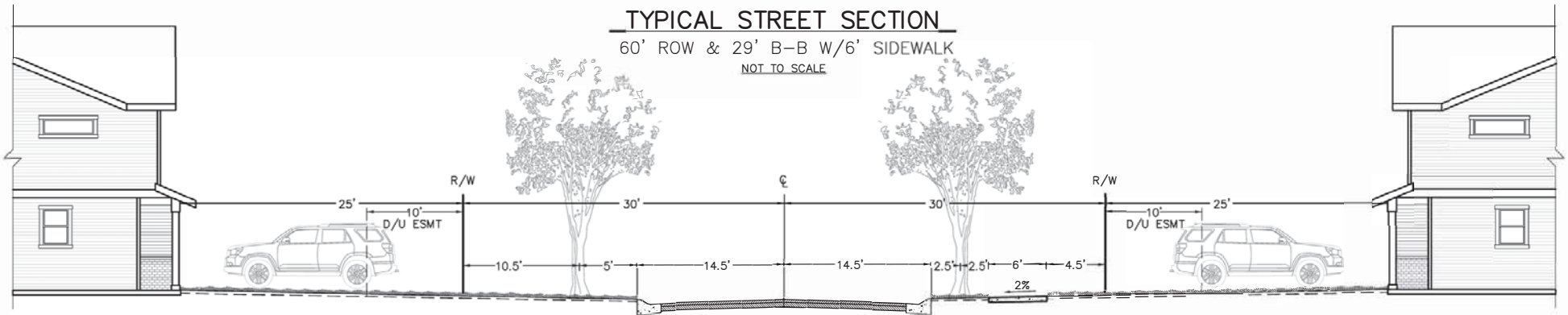
REVISIONS	
1.	12/13/24 - Add Max Driv Width Notes
2.	
3.	
4.	
5.	
6.	
DRAWN BY:	ADG
ISSUE DATE:	12/15/2024
PROJECT NO.:	8056

1 of 1

TYPICAL STREET SECTION

60' ROW & 29' B-B W/6' SIDEWALK

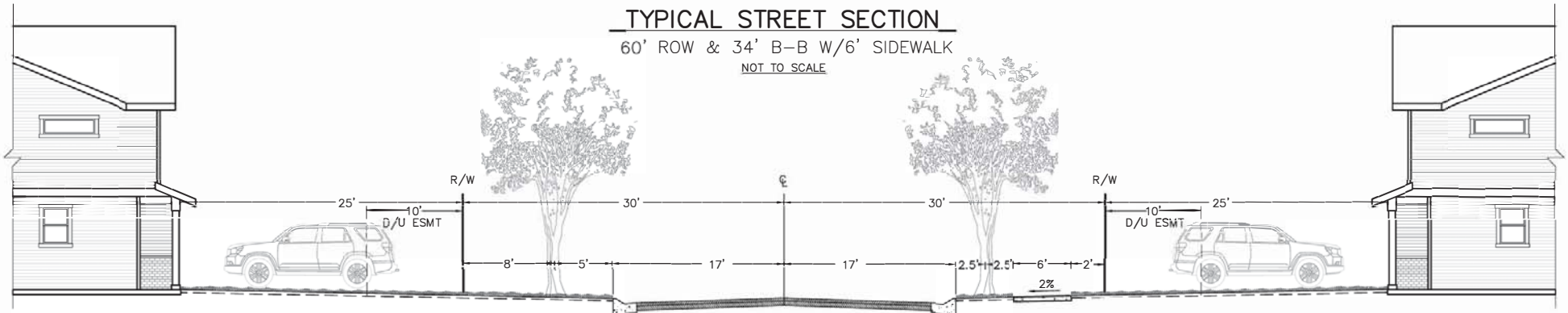
NOT TO SCALE



TYPICAL STREET SECTION

60' ROW & 34' B-B W/6' SIDEWALK

NOT TO SCALE



**CARLSON
McCain**
ENGINEERING
SURVEYING
ENVIRONMENTAL

3280 PHEASANT RIDGE DR NE
SUITE 100
BLAINE, MN 55448
TEL 763.488.7500
FAX 763.488.7500
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

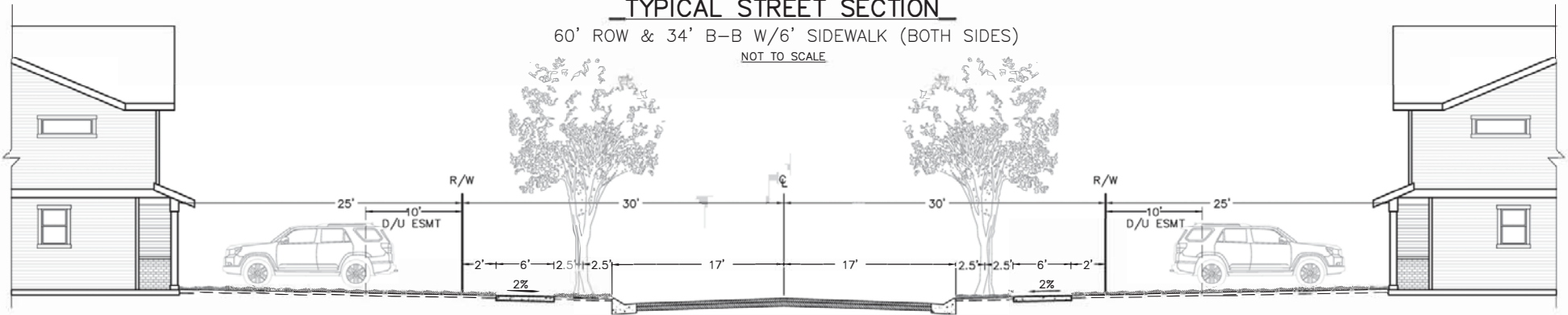
1
of
2

#9556

TYPICAL STREET SECTION

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

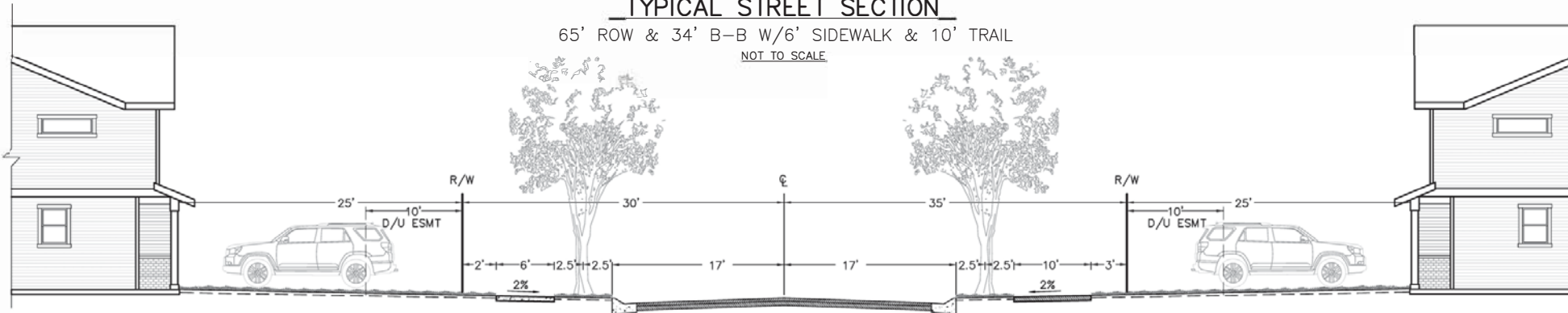
NOT TO SCALE



TYPICAL STREET SECTION

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

NOT TO SCALE



ENGINEERING
SURVEYING
ENVIRONMENTAL

3880 PHEASANT RIDGE DR NE
SUITE 100
BLAINE, MN 55449
TEL 763.488.7500
FAX 763.488.7500
CARLSONMCCAIN.COM

Revisions:

1.

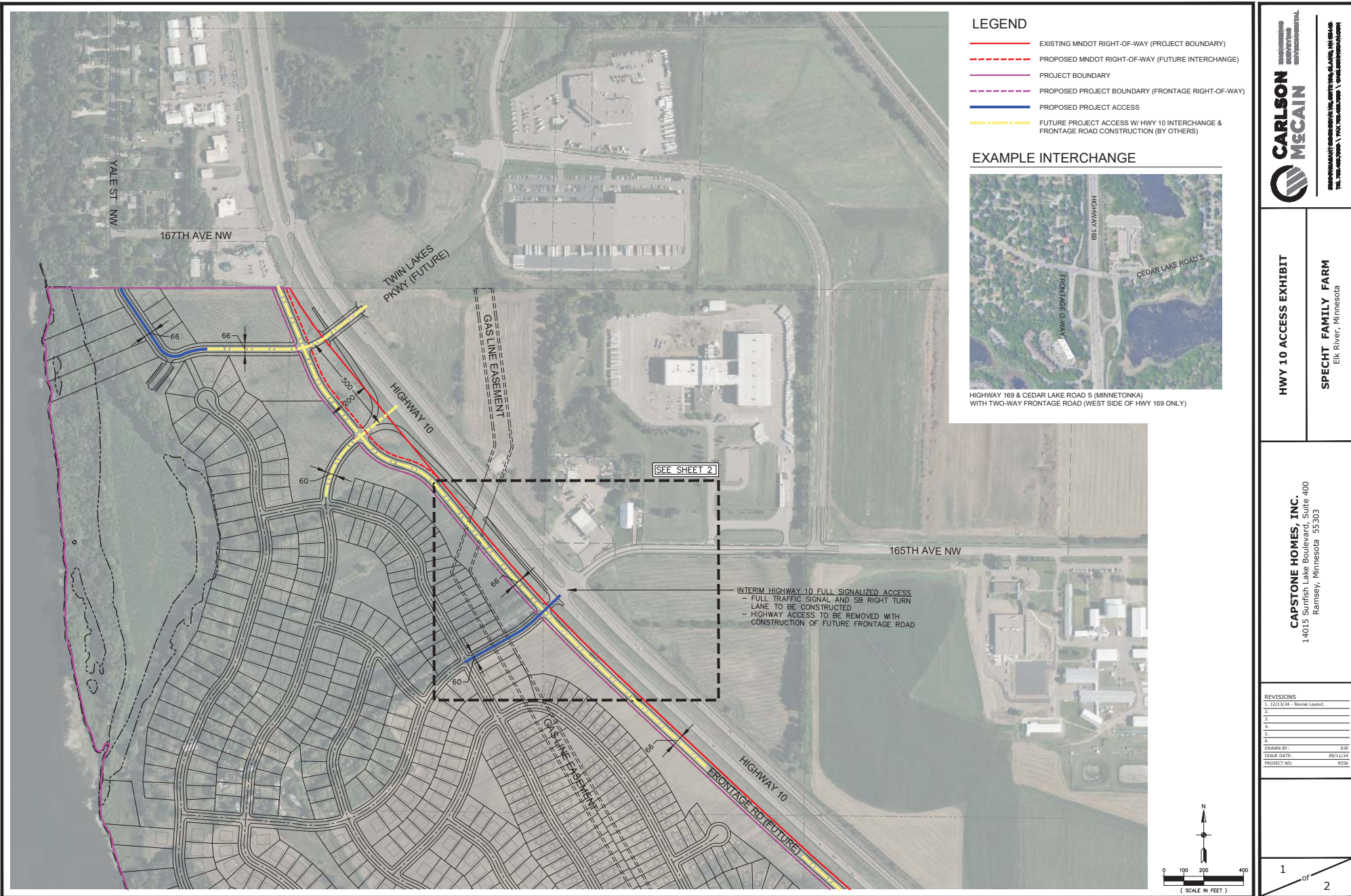
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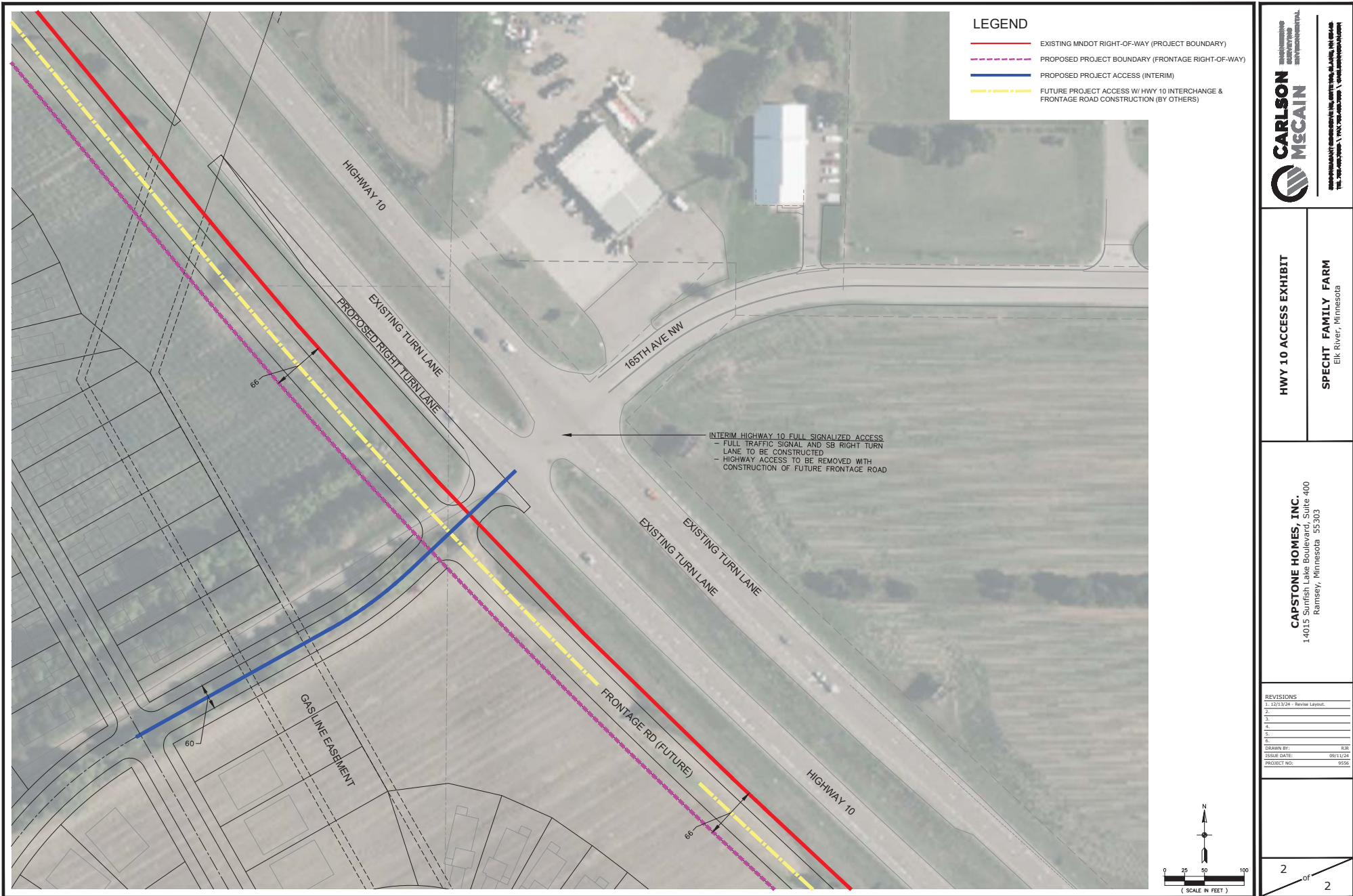
SPECHT FAMILY FARM
Elk River, Minnesota

TYPICAL STREET SECTIONS

2 of 2

#9556







SITE DATA		
	Liberty Homes (50' Lot)	175
	Classic Homes (65' Lot)	293
	Bluff Homes (75' Lot)	48
	River Homes (100' Lot)	20
	Total Residential Lots	536
	Open Space	51.98 ac.
	Future Commercial	5.17 ac.
	Future Frontage Road ROW	10.53 ac.
	Net Residential Area	179.97 ac.
	Total Site Area	247.65 ac.

Dear Mayor and Council Members,

I'm writing to you today to address several concerns that I have about the Capstone development on Hwy. 10. I think there are several issues that should be worked out before this project is approved.

Safety is the main issue that concerns me. I spoke with Ken Hansen (218-820-8341) from MnDot to find out how all the traffic from the development would be handled. He informed me that the intersection at 165th would be closed and two J- turns would be added. According to their calculations, they estimate an average of 10 trips each day per household. With 533 houses, that adds up to a lot of cars on the highway. Even though a J- turn is safer than an intersection it will still be very difficult and, during busy times, dangerous to merge into traffic with cars going anywhere from 65 to 75 mph.

The other issue regarding traffic is the amount of cars that will now be going west on Hwy 10 and taking the ramp to 101 South at the stoplight. Right now there are times when the turn lane isn't long enough causing cars to actually be stopped on the shoulder all the way back to the 101/169 overpass. Luckily nobody has been seriously hurt, that I'm aware of, from being hit from behind by cars that might not be paying attention and don't notice there is stopped traffic so close to their lane. With so many more cars coming from the new development this will only become more dangerous. This development shouldn't happen until the interchanges and frontage roads that have been proposed are actually slated for constructed.

The second concern I have is the placement of the park. It would make more sense to put the park somewhere in the middle of the development to make it more accessible to everyone as well as safer. Having a park by the water is always very scenic and people like that. However, the Mississippi River can be very fast moving and dangerous as we know from the accident with the two children that happened in Elk River last year. People won't want to let their children go to the park alone if it's by the water because it won't be safe. Not to mention the fact that the land proposed for the park is in a flood plain and prone to flooding. If it's a very wet year the park could be under water or muddy for a lot of the time. It would be a good idea for you to take a tour so you can see this for yourself.

My last concern is the size of the lots. If the city ordinance calls for 55' lots, that's what should be approved. There is no reason to have such a high density development when there are 250 acres to work with. Exceptions should only be made when there isn't enough land.

Thank you for taking the time to hear my concerns.

Ken Nathe
10835 191st Ave NE
Elk River, MN 55330
612-919-7019



City of Elk River City Council

Resolution 25-13

A Resolution of the City Council of the City of Elk River Amending the Comprehensive Plan to Update the Land Use for Certain Parcels for Highway Business and Mixed Residential

WHEREAS, Minnesota Statutes, Chapter 462.355, Subdivision 2, prescribes the procedure for amending the Comprehensive Plan, and

WHEREAS, the Planning Commission held a public hearing on January 28, 2025, and recommended approval regarding the Comprehensive Plan amendment request for the property depicted in **Exhibit A**, and

WHEREAS, the City Council has reviewed the Comprehensive Plan amendment request and finds the following:

1. The proposed land use is consistent with the surrounding land uses.
2. The use would not have adverse impacts on the surrounding land uses.
3. The proposed changes are in general conformance to the adopted Comprehensive Plan.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Elk River, Minnesota, as follows: The Land Use Plan be amended to updated, and reflect the depiction described in **Exhibit A**, including both Highway Commercial and Mixed Residential guidance.

Passed and adopted this 7th day of April 2025.

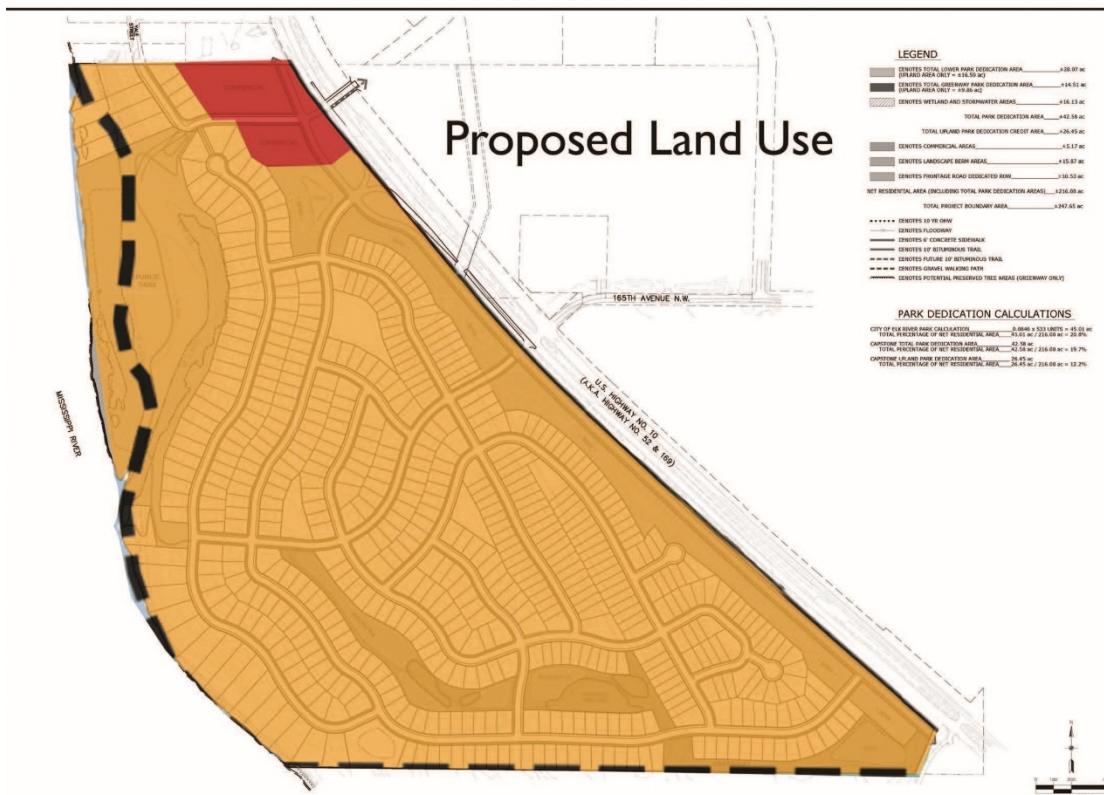
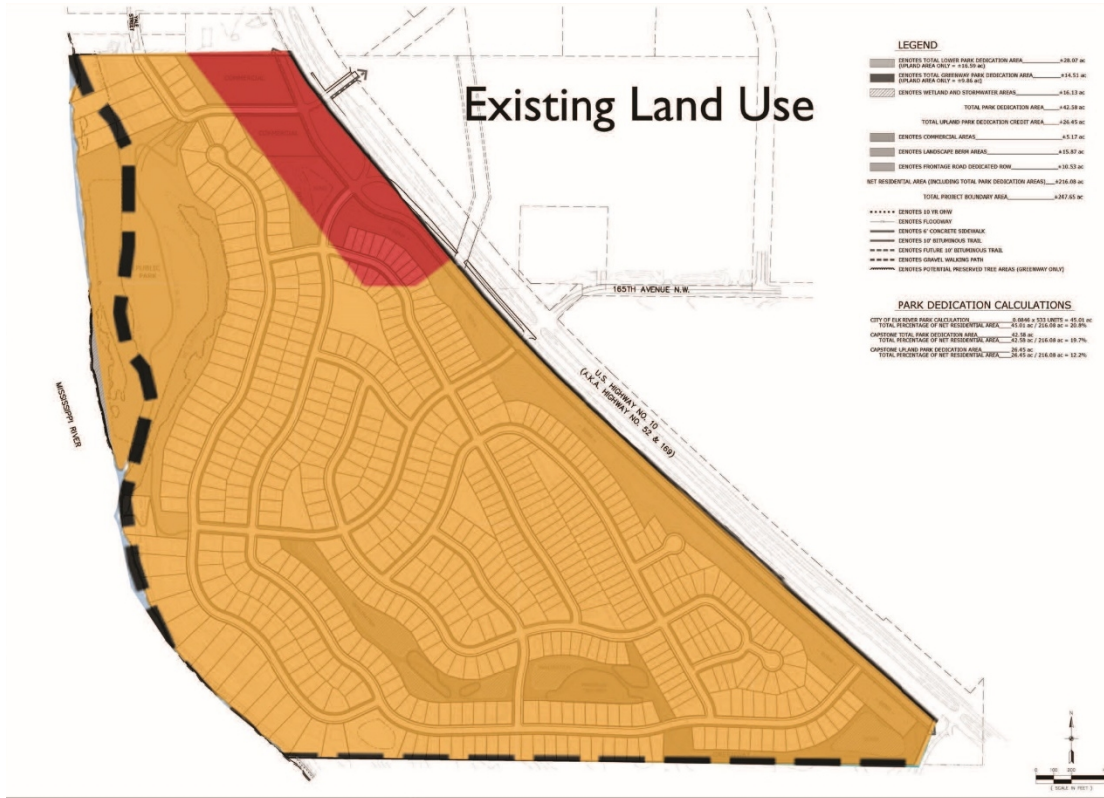
John J. Dietz, Mayor

ATTEST:

Tina Allard, City Clerk



EXHIBIT A





Ordinance 25-04

An Ordinance Amending the Zoning Map of the City of Elk River, Minnesota, to Rezone Certain Property from FAST (I), Business Park (BP) and R-1d (Single-Family Residential) to Highway Commercial (C-3) and Planned Unit Development (PUD)

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

SECTION 1. That the duly adopted Zoning Map of the City of Elk River is hereby amended to rezone the property described on attached **Exhibit A** to Highway Commercial (C-3) and Planned Unit Development (PUD):

SECTION 2. That the rezoning approved by this Ordinance is based on the following findings:

1. **The rezoning is consistent with the City of Elk River Land Use Plan adopted, and updated, as part of the City of Elk River Comprehensive Plan.**

SECTION 3. That this ordinance shall take effect upon satisfaction of the conditions noted in **Exhibit B** and be published as provided by law.

Passed and adopted by the City Council of the City of Elk River this 7th day of April 2025.

John J. Dietz, Mayor

ATTEST:

Tina Allard, City Clerk

Exhibit A

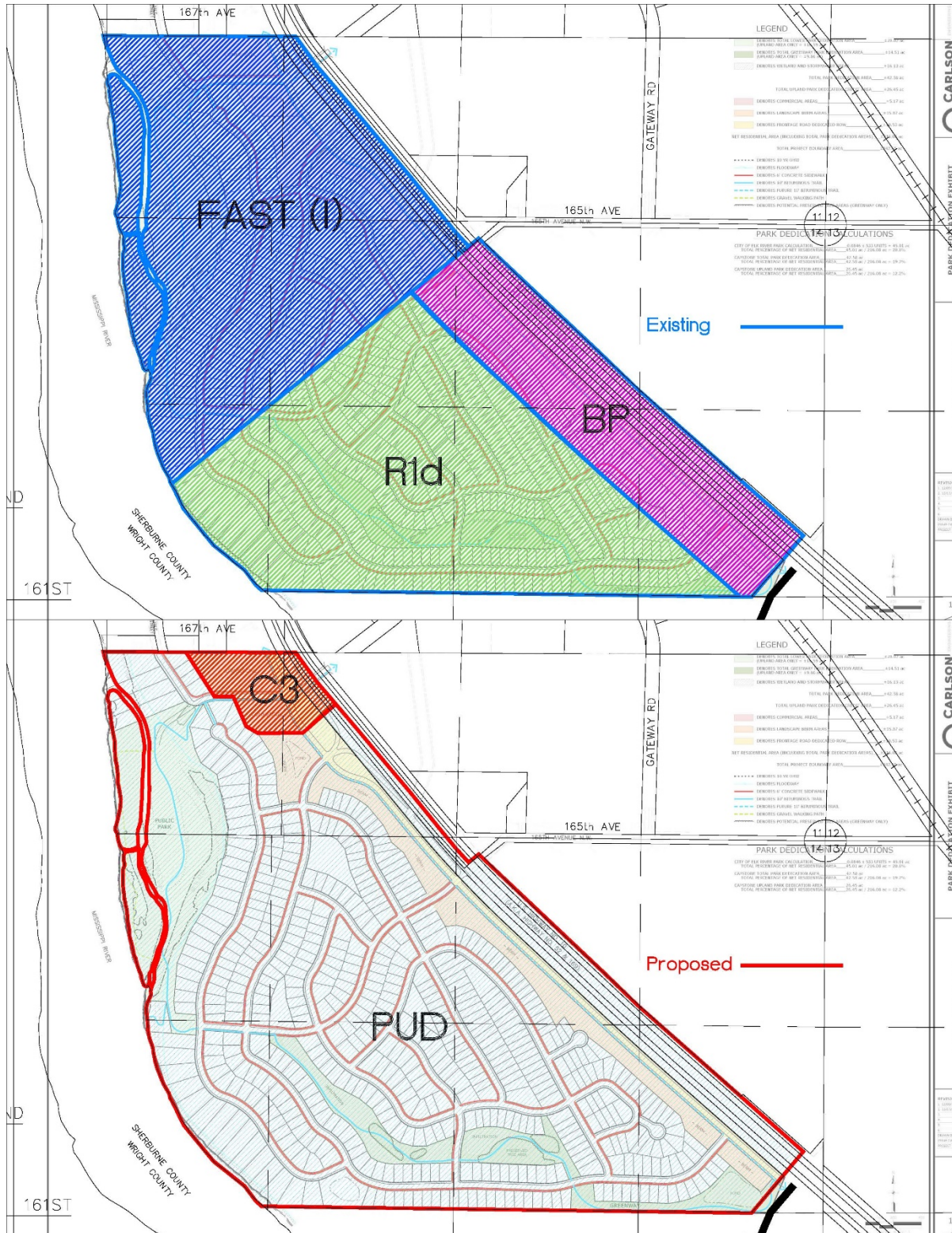


Exhibit B

1. The associated Land Use Amendment (LU 24-05) resolution shall be approved and recorded.
2. The Ordinance Amendment (OA 24-05) establishing the PUD standards must be approved by the City Council.
3. The Zone Change shall be recorded in conjunction with the future plat approvals related to the Oakwater Ridge PUD.



Ordinance 25 - 05

An Ordinance Amending Chapter, 30, Division 9, Other Non-overlay Districts, of the City of Elk River, Minnesota, City Code

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

SECTION 1. That **Chapter 30, Division 9, Other Non-overlay Districts**, of the City of Elk River Code of Ordinances shall be amended to add the following Subdivision and Section:

Section 30-1604. – Oakwater Ridge

- (a) Legal Description. The following described property located within the City of Elk River, Sherburne County, Minnesota is hereby zoned PUD, Planned Unit Development:

Government Lot 3; Government Lot 4; and that part of the Northeast Quarter of the Northwest Quarter, all in Section 14, Township 32, Range 26, Sherburne County, Minnesota, which lies southwesterly of the southwesterly right of way line of U.S. Highway No. 10 per the recorded plat of MINNESOTA DEPARTMENT OF TRANSPORTATION MONUMENTATION PLAT 71-M2.

AND

Those parts of the West Half of the Northeast Quarter and the Southeast Quarter of the Northeast Quarter, all in Section 14, Township 32, Range 26, Sherburne County, Minnesota, which lies southwesterly of the southwesterly right of way line of U.S. Highway No. 10 and northwesterly of the northwesterly right of way line of Kelley Farm Road N.W., both right of way lines per the recorded plat of MINNESOTA DEPARTMENT OF TRANSPORTATION MONUMENTATION PLAT 71-M2.

- (b) PUD Development Standards. The property shall be subject to the following standards.

(1) Uses

a. Permitted Uses

1. Residential, single family.
2. Residential facilities (one to six persons).
3. State licensed residential facilities or a housing with services establishment registered under chapter 144D serving six or fewer persons, a licensed day care

facility serving 12 or fewer persons, and a group family day care facility licensed under Minnesota Rules, parts 9502.0315 to 9502.0445 to serve 14 or fewer children shall be considered a permitted single family residential use of property for the purposes of zoning, except that a residential facility whose primary purpose is to treat juveniles who have violated criminal statutes relating to sex offenses or have been adjudicated delinquent on the basis of conduct in violation of criminal statutes relating to sex offenses shall not be considered a permitted use.

b. Accessory Uses

1. Accessory dwelling units
2. Residential occupations.
3. Structures, accessory.
4. Towers (less than 60 feet in height).
5. Signs (as permitted in section 30-851 et seq.).

c. Conditional Uses

1. Kennels, private

(2) Lot Size

a. The PUD permits lot sizes as follows:

<u>Lot Type</u>	<u>Unit Count</u>	<u>Minimum Lot Width</u>	<u>Minimum Lot Depth</u>	<u>Typical Lot Area</u>
<u>Min. 52' Single-Family Lots</u>	<u>170</u>	<u>52' - 0"</u>	<u>130' - 0"</u>	<u>6,760 SF</u>
<u>Min. 65' Single-family Lots</u>	<u>293</u>	<u>65' - 0"</u>	<u>130' - 0"</u>	<u>7,800 SF</u>
<u>Min. 75' Single-family Lots</u>	<u>48</u>	<u>75' - 0"</u>	<u>130' - 0"</u>	<u>10,000 SF</u>
<u>Min. 100' Single-Family Lots</u>	<u>20</u>	<u>100' - 0"</u>	<u>130' - 0"</u>	<u>20,000 SF</u>

(3) Setbacks

a. Single Family Lots

1. Primary Structures

<u>52' and 65' Wide Lots</u>	
<u>Front Setback</u>	<u>25' - 0"</u>
<u>Side Setback</u>	<u>7' - 6"</u>
<u>Rear Setback</u>	<u>30' - 0"</u>
<u>Corner Front Setback</u>	<u>25' - 0"</u>

<u>75' Wide Lots</u>	
<u>Front Setback</u>	<u>30' - 0"</u>
<u>Side Setback</u>	<u>7' - 6"</u>
<u>Rear Setback</u>	<u>30' - 0"</u>
<u>Corner Front Setback</u>	<u>30' - 0"</u>

<u>100' Wide Lots</u>	
<u>Front Setback</u>	<u>30' - 0"</u>
<u>Side Setback</u>	<u>10' - 0"</u>
<u>Rear Setback</u>	<u>30' - 0"</u>
<u>Corner Front Setback</u>	<u>30' - 0"</u>

2. Accessory Structures

<u>Front Setback</u>	<u>Same as Principal Structure</u>
<u>Side Setback</u>	<u>5' - 0"</u>
<u>Rear Setback</u>	<u>5' - 0"</u>
<u>Corner Front Setback</u>	<u>Same as Principal Structure</u>

3. All properties are limited to two detached structures.
4. Total garage space (attached and detached) shall be limited to 1,200 SF.
5. All other setbacks shall be consistent with the relevant section of the city code.

(4) Additional Design Standards:

- a. Driveways width is established in the table below, and is measured at the curb line

	<u>52' Lot Width</u>	<u>65' Lot Width</u>	<u>75' Lot Width</u>	<u>100' Lot Width</u>
<u>Driveway Width</u>	<u>18 feet</u>	<u>20 feet</u>	<u>30 feet</u>	<u>30 feet</u>

- b. Driveways must be setback 5'-0" from side property lines.
- c. Attached garages must be at least 440 square feet in size (20 x 22).
- d. Internal monotony code
 1. Homes shall not repeat the same front elevation and primary exterior color combination within the block described below.
 - i. A block for the purposes of applying the monotony code includes the two adjacent homes on the same side of the street, and the three closest homes across the street.
- e. Landscape Requirements
 1. Lots 65-feet and wider must include two trees in front yard. One tree must be an overstory tree, and the second can be ornamental, evergreen or overstory.
 2. The 52-foot parcels must plant at least one overstory tree in the front yard.
- f. Properties within the Wild and Scenic River district must comply with standards described in city code, beginning with Sec. 30-2071.
 1. Riparian lots will be permitted a dock in accordance with state regulations.

- (5) Any standard not specifically described within this section shall remain consistent with the City of Elk River Code of Ordinances.

- (c) Development Plans. The PUD shall be developed in accordance with the following plans, as amended from time to time, on file at city hall.

Plan A – Elk River Specht Farm Master PUD Exhibits updated in accordance with City Council action on April 7, 2025.

SECTION 4. That this ordinance shall take effect upon adoption and be published as provided by law.

Passed and adopted by the City Council of the City of Elk River this 7th day of April, 2025.

John J. Dietz, Mayor

ATTEST:

Tina Allard, City Clerk



Request for Action

To
City Council

Item Number
8.1

Meeting Date
April 7, 2025

Prepared By
Jolene Richter, Deputy Clerk

Item Description
Discuss Work Session Items

Reviewed by
Cal Portner
Tina Allard

Action Requested

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

Background/Discussion

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

Proposed work session topics are as follows:

- Fire Station 1 Facility Funding
- Public Safety Grant Expenditure update
- Review of zoning north of 197th Ave and gravel mining area following Highway 169 construction
- Multipurpose Facility Advisory Commission chapters and bylaws discussion
- 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

The Elk River Vision

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





Request for Action

To
City Council

Item Number
8.2

Meeting Date
April 7, 2025

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

Item Description
LSE Architects Letter of Engagement - Northbound
and Cannabound

Reviewed by
Joe Audette
Cal Portner
Tina Allard

Action Requested

Approve, by motion, the Letter of Engagement for professional architectural services with LSE Architects

Background/Discussion

The Letter of Engagement between LSE Architects (Architect) and City of Elk River (Owner) provides standard and special professional architectural services for Northbound and Cannabound to be located in the City of Elk River - site(s) to be determined. The architect understands that there is a city building design team of city staff that will be part of the review and approval process.

Financial Impact

The architect requires a \$15,000 retainer to begin services upon approval of the engagement agreement. Retainer is included in the total fee.

Mission/Policy/Goal

Meet changing needs - agile

Attachments

1. Letter of Engagement_03.32.25
2. Exhibit A - LSE Hourly Rates_2025
3. Exhibit B - LSE Reimbursable Expenses_2025

The Elk River Vision

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



March 32, 2025

City of Elk River
Attn: Mr. Joe Stremcha
13065 Orono Parkway Northwest
Elk River, MN 55330

Subject: **Northbound (Liquor) and Cannabound (Cannabis) Retail Stores**
Professional Architectural Services
Letter of Engagement

Dear Joe and team:

Thank you and your team for the kind words in our last phone conversation – we are thrilled. Outlined below is a Letter of Engagement between LSE Architects (Architect) and City of Elk River (Owner) to provide standard and special professional Architectural Services for a new Liquor Store and a new Cannabis Store to be located in the City of Elk River - site(s) to be determined. Architect understands that there is a City Building Team of city staff that will be part of the review and approval process.

PROJECT DESCRIPTION

The Owner has begun reviewing sites for Northbound Liquor Retail Store and Cannabound Cannabis Retail Store in the City of Elk River. Architect understands that there are three relevant project scenarios. Scenario One: There is one new consolidated store (both liquor and cannabis offerings). Scenario Two: There are two separate newly constructed buildings – one for liquor and one for cannabis. Scenario Three: There are two separate buildings, the liquor store to be newly constructed and the cannabis store will be a tenant improvement (TI) within an existing structure. These options will be determined in the first 30 days of the project. Engineering services will include civil engineering and landscape design, structural engineering, MEP engineering, as well as added specialty services regarding low voltage engineering, B3 level building integration, and building energy modeling.

The following project components are included in the design scope of work:

A. Site:

1. Site assessment and placement to verify site capability (fit plan)
2. Review building size, parking count, delivery area, trash, green space, transformer location, and storm water management

B. Building:

1. Northbound: retail space, counter check out, restroom, back of house, mechanical/ janitor
2. Cannabound: retail space, counter check out, restroom, back of house, mechanical/ janitor
3. Both buildings to review utility capacity, structural systems, MEP systems, energy alignment with codes

GENERAL CONSTRUCTION BUDGET

Owner has shared that an initial general construction budget is as follows:

<u>Scenario One:</u>	Northbound Cannabound Combined:	\$6,000,000
<u>Scenario Two:</u>	Northbound stand alone:	\$4,000,000
<u>Scenario Two:</u>	Cannabound (new) stand alone:	\$2,000,000
<u>Scenario Three:</u>	Cannabound (TI)	\$1,000,000

PROJECT SCHEDULE

Owner would like to proceed expeditiously for a project timeline as follows:

- April 7, 2025 City of Elk River – City Council Meeting
- Spring 2025 Programming/ Site assessment/ Concept Design/ Planning/ Select CM
- Summer 2025 Design/ Construction Documents (Specifications)
- Fall 2025 Bidding/ CM award/ Groundbreaking
- Winter 2025/ 2026 General Construction
- Spring 2026 Cannabound Substantially Complete
- Summer/ Fall 2026 Northbound Substantially Complete

SCOPE OF SERVICES

Architect will provide the following:

Project will be organized into three phases as follows:

A. Phase I: Programming/ Site Assessment/ Concept Design/ Planning

Architect will complete the concept design required to achieve city entitlements (if required). This package will be used for estimating verification as well.

Specific scope of services in this phase may include:

1. Confirm project direction, work scope, entitlement requirements (if any) and issues impacting the project development. This will include a site visit to perform a existing site walk through.
2. Confirm a building program of spaces (with Owner)
3. Assess site data for fit plan. Key elements include - site access, service, entry points and parking.
4. Develop site plan layout with floor plan diagram based on approved program.
5. Exterior building massing, roof form, exterior expression (materials) and overall 3D image.
6. Interior Design layout indicating primary materials and branding elements
7. Begin services on B3 process and discussion sustainable elements to be integrated
8. Anticipate up to one 90-minute meeting with city officials (code, zoning - as needed)
9. Anticipate up to two 90-minute public engagement meetings with City Building team
10. Anticipate up to four 90-minute Owner meetings (present plans, building design and interior design elements for review and approval)
11. Provide concept level price estimate range to review with Owner budget
12. Deliverables may include:
 - i. Architectural site plan, building floor concept diagram, code plan
 - ii. Exterior building elevations (four major facades) and 3D massing forms
 - iii. Entitlement documents (civil engineering and landscape design – if needed)
13. Structural and MEP narrative (*system description*)
14. Assist Owner in selection of construction manager (CM) (as required)

B. Phase II: Design and Construction Documentation (CD's)

Architect will complete the approved design and achieve final construction documentation for the Owner 's CM to bid and subsequently submit for permitting and eventual construction.

Specific scope of services in this phase may include:

1. Architectural/ Interior Design/ consultant CD's and Specifications (Project Manual)
2. Review final pricing (*provided by Owner CM*)
3. Anticipate up to three 90-minute meetings with Owner team
4. Complete B3 level review process and energy modeling

C. Phase III – Bidding and Construction Administration

Architect will provide standard administrative services to observe and administer the construction as described in the documents.

Specific scope of services in this phase may include:

1. Attend one 90-minute governmental agency review meeting (as needed). Additional required meetings will be billed on an hourly basis.
2. Assist the Owner's CM in successfully attaining the required building permits.
3. Provide monthly site visits through the duration of construction to observe construction adherence with design intent. Architect assumes 9 - 10-month construction duration.
4. Review and approve required shop drawings and product submittals related to the architecture and interior design items from the specifications.
5. Provide coordination of RFI's and responses to Owner's CM.
6. Review monthly contractor's Applications for Payment to verify the pay requests are in alignment with the work installed or stored on the construction site.
7. Provide final construction observation and project punch list upon completion of construction.

PROPOSED COMPENSATION

Based on the project description and scope of services listed within this proposal, Architect proposes to provide services for a stipulated sum amount as shown below (*depending on option selected*). A Project Invoice Schedule of progress/ payments will be created once the preferred Scenario is selected.

Option	Fee (base)	Reimbursable Expenses	Total Base
Scenario One	\$423,550.00	\$4,200.00	\$427,750.00
Scenario Two	\$460,500.00	\$5,000.00	\$465,500.00
Scenario Three	\$395,150.00	\$4,500.00	\$399,650.00

Added special fee items include (*in addition to fee structure noted above*):

Low Voltage (AV/ security/ data)	\$ 9,250.00
B3 level process	\$ 31,250.00
Energy Modeling (exterior envelope)	\$ 28,250.00

Please see the attached EXHIBIT - A for a description of anticipated project related reimbursable expenses. This includes such things as renderings, mileage, photocopies and other project related materials.

Architect requires a \$15,000.00 (*Fifteen Thousand Dollars and no/cents*) retainer to begin services upon signature of this engagement agreement. Retainer is included in the total fee.

As discussed, LSE will execute a formal AIA B101 Owner-Architect agreement for the full scope services through project duration once this letter is signed.

LSE anticipates beginning immediately after receiving a signed Letter of Engagement and the retainer.

ASSUMPTIONS AND CLARIFICATIONS

- Once the site is selected - Owner to provide site surveys showing boundaries, easements, topography, utilities, roadways, existing construction/buildings, etc.
- Owner to provide geotechnical (*soil boring report*) information for use in design and documentation process. This information is critical to get design team moving.
- A CM, once selected, will provide design and documentation level construction pricing based on knowledge of the local construction market. Architect to review this information with Owner.
- Once site is selected - Owner to verify utility capacity.
- Furniture/ Fixtures/ Equipment (FF&E) is limited to initial conversation in this engagement letter. LSE wants to discuss with you and your team in detail about full services of specifications, selection, and administration of this item.

On behalf of LSE, we appreciate the opportunity to serve the City of Elk River on the design and ultimate construction of this important project and we look forward to creating a dynamic solution for your team. Please contact us should you have any questions or comments related to this Letter of Engagement. If this engagement letter meets with your approval, please sign below and return one copy plus the retainer to our offices for our records. LSE will work to develop an AIA B101 agreement for full execution and signature.

LSE Architects Inc.

Quintin J. Scott, AIA
President | Principal Architect



Brian Tempas, AIA
Principal | Sr. Architect



Approved:

_____	_____
City Representative (title)	Date

Cc: Mohammed Lawal, FAIA
Brenda West, Interior Designer

Attachments: EXHIBIT - A LSE Reimbursable Expenses
EXHIBIT - B LSE Hourly Rates

EXHIBIT A - LSE HOURLY RATES

<u>Category/Position</u>	<u>Billing Rate</u>	<u>Description of Category</u>
Principal	\$250	- Principals who lead client projects
Senior Professional	\$150 - \$200	- All registered or licensed professionals with 10 years or more experience - All personnel in equivalent roles in related professional disciplines in which there is no registration, but who have 15 years experience in their field including 10 years experience in leadership roles in those related disciplines. Examples of these disciplines are: Construction Administration, Design, Technology or similar areas of expertise.
Professional	\$100 - \$125	- New registrants and all registered professionals with less than 10 years since registration - Non-registered Architectural or Design personnel who have more than 15 years experience in their professional discipline and are in direct professional leadership roles in their field. - All personnel in equivalent roles in related professional disciplines in which there is no registration, but who have 15 years experience and are in direct leadership roles in their field. Examples of these disciplines are: Construction Administration, Design, Technology or similar areas of expertise.
Professional Support	\$85 - \$100	- New professional degreed graduates and interns who are not yet registered - Non-registered Architectural or Design personnel who have 10 years experience in their professional discipline under the supervision of registered professionals or related discipline professionals. - All personnel in related professional disciplines in which there is no registration, but have 10 years experience in their field. Examples of these disciplines are: Construction Administration, Design, Technology or similar areas of expertise and work under the supervision of others in their field. - Drafters, CADD technicians, Designers and similar technicians without registration, but with 10 years experience in their professional support field
Technical	\$75	- Non-registered Architectural or Design personnel who have less than 10 years experience in their professional discipline. - All personnel in related professional disciplines in which there is no registration, but have less than 10 years experience in their professional support field. - Drafters, CADD technicians, Designers and similar technicians without registration, but with less than 10 years experience in their professional support field. - All Administrative support, clerical and word processing personnel with 10 years experience.
Clerical	\$50	- All Administrative support, clerical and word processing personnel with less than 10 years experience.

Effective January 1, 2025
Subject to Periodic Adjustment

EXHIBIT B - LSE REIMBURSABLE EXPENSES

<u>Description</u>	<u>Rates</u>
Reproduction	
8-1/2" x 11" B&W.....	\$.15
8-1/2" x 11" Color.....	\$ 1.35
11" x 17" B&W.....	\$.30
11" x 17" Color.....	\$ 2.50
HP Plotter Bond.....	\$.75/sf
CANON Plotter 7 mil Matte or Satin.....	\$ 7.25/sf
Foam Core Boards (depending on size)	\$5.00 – 15.00
Mileage (rate per mile)	Prevailing Government Rate
Air Fare	As billed to LSE
Auto Rental	As billed to LSE
Other Transportation	As billed to LSE
Parking and Tolls	As billed to LSE
Meals	As billed to LSE
Lodging	As billed to LSE
Postage/Delivery Charges	As billed to LSE
Telephone (Long Distance)	As billed to LSE
Materials and Supplies	As billed to LSE
Models and Renderings (Presentation)	As billed to LSE
Photographic/Film	As billed to LSE
Codes/Ordinances	As billed to LSE
Legal	As billed to LSE
Consultants	Cost plus 10% - 25%
Sales Tax, If Applicable	As billed to LSE

Project Reimbursable Expenses will be invoiced at cost plus 10%, except Consultants which will be billed as noted.

Effective January 1, 2025
Subject to Periodic Adjustment



Request for Action

To
City Council

Item Number
8.3

Meeting Date
April 7, 2025

Prepared By
Zack Carlton, Community Development Director

Item Description
Update Contract Amount for the 2024 Downtown
Small Area Plan

Reviewed by
Cal Portner
Tina Allard

Action Requested

Approve, by motion, a \$3,000 increase to the approved contract for the 2024 Downtown Small Area Plan.

Background/Discussion

On June 17, 2024, the City Council selected Bolton and Menk to complete the 2024 Downtown Small Area Plan for a not-to-exceed cost of \$99,400. The consultant has been working closely with city staff and the downtown plan subcommittee, and the plan is nearly complete. However, the process has resulted in a recommendation for additional work, which is outside the original scope provided by Bolton and Menk. This includes a section focused on construction phasing for recommended improvements to Main Street and Jackson Avenue. This has been a very important topic for the group as they work to minimize impacts on downtown businesses during the planned street, sidewalk, and utility work in downtown.

The developer has requested a budget increase of \$3,000 to complete this additional work. Staff support the request and recommend approval by the council.

Financial Impact

The project was included in the CIP and the additional cost would be paid for from the same fund.

Mission/Policy/Goal

Support the growth and development of the community.
Responsible for every dollar - good stewards.

Attachments

- I. City Council Staff Report dated June 17, 2024

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
4.13

Meeting Date
June 17, 2024

Prepared By
Zack Carlton, Community Development Director

Item Description
Select Consultant for the 2024 Downtown Small Area Plan

Reviewed by
Zack Carlton
Cal Portner
Tina Allard

Action Requested

Approve, by motion, the selection of Bolton and Menk to prepare the 2024 Downtown Small Area Plan.

Background/Discussion

The 2024 CIP includes funding for a renewed vision of the downtown area in the form of a small area plan. This plan will respond to the current market conditions, community vision, and changing traffic patterns resulting from the updates to Highway 169. Submitted proposals were also evaluated for their community outreach and public participation processes.

The city received four qualified proposals ranging in cost from \$94,805 to \$99,500 all at or below the \$100,000 budgeted.

Four staff members reviewed the proposals and unanimously selected Bolton and Menk as the first choice due to their clear deliverables, focus on public input, timeline and experience. The proposal is detailed and outlines their process throughout the project. Bolton and Menk proposed a not to exceed cost of \$99,400 and staff believes their proposal closely aligns with the city's goals.

Staff will work with the consultant to establish a steering committee to provide guidance on plan goals, composition, and recommendations. The committee will include representatives from the City Council, the multiple boards and commissions, and downtown stakeholders.

Financial Impact

The not to exceed cost of the proposal is \$99,400 which is within the CIP budget for this project.

Mission/Policy/Goal

Improve citizen quality of life.
Meet changing needs - agile.
Opportunity to live, work, and play.
Support the growth and development of the community.

The Elk River Vision

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

Attachments

1. Bolton & Menk Small Area Plan Proposal
2. Standard Agreement for Professional Services



2024 DOWNTOWN SMALL AREA PLAN

CITY OF ELK RIVER, MN | MAY 24, 2024



Mike Thompson, AICP | Project Manager
952-207-4974 | Mike.Thompson@bolton-menk.com

In Partnership With



111 Washington Ave South
Suite 650 | Minneapolis, MN 55401
612-416-0220 | Bolton-Menk.com

May 24, 2024

Zack Carlton, AICP
Community Development Director
City of Elk River
13065 Orono Parkway
Elk River, MN 55330

RE: Proposal for the 2024 Downtown Small Area Plan

Dear Zack:

We are excited about the opportunity to partner with the City of Elk River to create a guiding vision for the next chapter of Downtown. Leveraging our deep experience of work in similar downtowns across the country, and our interdisciplinary team approach, we're ready to hit the ground running.

Bolton & Menk, Inc. is a multidisciplinary firm with a mission to create safe, sustainable, and beautiful communities. We provide in-house expertise to lead the city's redevelopment vision for the downtown area, rooted in the following:

Details that Support the Vision – Bolton & Menk is committed to ensuring that every detail supports the vision of the downtown Elk River. From understanding the physical and economic systems to the specific design of catalytic redevelopment projects and spaces, we know in order to achieve success, we must work together as a unified front with the same vision. Our planning and design process ensures your goals are maintained every step of the way.

Customized Solutions - Downtown areas are as unique as the cities they belong to, each possessing its own distinct character and charm. Each has its own assets and challenges, histories, and aspirations. Therefore, we treat every project as unique and create custom design solutions that fit the community. This approach requires a flexible team led by city planners and designers with experience in economic development, design, policy, and transportation.



Real People. Real Solutions.

111 Washington Ave South
Suite 650 | Minneapolis, MN 55401
612-416-0220 | Bolton-Menk.com

We Design with the End in Mind – Bolton & Menk has a proven record of designing things that get built and maintained for decades. With our full suite of design and engineering services, we partner with clients to identify, navigate, and implement planning, designing, funding, constructing, and maintaining processes. We therefore understand what it takes to bring visionary plans to life and approach our work with this understanding. An approach which allows us to proactively address challenges that may otherwise be overlooked.

In further service to the city, we are excited to welcome Leland Consulting Group (LCG) to our team, who brings a tailored market and real estate knowledge from across the country. LCG will join us to lead the market analysis portions of the project.

We are honored at the chance to work with the City of Elk River to complete the Downtown Small Area Plan. Please contact me at 952-207-4974 or Mike.Thompson@bolton-menk.com if you have any questions regarding our proposal.

Respectfully submitted,
Bolton & Menk, Inc.

Mike Thompson, AICP
Project Manager

BOLTON & MENK IS AN EQUAL OPPORTUNITY EMPLOYER.

Page 90 of 372

GENERAL INFORMATION

ACKNOWLEDGMENTS: We confirm that we have the available capacity within our current personnel and workload to complete this scope of work within the proposed timeline. We also confirm that, to the best of our knowledge, there are no conflicts of interest with other clients or projects currently underway.



Bolton & Menk has designed safe, sustainable, and beautiful communities for the last 75 years.

We are a full-service planning, design, and engineering firm that believes all people should live in safe, sustainable, and beautiful communities. Our commitment to this goal continues to drive our team of planners, engineers, landscape architects, urban designers, technicians, and more.

Through this, we deliver innovative solutions and provide exceptional client-specific services that exceed expectations. We have more than 30 offices in Minnesota, Iowa, North Dakota, North Carolina, and South Carolina; we're helping clients establish best practices while applying lessons learned from across the country.

This project team will be led by our Midwest Area Planning Practice—a group of urban planners and designers who specialize in rethinking the way areas of growth can be thoughtfully planned and designed toward being strong and welcoming places for all.



Leland Consulting Group has provided real estate and urban planning services to public and private sector clients across the US for more than 35 years.

LCG is a team of strategic advisors focused on urban real estate, economic development, and public-private partnerships. They recognize that special and economically vibrant places result not just from one factor, but from the combination of quality design, supportive markets, developer capacity, and financial strength. They balance rigorous analysis with candid advice to deliver strategies that their public and private clients use to enhance communities and create lasting value.

LCG provides the following services:

- Market Research and Strategies
- Financial Analysis
- Economic Impact Analysis
- Public-Private Partnership Negotiation and Facilitation
- Economic Development Strategies
- Housing Strategies
- Development Conceptualization

PROJECT UNDERSTANDING

Downtown Elk River has been at the heart of a growing region for decades. Once a quiet riverside hamlet surrounded by farmland, Elk River has grown into a thriving community of nearly 30,000. While the history of downtown is over a century old, much of the city's population growth has occurred in the last 30 years. This growth has largely focused on an outward trajectory, as the city's service area, street network, and population distribution have spread into surrounding farmland and green fields. As the city continues to invest in its future, it finds itself looking inward to the heart of the city: **DOWNTOWN**.

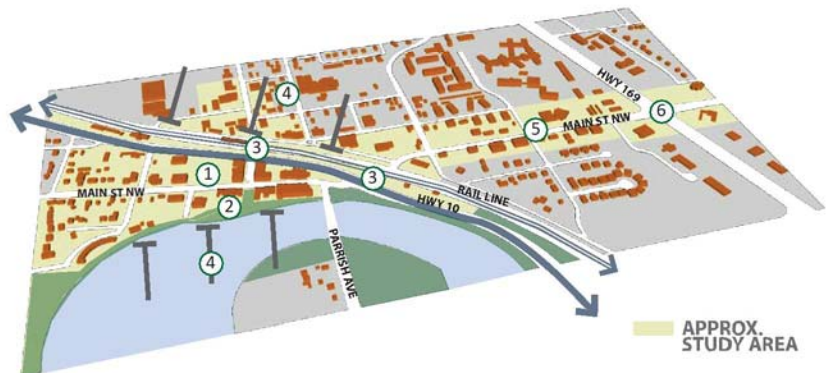
Downtown serves several important purposes. They provide a focal point for community identity, a place for serving daily needs, and an opportunity to provide a more compact and walkable urban environment. Public spaces downtown often serve as gathering points for community events like the farmer's market or summer concert nights. They serve an important economic development purpose acting as an incubator for small businesses, a vehicle for attracting outside spending and investment, and a place for local commerce to thrive.

MUCH OF ELK RIVER'S RECENT GROWTH HAS BEEN OUTWARD. THE DOWNTOWN MASTER PLAN REPRESENTS A UNIQUE OPPORTUNITY TO LOOK INWARD - TO HELP SHAPE THE HEART OF ELK RIVER.

Downtown Elk River is well-positioned for a bright future. It has a strong history, it's located at the crossroads of two major thoroughfares, and it has been recently guided for significant growth and change through the visionary comprehensive plan update. The downtown master plan provides the city with an opportunity to turn that vision into reality by translating ideas and goals into outcomes.

Implementing change requires attention to detail, and an understanding of how multiple parts come together, with an understanding towards how the city can:

- Guide growth, particularly along Main St and Jackson St, with thoughtful development planning and design guidance.
- Reinforce and enhance a connectivity network that makes it easy for people and goods to get around, while addressing connectivity challenges from Hwy 10 and the rail line.
- Develop a public realm and open space network that brings people together and provides space for community interactions.
- Understand housing needs of the city and where to fill the gaps.
- Position Downtown Elk River to benefit from major transportation projects including Hwy 169 Redefine and changes to Highway 10.



- ① Buildings have been incrementally cleared for parking and event space, but may have more beneficial futures
- ② River access and public space is centered around River's Edge Commons, establishing more areas could increase downtown's draw
- ③ Both Hwy 10 and the rail line significantly encumber access, while simultaneously bringing regional visitors—localizing access could benefit the downtown
- ④ The river, Hwy 10, and rail line "constrict" downtown development, and funnel east/west traffic onto Main St NW and Hwy 10
- ⑤ The study area along Main St NW acts as a pass-through linkage between Hwy 169 and Hwy 10, but could benefit from an elevated character
- ⑥ Reconstruction of the Hwy 169 intersection may relieve local congestion, with uncertain impacts on local businesses

PROJECT APPROACH

We believe for downtown Elk River to be successful, it should be a welcoming place that supports and invites a variety of experiences, activities, and attractions, all within walking distance of each other. On any given day, downtown should come alive with the patterns of daily life.

While a master plan for downtown cannot dictate or script these experiences, a plan will help create the spaces for memorable experiences and friendly encounters to unfold; it will guide the uses and design of private development by setting clear and achievable expectations.

We propose a team approach that will leverage the knowledge and experience of subject matter experts. The plan we create with you will be both aspirational and achievable. It will be a road map to an encompassing idea about what downtown can become. It will be based on sound analysis, design fundamentals, and an open and creative process that defines necessary actions, projects, and initiatives necessary to create a dynamic and vibrant downtown for years to come.

To realize this aspiration, our approach is based on the following factors. We view these as key to a successful project approach and delivery:

KNOWLEDGE-SHARING CONSENSUS BUILDING

Elk River's greatest wealth is in its people, who we anticipate will bring an array of insight and curiosity. Leveraging this resource means making room for both general engagement and targeted information-sharing to dig deeper into topics of interest. We used targeted stakeholder engagement, such as with brokers and developers, to ensure a variety of input is gathered to reach a well-informed consensus on the best path forward.

CONNECTION MAPPING

The downtown area is connected, and encumbered by, physical and economic networks locally, regionally, and beyond. Our approach looks at the relationships and dependencies, using quantitative and qualitative data, to demonstrate the significance of downtown, and determine what changes would mean at all levels.

CHARACTER DEFINING SCENARIOS

The transitional nature of the downtown means there is likely significant latitude in exploring options towards defining this as a cohesive place. This will include exploration of design scenarios that consider options for land use, public realm, infrastructure, natural amenities, and other improvements necessary to reinforce a unique sense of place while remaining responsive to the existing and surrounding character.

PUBLIC/PRIVATE INVESTMENT FRAMEWORK

Our team will ensure this project is grounded in an understanding of broader market realities, and the specific disposition of properties within the study area. In addition to addressing the technical aspects of the downtown vision, we will also look for implementation opportunities and tools to both meet and exceed expectations.



SCOPE OF SERVICES

Bolton & Menk has led successful downtown and redevelopment planning projects across the Midwest, and beyond. Based on our experience and the RFP, we have crafted a proposed scope of work necessary to complete the plan thoughtfully, with recommendations that can be realized.

We are excited to be joined by Leland Consulting Group (LCG), who bring decades of industry-leading real estate and economic analysis experience. We look forward to offering our shared approach to creating a downtown vision.



PROJECT APPROACH

TASK 0: PROJECT MANAGEMENT

Our project management approach is rooted in personable and proactive communication that prioritizes collaboration, transparency, and trust. Our team, led by Mike Thompson, will maintain regular communication with city staff throughout the project. During an initial project kickoff meeting, we will establish and confirm a regular meeting and reporting schedule. We expect this to at a minimum include:

- Kick off meeting
- Bi-weekly staff check ins

TASK 0 DELIVERABLES:

- Project kickoff meeting and project management plan
- Regular progress report meetings

TASK 1: ENGAGEMENT AND OUTREACH

In coordination with city staff, we will develop a public engagement plan that is inclusive, accessible, and transparent. We expect this to at least include:

- Monthly Steering Committee meetings
- One-on-one meetings with key stakeholders
- Up to five one-on-one developer or real estate expert meetings
- Up to three community open houses or pop-ups
- One public online and paper survey
- Digital and paper materials such as fliers, yard signs, or sidewalk decals to advertise the project locally
- Up to three planning commission and/or council work sessions/meeting

Our team will prepare and distribute all necessary agendas, materials, and summaries for each event in consultation with city staff. We anticipate that city staff will provide a list of key stakeholders and help advertise local events.

TASK 1 DELIVERABLES:

- Engagement plan that details timelines, audiences, agendas, and content to be used at each outreach event
- Event-specific and final engagement report that summarizes each outreach activity, input received, and recommendations for future outreach

TASK 2: EXISTING CONDITIONS AND MARKET ASSESSMENT

To ensure a thoughtful understanding of downtown's context, we will conduct an existing conditions assessment of the physical, policy, and cultural context of the area. Assessing downtown's current conditions, particularly in a post-pandemic economic environment, will be foundational to identifying key plan themes, projects, and recommendations. This assessment will include a focus on:

Physical Analysis: Surrounding land use, design, and development patterns; roadways and multimodal network; natural and public spaces; public and private utilities; major area businesses and land owners.

Policy Analysis: Local and regional land use, transportation, and public space policies; relevant environmental guidance; key goals of area agencies and jurisdictions.

Cultural Analysis: Major destinations; formal or informal historic sites; community-significant locations in or around the area.

We will pair existing conditions assessment with an LCG-led market research of socioeconomic, economic, and real estate data. We will also identify land use and development opportunities, highlight development constraints, explore potential models for future development, and calculate demand and market potential for residential, commercial, industrial, and other uses. In addition to the standard data sources like CoStar, Census/ACS, and Bureau of Labor Statistics, we also incorporate new data sources such as Placer AI cellphone-based location intelligence data will be used to ensure our analyses are tailored to the specific physical, market, financial, and regulatory conditions of the study area.

To better understand the economic opportunities in Elk River, LCG must first understand how the market is perceived by stakeholders. LCG will supplement quantitative market analysis with targeted stakeholder outreach (conducted both on-site and virtually), which may include developers and brokers, major landowners and business owners, financial/lending institutions, educational institutions, and other economic development partners. The market analysis will include the identification of potential catalyst redevelopment sites and proposed uses for each that can be incorporated into the implementation plan.

We will compile existing conditions and market analysis findings into an existing conditions memo, which will use graphical representations of key findings and supportive text.

The existing conditions assessment may identify smaller character areas, such as the corridors leading into downtown, in order to focus and orient concept scenarios, recommendations, and overall plan composition.

TASK 2 DELIVERABLES:

- Draft and final conditions memo with associated graphics, exhibits, and narrative
- Character area maps and descriptions

TASK 3: DOWNTOWN FRAMEWORK PLAN AND RECOMMENDATIONS

Using information and feedback gathered, our team will explore thematic concepts that outline a framework plan for downtown, focusing on each character area. The plan will describe conditions and opportunities for the downtown area and ascribe recommendations. We proposed three frameworks to cover:

Development: Land use and development scale, density, patterns, and desired redevelopment concepts; block patterns and scale; targeted economic development opportunities.

Connectivity: Multimodal connectivity, access, and circulation with a focus on active transportation; readiness for future planned transportation projects.

Open Space: Placemaking opportunities and locations for new or enhanced public spaces; preservation of natural spaces; connections to and views of the river; streetscape enhancements;



leveraging sustainable design and systems towards a more resilient downtown and corridors.

Each framework plan can stand alone; however, their strength comes from the ways in which they reinforce each other. Together, the plans will serve as a lens to organize an implementation plan and align future public and private actions.

The framework plan will be described in graphics and narrative to ensure it is easily understandable to the general public, and able to be reviewed and refined by key stakeholders.

TASK 3 DELIVERABLES:

- Draft and final framework plans, to include, at a minimum, all above elements



TASK 4: IMPLEMENTATION PLAN

Without a clear and attainable implementation guide, we believe even the best plans risk becoming just another plan on the shelf. In order to realize recommendations from the framework plans developed throughout the process, we will establish an implementation plan with clearly outlined public and private action steps, responsible parties, suggested timelines, suggested performance metrics, and funding sources for key deliverables.

Over the last five years, Bolton & Menk's funding team has secured more than \$375 million in project funding. This expertise, coupled with LCG's strategic approach to real estate positioning, and experience facilitating public-private partnerships, uniquely positions our team to identify solutions that will provide the greatest likelihood of successful project delivery and maintenance. The implementation plan will be a chapter of the downtown plan but can be used independently of the plan for clear stakeholder guidance.

TASK 4 DELIVERABLES:

- Draft and final implementation plan

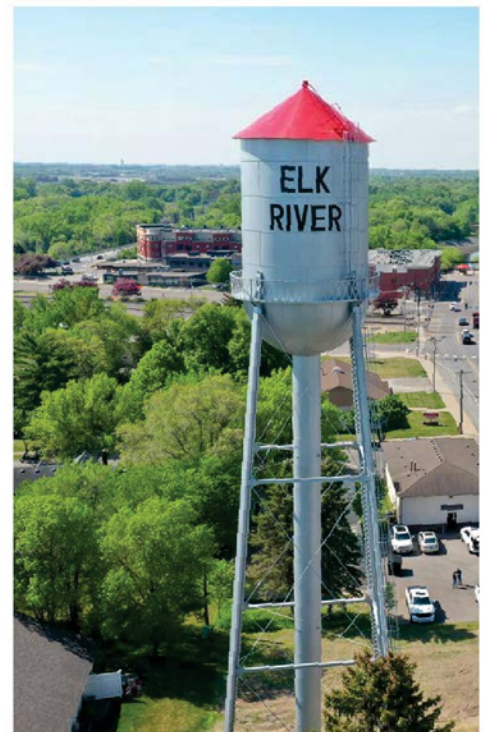
TASK 5: FINAL DOWNTOWN PLAN

Upon completion of all prior elements and reviews, the team will produce the final downtown plan document. We anticipate the plan document to be a highly graphic document to be easily understood by both the general public, and key stakeholders, and contain all prior project elements.

We will also produce a set of slides for use in final presentations.

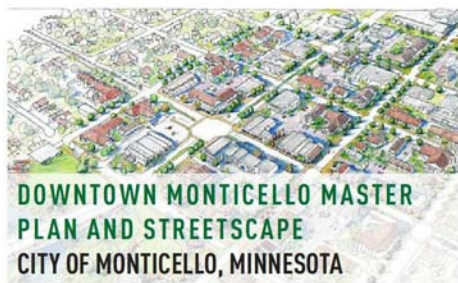
TASK 5 DELIVERABLES:

- Draft and final digital downtown plan, with all associated files, data, and supporting content



PROJECT EXPERIENCE

Bolton & Menk has led downtown planning and design projects across the Midwest, and beyond. Below are some examples of our downtown planning, community engagement, public space, and infrastructure work. We would be happy to share additional experience or references upon request.



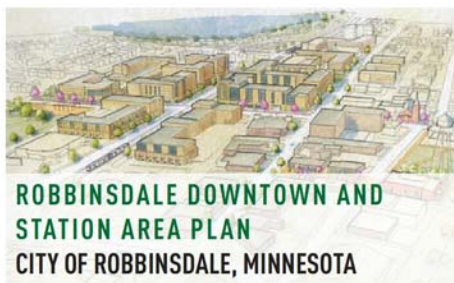
Monticello's downtown has been adversely impacted by regional traffic and tensions over parking and density. The master plan created a vision for downtown that connects the city's two most beloved assets—the riverfront and the civic center—with a promenade lined with new buildings, public art, and an all-ages trail. The plan converts 'retail-only' main street into an activate mixed-use destination. Since plan was completion, more than 200 new housing units have been developed, and key public spaces have been improved.

KEY TEAM MEMBERS:

Andrew Dresdner – Project Manager, Lead Designer
Britton Jones – Lead Landscape Architect
Mike Thompson – Planner

REFERENCE:

Angela Schumann, Community Development Director
763-271-3224, angela.schumann@ci.monticello.mn.us



Our team, working with Hennepin County, the City of Robbinsdale, and the Metro Blue Line Extension Project, established a downtown plan for Robbinsdale that evaluated future development opportunities, multimodal circulation improvements, and new public space opportunities. Bolton & Menk led the entire downtown station area planning and analysis for downtown Robbinsdale. The team provided development alternatives and explored integration of new LRT infrastructure with the future desired urban form and key public space opportunities necessary to stitch together the city's center.

KEY TEAM MEMBERS:

Andrew Dresdner – Project Manager, Urban Designer
Mike Thompson – Deputy Project Manager, Lead Planner
Britton Jones – Lead Landscape Architect
Tim Olson – Stormwater Management
Ashley Hudson – Funding Lead

REFERENCE:

Tim Sandvik, MPNA, City Manager
763-531-1258, tsandvik@ci.robbinsdale.mn.us



Sioux Falls's downtown area had seen significant investment in recent years, and was by all measures very successful, with a thriving retail and entertainment scene, many new quality jobs, and a range of urban housing options. Through extensive stakeholder outreach including interviews with developers, landowners, bankers, and brokers, LCG helped to ensure that the plan updates were based on a sound understanding of local and regional market supply and demand forces. In addition to "right-sizing" expectations for future development across major land use types, LCG's research led to recommendations for prioritization of redevelopment opportunity nodes and advice for how best to capitalize on emerging real estate trends.

KEY TEAM MEMBERS:

Ted Kamp – Project Manager, Lead Analyst
Jennifer Shuch – Analyst

REFERENCE:

Dustin Powers, Business Development Coordinator
605-367-8897, dpowers@siouxfalls.org

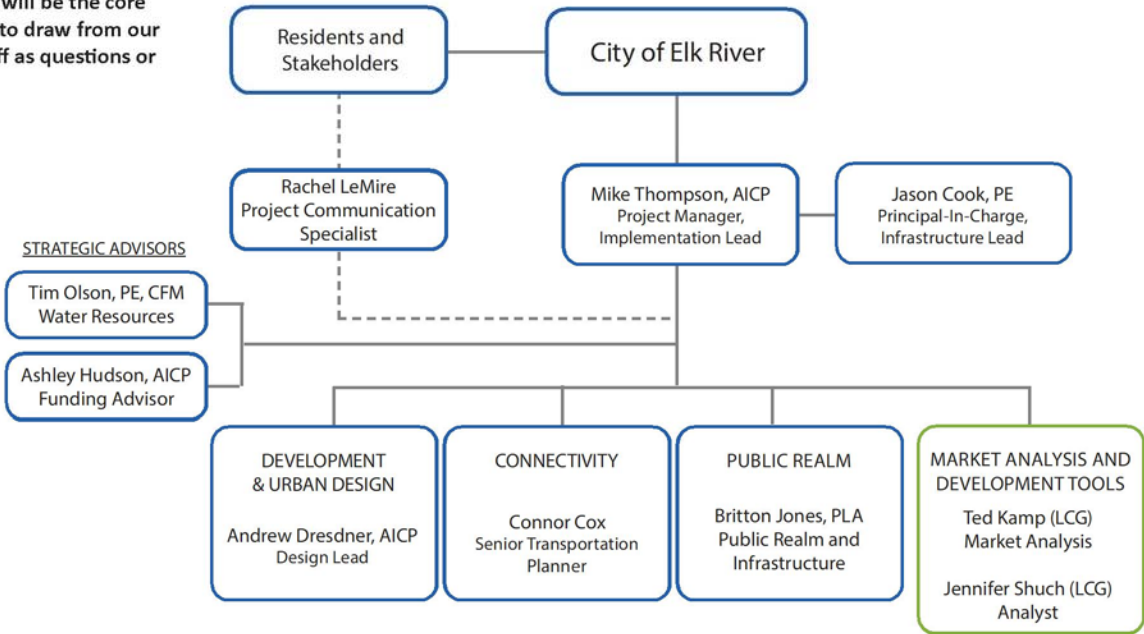
PROJECT TEAM

We have assembled a team tailored specifically to this project. Focused on engagement, vision, and implementation, we will work alongside the city staff to align public and private investment guidance with community goals.

Our team is focused on helping find solutions to multifaceted problems with creative, technical, regulatory, funding, and community building expertise. While the team here will be the core team, we anticipate being able to draw from our more than 950 professional staff as questions or issues arise.

The team will be led by Mike Thompson. Mike will be the primary client contact will work closely with the team and will lead several deliverables including the implementation plan. Jason Cook will be the principal-in-charge ensuring the project is appropriately staffed and resourced.

Our team is organized to deliver the plan as described in the scope of services. Team members Rachel LeMire, Andrew Dresdner, Britton Jones, and Connor Cox will be responsible for leading respective delivery of plan components. They will be supported by strategic advisors Tim Olson, and Ashley Hudson.





MIKE THOMPSON, AICP
Project Manager, Implementation Lead
Hourly Rate: \$162



Education

Bachelor of Arts - Political Science
Bethel University

Masters of Education - Community Development
Vanderbilt University

Certifications

American Institute of Certified Planners (AICP)
• Certified Planner - AICP

SUMMARY

Mike is a principal urban planner who loves the process of working with communities to rethink and redesign the ways in which their neighborhoods look, feel, and function. He has community planning and design experience across the country, including site planning and design, public realm programming and design, multimodal transportation planning, project management, and public engagement facilitation. Through his work, Mike seeks to promote places that are reflective of those who use them every day.

RELATED EXPERIENCE

Opportunity Site Master Plan, City of Brooklyn Center, MN
TH60 Land Use Study, City of Faribault, MN
Eagan NW Commons Small Area Plan, City of Eagan, MN
Land Use Study, City of Monticello, MN
Downtown Plan, Robbinsdale, MN
Cahill District Small Area Plan, Edina, MN
Proctor Transportation Plan, Duluth-Superior MIC, MN
Industrial Growth Area Study, Monticello, MN
Comprehensive Plan, Perry, IA
Comprehensive Plan, Becker, MN
Rice Street Visioning and Reconstruction Study, Ramsey County, MN
Webster Avenue Planning Study, North Mankato, MN
Hennepin & 1st Ave Multimodal Corridor Study, Hennepin County, MN
Franklin Ave Corridor Study, Hennepin County, MN



JASON COOK, PE
Principal-In-Charge, Infrastructure Lead
Hourly Rate: \$193



Education

Bachelor of Science - Civil Engineering
University of North Dakota

Credentials

Professional Engineer
• Minnesota, North Dakota

Certifications

MnDOT
• Aggregate Production

University of Minnesota
• Design of Construction SWPPP

SUMMARY

Jason has been a project engineer and project manager on numerous street and utility projects since 2004. He has worked on local, state aid, and federal aid projects; site development projects; pavement management projects; and trunk utility projects. He has developed strong working relationships with other city engineers and has expanded opportunities beyond the day-to-day engineering services for the communities he serves by coordinating multidisciplined and complex projects. Solving unique problems and seeing concepts come to fruition motivates Jason every day.

EXPERIENCE

- Morton Avenue Drainage Improvements, City of Elk River, MN
- Main Street Sidewalk Extension, City of Elk River, MN
- Active Elk River Trail Improvements, City of Elk River, MN
- Lions Park Drive Improvements, City of Elk River, MN
- Mega Loop Trail Improvements, City of Elk River, MN
- TH 10 Trail Lighting, City of Elk River, MN
- Main Street Forcemain Relocation, City of Elk River, MN
- School Street Easements, City of Elk River, MN
- Highway 169 Redefine – Sanitary Sewer Relocation, City of Elk River, MN
- Rolling Hills Sewer Extension, City of Elk River, MN
- Windsor Park Sewer Extension, City of Elk River, MN
- Line Avenue Cul-De-Sac Design, City of Elk River, MN
- 2019 Street Improvements, City of Elk River, MN
- 2021 Street Improvements, City of Elk River, MN
- 2023 Street Improvements, City of Elk River, MN



RACHEL LeMIRE

Engagement Lead

Hourly Rate: \$124



Real People. Real Solutions.

Education

Bachelor of Arts - Design

University of Minnesota - Minneapolis

SUMMARY

Rachel is a project communication specialist at Bolton & Menk who started her career in 2020. She enjoys using her creative and analytical skills to collaborate with others on writing and graphic design projects. She is responsible for print and online communication, and the development of project websites, handouts, social media content, maps, and newsletters.

EXPERIENCE

Rice Street Visioning Study, Ramsey County, MN

TH 47 & TH 65 Planning and Environmental Linkages Study, MnDOT Metro

I-94 & I-35E Saint Paul Communication, MnDOT

Lookout Drive Corridor Study, Mankato/North Mankato Area Planning Organization

Park System Plan, City of Lake Elmo, MN

Park System Master Plan, City of New London, MN

Parks, Trails, and Open Space Plan Update, City of Forest Lake, MN

Park System Master Plan, City of Blue Earth, MN



ANDREW DRESDNER, AICP

Design Lead

Hourly Rate: \$199



Real People. Real Solutions.

Education

Master of Urban Planning - Urban Studies
University of Wisconsin - Milwaukee

Master of Architecture - Urban Studies
University of Wisconsin - Milwaukee

Bachelor of Arts - Urban Studies
Macalester College

Certifications

American Institute of Certified Planners (AICP)
• Certified Planner - AICP

SUMMARY

Andrew is a senior urban designer at Bolton & Menk whose professional career began in 1998. His expertise spans urban design, redevelopment planning, community development, public space design, and placemaking. Andrew appreciates the interdisciplinary approach to project solutions, as well as the expectation of bringing creativity and innovation to all projects.

EXPERIENCE

Historic Millwork District Master Plan Update, City of Dubuque, IA
Downtown Robbinsdale Master Plan, City of Robbinsdale, MN
Downtown Master Plan, City of Monticello, MN
Downtown Plan, City of Monticello, MN
Cahill District Small Area Plan, City of Edina, MN
Downtown Master Plan, City of Brooklyn Center, MN
Central Avenue Small Area Plan, City of Minneapolis, MN
Hillcrest Master Plan, City of Saint Paul, MN
Lowertown Small Area Plan, City of Saint Paul, MN
Uptown Small Area Plan, City of Minneapolis, MN



CONNOR COX

Senior Transportation Planner

Hourly Rate: \$190



Real People. Real Solutions.

Education

Master of Arts - Sustainable Urban Planning and Design

Arizona State University

Master of Science - Urban Planning and Development

Technical University of Darmstadt

SUMMARY

Connor is a senior transportation planner on the Bolton & Menk team who began his career in 2012. He is responsible for leading active transportation planning work across Bolton & Menk's Midwest offices and is an expert in pedestrian and bicycle plans and studies, safe routes to school projects, complete streets projects and policies, trail studies and master plans, and safety action plans. Connor has ample experience with active transportation plans and studies, complete streets planning, design, and maintenance, bikeway design, corridor studies, winter maintenance, and grant funding. His passion stems from the impact his work makes in the communities he serves—"When we help develop a connected network of multimodal transportation facilities, we provide community members with more transportation options that are safe, attractive, healthy, and enjoyable."

EXPERIENCE

Northfield Bicycle, Pedestrian, and Trail System Plan, City of Northfield, MN*

Designing Downtown Denison, City of Denison, TX*

Comprehensive Plan Update, City of Moorhead, MN*

Wichita Places for People, City of Wichita, KS*

Pedestrian Master Plan, City of Cedar Rapids, KS*

Complete Streets Policy and Pedestrian and Bicycle Plan, City of Winona, MN*

Northeast Norfolk Bicycling and Walking Network Study, City of Norfolk, NB*

Complete Streets Implementation, City of Minneapolis, MN*

**Previous employer*



BRITTON JONES, PLA

Public Realm and Infrastructure

Hourly Rate: \$170



Education

Master of Landscape Architecture - Landscape
Architecture
Auburn University

Certifications

Professional Landscape Architect

SUMMARY

Britton is a senior project landscape architect who began his career in 2006. He specializes in public space design and his work aims to thoughtfully integrate human needs with ecological function in urban settings. He enjoys working with clients, communities, and stakeholders to create designs that are a framework for development, open space, and flexible programming. Britton understands the importance of creating places that are committed to their unique context through design, materiality, and maintenance and operations realities.

EXPERIENCE

Monticello Downtown Revitalization, City of Monticello, MN
Brooklyn Center Opportunity Site, City of Brooklyn Center, MN
6th St Bridge, Streetscape, and Riverfront Improvements, City of Rochester, MN
Rice Street Reconstruction, Ramsey County, MN
Topeka Riverfront Activation Plan, Greater Topeka Partnership
Heart of the City, City of Rochester, MN*
Parks Master Plan, City of Moss Point, MS*
Downtown Biloxi Master Plan, City of Biloxi, MS*
Discovery Walk, City of Rochester, MN*

**Previous employer*



TED KAMP

Market Analysis Lead

Hourly Rate: \$190



Education

Master of Urban and Regional Planning - Urban Studies

University of Colorado - Denver

Master of Science - Marketing and Consumer Behavior

University of Arizona

Bachelor of Business Administration

University of Oklahoma

SUMMARY

Ted Kamp provides market analysis in support of strategic land use decisions for public planners and private developers. Drawing on expertise in GIS, market economics, and demographic analysis, he incorporates user-friendly information design to convey critical market intelligence to stakeholders. His work spans a variety of development and planning contexts including urban infill, economic development, suburban revitalization, impact analysis, and transit-oriented development. Recent client work has covered locales across the western and central US. In addition, he taught the Urban Market Analysis course for planning graduate students at the University of Colorado-Denver for five years. After receiving a BBA (with honors) from the University of Oklahoma and an MS in Marketing/Consumer Behavior from the University of Arizona, Ted provided research and strategic planning services for the Leo Burnett advertising agency in Chicago.

EXPERIENCE

Downtown Plan Update, City of Sioux Falls, SD

Downtown Redevelopment Plan, City of Albuquerque, NM

Town Center Market Study, City of North Salt Lake, UT

Burnsville Center and Corridor Plan, City of Burnsville, MN

Citywide Retail Strategy, City of Westminster, CO



JENNIFER SHUCH

Market Analyst

Hourly Rate: \$165



Education

Master of Urban and Regional Planning - Urban Studies

University of South Carolina

Master of Science - Middle East and Mediterranean Studies

King's College - London

Bachelor of Arts - Religion
Haverford College

SUMMARY

Jennifer Shuch is a data-driven, equity-focused planner who strives to understand urban environments from the perspective and needs of a wide variety of users. She believes that greater inclusivity creates stronger communities and fosters economic growth. Her passion for urban and economic planning stems from her interest in accessibility and universal design as well as her experiences living in a variety of urban, suburban, and rural communities.

Jennifer is experienced in market analysis using a combination of quantitative and qualitative data. She combines clearly written assessments with data visualizations and has experience with statistical tools including R-Studio and GeoDa. She has also written articles, blog posts, and white papers on local housing policies and previously wrote, hosted, and edited a podcast focusing on current events in real estate, infrastructure, and transit in the Pacific Northwest. Before joining Leland Consulting Group, Jennifer was the Senior Research Analyst at a Portland-based multifamily real estate brokerage serving Oregon and Washington. Jennifer holds a Master of Urban Planning degree from the University of South California, a Master of Middle East and Mediterranean Studies from King's College London, and a Bachelor of Arts in Religion from Haverford College.

EXPERIENCE

Downtown Market Demand and Economic Strategy, City of Great Falls, MT

Downtown Redevelopment Plan, City of Albuquerque, NM

Old Town Subarea Plan, City of Battle Ground, WA

Economic Development Strategy, City of Vineyard, UT

Downtown Parking Lot Property Planning, City of Sandpoint, ID

SCHEDULE AND FEE

We have developed a proposed schedule outlining anticipated tasks, major deliverables, and suggested completion date. We have also developed a proposed fee that follows the scope of services and budget described in this RFP and is based on our experience in developing similar downtown plans.

Expenses beyond the agreed scope of services and non-routine expenses, such as large quantities of prints, extra report copies, outsourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance, and other items of this general nature will be invoiced separately.

Upon selection, we will work with city staff to revise and update this scope, schedule, and fee as needed to ensure successful project delivery.

This fee estimate and proposal will remain valid for up to 90 days from the submittal date.



TASK NO.	TASK DESCRIPTION	TOTAL COST	%
0	Project Management	\$11,700	12%
1.0	Engagement and Outreach	\$18,500	19%
2.0	Existing Conditions and Market Assessment	\$21,000	21%
3.0	Downtown Framework Plan and Recommendations	\$27,800	28%
4.0	Implementation Plan	\$8,200	8%
5.0	Final Downtown Plan	\$7,200	7%
TOTAL		\$94,400	
REIMBURSABLE EXPENSES ALLOWANCE			
LCG On-site Visit (x2)		\$5,000	
TOTAL NOT-TO-EXCEED FEE		\$99,400	100%



13065 Orono Parkway
Elk River, MN 55330

STANDARD AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT (“Agreement”) is made this 17th day of June, 2024, between the City of Elk River, Minnesota (“City”), whose business address is 13065 Orono Parkway, Elk River, MN 55330 and Bolton & Menk, Inc. (“Consultant”) whose business address is 111 Washington Ave South, Suite 650, Minneapolis, MN 55401.

PRELIMINARY STATEMENT

The City has adopted a policy regarding the selection and hiring of consultants to provide a variety of professional services for City projects. That policy requires that persons, firms, or corporations providing such services enter into written agreements with the City. The purpose of this agreement is to set forth the terms and conditions for the professional services Consultant will provide in connection with the 2024 Downtown Small Area Plan herein referred to as the “Work”.

The City and Consultant agree as follows:

1. **Work.** The Consultant agrees to provide the professional services described in Exhibit A attached hereto (the “Work”).
2. **Time for Performance of Services.** The Consultant shall perform the services described in Exhibit A according to the schedule attached as Exhibit B, hereto.
3. **Compensation for Services.** City agrees to pay the Consultant **\$99,400** for the Work. Any changes in the scope of the Work which may result in additional compensation due to the Consultant shall require prior written approval by an authorized representative of the City or by the City Council. The City will not pay additional compensation for services that do not have prior written authorization.
4. The City agrees to provide the Consultant with the information required to complete the Work.
5. **Method of Payment.** The Consultant shall submit itemized bills for professional services performed under this Agreement on a monthly basis. Bills submitted shall be paid in the same manner as other claims made to the City.

6. **Project Manager and Staffing.** The Consultant has designated the individuals identified in Exhibit A as the Project Manager to serve on the Project. The Project Manager shall be assisted by other staff members as necessary to facilitate the completion of the Project in accordance with the terms established herein. Consultant may not remove or replace the Project Manager without the approval of the City.
7. **Standard of Care.** Standard of Care. Consultant shall exercise the same degree of care, skill and diligence in the performance of the Work as is ordinarily exercised by members of the profession under similar circumstances in Minnesota. Consultant shall be liable to the fullest extent permitted under applicable law, without limitation, for any injuries, loss, or damages proximately caused by Consultant's breach of this standard of care. Consultant shall put forth reasonable efforts to complete its duties in a timely manner. Consultant shall not be responsible for delays caused by factors beyond its control or that could not be reasonably foreseen at the time of execution of this Agreement. Consultant shall be responsible for costs or damages arising from unreasonable delays in the completion of the Work.
8. **Audit Disclosure.** The Consultant shall allow the City or its duly authorized agents reasonable access to such of the Consultant's books and records as are pertinent to the work performed under this Agreement. Any reports, information, data, etc. given to, or prepared or assembled by, the Consultant under this Agreement which the City requests to be kept confidential shall not be made available to any individual or organization without the City's prior written approval. All finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the Consultant shall become the property of the City upon termination of this Agreement, but Consultant may retain copies of such documents as records of the services provided.
9. **Term.** The term of the Agreement shall be from June 17, 2024, through May 31, 2025, the date of signature by the parties notwithstanding. This Agreement may be extended upon the written mutual consent of the parties for such additional period as they deem appropriate, and upon the terms and conditions as herein stated.
10. **Termination.** This Agreement may be terminated by the Consultant effective upon sixty (60) days' written notice delivered to the City at the address written above. The City may terminate this Agreement effective immediately, upon with notice to the consultant. Upon termination under this provision, the Consultant shall be paid for services rendered and reimbursable expenses until the effective date of termination.

If, however the City terminates this Agreement because the Consultant has failed to perform in accordance with this Agreement, no further payment shall be made to the Consultant, and the City may retain another consultant to undertake or complete the Work.

11. **Independent Consultant.** At all times and for all purposes herein, the Consultant is an independent contractor and not an employee of the City. No statement herein shall be construed so as to find the Consultant an employee of the City.
12. **Non-Discrimination.** During the performance of this Agreement, the Consultant shall not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, or age. The Consultant shall post in places available to employees and applicants for employment, notices setting forth the provision of this non-discrimination clause and stating that all qualified applicants will receive consideration for employment. The Consultant shall incorporate the foregoing requirements of this paragraph in all of its subcontracts for program work, and will require all of its subcontractors for such work to incorporate such requirements in all subcontracts for program work.
13. **Assignment.** Neither party shall assign this Agreement, nor any interest arising herein, without the prior written consent of the other party.
14. **Services Not Provided For.** No claim for services furnished by the Consultant not specifically provided for in Exhibit A shall be honored by the City.
15. **Severability.** The provisions of this Agreement are severable. If any portion hereof is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision shall not affect the remaining provisions of this Agreement.
16. **Entire Agreement.** The entire agreement of the parties is contained herein. This Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous agreements presently in effect between the parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the parties, unless otherwise provided herein.
17. **Compliance with Laws and Regulations.** In providing services hereunder, the Consultant shall abide by all statutes, ordinances, rules and regulations pertaining to the provisions of services to be provided. The Consultant and City, together with their respective agents and employees, agree to abide by the provisions of the Minnesota Data Practices Act, Minnesota Statutes Section 13, as amended, and Minnesota Rules promulgated pursuant to Chapter 13. Any violation of statutes, ordinances, rules and regulations pertaining to the services to be provided shall constitute a material breach of this Agreement and entitle the City to immediately terminate this Agreement.
18. **Waiver.** Any waiver by either party of a breach of any provision of this Agreement shall not affect, in any respect, the validity of the remainder of this Agreement.
19. **Indemnification.** Consultant agrees to defend, indemnify and hold harmless the City and its officials, employees and agents from any liability, claims, damages, costs,

losses judgments, or expenses, including reasonable attorney's fees, resulting directly or indirectly from a negligent act or omission (including without limitation professional errors or omissions) of the Consultant, its agents, employees, or subcontractors in the performance of the services provided by this Agreement and against all losses by reason of the failure of said Consultant fully to perform, in any respect, all obligations under this Agreement.

19. Insurance.

- A. Certificate of Liability Insurance identifying the City of Elk River as an additional insured

20. Records Access. The Consultant shall provide the City access to any books, documents, papers, and records which are directly pertinent to the specific contract, for the purpose of making audit, examination, excerpts, and transcriptions, for three years after final payments and all other pending matters related to this contract are closed.

21. Ownership of Documents. All plans, diagrams, analyses, reports, maps, digital files, and information generated in connection with the performance of the Agreement ("Information") shall become the property of the City. The City may use the Information for its purposes and the Contractor also may use the Information for its purposes. Reuse of the Information for the purposes of the project contemplated by this Agreement ("Project") does not relieve any liability on the part of the Contractor, but any reuse of the Information by the City or the Contractor beyond the scope of the Project is without liability to the other, and the party reusing the Information agrees to defend and indemnify the other from any claims or liability resulting therefrom. Final Documents shall be submitted in PDF format.

22. Subcontractor. The Consultant shall not enter into subcontracts for services provided under this Agreement except as noted in Exhibit A, without the express written consent of the City. The Consultant shall pay any subcontractor involved in the performance of this Agreement within the ten (10) days of the Consultant's receipt of payment by the City for undisputed services provided by the subcontractor. If the Consultant fails within that time to pay the subcontractor any undisputed amount for which the Consultant has received payment by the City, the Consultant shall pay interest to the subcontractor on the unpaid amount at the rate of 1.5 percent per month or any part of a month. The minimum monthly interest penalty payment for an unpaid balance of \$100 or more is \$10. For an unpaid balance of less than \$100, the Consultant shall pay the actual interest penalty due to the subcontractor. A subcontractor who prevails in a civil action to collect interest penalties from the Consultant shall be awarded its costs and disbursements, including attorney's fees, incurred in bringing the action. In addition, no subcontractor can file a lien against the City.

23. **Dispute Resolution/Mediation.** Each dispute, claim or controversy arising from or related to this Agreement or the relationships which result from this Agreement shall be subject to mediation as a condition precedent to initiating arbitration or legal or equitable actions by either party. Unless the parties agree otherwise, the mediation shall be in accordance with the Commercial Mediation Procedures of the American Arbitration Association then currently in effect. A request for mediation shall be filed in writing with the American Arbitration Association and the other party. No arbitration or legal or equitable action may be instituted for a period of ninety (90) days from the filing of the request for mediation unless a longer period of time is provided by agreement of the parties. Cost of mediation shall be shared equally between the parties. Mediation shall be held in the City of Elk River unless another location is mutually agreed upon by the parties. The parties shall memorialize any agreement resulting from the mediation in a Mediated Settlement Agreement, which Agreement shall be enforceable as a settlement in any court having jurisdiction thereof.
24. **Conflicts.** No salaried officer or employee of the City and no member of the City Council of the City shall have a financial interest, direct or indirect, in this Agreement. The violation of this provision renders the Agreement void. Any federal regulations and applicable state statutes shall not be violated.
25. **Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be considered an original.
26. **Governing Law.** This Agreement shall be controlled by laws of the State of Minnesota. Executed as of the day and year first written above.

City of Elk River

Company

Mayor

By: _____

City Clerk

Its: _____

Exhibit A

Project Managers

Zack Carlton, AICP
City of Elk River
Phone: 763.635.1035
Email: ZCarlton@ElkRiverMN.gov

Mike Thompson, AICP
Bolton & Menk, Inc.
Phone: 952.207.4974
Email: Mike.Thompson@bolton-menk.com

Exhibit B



Request for Action

To
City Council

Item Number
8.4

Meeting Date
April 7, 2025

Prepared By
Chris Leeseberg, Senior Planner

Item Description
ERX CUP Revocation

Reviewed by
Zack Carlton
Cal Portner
Tina Allard

Action Requested

Provide staff with direction to formally begin the Conditional Use Permit (CUP) revocation process or to provide additional time for recording the plat of Aggregate Commercial Sixth Final Plat.

Background/Discussion

In July 2018, Elk River Extreme Motor Park (ERX) received approval for CUP 18-10, and shortly after that, it expanded their track beyond the approved CUP boundaries and onto an adjacent property. As a result, they were required to apply for a CUP amendment, a plat, and an easement vacation to incorporate the expanded track into their approved permit area. ERX received approval of the amendment, plat, and vacation in 2022 but has continued operating the facility since 2018 without a recorded CUP amendment or plat as the conditions of approval have not been satisfied – notably, the recording of the plat.

ERX submitted their plat for signatures in early February and picked it up a few weeks later. On March 21, 2025, staff reached out to inquire about the status of its recording but received no response. A follow-up inquiry was made a week later on March 28, 2025, and noted that if the plat was not recorded, staff would discuss possible revocation with the City Council on April 7, 2025. Without a response, a third attempt was made on April 2, 2025, noting that a lack of response would result in a discussion with the City Council for possible revocation. ERX did not respond to this final communication, nor did they notify staff that the plat had been recorded. The plat is required to be recorded before the CUP can be recorded.

Staff are seeking direction on revocation or additional time to complete the required recordings.

Financial Impact
None

Mission/Policy/Goal
Ethical, efficient, and responsible.

The Elk River Vision

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

Attachments

None



Request for Action

To
City Council

Item Number
9.1

Meeting Date
April 7, 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
- **Heritage Preservation Commission** – CM Calva
- **Parks and Recreation Commission** – CM Grupa
- **Planning Commission** – CM Wagner
- **Housing and Redevelopment Authority** - Mayor Dietz
- **Utilities Commission** – Mayor Dietz
- **Region 7W** – Mayor Dietz

Other Committees, Commissions, etc.

Financial Impact
None

Mission/Policy/Goal
Elk River Mission

Attachments
None

The Elk River Vision

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





Request for Action

To
City Council

Item Number
11.1

Meeting Date
April 7, 2025

Prepared By
Ryan Sandhoefner, Engineering Project Manager

Item Description
Discuss Mississippi Road Trail Status

Reviewed by
Justin Femrite
Cal Portner
Tina Allard

Action Requested
Discuss the status of the Mississippi Road trail project.

Background/Discussion

Through the preliminary design of this trail project, our consultant identified several temporary and permanent easement areas that would need to be obtained to construct the desired trail. Discussion will surround potential changes to project limits based on current negotiations with impacted properties.

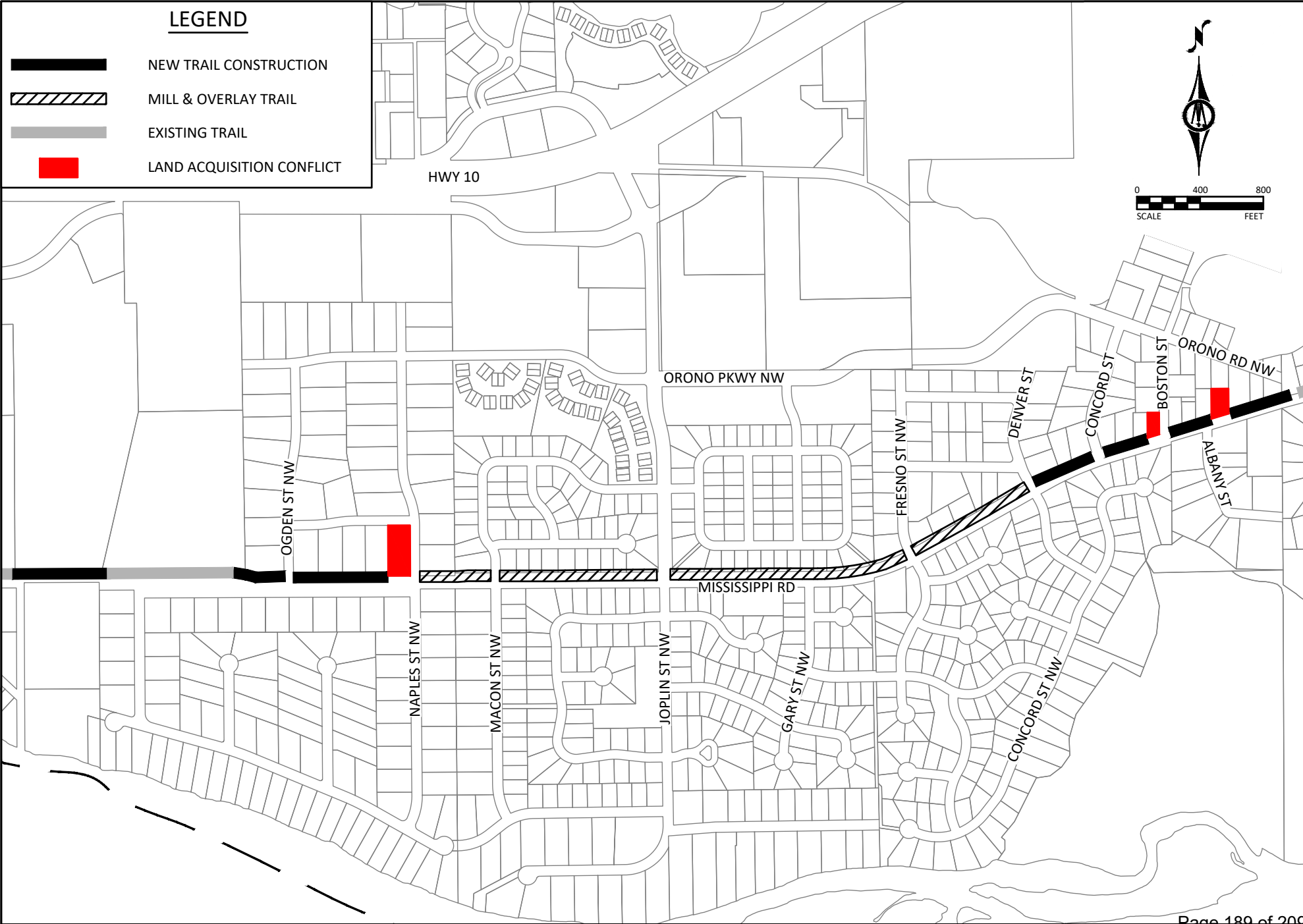
Financial Impact
N/A

Mission/Policy/Goal
Meet changing needs - agile.

Attachments
1. Mississippi Road Trail Figure

The Elk River Vision

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



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Request for Action

To
City Council

Item Number
11.2

Meeting Date
April 7, 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
Cal Portner
Tina Allard

Action Requested

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

Background/Discussion

The city's Conflict of Interest Ordinance and the process of setting fees by the Multipurpose Facility Advisory Commission (MFAC) were reviewed by the City Council during its 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 is seeking input from the Council on the role of this commission going forward to update the ordinance accordingly. The MFAC will be present to provide feedback to the Council members.

Financial Impact

None

Mission/Policy/Goal

Appropriately govern in an ever-changing environment.

Attachments

1. City Code: Conflict of Interest
2. Memorandum from Campbell Knutson
3. City Code: Div 4 Multipurpose Facility Commission

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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.



Request for Action

To
City Council

Item Number
11.2

Meeting Date
April 7, 2025

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

Item Description
FT Center Financial Report

Reviewed by
Katie Harstad
Cal Portner
Tina Allard

Action Requested

Review the financial report comparing 2023 vs 2024 budget to actual.

Background/Discussion

Through the end of 2024, revenues of \$2,242,013 exceeded expenditures of \$1,933,568 by \$308,445. In 2023, the year-to-date budget deficit was \$141,274. 2024 had several exciting trends and one-time anomalies:

- 2023 had a budgeted "use of fund balance" of \$100,350 to offset operational expenses.
- 2024 Food and beverage sales (\$271,477) nearly tied non-ice facility rentals (\$271,693).
- \$405,000 ARPA funds were transferred as planned to allow for the FT Center field house improvements to occur this fall and create a concrete floor multipurpose dry floor event space.
- \$70,000 one-time employee severance paid through the organization restructuring.

Overall, these factors resulted in an operational deficit of \$27,073 in 2024 compared to \$241,624 in 2023. This is a net year-over-year improvement of \$214,551, and the FT Center continues to trend upwards with strong momentum in early 2025.

Financial Impact

None

Mission/Policy/Goal

Responsible for every dollar - good stewards.

Attachments

1. Financial Report - FYE 2023
2. Financial Report - FYE 2024

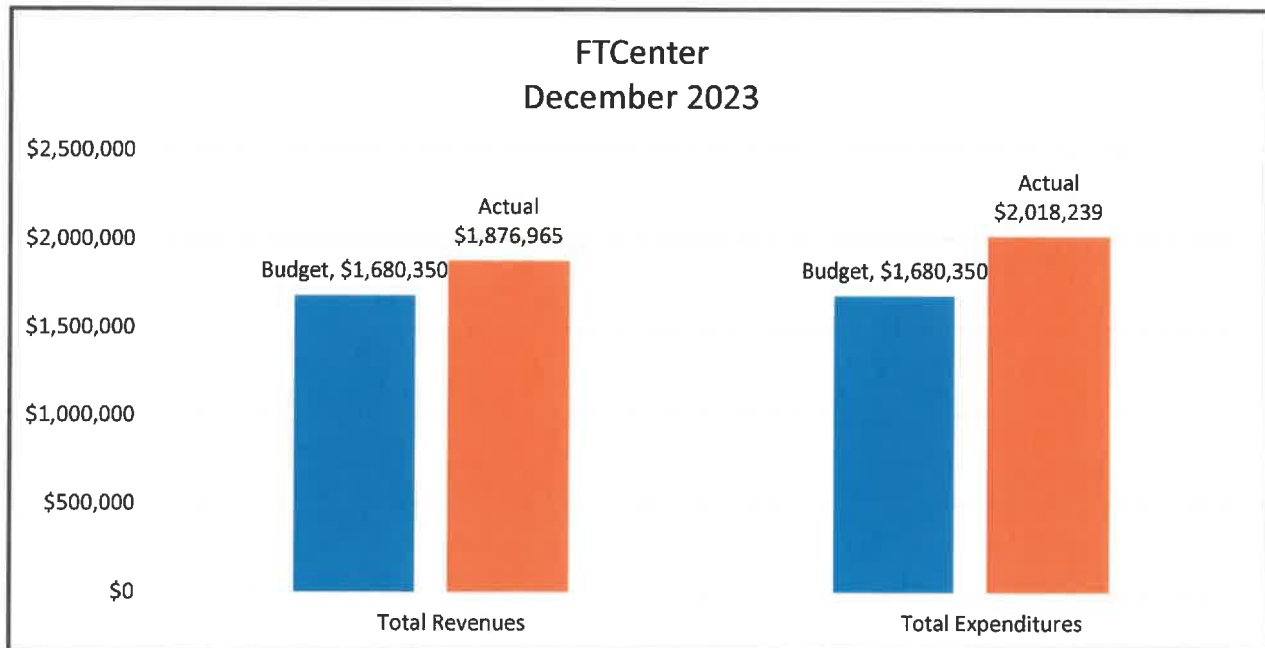
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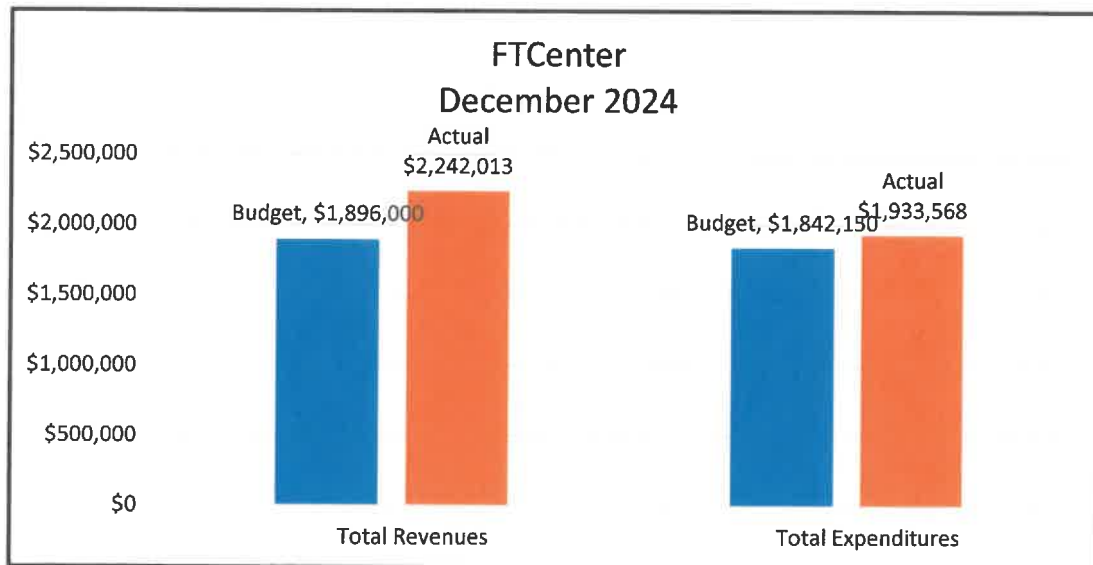
**CITY OF ELK RIVER
MULTIPURPOSE FACILITY - BUDGET TO ACTUAL
MONTH ENDED DECEMBER 31, 2023**

	Current Budget	Year to Date Actual	% of Budget
Revenues:			
Ice Rental	\$830,000	\$807,498	97.29%
Admissions	40,000	45,005	112.51%
Dry Floor Events/Craft Shows	5,000	(7,906)	-158.12%
Facility Rental	238,100	173,139	72.72%
Advertising/Naming Rights/Sponsorships	168,000	118,988	70.83%
Recreation fees (Skating/Hockey)	175,000	201,548	115.17%
Concessions/vending	110,000	146,256	132.96%
Other Revenues (interest, etc.)	13,900	92,087	662.50%
Interfund Loan - Zamboni	0	200,000	
Use of Fund Balance	100,350	100,350	100.00%
Total Revenues	\$1,680,350	\$1,876,965	111.70%
Operating expenses:			
Personal services	\$917,800	\$1,002,053	109.18%
Supplies	102,850	181,427	176.40%
Other service charges	457,700	626,864	136.96%
Capital Outlay	202,000	207,895	102.92%
Total Expenditures	\$1,680,350	\$2,018,239	120.11%
Revenues over/(under) expenditures	\$0	(\$141,274)	



**CITY OF ELK RIVER
MULTIPURPOSE FACILITY - BUDGET TO ACTUAL
MONTH ENDED DECEMBER 31, 2024**

	Current Budget	Year to Date Actual	% of Budget
Revenues:			
Ice Rental	\$893,500	\$946,645	105.95%
Admissions	45,000	31,874	70.83%
Dry Floor Events/Craft Shows	7,000	1,278	18.25%
Facility Rental	244,400	271,693	111.17%
Advertising/Naming Rights/Sponsorships	178,000	134,763	75.71%
Recreation fees (Skating/Hockey)	290,000	165,407	57.04%
Concessions/catering/vending	229,000	271,477	118.55%
Other Revenues (interest, etc.)	9,100	13,357	146.78%
Transfer - ARPA funds	0	405,518	-
Total Revenues	\$1,896,000	\$2,242,013	118.25%
Operating expenses:			
Personal services	\$900,650	\$1,037,337	115.18%
Supplies	159,800	252,549	158.04%
Other service charges	661,300	643,681	97.34%
Capital Outlay	120,400	0	0.00%
Total Expenditures	\$1,842,150	\$1,933,568	104.96%
Revenues over/(under) expenditures	\$53,850	\$308,445	





Request for Action

To
City Council

Item Number
11.2

Meeting Date
April 7, 2025

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

Item Description
FT Center 2026 Ice, Turf, and Room Rental Rates

Reviewed by
Katie Harstad
Cal Portner
Tina Allard

Action Requested
Discuss the 2026 FT Center rate schedule.

Background/Discussion

The City Council and Multipurpose Facility Advisory Commission held a joint Work Session in August 2024 to discuss the 2025 FT Center rate schedule. The City Council determined that the future rates for the FT Center will be discussed annually in April to be effective January 1 the following year. This gives the city and its user groups ample time to budget and plan accordingly.

The following rate schedule is the result of their collaborative efforts:

Contracts

- Existing contracts with terms ending in 2024 were extended to expire on December 31, 2024.
- Existing contracts with terms ending in 2025 or later will not be renewed.
- User groups will follow the established FT Center rate structure upon the sunset of contract terms.

2025 Ice Rates

- Bronze Level User – Organizations/Individuals that purchased 0+ total hours in FYE 2023:
 - \$255/hr = Prime (September 1 – March 31)
 - \$204/hr = Non-Prime (April 1 – August 31)
 - \$128/hr = ISD 728 School Hours
- Silver Level User – Organizations/Individuals that purchased 200+ total hours in FYE 2023:
 - \$250/hr = Prime (September 1 – March 31)
 - \$184/hr = Non-Prime (April 1 – August 31)
 - \$128/hr = ISD 728 School Hours
- Gold Level User – Organizations/Individuals that purchased 800+ total hours in FYE 2023:
 - \$242/hr = Prime (September 1 – March 31)
 - \$153/hr = Non-Prime (April 1 – August 31)

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- \$128/hr = ISD 728 School Hours

2025 Turf Rates

- \$180/hr = Prime (November 1 – April 30)
- \$130/hr = Non-Prime (May, September, and October)
- \$100/hr = ISD 728 School Hours
- \$85/hr = Summer (June, July, and August)

2025 Room Rates

- \$50/hr = Individual Party Room
- \$95/hr = Combined Party Room
- \$60/hour = Individual Meeting Room
- \$110/hour = Combined Meeting Room
- \$100/hour = Flex Space
- \$125/hour = Upper lobby
- Room rental fees can be waived for events using FT Center catering services with food/beverage order margins exceeding the room rate.

Financial Impact

Rental rates have a direct impact on the anticipated revenues within the annual FT Center budget.

Mission/Policy/Goal

Responsible for every dollar - good stewards.

Attachments

None



Request for Action

To
City Council

Item Number
14.1

Meeting Date
April 7, 2025

Prepared By
Lori Stich, Finance Manager

Item Description
February Financial Reports

Reviewed by
Lori Stich
Joe Stremcha
Cal Portner
Tina Allard

Action Requested
Information only.

Background/Discussion

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

For February, actual revenues (excluding property taxes and transfers-in) and expenditures should run about 17% of the annual budget. It is natural for some of the items to vary from month to month, such as exceeding budget for Supplies but being below budget for Services. This is not considered serious as long as the total expenditure budget amount is not exceeded. Significant variances from budget are highlighted below, accompanied by a general discussion of the variance.

General Fund

Revenues:

- Property taxes, our largest revenue source, are received in July and December.
- License & permit collections are 14% of budget estimates, consisting primarily of building-related permits.
- Charges for services are about 30% of estimates with plan check fees, the second half of the school liaison contract for the 2024-2025 school year, the first half of the Otsego fire contract and recreation fees make up the majority of collections.
- Transfers-in consist of ERMU's 4% January monthly electric revenues. The remaining transfers-in will be recorded mid-year.

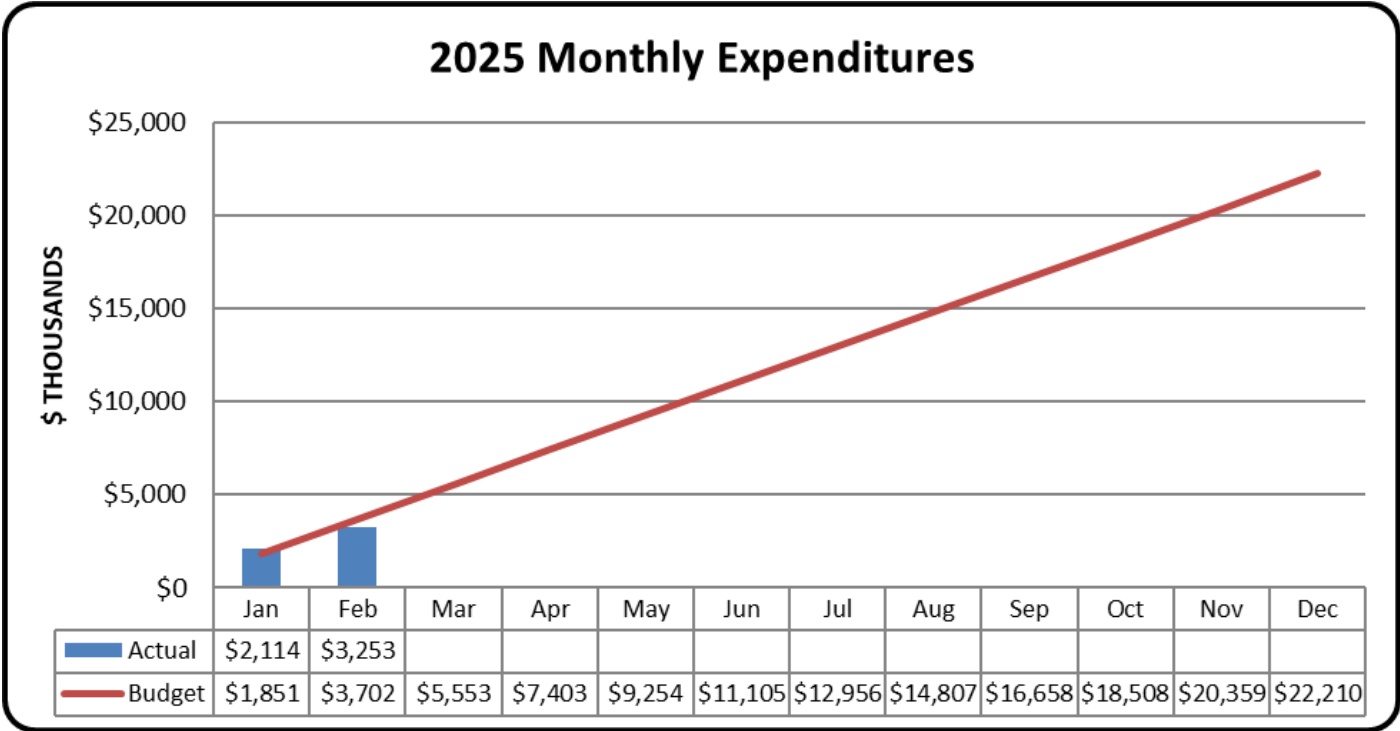
Expenditures:

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- Total departmental expenditures are about 15% of budget. Most departments are within or below budget estimates.



FTCenter

Through the end of February, revenues of \$396,456 exceeded expenditures of \$253,072 by \$143,384. The majority of February collections consist of ice rent, admissions for section hockey games, recreation fees, and concessions, while expenditures are primarily attributable to personal services.

Financial Impact

N/A

Mission/Policy/Goal

Responsible for every dollar - good stewards.

Attachments

- I. 02-2025 Financial reports

General Fund

As of:

2/28/2025

17.00% OF YEAR COMPLETED

REVENUES**Budget****YTD Actual****% of budget****Budget Balance****Taxes**

101-3-0000-3111	Current Ad Valorem Taxes	15,626,050.00	(3,389.44)	-0.02%	15,629,439.44
101-3-0000-3112	Delinquent Ad Valorem Taxes	0.00	2,722.46	0.00%	(2,722.46)
101-3-0000-3121	Gravel Tax	225,000.00	0.00	0.00%	225,000.00
101-3-0000-3131	Penalties/Interest	0.00	666.98	0.00%	(666.98)
Total Taxes		15,851,050.00	0.00	0.00%	15,851,050.00

Licenses & Permits

101-3-0000-3211	Liquor License	82,000.00	75.00	0.09%	81,925.00
101-3-0000-3212	THC License	5,000.00	400.00	8.00%	4,600.00
101-3-0000-3213	Cigarette License	4,000.00	0.00	0.00%	4,000.00
101-3-0000-3214	Rental License	65,000.00	4,550.00	7.00%	60,450.00
101-3-0000-3216	Mining License	26,000.00	0.00	0.00%	26,000.00
101-3-0000-3217	Garbage Hauler License	2,500.00	580.00	23.20%	1,920.00
101-3-0000-3218	Other Business License/Permit	16,000.00	2,150.00	13.44%	13,850.00
101-3-0000-3229	NPDES Permit	23,000.00	2,100.00	9.13%	20,900.00
101-3-0000-3231	Building Permit	550,000.00	88,534.45	16.10%	461,465.55
101-3-0000-3232	Plumbing/Heating Permit	175,000.00	32,827.56	18.76%	142,172.44
101-3-0000-3233	Permit Surcharge	700.00	2,784.27	397.75%	(2,084.27)
101-3-0000-3235	Animal License	0.00	225.00	0.00%	(225.00)
101-3-0000-3237	Other Non-Business Lic/Permit	25,000.00	1,680.00	6.72%	23,320.00
Total Licenses & Permits		974,200.00	135,906.28	13.95%	838,293.72

Intergovernmental Revenue

101-3-0000-3322	MV Credit	6,000.00	0.00	0.00%	6,000.00
101-3-0000-3323	Fire State Aid	275,000.00	0.00	0.00%	275,000.00
101-3-0000-3325	Police 2% Aid	414,000.00	0.00	0.00%	414,000.00
101-3-0000-3326	Police Training Reimb	35,000.00	0.00	0.00%	35,000.00
101-3-0000-3329	State Crime Prevention Grant	48,000.00	0.00	0.00%	48,000.00
101-3-0000-3330	Other State Grants	0.00	12,013.00	0.00%	(12,013.00)
Total Intergovernmental Revenue		778,000.00	12,013.00	1.54%	765,987.00

Charges for Services

101-3-0000-3412	Planning & Zoning Fees	25,000.00	6,205.00	24.82%	18,795.00
101-3-0000-3413	Plan Check Fee	230,000.00	27,602.19	12.00%	202,397.81
101-3-0000-3415	Special Assessment Search	500.00	30.00	6.00%	470.00
101-3-0000-3417	Copies	1,500.00	304.00	20.27%	1,196.00
101-3-0000-3430	Lockout Fees	3,500.00	360.00	10.29%	3,140.00
101-3-0000-3431	Police Services	46,000.00	60.00	0.13%	45,940.00
101-3-0000-3432	School Liaison	185,000.00	89,567.50	48.41%	95,432.50
101-3-0000-3434	Animal Impound Fee	500.00	250.00	50.00%	250.00
101-3-0000-3436	Fire Contracts	465,750.00	206,089.50	44.25%	259,660.50
101-3-0000-3437	Fire Services	3,000.00	0.00	0.00%	3,000.00
101-3-0000-3451	Street Services	35,000.00	1,747.50	4.99%	33,252.50
101-3-0000-3452	Engineering Services Reimb	20,000.00	0.00	0.00%	20,000.00
101-3-0000-3461	Recreation Fees	52,500.00	4,094.39	7.80%	48,405.61
101-3-0000-3462	Sr Center Activities	47,500.00	9,518.71	20.04%	37,981.29
101-3-0000-3463	Farmer's Market	15,000.00	18,135.00	120.90%	(3,135.00)
101-3-0000-3469	Elk RiverFest	20,000.00	2,685.00	13.43%	17,315.00
101-3-0000-3472	Park Use Fee	76,900.00	11,441.11	14.88%	65,458.89
101-3-0000-3483	Sewer Inspection Fee	15,000.00	800.00	5.33%	14,200.00

General Fund**As of: 2/28/2025 17.00% OF YEAR COMPLETED****REVENUES****Budget YTD Actual % of budget Budget Balance**

101-3-0000-3484	Contractor License Check	1,200.00	105.00	8.75%	1,095.00
Total Charges for Services		1,243,850.00	379,064.90	30.48%	864,785.10

Fines & Forfeits

101-3-0000-3510	Court Fines	155,000.00	13,322.65	8.60%	141,677.35
101-3-0000-3512	Ordinance Violations	0.00	0.00	0.00%	0.00
Total Fines & Forfeits		155,000.00	13,322.65	8.60%	141,677.35

Other Revenue

101-3-0000-3621	Interest Income	175,000.00	0.00	0.00%	175,000.00
101-3-0000-3625	Refunds & Reimbursements	150,000.00	2,250.66	1.50%	147,749.34
101-3-0000-3626	Contributions	26,000.00	0.00	0.00%	26,000.00
101-3-0000-3629	Miscellaneous Revenue	10,000.00	2,132.51	21.33%	7,867.49
Total Other Revenue		361,000.00	4,383.17	1.21%	356,616.83

Transfers In

101-3-0000-3921	Transfers	0.00	0.00	0.00%	0.00
101-3-0000-3926	Transfer-Capital Outlay Reserv	95,000.00	0.00	0.00%	95,000.00
101-3-0000-3942	Transfer-WWTS	180,000.00	0.00	0.00%	180,000.00
101-3-0000-3943	Transfer-Liquor	850,000.00	0.00	0.00%	850,000.00
101-3-0000-3944	Transfer-Garbage	60,000.00	0.00	0.00%	60,000.00
101-3-0000-3945	Transfer-Utilities	1,450,000.00	108,320.49	7.47%	1,341,679.51
101-3-0000-3946	Transfer-Stormwater	125,000.00	0.00	0.00%	125,000.00
101-3-0000-3948	Transfer-EDA	48,000.00	0.00	0.00%	48,000.00
101-3-0000-3949	Transfer-HRA	39,000.00	0.00	0.00%	39,000.00
Total Transfers In		2,847,000.00	108,320.49	3.80%	2,738,679.51

TOTAL GENERAL FUND REVENUES**22,210,100.00 653,010.49 2.94% 21,557,089.51**

General Fund

As of:

2/28/2025

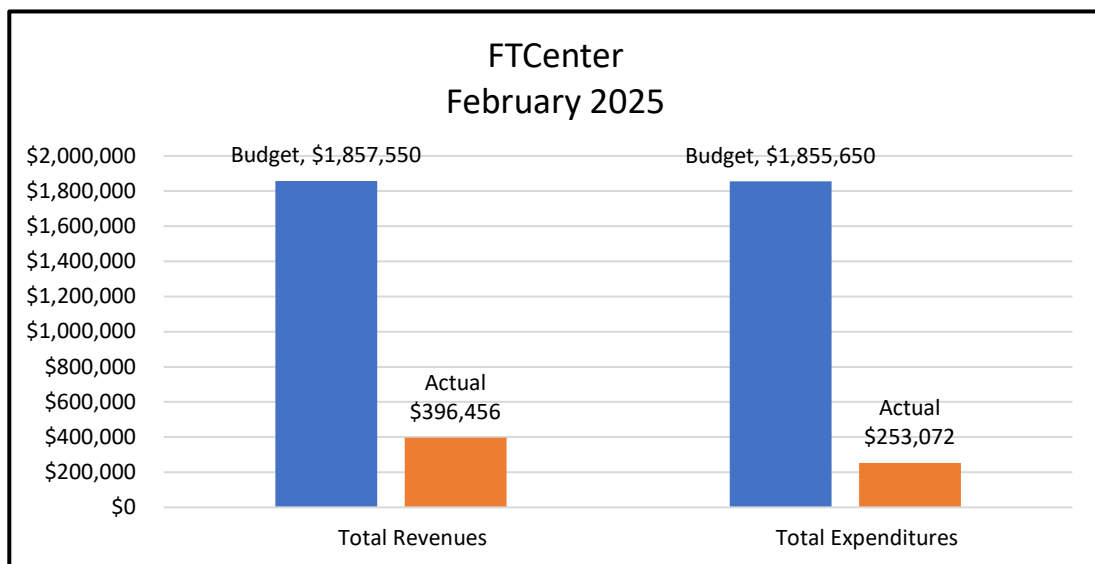
17.00% OF YEAR COMPLETED

EXPENDITURE SUMMARY

	<u>Budget</u>	<u>YTD Actual</u>	<u>% of budget</u>	<u>Budget Balance</u>
<u>General Government</u>				
City Council	233,000.00	51,835.33	22.25%	181,164.67
Communications	522,150.00	72,182.57	13.82%	449,967.43
Administrative Services	727,050.00	104,894.63	14.43%	622,155.37
Human Resources	456,150.00	73,896.14	16.20%	382,253.86
Elections	6,800.00	6,305.86	92.73%	494.14
Finance	850,250.00	117,070.08	13.77%	733,179.92
Information Technology	748,200.00	93,444.44	12.49%	654,755.56
Legal	300,000.00	20,526.86	6.84%	279,473.14
Community Development	0.00	8.98	0.00%	(8.98)
Planning	504,750.00	103,294.67	20.46%	401,455.33
Building Maintenance	1,151,350.00	158,522.91	13.77%	992,827.09
Total General Government	5,499,700.00	801,982.47	14.58%	4,697,717.53
<u>Public Safety</u>				
Police Administration	1,257,000.00	271,630.23	21.61%	985,369.77
Patrol	3,992,500.00	525,930.83	13.17%	3,466,569.17
Investigations	1,523,350.00	230,808.52	15.15%	1,292,541.48
Police Support Services	1,002,750.00	128,356.04	12.80%	874,393.96
Police Reserves	16,550.00	665.00	4.02%	15,885.00
Public Safety Building	236,150.00	25,036.64	10.60%	211,113.36
Fire Administration	1,405,400.00	188,298.15	13.40%	1,217,101.85
Fire Operations	658,900.00	94,357.79	14.32%	564,542.21
Emergency Management	32,150.00	757.91	2.36%	31,392.09
Building Safety	648,400.00	93,393.93	14.40%	555,006.07
Code Enforcement	132,900.00	19,182.20	14.43%	113,717.80
Environmental	57,800.00	865.32	1.50%	56,934.68
Total Public Safety	10,963,850.00	1,579,282.56	14.40%	9,384,567.44
<u>Public Works</u>				
Street Maintenance	1,778,350.00	199,923.05	11.24%	1,578,426.95
Snow Removal	380,650.00	177,679.12	46.68%	202,970.88
Equipment Services	428,700.00	58,719.76	13.70%	369,980.24
Engineering	382,100.00	52,316.17	13.69%	329,783.83
Total Public Works	2,969,800.00	488,638.10	16.45%	2,481,161.90
<u>Culture & Recreation</u>				
Parks Department	1,736,000.00	211,107.32	12.16%	1,524,892.68
Parks & Rec Admin	576,100.00	85,018.44	14.76%	491,081.56
Recreation Programs	146,550.00	17,938.44	12.24%	128,611.56
Farmers Market	61,850.00	4,564.77	7.38%	57,285.23
Sr Citizen Programs	216,050.00	30,936.57	14.32%	185,113.43
Total Culture & Recreation	2,736,550.00	349,565.54	12.77%	2,386,984.46
<u>Economic Development</u>				
Economic Development	0.00	33,637.00	0.00%	(33,637.00)
Energy City	40,200.00	0.00	0.00%	40,200.00
Total Economic Development	40,200.00	33,637.00	83.67%	6,563.00
TOTAL GENERAL FUND EXPENDITURES	22,210,100.00	3,253,105.67	14.65%	18,956,994.33
REVENUES OVER/(UNDER) EXPENDITURES	0.00	(2,600,095.18)		3,029,132.50

**CITY OF ELK RIVER
FTCENTER - BUDGET TO ACTUAL
MONTH ENDED FEBRUARY 28, 2025**

	Current Budget	Year to Date Actual	% of Budget
Revenues:			
Ice Rental	\$861,000	\$122,571	14.24%
Admissions	6,000	70,524	1175.40%
Dry Floor Events/Craft Shows	0	250	0.00%
Facility Rental	245,400	28,580	2.00%
Advertising/Naming Rights/Sponsorships	192,550	17,149	8.91%
Recreation fees (Skating/Hockey)	160,000	62,357	38.97%
Concessions/catering/vending	363,000	91,473	25.20%
Other Revenues (interest, etc.)	29,600	3,551	12.00%
Total Revenues	\$1,857,550	\$396,456	21.34%
Operating expenses:			
Personal services	\$930,900	\$151,762	16.30%
Supplies	197,550	41,957	21.24%
Other service charges	585,450	59,353	10.14%
Capital Outlay	141,750	0	0.00%
Total Expenditures	\$1,855,650	\$253,072	13.64%
Revenues over/(under) expenditures	\$1,900	\$143,383	



CITY OF ELK RIVER
ENTERPRISE FUNDS - BUDGET TO ACTUAL
MONTH ENDED FEBRUARY 28, 2025

	Liquor			Sewer			Garbage			Stormwater		
	Current Budget	Year to Date Actual	% of Budget	Current Budget	Year to Date Actual	% of Budget	Current Budget	Year to Date Actual	% of Budget	Current Budget	Year to Date Actual	% of Budget
Sales and cost of sales:												
Sales	\$ 8,640,000	\$ 1,185,173	13.72%									
Cost of sales	(6,235,750)	(809,776)	12.99%									
Gross profit	2,404,250	375,397	15.61%									
Operating revenues:												
User charges	-	-	-	\$ 2,745,000	\$ 235,963	8.60%	\$ 2,070,000	\$ 163,681	7.91%	\$ 675,000	\$ 56,716	8.40%
Delinquency collections	-	-	-	1,500	-	0.00%	-	-	-	-	-	-
Other	9,000	472	5.24%	195,000	13,837	7.10%	-	-	-	-	-	-
Total operating revenues	9,000	472	5.24%	2,941,500	249,800	8.49%	2,070,000	163,681	7.91%	675,000	56,716	8.40%
Operating expenses:												
Personal services	1,268,300	219,184	17.28%	901,300	157,063	17.43%	29,900	192	0.64%	-	-	-
Supplies	31,500	2,031	6.45%	334,900	31,101	9.29%	23,250	171	0.74%	1,000	-	0.00%
Other service charges	397,650	63,773	16.04%	1,007,950	76,868	7.63%	1,844,550	165,467	8.97%	302,950	2,327	0.77%
Depreciation *	70,000	-	0.00%	1,710,000	-	0.00%	-	-	-	500,000	-	0.00%
Total operating expenses	1,767,450	284,988	16.12%	3,954,150	265,033	6.70%	1,897,700	165,830	8.74%	803,950	2,327	0.29%
Operating income (loss)	645,800	90,881	14.07%	(1,012,650)	(15,233)	1.50%	172,300	(2,149)	-1.25%	(128,950)	54,389	-42.18%
Nonoperating revenues (expenses):												
Interest income	135,000	-	0.00%	135,000	-	0.00%	10,000	-	0.00%	30,000	-	0.00%
Interest expense/agent fees	-	-	-	(77,550)	(39,818)	51.34%	-	-	-	-	-	-
Total nonoperating revenues (expenses)	135,000	-	0.00%	57,450	(39,818)	-69.31%	10,000	-	0.00%	30,000	-	0.00%
Income (loss) before contributions & transfers	780,800	90,881	11.64%	(955,200)	(55,051)	5.76%	182,300	(2,149)	-1.18%	(98,950)	54,389	-54.97%
Contributions - connection fees	-	-	-	1,000,000	293,533	29.35%	-	-	-	-	-	-
Transfers in (ARPA funds)	-	-	-	-	-	0.00%	-	-	-	-	-	-
Sale of assets	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%
Transfers out	(1,100,000)	-	0.00%	(180,000)	-	0.00%	(60,000)	-	0.00%	(125,000)	-	0.00%
NET INCOME (LOSS)	(319,200)	90,881	-28.47%	(135,200)	238,482	-176.39%	122,300	(2,149)	-1.76%	(223,950)	54,389	-24.29%
Items reclassified to balance sheet at year end:												
Bond Proceeds	-	-	-	-	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	(343,000)	-	-	-	-	-	(150,000)	-	-
Bond Payment	-	-	-	(530,000)	(530,000)	-	-	-	-	-	-	-
Revenues over/(under) expenditures	(319,200)	90,881		(1,008,200)	(291,518)		122,300	(2,149)		(373,950)	54,389	

* Recorded at year-end