



City Council

Regular Meeting & Work Session Agenda

Monday, May 19, 2025
6:00 PM or immediately following
the EDA meeting
(whichever is later)
Elk River City Hall

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

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 April 28, 2025 Council Retreat Minutes

4.2 May 5, 2025, Minutes

4.3 Check Register

4.4 Ordinance 25-08 Regarding Membership Requirements of the Elk River Municipal Utilities Commission

4.5 Resolution 25-23 Accepting Donation from Zimmerman Fire Relief Association

4.6 Temporary On-Sale Liquor License: Davis-Darrow-Meyer American Legion Post 112

4.7 Library Shelving

4.8 Resolution 25-24: Final Plat of Vinje Commercial Addition

4.9 Hire Part-time Community Service Officer I

4.10 Hire Custodian

4.11 Resolution 25-25: Yale Court and Line Avenue Realignment Project Parking Restrictions

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 Utilities Commission Candidate Interviews

7. PUBLIC HEARINGS

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

7.1 Conditional Use Permit: AEGIR Brewing Company LLC, 19050 Industrial Blvd. NW

7.2 Interim Use Permit: Residential Occupation, Benjamin Gomez, 14270 201st Ave. NW

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 Transition Organic Recycling Program to Sherburne County

8.2 Utilities Commission Appointment

8.3 Ordinance 25-09 Multipurpose Facility Advisory Commission Amendment

9. MOTION TO ADJOURN REGULAR MEETING

10. WORK SESSION

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

10.1 FT Center Field House Improvements

10.2 Fire Dept. CIP

10.3 City Council Goals Review

11. MOTION TO ADJOURN

12. CLOSED MEETING - PID 75-00566-0220

12.1 Statement to be read by the Mayor:

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

PID 75-00566-0220

12.2 Motion Calling Closed Meeting

12.3 Hold Closed Meeting

The Elk River Vision

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



12.4 Motion to Adjourn Closed Meeting

13. INFORMATION

13.1 April Financial Reports

The Elk River Vision

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





**Meeting of the City Council
Held at the Elk River Fire Station #2
Monday, April 28, 2025**

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

Members Absent: None

Staff Present: City Administrator Cal Portner, Economic Development Director Brent O'Neil, Business Services Director/Assistant City Administrator Joe Stremcha, Fire Chief Mark Dickinson, Police Chief David Kuhnly, Public Works Director/Chief Engineer Justin Femrite, Community Development Director Zack Carlton, Special Services Sergeant Andy Zabee, City Clerk Tina Allard, and Records Specialist Katie Porath

1. CALL MEETING TO ORDER

Pursuant to due call and notice thereof, the meeting was called to order at 1:01 p.m.

2. CONSENT AGENDA

2.1 Review and Discuss Mission, Vision, and Goals

Leadership Styles

Mr. Portner reviewed the results of the leadership questionnaire that showed personality traits of directors and council members.

Review Values, Vision, Mission Statement, and Goals

Mr. Portner reviewed the current values, vision, mission statement, and goals.

Councilmember Calva asked about the use of the word "revolutionary" in the Vision Statement. Mr. Portner explained some areas that the city has done things differently than surrounding cities. Councilmember Calva stated he liked the word and felt the city could highlight it more.

Councilmember Beyer stated he liked the word "collaboration".

Councilmember Wagner suggested a few alternatives for the Vision Statement and Mission. The Council will review these at a future work session.

Mr. Portner reviewed the goals set in 2024.

FT Center Branding

Mayor Dietz asked about sponsorship of the Furniture and Things Community Event Center field house

and senior center. Mr. Stremcha reviewed how the department is trying to standardize the timeframe and price of dasher boards to achieve consistency. Councilmember Beyer asked that the council be kept to date on the status of contract renewals.

Draft a Cost Participation Policy for Trail and Street Improvement Projects

Mr. Femrite stated that the goal of drafting a Cost Participation Policy for Trail and Street Improvements Projects would depend on some legislative changes.

Commercial Development Hotel/Hospitality Growth

The Council discussed locations for a hotel. Councilmember Wagner was in favor of a hotel in the downtown area as that would increase foot traffic. She asked if a parking ramp could be connected across Highway 10 to Spike's parking lot with a skyway.

Understand Obligations for Capped Landfill

Mayor Dietz asked for the timeline on closure of the landfill and progress with relocating into Livonia. The landfill will be closed by the end of 2030 and as early as 2027.

Oak Knoll/Hale's Field Improvements - Collaboration with ISD #728

Mayor Dietz asked about the collaborative Oak Knoll/Hale's Field project with ISD #728. Will the school district renovate the area without the city if the buildings in the area are not removed? Mr. Portner stated it was too early in the plan to know.

Gravel Mining Closure

Mayor Dietz asked if any of the gravel mines are close to being reclaimed as residential or commercial land. Mr. Carlton responded that a piece along Highway 169 is close and has a buyer. Mr. Femrite added that the water and sewer is not currently sized for the gravel mine area and would need to be upgraded.

Fairground Property

The Council discussed the future of the fairground property. Councilmember Calva stated the fair seems to be declining in attendance.

Downtown Plan

Mr. Carlton reviewed the plan for downtown Elk River. The Council discussed zoning of properties, the loss of addition of parking, potential bathroom locations, returning to restrictions on parking hours, one-way streets, and locations for a parking ramp.

Mayor Dietz stated that the process of eliminating parking spaces while a ramp is built may cause businesses to suffer or go under. He is against losing any parking spaces.

Councilmember Wagner asked about discussing with The Bank of Elk River to use their parking lot after hours and on weekends or to partner with Dare's funeral home to use their parking lot when not needed by their business.

Councilmember Grupa was against putting money into sidewalk upgrades if the downtown configuration will be changing in the future.

Councilmember Beyer asked about past plans for parking in the downtown when parking was lost due

to the apartments and other development.

Mr. Carlton stated that 20-foot-wide sidewalks may encourage people to hang around to eat and shop. Mayor Dietz added that it would increase the amount of sidewalk shoveling required by businesses.

Mayor Dietz asked Mr. Femrite if there was any solution for the lanes crossing Highway 10 to go east since the traffic gets backed up in this location. Mr. Femrite stated the city has optimized everything possible to get the space that is there, and any changes would need to be part of a larger vision. Councilmember Wagner suggested not allowing left turns off Parish Avenue between 4 - 6 p.m.

Mayor Dietz asked about increasing the number of businesses along Main Street from the railroad tracks to Highway 169.

Mr. Carlton stated an ambitious goal would be to have Main Street go under Highway 10 and the railroad tracks, but there would be some accessibility issues to overcome.

Councilmember Wagner asked if the downtown parking lot could be restructured similarly to the high school.

The Council recessed at 3:19 p.m. The meeting reconvened at 3:30 p.m.

Growth Goals (residential/industrial/retail)

Mayor Dietz stated the city should be looking for more opportunities for industrial land. Mr. Carlton suggested the sludge land. Mr. O'Neil added that sludge land has limited uses because of the sludge byproduct.

Mr. Carlton stated an opportunity for development could be in parking lots such as Ashley Furniture, Home Depot, or Walmart if the Council revised the ordinance regarding parking requirements.

Mr. O'Neil suggested looking at properties between Main Street and Elk Hills Drive as a long-term business opportunity.

Street Use ATV Discussion

Sergeant Zabee gave an overview of current Elk River regulations and complaints about ATVs and golf carts on city streets. The current snowmobile map may need to be updated as Highway 169 Redefine removed some snowmobile trails.

The Council agreed not to change the restrictions at this time.

Elk River Police Department Attrition Plan

Police Chief Kuhnly reviewed upcoming retirements. New officers take about 11 months to onboard and train. Sometimes officers don't pass the training and the department has to re-start the process. He reviewed a few different plans that might provide enough officers and supervisory staff in the future.

The Council recessed at 4:47 p.m. for dinner. The meeting reconvened at 5:26 p.m.

Bonding/Finance/Fire, Parks, Equipment

Mr. Stremcha reviewed upcoming high-cost projects, including Fire Station #1, fire equipment, and the three phases of the Athletic Framework Plan. The Council reviewed bonding, local area sales tax, or increasing franchise fees. The Council agreed that, if a sales tax referendum should be added to the 2026 ballot, it should only include the fire station and not park improvements. Councilmember Wagner felt that park improvements should wait until the *Active Elk River* was paid off.

Councilmember Wagner added that maintenance of parks and the Furniture and Things Community Event Center will fall on the tax rolls after the referendum is paid off and needs to be budgeted.

Mayor Dietz asked about an increase in youth sports participation. Mr. Stremcha stated another analysis could be run. Mr. Stremcha added that converting some fields to turf would increase the number of practices and games that could be played on them without ruining the grass.

City Gravel Roads

Mr. Femrite reviewed the possibility of paving gravel roads and parking lots. The Council agreed that it was not a priority.

Goal Setting

Mr. Portner asked if Council had any additional goals to add and finalized the list.

Short-term (2025-26)

- Commercial Development
- Budget and sinking fund for building repair
 - Transition Public Works Facility bond to general levy
- Draft a Cost Participation Policy for Trail and Street Improvement Projects
- Fire Station #1 Construction
- Cannabound fully staffed and operational
- Northbound Liquor Construction

Mid-Term (2030)

- Acquire business park land
 - Assist developers with private acquisition as needed
- Commercial development
 - Commercial Reserve Transition Zoning District
 - Hotel/Hospitality Growth
- Oak Knoll/Hale's Field improvement - collaboration with ISD #728
- Parks and Rec app - directions, ads, amenities, park features
- Communitywide Strategic Planning Implementation (downtown district)
- Implementation of Athletic Field Framework Plan
- Implementation of new Housing Study recommendations (workforce housing)
- Electronic Billboards Planning and Development

- Implement Police Attrition Plan

Long-term (2035)

- Urban Service Area Expansion
- Commercial/Industrial development
- Trail connections
- Pedestrian Trail Connection downtown over the railroad and Trunk Highway 10
- More retail development in western Elk River
- Riverwalk from Orono Park to City of Ramsey
- Highway 10 safety and mobility improvements, 165th to Jarvis Street
- Trunk Highway 169 and 225th Avenue Safety Improvements
- Implementation of Downtown Small Area Study recommendations
- County Fairgrounds Development
- Commercial Reserve Transition Zoning review/update
- Implement Athletic Field Framework Plan
- Gravel Road Paving Plan
- Wapiti Campground

Mr. Portner will bring the goals back on a future agenda for review and acceptance.

Wrap Up/Adjournment

Councilmember Beyer thanked staff for their budget preparation the previous year.

3. MOTION TO ADJOURN

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

The meeting adjourned at 6:55 p.m.

Minutes prepared by Katie Porath.

John J. Dietz, Mayor

Tina Allard, City Clerk



**Meeting of the City Council
Held at the Elk River City Hall
Monday, May 5, 2025**

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

Members Absent: None

Staff Present: City Administrator Cal Portner, Senior Planner Chris Leeseberg, Business Services Director/Assistant City Administrator Joe Stremcha, Public Works Director/Chief Engineer Justin Femrite, Street Division Foreman Chris Teff, Police Chief David Kuhnly, Engineering Project Manager Ryan Sandhoefner, and Deputy Clerk Jolene Richter.

1. CALL MEETING TO ORDER

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

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. CONSIDER AGENDA

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

4. CONSENT AGENDA

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

4.1 April 16, 2025, Board of Appeal Minutes

4.2 April 21, 2025 Minutes

4.3 Check Register

4.4 Resolution 25-21 Accepting a Bench Donation

4.5 Resolution 25-20: Premises Permit for Elk River Lions Club

4.6 Athletic Facilities Emergency Action Plan

4.7 Resolution 25-22: Summary Publication of Ordinance 25-05

5. OPEN FORUM

Dan Abrahamson, 17936 Tyler Dr NW, stated they play cards at the senior center on Tuesdays and Fridays. He expressed their concern about a comment they received about Dennis Heath's son, who is 42 years old, who was told he was not welcome and couldn't be at the senior center anymore. Mr. Abrahamson explained that after seven years of being able to pay \$5 to play cards with them, now they are saying he is not welcome anymore. He continued to say that Mr. Heath's son was hurt by the comment and believes this is an injustice, and wanted the Council to be aware of what happened. Mr. Abrahamson expressed that it is a perk to pay \$35 a year and have your child pay \$5 to be able to join their parent at the senior center to play cards. Mr. Abrahamson would like the Council to find out why this was done and correct it.

Dennis Heath, 520 7th St NW, stated that it was seven years ago when he joined the senior center at the old location. He explained that there was another person who brought their adult child to the senior center to play cards, so he asked if it was okay to bring his adult son. He was told that they would love to have younger people at the senior center, and was told the same thing by other seniors. He further explained, when they moved into the new building, they told him that they would not allow his son to attend the senior center anymore, but then a group of seniors got together to petition against that policy, and staff decided to allow it since it was allowed before. Mr. Heath stated that about a month ago, they put a sign at the check-in that said 55+, which is what it has always been, but he knows of other seniors who have had their children pay \$5 and come into the senior center as well. He thinks that what was said to his son is wrong, and it should be addressed and corrected.

Anthony Pietrzak, 19040 Ulysses St NW, spoke regarding Section 30-803 - Animals regarding keeping chickens on properties of 2.5 acres or more. Mr. Pietrzak stated they have a petition with over 100 signatures who agree with them to change the ordinance to under 2.5 acres. He stated they had property that was less than 2.5 acres in the City of Elk River in the past, and had chickens, and did not receive any complaints. He currently has a 0.5-acre lot. He encouraged that chickens are great pets, aid in pest control, are ecologically good for the environment to reduce garbage from kitchen table waste, and they provide a healthy food source for their family and friends. He argued that the current ordinance makes it impossible for most city residents to enjoy the benefit of having chickens, which he finds restrictive and unnecessary when the surrounding communities allow chickens on lots of 2.5 acres or less. He continued to explain the many benefits of chickens, which include healthier lifestyles and sustainable living.

Mayor Dietz would like staff to do research regarding chicken ordinances for neighboring cities and bring it back to the Council.

6. PRESENTATIONS, AWARDS, AND RECOGNITION

6.1 Proclamation: Recognizing K9 Duke for his Service

Chief Kuhnly discussed both Officer Heldt's and Duke's involvement and history with the city.

Mayor Dietz read and presented a proclamation certificate to Duke.

Moved by Councilmember Wagner and seconded by Councilmember Beyer to adopt the proclamation. Motion Carried 5-0.

6.2 Proclamation: Designating Kevin Heldt Day

Mayor Dietz read and presented a plaque and declared May 30, 2025, as Kevin Heldt Day in the City of Elk River. The Council wished him the best in his retirement.

Moved by Councilmember Wagner and seconded by Councilmember Beyer to adopt the proclamation. Motion Carried 5-0.

6.3 National Pollutant Discharge Elimination System (NPDES) Annual Report

The staff report was presented.

Mayor Dietz asked if the storm water fee covers what needs to get done every year, and how they decide what ponds need to get done each year. Mr. Sandhoefner stated yes, and that it depends on the maintenance schedule and inspections of the ponds.

7. PUBLIC HEARINGS

7.1 Ordinance Amendment 25-06: City-Owned Advertising Signs

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.

Councilmember Wagner added that she thinks it is a good move for the facility, and agrees not to limit the text on the sign.

Moved by Councilmember Wagner and seconded by Councilmember Beyer to adopt Ordinance 25-06 amending Sec. 30-867 to allow government-owned off-premises advertising signs. Motion Carried 5-0.

8. GENERAL BUSINESS

8.1 Yale Court and Line Avenue Realignment Project

The staff report was presented.

Councilmember Wagner asked if the access to the apartments off of Dodge Avenue and 5th Street

would go away. Mr. Sandhoefner stated that access will stay, and it should be less confusing when the soft curve is in place.

Moved by Councilmember Beyer and seconded by Councilmember Calva to approve the final plans for the Yale Court and Line Avenue Realignment Project and authorization to advertise it for bid. Motion Carried 5-0.

8.2 Ordinance 25-07: Multipurpose Facility Advisory Commission Membership

The staff report was presented.

The Council discussed how many non-resident members should be on the commission.

Mayor Dietz stated that he does not necessarily agree with more than one non-resident, but does not want to kick any one off the commission who is currently a member; therefore suggested the current members could be grandfathered in until the non-resident member leaves, then follow the updated ordinance for no more than one non-resident.

Councilmember Wagner suggested having up to two non-resident members, with one of the two having to either own a business or work in Elk River.

Councilmember Calva suggested following the plan that is written, but put a time limit on it for adopting the new ordinance, for example, as of January 1 or the end of their term expiration. Then there would possibly be a natural elimination of the non-resident members as to whether they would like to continue on the commission or not.

The Council discussed the possible end-of-term expiration of adopting the ordinance.

Councilmember Wagner expressed that it has been difficult to find at-large members for the commission, and that is why she suggested having up to two non-residents, with one of them either owning a business or working within the city.

It was decided that the Community Event Center Commission would be comprised of five voting members, one of whom is a sitting City Council representative, one Senior Center Elk River resident, the other three representatives up to two representatives do not need to be residents of the City of Elk River, but at least one of them must own a business or work within the city limits.

Moved by Councilmember Wagner and seconded by Councilmember Calva to adopt Ordinance 25-07 as amended by the Council, regarding membership and duties of the Community Event Center Commission. Motion Carried 4-1. Councilmember Beyer opposed.

8.3 Discuss Work Session Items

Mayor Dietz suggested revisiting the fire station funding after the legislative session is over.

9. COUNCIL LIAISON UPDATES

9.1 Council Liaison Updates

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

10. MOTION TO ADJOURN REGULAR MEETING

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

The regular meeting adjourned at 7:34 p.m. Mayor Dietz called the work session to order at 7:38 p.m.

11. WORK SESSION

11.1 Discuss Possible CUP Revocation: Carnova

The staff report was presented.

Mayor Dietz confirmed that since the first violation, there has been no progress. Mr. Leeseberg stated that very little progress had been made and said they did put Class 5 in the fenced-in areas, but there are a large number of vehicles still on the property.

Councilmember Grupa asked who the vehicles belonged to. Mr. Leeseberg stated that they are the sub-lessees' vehicles, but Mr. Alnuaimi, as the initial lessee and CUP holder, is responsible.

Mayor Dietz asked if they revoke the CUP, then what is the process? Mr. Leeseberg answered, saying they would have to look into it a bit more.

Councilmember Beyer confirmed the revocation process means that we draw a line in the sand and say it is going to happen on this day, and we are going to have someone come in and clean it up, and the CUP is done. Mr. Leeseberg answered that was correct.

Councilmember Wagner questioned if Carnova is an active business because when she looked it up, it stated that it is permanently closed.

Owner Brian Cain, 17242 Ulysses St NW, stated he is under a court order at the moment concerning the lawsuit and is not able to speak on the matter.

Omar Alnuaimi, lessee of the property and CUP holder, explained that when he applied, there were 18 conditions that he met, and the CUP was approved.

Mayor Dietz asked Mr. Alnuaimi what the excuse was for not removing the vehicles. Mr. Alnuaimi stated that the vehicles are the sub-lessors' vehicles, and it is not easy to remove the vehicles that are not operable and find places for the vehicles to go. He further stated that they did take some out, but they are looking for places to take the rest.

Mayor Dietz asked if Mr. Alnuaimi has any authority to tell the sub-lessors what to do. Mr. Alnuaimi stated yes, but he wanted to work with the sub-leasers. Mayor Dietz confirmed that Mr. Alnuaimi was ultimately responsible for the sub-lessors to follow the rules.

Mayor Dietz confirmed that the owner, Mr. Cain, and Mr. Alnuaimi have a court date, and the judge will decide on lease matters. Mr. Alnuaimi answered yes, the judge will decide if they have the right to fulfill the lease, which is a 10-year lease.

Councilmember Beyer asked if there was a plan right now. Mr. Alnuaimi stated that they started by putting some of the vehicles in the fenced area, but they are working to either get the vehicles fixed quickly or put them somewhere else. He stated that it is a matter of time and cost of how much it would be to move them or fix them.

Councilmember Beyer asked again what the plan was and the schedule for the plan. Mr. Alnuaimi didn't know the schedule. Councilmember Beyer stated if you have a plan but not a date, then that makes it hard for the Council to decide what to do right now. Mr. Alnuaimi said they have a hearing date on May 23 and a mediation in September, but he would like to have at least 2-3 months to give them time to find other locations for the vehicles.

Mayor Dietz confirmed with Mr. Leeseberg that the last extension they gave him expired on April 30, 2025, and asked the Council if they were interested in any kind of extension.

Councilmember Wagner stated that she was willing to give an extension one last time and explained that we are not trying to put them out of business, but to help Mr. Alnuaimi comply with the conditions of the CUP that was agreed upon.

The Council discussed an extension date and decided they would give Mr. Alnuaimi until June 13, 2025.

Mayor Dietz directed staff to give the Council a report at the June 16, 2025, Council meeting, and if Mr. Alnuaimi has met the requirements or not, and if not, they will proceed with the city attorney on the next steps.

11.2 2024-2025 Snow Event Recap

The staff report was presented.

Mr. Teff gave a summary of the 2024-2025 snow event season. He stated they started on Halloween of 2024 and ended on April 1, 2025, using approximately 350 tons of salt for 14 events. He continued saying they operated as a 9-route town for the trucks, 8 cul-de-sac routes, and 4 trail routes. He explained there was a lot of dry snow this winter that cleaned up fairly easily, and they had minor breakdowns and repairs, and very few complaints on the street side of things. Mr. Teff expressed that overall, our guys are great, our equipment is great, and they have great support.

The Council and staff discussed the Snow and Ice Control Policy and expressed that it works well when deciding to bring in staff for snow events.

Mr. Femrite explained that Mr. Teff and he monitor the events and work well with one another to make decisions.

11.3 Pinewood Contract for Deed Amendment Consideration

The staff report was presented.

Mayor Dietz asked the Council if they would consider allowing Ms. Abrahamson to delay her Contract for Deed payment this year and extend a year onto her contract. Mr. Portner explained that if there is a consensus, then they would draft an amended contract for deed and bring it back to the Council.

The Council unanimously agreed to let her delay her payment in 2025 and add a year to her contract for deed.

12. MOTION TO ADJOURN

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

The meeting adjourned at 8:31 p.m.

Minutes prepared by Jolene Richter.

John J. Dietz, Mayor

Tina Allard, City Clerk



Request for Action

To
City Council

Item Number
4.3

Meeting Date
May 19, 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 registers for the period ending May 19, 2025.

Background/Discussion
The details for the period ending May 19, 2025, are attached to this request for action.

Total for All Funds	\$814,842.48
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Financial Impact
N/A

Mission/Policy/Goal
N/A

Attachments
1. 4.3 at1 Check Register
2. 4.3 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"

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
ASPEN MILLS						
101						
353571	1	UNIFORMS - LIBOR	Invoice	05/05/2025	312.14	101-4-2310-4217
Total 10749 ASPEN MILLS:					312.14	
BECKER POLICE DEPT						
101						
5-2025 SAFE ROADS	1	1ST QTR 2025 - SAFE ROADS	Invoice	05/15/2025	788.34	101-4-2120-4440
Total 11710 BECKER POLICE DEPT:					788.34	
BIG LAKE POLICE DEPT						
101						
5-2025 SAFE ROADS	1	1ST QTR 2025 - SAFE ROADS	Invoice	05/15/2025	693.22	101-4-2120-4440
Total 12175 BIG LAKE POLICE DEPT:					693.22	
BRENTESON COMPANIES, INC						
602						
50862	1	SEWER REPAIR/DAM	Invoice	05/07/2025	13,521.00	602-4-9020-4404
Total 12475 BRENTESON COMPANIES, INC:					13,521.00	
CHRONICLES IN HEALTH						
101						
2025-448	1	PRESENTER FEE 5/12/25	Invoice	05/12/2025	85.00	101-4-5510-4409
Total 14073 CHRONICLES IN HEALTH:					85.00	
CIERRA MOORE						
101						
5-1-25 FM	1	FARMERS MKT - MAY 25	Invoice	05/01/2025	20.00	101-4-5230-4219
Total 15074 CIERRA MOORE:					20.00	
CROSS NURSERIES INC.						
101						
53518	1	TREES	Invoice	05/01/2025	1,947.40	101-4-5110-4219
Total 15420 CROSS NURSERIES INC.:					1,947.40	
H & L MESABI						
101						
14730	1	PARTS - #80	Invoice	04/28/2025	767.00	101-4-3120-4221
Total 10904 H & L MESABI:					767.00	
HIRSHFIELD'S						
101						
29092-IN	1	ATHLETIC FIELD PAINT	Invoice	05/05/2025	3,996.18	101-4-5110-4219

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 21407 HIRSHFIELD'S:					3,996.18	
MARINE DOCK & LIFT						
101						
4-28-25	SPRING INSTA	1 SPRING DOCK INSTALL	Invoice	04/28/2025	2,400.00	101-4-5110-4409
Total 14471 MARINE DOCK & LIFT:					2,400.00	
MILK AND HONEY LLC						
603						
15599		1 BEER	Invoice	05/09/2025	136.00	603-4-9151-4252
603						
15599		2 LIQUOR	Invoice	05/09/2025	192.00	603-4-9151-4251
603						
15600		1 BEER	Invoice	05/09/2025	328.00	603-4-9111-4252
Total 14879 MILK AND HONEY LLC:					656.00	
MOOSE LAKE BREWING CO LLC						
603						
MW19-007		1 BEER	Invoice	05/13/2025	88.00	603-4-9151-4252
Total 14292 MOOSE LAKE BREWING CO LLC:					88.00	
OMANN BROS INC						
101						
18570*		1 SUPPLIES	Invoice	05/05/2025	90.90	101-4-3120-4219
101						
18578*		1 AC FINES MIX	Invoice	05/06/2025	407.70	101-4-3120-4219
101						
18583*		1 AC FINES MIX	Invoice	05/07/2025	450.00	101-4-3120-4219
101						
18589*		1 AC FINES MIX	Invoice	05/08/2025	676.80	101-4-3120-4219
Total 28850 OMANN BROS INC:					1,625.40	
PRINCETON RENTAL INC						
101						
1-572797		1 SUPPLIES	Invoice	05/06/2025	63.44	101-4-3120-4219
Total 10469 PRINCETON RENTAL INC:					63.44	
SARA RUTTEN						
101						
5-1-25 FM		1 FARMERS MKT - MAR-MAY 25	Invoice	05/01/2025	112.00	101-4-5230-4219
Total 15062 SARA RUTTEN:					112.00	
STEP SAVER INC						
101						
184093		1 BULK SALT - POLICE DEPARTMENT	Invoice	05/07/2025	187.50	101-4-2190-4219
Total 13048 STEP SAVER INC:					187.50	
THE COVE ON LAKE ORONO						

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
821						
5142025 COVE	1	P23-07 ESCROW REFUND-DEVELOP	Invoice	05/14/2025	24,500.00	821-2200
821						
5142025 COVE	2	P23-07 ESCROW REFUND-INSP	Invoice	05/14/2025	2,000.00	821-2200
Total 15170 THE COVE ON LAKE ORONO:					26,500.00	
TIM TREBESCH						
101						
MAY 2025 TT	1	REIMB MILEAGE-TREBESCH	Invoice	05/05/2025	38.50	101-4-2410-4331
Total 14049 TIM TREBESCH:					38.50	
ULINE, INC						
101						
192758131	1	HAND TOOL	Invoice	05/12/2025	250.95	101-4-5110-4219
Total 35260 ULINE, INC:					250.95	
WAL-MART COMMUNITY CARD						
221						
5-7-25 WALMART	1	RESALE ITEMS-CONC-FTCENTER	Invoice	05/07/2025	170.93	221-4-5430-4259
221						
5-7-25 WALMART	2	RESALE ITEMS-CONC-FTCENTER	Invoice	05/07/2025	91.79	221-4-5430-4259
101						
5-7-25 WALMART	3	SUPPLIES-SR CENTER	Invoice	05/07/2025	123.28	101-4-5510-4219
Total 35945 WAL-MART COMMUNITY CARD:					386.00	
WINDSTREAM						
101						
5-5-25	1	PHONE LINE CHGS-FIRE	Invoice	05/05/2025	131.13	101-4-2310-4321
101						
5-5-25	2	PHONE LINE CHGS-FIRE INSP	Invoice	05/05/2025	51.83	101-4-2320-4321
Total 11102 WINDSTREAM:					182.96	
WINE MERCHANTS						
603						
7518093	1	WINE	Invoice	05/07/2025	3,266.00	603-4-9111-4253
603						
7518093	2	FREIGHT	Invoice	05/07/2025	71.34	603-4-9111-4332
Total 36425 WINE MERCHANTS:					3,337.34	
WS & D PERMIT SERVICE INC						
101						
RB25-000045	1	PERMIT REFUND RB25-000045	Invoice	04/29/2025	75.00	101-3-0000-3231
Total 13566 WS & D PERMIT SERVICE INC:					75.00	
ABRA AUTO BODY & GLASS						
101						
112395	1	WINDSHIELD REPLACEMENT #749	Invoice	04/30/2025	480.26	101-4-5110-4404
Total 10240 ABRA AUTO BODY & GLASS:					480.26	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
ADVANCE AUTO PARTS						
101						
6313512160635	1	PARTS #99/86	Invoice	05/01/2025	129.28	101-4-3120-4221
Total 10168 ADVANCE AUTO PARTS:					129.28	
ADVANCED ENGINEERING AND						
406						
102538	1	NE SUB AREA STUDY	Invoice	05/13/2025	5,004.00	406-4-8010-4319
Total 14907 ADVANCED ENGINEERING AND:					5,004.00	
AMAZON CAPITAL SERVICES						
101						
147N-4RFT-4G7Q	1	OFFICE SUPPLIES	Invoice	05/06/2025	82.17	101-4-3120-4201
101						
14C6-FNDR-7L7J	1	GUN RANGE SUPPLIES CREDIT	Invoice	04/28/2025	49.95-	101-4-2120-4219
603						
14YD-QM7J-4KDM	1	SUPPLIES	Invoice	05/09/2025	250.99	603-4-9112-4219
101						
163K-QC6M-XMM4	1	CRIME PREVENTION SUPPLIES	Invoice	05/05/2025	10.66	101-4-2150-4219
101						
17TT-G47G-1XDG	1	SUPPLIES	Invoice	05/01/2025	155.00	101-4-2330-4219
605						
1DLY-M96F-R7LT	1	SUPPLIES-ORGANICS BUCKETS	Invoice	05/08/2025	247.98	605-4-9230-4219
605						
1G7M-74TP-T9HF	1	COMPOSTABLE BAGS	Invoice	04/27/2025	16.99	605-4-9230-4219
101						
1JTY-V1NJ-6KNJ	1	SHOE STAND	Invoice	05/12/2025	53.85	101-4-2190-4219
602						
1L39-NYKR-9GXJ	1	LIFT STATION SUPPLIES	Invoice	04/28/2025	232.73	602-4-9050-4219
101						
1LGR-C3FW-6CKF	1	COFFEE	Invoice	05/06/2025	97.28	101-4-1600-4219
101						
1NH6-WTGX-YG9H	1	DOG PARK SUPPLIES	Invoice	05/05/2025	43.98	101-4-5220-4219
101						
1PKY-CY3R-6QRL	1	YEALINK HEADSET	Invoice	05/13/2025	93.48	101-4-1350-4219
221						
1V33-K3XN-7FQF	1	IRRIGATION SUPPLIES	Invoice	05/12/2025	9.99	221-4-5400-4219
101						
1V71-RND9-363M	1	SUPPLIES - PIPE CLAMPS	Invoice	05/05/2025	16.99	101-4-1600-4219
602						
1VDK-MWN6-3GXC	1	SUPPLIES	Invoice	04/28/2025	105.23	602-4-9020-4219
221						
1VHX-1VDV-VKW7	1	MINI PC - SCHEDULE MONITOR	Invoice	05/05/2025	87.22	221-4-5400-4219
101						
1Y9F-149W-PY6F	1	SUPPLIES-MONITOR/POWER INVER	Invoice	05/01/2025	817.40	101-4-2320-4219
Total 13706 AMAZON CAPITAL SERVICES:					2,271.99	
ARTISAN BEER COMPANY						
603						
3765183	1	BEER	Invoice	05/07/2025	238.45	603-4-9111-4252
603						
3765184	1	BEER	Invoice	05/07/2025	368.00	603-4-9151-4252
603						
3766924	1	BEER	Invoice	05/14/2025	460.85	603-4-9151-4252

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 12167 ARTISAN BEER COMPANY:					1,067.30	
ARVIG						
602						
3097643 - 4/28/25	1	PHONE SVCS - WW 4/28-5/27/25	Invoice	04/28/2025	96.66	602-4-9010-4321
Total 14662 ARVIG:					96.66	
ATLAS STAFFING, INC						
101						
698846	1	TEMP STAFF 4/21/25 - FACILITIES MA	Invoice	04/27/2025	1,008.00	101-4-1600-4409
101						
698876	1	TEMP STAFF 4/28/25 - FACILITIES MA	Invoice	05/04/2025	1,008.00	101-4-1600-4409
Total 52380 ATLAS STAFFING, INC:					2,016.00	
BEACON ATHLETICS, LLC						
101						
612478-IN	1	BALLFIELD SUPPLIES	Invoice	05/12/2025	690.99	101-4-5110-4219
Total 11625 BEACON ATHLETICS, LLC:					690.99	
BEAUDRY OIL CO						
101						
2955217	1	SHOP SUPPLIES	Invoice	05/01/2025	517.75	101-4-3150-4219
Total 11663 BEAUDRY OIL CO:					517.75	
BECKER & ASSOCIATES						
403						
4-18-25 BECKER ASSO	1	LINE AVENUE EASEMENT	Invoice	05/14/2025	12,100.00	403-4-8440-4440
Total 52399 BECKER & ASSOCIATES :					12,100.00	
BELLBOY CORP BAR SUPPLY						
603						
109765800	1	POP/MISC	Invoice	05/06/2025	92.00	603-4-9111-4255
603						
109765800	2	FREIGHT	Invoice	05/06/2025	6.45	603-4-9111-4332
Total 11810 BELLBOY CORP BAR SUPPLY:					98.45	
BELLBOY CORPORATION						
603						
207601800	1	LIQUOR	Invoice	05/06/2025	994.08	603-4-9111-4251
603						
207601800	2	THC PRODUCTS	Invoice	05/06/2025	400.00	603-4-9111-4256
603						
207601800	3	FREIGHT	Invoice	05/06/2025	23.10	603-4-9111-4332
603						
207628000	1	THC PRODUCTS	Invoice	05/06/2025	216.00	603-4-9111-4256
603						
207676900	1	THC PRODUCTS CREDIT	Invoice	05/12/2025	216.00-	603-4-9111-4256
Total 11800 BELLBOY CORPORATION:					1,417.18	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
BERGANKDV, LTD.						
101						
1256820	1	AUDIT SERVICES	Invoice	05/09/2025	6,000.00	101-4-1310-4301
602						
1256820	2	AUDIT SERVICES	Invoice	05/09/2025	1,800.00	602-4-9010-4301
603						
1256820	3	AUDIT SERVICES	Invoice	05/09/2025	1,500.00	603-4-9112-4301
603						
1256820	4	AUDIT SERVICES	Invoice	05/09/2025	1,500.00	603-4-9152-4301
605						
1256820	5	AUDIT SERVICES	Invoice	05/09/2025	600.00	605-4-9210-4301
607						
1256820	6	AUDIT SERVICES	Invoice	05/09/2025	600.00	607-4-9310-4301
Total 14652 BERGANKDV, LTD.:					12,000.00	
BERNICK'S						
603						
10349612	1	POP	Invoice	04/30/2025	136.56	603-4-9111-4255
603						
10349613	1	THC PRODUCTS	Invoice	04/30/2025	83.00	603-4-9111-4256
603						
10349614	1	BEER	Invoice	04/30/2025	632.10	603-4-9111-4252
603						
10350906	1	BEER	Invoice	05/02/2025	89.40	603-4-9151-4252
603						
10352697	1	POP	Invoice	05/07/2025	86.58	603-4-9111-4255
603						
10352698	1	THC PRODUCTS	Invoice	05/07/2025	81.00	603-4-9111-4256
603						
10352699	1	BEER	Invoice	05/07/2025	5,078.30	603-4-9111-4252
603						
10352700	1	BEER CREDIT	Invoice	05/07/2025	37.72-	603-4-9111-4252
603						
10352701	1	POP/MISC	Invoice	05/07/2025	178.14	603-4-9151-4255
603						
10352702	1	THC PRODUCTS	Invoice	05/07/2025	50.00	603-4-9151-4256
603						
10352703	1	BEER	Invoice	05/07/2025	2,912.70	603-4-9151-4252
603						
10352704	1	BEER CREDIT	Invoice	05/07/2025	30.00-	603-4-9151-4252
603						
10355514	1	POP	Invoice	05/14/2025	138.82	603-4-9111-4255
603						
10355515	1	THC PRODUCTS	Invoice	05/14/2025	166.00	603-4-9111-4256
603						
10355516	1	BEER	Invoice	05/14/2025	5,941.35	603-4-9111-4252
603						
10355517	1	BEER CREDIT	Invoice	05/14/2025	147.25-	603-4-9111-4252
603						
10355518	1	POP/MISC	Invoice	05/14/2025	153.00	603-4-9151-4255
603						
10355519	1	THC PRODUCTS	Invoice	05/14/2025	90.00	603-4-9151-4256
603						
10355520	1	BEER	Invoice	05/14/2025	875.40	603-4-9151-4252
221						
I71488	1	POP/COFFEE	Invoice	05/05/2025	542.40	221-4-5430-4259

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 11950 BERNICK'S:					17,019.78	
BERRY COFFEE COMPANY						
101						
1057097	1	COFFEE	Invoice	04/28/2025	48.81	101-4-3120-4219
Total 11959 BERRY COFFEE COMPANY:					48.81	
BOLTON & MENK, INC						
245						
362383	1	2024 DOWNTOWN AREA PLAN	Invoice	04/30/2025	16,010.50	245-4-6210-4319
Total 11019 BOLTON & MENK, INC:					16,010.50	
BOURGET IMPORTS LLC						
603						
217398	1	WINE	Invoice	05/13/2025	144.00	603-4-9151-4253
603						
217398	2	FREIGHT	Invoice	05/13/2025	3.50	603-4-9151-4332
Total 14411 BOURGET IMPORTS LLC:					147.50	
BREAKTHRU BEVERAGE MINNESOTA						
603						
121340741	1	WINE	Invoice	05/08/2025	90.24	603-4-9151-4253
603						
121340741	2	FREIGHT	Invoice	05/08/2025	1.45	603-4-9151-4332
603						
121343788	1	WINE	Invoice	05/08/2025	144.00	603-4-9151-4253
603						
121343788	2	FREIGHT	Invoice	05/08/2025	1.45	603-4-9151-4332
603						
121343789	1	LIQUOR	Invoice	05/08/2025	531.00	603-4-9151-4251
603						
121343789	2	FREIGHT	Invoice	05/08/2025	5.80	603-4-9151-4332
Total 8002 BREAKTHRU BEVERAGE MINNESOTA:					773.94	
603						
121235012	1	LIQUOR	Invoice	05/01/2025	9,020.99	603-4-9111-4251
603						
121235012	2	FREIGHT	Invoice	05/01/2025	91.35	603-4-9111-4332
603						
121235013	1	POP/MISC	Invoice	05/01/2025	78.15	603-4-9111-4255
603						
121235013	2	FREIGHT	Invoice	05/01/2025	5.80	603-4-9111-4332
603						
121340743	1	WINE	Invoice	05/08/2025	88.00	603-4-9111-4253
603						
121340743	2	FREIGHT	Invoice	05/08/2025	1.45	603-4-9111-4332
603						
121343888	1	LIQUOR	Invoice	05/08/2025	1,709.24	603-4-9111-4251
603						
121343888	2	FREIGHT	Invoice	05/08/2025	33.35	603-4-9111-4332
603						
413493165	1	POP/MISC CREDIT	Invoice	04/28/2025	20.25-	603-4-9111-4255

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
413493165	2	FREIGHT CREDIT	Invoice	04/28/2025	1.45-	603-4-9111-4332
Total 12893 BREAKTHRU BEVERAGE MINNESOTA:					11,006.63	
BRUCE WRY						
101						
5-1-25 FM	1	FARMERS MKT - MAR-MAY 25	Invoice	05/01/2025	177.00	101-4-5230-4219
Total 13031 BRUCE WRY:					177.00	
C & L DISTRIBUTING CO						
603						
1839001300	1	BEER CREDIT	Invoice	04/30/2025	259.75-	603-4-9151-4252
603						
2094425	1	BEER	Invoice	04/30/2025	8,305.30	603-4-9151-4252
603						
2097515	1	BEER	Invoice	05/05/2025	1,832.60	603-4-9151-4252
603						
2098102	1	LIQUOR	Invoice	05/02/2025	5,835.00	603-4-9151-4251
603						
2098303	1	BEER CREDIT	Invoice	05/07/2025	73.25-	603-4-9151-4252
603						
2098304	1	BEER	Invoice	05/07/2025	8,508.95	603-4-9151-4252
603						
2102345	1	BEER CREDIT	Invoice	05/14/2025	124.80-	603-4-9151-4252
603						
2102346	1	BEER	Invoice	05/14/2025	6,861.45	603-4-9151-4252
603						
2103277	1	LIQUOR	Invoice	05/14/2025	253.80	603-4-9151-4251
Total 8003 C & L DISTRIBUTING CO:					31,139.30	
603						
1839001301	1	BEER CREDIT	Invoice	04/30/2025	134.10-	603-4-9111-4252
603						
2095990	1	THC PRODUCTS	Invoice	04/30/2025	483.00	603-4-9111-4256
603						
2095991	1	POP/MISC	Invoice	04/30/2025	15.00	603-4-9111-4255
603						
2095992	1	LIQUOR	Invoice	04/30/2025	493.40	603-4-9111-4251
603						
2095993	1	BEER	Invoice	04/30/2025	6,618.85	603-4-9111-4252
603						
2097054	1	LIQUOR	Invoice	05/05/2025	891.50	603-4-9111-4251
603						
2097055	1	BEER	Invoice	05/05/2025	9,047.15	603-4-9111-4252
603						
2097290	1	LIQUOR	Invoice	05/01/2025	5,835.00	603-4-9111-4251
603						
2097879	1	BEER	Invoice	05/05/2025	149.00	603-4-9111-4252
603						
2099999	1	LIQUOR	Invoice	05/07/2025	1,111.69	603-4-9111-4251
603						
2100000	1	BEER	Invoice	05/07/2025	9,718.75	603-4-9111-4252
603						
2100009	1	BEER CREDIT	Invoice	05/07/2025	123.96-	603-4-9111-4252

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
2101177	1	BEER	Invoice	05/12/2025	7,696.00	603-4-9111-4252
603						
2616000725	1	BEER CREDIT	Invoice	05/05/2025	79.73-	603-4-9111-4252
Total 13375 C & L DISTRIBUTING CO:					41,721.55	
CAL PORTNER						
101						
5-13-25 CP	1	REIMB ICMA ANNUAL DUES-CAL P	Invoice	05/13/2025	1,200.00	101-4-1210-4433
101						
R942163253	1	REIMB MCMA CONF LODGING - CP	Invoice	05/02/2025	412.32	101-4-1210-4331
Total 11583 CAL PORTNER:					1,612.32	
CASSANDRA JOHNSON						
101						
5-1-25 FM	1	FARMERS MKT - MAY 25	Invoice	05/01/2025	5.00	101-4-5230-4219
Total 52336 CASSANDRA JOHNSON:					5.00	
CENTRAL TURF & IRRIGATION						
101						
66001313-00	1	SPRINKLER SUPPLIES	Invoice	05/06/2025	1,396.99	101-4-5110-4219
Total 13866 CENTRAL TURF & IRRIGATION:					1,396.99	
CINTAS CORPORATION LOC 470						
603						
4228594241	1	MATS, TOWELS, SCRAPERS, MOPS	Invoice	04/25/2025	52.78	603-4-9112-4404
602						
4229001572	1	UNIFORMS RENTAL/CLEANING	Invoice	04/30/2025	159.82	602-4-9020-4417
603						
4229304161	1	MATS, TOWELS, SCRAPERS, MOPS	Invoice	05/02/2025	47.35	603-4-9152-4404
603						
4229304289	1	MATS, TOWELS, SCRAPERS, MOPS	Invoice	05/02/2025	52.78	603-4-9112-4404
602						
4229720799	1	UNIFORMS RENTAL/CLEANING	Invoice	05/07/2025	151.18	602-4-9020-4417
603						
4230082575	1	MATS, TOWELS, SCRAPERS, MOPS	Invoice	05/09/2025	56.35	603-4-9152-4404
603						
4230082640	1	MATS, TOWELS, SCRAPERS, MOPS	Invoice	05/09/2025	52.78	603-4-9112-4404
Total 14080 CINTAS CORPORATION LOC 470:					573.04	
CNH ARCHITECTS LTD						
292						
3504	1	APRIL SERVICES - FIRE STATION 1	Invoice	04/30/2025	15,104.50	292-4-2310-4319
Total 52295 CNH ARCHITECTS LTD:					15,104.50	
COLLINS BROTHERS TOWING						
290						
120053	1	PROPERTY CLEANUP - 19176 TROY	Invoice	10/10/2024	875.00	290-4-1210-4409
101						
121290	1	TOWING SVCS 25007338	Invoice	05/05/2025	160.00	101-4-2130-4319

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 14425 COLLINS BROTHERS TOWING:					1,035.00	
CRAFCO INC						
401						
9403435941	1	CRACK SEAL MATERIAL	Invoice	04/30/2025	16,875.00	401-4-8010-4219
Total 52381 CRAFCO INC:					16,875.00	
CROW RIVER FARM EQUIPMENT						
602						
212456	1	PARTS	Invoice	04/08/2025	638.03	602-4-9020-4219
Total 15451 CROW RIVER FARM EQUIPMENT:					638.03	
CUB FOODS						
101						
123097	1	SUPPLIES-CHIEFS MTG	Invoice	04/30/2025	14.99	101-4-2110-4331
Total 15550 CUB FOODS:					14.99	
DACOTAH PAPER CO						
221						
32011	1	CONCESSIONS SUPPLIES	Invoice	05/01/2025	362.78	221-4-5430-4219
101						
37635	1	TOILET PAPER/TOWEL ROLLS	Invoice	05/13/2025	541.96	101-4-2190-4219
101						
37636	1	TOWEL ROLLS	Invoice	05/13/2025	649.44	101-4-5110-4219
Total 15887 DACOTAH PAPER CO:					1,554.18	
DAHLHEIMER BEVERAGE, LLC						
603						
2459158	1	LIQUOR	Invoice	05/01/2025	270.60	603-4-9151-4251
603						
2459160	1	BEER	Invoice	05/01/2025	6,413.70	603-4-9151-4252
603						
2459548	1	THC PRODUCTS	Invoice	05/01/2025	139.00	603-4-9151-4256
603						
2459549	1	BEER	Invoice	05/01/2025	1,016.00	603-4-9151-4252
603						
2459550	1	BEER	Invoice	05/01/2025	167.60	603-4-9151-4252
603						
2460055	1	BEER	Invoice	05/01/2025	180.00	603-4-9151-4252
603						
2461958	1	BEER	Invoice	05/05/2025	107.60	603-4-9151-4252
603						
2461959	1	BEER	Invoice	05/05/2025	3,008.50	603-4-9151-4252
603						
2462212	1	LIQUOR CREDIT	Invoice	05/02/2025	6.75-	603-4-9151-4251
603						
2465599	1	THC PRODUCTS	Invoice	05/08/2025	262.00	603-4-9151-4256
603						
2465600	1	BEER	Invoice	05/08/2025	56.50	603-4-9151-4252
603						
2465601	1	BEER	Invoice	05/08/2025	3,866.30	603-4-9151-4252

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
2467399	1	BEER	Invoice	05/12/2025	10,128.85	603-4-9151-4252
Total 8005 DAHLHEIMER BEVERAGE, LLC:					25,609.90	
221						
2459911	1	BEER	Invoice	05/01/2025	319.90	221-4-5430-4252
221						
2459911	2	LIQUOR CREDITS	Invoice	05/01/2025	50.55-	221-4-5430-4251
221						
2459911	3	BEER CREDITS	Invoice	05/01/2025	438.95-	221-4-5430-4252
221						
2465844	1	LIQUOR	Invoice	05/08/2025	849.00	221-4-5430-4251
221						
2465844	2	BEER	Invoice	05/08/2025	24.25	221-4-5430-4252
Total 15366 DAHLHEIMER BEVERAGE, LLC:					703.65	
603						
2457653	1	BEER	Invoice	04/29/2025	180.00	603-4-9111-4252
603						
2459501	1	THC PRODUCTS	Invoice	05/01/2025	392.00	603-4-9111-4256
603						
2459504	1	BEER	Invoice	05/01/2025	18,074.66	603-4-9111-4252
603						
2461485	1	BEER	Invoice	05/05/2025	6,176.80	603-4-9111-4252
603						
2461976	1	BEER CREDIT	Invoice	05/02/2025	16.00-	603-4-9111-4252
603						
2465644	1	THC PRODUCTS	Invoice	05/08/2025	74.00	603-4-9111-4256
603						
2465645	1	BEER	Invoice	05/08/2025	10,686.60	603-4-9111-4252
603						
2467389	1	THC PRODUCTS	Invoice	05/12/2025	176.00	603-4-9111-4256
603						
2467390	1	BEER	Invoice	05/12/2025	11,924.95	603-4-9111-4252
603						
2467411	1	LIQUOR	Invoice	05/12/2025	10,618.00	603-4-9111-4251
Total 15900 DAHLHEIMER BEVERAGE, LLC:					58,287.01	
DANIELLE FAULHABER						
101						
93	1	TRANSCRIPTION SERVICES - APR	Invoice	05/01/2025	914.79	101-4-2150-4409
Total 13642 DANIELLE FAULHABER:					914.79	
DEBRA THATCHER						
101						
2074	1	2025 FARMERS MARKET TOTE BAG	Invoice	05/05/2025	2,571.00	101-4-5230-4219
Total 15003 DEBRA THATCHER:					2,571.00	
DUY TRAN						
101						
5-1-25 FM	1	FARMERS MKT - MAY 25	Invoice	05/01/2025	30.00	101-4-5230-4219

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 52389 DUY TRAN:					30.00	
E C M PUBLISHERS INC						
101						
1045972	1	JOB AD - WKND FACILITY SUP	Invoice	04/27/2025	65.40	101-4-5220-4219
101						
1045973	1	JOB AD - HR SPCLIST	Invoice	04/27/2025	65.40	101-4-1220-4201
221						
1047138	1	JOB AD - OVERLOOK CHEF	Invoice	05/04/2025	62.40	221-4-5400-4219
101						
1047938	1	NUISANCE GRASS/WEED NOTICE	Invoice	05/10/2025	68.80	101-4-1510-4359
101						
1047939	1	OAKWATER RIDGE SUMMARY RESO	Invoice	05/10/2025	137.60	101-4-1510-4359
101						
1047940	1	OA 25-06 - CITY BILLBOARDS	Invoice	05/10/2025	232.20	101-4-1510-4359
Total 17000 E C M PUBLISHERS INC:					631.80	
ELK RIVER MUNICIPAL UTILITIES						
101						
5-1-25 ERMU	1	WATER/ELECTRIC	Invoice	05/01/2025	3,111.33	101-4-5110-4389
602						
5-1-25 ERMU	2	ELECTRIC	Invoice	05/01/2025	1,344.58	602-4-9050-4389
101						
5-1-25 ERMU	3	ELECTRIC	Invoice	05/01/2025	136.39	101-4-2330-4389
101						
5-1-25 ERMU	4	ELECTRIC	Invoice	05/01/2025	64.50	101-4-2190-4389
101						
5-1-25 ERMU	5	ELECTRIC	Invoice	05/01/2025	32.64	101-4-5110-4389
Total 17700 ELK RIVER MUNICIPAL UTILITIES:					4,689.44	
607						
2361	1	BILLING SVCS - APR 25	Invoice	04/30/2025	868.71	607-4-9310-4319
605						
2361	2	BILLING SVCS - APR 25	Invoice	04/30/2025	2,293.15	605-4-9210-4319
602						
2361	3	BILLING SVCS - APR 25	Invoice	04/30/2025	594.30	602-4-9010-4319
Total 17701 ELK RIVER MUNICIPAL UTILITIES:					3,756.16	
ELK RIVER WINLECTRIC						
101						
411636 01	1	SUPPLIES	Invoice	05/02/2025	269.88	101-4-2190-4219
Total 17890 ELK RIVER WINLECTRIC:					269.88	
FACTORY MOTOR PARTS CO						
101						
1-10701859	1	PARTS #402	Invoice	04/30/2025	150.44	101-4-2320-4221
101						
128-Z17980	1	PARTS #501	Invoice	04/30/2025	137.50	101-4-2410-4404
101						
230-017470	1	SHOP STOCK	Invoice	04/29/2025	130.30	101-4-3150-4219

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 18408 FACTORY MOTOR PARTS CO:					418.24	
FAIRCHILD EQUIPMENT, INC						
221						
PSO042108-1	1	FLOOR SCRUBBER PARTS	Invoice	05/06/2025	243.96	221-4-5400-4219
221						
SWO140792-3	1	CARPET CLEANER VACCUM PUMP	Invoice	05/05/2025	1,734.01	221-4-5400-4219
221						
SWO150978-3	1	FLOOR SCRUBBER ANNUAL SERVIC	Invoice	05/06/2025	376.12	221-4-5400-4401
Total 52384 FAIRCHILD EQUIPMENT, INC:					2,354.09	
FASTENAL COMPANY						
101						
MNELK142010	1	SUPPLIES - VENDING	Invoice	04/30/2025	165.03	101-4-5110-4219
101						
MNELK142010	2	SUPPLIES - VENDING	Invoice	04/30/2025	150.63	101-4-3120-4219
101						
MNELK142050	1	SUPPLIES - VENDING	Invoice	05/02/2025	22.74	101-4-5110-4219
101						
MNELK142050	2	SUPPLIES - VENDING	Invoice	05/02/2025	44.08	101-4-3120-4219
101						
MNELK142153	1	SUPPLIES-CORDLESS BLOWER KIT	Invoice	05/08/2025	384.98	101-4-1600-4219
101						
MNELK142154	1	SUPPLIES - VENDING	Invoice	05/09/2025	6.06	101-4-1600-4219
101						
MNELK142154	2	SUPPLIES - VENDING	Invoice	05/09/2025	217.71	101-4-3120-4219
101						
MNELK142154	3	SUPPLIES - VENDING	Invoice	05/09/2025	57.12	101-4-5110-4219
Total 18453 FASTENAL COMPANY:					1,048.35	
FERRIS FAMILY FARM LLC						
101						
5-1-25 FM	1	FARMERS MKT - MAR-MAY 25	Invoice	05/01/2025	39.00	101-4-5230-4219
Total 13020 FERRIS FAMILY FARM LLC:					39.00	
FLEETPRIDE						
101						
125414575	1	PARTS #700	Invoice	05/01/2025	72.22	101-4-5110-4221
101						
125703502	1	PARTS	Invoice	05/13/2025	13.48	101-4-2320-4221
Total 11711 FLEETPRIDE:					85.70	
FLOCK GROUP INC						
290						
INV-64224	1	FLOCK SAFETY IMPLEMENTATION-P	Invoice	05/09/2025	9,000.00	290-4-1350-4219
Total 52311 FLOCK GROUP INC:					9,000.00	
GARVIN BROTHERS LLC						
101						
5-1-25 FM	1	FARMERS MKT - APR-MAY 25	Invoice	05/01/2025	81.00	101-4-5230-4219

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 14551 GARVIN BROTHERS LLC:					81.00	
GESTALT ENGINEERING LLC						
228						
1293	1	LANDFILL ASSIST - APR	Invoice	05/01/2025	210.00	228-4-7000-4319
Total 14099 GESTALT ENGINEERING LLC:					210.00	
GLOBAL RESERVE LLC - GRD						
603						
ORD-16738	1	THC PRODUCTS	Invoice	05/05/2025	264.00	603-4-9151-4256
Total 15311 GLOBAL RESERVE LLC - GRD:					264.00	
GOPHER STATE ONE-CALL INC						
602						
5040376	1	APRIL TICKETS	Invoice	04/30/2025	531.90	602-4-9050-4404
Total 20150 GOPHER STATE ONE-CALL INC:					531.90	
GRAINGER						
101						
9493158035	1	PARTS #238	Invoice	05/01/2025	30.58	101-4-3120-4221
101						
9500368189	1	SUPPLIES - STRAINERS	Invoice	05/08/2025	31.08	101-4-5110-4219
101						
9503412661	1	EYE WASH CARTRIDGE	Invoice	05/12/2025	261.77	101-4-2310-4219
101						
9503412679	1	SHOP TOOLS	Invoice	05/12/2025	19.75	101-4-3150-4219
Total 20300 GRAINGER:					343.18	
GRANITE CITY JOBBING CO						
603						
451969	1	POP/MISC	Invoice	04/25/2025	817.95	603-4-9111-4255
603						
451969	2	FREIGHT	Invoice	04/25/2025	5.00	603-4-9111-4332
603						
451969	3	SUPPLIES	Invoice	04/25/2025	237.78	603-4-9112-4219
603						
453447	1	POP/MISC	Invoice	05/02/2025	830.28	603-4-9111-4255
603						
453447	2	FREIGHT	Invoice	05/02/2025	5.00	603-4-9111-4332
603						
453447	3	SUPPLIES	Invoice	05/02/2025	32.57	603-4-9112-4219
603						
453458	1	POP/MISC	Invoice	05/02/2025	894.88	603-4-9151-4255
603						
453458	2	SUPPLIES	Invoice	05/02/2025	17.25	603-4-9152-4219
603						
453458	3	FREIGHT	Invoice	05/02/2025	5.00	603-4-9151-4332
603						
454949	1	POP/MISC	Invoice	05/09/2025	1,243.17	603-4-9111-4255
603						
454949	2	FREIGHT	Invoice	05/09/2025	5.00	603-4-9111-4332

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
454949	3	SUPPLIES	Invoice	05/09/2025	130.59	603-4-9112-4219
603						
454950	1	FREIGHT	Invoice	05/09/2025	5.00	603-4-9151-4332
603						
454950	2	SUPPLIES	Invoice	05/09/2025	32.57	603-4-9152-4219
603						
454950	3	SUPPLIES	Invoice	05/09/2025	914.21	603-4-9151-4255
Total 10654 GRANITE CITY JOBBING CO:					5,176.25	
GUARDIAN FLEET SAFETY LLC						
410						
302224	1	SQUAD 619 SET-UP - TZD GRANT	Invoice	04/15/2025	26,425.22	410-4-2110-4560
410						
302382	1	SQUAD 619 SET - UP - TZD GRANT	Invoice	05/08/2025	678.57	410-4-2110-4560
Total 14914 GUARDIAN FLEET SAFETY LLC:					27,103.79	
HAWKINS & BAUMGARTNER, P.A.						
101						
5/7/25	1	MAY PROSECUTION SVCS	Invoice	05/07/2025	18,128.42	101-4-1400-4304
Total 21048 HAWKINS & BAUMGARTNER, P.A.:					18,128.42	
HAYDEN HAE						
101						
5-1-25 FM	1	FARMERS MKT - JAN-MAY 25	Invoice	05/01/2025	11.00	101-4-5230-4219
Total 15333 HAYDEN HAE:					11.00	
HEARTLAND TIRE, INC.						
101						
9046689	1	TIRES STOCK	Invoice	05/07/2025	1,314.00	101-4-2120-4221
101						
9046708	1	TIRES #620	Invoice	05/07/2025	614.00	101-4-2120-4221
Total 14883 HEARTLAND TIRE, INC.:					1,928.00	
HOME DEPOT CREDIT SERVICES						
602						
1512973	1	SUPPLIES	Invoice	04/30/2025	23.66	602-4-9020-4219
101						
4101128	1	SUPPLIES CREDIT	Invoice	05/07/2025	16.36-	101-4-5110-4219
101						
4101129	1	SUPPLIES	Invoice	05/07/2025	34.84	101-4-5110-4219
101						
4521454	1	SUPPLIES	Invoice	05/07/2025	16.36	101-4-5110-4219
101						
9614873	1	SUPPLIES	Invoice	05/12/2025	2.71	101-4-5110-4219
Total 21600 HOME DEPOT CREDIT SERVICES:					61.21	
HUMERATECH						
221						
250464	1	HUMIDITY SENSOR REPAIR	Invoice	05/09/2025	771.00	221-4-5400-4401

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 11926 HUMERATECH:					771.00	
ISD 728-COMMUNITY EDUCATION						
101						
2425-2477 MAR-APR	1	GYM RENTAL MAR APR VB	Invoice	05/06/2025	480.00	101-4-5220-4412
Total 21985 ISD 728-COMMUNITY EDUCATION:					480.00	
JAMES P WOOD JR						
221						
050825	1	ANNOUNCING SEMI & FINAL GAMES	Invoice	05/08/2025	400.00	221-4-5400-4319
Total 13226 JAMES P WOOD JR:					400.00	
JEREMY ROSS						
101						
5092025	1	PAINTING CLASS-MAGIC IN THE GA	Invoice	05/06/2025	245.00	101-4-5510-4409
Total 15122 JEREMY ROSS:					245.00	
JOE STREMCCHA						
101						
5062025 JS	1	REIMB LODGING/MILEAGE STREMC	Invoice	05/06/2025	468.54	101-4-1310-4331
Total 15057 JOE STREMCCHA:					468.54	
JOHN CHALMERS						
602						
5-7-25 WWTP	1	HYBRID SUNFISH	Invoice	05/07/2025	265.00	602-4-9020-4219
Total 52392 JOHN CHALMERS:					265.00	
JOHNSON BROS LIQUOR						
603						
2783210	1	LIQUOR	Invoice	05/06/2025	165.20	603-4-9111-4251
603						
2783211	1	WINE	Invoice	05/06/2025	1,312.31	603-4-9111-4253
603						
2783212	1	THC PRODUCTS	Invoice	05/06/2025	141.29	603-4-9111-4256
603						
2783646	1	LIQUOR	Invoice	05/07/2025	2,525.00	603-4-9111-4251
603						
2783646	2	FREIGHT	Invoice	05/07/2025	40.89	603-4-9111-4332
603						
2783647	1	WINE	Invoice	05/07/2025	276.00	603-4-9111-4253
603						
2783647	2	FREIGHT	Invoice	05/07/2025	12.18	603-4-9111-4332
603						
2783650	1	LIQUOR	Invoice	05/07/2025	4,135.38	603-4-9111-4251
603						
2783650	2	FREIGHT	Invoice	05/07/2025	38.28	603-4-9111-4332
603						
2783651	1	LIQUOR	Invoice	05/07/2025	2,807.00	603-4-9151-4251
603						
2783651	2	FREIGHT	Invoice	05/07/2025	52.20	603-4-9151-4332

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
2783652	1	WINE	Invoice	05/07/2025	3,806.20	603-4-9151-4253
603						
2783652	2	FREIGHT	Invoice	05/07/2025	71.34	603-4-9151-4332
603						
2783653	1	THC PRODUCTS	Invoice	05/07/2025	205.56	603-4-9151-4256
603						
2786045	1	LIQUOR	Invoice	05/09/2025	165.20	603-4-9111-4251
603						
2786045	2	FREIGHT	Invoice	05/09/2025	8.70	603-4-9111-4332
603						
2786046	1	WINE	Invoice	05/09/2025	1,208.31	603-4-9111-4253
603						
2786046	2	FREIGHT	Invoice	05/09/2025	22.62	603-4-9111-4332
603						
2786047	1	THC PRODUCTS	Invoice	05/09/2025	141.29	603-4-9111-4256
603						
2788664	1	WINE	Invoice	05/14/2025	288.00	603-4-9151-4253
603						
2788664	2	FREIGHT	Invoice	05/14/2025	4.35	603-4-9151-4332
603						
2788670	1	LIQUOR	Invoice	05/14/2025	858.00	603-4-9151-4251
603						
2788670	2	FREIGHT	Invoice	05/14/2025	17.55	603-4-9151-4332
603						
2788671	1	WINE	Invoice	05/14/2025	48.75	603-4-9151-4253
603						
2788671	2	FREIGHT	Invoice	05/14/2025	.59	603-4-9151-4332
603						
2788672	1	LIQUOR	Invoice	05/14/2025	1,236.91	603-4-9151-4251
603						
2788672	2	FREIGHT	Invoice	05/14/2025	8.70	603-4-9151-4332
Total 22775 JOHNSON BROS LIQUOR:					19,597.80	
JUNKYARD BREWING COMPANY						
603						
7808	1	BEER	Invoice	05/05/2025	151.00	603-4-9151-4252
603						
7808	2	THC PRODUCTS	Invoice	05/05/2025	168.00	603-4-9151-4256
Total 14086 JUNKYARD BREWING COMPANY:					319.00	
KAREN WINGARD						
101						
050625	1	REIMB PHONE JAN-APRIL 2025 - WIN	Invoice	05/06/2025	120.00	101-4-5210-4321
101						
050625	2	REIMB MILEAGE JAN-APRIL 2025 WI	Invoice	05/06/2025	43.40	101-4-5210-4331
Total 36448 KAREN WINGARD:					163.40	
KEN ROUSH						
101						
5-1-25 FM	1	FARMERS MKT - JAN 25	Invoice	05/01/2025	5.00	101-4-5230-4219
Total 52391 KEN ROUSH:					5.00	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
KRISS PREMIUM PRODUCTS, INC						
221						
194410	1	WATER TREATMENT CHEMICALS	Invoice	05/02/2025	268.00	221-4-5400-4219
Total 23297 KRISS PREMIUM PRODUCTS, INC:					268.00	
LAKE STATE RECYCLING INC						
603						
42525	1	CARDBOARD RECYCLING-NB	Invoice	04/25/2025	150.00	603-4-9112-4389
603						
42526	1	CARDBOARD RECYCLING	Invoice	05/07/2025	150.00	603-4-9152-4389
Total 13119 LAKE STATE RECYCLING INC:					300.00	
LEAGUE OF MN CITIES INS TRUST						
291						
24358 & 24336	1	WORK COMP CLAIMS	Invoice	05/01/2025	4,035.60	291-4-7000-4109
Total 23800 LEAGUE OF MN CITIES INS TRUST:					4,035.60	
LEAST SERVICES/COUNSELING						
101						
1696	1	COUNSELING & CHECK-UPS	Invoice	05/08/2025	490.00	101-4-2110-4319
Total 15055 LEAST SERVICES/COUNSELING:					490.00	
LINDSAY BRANDNER						
101						
05142025	1	REIMB MLG-TRAINING BRANDNER	Invoice	04/22/2025	248.80	101-4-2110-4331
Total 13422 LINDSAY BRANDNER:					248.80	
M T I DISTRIBUTING INC						
101						
1469207-00	1	PARTS #723	Invoice	05/02/2025	546.68	101-4-5110-4221
101						
1469781-00	1	PARTS #723	Invoice	05/12/2025	78.40	101-4-5110-4221
101						
1469781-01	1	PARTS #723	Invoice	05/12/2025	21.42	101-4-5110-4221
101						
1472106-00	1	PARTS #723	Invoice	05/06/2025	833.57	101-4-5110-4221
Total 24475 M T I DISTRIBUTING INC:					1,480.07	
MACQUEEN EQUIPMENT LLC						
101						
P64611	1	PARTS #309	Invoice	04/29/2025	1,556.26	101-4-3120-4221
Total 24575 MACQUEEN EQUIPMENT LLC:					1,556.26	
MADDEN GALANTER HANSEN, PLLC						
101						
05062025	1	APRIL LEGAL SERVICES	Invoice	05/05/2025	67.50	101-4-2110-4319
Total 52388 MADDEN GALANTER HANSEN, PLLC:					67.50	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
MARCO HOLDINGS LLC						
101						
CM623385-REV	1	REVERSE CREDIT - REC'D IN ERRO	Invoice	05/12/2025	89.78	101-4-1350-4404
101						
INV13837522	1	CISCO DUO ADV SUBSCRIPTIONS	Invoice	05/05/2025	2,034.00	101-4-1350-4404
Total 24714 MARCO HOLDINGS LLC:					2,123.78	
MARTIES INC						
602						
258	1	FERTILIZER	Invoice	05/05/2025	60.98	602-4-9020-4219
Total 15079 MARTIES INC:					60.98	
MAVERICK BEVERAGE CO MN LLC						
603						
INV1596348	1	LIQUOR	Invoice	05/07/2025	1,453.98	603-4-9111-4251
603						
INV1596348	2	FREIGHT	Invoice	05/07/2025	12.00	603-4-9111-4332
Total 14588 MAVERICK BEVERAGE CO MN LLC:					1,465.98	
MENARDS - ELK RIVER						
602						
4-30-25 MENARDS	1	SUPPLIES	Invoice	04/30/2025	1,023.71	602-4-9020-4219
101						
4-30-25 MENARDS	2	SUPPLIES	Invoice	04/30/2025	798.78	101-4-5110-4219
221						
4-30-25 MENARDS	3	SUPPLIES	Invoice	04/30/2025	338.55	221-4-5400-4219
101						
4-30-25 MENARDS	4	SUPPLIES	Invoice	04/30/2025	225.70	101-4-1600-4219
101						
4-30-25 MENARDS	5	TRAINING SUPPLIES	Invoice	04/30/2025	177.77	101-4-2320-4331
101						
4-30-25 MENARDS	6	SUPPLIES	Invoice	04/30/2025	87.50	101-4-2320-4219
603						
4-30-25 MENARDS	7	SUPPLIES	Invoice	04/30/2025	57.97	603-4-9152-4219
602						
4-30-25 MENARDS	8	SUPPLIES	Invoice	04/30/2025	51.85	602-4-9050-4219
101						
4-30-25 MENARDS	9	SUPPLIES	Invoice	04/30/2025	38.96	101-4-2190-4219
101						
4-30-25 MENARDS	10	SUPPLIES	Invoice	04/30/2025	25.78	101-4-2310-4219
101						
4-30-25 MENARDS	11	SUPPLIES	Invoice	04/30/2025	31.93	101-4-2150-4219
603						
4-30-25 MENARDS	12	REPAIR SUPPLIES - NB	Invoice	04/30/2025	11.43	603-4-9112-4219
Total 25145 MENARDS - ELK RIVER:					2,869.93	
METRO PRODUCTS LLC						
101						
185995	1	SHOP STOCK	Invoice	04/28/2025	11.95	101-4-3150-4219
Total 52382 METRO PRODUCTS LLC:					11.95	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
MICEK REVOCABLE FAMILY TRUST						
403						
4-18-25 MICEK	1	LINE AVENUE EASEMENT	Invoice	05/14/2025	22,800.00	403-4-8440-4440
Total 52398 MICEK REVOCABLE FAMILY TRUST:					22,800.00	
MINNESOTA FIRE SERVICE CERT BOARD						
101						
13866	1	FF II CERTIFICATION EXAMS	Invoice	04/21/2025	992.00	101-4-2320-4331
Total 26360 MINNESOTA FIRE SERVICE CERT BOARD:					992.00	
MN DEPT OF LABOR & INDUSTRY						
101						
APRIL 2025 BP	1	BP SURCHARGE - APR CONF #APRIL	Invoice	05/08/2025	5,895.68	101-3-0000-3233
Total 26180 MN DEPT OF LABOR & INDUSTRY:					5,895.68	
MULTI SERVICE TECHNOLOGY						
602						
165954 - 17238EA8	1	SUPPLIES	Invoice	05/06/2025	181.96	602-4-9020-4219
Total 15178 MULTI SERVICE TECHNOLOGY:					181.96	
NAPA OF ELK RIVER, LLC						
101						
291796	1	PARTS #619 - FLOOR LINER	Invoice	05/01/2025	125.57	101-4-2120-4221
101						
291797	1	PARTS #612 - FLOOR LINER	Invoice	05/01/2025	125.57	101-4-2120-4221
602						
292127	1	SUPPLIES	Invoice	05/05/2025	26.01	602-4-9020-4219
Total 52338 NAPA OF ELK RIVER, LLC:					277.15	
NATALIE ANDERSON						
101						
4152025 NA	1	REIMB MILEAGE FEB-APR	Invoice	04/15/2025	212.80	101-4-5510-4331
Total 10109 NATALIE ANDERSON:					212.80	
NATASHAS PIEROGI						
101						
5-1-25 FM	1	FARMERS MKT - MAY 25	Invoice	05/01/2025	5.00	101-4-5230-4219
Total 15234 NATASHAS PIEROGI:					5.00	
NOTHING BUT HEMP						
603						
3558	1	THC PRODUCTS	Invoice	05/08/2025	410.00	603-4-9151-4256
Total 15262 NOTHING BUT HEMP:					410.00	
OFFICE OF MNIT SERVICES						
101						
DV25040455	1	INTERNET (WAN) SVCS	Invoice	05/09/2025	191.00	101-4-1350-4404

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 14954 OFFICE OF MNIT SERVICES:					191.00	
OLD TIME WOODEN NICKEL CO						
101						
250256	1	FARMERS MARKET TOKENS	Invoice	05/05/2025	252.76	101-4-5230-4219
Total 12316 OLD TIME WOODEN NICKEL CO:					252.76	
OXYGEN SERVICE CO, INC						
101						
3617200	1	CYLINDER RENTALS	Invoice	04/30/2025	182.30	101-4-3150-4219
Total 28960 OXYGEN SERVICE CO, INC:					182.30	
PAUSTIS WINE COMPANY						
603						
265213	1	WINE	Invoice	05/08/2025	304.00	603-4-9111-4253
603						
265213	2	FREIGHT	Invoice	05/08/2025	7.50	603-4-9111-4332
Total 29251 PAUSTIS WINE COMPANY:					311.50	
PERFECTION PLUS, INC.						
101						
315948	1	CLEANING SVCS - TROTT BARN	Invoice	05/01/2025	60.00	101-4-5210-4401
211						
315949	1	CLEANING SVCS - MAY	Invoice	05/01/2025	2,490.00	211-4-5600-4405
Total 12651 PERFECTION PLUS, INC.:					2,550.00	
PHILLIPS WINE & SPIRITS CO						
603						
6972353	1	LIQUOR	Invoice	05/07/2025	1,726.11	603-4-9111-4251
603						
6972353	2	FREIGHT	Invoice	05/07/2025	34.80	603-4-9111-4332
603						
6972354	1	WINE	Invoice	05/07/2025	535.90	603-4-9111-4253
603						
6972354	2	FREIGHT	Invoice	05/07/2025	24.36	603-4-9111-4332
603						
6972355	1	POP/MISC	Invoice	05/07/2025	706.05	603-4-9111-4255
603						
6972355	2	FREIGHT	Invoice	05/07/2025	27.60	603-4-9111-4332
603						
6972356	1	THC PRODUCTS	Invoice	05/07/2025	784.00	603-4-9111-4256
603						
6972357	1	LIQUOR	Invoice	05/07/2025	306.83	603-4-9151-4251
603						
6972357	2	FREIGHT	Invoice	05/07/2025	5.22	603-4-9151-4332
603						
6972358	1	WINE	Invoice	05/07/2025	170.40	603-4-9151-4253
603						
6972358	2	FREIGHT	Invoice	05/07/2025	10.44	603-4-9151-4332
603						
6972359	1	POP/MISC	Invoice	05/07/2025	37.80	603-4-9151-4255

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
6972359	2	FREIGHT	Invoice	05/07/2025	1.74	603-4-9151-4332
603						
6972360	1	THC PRODUCTS	Invoice	05/07/2025	280.00	603-4-9151-4256
603						
6976298	1	LIQUOR	Invoice	05/14/2025	405.00	603-4-9151-4251
603						
6976298	2	FREIGHT	Invoice	05/14/2025	15.66	603-4-9151-4332
603						
6976299	1	WINE	Invoice	05/14/2025	101.05	603-4-9151-4253
603						
6976299	2	FREIGHT	Invoice	05/14/2025	3.48	603-4-9151-4332
603						
6976304	1	LIQUOR	Invoice	05/14/2025	373.76	603-4-9151-4251
603						
6976304	2	FREIGHT	Invoice	05/14/2025	6.96	603-4-9151-4251
603						
6976305	1	WINE	Invoice	05/14/2025	426.50	603-4-9151-4253
603						
6976305	2	FREIGHT	Invoice	05/14/2025	24.36	603-4-9151-4332
603						
6976306	1	POP/MISC	Invoice	05/14/2025	67.20	603-4-9151-4255
603						
6976306	2	FREIGHT	Invoice	05/14/2025	1.74	603-4-9151-4332
603						
6976307	1	THC PRODUCTS	Invoice	05/14/2025	168.00	603-4-9151-4256
Total 29665 PHILLIPS WINE & SPIRITS CO:					6,244.96	
PITNEY BOWES GLOBAL FINANCIAL SVCS						
101						
3107215864	1	LEASE 3/28-6/27/25 - POSTAGE MAC	Invoice	05/09/2025	433.05	101-4-1210-4404
Total 15143 PITNEY BOWES GLOBAL FINANCIAL SVCS:					433.05	
PRYES BREWING COMPANY LLC						
603						
W-97747	1	BEER	Invoice	05/09/2025	129.00	603-4-9151-4252
603						
W-97963	1	BEER	Invoice	05/13/2025	453.00	603-4-9111-4252
Total 52318 PRYES BREWING COMPANY LLC:					582.00	
R & R SPECIALTIES OF WISC INC						
221						
85395-IN	1	NEW ZAM CHARGER CORD	Invoice	05/13/2025	275.00	221-4-5400-4219
Total 30700 R & R SPECIALTIES OF WISC INC:					275.00	
RANDINE KARNITZ						
101						
5-1-25 FM	1	FARMERS MKT - MAR-MAY 25	Invoice	05/01/2025	30.00	101-4-5230-4219
Total 52290 RANDINE KARNITZ:					30.00	
REPUBLIC SERVICES #899						

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
899-004750160	1	APR COMM GARBAGE SVC	Invoice	04/30/2025	140.23	101-4-1600-4389
101						
899-004750160	2	APR COMM GARBAGE SVC	Invoice	04/30/2025	261.73	101-4-2190-4389
101						
899-004750160	3	APR COMM GARBAGE SVC	Invoice	04/30/2025	1,100.08	101-4-3120-4389
603						
899-004750160	4	APR COMM GARBAGE SVC	Invoice	04/30/2025	89.06	603-4-9112-4389
603						
899-004750160	5	APR COMM GARBAGE SVC	Invoice	04/30/2025	89.06	603-4-9152-4389
602						
899-004750160	6	APR COMM GARBAGE SVC	Invoice	04/30/2025	148.66	602-4-9020-4389
602						
899-004750160	7	APR COMM GARBAGE SVC	Invoice	04/30/2025	155.62	602-4-9020-4384
101						
899-004750160	8	APR COMM GARBAGE SVC-FS 1	Invoice	04/30/2025	98.72	101-4-2310-4389
101						
899-004750160	9	APR COMM GARBAGE SVC-FS 3	Invoice	04/30/2025	141.78	101-4-2310-4389
221						
899-004750160	10	APR COMM GARBAGE SVC	Invoice	04/30/2025	519.80	221-4-5400-4389
228						
899-004750160	11	APR COMM GARBAGE SVC	Invoice	04/30/2025	288.25	228-4-7000-4389
101						
899-004750160	12	APR COMM GARBAGE SVC	Invoice	04/30/2025	670.06	101-4-5110-4389
211						
899-004750160	13	APR COMM GARBAGE SVC	Invoice	04/30/2025	64.47	211-4-5600-4389
605						
899-004750160	14	APR COMM GARBAGE SVC	Invoice	04/30/2025	691.00	605-4-9230-4384
101						
899-004750582	1	APR GARBAGE SVC - RIVERS EDGE	Invoice	04/30/2025	395.61	101-4-5110-4389
605						
899-004751440	1	RESIDENTIAL GARBAGE SVC	Invoice	04/30/2025	100,732.63	605-4-9210-4409
605						
899-004751440	2	DIVERT TRASH TO DIF LOC-WM WA	Invoice	04/30/2025	9,765.39	605-4-9210-4409
Total 10407 REPUBLIC SERVICES #899:					115,352.15	
SAMANTHA HEDIN						
101						
5-1-25 FM	1	FARMERS MKT - MAR-MAY 25	Invoice	05/01/2025	31.00	101-4-5230-4219
Total 15335 SAMANTHA HEDIN:					31.00	
SANITATION PRODUCTS INC						
101						
92787	1	PARTS #88	Invoice	04/29/2025	769.57	101-4-3120-4221
Total 52385 SANITATION PRODUCTS INC:					769.57	
SHAMROCK GROUP INC						
603						
122-00136	1	ICE	Invoice	04/28/2025	238.32	603-4-9111-4255
603						
122-00181	1	ICE	Invoice	05/05/2025	205.30	603-4-9151-4255
603						
122-00182	1	ICE	Invoice	05/05/2025	196.22	603-4-9111-4255

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
122-00253	1	ICE	Invoice	05/12/2025	339.68	603-4-9111-4255
603						
122-00253	2	FREIGHT	Invoice	05/12/2025	4.00	603-4-9111-4332
603						
122-00258	1	ICE	Invoice	05/12/2025	193.24	603-4-9151-4255
603						
122-00258	2	FREIGHT	Invoice	05/12/2025	4.00	603-4-9151-4332
Total 12909 SHAMROCK GROUP INC:					1,180.76	
SHANNON GILBERTSON						
101						
24661352824	1	ENGRAVED PLAQUE-HELDT	Invoice	05/01/2025	94.59	101-4-1110-4440
Total 14724 SHANNON GILBERTSON:					94.59	
SHERBURNE CO SHERIFF'S OFFICE						
101						
05-2025 SAFE ROADS	1	1ST QTR 2025 - SAFE ROADS	Invoice	05/15/2025	3,663.68	101-4-2120-4440
101						
202508	1	MHZ RADIO MAINT-FIRE	Invoice	04/29/2025	9,120.00	101-4-2320-4404
290						
202509	1	MHZ RADIO MAINT - PS AID	Invoice	04/29/2025	7,040.00	290-4-2330-4219
101						
202512	1	MHZ RADIO MAINT-EOC	Invoice	04/29/2025	480.00	101-4-2330-4404
101						
202513	1	MHZ RADIO MAINT-PARK & REC	Invoice	04/29/2025	720.00	101-4-2330-4404
101						
202514	1	MHZ RADIO MAINT-STREETS	Invoice	04/29/2025	2,160.00	101-4-2330-4404
101						
202515	1	MHZ RADIO MAINT-BLDG DIV	Invoice	04/29/2025	800.00	101-4-2330-4404
101						
202516	1	MHZ RADIO MAINT-WW	Invoice	04/29/2025	160.00	101-4-2330-4404
Total 32240 SHERBURNE CO SHERIFF'S OFFICE:					24,143.68	
SHERWIN-WILLIAMS						
101						
7979-9	1	PAINT	Invoice	05/07/2025	144.46	101-4-2190-4219
Total 32280 SHERWIN-WILLIAMS:					144.46	
SNAP-ON INDUSTRIAL						
101						
ARV/64573457	1	SHOP TOOLS	Invoice	05/01/2025	70.43	101-4-3150-4219
101						
ARV/64573457	2	SNAP-ON ZEUS SOFTWARE	Invoice	05/01/2025	1,328.17	101-4-3150-4409
101						
ARV/64573457	3	SOFTWARE UPDATE	Invoice	05/01/2025	255.46	101-4-3150-4409
Total 32650 SNAP-ON INDUSTRIAL:					1,654.06	
SORENSEN CONSULTING						
101						
ER:2.25	1	TRAINING-COUNCIL RETREAT	Invoice	05/08/2025	400.00	101-4-1110-4331

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 14299 SORENSEN CONSULTING:					400.00	
SOUTHERN GLAZER'S WINE & SPIRITS OF MN						
603						
2621235	1	LIQUOR	Invoice	05/08/2025	554.31	603-4-9151-4251
603						
2621235	2	FREIGHT	Invoice	05/08/2025	5.12	603-4-9151-4332
603						
2621236	1	WINE	Invoice	05/08/2025	502.12	603-4-9151-4253
603						
2621236	2	FREIGHT	Invoice	05/08/2025	8.96	603-4-9151-4332
603						
2621237	1	FREIGHT	Invoice	05/08/2025	2.56	603-4-9151-4332
603						
9631680-1 REV CR	1	REVERSE CREDIT-FREIGHT	Invoice	05/12/2025	1.28	603-4-9151-4332
Total 8000 SOUTHERN GLAZER'S WINE & SPIRITS OF MN:					1,074.35	
603						
2621231	1	LIQUOR	Invoice	05/08/2025	5,244.47	603-4-9111-4251
603						
2621231	2	FREIGHT	Invoice	05/08/2025	46.25	603-4-9111-4332
603						
2621232	1	POP/MISC	Invoice	05/08/2025	112.00	603-4-9111-4255
603						
2621232	2	FREIGHT	Invoice	05/08/2025	6.25	603-4-9111-4332
603						
2621233	1	WINE	Invoice	05/08/2025	656.96	603-4-9111-4253
603						
2621233	2	FREIGHT	Invoice	05/08/2025	13.54	603-4-9111-4332
603						
2621234	1	FREIGHT	Invoice	05/08/2025	3.75	603-4-9111-4332
603						
9584581	1	LIQUOR CREDIT	Invoice	06/07/2024	300.00-	603-4-9111-4251
603						
9588529	1	WINE CREDIT	Invoice	07/01/2024	72.00-	603-4-9111-4253
603						
9594663	1	WINE CREDIT	Invoice	08/01/2024	16.29-	603-4-9111-4253
603						
9594664	1	WINE CREDIT	Invoice	08/01/2024	102.90-	603-4-9111-4253
603						
9610774	1	WINE CREDIT	Invoice	11/07/2024	14.96-	603-4-9111-4253
603						
9613437	1	WINE CREDIT	Invoice	11/22/2024	44.02-	603-4-9111-4253
603						
9614481-2	1	WINE CREDIT	Invoice	11/29/2024	68.00-	603-4-9111-4253
Total 11314 SOUTHERN GLAZER'S WINE & SPIRITS OF MN:					5,465.05	
STACEY HAUGEN						
101						
5-1-25 FM	1	FARMERS MKT - MAR 25	Invoice	05/01/2025	10.00	101-4-5230-4219
Total 52390 STACEY HAUGEN:					10.00	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
STEPHANIE DOLLANSKY						
101						
5-1-25 FM	1	FARMERS MKT MAR-MAY 25	Invoice	05/01/2025	65.00	101-4-5230-4219
Total 15257 STEPHANIE DOLLANSKY:					65.00	
STOP STICK, LTD						
101						
2025-36264	1	STOP STICKS	Invoice	05/07/2025	71.00	101-4-2120-4219
Total 52394 STOP STICK, LTD:					71.00	
STREICHER'S						
101						
CM301692	1	AMMUNITION	Invoice	01/23/2025	5,466.60-	101-4-2120-4219
101						
CM302202	1	RETURN UNIFORMS - NEW OFFICER	Invoice	03/17/2025	140.00-	101-4-2120-4217
101						
CM302203	1	RETURN CREDIT	Invoice	03/17/2025	59.96-	101-4-2120-4217
101						
I1750951	1	UNIFORMS - LBV	Invoice	03/13/2025	476.89	101-4-2120-4217
101						
I1750957	1	UNIFORMS - LBV	Invoice	03/13/2025	58.99	101-4-2120-4217
101						
I1751129	1	INITIAL ISSUE - NEW OFFICERS	Invoice	03/13/2025	140.00	101-4-2120-4217
101						
I1758570	1	UNIFORMS -LBV DEPARTMENT ISSU	Invoice	04/22/2025	5,304.93	101-4-2120-4217
Total 33300 STREICHER'S:					314.25	
STREICHER'S INC						
101						
I1760533	1	UNIFORMS - KUHNLY	Invoice	05/05/2025	283.94	101-4-2110-4217
Total 52346 STREICHER'S INC:					283.94	
SUPERIOR CAPITAL HOLDINGS						
101						
2504427	1	PAGER REPAIR	Invoice	04/24/2025	35.00	101-4-2320-4219
Total 15211 SUPERIOR CAPITAL HOLDINGS:					35.00	
SUSAN D COLLINS						
101						
050825	1	INSTRUCTOR FEE 5/8/25	Invoice	05/08/2025	192.00	101-4-5510-4409
Total 15209 SUSAN D COLLINS:					192.00	
SYSCO MINNESOTA INC						
221						
547895259	1	CONCESSIONS FOOD/BEVERAGES	Invoice	05/08/2025	668.51	221-4-5430-4259
Total 12551 SYSCO MINNESOTA INC:					668.51	
TEAM LABORATORY CHEMICAL						
602						
INV0046344	1	SUPPLIES - FLUORESCENT GREEN	Invoice	05/08/2025	316.25	602-4-9020-4219

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 14016 TEAM LABORATORY CHEMICAL:					316.25	
THE WINE COMPANY						
603						
295771	1	WINE CREDIT	Invoice	03/26/2025	33.00-	603-4-9111-4253
603						
296058	1	WINE CREDIT	Invoice	03/28/2025	64.00-	603-4-9151-4253
603						
296058	2	FREIGHT CREDIT	Invoice	03/28/2025	3.00-	603-4-9151-4332
603						
299190	1	LIQUOR	Invoice	05/02/2025	454.00	603-4-9111-4251
603						
299190	2	WINE	Invoice	05/02/2025	880.00	603-4-9111-4253
603						
299190	3	FREIGHT	Invoice	05/02/2025	24.00	603-4-9111-4332
603						
299191	1	WINE	Invoice	05/02/2025	1,016.00	603-4-9151-4253
603						
299191	2	FREIGHT	Invoice	05/02/2025	25.20	603-4-9151-4332
Total 36423 THE WINE COMPANY:					2,299.20	
THREATLOCKER, INC.						
101						
INV-120155	1	THREATLOCKER	Invoice	05/01/2025	3,190.00	101-4-1350-4404
Total 15264 THREATLOCKER, INC.:					3,190.00	
TKDA						
602						
2025002111	1	UPLAND SANITARY SEWER DESIGN	Invoice	05/05/2025	910.00	602-4-9070-4319
Total 11555 TKDA:					910.00	
TRAFFIC & PARKING CONTROL CO INC						
101						
1801530	1	CROSSWALK REPAIR PARTS	Invoice	05/12/2025	1,632.87	101-4-3120-4226
Total 33858 TRAFFIC & PARKING CONTROL CO INC:					1,632.87	
TRANSPORT GRAPHICS						
410						
304399	1	SQUAD 619 - GRAPHICS/TZD GRANT	Invoice	04/30/2025	161.63	410-4-2110-4560
Total 34604 TRANSPORT GRAPHICS:					161.63	
TRANSUNION RISK & ALTERNATIVE						
101						
556261-202503-1	1	ONLINE INVESTIGATIVE SVCS	Invoice	04/01/2025	16.00-	101-4-2130-4433
101						
556261-202504-1	1	ONLINE INVESTIGATIVE SVCS	Invoice	05/01/2025	110.00	101-4-2130-4433
Total 12665 TRANSUNION RISK & ALTERNATIVE:					94.00	
TWIN CITY GARAGE DOOR-GARAGE DOOR STORE						

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
418299922	1	GATE REPAIR	Invoice	05/09/2025	2,775.00	101-4-3120-4401
Total 34925 TWIN CITY GARAGE DOOR-GARAGE DOOR STORE:					2,775.00	
TWIN PINES METROLOGY LTD						
602						
80004623	1	THERMOMETER CALIBRATION	Invoice	05/08/2025	351.00	602-4-9010-4404
Total 52395 TWIN PINES METROLOGY LTD:					351.00	
VIKING COCA-COLA CO						
603						
3670029	1	POP/MISC	Invoice	05/02/2025	483.20	603-4-9151-4255
603						
3670104	1	POP	Invoice	05/09/2025	833.10	603-4-9111-4255
Total 35725 VIKING COCA-COLA CO:					1,316.30	
VINOCOPIA						
603						
371892-IN	1	LIQUOR	Invoice	04/29/2025	300.00	603-4-9111-4251
603						
371892-IN	2	FREIGHT	Invoice	04/29/2025	2.50	603-4-9111-4332
603						
372987-IN	1	LIQUOR	Invoice	05/08/2025	292.25	603-4-9151-4251
603						
372988-IN	1	POP/MISC	Invoice	05/08/2025	240.00	603-4-9151-4255
603						
372988-IN	2	FREIGHT	Invoice	05/08/2025	21.00	603-4-9151-4332
603						
372993-IN	1	LIQUOR	Invoice	05/08/2025	270.50	603-4-9111-4251
603						
372994-IN	1	LIQUOR	Invoice	05/08/2025	225.50	603-4-9111-4251
603						
372995-IN	1	LIQUOR	Invoice	05/08/2025	369.75	603-4-9111-4251
603						
372995-IN	2	WINE	Invoice	05/08/2025	480.00	603-4-9111-4253
Total 35763 VINOCOPIA:					2,201.50	
WASTE MANAGEMENT						
602						
15004-0500-4	1	BIO SOLIDS HAULING-APR 25	Invoice	05/01/2025	30,986.01	602-4-9020-4409
605						
49629-1706-0	1	APR GARBAGE TIPPING FEES 4/16-4	Invoice	05/01/2025	35,546.68	605-4-9210-4384
Total 36033 WASTE MANAGEMENT:					66,532.69	
WEBB & GERRITSEN MN LLC						
221						
149289	1	CANDY	Invoice	05/02/2025	368.72	221-4-5430-4259
Total 15138 WEBB & GERRITSEN MN LLC:					368.72	
WSB & ASSOCIATES INC						

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
821						
R-028191-000-2	1	EAW SERVICES FOR CAPSTONE/SP	Invoice	04/30/2025	570.00	821-2200
Total 11334 WSB & ASSOCIATES INC:					570.00	
YALE MECHANICAL LLC						
603						
268344	1	HVAC MAINT	Invoice	04/30/2025	595.75	603-4-9152-4404
Total 36620 YALE MECHANICAL LLC:					595.75	
ZIEGLER INC						
101						
IN001901585	1	PARTS	Invoice	05/01/2025	139.31	101-4-3120-4221
101						
IN001901585	2	PARTS	Invoice	05/01/2025	139.31	101-4-5110-4221
101						
IN001903473	1	PARTS	Invoice	05/02/2025	121.84	101-4-3120-4221
101						
IN001906592	1	PARTS #311	Invoice	05/05/2025	99.08	101-4-3120-4221
101						
IN001906592	2	PARTS #700	Invoice	05/05/2025	99.08	101-4-5110-4221
101						
IN001912770	1	PARTS #318	Invoice	05/09/2025	124.96	101-4-3120-4221
Total 36900 ZIEGLER INC:					723.58	
Total :					732,533.66	
Grand Totals:					732,533.66	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
101-3-0000-3231	75.00	.00	75.00
101-3-0000-3233	5,895.68	.00	5,895.68
101-4-1110-4331	400.00	.00	400.00
101-4-1110-4440	94.59	.00	94.59
101-4-1210-4331	412.32	.00	412.32
101-4-1210-4404	433.05	.00	433.05
101-4-1210-4433	1,200.00	.00	1,200.00
101-4-1220-4201	65.40	.00	65.40
101-4-1310-4301	6,000.00	.00	6,000.00
101-4-1310-4331	468.54	.00	468.54
101-4-1350-4219	93.48	.00	93.48
101-4-1350-4404	5,504.78	.00	5,504.78
101-4-1400-4304	18,128.42	.00	18,128.42
101-4-1510-4359	438.60	.00	438.60
101-4-1600-4219	731.01	.00	731.01
101-4-1600-4389	140.23	.00	140.23
101-4-1600-4409	2,016.00	.00	2,016.00
101-4-2110-4217	283.94	.00	283.94
101-4-2110-4319	557.50	.00	557.50

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
101-4-2110-4331	263.79	.00	263.79
101-4-2120-4217	5,980.81	199.96-	5,780.85
101-4-2120-4219	71.00	5,516.55-	5,445.55-
101-4-2120-4221	2,179.14	.00	2,179.14
101-4-2120-4440	5,145.24	.00	5,145.24
101-4-2130-4319	160.00	.00	160.00
101-4-2130-4433	110.00	16.00-	94.00
101-4-2150-4219	42.59	.00	42.59
101-4-2150-4409	914.79	.00	914.79
101-4-2190-4219	1,236.61	.00	1,236.61
101-4-2190-4389	326.23	.00	326.23
101-4-2310-4217	312.14	.00	312.14
101-4-2310-4219	287.55	.00	287.55
101-4-2310-4321	131.13	.00	131.13
101-4-2310-4389	240.50	.00	240.50
101-4-2320-4219	939.90	.00	939.90
101-4-2320-4221	163.92	.00	163.92
101-4-2320-4321	51.83	.00	51.83
101-4-2320-4331	1,169.77	.00	1,169.77
101-4-2320-4404	9,120.00	.00	9,120.00
101-4-2330-4219	155.00	.00	155.00
101-4-2330-4389	136.39	.00	136.39
101-4-2330-4404	4,320.00	.00	4,320.00
101-4-2410-4331	38.50	.00	38.50
101-4-2410-4404	137.50	.00	137.50
101-4-3120-4201	82.17	.00	82.17
101-4-3120-4219	2,150.07	.00	2,150.07
101-4-3120-4221	3,737.88	.00	3,737.88
101-4-3120-4226	1,632.87	.00	1,632.87
101-4-3120-4389	1,100.08	.00	1,100.08
101-4-3120-4401	2,775.00	.00	2,775.00
101-4-3150-4219	932.48	.00	932.48
101-4-3150-4409	1,583.63	.00	1,583.63
101-4-5110-4219	10,060.61	16.36-	10,044.25
101-4-5110-4221	1,790.68	.00	1,790.68
101-4-5110-4389	4,209.64	.00	4,209.64
101-4-5110-4404	480.26	.00	480.26
101-4-5110-4409	2,400.00	.00	2,400.00
101-4-5210-4321	120.00	.00	120.00
101-4-5210-4331	43.40	.00	43.40
101-4-5210-4401	60.00	.00	60.00
101-4-5220-4219	109.38	.00	109.38
101-4-5220-4412	480.00	.00	480.00
101-4-5230-4219	3,444.76	.00	3,444.76
101-4-5510-4219	123.28	.00	123.28
101-4-5510-4331	212.80	.00	212.80
101-4-5510-4409	522.00	.00	522.00
211-4-5600-4389	64.47	.00	64.47
211-4-5600-4405	2,490.00	.00	2,490.00
221-4-5400-4219	3,019.13	.00	3,019.13
221-4-5400-4319	400.00	.00	400.00
221-4-5400-4389	519.80	.00	519.80
221-4-5400-4401	1,147.12	.00	1,147.12
221-4-5430-4219	362.78	.00	362.78
221-4-5430-4251	849.00	50.55-	798.45

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
221-4-5430-4252	344.15	438.95-	94.80-
221-4-5430-4259	1,842.35	.00	1,842.35
228-4-7000-4319	210.00	.00	210.00
228-4-7000-4389	288.25	.00	288.25
245-4-6210-4319	16,010.50	.00	16,010.50
290-4-1210-4409	875.00	.00	875.00
290-4-1350-4219	9,000.00	.00	9,000.00
290-4-2330-4219	7,040.00	.00	7,040.00
291-4-7000-4109	4,035.60	.00	4,035.60
292-4-2310-4319	15,104.50	.00	15,104.50
401-4-8010-4219	16,875.00	.00	16,875.00
403-4-8440-4440	34,900.00	.00	34,900.00
406-4-8010-4319	5,004.00	.00	5,004.00
410-4-2110-4560	27,265.42	.00	27,265.42
602-4-9010-4301	1,800.00	.00	1,800.00
602-4-9010-4319	594.30	.00	594.30
602-4-9010-4321	96.66	.00	96.66
602-4-9010-4404	351.00	.00	351.00
602-4-9020-4219	2,640.83	.00	2,640.83
602-4-9020-4384	155.62	.00	155.62
602-4-9020-4389	148.66	.00	148.66
602-4-9020-4404	13,521.00	.00	13,521.00
602-4-9020-4409	30,986.01	.00	30,986.01
602-4-9020-4417	311.00	.00	311.00
602-4-9050-4219	284.58	.00	284.58
602-4-9050-4389	1,344.58	.00	1,344.58
602-4-9050-4404	531.90	.00	531.90
602-4-9070-4319	910.00	.00	910.00
603-4-9111-4251	47,708.99	300.00-	47,408.99
603-4-9111-4252	92,943.96	538.76-	92,405.20
603-4-9111-4253	9,007.48	351.17-	8,656.31
603-4-9111-4255	5,863.88	20.25-	5,843.63
603-4-9111-4256	3,137.58	216.00-	2,921.58
603-4-9111-4332	577.06	1.45-	575.61
603-4-9112-4219	663.36	.00	663.36
603-4-9112-4301	1,500.00	.00	1,500.00
603-4-9112-4389	239.06	.00	239.06
603-4-9112-4404	158.34	.00	158.34
603-4-9151-4251	13,923.42	6.75-	13,916.67
603-4-9151-4252	55,663.70	487.80-	55,175.90
603-4-9151-4253	6,737.26	64.00-	6,673.26
603-4-9151-4255	3,366.97	.00	3,366.97
603-4-9151-4256	2,036.56	.00	2,036.56
603-4-9151-4332	307.69	3.00-	304.69
603-4-9152-4219	107.79	.00	107.79
603-4-9152-4301	1,500.00	.00	1,500.00
603-4-9152-4389	239.06	.00	239.06
603-4-9152-4404	699.45	.00	699.45
605-4-9210-4301	600.00	.00	600.00
605-4-9210-4319	2,293.15	.00	2,293.15
605-4-9210-4384	35,546.68	.00	35,546.68
605-4-9210-4409	110,498.02	.00	110,498.02
605-4-9230-4219	264.97	.00	264.97
605-4-9230-4384	691.00	.00	691.00
607-4-9310-4301	600.00	.00	600.00

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
607-4-9310-4319	868.71	.00	868.71
821-2200	27,070.00	.00	27,070.00
Grand Totals:	740,761.21	8,227.55-	732,533.66

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
00/00	740,761.21	8,227.55-	732,533.66
Grand Totals:	740,761.21	8,227.55-	732,533.66

Report Criteria:

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

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

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

Report Criteria:

Report type: Invoice detail

Vendor.Vendor number = {<>} 33029 {AND} {<>} 10051 {AND} {<>} 14623

Check.Type = {<>} "Adjustment"

Bank.Bank number = 1

[Report].Invoice GL Account = {<>} "1012040"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	Bank Number
129851										
05/25	05/13/2025	129851	34222	3RD LAIR SKATEPARK	CR3001	101-4-1110-4409	.00	750.00	750.00	1
Total 129851:							.00		750.00	
129852										
05/25	05/13/2025	129852	10138	A T & T MOBILITY	X04282025	101-4-2130-4433	.00	83.92	83.92	1
Total 129852:							.00		83.92	
129853										
05/25	05/13/2025	129853	10138	A T & T MOBILITY	X05032025	101-4-2110-4321	.00	3,913.71	3,913.71	1
Total 129853:							.00		3,913.71	
129854										
05/25	05/13/2025	129854	11832	ALL STATE COMMUNICATIONS	350536	221-4-5400-4401	.00	3,094.00	3,094.00	1
Total 129854:							.00		3,094.00	
129855										
05/25	05/13/2025	129855	14361	JIM'S MILLE LACS DISPOSAL	4-28-25 CLEA	228-4-7000-4409	.00	9,500.00	9,500.00	1
Total 129855:							.00		9,500.00	
129856										
05/25	05/13/2025	129856	26150	MN DEPT OF HEALTH	FBL-26659-35	101-4-5110-4219	.00	520.00	520.00	1
Total 129856:							.00		520.00	
129857										
05/25	05/13/2025	129857	26150	MN DEPT OF HEALTH	FBL-39964-22	101-4-5110-4219	.00	520.00	520.00	1

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	Bank Number
Total 129857:							.00		520.00	
129858										
05/25	05/13/2025	129858	28937	O'REILLY AUTOMOTIVE, INC	42825	101-4-1210-4404	.00	832.42	832.42	1
Total 129858:							.00		832.42	
129859										
05/25	05/14/2025	129859	15298	REPUBLIC SERVICES #894	899-00475058	101-4-5110-4389	.00	.00	.00	V 1
Total 129859:							.00		.00	
129860										
05/25	05/13/2025	129860	13048	STEP SAVER INC	183155	101-4-2190-4219	.00	93.00	93.00	1
Total 129860:							.00		93.00	
129861										
05/25	05/13/2025	129861	36425	WINE MERCHANTS	7517275	603-4-9111-4332	.00	813.83	813.83	1
05/25	05/13/2025	129861	36425	WINE MERCHANTS	7517276	603-4-9151-4332	.00	474.74	474.74	1
Total 129861:							.00		1,288.57	
129862										
05/25	05/13/2025	129862	12167	ARTISAN BEER COMPANY	3763532	603-4-9111-4252	.00	40.00	40.00	1
Total 129862:							.00		40.00	
129863										
05/25	05/13/2025	129863	8002	BREAKTHRU BEVERAGE MINNESOTA	121234917	603-4-9151-4332	.00	290.90	290.90	1
Total 129863:							.00		290.90	
129864										
05/25	05/13/2025	129864	13845	CENTERPOINT ENERGY	11504615-3 A	602-4-9050-4389	.00	23.85	23.85	1
05/25	05/13/2025	129864	13845	CENTERPOINT ENERGY	11809755-9 A	101-4-2310-4389	.00	1,033.65	1,033.65	1
05/25	05/13/2025	129864	13845	CENTERPOINT ENERGY	14577-3 MAR	603-4-9112-4389	.00	13,522.95	13,522.95	1
05/25	05/13/2025	129864	13845	CENTERPOINT ENERGY	6781052-3 AP	211-4-5600-4389	.00	53.23	53.23	1

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	Bank Number
05/25	05/13/2025	129864	13845	CENTERPOINT ENERGY	7628405-8 AP	602-4-9050-4389	.00	793.06	793.06	1
05/25	05/13/2025	129864	13845	CENTERPOINT ENERGY	7836556-6 AP	602-4-9050-4389	.00	39.97	39.97	1
05/25	05/13/2025	129864	13845	CENTERPOINT ENERGY	9497572-9 AP	101-4-3120-4389	.00	2,011.46	2,011.46	1
Total 129864:							.00	17,478.17		
129865										
05/25	05/13/2025	129865	15573	CULLIGAN	101X3998720	602-4-9020-4219	.00	41.00	41.00	1
05/25	05/13/2025	129865	15573	CULLIGAN	101X4002790	602-4-9020-4219	.00	20.50	20.50	1
Total 129865:							.00	61.50		
129866										
05/25	05/13/2025	129866	14474	DARIAN POSER	5072025 DP	101-4-2130-4331	.00	171.42	171.42	1
05/25	05/13/2025	129866	14474	DARIAN POSER	5072025-2 DP	101-4-2130-4331	.00	32.16	32.16	1
Total 129866:							.00	203.58		
129867										
05/25	05/13/2025	129867	10467	J & A GLASS, INC	60537	603-4-9152-4404	.00	310.00	310.00	1
Total 129867:							.00	310.00		
129868										
05/25	05/13/2025	129868	22775	JOHNSON BROS LIQUOR	131672	603-4-9111-4251	.00	48.50-	48.50-	1
05/25	05/13/2025	129868	22775	JOHNSON BROS LIQUOR	131673	603-4-9111-4253	.00	28.00-	28.00-	1
05/25	05/13/2025	129868	22775	JOHNSON BROS LIQUOR	132428	603-4-9151-4253	.00	15.00-	15.00-	1
05/25	05/13/2025	129868	22775	JOHNSON BROS LIQUOR	132429	603-4-9151-4253	.00	14.67-	14.67-	1
05/25	05/13/2025	129868	22775	JOHNSON BROS LIQUOR	2778555	603-4-9111-4332	.00	2,030.31	2,030.31	1
05/25	05/13/2025	129868	22775	JOHNSON BROS LIQUOR	2778556	603-4-9111-4332	.00	5,076.84	5,076.84	1
05/25	05/13/2025	129868	22775	JOHNSON BROS LIQUOR	2778558	603-4-9111-4332	.00	4,409.64	4,409.64	1
05/25	05/13/2025	129868	22775	JOHNSON BROS LIQUOR	2778559	603-4-9151-4332	.00	1,120.47	1,120.47	1
05/25	05/13/2025	129868	22775	JOHNSON BROS LIQUOR	2778560	603-4-9151-4332	.00	105.72	105.72	1
05/25	05/13/2025	129868	22775	JOHNSON BROS LIQUOR	2778561	603-4-9151-4332	.00	104.18	104.18	1
05/25	05/13/2025	129868	22775	JOHNSON BROS LIQUOR	2778562	603-4-9151-4332	.00	267.14	267.14	1
Total 129868:							.00	13,008.13		

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	Bank Number
129869										
05/25	05/13/2025	129869	52393	LIFESTYLE TINT LLC	898	101-4-5110-4404	.00	1,500.00	1,500.00	1
Total 129869:							.00		1,500.00	
129870										
05/25	05/13/2025	129870	26180	MN DEPT OF LABOR & INDUSTRY	ABR0351559X	101-4-2190-4401	.00	10.00	10.00	1
Total 129870:							.00		10.00	
129871										
05/25	05/13/2025	129871	14463	NEMECEK GROUP, LLC	INV-37441	440-4-5110-4219	.00	4,100.64	4,100.64	1
Total 129871:							.00		4,100.64	
129872										
05/25	05/13/2025	129872	27957	NEPTUNE UNIFORMS & EQUIPMENT	11395	101-4-2120-4219	.00	76.21	76.21	1
Total 129872:							.00		76.21	
129873										
05/25	05/13/2025	129873	29665	PHILLIPS WINE & SPIRITS CO	6968333	603-4-9111-4332	.00	4,608.91	4,608.91	1
05/25	05/13/2025	129873	29665	PHILLIPS WINE & SPIRITS CO	6968334	603-4-9111-4332	.00	6,238.31	6,238.31	1
05/25	05/13/2025	129873	29665	PHILLIPS WINE & SPIRITS CO	6968335	603-4-9151-4332	.00	65.72	65.72	1
Total 129873:							.00		10,912.94	
129874										
05/25	05/13/2025	129874	11314	SOUTHERN GLAZER'S WINE & SPIRIT	2618371	603-4-9111-4332	.00	1.25	1.25	1
05/25	05/13/2025	129874	11314	SOUTHERN GLAZER'S WINE & SPIRIT	2618372	603-4-9111-4332	.00	6,364.39	6,364.39	1
05/25	05/13/2025	129874	11314	SOUTHERN GLAZER'S WINE & SPIRIT	2618373	603-4-9111-4332	.00	248.75	248.75	1
05/25	05/13/2025	129874	11314	SOUTHERN GLAZER'S WINE & SPIRIT	2618374	603-4-9111-4332	.00	627.66	627.66	1
05/25	05/13/2025	129874	11314	SOUTHERN GLAZER'S WINE & SPIRIT	9637812	603-4-9111-4253	.00	78.00-	78.00-	1
05/25	05/13/2025	129874	11314	SOUTHERN GLAZER'S WINE & SPIRIT	9637903	603-4-9111-4251	.00	1,214.60-	1,214.60-	1
Total 129874:							.00		5,949.45	
129875										
05/25	05/13/2025	129875	8000	SOUTHERN GLAZER'S WINE & SPIRIT	2618375	603-4-9151-4332	.00	4,145.47	4,145.47	1

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	Bank Number
05/25	05/13/2025	129875	8000	SOUTHERN GLAZER'S WINE & SPIRIT	2618376	603-4-9151-4332	.00	400.80	400.80	1
Total 129875:							.00		4,546.27	
129876										
05/25	05/13/2025	129876	12551	SYSCO MINNESOTA INC	547882564	221-4-5430-4259	.00	1,234.77	1,234.77	1
Total 129876:							.00		1,234.77	
129877										
05/25	05/13/2025	129877	10415	THE AMERICAN BOTTLING CO	4851000408	603-4-9111-4255	.00	207.00	207.00	1
Total 129877:							.00		207.00	
129878										
05/25	05/13/2025	129878	14335	THYSSENKRUPP ELEVATOR CORP	3008502243	221-4-5400-4401	.00	555.66	555.66	1
Total 129878:							.00		555.66	
129879										
05/25	05/13/2025	129879	12840	TRUE BRANDS	1564225	603-4-9151-4255	.00	253.26	253.26	1
Total 129879:							.00		253.26	
129880										
05/25	05/13/2025	129880	35560	US AUTOFORCE	INV000875421	101-4-3120-4221	.00	357.60	357.60	1
Total 129880:							.00		357.60	
1008022										
05/25	05/14/2025	1008022	14170	ELECTRONIC DESIGN COMPANY	M127956	221-4-5400-4401	.00	506.00	506.00	1
Total 1008022:							.00		506.00	
1008023										
05/25	05/14/2025	1008023	12909	SHAMROCK GROUP INC	122-00076	603-4-9111-4255	.00	111.12	111.12	1
Total 1008023:							.00		111.12	

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	Bank Number
Grand Totals:							.00		82,308.82	

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
101-2020	395.61	15,277.87-	14,882.26-
101-4-1110-4321	37.98	.00	37.98
101-4-1110-4409	750.00	.00	750.00
101-4-1210-4321	38.23	.00	38.23
101-4-1210-4404	4.41	.00	4.41
101-4-1350-4321	99.65	.00	99.65
101-4-1600-4321	127.57	.00	127.57
101-4-1600-4389	143.46	.00	143.46
101-4-2110-4321	2,974.14	.00	2,974.14
101-4-2120-4219	76.21	.00	76.21
101-4-2130-4331	203.58	.00	203.58
101-4-2130-4433	45.94	.00	45.94
101-4-2190-4219	93.00	.00	93.00
101-4-2190-4389	1,906.18	.00	1,906.18
101-4-2190-4401	10.00	.00	10.00
101-4-2310-4321	629.24	.00	629.24
101-4-2310-4389	2,126.29	.00	2,126.29
101-4-2320-4221	70.65	.00	70.65
101-4-2410-4404	156.68	.00	156.68
101-4-3120-4221	389.27	.00	389.27
101-4-3120-4389	2,011.46	.00	2,011.46
101-4-3150-4219	176.86	.00	176.86
101-4-3150-4221	223.72	.00	223.72
101-4-5110-4219	1,040.00	.00	1,040.00
101-4-5110-4221	47.74	.00	47.74
101-4-5110-4389	395.61	395.61-	.00
101-4-5110-4404	1,500.00	.00	1,500.00
211-2020	.00	53.23-	53.23-
211-4-5600-4389	53.23	.00	53.23
221-2020	.00	12,419.41-	12,419.41-
221-4-5400-4389	7,028.98	.00	7,028.98

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
221-4-5400-4401	4,155.66	.00	4,155.66
221-4-5430-4219	232.60	.00	232.60
221-4-5430-4259	1,002.17	.00	1,002.17
228-2020	.00	9,500.00-	9,500.00-
228-4-7000-4409	9,500.00	.00	9,500.00
440-2020	.00	4,100.64-	4,100.64-
440-4-5110-4219	4,100.64	.00	4,100.64
602-2020	.00	3,450.40-	3,450.40-
602-4-9010-4321	44.88	.00	44.88
602-4-9020-4219	182.19	.00	182.19
602-4-9020-4389	2,366.45	.00	2,366.45
602-4-9050-4389	856.88	.00	856.88
603-2020	1,398.77	39,301.65-	37,902.88-
603-4-9111-4251	17,390.00	1,263.10-	16,126.90
603-4-9111-4252	40.00	.00	40.00
603-4-9111-4253	12,391.57	106.00-	12,285.57
603-4-9111-4255	318.12	.00	318.12
603-4-9111-4332	638.32	.00	638.32
603-4-9112-4389	670.20	.00	670.20
603-4-9151-4251	5,756.51	.00	5,756.51
603-4-9151-4253	963.84	29.67-	934.17
603-4-9151-4255	414.56	.00	414.56
603-4-9151-4332	93.49	.00	93.49
603-4-9152-4389	315.04	.00	315.04
603-4-9152-4404	310.00	.00	310.00
Grand Totals:	85,897.58	85,897.58-	.00



Request for Action

To
City Council

Item Number
4.4

Meeting Date
May 19, 2025

Prepared By
Tina Allard, City Clerk

Item Description
Ordinance 25-08 Regarding Membership
Requirements of the Elk River Municipal Utilities
Commission

Reviewed by
Cal Portner
Tina Allard

Action Requested
Adopt Ordinance 25-08 regarding membership of the Elk River Municipal Utilities Commission.

Background/Discussion

Late last year, the City Council amended the ordinance regarding membership, powers, and duties for various advisory boards.

The Elk River Municipal Utilities Commission originally had a residency requirement that was removed and allowed to be determined per the bylaws of the commission. Staff felt that since the commission receives delegated authority from the City Council, the commission eligibility requirements should remain in ordinance, subject to Council approval or amendments.

The Elk River Municipal Utilities Commission reviewed this item and made the recommendations in the draft ordinance.

Financial Impact
N/A

Mission/Policy/Goal
Together we win.

Attachments
1. ERMU Commission Staff Report
2. Draft Ordinance

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TO: ERMU Commission	FROM: Mark Hanson – General Manager
MEETING DATE: May 13, 2025	AGENDA ITEM NUMBER: 4.2
SUBJECT: ERMU Commission Eligibility Requirements	
ACTION REQUESTED: Determine Eligibility Requirements for ERMU Commission Membership	

BACKGROUND:

On June 3, 2024, the City Council adopted City Ordinance 24-14 - Amending Chapter 2, Article V, Boards and Commissions of the City of Elk River, Minnesota, City Code, which includes a provision that all City of Elk River commissions will review their bylaws annually. ERMU's bylaws were reviewed at the March 11, 2025, commission meeting. Since that time, however, City staff have identified an oversight regarding ERMU commission member eligibility requirements as updated by Ordinance 24-14.

During the update of the ordinance, eligibility requirements for the various city commissions were removed from city ordinance as part of an effort to shift meeting requirements to the respective commission/board's bylaws.

DISCUSSION:

Since ERMU's commission receives delegated authority from the City Council, best practice is to put commission eligibility requirements in city ordinance. In discussing next steps with City Administrator Cal Portner, it was determined the best course of action is to first discuss eligibility requirements with ERMU commission members, then bring proposed updates to the City Council for consideration when they revise the ordinance. The following ordinance requirements should be considered for implementation:

- All Commissioners shall be ERMU customers,
- Up to two commissioners may be City of Elk River Councilmembers,
- At least one, preferably two, commissioner(s) shall be ERMU water customers, and
- Up to one commissioner may live outside of Elk River city limits.

ERMU's bylaws are attached for review.

ATTACHMENTS:

- ERMU Policy – G.1a – Bylaws

COMMISSION POLICY

Section: Governance	Category: Authorities and Purpose Policies
Policy Reference: G.1a	Policy Title: Bylaws

ARTICLE I – AUTHORITY

Section 1. The Village of Elk River Water, Light, Power and Building Commission was created on July 11, 1947, by resolution adopted by the Village of Elk River Trustees.

Section 2. Pursuant to Minnesota Statutes, Section 412.331, adopted in 1949, any water, light, power and building commission then in existence was required to thereafter operate as a public utilities commission under Minnesota Statutes, Sections 412.321 to 412.391. The Village of Elk River Water, Light, Power and Building Commission became Elk River Municipal Utilities.

Section 3. Elk River Municipal Utilities is a public utilities commission operating pursuant to and subject to Minnesota Statutes, Sections 412.321 to 412.391 and Elk River City Code Sections 2-271 to 2-276.

ARTICLE II – JURISDICTION

Section 1. Elk River Municipal Utilities has jurisdiction over:

- A. The City of Elk River Municipal electric utility; and
- B. The City of Elk River water utility.

ARTICLE III – COMMISSION MEMBERSHIP

Section 1. Pursuant to Laws of Minnesota 2016, Chapter 97 – House File No. 2718, and Elk River City Code Section 2-271, the Elk River Municipal Utilities Commission shall consist of five members. No more than two members may also serve as City Council members.

Section 2. Commissioners shall be appointed by the City Council to staggered terms.

Section 3. Each Commissioner shall serve for a term of three years and until a successor is appointed and qualified.

Section 4. Commissioners shall comply with the City's conflict of interest ordinance, Elk River City Code Sections 2-131 to 2-135.

Section 5. No member of the Commission shall receive a salary except as fixed by the City Council.

ARTICLE IV – OFFICERS

Section 1. The Commission shall annually choose a president from among its members. The president shall be designated the Chair of the Commission and shall perform such duties as shall be delegated to the Chair in the Commission's adopted policies

Section 2. The Commission may also annually appoint a Vice-Chair of the Commission who shall perform such duties as shall be delegated to the Vice-Chair in the Commission's adopted policies. The Vice-Chair shall preside at meetings of the Commission if the Chair is absent.

Section 3. The Commission shall also appoint a Secretary for an indefinite term. The Secretary need not be a member of the Commission and shall perform such duties as shall be delegated to the Secretary in the Commission's adopted policies.

Section 4. The Commission shall have the power to revoke a Commission member's appointment as Chair or Vice-Chair, and appoint a replacement Chair or Vice Chair, if the Commission determines, by a vote of a majority of its members, to do so. The Commission shall also have the power to replace the Secretary at any time by a vote of the majority of its members.

ARTICLE V – MEETINGS

Section 1. The Commission shall hold at least one regular meeting each month, on the day and at the time designated by the Commission from time to time. Regular meetings shall be noticed as required by Minnesota Statutes.

Section 2. The Commission may hold special meetings from time to time at the request of the Chair or the request of two other Commissioners. Special meetings shall be noticed as required by Minnesota Statutes.

Section 3. A majority of the Commissioners shall constitute a quorum for the transaction of business, and the votes of a majority of the Commissioners present shall be sufficient to adopt any motion or resolution. The votes of members on any action shall be taken by ayes and nays recorded in the minutes.

Section 4. Commission meetings are open to the public unless closed as authorized by Minnesota Statutes, and shall be governed by Roberts Rules of Order, latest revised edition, for

all situations to which they apply and in which they are not inconsistent with these Bylaws, the Commission's adopted Policies, and any special rules of order that the Commission may adopt..

ARTICLE VI – POWERS

Section 1. The Commission shall have all of the powers enumerated in Minnesota Statutes, Section 412.361 and, except as provided in the Bylaws and the Commission's adopted Policies, shall exercise those powers on its own behalf.

ARTICLE VII – GENERAL MANAGER

Section 1. The Commission shall have the power to appoint a General Manager, whose responsibilities, duties, limits of authority and accountability to the Commission shall be set forth in these Bylaws and as designated by the Commission from time to time in its adopted Policies.

Section 2. The General Manager shall have the authority to implement the Commission's powers under Minnesota Statutes, Section 412.361, Subds. 1 and 2 to enter into contracts for the operation of the utility and to employ all necessary help for the management and operation of the public utility, by entering into contracts and employing personnel consistent with the Commission's adopted budget and pay plan. However, all contracts requiring public bidding, all contracts falling under Minnesota Statutes, Section 412.361, Subds. 3, 4 and 5, and all contracts required by the Commission's adopted Policies to be approved by the Commission, shall be approved by the Commission.

Section 3. If the position of the General Manager is vacant, the Commission may designate another to perform all or some of the General Manager's duties.

ARTICLE VIII – FINANCES, FUNDS AND REPORTS

Section 1. The Commission shall maintain the funds, conduct the audits and make the reports required by Minnesota Statutes, Sections 412.371 and 412.381.

ARTICLE IX – APPLICATION AND AMENDMENT

Section 1. In the event that any provision of these Bylaws is or may be in conflict with the laws of any governmental body or power having jurisdiction over the Elk River Municipal Utilities Commission, or over the subject matter to which such provision of these Bylaws applies or may apply, such provision of these Bylaws shall be inoperative to the extent only that the operation thereof unavoidably conflicts with such law and shall in all other respects be in full force and effect.

Section 2. These Bylaws may be amended by the Commission at any regular meeting by a majority vote of the entire Commission, provided the proposed amendment is on the agenda and made public no later than three days before the meeting.

Section 3. In addition to these Bylaws, the Commission may adopt, from time to time, Governance Policies (adopted Policies) that are not inconsistent with these Bylaws.



Ordinance 25 - 08

An Ordinance Amending Chapter, 2, Section 272 Regarding Membership of the Elk River Municipal Utilities Commission 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 § ~~2-272.~~, Membership of the City of Elk River Code of Ordinances shall be amended as follows:

Membership of the public utilities commission shall be as follows: ~~in accordance with Section G.4a Bylaws of the Elk River Municipal Utilities Commission Policy.~~

1. All commissioners shall be Elk River Municipal Utility electric customers,
2. At least one, preferably two or more, commissioner(s) shall be Elk River Municipal Utilities water customers,
3. Up to two commissioners may be City of Elk River Councilmembers, and
4. Up to one commissioner may live outside of Elk River city limits.

In addition, the city hereby accepts Laws of Minnesota 2016, Chapter 97 - H.F. No. 2718, signed by the Governor of Minnesota on May 12, 2016, which states: "Notwithstanding Minn. Stats. §§ 412.331 and 412.341, subd. 1, the City of Elk River may increase the membership of the city's public utilities commission to five members. Upon increasing the number of members to five members, no more than two members may also serve as city council members. Terms for the additional membership shall be staggered and set in accordance with the bylaws [governing] the public utilities commission.

SECTION 2. 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 19th day of May, 2025.

John J. Dietz, Mayor

ATTEST:

Tina Allard, City Clerk



Request for Action

To
City Council

Item Number
4.5

Meeting Date
May 19, 2025

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

Item Description
Resolution 25-23 Accepting Donation from
Zimmerman Fire Relief Association

Reviewed by
Jeff Shelby
Cal Portner
Tina Allard

Action Requested
Approve, by motion, Resolution 25-23 accepting a donation from the Zimmerman Livonia Fire Relief Association in the amount of \$2,500.

Background/Discussion
The City of Elk River received a \$2,500 donation from Zimmerman Livonia Fire Relief Association with the intent it be used for park equipment.

Financial Impact
None.

Mission/Policy/Goal
Work with citizens to achieve goals.

Attachments
1. Resolution Donations 2025
2. Acknowledgment for Use of Gambling Funds

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**City of Elk River
City Council**

Resolution 25-23

**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 \$2,500 donation from Zimmerman Livonia Fire Relief Association with the intent it be used by the Parks and Recreation Department for park equipment.

NOW, THEREFORE, BE IT RESOLVED by the City Council, by at least four-fifths vote, to acknowledge the support and commend Zimmerman Livonia Fire Relief Association 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 19 day of May 2025.

John J. Dietz, Mayor

ATTEST:

Tina Allard, City Clerk



MAR 31 2025

MINNESOTA LAWFUL GAMBLING

02/16

LG555 Government Approval or Acknowledgment for Use of Gambling Funds

Keep this completed form attached to the LG100C in your organization's records. You do not need to submit this form to the Gambling Control Board or the Department of Revenue.

ORGANIZATION AND EXPENDITURE INFORMATION (attach additional sheets if necessary)Organization Name: Zimmerman Livestock Fire Relief ASSOC.License Number: 02221Address: 26140 136th StCity/State/Zip: Zimmerman, MN, 553981. Amount of proposed lawful purpose expenditure: \$ 2,500.00

2. Check one expenditure category:

- ☒ A. **Contribution to a unit of government**—United States, state of Minnesota, or any of its subdivisions, agencies, or instrumentalities.
- ☐ B. **Wildlife management project or activity** that benefits the public at large, with approval by the Minnesota Department of Natural Resources (DNR).
- ☐ C. **Grooming and maintaining snowmobile or all-terrain vehicle trails** established under Minnesota Statutes, Sections 84.83 and 84.927, including purchase or lease of equipment, with approval by the DNR. All trails must be open to public use.
- ☐ D. **Supplies and materials for safety training and educational programs** coordinated by the DNR, including the Enforcement Division.
- ☐ E. **Citizen monitoring of surface water quality testing** for public waters by individuals or nongovernmental organizations, with Minnesota Pollution Control Agency (MPCA) guidance on monitoring procedures, quality assurance protocols, and data management, providing that data is submitted to the MPCA.

3. Describe the proposed expenditure, including vendors:

Park equipment

- **NO FINANCIAL OR OTHER BENEFIT:** I affirm that the contribution or expenditure does not result in any monetary, economic, financial, or material benefit to our organization, in compliance with Minn. Rule 7861.0320, subp. 17, para. C.
- **FOR DNR-RELATED PROJECTS:** I affirm that when lawful gambling funds are used for grooming and maintaining snowmobile or all-terrain vehicle trails or for any wildlife management project for which reimbursement is received from a unit of government, the reimbursement funds must be deposited in our lawful gambling account and recorded on form LG100C.
- **FOR SURFACE WATER QUALITY TESTING:** I affirm that the MPCA has been consulted in developing the monitoring plan and that the data collected will be submitted to the MPCA. Send form for signature to: Manager, Water Monitoring Section, Minnesota Pollution Control Agency, 520 Lafayette Road North, St. Paul, MN 55155. Website: www.pca.state.mn.us

Chief Executive Officer's Signature

Date

Print Name

Daytime Phone

GOVERNMENT APPROVAL/ACKNOWLEDGMENTContribution amount: \$ 2,500.00. Government use of contribution (check one):CHW # 15758

- ☐ **Wildlife**—DNR approves the wildlife management project or activity.
- ☐ **Trails**—DNR approves the grooming/maintaining of snowmobile and/or all-terrain vehicle trails.
- ☐ **Safety training**—DNR approves the supplies/materials for DNR safety training and educational programs.
- ☐ **Water quality testing**—MPCA approves the surface water quality testing project.
- ☐ **Donation to other unit of government** (city, county, state, federal, or any of their subdivisions) provided the funds will not be used for a pension or retirement fund.

Unit of Government:

City of Elk River

Phone:

Address:

City/State/Zip:

By signature below, the representative of the unit of government acknowledges and approves the contribution amount for the use as listed above.

Signature

Date

Print Name

Title

Questions? Contact the Minnesota Gambling Control Board at 651-539-1900. This form will be made available in alternative format (i.e. large print, braille) upon request. The information requested on this form will become public information, when requested by the Board, and will be used to determine your compliance with Minnesota statutes and rules governing lawful gambling activities.



Request for Action

To
City Council

Item Number
4.6

Meeting Date
May 19, 2025

Prepared By
Jolene Richter, Deputy Clerk

Item Description
Temporary On-Sale Liquor License: Davis-Darrow-Meyer American Legion Post 112

Reviewed by
Cal Portner
Tina Allard

Action Requested

Approve, by motion, a Temporary On-Sale Liquor License to Davis-Darrow-Meyer American Legion Post 112 for June 21, 2025, with the condition that alcohol must be confined to an area enclosed by a fence with secured, controlled access. Wristband control is required for patrons 21 and over.

Background/Discussion

Davis-Darrow-Meyer American Legion Post 112 has applied for a Temporary On-Sale Liquor License for their event at the location of 18335 Joplin St NW, Sherburne County Fairgrounds.

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
May 19, 2025

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

Item Description
Library Shelving

Reviewed by
Cal Portner
Tina Allard

Action Requested

Approve, by motion, the purchase and installation of shelving for the Great River Regional Library - Elk River Branch in the amount of \$239,214.35

Background/Discussion

The total budget for this CIP project to update the library's flooring and shelving was \$440,000. The flooring was approved earlier this year for \$145,990.00. The cost of new shelving is \$239,214.35.

The Friends of the Library have received a grant to decrease the city's costs by \$18,000, which will be donated to the city in June.

Financial Impact

This project will be completed \$72,795.65 under budget.

Mission/Policy/Goal

Responsible for every dollar - good stewards. Meet changing needs - agile.

Attachments

1. DI Installation Contract
2. Terms and Conditions
3. Non-Grant Eligible Shelving Quote
4. Grant Eligible Shelving Quote

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DEMCO INTERIORS

INSTALLATION CONTRACT

TERMS AND CONDITIONS

You have asked Demco Interiors to assist with the installation of goods that you have purchased from Demco. These terms and conditions, together with the foregoing needs assessment, govern our respective rights and obligations relating thereto and constitute a contract between you and Demco.

1. Input Material. Demco will rely on certain "Input Material" that you have provided. "Input Material" means all Documents and other materials, and any data and other information provided by you relating to the installation and shall include the Input Document between you and Demco. "Documents" means, in addition to a document in writing, any map, plan, graph, drawing or photograph, any film, negative, tape or other device embodying visual images and any disc, tape or other device embodying any other data. Demco shall have no liability for any loss, damage, costs, expenses or other claims arising from any Input Material or instructions supplied by you which are incomplete, incorrect, inaccurate, illegible, out of sequence or in the wrong form, or arising from their late arrival or non-arrival, or any other faults.

All Input Material reasonably necessary to Demco shall be supplied by you at your own expense. Such Input Material must be provided with sufficient time to enable Demco to provide the installation services in accordance with this contract. You will be responsible for the accuracy of all Input Material. All right, title, and interest in and to the Input Material shall be retained by you. Demco shall maintain the confidentiality of all Input Material marked "confidential" by you; but the foregoing shall not apply to any third-party installer and shall not apply to any Documents, materials, or information which are or become available to the public.

You warrant that all Input Material, including Demco's use of such Input Material with respect to the installation, does not and will not infringe the copyright, patent, or other rights of any third party, and you hereby indemnify Demco against any loss, damages, costs, expenses (including reasonable attorneys' fees) or other claims arising from any such infringement.

2. Installation Services. Demco agrees to provide the installation services indicated on the foregoing needs assessment, for the price indicated on such specifications, subject to the terms of this contract. Demco may contract with a third-party installer to provide the installation services under this contract. Demco may at any time make any changes to the installation services which are necessary to comply with any applicable safety or other statutory requirements, or which do not materially affect the nature or quality of the installation services. Demco shall supply the installation services using reasonable care and skill and, as far as reasonably possible, in accordance with the specifications and at the intervals and within the times referred to in the foregoing needs assessment. Installation service shall include debris removal to dumpsters provided by others. If Demco is to supply dumpsters additional charges will apply.

Upon completion of the installation, you must inspect the installation and prepare a punch list of all defects. You must submit such punch list to Demco within 14 business days of installation, and Demco will take all reasonable commercial action (including, at Demco's option, replacement or repair) to correct any defects in the workmanship or materials. If you do not inform Demco of any defects on the punch list, you will be deemed to have accepted the goods as being in good order and in conformity with the contract. Identification of any defect shall not relieve you of your payment obligations under this contract. Demco cannot be responsible for any defects caused by your willful or negligent acts, incorrect storage or installation, or normal wear and tear.

3. Credit Report and Payment. Upon execution of this contract, Demco will conduct a standard review of your credit history, and you hereby give Demco permission to make all reasonable inquiries into your credit history. Following such review, Demco will notify you of the terms of payment for this contract, which will be one of the following:

- a. *Net 30 Days.* If these terms apply to you, all amounts due under this contract shall be paid within 30 days following your receipt of an invoice.
- b. *25% Down, Net 30 Days.* If these terms apply to you, you must pay 25% of the contract upon notice from Demco of the terms of payment, and the remaining amount due shall be paid within 30 days following your receipt of an invoice.
- c. *50% Down, Net 30 Days.* If these terms apply to you, you must pay 50% of the contract amount upon notice from Demco of the terms of payment, and the remaining amount due shall be paid within 30 days following your receipt of an invoice.
- d. *100% Down or Payment Bond.* If these terms apply to you, all amounts due under this contract shall be paid upon notice from Demco of the terms of payment. Alternatively, you may provide a payment bond or other security acceptable to Demco.

If you are required to make a down payment under the preceding payment terms, Demco will not proceed with its obligations under this contract until such down payment is received by Demco. You agree that you will not withhold payment of any amount due because of any other claims or set-off you may have against Demco.

4. Warranties and Liability. Demco shall not be liable for any loss, damage, or expense of any kind or nature caused directly or indirectly by the goods used in this project, the use or maintenance thereof, the repair, service or adjustment thereof, or any loss of business however caused, or the provision of the installation services; provided however that Demco shall be liable for damages caused directly by and to the extent attributable to the negligence or intentional misconduct of Demco. Demco shall not be liable for any incidental, special or consequential damages.

5. Termination. Either party may (without limiting any other remedy) at any time terminate this contract by giving 30 days' written notice to the other. Upon termination of this contract, you shall pay to Demco the charges provided in Section 2, above, in proportion to the amount of the installation services provided prior to such termination.

6. General

Force Majeure. Demco shall not be liable for any delay or default in performing this contract if such delay or default is caused by conditions beyond its control including, but not limited to, Acts of God, Government restrictions, wars, insurrections and/or any other cause beyond the reasonable control of Demco.

Legal Interpretation. Any disputes relating to this contract shall be decided in accordance with the laws of the State of Wisconsin without reference to conflicts of laws principles. Exclusive jurisdiction and venue for any lawsuit relating to this contract shall lie in the state and federal courts of Dane County, Wisconsin. The prevailing party in any lawsuit relating to this contract shall be entitled to recover its costs and reasonable attorneys' fees.

Severance and Waiver. The invalidity or unenforceability of any provision of this contract shall not affect the validity or enforceability of any other provisions of this contract, and this contract shall be construed as if such invalid or unenforceable provision were not included in this contract. Failure or neglect by Demco to enforce any of the provisions hereof shall not be construed as nor be deemed to be a waiver of Demco's rights hereunder, and Demco's right to take subsequent action shall not be prejudiced thereby.

Successors and Assigns. This contract shall inure to the benefit of and be binding upon each of the parties hereto and their respective heirs, executors, administrators, legal personnel, representatives, successors and assigns, but shall not be assignable by you without the written consent of Demco.

Entire Agreement. This Agreement constitutes the entire agreement between the parties hereto with respect to the Installation services and supersedes all prior agreements, representations, warranties, statements, promises, arrangements and understandings whether written or oral, expressed or implied with respect thereto. Any changes or additions to the Installation services or this contract must be agreed in writing by Demco and you.

Notice. Any notice required or permitted to be given by either party in this contract shall be in writing and addressed to the other party at its registered office or principal place of business or such other address as may have been provided by written notice.

DEMCO INTERIORS

TERMS AND CONDITIONS

Please read these terms and conditions carefully. All orders for goods and any related services ("Products") by any buyer ("customer") from Demco Interiors are governed by these terms and conditions. Demco Interiors is a service offered by Demco, Inc.

1. Exclusive Terms. Demco agrees to sell its products only on these terms and conditions, unless otherwise agreed upon in writing by both parties. You shall be deemed to have accepted these terms and conditions by any written indication of acceptance, by submitting an order in response to a quotation, by any action affirming your order without objection to these terms and conditions, by accepting any whole or partial shipment of Products, or by making any whole or partial payment to Demco.

2. Price. Unless Demco agrees otherwise in writing, you agree to pay Demco's product price in effect at the time an order is accepted by Demco. In any project, critical decision points will occur requiring timely communication by customer of color, fabric, finish choices. If decisions are not made in a timely fashion, Demco reserves the right, by giving you notice at any time before delivery, to increase the price of the Products to reflect any increase in the manufacturing or production cost to Demco, any change to delivery dates, quantities or specifications for the Products requested by you, or any delay caused by your instructions or your failure to give Demco adequate information or instructions.

3. Cancellation of Orders. By submitting an order to Demco, you are accepting responsibility for beginning the procurement of products wherein returns or cancellations of customized products are generally not allowed. You may not cancel an order, in whole or in part, without the written consent of Demco. No cancellation will be accepted by Demco except on terms that will fully indemnify and reimburse Demco against loss, including recovery of all costs incurred by Demco, and including indirect and overhead charges and profit.

4. Delivery. You acknowledge that shipment dates and delivery dates are estimates only. Demco agrees to use all reasonable efforts to meet the estimated shipping date subject to your prompt provision of all necessary specifications and information; however, Demco will not be held responsible for any failure to meet an estimated date. If you request a delay in shipment, Demco shall have the right to (i) bill you for the Products at the initial requested delivery date, and (ii) bill you for any storage charges incurred. In the case of delivery of Products by installments, you agree that you will not treat the delivery of faulty Products in any one installment or the late delivery or non-delivery of any one installment as a repudiation of the whole contract. Unless special shipping instructions are received and accepted by Demco before the shipment date, Demco shall, in its sole judgment, determine the means and routing of shipment, or store the Products at your expense until you provide shipping instructions.

5. Risk and Title to Products. Unless otherwise expressly agreed by Demco, all shipments are F.O.B. point of shipment. "Point of shipment" shall be, as applicable: Demco's dock; for drop shipments, manufacturer's or distributor's dock; for international Products, the United States point of entry. Demco will select the origin of all shipments, and all delivery destinations will be subject to Demco's approval. Title to and risk of loss for Products will pass at the F.O.B. point.

6. Exclusion of Warranties. You acknowledge that Demco is not the manufacturer of the Products, and therefore (a) Demco makes no express or implied warranties of any kind with respect to the products, and (b) Demco expressly disclaims any implied warranty of merchantability or fitness for a particular purpose. All Products are warranted only to the extent of the manufacturer's warranties, which Demco will provide to you at your request.

7. Limitation of Remedies and Damages. Demco's liability and your remedies under this Agreement will be limited solely to replacement or credit, at Demco's option, with respect to Products for which Demco has received, within fourteen (14) days after your receipt of the Products, evidence satisfactory to Demco of defective or incorrect Products. Demco's liability will in no event be greater in amount than the purchase price of the products. Demco will not be liable, under any circumstance for consequential, incidental, special or punitive damages, including, but not limited to, labor costs or lost profits resulting from the products being incorporated in or becoming a component of any other article. Neither party will have any negligence or other tort liability to the other, or to any third party arising from any breach of this agreement.

8. Variations. Any minor shortages or defects that do not materially affect the use for which the Products are intended will not affect the terms of payment. Products, specifications, and colors may differ slightly from those illustrated in Demco's literature and samples. Any typographical or clerical omission in any sales literature, price list, quotation, acceptance of offer, invoice or other document or other information issued by Demco shall be subject to correction without any liability on the part of Demco.

9. Claims. Demco's responsibility for shipment shall cease upon delivery to the carrier. Any claims for damages or loss occurring in shipment shall be made by Demco on your behalf directly to the carrier. All other claims for damages, defects, loss, shortages, or incorrect Products must be made within fourteen (14) days after receipt of the Products, unless otherwise agreed by the parties in writing. Your failure to make any claim within the specified time period will result in the unconditional waiver of that claim. Demco reserves the right to accept or reject any claim in whole or in part. Demco shall not be responsible for any defects caused by your willful or negligent acts, incorrect storage or installation of the Products, or normal wear and tear. Any claim based on a manufacturer's warranty shall be made within the period prescribed by the warranty.

10. Credit Report and Payment. You hereby give Demco permission to make all reasonable inquiries into your credit history. Following such reviews, Demco will notify you of the payment terms for your orders, which will be one of the following:

- a. *Net 30 Days.* If these terms apply to you, all amounts due under this contract shall be paid within 30 days following your receipt of an invoice.
- b. *25% Down, Net 30 Days.* If these terms apply to you, you must pay 25% of the contract upon notice from Demco of the terms of payment, and the remaining amount due shall be paid within 30 days following your receipt of an invoice.
- c. *50% Down, Net 30 Days.* If these terms apply to you, you must pay 50% of the contract amount upon notice from Demco of the terms of payment, and the remaining amount due shall be paid within 30 days following your receipt of an invoice.
- d. *100% Down or Payment Bond.* If these terms apply to you, all amounts due under this contract shall be paid upon notice from Demco of the terms of payment. Alternatively, you may provide a payment bond or other security acceptable to Demco.

If you are required to make a down payment under the preceding payment terms, Demco may not process your order for Products under this contract until such down payment is received by Demco. You agree that you will not withhold payment of any amount due because of any other claims or set-off you may have against Demco.

11. Collection and Other Fees. You agree to pay Demco all costs, including reasonable attorneys' fees, incurred by Demco in collecting amounts you owe to Demco or in otherwise enforcing, asserting, or defending these terms and conditions.

12. Indemnity. If the Products are to be manufactured or any process is to be applied to the Products in accordance with a specification submitted by you, you hereby indemnify Demco against all loss, damages, costs and expenses awarded against or incurred by Demco in connection with or paid or agreed to be paid by Demco in settlement of any claim whatsoever including, but not limited to, infringement of any patent, copyright, design, trademark or other intellectual property rights of any other person that results from Demco's use of your specification.

13. No Installation. These terms and conditions do not govern the installation of any Products purchased from Demco. Please refer to your installation agreement for the terms relating to installation.

14. General

Force Majeure. Demco shall not be liable for any delay or default in performing this contract if such delay or default is caused by conditions beyond its control including, but not limited to, Acts of God, Government restrictions, wars, insurrections and/or any other cause beyond the reasonable control of Demco.

Legal Interpretation. Any disputes relating to this contract shall be decided in accordance with the laws of the State of Wisconsin without reference to conflicts of laws principles. Exclusive jurisdiction and venue for any lawsuit relating to this contract shall lie in the state and federal courts of Dane County, Wisconsin. The prevailing party in any lawsuit relating to this contract shall be entitled to recover its costs and reasonable attorneys' fees.

Severance and Waiver. The invalidity or unenforceability of any provision of this contract shall not affect the validity or enforceability of any other provisions of this contract, and this contract shall be construed as if such invalid or unenforceable provision were not included in this contract. Failure or neglect by Demco to enforce any of the provisions hereof shall not be construed as nor be deemed to be a waiver of Demco's rights hereunder, and Demco's right to take subsequent action shall not be prejudiced thereby.

Successors and Assigns. This contract shall inure to the benefit of and be binding upon each of the parties hereto and their respective heirs, executors, administrators, legal personnel, representatives, successors and assigns, but shall not be assignable by you without the written consent of Demco.

Entire Agreement. This Agreement constitutes the entire agreement between the parties hereto with respect to the Installation services and supersedes all prior agreements, representations, warranties, statements, promises, arrangements and understandings whether written or oral, expressed or implied with respect thereto. Any changes or additions to the Installation services or this contract must be agreed in writing by Demco and you.

Notice. Any notice required or permitted to be given by either party in this contract shall be in writing and addressed to the other party at its registered office or principal place of business or such other address as may have been provided by written notice.

Great River Regional Library - Elk River Branch - Shelving

Project ID: D5020088



4810 Forest Run Road
Madison WI 53708-8548
fax 800.730.8094

FOR: Jami Trenam Email: null Phone:	SALES REP: Emily Wagner Email: emilyw@demco.com Phone: 608-906-7252 Fax:	PROJECT COORDINATOR: Amanda Immell Email: amandai@demco.com Phone: 608.415.4844 Fax: 800.730.8094	QUOTE ID: T5127051 QUOTE VERSION/TYPE: Version 09 QUOTE ISSUE DATE: 05/07/2025 QUOTE EXPIRATION DATE: 06/06/2025 CONTRACT: AEPA - Furniture Contract
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ROOM: 01 ROOM

Line #	Tag	Product #	Quantity	Unit Price	Discount %	Discount Unit Price	Extended Price
1.00	CT2	13671080	4	\$286.57		\$286.57	\$1,146.28
Description: 1-1/8 Canopy HPL Top-Bottom OAK 72-3/32L x 24-1/2 Options: Laminate color ☒ Castle Oak							
2.00	CT3	13671090	6	\$331.34		\$331.34	\$1,988.04
Description: 1-1/8 Canopy HPL Top-Bottom Oak 108-9/64"L x 24-1/2" Options: Laminate color ☒ Castle Oak							
3.00	CT4	13671110	2	\$631.34		\$631.34	\$1,262.68
Description: 1-1/8 Canopy HPL Top-Bottom OAK 180-15/64L x 24-1/2, 2-pc top Options: Laminate color ☒ Castle Oak							

4.00	EP1A	13679440	18	\$289.55	\$289.55	\$5,211.90
Description: Demco Stl 1-1/8" HPL End Panel 49-1/2H x 25, DF- 12"/ 12" OAK Options: Laminate color☒ Castle Oak						
5.00	EP2	13679420	12	\$313.43	\$313.43	\$3,761.16
Description: Demco Stl 1-1/8" HPL End Panel 61-1/2H x 25, DF- 12"/ 12" OAK Options: Laminate color☒ Castle Oak						
6.00	EP3	13679380	24	\$382.09	\$382.09	\$9,170.16
Description: Demco Stl 1-1/8" HPL End Panel 85-1/2"H x 25" DF 12"/12" Oak Options: Laminate color☒ Castle Oak						
7.00	S1	13831140	29	\$129.04	\$129.04	\$3,742.16
Description: DEMCO Standard Welded Frames 48"H Options: Paint Color☒ Summit						
8.00	S1	13831380	29	\$147.66	\$147.66	\$4,282.14
Description: DEMCO DF Integral Back Base Shelf 36"W x 24"D Options: Paint Color☒ Summit						

9.00	S1	13831480	116	\$48.43	\$48.43	\$5,617.88
Description: DEMCO Integral Back Adj. Shelf 36"W x 12"D Options: Paint Color☒ Summit						
10.00	S1	13831120	58	\$21.87	\$21.87	\$1,268.46
Description: DEMCO Bracket Pair for Wood Canopy Tops Options: Paint Color☒ Summit						
11.00	S3A	13831150	2	\$129.04	\$129.04	\$258.08
Description: DEMCO Standard Welded Frames 60"H Options: Paint Color☒ Summit						
12.00	S3A	13831340	2	\$130.99	\$130.99	\$261.98
Description: DEMCO DF Closed Base Shelf 36"W x 24"D Options: Paint Color☒ Summit						
13.00	S3A	13831450	12	\$45.45	\$45.45	\$545.40
Description: DEMCO Flat Adj. Shelf 36"W x 12"D Options: Paint Color☒ Summit						

14.00	S3A	13831120	4	\$21.87	\$21.87	\$87.48
Description: DEMCO Bracket Pair for Wood Canopy Tops Options: Paint Color☒ Summit						
15.00	S3B	13831150	17	\$129.04	\$129.04	\$2,193.68
Description: DEMCO Standard Welded Frames 60"H Options: Paint Color☒ Summit						
16.00	S3B	13831380	17	\$147.66	\$147.66	\$2,510.22
Description: DEMCO DF Integral Back Base Shelf 36"W x 24"D Options: Paint Color☒ Summit						
17.00	S3B	13831480	102	\$48.43	\$48.43	\$4,939.86
Description: DEMCO Integral Back Adj. Shelf 36"W x 12"D Options: Paint Color☒ Summit						
18.00	S3B	13831120	34	\$21.87	\$21.87	\$743.58
Description: DEMCO Bracket Pair for Wood Canopy Tops Options: Paint Color☒ Summit						

19.00	S5A	13830800	4	\$815.07	\$815.07	\$3,260.28
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Description: DEMCO DF Flat Shelf Steel Shelving 84"Hx24" Adj 24" Base

Options:

Paint Color	☒	Summit
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20.00	S5B	13830950	76	\$868.52	\$868.52	\$66,007.52
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Description: DEMCO DF Integral-back Steel Shelving 84"Hx24" Adj 24" Base

Options:

Paint Color	☒	Summit
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21.00	S8	13818070	1	\$2,003.87	\$2,003.87	\$2,003.87
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Description: ColorScape Flat Shlvg STR DF 82x36x24 12 Shelves 10 Adj

Options:

Laminate Top Color	☒	Matching woodgrain
Inside Left Color	☒	Navy Blue
Inside Right Color	☒	Navy Blue
Wood Species	☒	Natural Oak

22.00	S9	13817950	9	\$1,674.36	\$1,674.36	\$15,069.24
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Description: ColorScape Flat Shlvg ADR DF 82x36x24 12 Shelves 10 Adj

Options:

Laminate Top Color	☒	Matching woodgrain
Center Panel Color	☒	Navy Blue
Wood Species	☒	Natural Oak

23.00	S-D	12250000	10	\$114.36	\$114.36	\$1,143.60
Description: ColorScape Extra Shelf Periodical Shelf 35"Wx14"D Notes: DISPLAY: LIMEADE / SUNKEN TREASURE						
24.00	EP1B	13679440	6	\$273.13	\$273.13	\$1,638.78
Description: Demco Stl 1-1/8" HPL End Panel 49-1/2H x 25, DF- 12"/ 12" OAK Notes: MOD SIZE TO: 48 1/4"H x 27"D Options: Laminate color☒ Castle Oak						
25.00	S2A	19000060	3	\$3,000.28	\$3,000.28	\$9,000.84
Description: System 30 Picture Browser Starter, 48"H Notes: STEEL: Summit						
26.00	S2B	19000060	12	\$2,793.25	\$2,793.25	\$33,519.00
Description: System 30 Picture Browser Adder, 48"H Notes: STEEL: Summit						
27.00	CT6	13671100	3	\$619.40	\$619.40	\$1,858.20
Description: 1-1/8 Canopy HPL Top-Bottom OAK 144-3/16L x 24-1/2, 2-pc top Notes: Catalog number 5096733 Options: Laminate color☒ Castle Oak						

Installation Services

<u>Line #</u>	<u>Service #</u>	<u>Description</u>
28.00	00001090	Services for Project Mgmt. Delivery and Installation

Options:

Loading Dock?	☒	No, loading dock does not exist at site
Special Loading Doc Info?	☒	Liftgate Trucks Needed
What floor of bldg deliver to?	☒	1st
Elevator available to use/size	☒	Not Applicable
Stair carry necessary?	☒	No
Doorway sizes	☒	Yes, All doorways are 36"W or more
Special Doorway Info?	☒	NA
Debris Removal?	☒	Yes, removal all debris from site
Prevailing Wages ?	☒	No, Prevailing Wage Rates Not Required
Addl Prevailing Wage Info?	☒	NA
Customer SITE	☒	TBD
CONTACT Name?		
Customer SITE	☒	TBD
CONTACT Phone#		
How many trips to install?	☒	Multiple trips, per area of library
Std Work Hours 8a-5p M-F	☒	Quote is for Standard Work hours of M-F 8a-5P
Shelving - Wall/Floor Mnt?	☒	No, do not secure shelving at all
Wall Types? Drywall, Concrete,	☒	NA
Layout for Installers Required	☒	Drawing Provided
Safety Equip/Protocol 4 Crew?	☒	None Required
No elec/phone/cable work incl.	☒	Crews will not handle any elec/phn/cable connectio

Exist.furniture not
included

☒ Crew will not move/dispose of existing furniture

Like many businesses, we are experiencing unexpected price increases and extended lead times from our vendor partners for materials and transportation. We are trying to absorb the costs as much as possible, but in some cases, we have been forced to raise prices on our products. As such, the prices on this quote expire on the date listed and must be re-quoted after that date.

*Please be aware that lead times have increased for some vendors on this quote due to the high volume of orders this time of year. It is possible that some of the items on this order could have ship dates in July or later, depending on when the order is submitted.

Demco may require a down payment on this order, please contact your Demco Consultant for more information.

Sub Total	\$182,492.47
Shipping	\$4,550.68
Other Services	\$34,062.50
Tax	TAX EXEMPT
GRAND TOTAL	\$221,105.65

Billing Information

612-441-1641

Jami Trenam
Elk River Public Library
13020 Orono Pkwy NW
Elk River MN 55330-5600

Margot Barry
763.441.1641
margotb@grrl.lib.mn.us

Emily Bronk
Drawing ID:

Date

Great River Regional Library - Elk River Branch - Shelving

Project ID: D5020088



4810 Forest Run Road
Madison WI 53708-8548
fax 800.730.8094

FOR: Jami Trenam Email: null Phone:	SALES REP: Emily Wagner Email: emilyw@demco.com Phone: 608-906-7252 Fax:	PROJECT COORDINATOR: Amanda Immell Email: amandai@demco.com Phone: 608.415.4844 Fax: 800.730.8094	QUOTE ID: T5127049 QUOTE VERSION/TYPE: Version 07 QUOTE ISSUE DATE: 05/07/2025 QUOTE EXPIRATION DATE: 06/06/2025 CONTRACT: AEPA - Furniture Contract
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ROOM: 01 ROOM

Line #	Tag	Product #	Quantity	Unit Price	Discount %	Discount Unit Price	Extended Price
1.00	CT5	13671130	1	\$1,082.09		\$1,082.09	\$1,082.09
Description: 1-1/8 Canopy HPL Top-Bottom OAK 252-21/64L x 24-1/2, 3-pc top Notes: MOD SIZE TO 252 21/64"W x 34 1/2"D Options: Laminate color ☒ Castle Oak							
2.00	EP4	13679420	2	\$328.36		\$328.36	\$656.72
Description: Demco Stl 1-1/8" HPL End Panel 61-1/2H x 25, DF- 12"/ 12" OAK Notes: MOD SIZE TO 55 1/2"H x 35"W Options: Laminate color ☒ Castle Oak							
3.00	S4	19000060	7	\$129.06		\$129.06	\$903.42
Description: DEMCO Steel Welded Frame 54"H 36"W Notes: STEEL: Summit							

4.00	S4	19000060	7	\$160.99	\$160.99	\$1,126.93
Description: Demco Steel 32"D Base Shelf Flat, 32"D x 36"W Notes: STEEL: Summit						
5.00	S4	19000060	42	\$334.13	\$334.13	\$14,033.46
Description: Double Tier Browser Shelves 17"D x 36"W Notes: STEEL: Summit						
6.00	S4	13831120	14	\$21.87	\$21.87	\$306.18
Description: DEMCO Bracket Pair for Wood Canopy Tops Options: Paint Color ☒ Summit						

Like many businesses, we are experiencing unexpected price increases and extended lead times from our vendor partners for materials and transportation. We are trying to absorb the costs as much as possible, but in some cases, we have been forced to raise prices on our products. As such, the prices on this quote expire on the date listed and must be re-quoted after that date.

*Please be aware that lead times have increased for some vendors on this quote due to the high volume of orders this time of year. It is possible that some of the items on this order could have ship dates in July or later, depending on when the order is submitted.

Demco may require a down payment on this order, please contact your Demco Consultant for more information.

Sub Total	\$18,108.80
Shipping	\$0.00
Other Services	N/A
Tax	TAX EXEMPT
GRAND TOTAL	\$18,108.80

Billing Information

612-441-1641

Jami Trenam
Elk River Public Library
13020 Orono Pkwy NW
Elk River MN 55330-5600

Margot Barry
763.441.1641
margotb@grrl.lib.mn.us

Emily Bronk
Drawing ID:

Date



Request for Action

To
City Council

Item Number
4.8

Meeting Date
May 19, 2025

Prepared By
Zack Carlton, Community Development Director

Item Description
Resolution 25-24: Final Plat of Vinje Commercial Addition

Reviewed by
Cal Portner
Tina Allard

Action Requested

Adopt, by motion, Resolution 25-24 approving the final plat of Vinje Commercial Addition, with the following conditions:

1. The plat must show access restrictions to Highway 10/169.
2. The plat will not be released for recording until the following items have been recorded: Land Use Amendment LU 23-03, Zone Change ZC 23-01, and Conditional Use Permit CU 23-06.

Background/Discussion

On July 17, 2023, the City Council approved a series of applications to support the proposed Vinje Commercial PUD development project. The first phase included a mini-storage facility, and envisions commercial and industrial uses on the remaining area of the property.

Previous approvals included a land use amendment, zone change, CUP, and a preliminary plat. The submitted plat generally conforms to the approved plat, but does not include access restrictions to Highway 10/169 as required in the previous approvals.

The applicant plans to begin construction of the mini-storage facility soon.

Financial Impact

None

Mission/Policy/Goal

Support the growth and development of the community.

Attachments

1. Location Map
2. Final Plat
3. Vinje Commercial Addition Resolution
4. Council Staff Report 7-17-2023

The Elk River Vision

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





Project Location Map

Vinje Commercial

Final Plat

Case No: P 25-12



VINJE COMMERCIAL ADDITION

DRAFT FOR CITY SUBMITTAL - REVISED 02/01/2024

KNOW ALL PERSONS BY THESE PRESENTS: That Vinje Investments, LLC, a Minnesota limited liability company, owner of the following described property situated in the County of Sherburne, State of Minnesota, to wit:

That part of the Northeast Quarter of the Southwest Quarter, Section 11, Township 32, Range 26, described as follows: Starting at the Northwest corner of said Northeast Quarter of the Southwest Quarter; thence South along the one–sixteenth line a distance of 521.1 feet to the point of beginning; thence angle left to the East 90 degrees a distance of 275.0 feet; thence angle right to the South 90 degrees a distance of 200.00 feet; thence deflection angle right 69 degrees 27 minutes 30 seconds in the direction of Southwesterly a distance of 273.85 feet, more or less, to the Northeasterly right–of–way of U.S. Highway No. 10; thence Northwesterly on and along said right–of–way line a distance of 66.0 feet to an intersection with the aforesaid one–sixteenth line; thence North along said one–sixteenth line a distance of 232.4 feet, more or less, to the point of beginning;

and

All that part of the Northeast Quarter of the Southwest Quarter of Section 11, Township 32, Range 26, described as: Beginning at the Northwest corner of said Northeast Quarter of the Southwest Quarter; thence South along the West line thereof 521.1 feet; thence East at right angles 275.0 feet; thence South at right angles 200.0 feet; thence deflect 110 degrees 32 minutes 30 seconds to the left in a Northeasterly direction a distance of 635.72 feet; thence North parallel with said West line of the Northeast Quarter of the Southwest Quarter for a distance of 532.80 feet, more or less, to intersect the North line of said Northeast Quarter of the Southwest Quarter; thence West along said North line 871.13 feet, more or less, to the point of beginning;

and

All that part of the Northwest Quarter of the Southwest Quarter, of Section 11, Township 32, Range 26, lying east of U.S. Highway No. 10 described as follows: Beginning at the northeast corner of said Northwest Quarter of the Southwest Quarter; thence South on the one–sixteenth line a distance of 521.10 feet; thence angle right to the West 90 degrees a distance of 47.9 feet, more or less, to the Northeasterly right–of–way line of said U.S. Highway No. 10; thence Northwesterly along said highway right–of–way line to its intersection with the North line of said Northwest Quarter of the Southwest Quarter; thence East along said North line to the point of beginning.

and

All that portion of the Northwest Quarter of the Southwest Quarter, Section 11, Township 32, Range 26, lying east of U.S. Highway No. 10 described as follows: Starting at the northeast corner of said Northwest Quarter of the Southwest Quarter; thence south on the one–sixteenth line a distance of 521.10 feet to the point of beginning; thence angle right to the West 90 degrees a distance of 47.9 feet, more or less, to the northeasterly right–of–way line of said U.S. Highway No. 10; thence southeasterly on and along said right–of–way line a distance of 237.3 feet, more or less, to an intersection with the aforesaid one–sixteenth line; thence north along said one–sixteenth line a distance of 232.4 feet, more or less to the point of beginning.

Has caused the same to be surveyed and platted as **VINJE COMMERCIAL ADDITION** and does hereby dedicate to the public for public use forever the easements as shown on this plat for drainage and utility purposes only.

In witness whereof said Vinje Investments, LLC, a Minnesota limited liability company, has caused these presents to be signed by its proper officer this _____ day of _____, 20_____.

Vinje Investments, LLC

(Signature)

(Printed Name)

(Title)

State of Minnesota
County of _____

This instrument was acknowledged before me this _____ day of _____, 20_____, by _____, of said Vinje Investments, LLC, a Minnesota limited liability company.

(Signature)

(Name Printed)

Notary Public, _____ County, Minnesota
My Commission Expires _____

I hereby certify that I have surveyed and platted the land, or directly supervised the surveying and platting of the land described on the plat as **VINJE COMMERCIAL ADDITION**; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been correctly set; as of the date of this certification, all wet lands and water boundaries and all public ways are shown and labeled as defined in Minnesota Statutes 505.01, Subd. 3.

Abram A. Niemela, Licensed Land Surveyor
Minnesota License No. 48664

State of Minnesota
County of Wright

The foregoing surveyor’s certificate was acknowledged before me this _____ day of _____, 20_____, by Abram A. Niemela, Land Surveyor, Minnesota License No. 48664.

(Signature)

(Name Printed)

Notary Public, _____ County, Minnesota
My Commission Expires _____

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

Mayor

Attest: _____
Clerk

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

Sherburne County Surveyor

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

Sherburne County Auditor/Treasurer

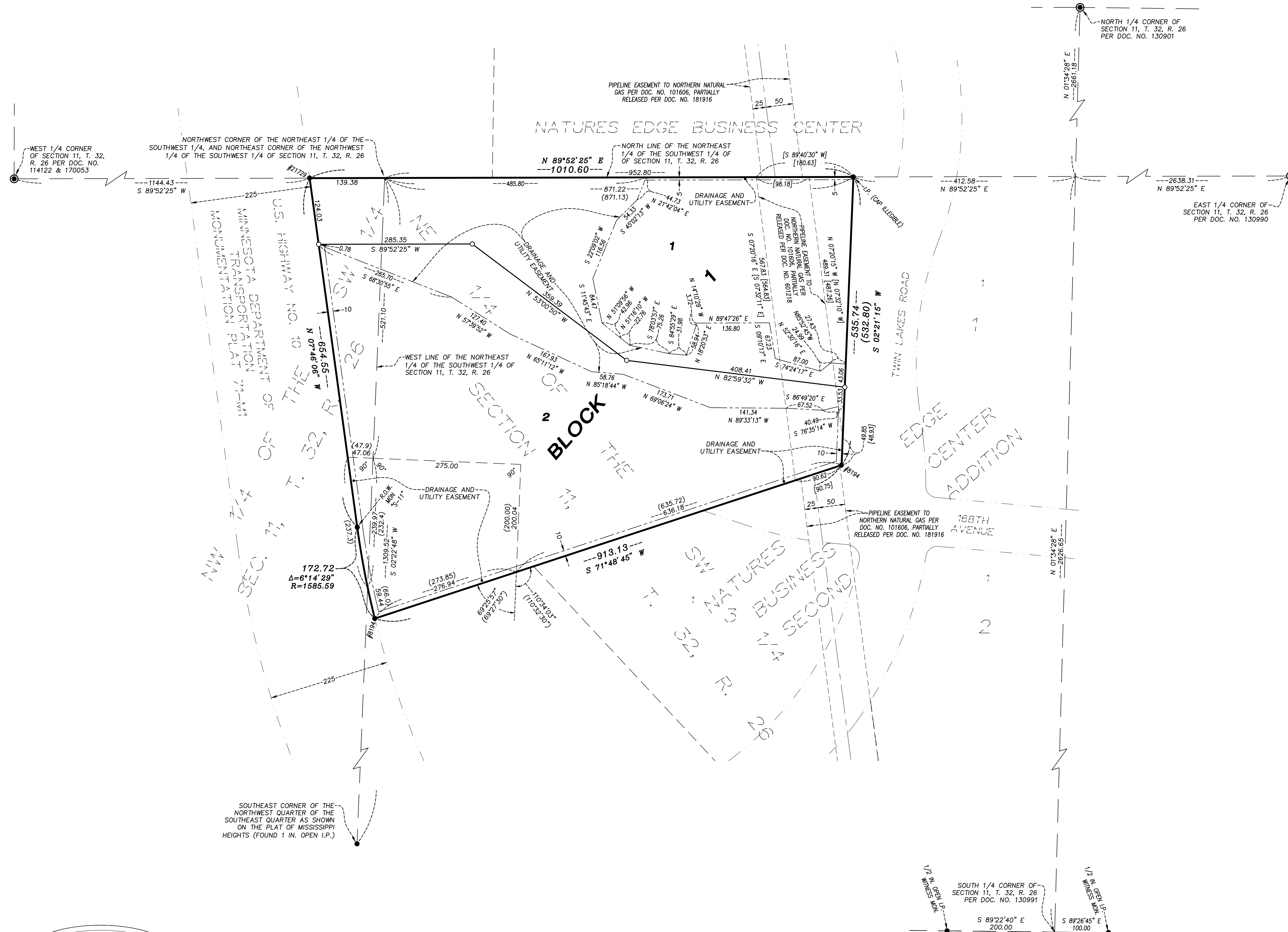
I hereby certify that this instrument was filed in the office of the County Recorder for record on this _____ day of _____, 20_____ at _____ o’clock _____.M., and was duly recorded as Document No. _____.

Sherburne County Recorder



VINJE COMMERCIAL ADDITION

DRAFT FOR CITY SUBMITTAL - REVISED 02/01/2024



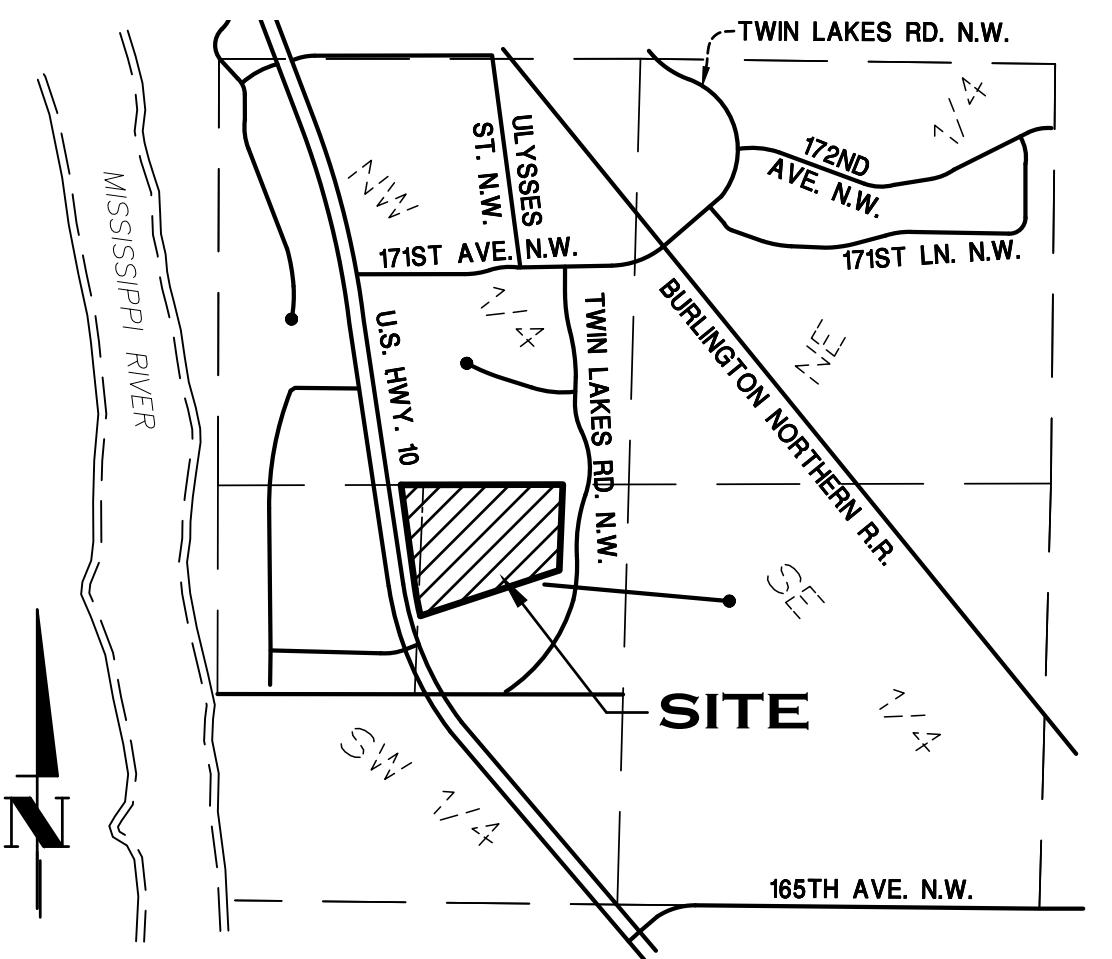
0 100 200 300
GRAPHIC SCALE IN FEET
1 INCH = 100 FEET (IF PRINTED FULL SIZE)

- DENOTES IRON MONUMENT SET
 - DENOTES IRON MONUMENT FOUND
 - ⊙ DENOTES CAST-IRON MONUMENT FOUND
- (DISTANCE/ANGLE) DISTANCES OR ANGLES IN PARENTHESIS ARE ACCORDING TO RECORD DESCRIPTION, AND ARE SHOWN WHERE MEASURED VALUES DIFFER FROM RECORD VALUES

FOR THE PURPOSES OF THIS PLAT, THE NORTH LINE OF THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 11, T. 32, R. 26 IS ASSUMED TO BEAR N 89°52'25" E.

VICINITY MAP

SECTION 11, T. 32, R. 26, SHERBURNE COUNTY, MN
(NO SCALE)





Resolution 25-24

A Resolution of the City of Elk River Granting Final Plat Approval for Vinje Commercial Addition Case No. P 25-12

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

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

WHEREAS, the proposed final plat is consistent with the preliminary plat as approved by the City Council; and

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

NOW, THEREFORE, BE IT RESOLVED

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



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

Passed and adopted this 19th day of May 2025.

John J. Dietz, Mayor

ATTEST:

Tina Allard, City Clerk



EXHIBIT A
LEGAL DESCRIPTION

That part of the Northeast Quarter of the Southwest Quarter, Section 11, Township 32, Range 26, described as follows: Starting at the Northwest corner of said Northeast Quarter of the Southwest Quarter; thence South along the one-sixteenth line a distance of 521.1 feet to the point of beginning; thence angle left to the East 90 degrees a distance of 275.0 feet; thence angle right to the South 90 degrees a distance of 200.00 feet; thence deflection angle right 69 degrees 27 minutes 30 seconds in the direction of Southwesterly a distance of 273.85 feet, more or less, to the Northeasterly right-of-way of U.S. Highway No. 10; thence Northwesterly on and along said right-of-way line a distance of 66.0 feet to an intersection with the aforesaid one-sixteenth line; thence North along said one-sixteenth line a distance of 232.4 feet, more or less, to the point of beginning;

and

All that part of the Northeast Quarter of the Southwest Quarter of Section 11, Township 32, Range 26, described as: Beginning at the Northwest corner of said Northeast Quarter of the Southwest Quarter; thence South along the West line thereof 521.1 feet; thence East at right angles 275.0 feet; thence South at right angles 200.0 feet; thence deflect 110 degrees 32 minutes 30 seconds to the left in a Northeasterly direction a distance of 635.72 feet; thence North parallel with said West line of the Northeast Quarter of the Southwest Quarter for a distance of 532.80 feet, more or less, to intersect the North line of said Northeast Quarter of the Southwest Quarter; thence West along said North line 871.13 feet, more or less, to the point of beginning;

and

All that part of the Northwest Quarter of the Southwest Quarter, of Section 11, Township 32, Range 26, lying east of U.S. Highway No. 10 described as follows: Beginning at the northeast corner of said Northwest Quarter of the Southwest Quarter; thence South on the one-sixteenth line a distance of 521.10 feet; thence angle right to the West 90 degrees a distance of 47.9 feet, more or less, to the Northeasterly right-of-way line of said U.S. Highway No. 10; thence Northwesterly along said highway right-of-way line to its intersection with the North line of said Northwest Quarter of the Southwest Quarter; thence East along said North line to the point of beginning.

and

All that portion of the Northwest Quarter of the Southwest Quarter, Section 11, Township 32, Range 26, lying east of U.S. Highway No. 10 described as follows: Starting at the northeast corner of said Northwest Quarter of the Southwest Quarter; thence south on the one-sixteenth line a distance of 521.10 feet to the point of beginning; thence angle right to the West 90 degrees a distance of 47.9 feet, more or less, to the northeasterly right-of-way line of said U.S. Highway No. 10; thence southeasterly on and along said right-of-way line a distance of 237.3 feet, more or less, to an intersection with the aforesaid one-sixteenth line; thence north along said one-sixteenth line a distance of 232.4 feet, more or less to the point of beginning.



EXHIBIT B
CONDITIONS OF APPROVAL

1. The plat must show access restrictions to Highway 10/169.
2. The plat will not be released for recording until the following items have been recorded:
Land Use Amendment LU 23-03, Zone Change ZC 23-01, and Conditional Use
Permit CU 23-06.





Request for Action

To Mayor and City Council		Item Number 7.8
Agenda Section Public Hearings	Meeting Date July 17, 2023	Prepared by Zack Carlton, Community Development Director
Item Description Vinje Investments LLC - PID's 75-011-2401, 75-011-2120, 75-011-3203, 75-011-3235 a. Land Use Amendment: Business Park to Highway Business b. Zone Change: FAST (H) to Planned Unit Development (PUD) c. Conditional Use Permit: Establish a PUD d. Preliminary Plat: Vinje Commercial Addition		Reviewed by Chris Leeseberg, Senior Planner
		Reviewed by Cal Portner, City Administrator

Action Requested

Adopt, by motion, a resolution approving the Land Use Amendment changing the guidance from Business Park to Highway Business, with the condition that the associated Zone Change (ZC 23-01) and CUP (CU 23-06) applications shall be approved by the City Council.

Adopt, by motion, an ordinance approving the zone change from FAST (H) to Planned Unit Development (PUD), with the following conditions:

1. City Council approval of associated Land Use Amendment (LU 23-03).
2. A PUD agreement shall be approved by the City Council prior to recording the Zone Change.

Approve, by motion, a Conditional Use Permit establishing a Planned Unit Development (PUD), with the following conditions:

1. A PUD Agreement shall be developed and signed by both parties prior to issuance of a building permit.
2. Streets, access, and circulation, must comply with MN State Fire Code Chapter 5 and Appendix D.
3. Staff approval of all site, utility, engineering, and landscaping plans.
4. State approval of permits related to the proposed wetland impacts.
5. Approval of the updated landscape plan.
6. All office and industrial buildings within the PUD shall comply with the Business Park design standards. The ministorage facility is exempt from strict application of this standard, but additional materials must be included to improve the overall aesthetic of the project.
7. Fencing clearly visible from the public street shall be of a wrought iron style. Fencing not clearly visible from the street shall be black chain-link.
8. All outdoor storage areas shall be screened with a 100% opaque fence.



Figure 1

The Elk River Vision

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



Updated: January 2023

9. The driveway access to Twin Lakes Road will be reduced to a right-in-right-out when Twin Lakes Road is improved to a 4-lane divided roadway.
10. Future development phases will be reviewed utilizing the CUP process as outlined in city ordinances.
11. Improvements within city right-of-way are limited to paving, curbing, grading, and utility work. Improvements such as fencing will not be permitted.

Approve, by motion, the Preliminary Plat of Vinje Commercial Addition with the following conditions:

1. Council approval of the related Land Use Amendment (LU 23-03), Zone Change (ZC 23-01) and Conditional Use Permit (CU 23-06).
2. The preliminary plat shall be updated to include the proposed billboard within Lot 1, Block 1.
3. There will be no future access to Highway 10.

Background/Discussion

The applicant has submitted updated plans which remove all structures and permanent impacts from the public right-of-way. The updated plans still propose establishment of a Planned Unit Development (PUD) near the intersection of Twin Lakes Road and 168th Circle NW.

The site is approximately 15 acres, and the concept plan includes a mini-storage facility, future commercial spaces, and future light industrial and office space. These uses are generally consistent with the surrounding uses, but updates to the city's Comprehensive Plan and Zoning Map are required. Some of the proposed land use and zone changes associated with the city-initiated changes come under review later during this meeting conflict with the current request. If approved, staff will update the final land use and zoning map to reflect the change.

Planning Commission and Public Hearing

Dan Bosshart, president of Preferred Powder Coating, noted the high standard for building materials he was held to during his project review nearly 10 years ago. He requested the Commission hold this project to the same standard as the Council had a long-term vision for this area, which should be maintained. No one else spoke.

The Commission discussed the material standards for the proposed PUD and recommended the same Business Park design standards be applied to future industrial and office buildings within the PUD. The Commission also made an exception for the current ministorage project. They felt that due to the current site limits and the economics of a ministorage facility that application of the Business Park standards was not appropriate. Their recommendation requires additional materials (brick, stone, etc.) for the proposed storage buildings, but at a level below the standards required for the rest of the development.

With that modification to the conditions of approval for the CUP, they unanimously recommended approval of all four land use applications.

Financial Impact

None

Mission/Policy/Goal

Supports the growth and development of the business community.

Attachments

- Planning Commission Packet dated June 27, 2023
- Land Use Resolution
- Zone Change Ordinance



Request for Action

To Planning Commission		Item Number 4.1
Agenda Section Public Hearings	Meeting Date June 27, 2023	Prepared by Zack Carlton, Community Development Director
Item Description Vinje Investments LLC - PID's 75-011-2401, 75-011-2120, 75-011-3203, 75-011-3235 - Land Use Amendment from Business Park to Highway Business, Case No. LU 23-03 - Zone Change from FAST (H) to PUD, Case No. ZC 23-01 - Conditional Use Permit for a Planned Unit Development, Case No. CU 23-06 - Preliminary Plat of Vinje Commercial Addition, Case No. P 23-03		Reviewed by Chris Leeseberg, Senior Planner Reviewed by

Action Requested

Recommend, by motion, approval of the Land Use Amendment changing the guidance from Business Park to Highway Business, with the following conditions:

1. The associated Zone Change (ZC 23-01) and CUP (CU 23-06) applications shall be approved by the City Council.

Recommend, by motion, approval of the proposed zone change from FAST (H) to Planned Unit Development (PUD), with the following conditions:

1. City Council approval of associated Land Use Amendment (LU 23-03).
2. A PUD agreement shall be approved by the City Council prior to recording the Zone Change.

Recommend, by motion, approval of the Conditional Use Permit establishing a residential Planned Unit Development (PUD), with the following conditions:

1. A PUD Agreement shall be developed and signed by both parties prior to issuance of a building permit.
2. Streets, access, and circulation, must comply with MN State Fire Code Chapter 5 and Appendix D.
3. Staff approval of all site, utility, engineering, and landscaping plans.
4. State approval of all wetland permits related to the proposed wetland impacts.
5. Approval of the updated landscape plan

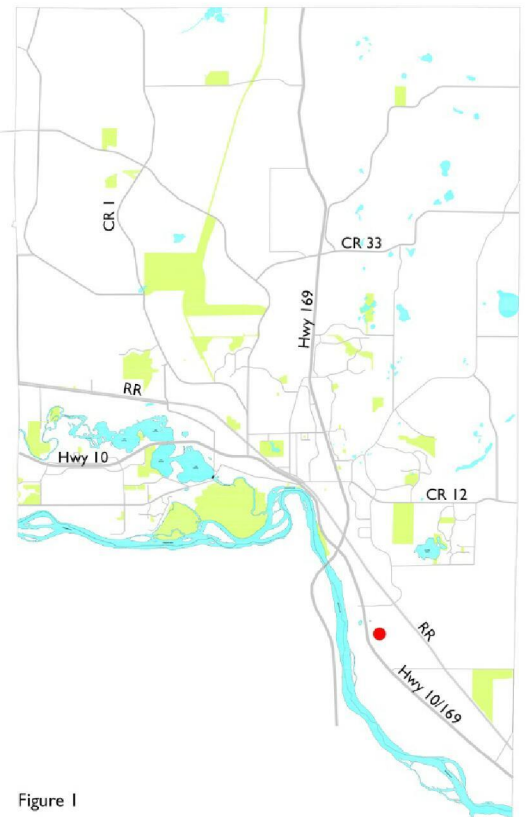


Figure I

The Elk River Vision

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



Updated: January 2023

6. Buildings within the PUD shall comply with the Business Park design standards. This applies to all facades clearly visible from public streets.
7. Fencing clearly visible from the public street shall be of a wrought iron style. Fencing not clearly visible from the street shall be black chain-link.
8. All outdoor storage areas shall be screened with a 100% opaque fence.
9. The driveway access to Twin Lakes Road will be reduced to a right-in-right-out when Twin Lakes Road is improved to a 4-lane divided roadway.
10. Future development phases will be reviewed utilizing the CUP process as outlined in city ordinances.
11. Improvements within city right-of-way are limited to paving, curbing, grading, and utility work. Improvements such as fencing will not be permitted.

Recommend, by motion, approval of the Preliminary Plat of Vinje Commercial Addition with the following conditions:

1. Council approval of the related Land Use Amendment (LU 23-03), Zone Change (ZC 23-01) and Conditional Use Permit (CU 23-06).
2. The preliminary plat shall be updated to include the proposed billboard within Lot 1, Block 1.
3. There will be no future access to Highway 10.

Background/Discussion

The applicant has submitted updated plans which remove all structures and permanent impacts from the public right-of-way. The updated plans still propose establishment of a Planned Unit Development (PUD) near the intersection of Twin Lakes Road and 168th Circle NW. The site is approximately 15 acres, and the concept plan includes a mini-storage facility, future commercial spaces, and future light industrial and office space. These uses are generally consistent with the surrounding uses, but updates to the city's Comprehensive Plan and Zoning Map are required. Some of the proposed land use and zone changes associated with the city-initiated changes later during this meeting conflict with the current request. If recommended for approval, staff will update the final land use and zoning map to reflect those recommendations.

The site is currently zoned FAST (H), and the land use guidance is split between Highway Business and Business Park.

PUD Concept Plan

The submitted PUD concept plan includes a mini-storage facility that would be developed upon approval of the current application package and future uses that include commercial, light industrial, office spaces, and a billboard. The only use that will access the existing street (Twin Lakes Road) is the proposed mini storage. The remaining uses will require the development of a city street that is currently shown on a city owned parcel. The proposed street includes a cul-de-sac and driveways to serve future uses. This street and the required right-of-way are not included in this application package, and any future development of the site will require acquisition, by the developer, of a portion of city owned land.

The current project, a mini-storage facility, no longer incorporates a portion of city owned property. However, the plans recognize a wider than normal right-of-way and request significant reductions to the setbacks along that property line. At full development of Twin Lakes Road as a 4-lane divided roadway, the setbacks from the street would appear consistent with other types of developments in the area.

The PUD concept plan will be included in the required PUD agreement which will be reviewed and approved by the Council later. The agreement will outline performance and design standards for buildings within the district.

The applicant has proposed keeping the existing billboard located along Highway 10. City ordinance identifies billboards as a principal use of the property, requiring their removal when the property is dedicated to a new use. The concept plan is proposed to be amended to include the billboard as an accessory use on the same lot as the mini-storage facility.

Mini Storage Project

As noted above, the PUD concept plan includes a number of uses, but the applicant is requesting approval of the mini-storage use with the current application package.

Site Plan

The storage facility will access Twin Lakes Road through one proposed driveway in the NE corner of the site. The current driveway is shown as full-access, but this will be changed with future improvements to Twin Lakes Road as it is further developed as a 4-lane divided corridor. When the street is upgraded, access to the site will be restricted to right-in-right-out only.

Plans identify six buildings of varying sizes that will be rented to the general public for storage uses. The remainder of the site consists of parking and drive areas to support access to the buildings. These improvements impact a delineated wetland, and the applicant is required to comply with state standards for approval of the impacts. Parking and drive areas are bound by B612 curb and gutter and paved with bituminous.

Architectural Review

The submitted plans show the building to generally be finished with metal panels of two contrasting colors. Due to the location on Twin Lakes Road and the proximity of the site to Business Park uses, which require upgraded design standards, staff has recommended a condition that the buildings, and all of those proposed within the PUD, comply with the design standards outlined in the Business Park Zoning district. This will require additional material changes (likely adding brick or stone veneer and to add additional contrast and interest) to ensure that projects developed along planned primary corridors are generally consistent. Staff recommends this standard apply to all facades clearly visible from the public right-of-way.

All fencing proposed for this project shall consist of a wrought-iron style where clearly visible from the public right-of-way. The fencing will need to be modified to screen any proposed outdoor storage areas.

Applicable Regulations

Zone Change

In reviewing a proposed amendment, consideration shall be given to existing conditions within the area directly and indirectly affected by the proposal, the conservation of property values, the use to which the property affected is being devoted at the time, and relevant provisions, if any, in the land use plan.

In addition to the requested zone change, the applicant has requested a land use amendment that will impact a portion of the subject site. The proposed amendment will establish a single land use, Highway Business, for the entire site. While the long-term plans included in the PUD plan include a variety of uses, the proposed uses within the district and the Comprehensive Plan support the rezoning to PUD.

Conditional Use Permit/PUD

City ordinances outline the process for reviewing a proposed Planned Unit Development project and include a series of standards that the proposal should be evaluated against. Sec 30-1564 outlines these standards as follows:

1. *Land will be zoned into the PUD zoning district only upon approval of a concept plan for the PUD, pursuant to the procedure set forth in this section. A PUD will be authorized on land in a PUD zoning district only upon issuance of a conditional use permit, pursuant to the procedure set forth in this section.*
The applicant has submitted a PUD concept plan as part of their application package. The plan includes a ministorage facility, commercial uses, light industrial, and a proposal to retain the existing billboard. The concept plan includes potential parking and drive areas within the property, and impacts to a portion of the city owned lot south of the project. The proposed impacts on the city owned lot are not being considered as part of this request and any future impacts to the city parcel will need additional reviews and approvals from the City Council.
2. *The uses allowed in a PUD shall be limited to land uses consistent with the city's comprehensive plan and land use map, and to those uses identified in the concept plan for the PUD zoning district and the conditional use permit for the PUD.*
An update to the Comprehensive Plan is included in the current application package. Approval of this update will establish consistency with the proposed uses in the PUD concept plan and the Comprehensive Plan. The uses will be outlined in the PUD Agreement and future development within the district will utilize the Conditional Use Permit process to ensure consistency with city ordinances and the proposed plan.
3. *The area of land to be included in a PUD shall be in uniform control of the applicant.*
The concept plan includes a future street that is on city owned property. This improvement will require additional approval from the Council. Those approvals have not been requested at this time, and future improvements will not be authorized until that occurs. The previously proposed improvements within the right-of-way have been removed with the current construction plans.
4. *A PUD shall be designed to form a desirable unified environment within its proposed boundaries, including uniform design elements, landscaping, lighting and signage.*
The current concept plan is designed as one plan, to include drainage guidance for stormwater ponds and possible wetland impacts. The wetland delineation has been reviewed and approved by the city and state, but impacts to the wetland will require additional approvals.
5. *A PUD shall not cause undesirable impacts on adjacent lands and land uses. In particular, uses on the PUD perimeter shall be compatible with adjacent uses outside the PUD.*
Nearby land uses include industrial and commercial uses similar to those proposed within the proposed PUD. The existing uses are consistent with surrounding properties.
6. *A PUD shall be served by adequate transportation, water, sanitary sewer and drainage systems.*
The project area will be served by public services and detailed plans will be reviewed with each phase of the project. The PUD agreement will require all future improvements to follow the CUP process to ensure the project area adequately accounts for the proposed impacts.
7. *A PUD shall not adversely affect existing or proposed parks, schools, streets or other public facilities.*
The current use proposed with this first phase of the PUD project proposes a single connection to the east half of a future 4-lane divided roadway. This connection will be reduced to a right-in-right-out at full build out of the roadway. The full development of the surrounding road network will support the proposed uses, and this proposed first phase does not adversely affect the existing public facilities. Full development of the concept plan will also require additional public street improvements to provide access to the uses in the southwest corner of the concept plan.

8. *The council may establish varied and reasonable lot area, frontage, side yard, and setback requirements for a PUD and may authorize a density which it determines to be appropriate under the circumstances. Any permitted density shall be consistent with the city's comprehensive plan and not adversely affect the public health, safety and welfare.*
Approval of a PUD agreement, outlining the performance standards and approval process for the current project and future development within the concept plan, is included as a condition of approval. The review and approval of that agreement will take place during a following meeting.
9. *More than one principal building may be constructed on a lot within a PUD if authorized by the council. Unless otherwise permitted by the council, a PUD shall comply with the schedules of dimensional regulations set forth in this article, except that individual lots shall have no less than 80 percent of the minimum area for similar uses.*
The project does not conflict with standards described in city code.

Preliminary Plat

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

1. *The proposed subdivision is consistent with the zoning regulations (article VI of this chapter) and conforms in all respects with all requirements of this Code, including the zoning regulations and this article.*
The proposed subdivision requires approval of a rezoning application. Provided the zoning is amended to PUD, and recommended conditions are included, the proposed subdivision is consistent with all zoning regulations.
2. *The proposed subdivision is consistent with all applicable general and specialized city, county, and regional plans, including, but not limited to, the city's comprehensive development plan.*
The subdivision is consistent with all applicable plans.
3. *The physical characteristics of the site, including but not limited to topography, soils, vegetation, susceptibility to erosion and siltation, susceptibility to flooding, and drainage are suitable for the type and density of development and uses contemplated.*
The physical characteristics of the site support the proposed use. The wetland impacts will be reviewed by the city and state through the established review process.
4. *The proposed subdivision makes adequate provision for water supply, storm drainage, sewage transportation, erosion control and all other services, facilities and improvements otherwise required in this article.*
The subdivision includes public utilities and stormwater infrastructure that meets city requirements. Additional permits required to comply with erosion control standards are required and must be secured prior to building permit issuance.
5. *The proposed subdivision will not cause substantial environmental damage.*
Again, wetland impacts are under review, and approval of those impacts is included as a condition of approval.
6. *The proposed subdivision will not conflict with easements of record or with easements established by judgment of a court.*
There are no conflicts with easements of record.
7. *The proposed subdivision will not have an undue and adverse impact on the reasonable development of neighboring land.*
Neighboring properties are largely developed, and the uses are consistent with the proposed uses. The subdivision will not impact reasonable development of neighboring land.
8. *The proposed subdivision is not premature. A subdivision is premature if any of the following exists:*
 - a. *Lack of adequate stormwater drainage.*

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

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

In reviewing the standards for approval of a Land Use Amendment, Zone Change, Planned Unit Development, and Preliminary Plat, the proposed project meets the standards, and is recommended for approval with the outlined conditions.

Financial Impact

None

Mission/Policy/Goal

Supports the growth and development of the business community.

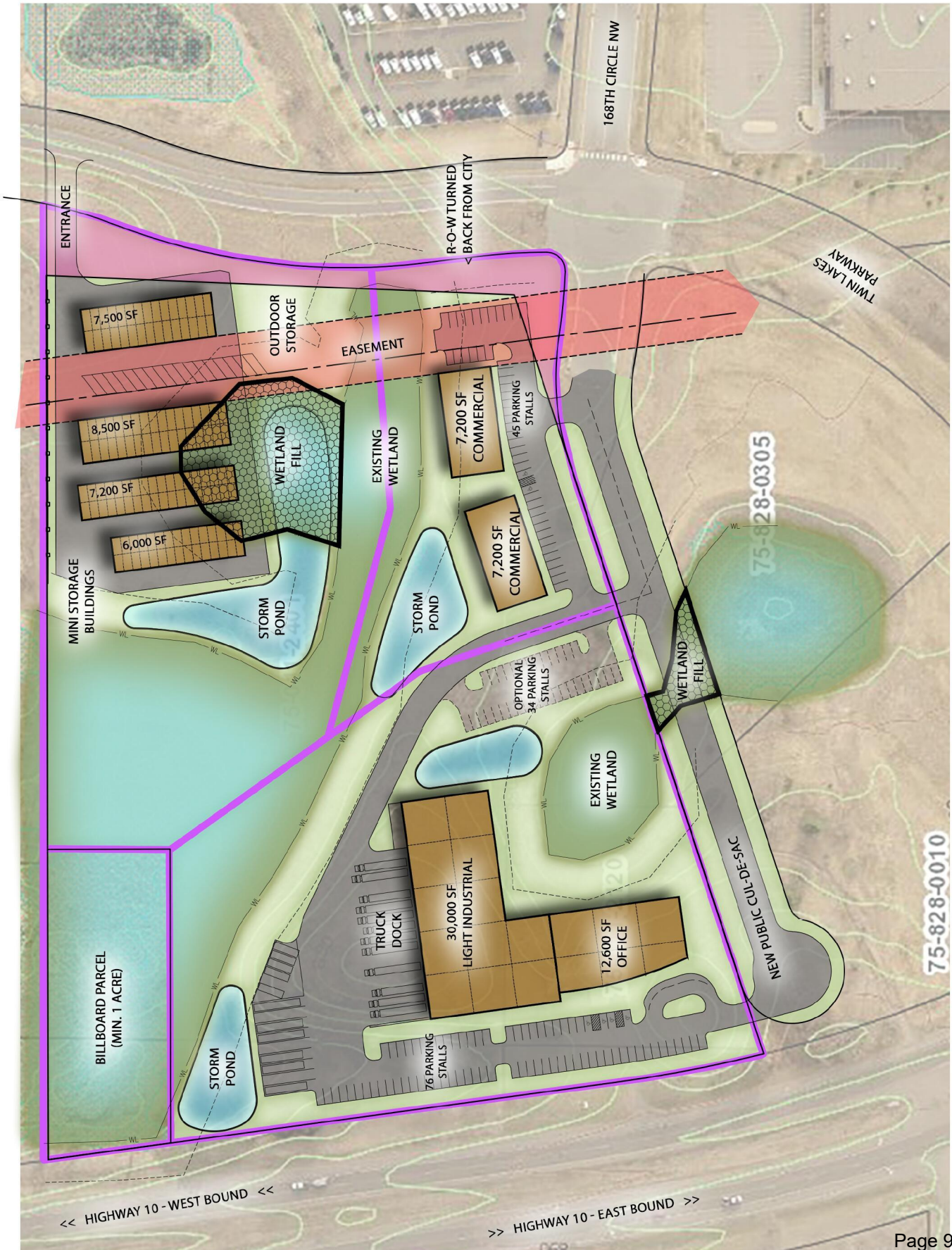
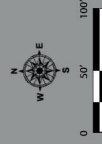
Attachments

- Location Map
- Applicant's Narrative
- PUD Concept Plan
- Ministorage Site Plans
- Ministorage Architectural Plans
- Preliminary Plat



Case No: P 23-03
ZC 23-03
LU 23-03
EV 23-01
CU 23-06

Vinje Investments LLC
Plat, Zone Change, Land Use Amendment
Easement Vacation, Conditional Use Permit



VINJE COMMERCIAL ADDITION PRELIMINARY PLAT

LUCAS STORAGE PLUS CUP PLANS

COMMERCIAL SITE IMPROVEMENT PROJECT

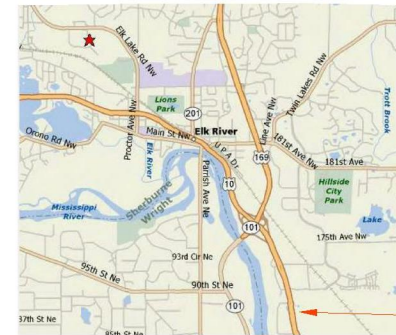
ELK RIVER, MN



MINNESOTA



SHERBURNE COUNTY



CITY OF ELK RIVER, MN



PROJECT LOCATION

INDEX OF CIVIL SITE DRAWINGS:

- C0 PROJECT LOCATION PLAN
- C1.0 PRELIMINARY PLAT
- C1.1 SITE PLAN
- C1.2 GRADING AND DRAINAGE PLAN
- C4. STORM SEWER PLAN
- C4. SWPPP
- C5 EXISTING CONDITIONS & REMOVAL PLAN
- C6.1-C6.2 DETAILS

CLIENT:
DAVID VINJE
6106 Excelsior Blvd #3,
Minneapolis, MN 55418
763-428-2813
david@atliscobasements.com

**LUCAS STORAGE PLUS
COMMERCIAL
SITE IMPROVEMENT
PROJECT**

**Twin Lakes Road NW
Elk River, Minnesota**
PROJECT LOCATION PLAN

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.
David Vinje
Date: 6/15/23 Reg. No. 24348
PREPARED BY: **CIVIL ENGINEERING**
SITE DESIGN
118 East Broadway St
Minneapolis, MN 55402
Phone: 763-428-2813
www.civileng.com

REVISIONS	DATE	BY	CHKD
06/15/23 OWNER CHANGES			

DATE: 03/27/23	DRAWN BY: SD	DESIGNED BY: SD	CHECKED BY: SD
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FILE NO. 00890

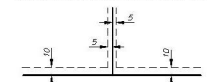
C0

Project Location plan

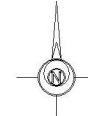
WETLAND DELINEATION

INFORMATION PROVIDED BY:
JG Wetland Services, Inc.
PO Box 534
Worthington, MN 55387
Delivered May 03, 2022

Drainage and utility easements are shown true



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



0 60 120 180
GRAPHIC SCALE IN FEET

LEGEND:

- Existing Contours
- Existing Storm Sewer
- Existing Spot Elevation
- Existing Storm Sewer
- Existing Sanitary Sewer
- Existing Watermain Sewer
- Existing Underground Telephone
- Existing Underground Electric
- Existing Tree Line
- Existing R/W Line
- Existing Boundary Line
- Existing Catch Basin
- Existing Manhole
- Existing Hydrant
- Existing Flooded End Section
- Existing Delineated Wetland Line 5/24/2022
- Existing Easement
- Proposed Lot Line
- Proposed Setback
- Proposed D&U Easement

SURVEY DATA

SURVEY INFORMATION PROVIDED BY:
LANDFORM
100 SOUTH FIFTH AVENUE, SUITE 515
MINNEAPOLIS, MN 55401
DATED: JUNE 07, 2022
BENCHMARK:
TOP OF HYDRANT EAST SIDE OF STREET
AT NORTHEAST CORNER OF SITE.
ELEV=888.61

PROJECT LOCATION

THAT PART OF NE 1/4 of the SW 1/4
SECTION 11 TOWNSHIP 32, RANGE 26,
SHERBURNE COUNTY, MINNESOTA.

EXISTING PROPERTY DESCRIPTIONS

SEE SURVEY

PROPOSED LEGAL DESCRIPTION

LOT 1 AND LOT 2, BLOCK 1,
VINE COMMERCIAL ADDITION,
SHERBURNE COUNTY, MINNESOTA.

SETBACKS (P.U.D.):

LOCATION: BUILDING
FRONT 30'
SIDE YARD 25'
REAR YARD 20'

MINIMUM LOT REQUIREMENTS (P.U.D.)

LOT AREA 1.0 AC.
LOT WIDTH 100 FT
MAXIMUM LOT COVERAGE 40%

INDEX OF CIVIL SITE DRAWINGS:

- C0 PROJECT LOCATION PLAN
- C1.0 PRELIMINARY PLAT
- C1.1 SITE PLAN
- C2 GRADING AND DRAINAGE PLAN
- C3 STORM SEWER PLAN
- C4 SWPPP
- C5 EXISTING CONDITIONS & REMOVAL PLAN
- C6.1-C6.2 DETAILS

CLIENT:

DAVID
VINJE

6106 Excelsior Blvd #2,
Minneapolis, MN 55416
763-428-2513
david@atticobasements.com

LUCAS STORAGE PLUS
COMMERCIAL
SITE IMPROVEMENT
PROJECT

Twin Lakes Road NW
Elk River, Minnesota

VINE COMMERCIAL ADDITION
PRELIMINARY PLAT

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.
Signature: *Sam Dahl*

Date: 6/15/23 Reg. No. 24348
PREPARED BY: CIVIL ENGINEERING
SITE DESIGN
116 East Broadway St
Minneapolis, MN 55401
Phone: 612-332-5352
www.civileng.com

REVISIONS
06/15/23 OWNER CHANGES

DATE 03/27/23

DRAWN BY SD

DESIGNED BY SD

CHECKED BY SD

FILE NO. 00890

C1.0

Preliminary Plat

GENERAL NOTES

1. PRIOR TO STARTING CONSTRUCTION, THE CONTRACTOR SHALL VERIFY THAT ALL REQUIRED PERMITS AND APPROVALS HAVE BEEN OBTAINED. NO CONSTRUCTION OR FABRICATION SHALL BEGIN UNTIL THE CONTRACTOR HAS THOROUGHLY REVIEWED ALL PLANS AND OTHER DOCUMENTS APPROVED BY THE PERMITTING AUTHORITIES.
2. WORK SHALL BE PERFORMED IN ACCORDANCE WITH THE PLANS AND SPECIFICATIONS AND THE REQUIREMENTS AND STANDARDS OF THE LOCAL GOVERNING AUTHORITY. THE SOILS REPORT AND RECOMMENDATION SET FORTH THEREIN ARE A PART OF THE REQUIRED CONSTRUCTION DOCUMENTS AND IN CASE OF CONFLICT SHALL TAKE PRECEDENCE UNLESS SPECIFICALLY NOTED OTHERWISE ON THE PLANS. THE CONTRACTOR SHALL NOTIFY THE OWNER OF ANY DISCREPANCY BETWEEN SOILS REPORT AND PLANS.
3. SITE CLEARING SHALL INCLUDE THE LOCATION AND REMOVAL OF ALL UNDERGROUND PIPING, VALVING, ETC.
4. SITE GRADING SHALL BE PERFORMED IN ACCORDANCE WITH THESE PLANS AND SPECIFICATIONS AND THE RECOMMENDATIONS SET FORTH IN THE SOILS REPORT IF OWNER HAS PROVIDED SUCH REPORT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR REMOVING AND REPLACING ALL SOFT, HEAVING OR UNSATURABLE MATERIALS AND REPLACING WITH SUITABLE MATERIALS AS SPECIFIED. IF REQUESTED BY THE OWNER, CONTRACTOR SHALL SUBMIT A CONSTRUCTION REPORT PREPARED BY A QUALIFIED SOILS ENGINEER LICENSED WITHIN THE STATE WHERE THE WORK IS PERFORMED, VERIFYING THAT ALL FILLED AREAS AND SUBGRADE AREAS WITHIN THE BUILDING PAD AND PAVEMENT AREAS HAVE BEEN COMPACTED IN ACCORDANCE WITH THE SPECIFICATIONS AND RECOMMENDATIONS SET FORTH IN THE SOILS REPORT.
5. THE LOCATIONS OF THE UNDERGROUND FACILITIES SHOWN ON THIS PLAN ARE BASED ON AVAILABLE SURVEY RECORDS. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO CONTACT THE VARIOUS UTILITY COMPANIES TO LOCATE THEIR FACILITIES PRIOR TO STARTING CONSTRUCTION. NO ADDITIONAL COMPENSATION SHALL BE PAID TO THE CONTRACTOR FOR DAMAGE AND REPAIR TO THESE FACILITIES CAUSED BY HIS WORK FORCE.
6. ALL EXISTING DIMENSIONS AND GRADES SHOWN ON THE PLANS SHALL BE FIELD VERIFIED BY THE CONTRACTOR PRIOR TO CONSTRUCTION. CONTRACTOR SHALL NOTIFY OWNER IF ANY DISCREPANCIES EXIST PRIOR TO PROCEEDING WITH CONSTRUCTION FOR CORRECTION OF GRADE CHANGES. NO EXTRA COMPENSATION SHALL BE PAID TO THE CONTRACTOR FOR WORK HAVING TO BE REDONE DUE TO DIMENSIONS OR GRADES SHOWN INCORRECTLY ON THESE PLANS IF SUCH NOTIFICATION HAS NOT BEEN GIVEN.
7. ALL EXISTING CONCRETE CURBING AND PAVEMENT TO REMAIN SHALL BE PROTECTED FROM DAMAGE. CONTRACTOR TO REPAIR ANY DAMAGED EXISTING CURB AND PAVEMENT AT CONTRACTOR'S EXPENSE.
8. THE CITY WILL NOT BE RESPONSIBLE FOR ANY ADDITIONAL COSTS INCURRED ASSOCIATED WITH VARIATIONS IN THE AS-BUILT ELEVATIONS. THESE ELEVATIONS SHALL BE VERIFIED IN THE FIELD PRIOR TO CONSTRUCTION.

SITE PLAN NOTES

1. ALL DIMENSIONS SHOWN ARE TO FACE OF CURB OR EDGE OF PAVEMENT UNLESS OTHERWISE NOTED.
2. MATCH EXISTING GRADES AT EXISTING PAVEMENT TO REMAIN.
3. EXISTING PAVEMENT TO REMAIN SHALL BE SAW CUT FOR CLEAN EDGE. TACK SHALL BE USED ON ALL VERTICAL EDGES PRIOR TO PATCHING.
4. CONTRACTOR SHALL VERIFY AND COORDINATE CUTOUT REQUIREMENTS FOR UNDERGROUND UTILITIES IF ANY WITHIN THE WORK ZONE WITH THE OWNER PRIOR TO PAVING.
5. CONTRACTOR IS RESPONSIBLE FOR COORDINATING WITH FIRE MARSHAL FOR POSTING OF FIRE LANES, CURB MARKING AND SIGNAGE AS REQUIRED.
6. CONTRACTOR IS RESPONSIBLE FOR DEMOLITION AND REMOVAL OF ALL EXISTING SITE FEATURES THAT INTERFERE WITH NEW WORK AS SHOWN.

PROJECT LOCATION

THAT PART OF NE 1/4 of the SW 1/4 SECTION 11 TOWNSHIP 32 RANGE 26, SHERBURN COUNTY, MINNESOTA.

EXISTING PROPERTY DESCRIPTIONS

SEE SURVEY.

BUILDING DATA

BUILDING A 50x204 & 40x36 = 11,640 SF
BUILDING B 20x150 = 3,000 SF
BUILDING C 30x150 = 4,500 SF
BUILDING D 40x130 = 5,200 SF
BUILDING E 40x130 = 5,200 SF
BUILDING F 20x150 = 3,000 SF
TOTAL = 33,040 SF

PARKING DATA:

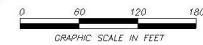
PROPOSED PARKING STALLS:
4 PARKING STALLS (INCL 1 HC STALLS)

PROPOSED LEGAL DESCRIPTION

LOT 1 AND LOT 2, BLOCK 1,
VINE COMMERCIAL ADDITION,
SHERBURN COUNTY, MINNESOTA.

SITE DATA:

EXISTING ZONING: EAST (SUBZONES A-1)
PROPOSED ZONING: PUD
GROSS AREA: 669,854 SF = 15.36 ACRES
EXISTING IMPERVIOUS AREA: 5,314 SF
(Includes existing buildings, existing pavement areas)
PROPOSED IMPERVIOUS AREA: 67,764 SF
PROPOSED PERCENT IMPERVIOUS: 13.1%
(% of lot area: 87,764 / 669,854)
PROPOSED PERVIOUS AREA: 582,090 SF
(% of lot area: 87,764 / 669,854)
PROPOSED PERCENT PERVIOUS AREA: 86.9%
(% of lot area: 582,090 / 669,854)
DISTURBANCE AREA: 3.4 AC



LEGEND:

- 0.00 --- Existing Contours
- >>> --- Existing Storm Sewer
- --- Existing Spot Elevation
- --- Existing Storm Sewer
- --- Existing Sanitary Sewer
- --- Existing Watermain Sewer
- --- Existing Underground Telephone
- --- Existing Underground Electric
- --- Existing Tree Line
- --- Existing R/W Line
- --- Existing Boundary Line
- --- Existing Catch Basin
- --- Existing Manhole
- --- Existing Hydrant
- --- Existing Flared End Section
- --- Existing Delineated Wetland Line 6/07/2019
- --- Existing Easement
- --- Proposed Lot Line
- --- Proposed Setback
- --- Proposed D&U Easement
- --- Concrete light duty
- --- Concrete heavy duty
- --- Bituminous pavement
- --- Proposed curb and gutter standard
- --- Proposed curb and gutter tip-out

SURVEY DATA

SURVEY INFORMATION PROVIDED BY:
LANDFORM
105 SOUTH FIFTH AVENUE, SUITE 513
MINNEAPOLIS, MN 55401
DATED: JUNE 07, 2022
BENCHMARK:
TOP OF HYDRANT EAST SIDE OF STREET
AT NORTHEAST CORNER OF SITE
ELEVATION=985.61

1. BITUMINOUS PAVEMENT; SEE SECTION ON DETAIL SHEET
2. 3 FT CONCRETE VALLEY GUTTER (SEE DETAIL 2001)
3. CONCRETE PAVEMENT HEAVY DUTY; 4,500 PSI MIX; SEE SECTION ON DETAIL SHEET
4. CONCRETE PAVEMENT LIGHT DUTY; 4,500 PSI MIX; SEE SECTION ON DETAIL SHEET
5. B012 CONCRETE CURB & GUTTER
MIX 3552 FOR MACHINE PLACEMENT (M&DOT 2461)
MIX 3552 FOR MANUAL PLACEMENT (M&DOT 2461)
6. B012 CONCRETE OUTFLOW CURB & GUTTER (TIP-OUT FLOWLINE)
MIX 3552 FOR MACHINE PLACEMENT (M&DOT 2461)
MIX 3552 FOR MANUAL PLACEMENT (M&DOT 2461)
7. SAWCUT AND REMOVE EXISTING BITUMINOUS FOR CLEAN EDGE (REPLACE BITUMINOUS IN-HAND)
8. EXISTING CURB, SIDEWALK & PAVEMENT TO REMAIN
9. EXISTING UTILITIES TO REMAIN IN PLACE. CONTRACTOR TO PROTECT
10. NOT USED
11. PAINT INTERNATIONAL SYMBOL OF ACCESSIBILITY WITH WHITE LATEX PAINT
12. PAINT 4" SOLID STRIPE - WHITE LATEX PAINT
13. ACCESSIBLE PARKING SIGN (M&DOT NOS. R7-BA & R7-BB), CENTER SIGN ON PARKING STALL LOCATION PER GENERAL CONTRACTOR. MOUNT ON STEEL CHANNEL POST.

INDEX OF CIVIL SITE DRAWINGS:

- | | |
|-----------|------------------------------------|
| C0 | PROJECT LOCATION PLAN |
| C1.0 | PRELIMINARY PLAT |
| C1.1 | SITE PLAN |
| C2 | GRADING AND DRAINAGE PLAN |
| C3 | STORM SEWER PLAN |
| C4 | SWPPP |
| C5 | EXISTING CONDITIONS & REMOVAL PLAN |
| C6.1-C6.2 | DETAILS |

CLIENT:

DAVID VINJE

6106 Excelsior Blvd #8,
Minneapolis, MN 55416
763-428-2513
dvin@ultrabasements.com

LUCAS STORAGE PLUS
COMMERCIAL
SITE IMPROVEMENT
PROJECT

Twin Lakes Road NW
Elk River, Minnesota

SITE PLAN

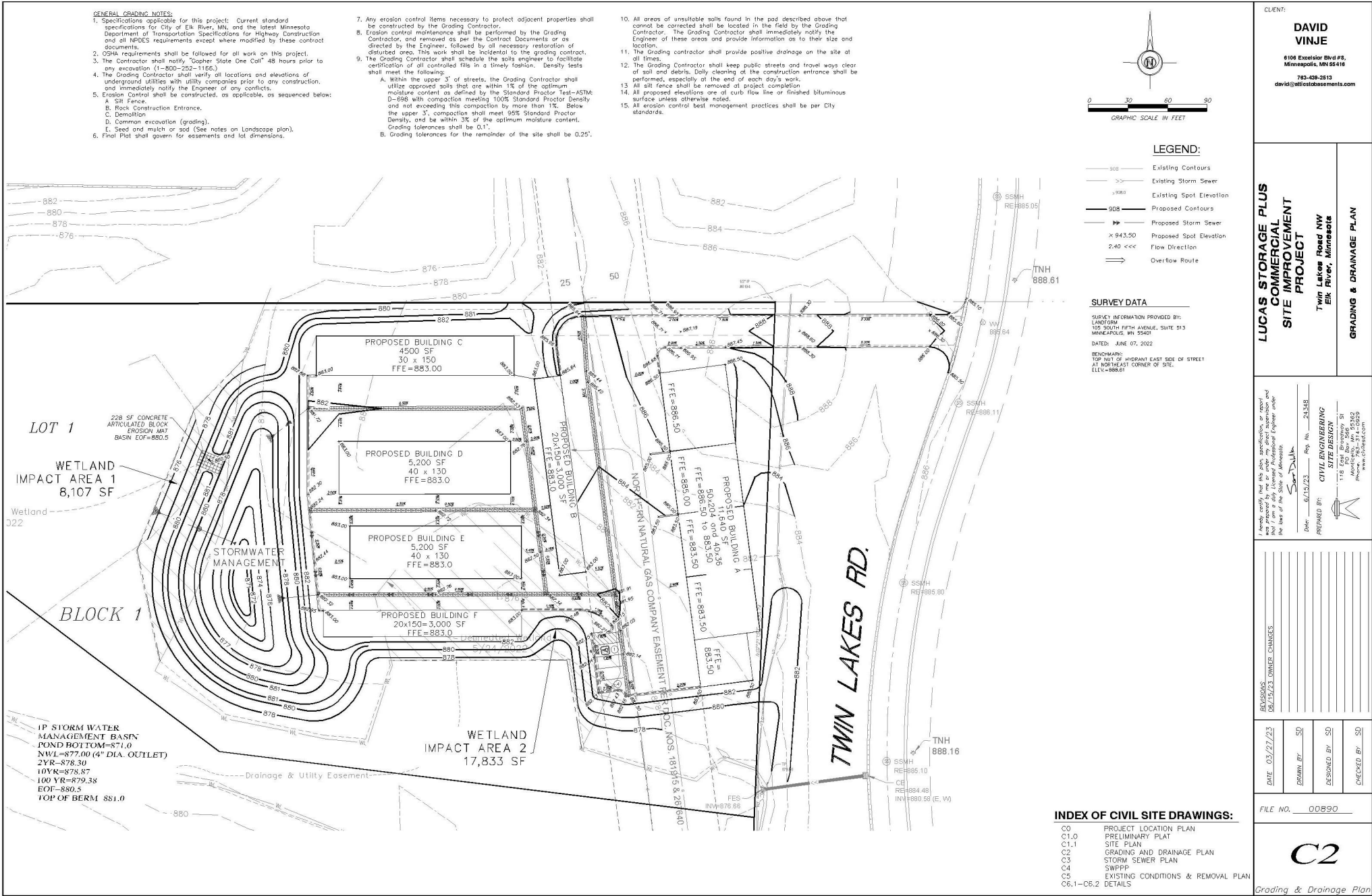
Locally verified that this site classification is correct and that it is a duly Licensed Professional Engineer under the laws of the State of Minnesota.
Date: 6/15/23 Reg. No. 24348
PREPARED BY: CIVIL ENGINEERING
SITE DESIGN
116 East Broadway St
Minneapolis, MN 55401
Phone: 612.929.9259
www.civillead.com

REVISIONS	DATE	DESCRIPTION
06/15/23	OWNER CHANGES	

DATE	03/27/23
DRAWN BY	SD
DESIGNED BY	SD
CHECKED BY	SD

FILE NO. 00890

C1.1
Site Plan

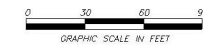


GENERAL UTILITY NOTES

1. Specifications applicable for this project: Current standard specifications for the City of Elk River, MN and all Minnesota Department of Health and MPCA requirements except where modified by these contract documents.
2. OSHA requirements shall be followed for all work on this project.
3. The Contractor shall notify "Topher Slope One Call" prior to any excavation (651-454-0002 or 1-800-252-1168 out state).
4. The Contractor shall verify all locations and elevations of underground utilities with utility companies prior to any construction (storm sewer, sanitary sewer, water, natural gas, telephone, electric, etc.), and immediately notify the Engineer of any conflicts.
5. The Contractor shall protect all existing utilities and facilities to allow proper functioning during and after construction. Any required supporting structures shall be supplied by the Contractor as work incidental to the contract.
6. The contractor shall immediately notify the Engineer of any conflicts between existing utilities, and the proposed construction. The Engineer will coordinate with the Utility Company in question to determine the need for relocation of the existing utility.
7. Existing conditions such as sand in manholes or valve boxes shall be identified by the Contractor and these shall be reported to the Engineer prior to excavation by the Contractor. Once construction has begun, all damage to underground utilities will be assumed to have been caused by the Contractor, any repairs necessary shall be performed by the Contractor at the Contractor's expense.
8. Final Plat shall govern for easements.
9. The Contractor shall coordinate with the local jurisdiction to obtain permits and meter for water source. All associated costs shall be incidental to the Contract, including disposal of test water into City's sanitary sewer system. The Contractor shall not operate gate valves or hydrants on the City's water supply system.
10. The Contractor shall notify the City Engineer and the Project Engineer 48 hours prior to starting work or as required by the local jurisdiction to be subject to being shut down.

11. The Contractor shall keep access roads clear of soil or other debris, and perform daily street cleaning as required by the MNDPS permit. Positive drainage, controlled with erosion control and erosion prevention measures as required by the MNDPS permit shall be performed. Inlet protection shall be installed within 48 hours after inlet construction. Unless specified on the plans or as a bid item on the Bid Form, any temporary culverts, ditches, filter fabric, etc. necessary to accomplish this shall be performed as incidental to the Contract.
12. The Contractor shall preserve and protect the markers and monuments set for the subdivision of the land.
13. The Contractor shall schedule the soils engineer to facilitate certification of all controlled fills in a timely fashion. Density tests shall meet the following:
A. Density tests shall be taken on all trenches at locations as determined by the Engineer or his representative.
B. Within the upper 3' of streets, private drives and parking lots, Contractor shall utilize approved soils that are within 1% optimum moisture content as defined by the Standard Proctor Test-ASTM: D-698 with 100% Standard Proctor Density and not exceeding compaction by more than 1%. Below the upper 3', compaction shall meet 95%. Grading tolerances shall be 0.1".
14. The Owner shall pay for all testing of soils compaction. Any areas which fail to meet the above standards shall be corrected and re-tested by the Owner's testing agent at the Contractor's expense.
15. Contractor shall provide temporary traffic control in compliance with MN/DOT "Temporary Traffic Control Zone Layouts Field Manual" most recent version for construction adjacent to travel ways.
16. Contractor shall be responsible for verification of the depth of existing slabs listed on this plan prior to the installation of any fittings, structures, castings, etc. Engineer, Owner or City shall not be responsible for any discrepancies found as depths are estimated.
17. All manhole castings in pavement shall be sumped 0.05'. All catch basin castings in curb shall be sumped 0.10'. Rim elevations on plan reflect sumped elevations.

18. Castings shall be Neenah or equivalent. Storm structures shall be precast concrete.
19. RCP (Reinforced Concrete Pipe) shall be Class 5 unless noted otherwise.
19. The Contractor shall be responsible for coordinating with utility companies for power pole and/or line relocation required.
20. The contractor shall provide all necessary traffic control.
21. The contractor shall be responsible for all grading and restoration required to restore surfaces to like kind existing condition.
22. Existing curb and pavement damaged or impacted on adjacent property shall be restored with in-kind materials and section. All match lines are to be saw cut.
23. Pipe lengths shown are measured center of structure to center of structure or to end of apron.
24. The contractor shall obtain a Utility Excavation Permit from the City Public Works Department prior to commencement of utility connections.
25. PVC pipe crossing over watermain pipe shall be ASTM D 1785, ASTM D 2241, or AWWA C900.
26. Contractor or owner to provide an as-built utility plan once construction is complete.

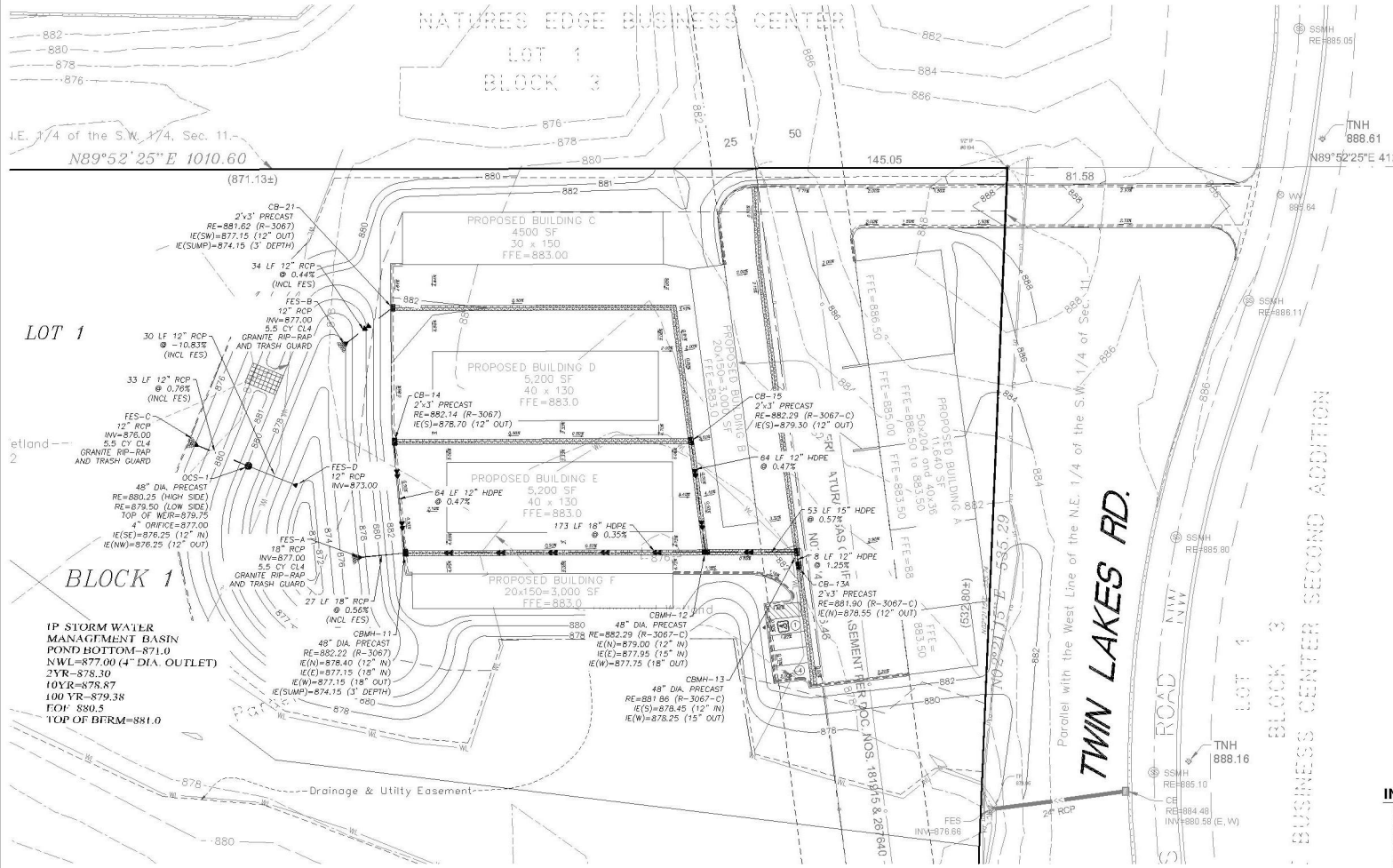


LEGEND:

- Existing Contours
- Existing Storm Sewer
- Existing Water Main
- Existing Sanitary Sewer
- Existing Trees
- Existing Body Line
- Proposed Sanitary Sewer
- Proposed Water Main
- Proposed Gate Valve
- Proposed Storm Sewer
- Proposed Fire Hydrant

SURVEY DATA

SURVEY INFORMATION PROVIDED BY:
LARGO
100 SOUTH FIFTH AVENUE, SUITE 513
MINNEAPOLIS, MN 55401
DATED: JUNE 07, 2022
BENCHMARK:
TOP NUT OF HYDRANT EAST SIDE OF STREET
AT NORTHEAST CORNER OF SITE.
ELEVATION=888.61



INDEX OF CIVIL SITE DRAWINGS:

- C0 PROJECT LOCATION PLAN
- C1.0 PRELIMINARY PLAT
- C1.1 SITE PLAN
- C1.2 GRADING AND DRAINAGE PLAN
- C2 STORM SEWER PLAN
- C3 SWPPP
- C5 EXISTING CONDITIONS & REMOVAL PLAN
- C6.1-C6.2 DETAILS

CLIENT:

DAVID VINJE
6106 Excelsior Blvd #3,
Minneapolis, MN 55416
763-428-2513
dvinje@attobusiness.com

**LUCAS STORAGE PLUS
COMMERCIAL
SITE IMPROVEMENT
PROJECT**

Twin Lakes Road NW
Elk River, Minnesota

STORM SEWER PLAN

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.

DATE: 6/15/23 Rev. No. 24348
PREPARED BY: CIVIL ENGINEERING
SITE DESIGN
116 East Broadway St
Minneapolis, MN 55402
www.civillead.com

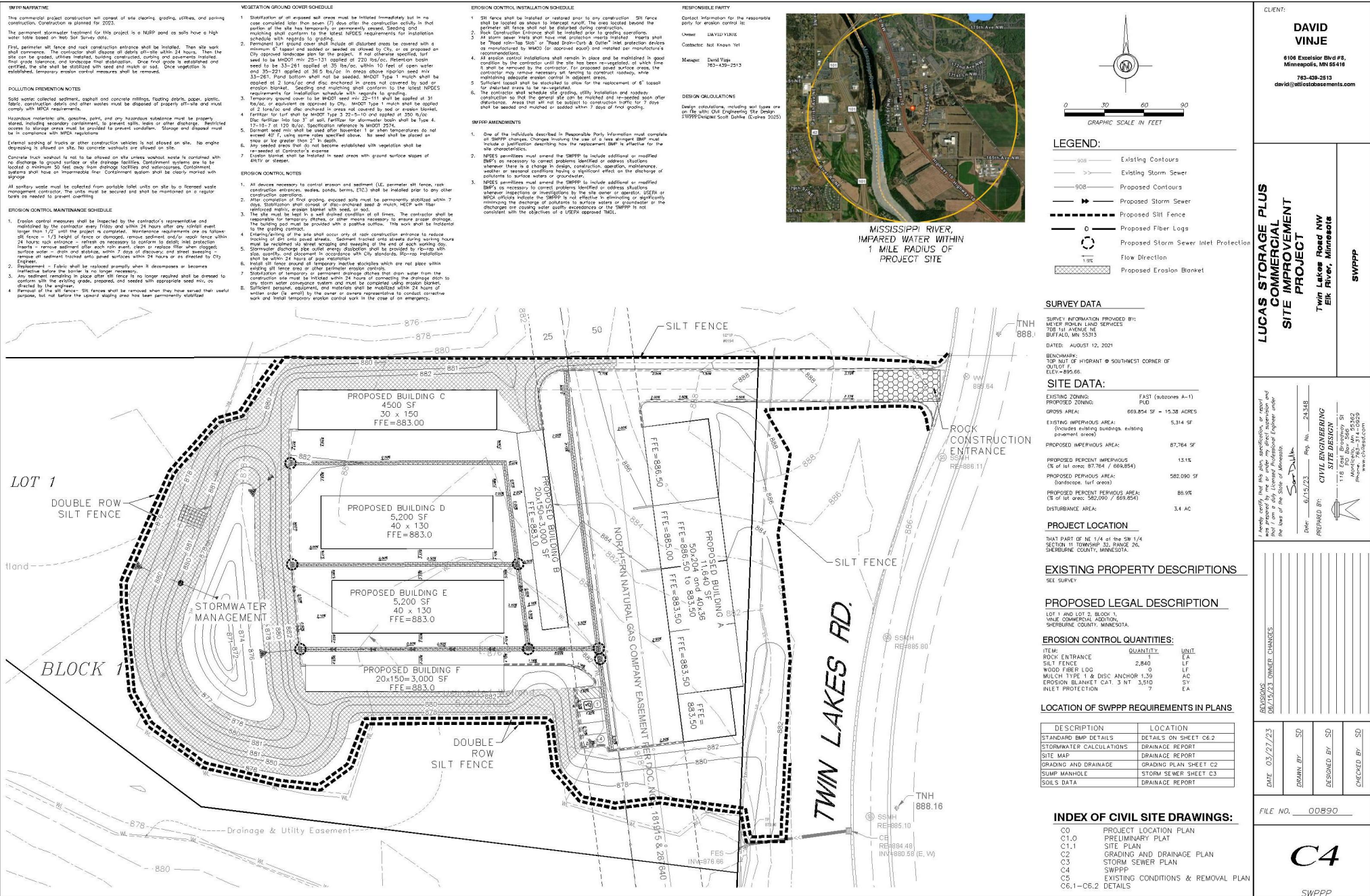
REVISIONS
06/15/23 OWNER CHANGES

DATE	03/27/23
DRAWN BY	SD
DESIGNED BY	SD
CHECKED BY	SD

FILE NO. 00890

C3

Storm Sewer Plan



DEMOLITION NOTES

1. Install perimeter sediment controls as soon as possible during clear and grub operations. See Erosion Control Plan.
2. Provide air quality control measures at the request of the Engineer or City Representatives. Take necessary measures to keep dust levels to a minimum. Provide sweeping of adjacent paving as needed, or as required by the City Engineer.
3. Locate and protect all utility lines prior to and during demolition. Utility locations shown are based on best available information and are not guaranteed. Contact private utility service for disconnection and removal.
4. Remove or relocate all existing site features that interfere with the proposed construction.
5. Protect existing site features that are to remain during construction. Replace anything damaged with new construction.
6. Pavement shall be saw cut at limits of removal unless noted otherwise. Do not impede existing traffic circulation to adjacent businesses or streets.
7. Sufficient topsoil shall be stockpiled to allow for the replacement of 6" of topsoil in disturbed areas to be re-vegetated.
8. All construction and post-construction parking shall be on-site. At no time shall parking, loading, or unloading be allowed on public streets.
9. Storage of materials or equipment shall not be allowed within public Right-of-Way and shall be maintained on site within project boundaries.

PROJECT LOCATION

THAT PART OF NE 1/4 of the SW 1/4
SECTION 11 TOWNSHIP 32, RANGE 26,
SHERBURNE COUNTY, MINNESOTA.

EXISTING PROPERTY DESCRIPTIONS

SEE SURVEY

PROPOSED LEGAL DESCRIPTION

LOT 1 AND OUTLOT A, BLOCK 1,
TWIN LAKES STORAGE ADDITION,
SHERBURNE COUNTY, MINNESOTA

SURVEY DATA

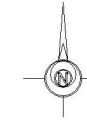
SURVEY INFORMATION PROVIDED BY:
LANDFORM
100 SOUTH RIVER AVENUE, SUITE 515
MINNEAPOLIS, MN 55401

DATED: JUNE 07, 2022

BENCHMARK:
TOP NAT OF HIGHWAY EAST SIDE OF STREET
AT NORTHEAST CORNER OF SITE.
ELEV=888.61

LEGEND:

- Existing Contours
- Existing Sanitary Sewer
- Existing Water Main
- Existing Storm Sewer
- Existing Trees
- Existing Body Line
- ▨ PROPOSED DEMOLITION & REMOVAL AREA
- ▤ PROPOSED TREE REMOVAL AREA



0 60 120 180
GRAPHIC SCALE IN FEET

CLIENT:

DAVID VINJE

6106 Excelsior Blvd #2,
Minneapolis, MN 55416
763-428-2513
david@atlascosmetics.com

**LUCAS STORAGE PLUS
COMMERCIAL
SITE IMPROVEMENT
PROJECT**

Twin Lakes Road NW
Elk River, Minnesota

**EXISTING CONDITION &
REMOVAL PLAN**

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.

Date: 6/15/23 Reg. No. 24348
PREPARED BY: CIVIL ENGINEERING
SITE DESIGN

116 East Broadway St
Minneapolis, MN 55402
Phone: 612-333-5555
www.civileng.com

REVISIONS
06/15/23 OWNER CHANGES

DATE 03/27/23

DRAWN BY SD

DESIGNED BY SD

CHECKED BY SD

FILE NO. 00890

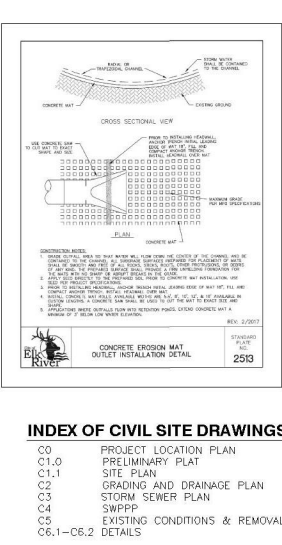
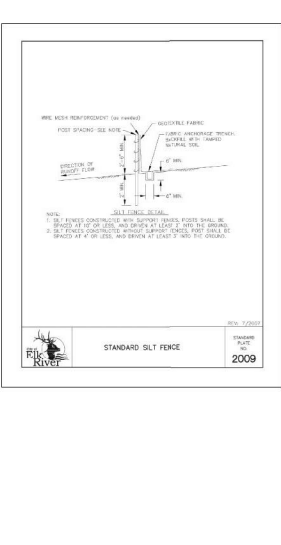
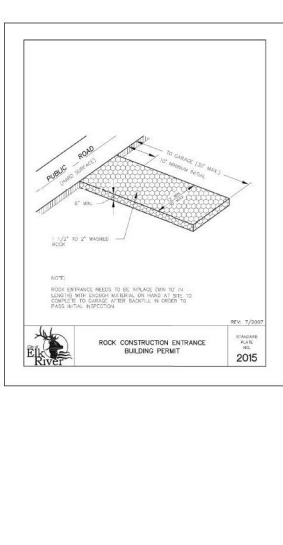
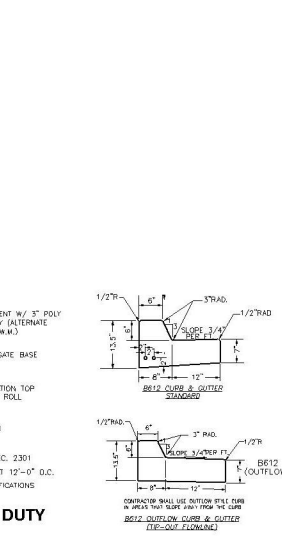
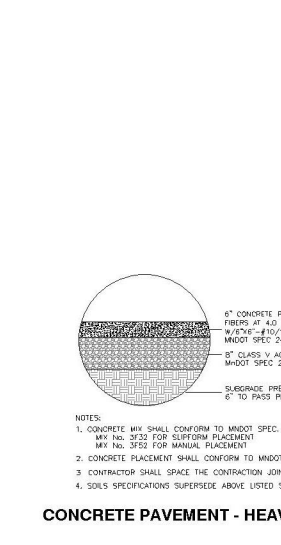
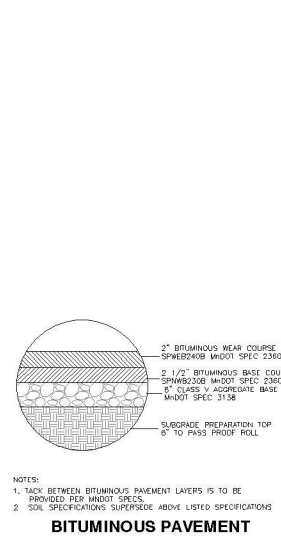
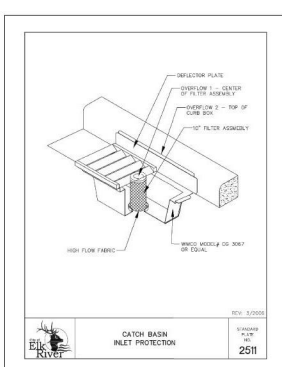
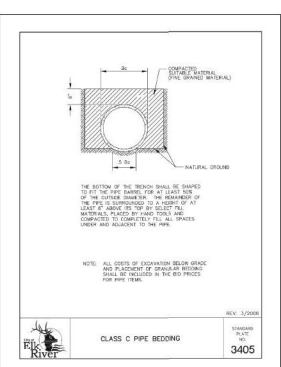
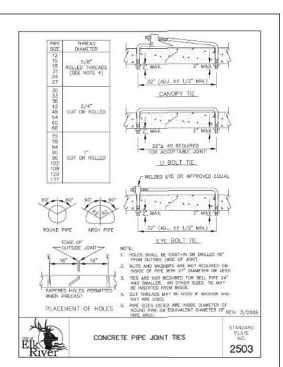
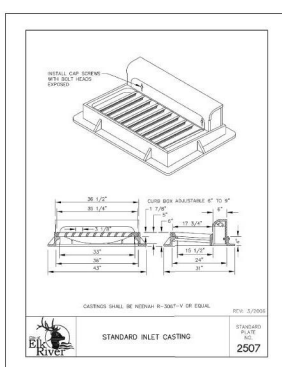
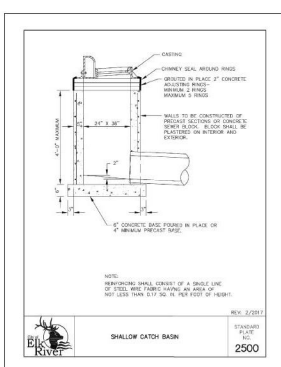
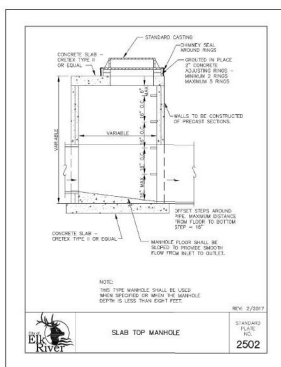
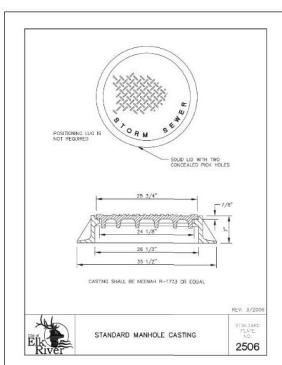
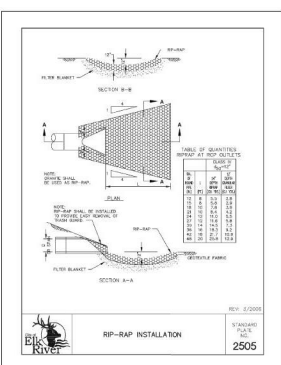
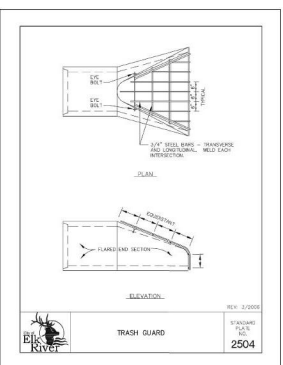
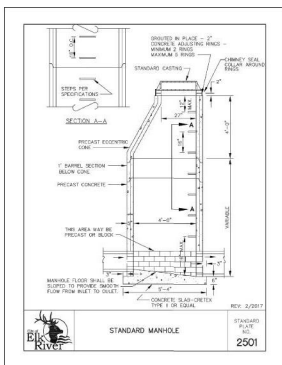
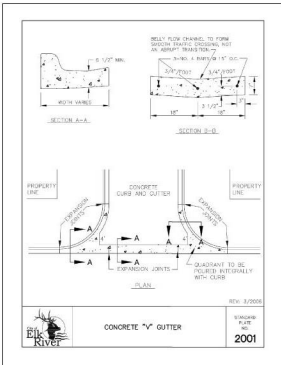
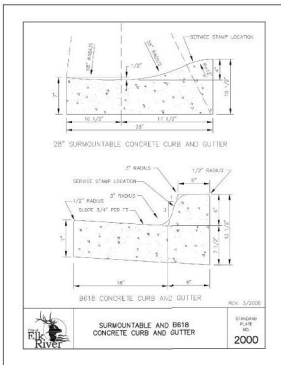
C5

Existing Conditions &
Removal Plan

INDEX OF CIVIL SITE DRAWINGS:

- C0 PROJECT LOCATION PLAN
- C1.0 PRELIMINARY PLAT
- C1.1 SITE PLAN
- C2 GRADING AND DRAINAGE PLAN
- C3 STORM SEWER PLAN
- C4 SWPPP
- C5 EXISTING CONDITIONS & REMOVAL PLAN
- C6.1-C6.2 DETAILS





CLIENT:

DAVID VINJE

6106 Excelsior Blvd #2,
Minneapolis, MN 55416

763-428-2513
david@atlascobasements.com

LUCAS STORAGE PLUS COMMERCIAL IMPROVEMENT SITE PROJECT

Twin Lakes Road NW
Elk River, Minnesota

DETAILS

1. 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.

Date: 6/15/23 Reg. No. 24348

PREPARED BY: CIVIL ENGINEERING SITE DESIGN

116 East Broadway St
Minneapolis, MN 55402
Phone: 612-333-5555
www.civileng.com

REVISIONS

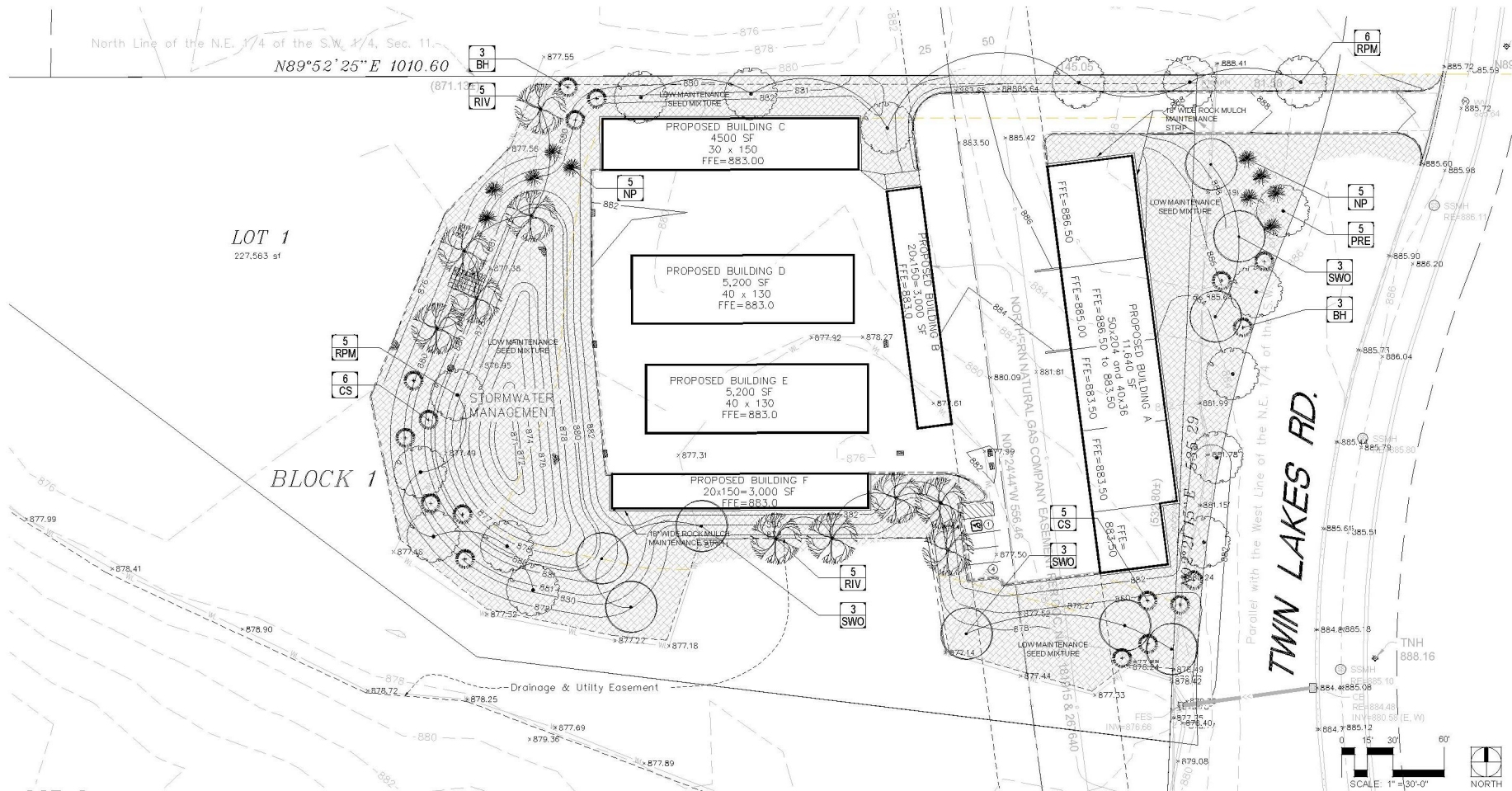
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Details





OVERALL TREE PLANTING & LANDSCAPE PLAN:

GRAPHIC	MATERIAL	SPECIFICATION	NOTES
	ROCK MULCH	1.5" DIAMETER CRUSHED GRANITE ROCK MULCH OVER FILTER FABRIC	3" DEPTH
	SEED	LOW MAINTENANCE TURF SEEDING AT 200 LBS/ACRE	MNDOT #25-131
	SOD	BLUEGRASS PEAT SOD ON AT LEAST 4" TOPSOIL	N/A

GROUND COVER SCHEDULE:

DECIDUOUS TREES					
PRE 5	PRINCETON ELM	Ulmus americana 'Princeton'	2.0" CAL	B&B	SINGLE STEM
RIV 10	RIVER BIRCH	Betula nigra	2.0" CAL	B&B	SINGLE STEM
RPM 11	REDPOINT MAPLE	Acer rubrum 'Redpoint'	2.0" CAL	B&B	SINGLE STEM
SWO 9	SWAMP WHITE OAK	Quercus bicolor	2.0" CAL	B&B	SINGLE STEM
ORNAMENTAL TREES					
ABS 1	AUTUMN BRILLIANCE SERVICEBERRY	Amelanchier x grandiflora 'Autumn Brilliance'	1.5" CAL	B&B	SINGLE STEM
JTL 1	JAPANESE TREE LILAC	Syringa reticulata 'Ivory Silk'	1.5" CAL	B&B	SINGLE STEM
PPC 1	PRINCE OF PEACE CRABAPPLE	Malus x 'Prinseps'	1.5" CAL	B&B	SINGLE STEM
RSC 1	RED SPUNKY CRABAPPLE	Malus x 'Red Spunk'	1.5" CAL	B&B	SINGLE STEM
SSC 1	SPRING SNOW CRABAPPLE	Malus x 'Spring Snow'	1.5" CAL	B&B	SINGLE STEM
EVERGREEN TREES					
BH 6	BLACK HILLS SPRUCE	Picea glauca densata	6" HGT	B&B	FULL FORM
CS 11	COLORADO SPRUCE	Picea pungens	6" HGT	B&B	FULL FORM
NP 10	NORWAY SPRUCE	Pinus resinosa	6" HGT	B&B	FULL FORM

TREE PLANTING SCHEDULE:

PER THE CITY OF ELK RIVER LANDSCAPE ORDINANCE, REQUIRED LANDSCAPE QUANTITIES FOR THIS PROJECT ARE CALCULATED AS FOLLOWS:

- TREE PLANTINGS USING THE FOLLOWING FORMULA:
 - THREE (3) TREES PLUS
 - ONE FOR EVERY 40 LF OF SITE PERIMETER = 2345 LF/40 = 58.6 TREES (ROUNDED UP TO 59)
 - TOTAL OF 62 REQUIRED - 62 PROVIDED
- LANDSCAPING PROVIDED AS FOLLOWS:
 - DECIDUOUS OVERSTORY TREES = 35 TREES
 - CONIFEROUS TREES = 27 TREES
 - ORNAMENTAL TREES = 0 TREES
 - SHRUBS = MINIMAL - TBD
- TREES WILL BE PLANTED AT THE MINIMUM SIZES AS SHOWN ON THE PLANT SCHEDULE. PROPOSED MINIMUM SIZES ARE:
 - 2.0" CAL FOR DECIDUOUS TREES
 - 6" HEIGHT FOR CONIFEROUS TREES
 - 1.5" CAL FOR ORNAMENTAL TREES
 - 24" HEIGHT FOR CONIFEROUS SHRUBS
 - 24" HEIGHT FOR DECIDUOUS SHRUBS

LANDSCAPE CALCULATIONS:

Project Name

FORCE
STORAGE

Elk River, Minnesota

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I hereby certify that this plan was prepared by me or under the direct supervision of me and that I am a duly Licensed Professional Engineer in the State of Minnesota.

Name: [Signature] Date: 2/20/2023

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Signature: [Signature]

Project #

Date: 6-20-2023

Revision:

Drawn By: PK

Checked By: PK

Sheet Title:

LANDSCAPE PLAN
& SCHEDULE

Sheet Number:

L1-1

THE CONTRACTOR SHALL:
VISIT SITE PRIOR TO SUBMITTING BID TO INSPECT INSPECT THE SITE AND BECOME FAMILIAR WITH EXISTING CONDITIONS RELATING TO THE SCOPE OF WORK.

VERIFY THE LAYOUT AND ANY DIMENSIONS SHOWN AND BRING TO THE ATTENTION OF THE LANDSCAPE ARCHITECT ANY DISCREPANCIES THAT WOULD COMPROMISE THE DESIGN OR INTENT OF THE PROJECT LAYOUT.

ASSURE COMPLIANCE WITH ALL APPLICABLE CODES AND REGULATIONS GOVERNING THE WORK OR MATERIALS SUPPLIED.

PROTECT ALL EXISTING FEATURES FROM DAMAGE DURING PLANTING OPERATIONS. ANY DAMAGE SHALL BE REPAIRED OR REPLACED AT NO COST TO THE OWNER.

CALL Gopher-DNE TO VERIFY ALIGNMENT AND LOCATION OF ALL UNDERGROUND AND ABOVE GRADE UTILITIES AND PROVIDE PROTECTION FOR SAME BEFORE CONSTRUCTION BEGINS.

ESTABLISH TO THEIR SATISFACTION THAT SOIL AND COMPACTION CONDITIONS ARE ADEQUATE TO ALLOW FOR PROPER DRAINAGE AT AND AROUND THE BUILDING SITE.

UTILITIES, BACKGROUND INFORMATION, AND LAYOUT:
ALL UNDERGROUND UTILITIES SHALL BE LAID SO THAT TRENCHES DO NOT CUT THROUGH ROOT SYSTEMS OF ANY EXISTING TREES TO REMAIN. ADEQUATELY COMPACT ANY EXCAVATED AREAS TO AVOID FUTURE SETTLEMENT.

EXISTING CONTOURS, TRAILS, VEGETATION, CURB/GUTTER AND OTHER EXISTING ELEMENTS BASED UPON INFORMATION SUPPLIED TO LANDSCAPE ARCHITECT BY OTHERS. CONTRACTOR SHALL NOTIFY THE LANDSCAPE ARCHITECT OF DISCREPANCIES THAT WOULD COMPROMISE THE DESIGN INTENT PRIOR TO BEGINNING CONSTRUCTION.

THE ALIGNMENT AND GRADES OF THE PROPOSED WALKS, TRAILS AND/OR ROADWAYS ARE SUBJECT TO FIELD ADJUSTMENT REQUIRED TO CONFORM TO LOCALIZED TOPOGRAPHIC CONDITIONS AND TO MINIMIZE TREE REMOVAL AND GRADING. ANY CHANGE IN ALIGNMENT MUST BE APPROVED BY LANDSCAPE ARCHITECT.

LANDSCAPE INSTALLATION AND PHASING:
COORDINATE THE LANDSCAPING AND PLANTING INSTALLATION WITH OTHER CONTRACTORS WORKING ON SITE.

NO PLANTINGS SHALL BE INSTALLED UNTIL GRADING AND CONSTRUCTION HAS BEEN COMPLETED IN THE PLANTING AREAS.

PLANT MATERIALS:
ALL PLANT MATERIAL SHALL COMPLY WITH THE LATEST EDITION OF THE NURSERY STOCK STANDARDS AS PUBLISHED BY THE AMERICAN NURSERY AND LANDSCAPE ASSOCIATION (ANLA).

PLANTS SHALL NOT BE STOCKPILED ON SITE ANY LONGER THAN NECESSARY AND SHALL HAVE ADEQUATE WATERING AT ALL TIMES PRIOR TO PLANTING. PLANTS THAT SHOW OBVIOUS SIGNS OF DISTRESS FROM HEAT, OR LACK OF WATER, SHALL NOT BE INSTALLED. ROOT BALLS FOR ALL TREES SHALL BE COVERED WITH MULCH WHILE AWAITING PLANTING.

UNLESS NOTED OTHERWISE, DECIDUOUS SHRUBS SHALL HAVE AT LEAST 5 CANES AT THE SPECIFIED SHRUB HEIGHT. ORNAMENTAL TREES SHALL HAVE NO Y NOTCHES AND STREET BRANCHING NO LOWER THAN 2' ABOVE THE ROOT FLARE. STREET AND BOULEVARD TREES SHALL BEGIN BRANCHING NO LOWER THAN 6' ABOVE THE ROOT FLARE.

ANY CONIFEROUS TREE PREVIOUSLY PRUNED FOR CHRISTMAS TREE SALES SHALL NOT BE USED. ALL CONIFEROUS TREES SHALL HAVE A FULL, NATURAL FORM CONSISTENT WITH THE SPECIES.

THE LANDSCAPE PLAN TAKES PRECEDENCE OVER THE PLANT SCHEDULE IF ANY DISCREPANCIES IN QUANTITIES EXIST. SPECIFICATIONS TAKE PRECEDENCE OVER NOTES.

ALL PROPOSED PLANTS SHALL BE LOCATED AND STAKED AS SHOWN ON PLAN. LANDSCAPE ARCHITECT MUST APPROVE ALL STAKING PRIOR TO ANY DIGGING.

NO PLANT MATERIAL SUBSTITUTIONS WILL BE ACCEPTED UNLESS APPROVAL IS REQUESTED OF THE LANDSCAPE ARCHITECT PRIOR TO THE SUBMISSION OF A BID AND/OR QUOTATION.

ADJUSTMENTS IN LOCATION OF PROPOSED PLANT MATERIALS ARE OCCASIONALLY NEEDED IN THE FIELD. SHOULD AN ADJUSTMENT BE REQUIRED, THE LANDSCAPE ARCHITECT MUST BE NOTIFIED IN ADVANCE TO DISCUSS AN ACCEPTABLE MODIFICATION.

ALL PLANT MATERIALS SHALL BE FERTILIZED UPON INSTALLATION WITH DRIED BONE MEAL, OTHER APPROVED FERTILIZER MIXED IN WITH THE PLANTING SOIL PER THE MANUFACTURER'S INSTRUCTIONS OR MAY BE TREATED FOR SUMMER AND FALL INSTALLATION WITH AN APPLICATION OF GRANULAR 0-20-20 OF 12 OZ PER 2.5' CALIPER PER TREE AND 6 OZ PER SHRUB WITH AN ADDITIONAL APPLICATION OF 10-10-10 THE FOLLOWING SPRING IN THE TREE SAUCER.

PLANTING NOTES:

ALL PLANTING AREAS RECEIVING GROUND COVER, PERENNIALS, ANNUALS, AND/OR VINES SHALL RECEIVE A MINIMUM OF 8" DEPTH OF PLANTING SOIL CONSISTING OF AT LEAST 45 PARTS TOPSOIL, 45 PARTS PEACOMPOST AND 10 PARTS SAND.

ALL PLANTS SHALL BE INSTALLED PER THE PLANTING DETAILS.

WRAPPING MATERIAL SHALL BE CORRUGATED PVC PIPING 1" GREATER IN CALIPER THAN THE TREE BEING PROTECTED OR QUALITY, HEAVY, WATERPROOF CREPE PAPER MANUFACTURED FOR THEIR PURPOSE. WRAP ALL DECIDUOUS TREES PLANTED IN THE FALL PRIOR TO 12-1 AND REMOVE ALL WRAPPING AFTER 6-1.

IF THE LANDSCAPE CONTRACTOR IS CONCERNED OR PERCEIVES ANY DEFICIENCIES IN THE PLANT SELECTIONS, SOIL CONDITIONS OR ANY OTHER SITE CONDITION WHICH MIGHT NEGATIVELY AFFECT PLANT ESTABLISHMENT, SURVIVAL OR GUARANTEE, HE MUST BRING THESE DEFICIENCIES TO THE ATTENTION OF THE LANDSCAPE ARCHITECT PRIOR TO PROCUREMENT AND/OR INSTALLATION.

EDGING AND MAINTENANCE STRIPS:
BLACK POWDER COATED STEEL EDGER TO BE USED TO CONTAIN SHRUBS, PERENNIALS, AND ANNUALS WHERE BED MEETS SOD/SEED UNLESS NOTED OTHERWISE.

MAINTENANCE STRIPS SHALL HAVE EDGER AND MULCH AS SPECIFIED OR AS INDICATED ON DRAWINGS.

MULCHING:
ROCK MULCH OR COBBLE SHALL BE CLEAN AND FREE OF ANY SIGNIFICANT DIRT, SOIL, OR ORGANIC MATTER THAT WILL PROMOTE WEED GROWTH. HIGH QUALITY GEOTEXTILE FABRIC, WITH EDGES OVERLAPPED AT LEAST 12", SHALL BE PLACED UNDER ALL ROCK MULCH.

ALL SHRUB BED MASSES SHALL RECEIVE 3" COMPACTED DEPTH LAYER OF BROWN SHREDDED WOOD MULCH WITH A UNIFORM TREATMENT OF PRE-EMERGENT HERBICIDE (GREEN OR EQUAL) APPLIED PRIOR TO MULCHING.

ALL PERENNIAL PLANTING BEDS SHALL RECEIVE 3" COMPACTED DEPTH LAYER OF BROWN SHREDDED WOOD MULCH WITH A UNIFORM TREATMENT OF PRE-EMERGENT HERBICIDE (GREEN OR EQUAL) APPLIED PRIOR TO MULCHING.

ALL TREES SHALL HAVE A MULCH RING (MINIMUM 48" DIAMETER) OF 4" DEEP SHREDDED HARDWOOD MULCH WITH NONE IN DIRECT CONTACT WITH TREE TRUNK.

SPREAD GRANULAR PRE-EMERGENT HERBICIDE (GREEN OR EQUAL) PER MANUFACTURER'S RECOMMENDED RATES UNDER ALL MULCHED AREAS INCLUDING TREE MULCH RINGS.

IRRIGATION:
VERIFY EXISTING/PROPOSED IRRIGATION SYSTEM LAYOUT AND CONFIRM LIMITS OF IRRIGATION PRIOR TO SUPPLYING SHOP DRAWINGS.

UNLESS SPECIFICALLY NOTED OTHERWISE, THE LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING AN IRRIGATION LAYOUT PLAN AND SHOP DRAWING AS A PART OF THE SCOPE OF WORK WHEN BIDDING. THE IRRIGATION SHOP DRAWINGS SHALL BE REVIEWED BY THE LANDSCAPE ARCHITECT PRIOR TO ORDERING MATERIALS OR INSTALLATION.

THE LANDSCAPE CONTRACTOR SHALL INSURE THAT ALL SODDED/SEEDED AND PLANTED AREAS ARE IRRIGATED PROPERLY, INCLUDING THOSE AREAS DIRECTLY AROUND AND ADJUTING BUILDING FOUNDATION.

TURF OR OTHER SEEDED AREAS SHALL BE ON DIFFERENT ZONES THAN PLANTING BEDS IN ORDER TO CONTROL WATER FLOW TO DIFFERING PLANT SPECIES.

IRRIGATION TRENCHES SHALL BE ADEQUATELY COMPACTED TO AVOID SETTLEMENT IN THE FUTURE.

THE LANDSCAPE CONTRACTOR SHALL PROVIDE THE OWNER WITH A WATERING/LAWN IRRIGATION SCHEDULE APPROPRIATE TO THE PROJECT SITE CONDITIONS AND TO PLANT MATERIAL GROWTH REQUIREMENTS.

SEEDING AND SODDING:
SEED ALL AREAS DISTURBED DUE TO GRADING OTHER THAN THOSE AREAS NOTED TO RECEIVE SOD. SEED SHALL BE INSTALLED AND MULCHED PER MINOT SPECS UNLESS OTHERWISE NOTED.

ALL SEEDED AREAS WITH SLOPES STEEPER THAN 4:1 SHALL HAVE STRAW MAT, OR OTHER SUITABLE EROSION CONTROL METHODS, IN PLACE IMMEDIATELY AFTER SEEDING.

WHERE SOD OR SEED ADJUTS A PAVED SURFACE, FINISHED GRADE SHALL BE HELD 1" BELOW SURFACE ELEVATION OF TRAIL, SLAB, CURB, ETC.

SOD SHALL BE LAID PARALLEL TO THE CONTOURS AND SHALL HAVE STAGGERED JOINTS. SOD MUST BE STAKED WITH WOOD LATH OR METAL STAKES ON SLOPES STEEPER THAN 3:1 OR IN DRAINAGE SWALES.

CALENDAR OR CLIMATIC RESTRICTIONS:
THE PREFERRED SODDING WINDOW IS FROM AUGUST 15th - OCTOBER 15th. HOWEVER, SOD MAY BE INSTALLED AT ANY TIME PROVIDED ADEQUATE IRRIGATION COVERAGE IS AVAILABLE. IF NO IRRIGATION IS AVAILABLE, THE CONTRACTOR IS RESPONSIBLE FOR SUPPLEMENTAL WATERING AS NEEDED FOR SOD ESTABLISHMENT. THE PREFERRED FALL SEEDING WINDOW, FOR SITES WITHOUT IRRIGATION, IS FROM AUGUST 15th - SEPTEMBER 15th.

DORMANT SEEDING MAY OCCUR AFTER SOIL TEMPERATURES ARE CONSISTENTLY BELOW 45 DEGREES AND SHOULD GENERALLY NOT OCCUR PRIOR TO NOVEMBER 1st.

LANDSCAPE PLANTING SHOULD GENERALLY OCCUR FROM MAY 1st - JUNE 15th OR FROM SEPTEMBER 1st - OCTOBER 15th. PLANTING OUTSIDE THESE DATES IS NOT RECOMMENDED, BUT CAN OCCUR WITH PROPER CARE OF NURSERY STOCK ON SITE AND WITH AMPLE WATERING.

PLANTING SHALL NOT OCCUR IF TEMPERATURES ARE HIGHER THAN 85 F. DEGREES, OR IF WINDS EXCEED 15 MPH DURING PLANTING OPERATIONS.

PROTECT ALL EXISTING OAKS ON SITE SCHEDULED TO REMAIN. IF EXISTING OAKS ARE DAMAGED IN ANY MANNER, ABOVE OR BELOW GROUND IN THE ROOT SYSTEM, AN ASPHALTIC TREE PRUNING PAINT SHOULD BE APPLIED IMMEDIATELY AFTER WOUNDING. OAKS ARE NOT TO BE PRUNED, REMOVED OR TRANSPLANTED BETWEEN APRIL 15th AND JULY 1st.

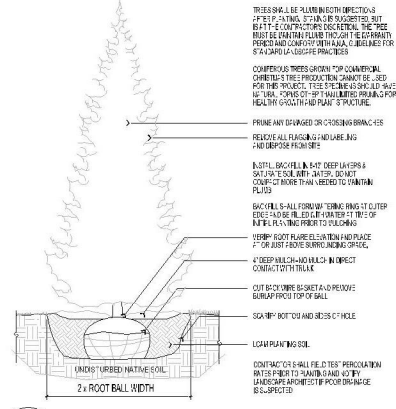
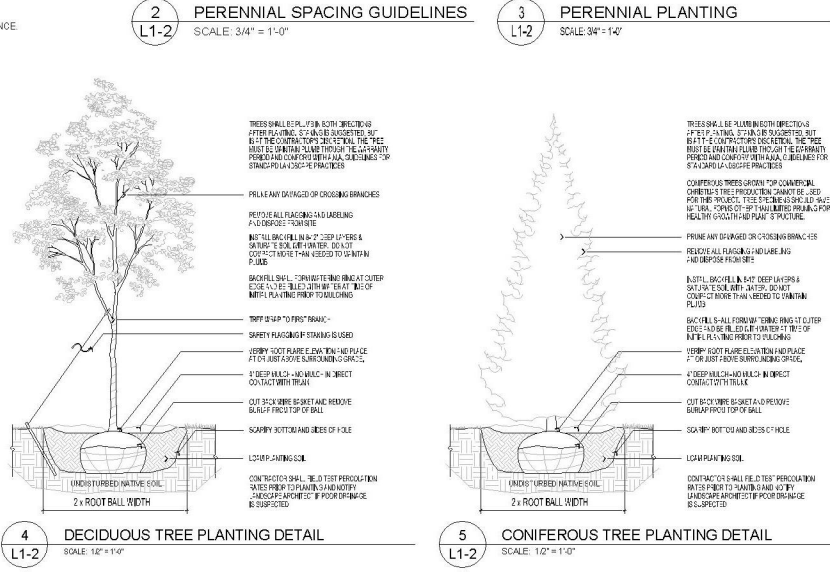
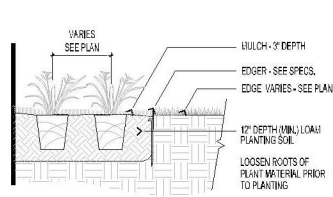
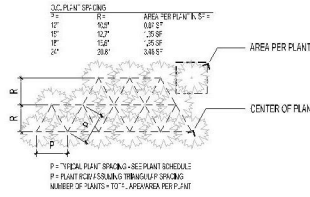
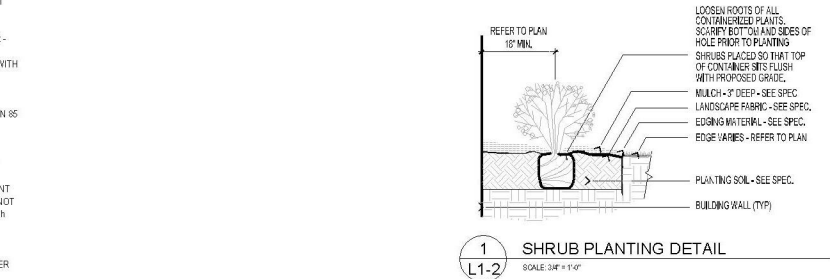
OWNER ACCEPTANCE AND WARRANTY REQUIREMENTS
THE CONTRACTOR SHALL SUBMIT A WRITTEN REQUEST FOR OWNER ACCEPTANCE INSPECTION OF ALL LANDSCAPE AND SITE IMPROVEMENTS.

THE CONTRACTOR IS RESPONSIBLE FOR ON-GOING MAINTENANCE OF ALL NEWLY INSTALLED MATERIALS UNTIL TIME OF OWNER ACCEPTANCE. ANY ACTS OF VANDALISM OR DAMAGE WHICH MAY OCCUR PRIOR TO OWNER ACCEPTANCE SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.

THE CONTRACTOR SHALL PROVIDE THE OWNER WITH A MAINTENANCE PROGRAM INCLUDING, BUT NOT NECESSARILY LIMITED TO, PRUNING, FERTILIZATION AND DISEASE/PEST CONTROL.

AT A MINIMUM, THE CONTRACTOR SHALL GUARANTEE NEW PLANT MATERIAL THROUGH ONE CALENDAR YEAR FROM THE DATE OF OWNER ACCEPTANCE. THE WARRANTY (INCLUDING AT LEAST ONE FULL GROWING SEASON) FOR LANDSCAPE MATERIALS SHALL BEGIN ON THE DATE OF ACCEPTANCE BY THE LANDSCAPE ARCHITECT AFTER THE COMPLETION OF PLANTING OF ALL LANDSCAPE MATERIALS. PARTIAL ACCEPTANCE WILL NOT BE CONSIDERED.

REPRODUCIBLE AS-BUILT DRAWING(S) OF ALL LANDSCAPE INSTALLATION AND SITE IMPROVEMENTS UPON COMPLETION OF CONSTRUCTION INSTALLATION AND PRIOR TO PROJECT ACCEPTANCE.



14165 James Road - Suite 200A
Rogers, MN 55374
Phone: 612-237-8355
www.insideoutsidearchitecture.com

Project Name:
FORCE STORAGE

Elk River, Minnesota
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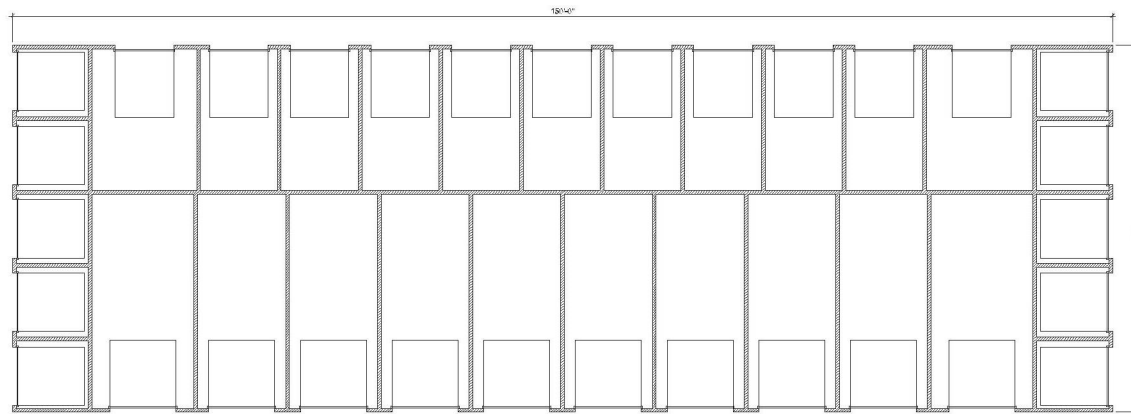
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Revision: --
Drawn By: PK
Checked By: PK

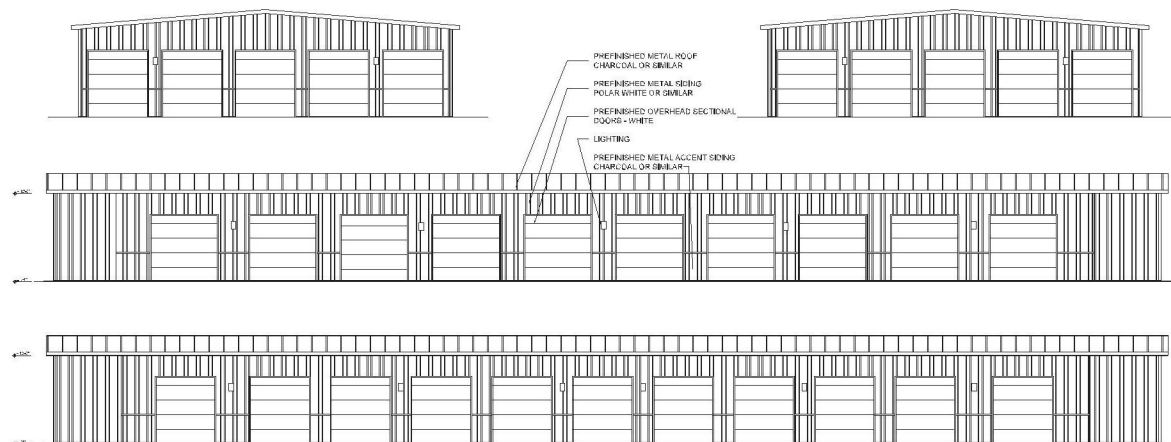
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PLANTING NOTES & DETAILS

Sheet Number:

L1-2



1
A BUILDING A WITH 12' BEARING - PLAN
1/8" = 1'-0"



1
A BUILDING A WITH 12' BEARING - ELEVATIONS
1/8" = 1'-0"

ARCHITECTURE
INTERIOR DESIGN



INSIDE OUTSIDE
ARCHITECTURE, INC.

Lea E. Kangas
14165 James Rd, Suite 200A
ROGERS, MN 55374
763-428-5870

CONSULTANTS

PROJECT

FORCE
STORAGE

ELK RIVER, MN

CONTENTS

BUILDING A
12 FT BRG.

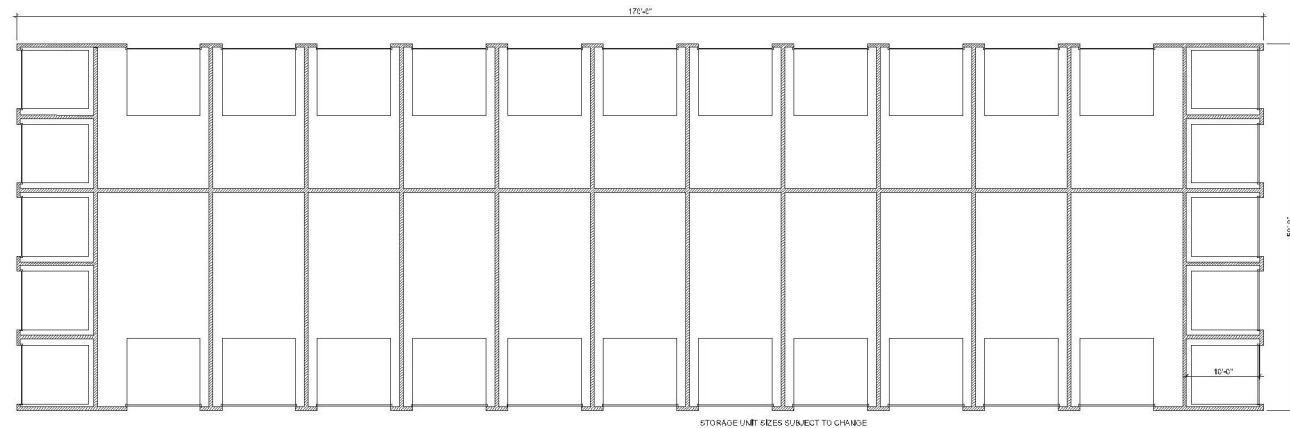
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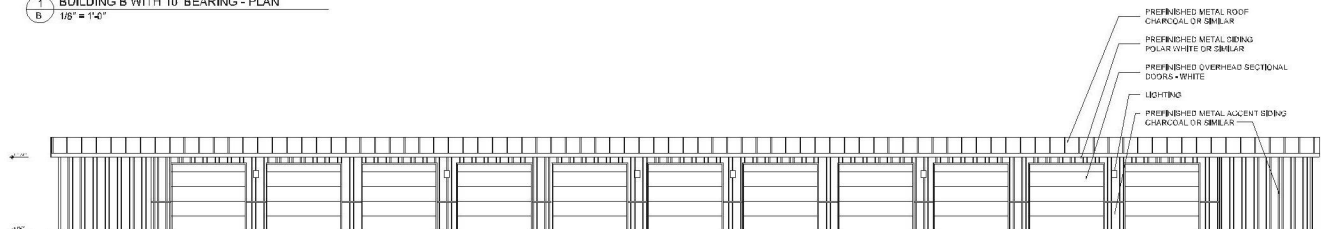
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Date: 03-27-2023 SITE PLAN REVIEW

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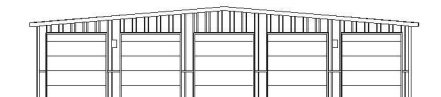
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1
B BUILDING B WITH 10' BEARING - PLAN
1/8" = 1'-0"



2
B BUILDING B SIDE ELEVATIONS
1/8" = 1'-0"



3
B BUILDING B END ELEVATIONS
1/8" = 1'-0"

ARCHITECTURE INTERIOR DESIGN



INSIDE OUTSIDE ARCHITECTURE, INC.

Lea E. Kangas
14165 James Rd, Suite 200A
ROGERS, MN 55374
763-428-5870

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ELK RIVER, MN

CONTENTS

BUILDING B
10 FT BRG.

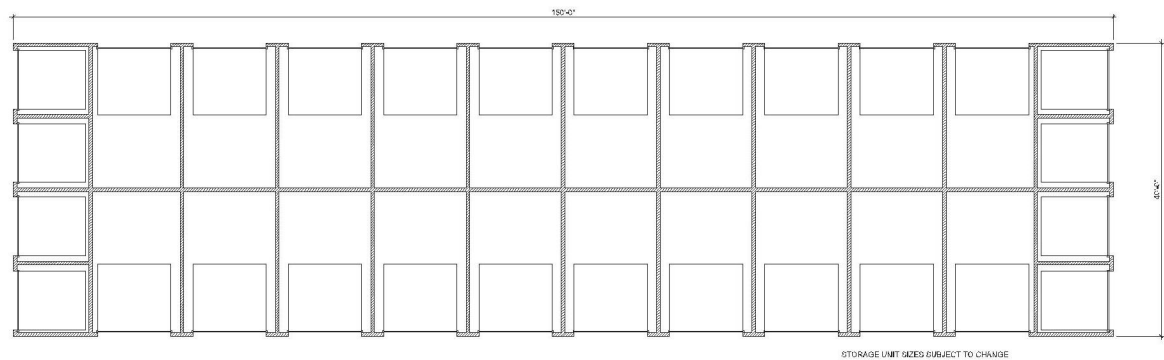
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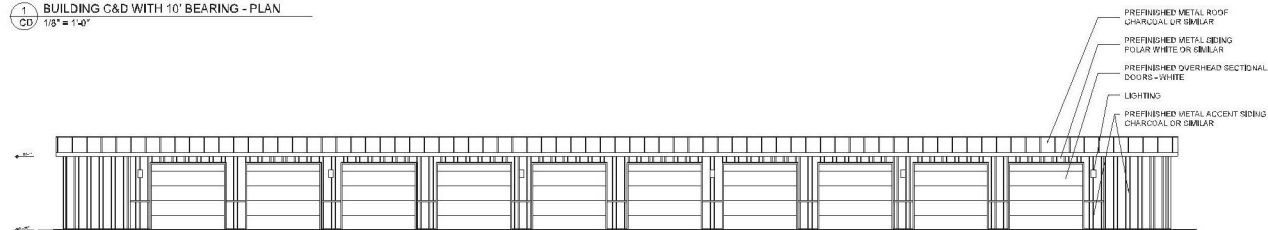
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Date: 03-27-2023 SITE PLAN REVIEW

B

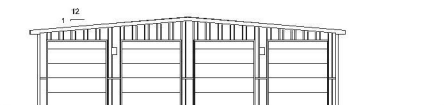
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1
CD BUILDING C&D WITH 10' BEARING - PLAN
1/8" = 1'-0"



2
CD BUILDINGS C&D SIDE ELEVATIONS
1/8" = 1'-0"



2
CD BUILDINGS C&D END ELEVATIONS
1/8" = 1'-0"

ARCHITECTURE INTERIOR DESIGN



INSIDE OUTSIDE ARCHITECTURE, INC.

Lea E. Kangas
14165 James Rd, Suite 200A
ROGERS, MN 55374
763-428-5870

CONSULTANTS

PROJECT

FORCE STORAGE

FLK RIVER, MN

CONTENTS

BUILDINGS C & D 10 FT BRG.

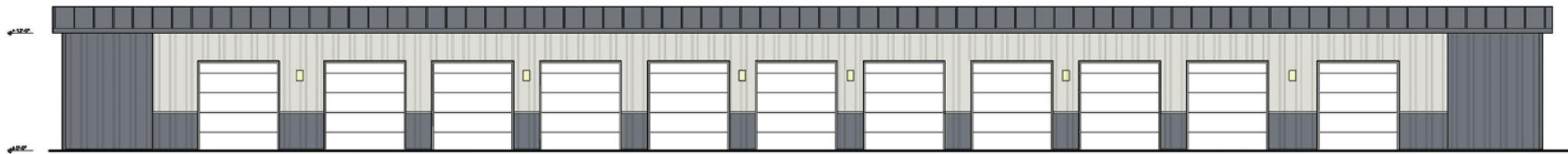
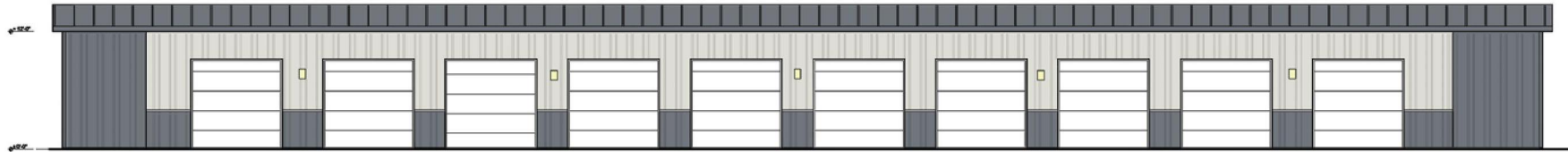
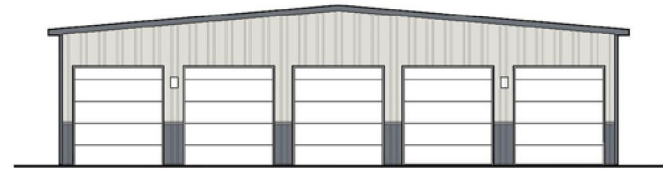
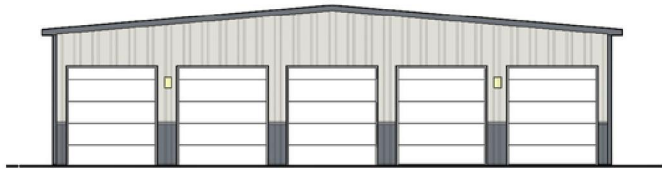
CERTIFICATION

PRELIMINARY NOT FOR CONSTRUCTION

State Registration # 26203
Date: 03-27-2023 SITE PLAN REVIEW

CD

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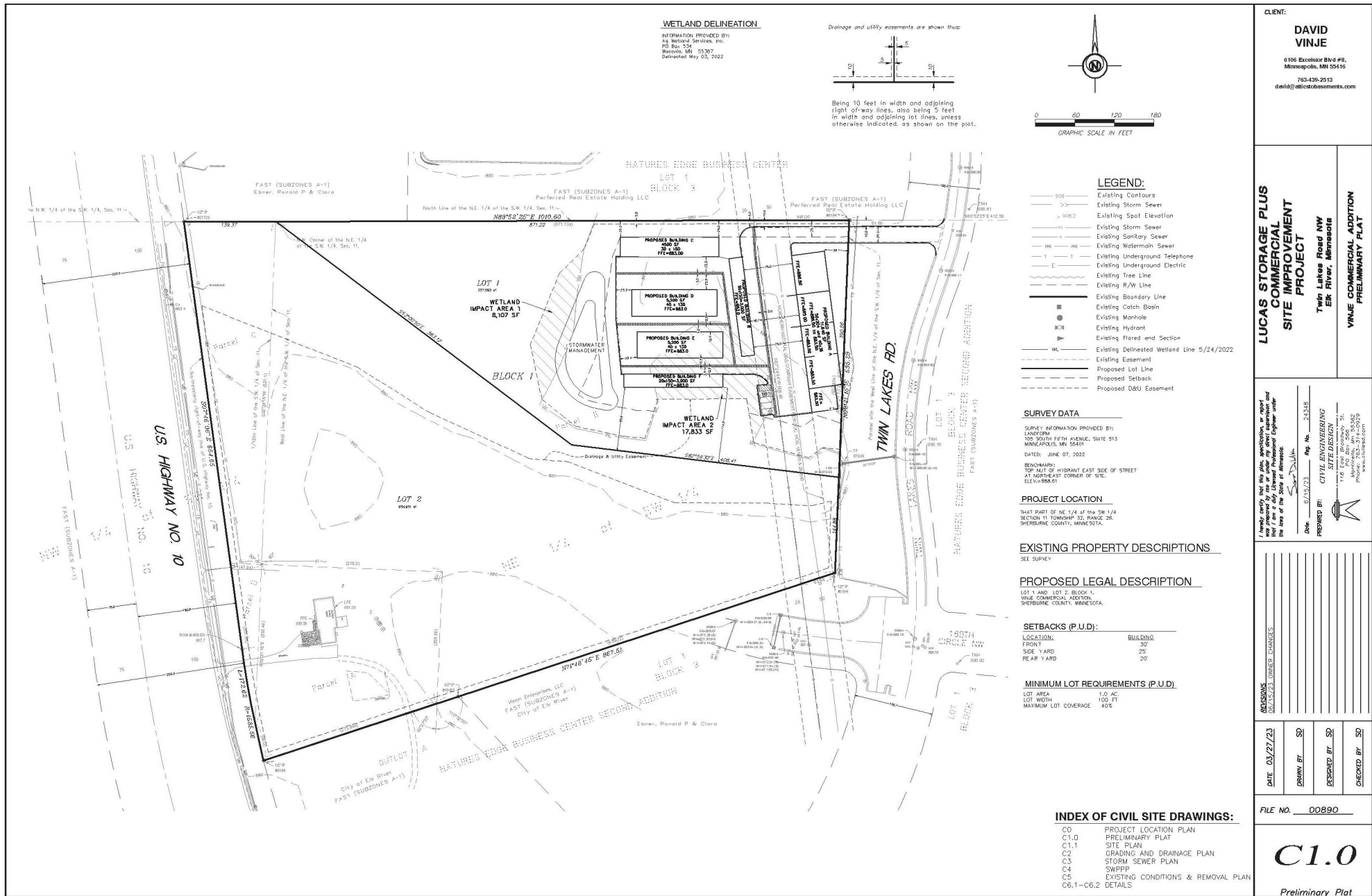
FORCE STORAGE

ELK RIVER, MN

Inside Outside
ARCHITECTURE
INC.

MARCH 27, 2023

BUILDING 'A'
ELEVATIONS





**City of Elk River
City Council**

Resolution 23-_____

**A Resolution of the City Council of the City of Elk River Amending the
Comprehensive Plan to Change the Land Use from Business Park to
Highway Business**

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 June 27, 2023, and recommended approval regarding the Comprehensive Plan amendment request for the property described 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 change the property as described in **Exhibit A** from Business Park to Highway Business upon satisfaction of the condition noted in **Exhibit B**.

Passed and adopted this 17th day of July 2023.

John J. Dietz, Mayor

ATTEST:

Tina Allard, City Clerk



EXHIBIT A

All that part of the Northeast Quarter of the Southwest Quarter of Section 11, Township 32, Range 26, described as:

Beginning at the Northwest corner of said Northeast Quarter of the Southwest Quarter; thence South along the West line thereof 521.1 feet; thence East at right angles 275.0 feet; thence South at right angles 200.0 feet; thence deflect 110 degrees 32 minutes 30 seconds to the left in a Northeasterly direction a distance of 635.72 feet; thence North parallel with said West line of the Northeast Quarter of the Southwest Quarter for a distance of 532.80 feet, more or less, to intersect the North line of said Northeast Quarter of the Southwest Quarter; thence West along said North line 871.13 feet, more or less, to the point of beginning;



Exhibit B

1. The associated Zone Change (ZC 23-01) and CUP (CU 23-06) applications shall be approved by the City Council.





Ordinance 23-_____

An Ordinance Amending the Zoning Map of the City of Elk River, Minnesota, to Rezone Certain Property from FAST (H) to 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 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 17th day of July 2023.

John J. Dietz, Mayor

ATTEST:

Tina Allard, City Clerk

Exhibit A

Parcel A:

That part of the Northeast Quarter of the Southwest Quarter, Section 11, Township 32, Range 26, described as follows: Starting at the Northwest corner of said Northeast Quarter of the Southwest Quarter; thence South along the one-sixteenth line a distance of 521.1 feet to the point of beginning; thence angle left to the East 90 degrees a distance of 275.0 feet; thence angle right to the South 90 degrees a distance of 200.00 feet; thence deflection angle right 69 degrees 27 minutes 30 seconds in the direction of Southwesterly a distance of 273.85 feet, more or less, to the Northeasterly right-of-way of U.S. Highway No. 10; thence Northwesterly on and along said right-of-way line a distance of 66.0 feet to an intersection with the aforesaid one-sixteenth line; thence North along said one-sixteenth line a distance of 232.4 feet, more or less, to the point of beginning;

Parcel B:

All that part of the Northeast Quarter of the Southwest Quarter of Section 11, Township 32, Range 26, described as:

Beginning at the Northwest corner of said Northeast Quarter of the Southwest Quarter; thence South along the West line thereof 521.1 feet; thence East at right angles 275.0 feet; thence South at right angles 200.0 feet; thence deflect 110 degrees 32 minutes 30 seconds to the left in a Northeasterly direction a distance of 635.72 feet; thence North parallel with said West line of the Northeast Quarter of the Southwest Quarter for a distance of 532.80 feet, more or less, to intersect the North line of said Northeast Quarter of the Southwest Quarter; thence West along said North line 871.13 feet, more or less, to the point of beginning;

Parcel C:

All that part of the Northwest Quarter of the Southwest Quarter, of Section 11, Township 32, Range 26, lying east of U.S. Highway No. 10 described as follows: Beginning at the northeast corner of said Northwest Quarter of the Southwest Quarter; thence South on the one-sixteenth line a distance of 521.10 feet; thence angle right to the West 90 degrees a distance of 47.9 feet, more or less, to the Northeasterly right-of-way line of said U.S. Highway No. 10; thence Northwesterly along said highway right-of-way line to its intersection with the North line of said Northwest Quarter of the Southwest Quarter; thence East along said North line to the point of beginning.

Parcel D:

All that portion of the Northwest Quarter of the Southwest Quarter, Section 11, Township 32, Range 26, lying east of U.S. Highway No. 10 described as follows: Starting at the northeast corner of said Northwest Quarter of the Southwest Quarter; thence south on the one-sixteenth line a distance of 521.10 feet to the point of beginning; thence angle right to the West 90 degrees a distance of 47.9 feet, more or less, to the northeasterly right-of-way line of said U.S. Highway No. 10; thence southeasterly on and along said right-of-way line a distance of 237.3 feet, more or less, to an intersection with the aforesaid one-sixteenth line; thence north along said one-sixteenth line a distance of 232.4 feet, more or less to the point of beginning.

Sherburne County, Minnesota

Exhibit B

1. City Council approval of associated Land Use Amendment (LU 23-03).
2. A PUD agreement shall be approved by the City Council prior to recording the Zone Change.



Request for Action

To
City Council

Item Number
4.9

Meeting Date
May 19, 2025

Prepared By
Lauren Whipper, Human Resources Manager

Item Description
Hire Part-time Community Service Officer I

Reviewed by
David Kuhnly
Cal Portner
Tina Allard

Action Requested

Approve, by motion, the hiring of Torren Johnson to the position of part-time community service officer I, effective June 9, 2025.

Background/Discussion

The part-time Community Service Officer I position is designed for students in a law enforcement program. Mr. Johnson will graduate next month from Zimmerman High School and start the online criminal justice program with Bemidji State University this fall.

This is a temporary position lasting one to three years, depending on education duration and job performance. Mr. Johnson will start at step A of pay grade 6N and work 24 hours per week. All pay and benefits will follow city policy.

Financial Impact

This is a budgeted position.

Mission/Policy/Goal

The Elk River Mission Statement

Attachments

None

The Elk River Vision

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





Request for Action

To
City Council

Item Number
4.10

Meeting Date
May 19, 2025

Prepared By
Lauren Wipper, Human Resources Manager

Item Description
Hire Custodian

Reviewed by
Justin Femrite
Cal Portner
Tina Allard

Action Requested

Approve, by motion, the hiring of Kayla Sarkilahti for the position of custodian effective May 20, 2025.

Background/Discussion

Kayla Sarkilahti started working for us on April 16, 2025, through Atlas Staffing to fill in for a custodian who was on leave. That custodian resigned, and we would like to hire Ms. Sarkilahti to fill this position. In the month that she's worked for us, she has proven to be a conscientious and hard worker.

Ms. Sarkilahti will start on May 20, 2025, at step A of the IUOE Local 49 contract. All pay and benefits will be consistent with the union contract and city policy.

Financial Impact

This is a budgeted position.

Mission/Policy/Goal

The Elk River Mission Statement.

Attachments

None

The Elk River Vision

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Request for Action

To
City Council

Item Number
4.11

Meeting Date
May 19, 2025

Prepared By
Ryan Sandhoefner, Engineering Project Manager

Item Description
Resolution 25-25: Yale Court and Line Avenue
Realignment Project Parking Restrictions

Reviewed by
Cal Portner
Tina Allard

Action Requested

Adopt, by motion, Resolution 25-25 designating parking restrictions in accordance with Municipal State Aid design requirements for the Yale Court and Line Avenue Realignment Project.

Background/Discussion

To comply with Municipal State Aid design requirements, portions of the Yale Court and Line Avenue Realignment Project are required to be signed as no parking. These areas include:

- Both sides of Dodge Avenue NW (State Aid Route No. 118) from 150' N of 5th Street NW to 5th Street NW
- Both sides of 5th Street NW (State Aid Route No. 117) from Dodge Avenue NW to Baldwin Avenue NW
- The north side of 5th Street NW (State Aid Route No. 117) from Baldwin Avenue NW to Line Avenue NW
- Both sides of 5th Street NW (State Aid Route No. 117) from Auburn Place NW to Line Avenue NW
- Both sides of Line Avenue NW (State Aid Route No. 136) from 5th Street NW to Xavier Circle

Financial Impact
N/A

Mission/Policy/Goal
Responsibly grow

Attachments
I. Resolution

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**City of Elk River
City Council**

Resolution 25-25

**A Resolution of the City Council of the City of Elk River RESOLUTION
RELATING TO PARKING RESTRICTIONS FOR THE YALE COURT AND
LINE AVENUE REALIGNMENTS PROJECT**

WHEREAS, the City has planned the improvement of Dodge Avenue NW (State Aid Route No. 118) from 150' N of 5th Street NW to 5th Street NW; and

WHEREAS, the City has planned the improvement of 5th Street NW (State Aid Route No. 117) from Dodge Avenue NW to Line Avenue NW; and

WHEREAS, the City has planned the improvement of Line Avenue NW (State Aid Route No. 136) from 5th Street NW to Xavier Circle; and

WHEREAS, these improvements do not provide adequate width for parking on one or both sides of these streets in accordance with Municipal State Aid design requirements; and approval of the proposed construction as a Municipal State Aid Street project must therefore be conditioned upon certain parking restrictions.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Elk River, Minnesota, as follows: that the City shall ban the parking of motor vehicles at all times on the following roadway segments:

1. Both sides of Dodge Avenue NW (State Aid Route No. 118) from 150' N of 5th Street NW to 5th Street NW.
2. Both sides of 5th Street NW (State Aid Route No. 117) from Dodge Avenue NW to Baldwin Avenue NW
3. The North side of 5th Street NW (State Aid Route No. 117) from Baldwin Avenue NW to Line Avenue NW
4. Both sides of 5th Street NW (State Aid Route No. 117) from Auburn Place NW to Line Avenue NW
5. Both sides of Line Avenue NW (State Aid Route No. 136) From 5th Street NW to Xavier Circle

Passed and adopted this 19th day of May 2025.

John J. Dietz, Mayor



ATTEST:

Tina Allard, City Clerk





Request for Action

To
City Council

Item Number
6.1

Meeting Date
May 19, 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 May Volunteer of the Month Award recipient.

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

Financial Impact
N/A

Mission/Policy/Goal
Elk River Mission

Attachments
None

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Request for Action

To
City Council

Item Number
6.2

Meeting Date
May 19, 2025

Prepared By
Jolene Richter, Deputy Clerk

Item Description
Utilities Commission Candidate Interviews

Reviewed by
Cal Portner
Tina Allard

Action Requested

The Council to interview candidates for the Utilities Commission. Appointments will be made later in the meeting.

Background/Discussion

There is currently one vacancy on the Utilities Commission with a term ending 02/28/27. Jill Larson-Vito will be in attendance to be interviewed.

Financial Impact
NA

Mission/Policy/Goal
Elk River Mission

Attachments
I. Applications

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From: noreply@civicplus.com
To: [Jolene Richter](#)
Subject: Online Form Submittal: Board and Commission Application Form
Date: Monday, April 14, 2025 2:00:19 PM

Board and Commission Application Form

Residency Information

Residency Requirements

Must be an Elk River resident for the following

- Economic Development Authority (EDA)
- Heritage Preservation Commission
- Housing and Redevelopment Authority (HRA)
- Planning Commission
- Utilities Commission

Residency not required for the following:

- EDA Beautification and Public Art Committee
- EDA Together Elk River Committee
- Joint Finance Committee
- Multipurpose Facility Advisory Commission
- Parks and Recreation Commission

Select the Commission applying for	Utilities Commission
------------------------------------	----------------------

First Name	Jill
------------	------

Last Name	Larson-Vito
-----------	-------------

Address1	863 Vernon Avenue NW
----------	----------------------

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

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

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

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

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

Email Address	
Public Contact Information	Cell Phone Number, Email Address
Employer	Siemens
Occupation	Area General Manager
Why are you interested in serving on a city commission?	I have served on various commissions in Elk River over the last 10 years. I am interested in continuing to serve my community. I am specifically interested in the utilities commission to increase my knowledge of our city's utility services and to help in the thoughtful and strategic planning for expansion and maintenance of said utilities.
What skills, training, and experience would you bring to the commission for which you seek appointment?	My work with Siemens industry deals with electrical and energy services with a heavy focus on sustainability goals which should translate well to this commission.
Conflict of Interest	No
If yes, explain:	<i>Field not completed.</i>
How did you hear about this vacancy?	Word of Mouth
Electronic Signature Agreement	Agree
Electronic Signature	Jill Larson-Vito

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



Request for Action

To
City Council

Item Number
7.1

Meeting Date
May 19, 2025

Prepared By
Chris Leeseberg, Senior Planner

Item Description
Conditional Use Permit: AEGIR Brewing Company
LLC, 19050 Industrial Blvd. NW

Reviewed by
Zack Carlton
Cal Portner
Tina Allard

Action Requested

Approve, by motion, the amended Conditional Use Permit with the following conditions to satisfy the standards set forth in Section 30-654:

1. The Conditional Use Permit shall not be recorded until the city building official and fire marshal have inspected and approved the building for compliance with all state and local building codes and all applicable conditions of approval have been completed.
2. The space labeled “Event Space” may only be used for corn hole/corn bag toss lanes; any other use shall require a special event permit.
3. All comments on the Comment Letter dated July 20, 2023, shall be addressed.
4. No tap room operations or expanded brewery operations can occur until:
 1. The Conditional Use Permit has been recorded.
 2. The building has received a Certificate of Occupancy.
5. A taproom license shall be obtained from the state and city.
6. No more than 20,000 barrels of its own brands of malt liquor may be brewed annually.
7. Parking areas shall be used for parking only, except for the 12 special events allowed per year.
8. Any outdoor patio area shall be delineated with a permanent fence and shall not be in required parking areas.
9. No demolition or construction activities can occur within or on the exterior of the building until the Conditional Use Permit is approved and a building permit has been applied for and issued.
10. Conditional Use Permit CU 20-15 shall become void.

Background/Discussion

The applicant is requesting an amendment to Conditional Use Permit (CUP) 23-17 to allow the parking areas to be used for all special event permit activities.

Parking was the main topic of discussion during the review of the previous CUP, as the property lacks the required number of parking spaces by ordinance for day-to-day operations, creating ongoing issues of supporting their parking needs off-site. The inclusion of the following condition, addressing parking concerns,

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supported the city's approval of the previous CUP: *parking areas shall be used for parking only and may not be used for outdoor patio areas or other activities such as, but not limited to, seating, bands, or events/shows.*

The applicant thought the parking condition, when the previous CUP was approved, was for day-to-day parking, not special event permits. He wants the condition to be like the original CUP and is now open to restricting the number of days to 4–5 times a year for events such as car shows, kids' events, etc. The applicant is allowed to have a maximum of 12 special events per year.

Planning Commission

During the public hearing, the applicant spoke in support of his request, outlining why he wanted to use the parking spaces during special events only. He said the parking lot is used for car shows and bean bag tournaments during special events. No one else spoke for or against the request, and staff have not received any comments since the commission meeting.

The Planning Commission had limited questions and no concerns about the request and unanimously recommended approval, allowing the parking lot to be closed during the 12 special events.

Financial Impact

None

Mission/Policy/Goal

Appropriately govern in an ever-changing environment.

Attachments

1. Planning Commission Staff Report dated 04-22-2025
2. CU 25-03 Recording Document
3. 7.1 Presentation



Request for Action

To
Planning Commission

Item Number
4.2

Meeting Date
April 22, 2025

Prepared By
Chris Leeseberg, Senior Planner

Item Description
Conditional Use Permit: AEGIR Brewing Company
LLC, 19050 Industrial Blvd. NW

Reviewed by
Zack Carlton

Action Requested

Recommend, by motion, approval of the amended Conditional Use Permit with the following conditions to satisfy the standards set forth in Section 30-654:

1. The Conditional Use Permit shall not be recorded until the city building official and fire marshal have inspected, and approved, the building for compliance with all state and local building codes and all applicable conditions of approval have been completed.
2. The space labeled “Event Space” shall only be used for corn hole/corn bag toss lanes and any other uses shall require a special event permit.
3. All comments on the Comment Letter dated July 20, 2023, shall be addressed.
4. No tap room operations or expanded brewery operations can occur until:
 1. The Conditional Use Permit has been recorded.
 2. The building has received a Certificate of Occupancy.
5. A taproom license shall be obtained from the state and city.
6. No more than 20,000 barrels of its own brands of malt liquor may be brewed annually.
7. Parking areas shall be used for parking only and may not be used for outdoor patio areas or other activities such as, but not limited to, seating, bands, or events/shows.
8. Any outdoor patio area shall be delineated with a permanent fence and shall not be in required parking areas.
9. No demolition or construction activities can occur within or on the exterior of the building until the Conditional Use Permit is approved and a building permit has been applied for and issued.
10. Conditional Use Permit CU 23-17 shall become void.

Background/Discussion

The applicant is requesting an amendment to Conditional Use Permit (CUP) 23-17 to allow the parking areas to be used for all special event permit activities.

Parking was the main topic of discussion during the review of the previous CUP as the property lacks the required number of parking spaces by ordinance for day-to-day operations, creating ongoing issues of supporting their parking needs off-site. Inclusion of the following condition addressing parking concerns

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supported the city's approval of the previous CUP: *that parking areas shall be used for parking only and may not be used for outdoor patio areas or other activities such as, but not limited to, seating, bands, or events/shows.*

The applicant is allowed to have a maximum of 12 special events per year. Staff continue to have the same concern about on-site parking and relying 100% on city streets or neighboring parking lots.

Applicable Regulations

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

1. *Will not endanger, injure or detrimentally affect the use and enjoyment of other property in the immediate vicinity or the public health, safety, morals, comfort, convenience or general welfare of the neighborhood or the city.*

With proper on-site parking, the proposed industrial use, within the industrial park, will not endanger, injure or detrimentally affect the use and enjoyment of other property in the immediate vicinity or the public health, safety, morals, comfort, convenience, or general welfare of the neighborhood or the city.

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

The property is guided for industrial uses, and the proposed use is a considered use in the industrial zoning district. The use will be consistent with the Comprehensive Plan.

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

With the exception of a city-owned (EDA) parcel, there are no other vacant properties in the development. The use will not impede the normal and orderly development and improvement of surrounding vacant property.

4. *Will be served adequately by and will not adversely affect essential public facilities and services including streets, police and fire protection, drainage, refuse disposal, water and sewer systems, parks and schools; and will not, in particular, create traffic congestion or interference with traffic on adjacent and neighboring public thoroughfares.*

The applicant has had issues supporting their parking needs on-site in the evenings. Utilizing street parking as a substitute for required on-site parking can adversely impact large vehicular traffic (semi-trucks) within an established industrial area and would affect the surrounding business uses. The primary parking for this use will be for taproom customers and may occur after the traditional business hours of industrial uses. Some industrial users can operate 24/7.

Due to ongoing parking issues, the following condition was approved with the previous CUP: *parking areas shall be used for parking only and may not be used for outdoor patio areas or other activities such as, but not limited to, seating, bands, or events/shows.* This is the condition the applicant has requested to be removed.

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

As outlined in standard #4, street parking could be detrimental for existing businesses due to the potential of reduced drive widths for large truck deliveries to navigate through.

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

The proposed amendment will not result in the destruction, loss or damage of a natural, scenic or historic feature of major importance.

7. Will fully comply with all other requirements of this Code, including any applicable requirements and standards for the issuance of a license or permit to establish and operate the proposed use in the city.

The use will need to fully comply with all other requirements of this Code, including any applicable requirements and standards for the issuance of a license or permit to establish and operate the proposed use in the city.

A freestanding sign was installed on the property without a permit. A sign permit shall be applied for.

Financial Impact

None

Mission/Policy/Goal

Appropriately govern in an ever-changing environment.

Attachments

1. Location Map
2. Narrative
3. Aerial
4. CU 23-17 Recording Document



Project Location Map

Aegir

Conditional Use Permit

Case No: CU 25-03

THERE IS NO CHANGE TO OUR CURRENT BUILDING OR LAYOUT. I was unsure of the exact plan that was submitted with the last CUP and didn't want to add any confusion to this new CUP.

We are applying to amend our current CUP to allow the use of our own entire property to be used for events when we have acquired a special event permit. No change to the building or property layout or any other operations are being requested through this CUP.

An aerial photograph of a property. A large, rectangular building with a grey, corrugated metal roof is the central feature. To its left is a parking lot with several cars parked. To its right is another parking lot with a few cars and a red truck. The property is outlined by a cyan border. The surrounding area includes a grassy field to the left and a large, flat, paved area to the right. The text "75-00427-0250" is overlaid on the building.

75-00427-0250



970302

CITY OF ELK RIVER
SHERBURNE COUNTY

CONDITIONAL USE PERMIT
Case No. CU 23-17

Permit. Subject to the terms and conditions set forth herein, the City of Elk River hereby grants a conditional use permit ("Permit") requested by Aegir, for the following use:

**Conditional Use Permit to operate a Tap Room/Continue Brewing Operations at
19050 Industrial Blvd. NW**

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

Lot 4, Block 2, EXCEPT the East 80 feet, ELK RIVER INDUSTRIAL PARK, according to the map or plat thereof on file and of record in the office of the County Recorder of Sherburne County, Minnesota.

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

True Blue Properties LLC, owner

Conditions. The Permit is issued subject to the following conditions to satisfy the standards set forth in Section 30-654:

1. The Conditional Use Permit shall not be recorded until the city building official and fire marshal have inspected, and approved, the building for compliance with all state and local building codes and all applicable conditions of approval have been completed.
2. The space labeled "Event Space" shall only be used for corn hole/corn bag toss lanes and any other uses shall require a special event permit.
3. All comments on the Comment Letter dated July 20, 2023, shall be addressed.
4. No tap room operations or expanded brewery operations can occur until:
 - a. The Conditional Use Permit has been recorded.
 - b. The building has received a Certificate of Occupancy.
5. A taproom license shall be obtained from the state and city.
6. No more than 20,000 barrels of its own brands of malt liquor may be brewed annually.

CITY OF ELK RIVER
SHERBURNE COUNTY

CONDITIONAL USE PERMIT
Case No. CU 25-03

Permit. Subject to the terms and conditions set forth herein, the City of Elk River hereby grants a conditional use permit ("Permit") requested by **AEGIR Brewing Company LLC**, for the following use:

**Conditional Use Permit to operate a Tap Room/Continue Brewing Operations at
19050 Industrial Blvd. NW**

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

Lot 4, Block 2, EXCEPT the East 80 feet, ELK RIVER INDUSTRIAL PARK, according to the map or plat thereof on file and of record in the office of the County Recorder of Sherburne County, Minnesota.

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

True Blue Properties LLC, owner

Conditions. The Permit is issued subject to the following conditions to satisfy the standards set forth in Section 30-654:

1. The Conditional Use Permit shall not be recorded until the city building official and fire marshal have inspected, and approved, the building for compliance with all state and local building codes and all applicable conditions of approval have been completed.
2. The space labeled "Event Space" shall only be used for corn hole/corn bag toss lanes and any other uses shall require a special event permit.
3. All comments on the Comment Letter dated July 20, 2023, shall be addressed.
4. No tap room operations or expanded brewery operations can occur until:
 - a. The Conditional Use Permit has been recorded.
 - b. The building has received a Certificate of Occupancy.
5. A taproom license shall be obtained from the state and city.
6. No more than 20,000 barrels of its own brands of malt liquor may be brewed annually.

7. Parking areas shall be used for parking only except for the 12 special events allowed per year.
8. Any outdoor patio area shall be delineated with a permanent fence and shall not be in required parking areas.
9. No demolition or construction activities can occur within or on the exterior of the building until the Conditional Use Permit is approved and a building permit has been applied for and issued.

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

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

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

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

Dated: May 19, 2025

CITY OF ELK RIVER

By: _____
Mayor

By: _____
City Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF SHERBURNE)

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

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

Notary Public

AEGIR Conditional Use Permit

An aerial photograph of a property. A large, light-colored, rectangular building with a flat roof is the central feature. To its right is a paved parking lot with several cars and a red truck. To the left of the building is a grassy area with some small trees. The entire property is outlined by a cyan border. The text "75-00427-0250" is overlaid on the building.

75-00427-0250

Background

- Amendment to CUP (CU 23-17)
- To allow parking areas be used for all 12 special event permits

Background

- Parking - main topic during previous CUP review
- Lacks number of required parking for day-to-day operations
- Creating ongoing issues of supporting their parking needs off-site
- Existing condition:
 - *That parking areas shall be used for parking only and may not be used for outdoor patio areas or other activities such as, but not limited to, seating, bands, or events/shows.*

Planning Commission

- Applicant outlined his request
- No one spoke for or against the request
- The PC had limited questions and no concerns
- Unanimously recommended approval
 - Allowing the parking lot to be closed during the 12 special events

Action Requested

- Approve, by motion, the amended CUP with the 10 conditions outlined in the memo



Request for Action

To
City Council

Item Number
7.2

Meeting Date
May 19, 2025

Prepared By
Chris Leeseberg, Senior Planner

Item Description
Interim Use Permit: Residential Occupation,
Benjamin Gomez, 14270 201st Ave. NW

Reviewed by
Zack Carlton
Cal Portner
Tina Allard

Action Requested

Approve, by motion, the Interim Use Permit with the following conditions to satisfy the standards set forth in Section 30-654:

1. All openings to the accessory structure shall be closed when the business is in operation.
2. There shall be no outdoor storage of any business products or equipment.
3. The building must meet all commercial building requirements.
4. There shall be no customers/retail sales on site.
5. The IUP will expire upon the sale of the property.

Background/Discussion

The property, approximately 2.5 acres in size, is zoned R1-a (Single Family Residential), where residential occupations that operate out of an accessory structure require an Interim Use Permit (IUP). The applicant is requesting approval of a residential occupation to operate a wholesale chili, spice, and snack packaging business within their existing 32' x 72' detached accessory structure. Their work involves re-packaging all dried goods into smaller packages to resell to retailers. A pallet jack and a forklift will be used when necessary. There will be no outdoor storage of any products or equipment.

Planning Commission

During the public hearing, no one spoke for or against the request, and staff have not received any comments since the commission meeting.

The Planning Commission had no questions or concerns about the request and unanimously recommended approval.

Financial Impact

None

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

Opportunity to live, work, and play.

Attachments

1. Planning Commission Memo dated 04-22-2025
2. IU 25-01 IUP Recording Document
3. 7.2 Presentation



Request for Action

To
Planning Commission

Item Number
4.1

Meeting Date
April 22, 2025

Prepared By
Chris Leeseberg, Senior Planner

Item Description
Interim Use Permit: Residential Occupation,
Benjamin Gomez, 14270 201st Ave. NW

Reviewed by
Zack Carlton

Action Requested

Recommend, by motion, approval of the Interim Use Permit with the following conditions to satisfy the standards set forth in Section 30-654:

1. All openings to the accessory structure shall be closed when the business is in operation.
2. There shall be no outdoor storage of any business products or equipment.
3. The building must meet all commercial building requirements.
4. There shall be no customers/retail sales on site.

Background/Discussion

The property, approximately 2.5 acres in size, is zoned R1-a (Single Family Residential) where residential occupations that operate out of an accessory structure require an Interim Use Permit (IUP). The applicant is requesting approval of a residential occupation to operate a wholesale chili, spice, and snack packaging business within their existing 32' x 72' detached accessory structure. Their work involves re-packaging all dried goods into smaller packages to resell to retailers. A pallet jack and a forklift will be used when necessary. There will be no outdoor storage of any products or equipment.

The operation will have two employees, the applicant and his wife, where all customer interactions will be conducted remotely via phone and email only.

There will not be any customers on site and deliveries will be limited to standard mail and package deliveries consistent with residential uses and there may be possible truck deliveries about 3–4 times a year for bulk products.

Because the residential occupation is proposed to be carried out in the detached accessory structure, the building code classifies the structure as a commercial use. This designation requires signed plans from a licensed architect and structural engineer. Additionally, the structure and its use must comply with all applicable commercial building, plumbing, mechanical, and electrical codes.

The city recognizes that introducing residential occupations in residential districts will be noticeable and

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strives to include approval conditions aimed at mitigating its impact.

Interim Use - Applicable Regulations

Before the city council may authorize an interim use, it must make the following findings:

- 1. The period of time for which the interim use permit is to be granted will terminate before any adverse impacts are felt upon adjacent properties.*

The ordinance (Section 30-801) states an approved IUP for a residential occupation shall terminate when the property is sold or when a lease has expired. Although termination does not guarantee adverse effects will not affect nearby properties, the recommended conditions strive to prevent this outcome.

- 2. There is adequate assurance that the property will be left in suitable condition after the use is terminated.*

The proposed residential occupation will occur in an existing detached accessory structure and if the Interim Use Permit is terminated, the site will be left in a suitable condition.

- 3. The use is similar to uses allowed in the zoning district in which the property is located.*

Residential occupations are allowed with an IUP in the R I-a zoning district.

- 4. The date or event that will terminate the use can be identified with certainty.*

The ordinance states an approved IUP for a residential occupation shall terminate when the property is sold or when a lease has expired, so the termination of the use can be identified with certainty.

- 5. Authorizing the use will not impose additional costs on the public if it is necessary for the public to take the property in the future.*

If the public were to take over the property, no additional costs will be imposed on the public, as the proposed residential occupation will occur in an existing detached accessory and the site will be left in a suitable condition.

- 6. The applicant and user agree to all conditions that the city council deems appropriate for authorization of the interim use.*

This will be determined at the City Council meeting.

- 7. The applicant provides assurances deemed adequate by the city council that the use will terminate as provided in the interim use permit. The city council may require the applicant to deposit a cash amount with the city, or provide some other form of security, to ensure compliance with this criteria.*

Again, the ordinance states an approved IUP for a residential occupation shall terminate when the property is sold or when a lease has expired. A cash deposit does not appear to be necessary to comply with the criteria.

- 8. Authorization of the interim use will not result in adverse effects on the public health, safety, or welfare.*

The proposed use will take place entirely within the accessory structure, containing both possible unsightly products and noise. No customers will be present on-site, thereby minimizing any potential traffic concerns.

Staff recommend the condition that all openings to the accessory structure be closed when the business is in operation.

9. *The proposed interim use is consistent with the City of Elk River Comprehensive Plan and conforms to the city's zoning regulations.*

The use is consistent with the Comprehensive Plan which guides the property as Rural Residential and single family uses, with residential occupations, are allowed in the zoning district.

Financial Impact

None

Mission/Policy/Goal

Ethical, efficient, and responsible.

Attachments

1. IU 25-01 Location Map
2. Narratives
3. Plans



Project Location Map

Ben Gomez

Interim Use Permit

Case No: IU 25-01

El Rojo Wholesale

Project Narrative: Wholesale Spices, Chiles, and dried goods

- This project narrative outlines my proposal to conduct: El Rojo Wholesale, to work from my residential address at: ***14270 201st Ave NW Elk River, MN 55330***, as a home-based warehouse operation storing bulk spices, chiles, and dried goods.
- Our work involves re-packaging all dried goods into smaller packages from ounces to re-sell to retailers.
- Our typical work hours will be Monday - Friday between the hours of 9am-5:30pm respectively. This will include no Weekends or Holidays. All client and customer interactions will be conducted remotely via phone and email only.
- The employees working will include myself, Benjamin Gomez Hernandez and my wife, Judy Thao.
- The parking spaces will not change in any way, shape, or form. It will stay the same as it is and we don't intend to have extra vehicles.
- There will be no proposed screening as everything will be done inside the shed/workshop. The primary duties will be blocked/unseen as it will be done indoors.
- The equipment that we will be using will consist of a simple weight scale, packaging machine with a conveyor belt, and a sealing machine. We also have a pallet jack and a forklift when necessary. These equipment are low noise levels there should not be any concerns with bothering our neighbors.
- There will be no hazardous materials on-site.
- There will not be any proposed building materials as it is not needed.
- There will be no intent for outdoor storage outside of the shed for any of the products or materials that we have.
- There will be no external signage or alterations to the property that would indicate a business operation. The residential appearance of the property will be maintained.
- There will be no odors or emissions associated with the home-based operation.
- Waste disposal will be limited to standard household waste and minimal on-site work trash.
- Any deliveries will be limited to standard mail and package deliveries consistent with residential use. If needed, there will be a truck for product deliveries about 3-4 times a year. Besides that, we pick up our products locally or out of the state. We have no intentions of blocking the driveway as these products are limited for each delivery purpose.
- This home-based business will comply with the zoning regulations outlined in Sec. 30-801. of the Residential Occupations.
- The proposed operation is clearly incidental and secondary to the use of the dwelling for residential purposes.
- The operation will not change the residential character of the neighborhood.
- The operation will not create a nuisance or hazard.
- I have reviewed the zoning regulations and my business fits within them.
- This proposal is submitted to ensure compliance with all applicable zoning regulations and to demonstrate that my proposed home-based business will have minimal impact on the residential character of the neighborhood.

- I am committed to operating my home-based business in a manner that is consistent with the residential character of the neighborhood and in compliance with all applicable zoning regulations. I am available to answer any questions or provide additional information as needed. I can be contacted at: 612-205-5705 or by email: *elrojowholesale@gmail.com*. Thank you for your time and consideration.

IU 25-01 Narrative

Bulk Chile, spices, and snacks. These will be stored inside of the shed/workshop. There will not be anything stored on the outside of the workshop for safety and health reasons. Our scope of work aligns with section 30-807. We will adjust accordingly if need be.

This project narrative outlines my proposal to conduct: El Rojo Wholesale, to work from my residential address at: 14270 201st Ave NW Elk River, MN 55330, as a home-based warehouse operation storing bulk spices, chiles, and dried goods.

Our work involves re-packaging all dried goods into smaller packages from ounces to re-sell to retailers.

Our typical work hours will be Monday - Friday between the hours of 9am-5:30pm respectively. This will include no Weekends or Holidays. All client and customer interactions will be conducted remotely via phone and email only.

The employees working will include myself, Benjamin Gomez Hernandez and my wife, Judy Thao.

The parking spaces will not change in any way, shape, or form. It will stay the same as it is and we don't intend to have extra vehicles.

There will be no proposed screening as everything will be done inside the shed/workshop. The primary duties will be blocked/unseen as it will be done indoors.

The equipment that we will be using will consist of a simple weight scale, packaging machine with a conveyor belt, and a sealing machine. We also have a pallet jack and a forklift when necessary. These equipment are low noise levels there should not be any concerns with bothering our neighbors.

There will be no hazardous materials on-site.

There will not be any proposed building materials as it is not needed.

There will be no intent for outdoor storage outside of the shed for any of the products or materials that we have.

There will be no external signage or alterations to the property that would indicate a business operation. The residential appearance of the property will be maintained.

There will be no odors or emissions associated with the home-based operation.

Waste disposal will be limited to standard household waste and minimal on-site work trash.

Any deliveries will be limited to standard mail and package deliveries consistent with residential use. If needed, there will be a truck for product deliveries about 3-4 times a year. Besides that, we pick up our products locally or out of the state. We have no intentions of blocking the driveway as these products are limited for each delivery purpose. This home-based business will comply with the

zoning regulations outlined in Sec. 30-801. of the Residential Occupations. The proposed operation is clearly incidental and secondary to the use of the dwelling for residential purposes. The operation will not change the residential character of the neighborhood. The operation will not create a nuisance or hazard.

EL ROJO WHOLESALE

14270 201ST AVE NW, ELK RIVER, MN 55330



FRONT ELEVATION

CODE DATA - 2020 MNBC

NOTE: BUILDING AREAS INDICATED ARE NOT BOMA RENTABLE AREA CALCULATIONS

CODE ANALYSIS FOR:
14270 201ST AVE NW, ELK RIVER, MN 55330

PROJECT NARRATIVE:
EL ROJO WHOLESALE PACKAGE DRY GOOD (SNACKS) FROM BULK INTO SMALLER QUANTITIES FOR RETAIL DISTRIBUTION. NO DIRECT CONSUMER SALES ON LOCATION. THE WHOLESALE IS OCCUPYING THE 2ND GARAGE BUILDING STRUCTURE ADJACENT TO THE FAMILY MAIN HOME WITH AN ATTACHED GARAGE. NO RENOVATION IS REQUIRED, THE PRIOR HOMEOWNER HAD OPERATED A PLUMBING BUSINESS OUT OF THE SAME GARAGE.

APPLICABLE CODES:
2020 MINNESOTA STATE BUILDING CODE
2020 MINNESOTA ENERGY CODE 2016 ASHRAE 90.1
2020 MINNESOTA ACCESSIBILITY CODE
2020 MINNESOTA MECHANICAL AND FUEL GAS CODE
2020 MINNESOTA PLUMBING CODE
2020 MINNESOTA FIRE CODE
2020 MINNESOTA ELECTRICAL CODE
2020 MINNESOTA ELEVATOR AND RELATED DEVICES CODE

BUILDING CLASSIFICATION
A. BUILDING TYPE & CONSTRUCTION TYPE (IBC CHAPTER 5 & 6)
1. BUILDING CLASSIFICATION
• EXISTING SINGLE FAMILY ATTACHED GARAGE AND DETACHED 2ND GARAGE
2. TYPE OF CONSTRUCTION
• EXISTING TYPE VB
3. BUILDING HEIGHT
• EXISTING HEIGHT AT DETACHED 2ND GARAGE ONLY:
• 12' FLOOR TO CEILING
4. BUILDING AREA
• EXISTING DETACHED 2ND GARAGE ONLY:
• ASSUMED 2,268 SQ. FT.
B. OCCUPANCY GROUP (IBC CHAPTER 3)
1. GROUP:
PROPOSED AREA - F-2, LOW-HAZARD FACTORY INDUSTRIAL USE
2. GROUP:
PROPOSED AREA - S-2, LOW-HAZARD STORAGE USE
TOTAL SQ. FT. - 1,979 SQ. FT.

FIRE PROTECTION
1. FIRE EXTINGUISHERS 7'9" MAX. TRAVEL DISTANCE (MBC TABLE 906.3)
2. FIRE SPRINKLED
A. EXISTING STRUCTURE - NOT SPRINKLER

EXITING
A. DESIGN OCCUPANT LOAD (IBC 1004.1)
1. TOTAL OCCUPANTS - 10 OCCUPANTS
B. EXIT
1. NUMBER REQUIRED = 1
2. NUMBER PROVIDED = 2
3. NUMBER ACCESSIBLE REQUIRED = 1
4. ARRANGEMENT (IBC 1015.2.1)
5. TRAVEL DISTANCE MAXIMUMS
- EXIT ACCESS (IBC 1017.2) = 150' MAX.
- COMMON PATH OF EGRESS = 75' MAX.
6. WIDTH (GRATER OR TWO CONFLICTING WIDTHS SHALL BE USED)
- DESIGN EXT WIDTH (IBC 1005.3)
• STAIRWAYS = N/A
- STAIRWAY (IBC 1009.4) = N/A
• CORRIDORS (IBC 1020.3.1) = 36" MIN.
- EXIT PASSAGEWAYS (IBC 1024.2) = 36" MIN.
• EXIT DOORS (IBC 1010.1.1) = 32" MIN. CLR
7. DOORS
- SWINGS (IBC 1010.1.2) = N/A
- LANDINGS (IBC 1010.1.5) = NOT LESS THAN 44"
- THRESHOLDS (IBC 1010.1.6) = NOT EXCEED 3/4" ABOVE FINISHED FLOOR

PLUMBING FIXTURES
A. NUMBER OF FIXTURES REQUIRED (IBC TABLE 2902.1)
1. BASE ON 10 OCCUPANCY. THE OCCUPANT LOAD SHALL BE DIVIDED IN HALF AND APPLY THE FOLLOWING PER IBC 2902.1.1. (1) TOILET PER 100 MALES AND (1) TOILET PER 100 FEMALES. (1) SINK (LAVATORIES) PER 100 MALES AND (1) SINK (LAVATORIES) PER 100 FEMALES. (1) DRINKING FOUNTAIN PER 500 OCCUPANTS OR SIMILAR, WATER DISPENSER.
- 5 FEMALE OCCUPANTS (5 / 100 = 0.05)
- WATER CLOSETS REQUIRED = 0 PROVIDED = 1
- LAVATORIES REQUIRED = 0 PROVIDED = 1
- 5 MALE OCCUPANTS (5 / 100 = 0.05)
- WATER CLOSETS REQUIRED = 0 PROVIDED = 0
- LAVATORIES REQUIRED = 0 PROVIDED = 0
- OTHERS
- URINAL REQUIRED = 0 PROVIDED = 0

OTHERS
A. ACCESSIBILITY (IBC - CHPT. 11)

DEFERRED PLAN SUBMITTALS
A. COORDINATION WITH ENGINEER AND CONSULTANT ARE NOT PROVIDED AND PART OF SCOPE OF THE ARCHITECT AT THIS TIME.

PROJECT TEAM

OWNER/ TENANT:	BENJAMIN GOMEZ 14270 201ST AVE NW, ELK RIVER, MN 55330 612-205-5705 BENJAMIN.GOMEZ12@GMAIL.COM
ARCHITECT:	KERRIK WESSEL 1148 OAKCREST AVE ROSEVILLE, MN 55113 651-484-9190 KERRIKWESSEL@GMAIL.COM
GENERAL CONTRACTOR:	N/A

SHEET INDEX

SHEET NO.	SHEET NAME
ARCHITECTURAL	
A1	COVER INFORMATION
A2	FLOOR PLAN - LEVEL 1
A3	FLOOR PLAN - FF&E
A4	REFLECTED CEILING PLANS
A5	DETAILS

PROJECT LOCATION:

PROJECT ADDRESS:
14270 201ST AVE NW, ELK RIVER, MN 55330

MAIN HOME WITH
ATTACHED GARAGE

LEGEND

	EXIT	ACCESSIBLE MEANS OF EGRESS
	EXIT	EXIT
	EXIT ACCESS	EXIT ACCESS
	FIRE EXTINGUISHER	FIRE EXTINGUISHER
	EXISTING WALL	EXISTING WALL
	NEW	NEW
	BOUNDARY OF AREA	BOUNDARY OF AREA
	PATH OF TRAVEL	PATH OF TRAVEL

EXIT

EXIT

LEVEL 1 - CODE PLAN

1/4" = 1'-0"

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

Printed Name: KERRIK WESSEL

Signature: Kerrik Wessel, RA

Date: 03/25/25 Licensed #: 45930

Scale: As indicated

Drawn By: CT

Checked By: KW

Approved By: BG

Project #: 25-0316

Rev	Description	Date

EL ROJO WHOLESALE

14270 201ST AVE NW, ELK RIVER, MN 55330

A1

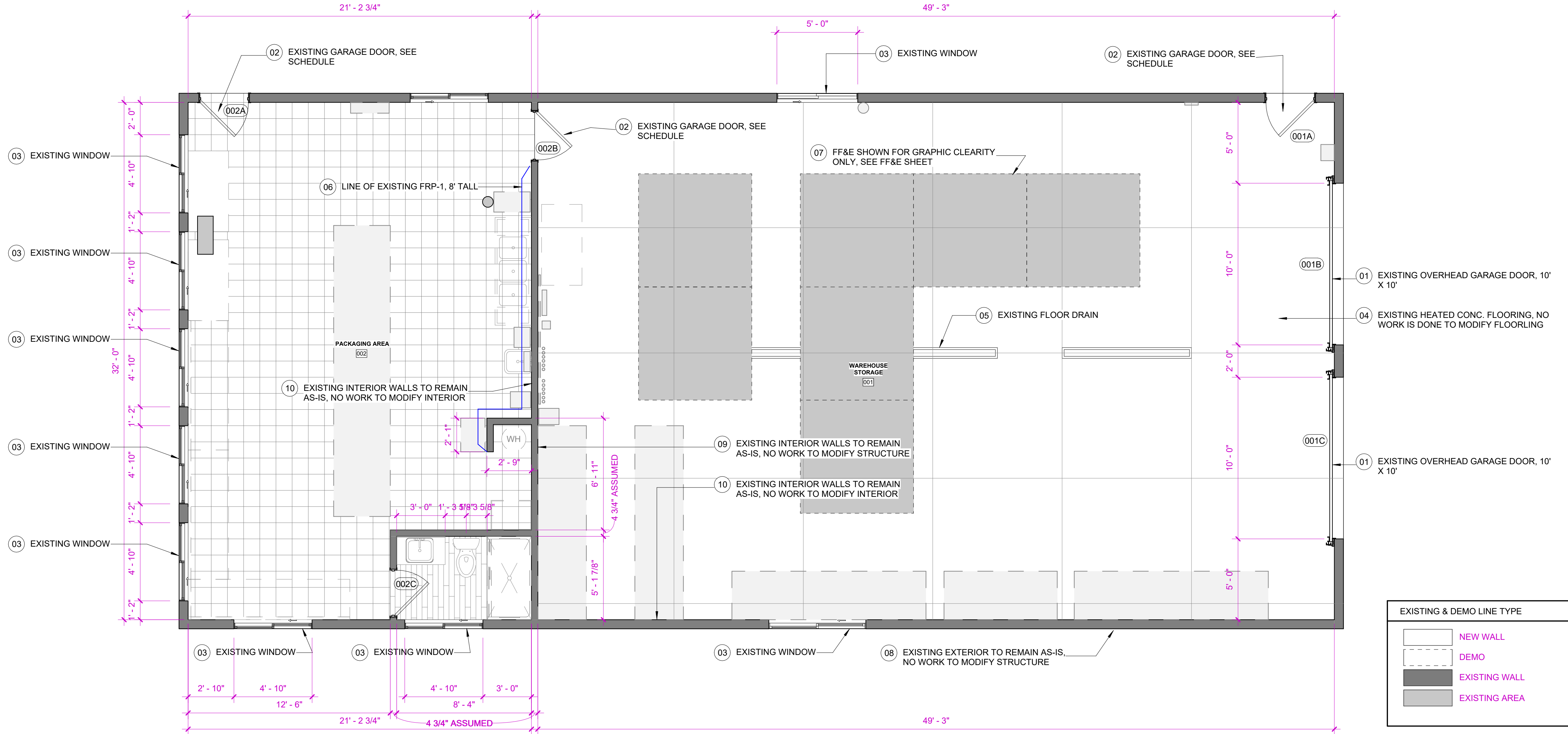
COVER
INFORMATION



REAR ELEVATION



SIDE ELEVATION



1 FLOOR PLAN - EXISTING
A2 1/4" = 1'-0"



EXISTING PLAN NOTES

NOTE NUMBER	NOTE DESCRIPTION
01	EXISTING OVERHEAD GARAGE DOOR, 10' X 10'
02	EXISTING GARAGE DOOR, SEE SCHEDULE
03	EXISTING WINDOW
04	EXISTING HEATED CONC. FLOORING, NO WORK IS DONE TO MODIFY FLOORING
05	EXISTING FLOOR DRAIN
06	LINE OF EXISTING FRP-1, 8' TALL
07	FF&E SHOWN FOR GRAPHIC CLARITY ONLY, SEE FF&E SHEET
08	EXISTING EXTERIOR TO REMAIN AS-IS, NO WORK TO MODIFY STRUCTURE
09	EXISTING INTERIOR WALLS TO REMAIN AS-IS, NO WORK TO MODIFY STRUCTURE
10	EXISTING INTERIOR WALLS TO REMAIN AS-IS, NO WORK TO MODIFY INTERIOR

GENERAL DEMOLITION PLAN NOTES:

- SCOPE OF DEMOLITION:** THE DEMOLITION PLAN INDICATES THE EXTENT OF DEMOLITION WORK TO BE PERFORMED. ONLY AREAS SHOWN AS DEMOLISHED ON THIS PLAN SHALL BE SUBJECT TO DEMOLITION.
- SAFETY PRECAUTIONS:** PRIOR TO COMMENCING DEMOLITION WORK, ALL NECESSARY SAFETY MEASURES MUST BE IMPLEMENTED ACCORDING TO OSHA (OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION) REGULATIONS. PROTECTIVE BARRIERS, SIGNAGE, AND SAFETY EQUIPMENT MUST BE PROVIDED AND MAINTAINED THROUGHOUT THE DEMOLITION PROCESS.
- ENVIRONMENTAL CONSIDERATIONS:** DEMOLITION ACTIVITIES SHALL COMPLY WITH ALL ENVIRONMENTAL REGULATIONS AND GUIDELINES. PROPER DISPOSAL METHODS FOR HAZARDOUS MATERIALS, INCLUDING ASBESTOS, LEAD, AND OTHER CONTAMINANTS, MUST BE FOLLOWED.
- UTILITIES DISCONNECTION:** ALL UTILITIES (ELECTRICAL, PLUMBING, HVAC, ETC.) SHALL BE PROPERLY DISCONNECTED AND TERMINATED AS PER LOCAL CODES AND UTILITY PROVIDER REQUIREMENTS. COORDINATION WITH UTILITY COMPANIES IS NECESSARY TO ENSURE SAFE DISCONNECTION AND REMOVAL OF SERVICES.

- STRUCTURAL STABILITY:** STRUCTURAL ELEMENTS TO REMAIN SHALL BE PROTECTED FROM DAMAGE DURING DEMOLITION OPERATIONS. ANY TEMPORARY BRACING OR SHORING REQUIRED TO MAINTAIN STRUCTURAL STABILITY DURING DEMOLITION SHALL BE PROVIDED AS NECESSARY.
- WASTE MANAGEMENT:** DEMOLISHED MATERIALS SHALL BE SORTED AND DISPOSED OF IN ACCORDANCE WITH APPLICABLE WASTE MANAGEMENT REGULATIONS. SALVAGEABLE MATERIALS SHOULD BE IDENTIFIED AND SALVAGED WHENEVER FEASIBLE TO MINIMIZE WASTE AND PROMOTE SUSTAINABILITY.
- SITE PROTECTION:** THE SITE SHALL BE PROTECTED FROM UNAUTHORIZED ACCESS DURING DEMOLITION ACTIVITIES. FENCING, BARRICADES, AND OTHER MEASURES SHALL BE INSTALLED TO PREVENT ACCIDENTS AND MAINTAIN SITE SECURITY.
- COORDINATION WITH AUTHORITIES:** DEMOLITION WORK SHALL BE CONDUCTED IN COORDINATION WITH LOCAL AUTHORITIES, INCLUDING OBTAINING NECESSARY PERMITS AND APPROVALS. COMPLIANCE WITH NOISE ORDINANCES, TRAFFIC REGULATIONS, AND OTHER LOCAL REQUIREMENTS IS MANDATORY.

- EMERGENCY PROCEDURES:** EMERGENCY PROCEDURES, INCLUDING EVACUATION ROUTES AND CONTACT INFORMATION FOR EMERGENCY SERVICES, SHALL BE PROMINENTLY DISPLAYED ON-SITE.
- OWNER'S RESPONSIBILITIES:** THE OWNER IS RESPONSIBLE FOR SECURING NECESSARY PERMITS AND APPROVALS FOR DEMOLITION WORK. THE OWNER SHALL PROVIDE ACCESS TO THE SITE AND COOPERATE WITH THE DEMOLITION CONTRACTOR AS NEEDED.
- DISCLAIMER:** THIS DRAWING IS FOR INFORMATIONAL PURPOSES ONLY AND DOES NOT RELIEVE THE CONTRACTOR OF THEIR RESPONSIBILITY TO CONDUCT A THOROUGH SITE ASSESSMENT AND IMPLEMENT APPROPRIATE DEMOLITION METHODS.

THE ARCHITECT ASSUMES NO LIABILITY FOR DAMAGES OR LOSSES RESULTING FROM THE USE OF THIS DRAWING WITHOUT PROPER CONSULTATION AND COORDINATION.

Attn: This drawing does not include Mechanical, Electrical, or Plumbing (MEP) details. Refer to separate MEP drawings for those specifications.

GENERAL BUILDING PLAN NOTES:

- SCALE & ORIENTATION:** ALL DIMENSIONS ARE INDICATED ON THE DRAWING. NORTH ARROW INDICATING THE ORIENTATION OF THE PLAN. DIMENSIONS AT INTERIOR PARTITIONS ARE TO FACE OF SHEATHING OF FRAMING UNLESS NOTED OTHERWISE. WHERE CLEAR DIMENSIONS ARE NOTED, THESE MUST BE MAINTAINED. NOTIFY THE ARCHITECT AND OWNER IF DIMENSION ARE NOT CLEAR.
- MATERIALS:** ALL MATERIALS SHALL COMPLY WITH RELEVANT BUILDING CODES AND REGULATIONS.
- CODE COMPLIANCE:** THIS DRAWING IS BASED ON THE LATEST APPLICABLE BUILDING CODES AND REGULATIONS. ANY UPDATES OR CHANGES TO CODES DURING CONSTRUCTION SHALL BE ADHERED TO. THE ARCHITECT IS NOT RESPONSIBLE FOR ANY CHANGES OR DEVIATIONS MADE TO THE PLANS WITHOUT PRIOR CONSULTATION AND APPROVAL.
- ACCESSIBILITY:** DESIGN COMPLIES WITH ADA (AMERICANS WITH DISABILITIES ACT) REQUIREMENTS WHERE APPLICABLE. ACCESSIBLE ROUTES, RAMPS, AND OTHER NECESSARY FACILITIES ARE SHOWN ON THE PLAN.

- COORDINATION:** GENERAL CONTRACTOR TO COORDINATE THIS PLAN WITH MECHANICAL, ELECTRICAL AND PLUMBING SUBCONTRACTORS AS TO LOCATIONS FOR EQUIPMENT, FIXTURES, METERS, DUCTWORK ETC TO BE UP TO CODE. NOTIFY ARCHITECT IMMEDIATELY OF ANY CONFLICTS BETWEEN ARCHITECTURAL DRAWINGS AND MEP SUBCONTRACTORS.
- 5A. ALL OPENINGS CUT, OPENINGS MADE OR EQUIPMENT INSTALLED IN FIRE RATED WALLS, PARTITIONS, FLOORS OR CEILINGS SHALL BE RESTORED SEALED FIRESTOPPED OR OTHERWISE CONSTRUCTED TO MAINTAIN THE INTEGRITY OF THE FIRE RATING TO THE FULL SATISFACTION OF THE ARCHITECT, ENGINEER AND BUILDING OFFICIAL. THE GENERAL CONTRACTOR SHALL COORDINATE AND BE RESPONSIBLE FOR THIS WORK.**
- 5B. SEAL TOP SIDE OF PRECAST PLANK AND UNDERSIDE OF PRECAST PLANK AT ALL VERTICAL PENETRATIONS.**
- 5C. ALL EXPOSED PIPES, VENTS AND CONDUIT PENETRATING WALLS, FLOORS OR CEILINGS SHALL HAVE FINISHED TRIM RINGS (ESCUCHEONS).**

- 5D. WHERE ACCESS PANELS ARE REQUIRED FOR EQUIPMENT, UTILITIES OR DEVICES, THOSE PANELS SHALL BE INSTALLED WHETHER OR NOT THEY ARE SPECIFICALLY SHOWN ON THE DRAWINGS. WHEN INSTALLED IN A FIRE RATED ASSEMBLY, ACCESS PANEL MUST BE FIRE RATED TO MATCH RATING OF THAT ASSEMBLY. VERIFY ALL LOCATIONS WITH ARCHITECT BEFORE INSTALLING.**
- 5E. PROVIDE BLOCKING IN WALLS FOR MOUNTING EQUIPMENT, RAILS, STOPS, CASEWORK AND ALL OTHER SPECIALTIES AND ACCESSORIES.**
- CHANGES AND REVISIONS:** ANY CHANGES OR REVISIONS TO THE PLANS MUST BE APPROVED BY THE ARCHITECT TO ENSURE COMPLIANCE WITH THE DESIGN INTENT AND RELEVANT REGULATIONS.
- OWNER'S RESPONSIBILITIES:** THE OWNER IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM LOCAL AUTHORITIES. THE OWNER IS RESPONSIBLE FOR PROVIDING ACCURATE SURVEY DATA AND INFORMATION ABOUT SITE CONDITIONS.

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- Attn: This drawing does not include Mechanical, Electrical, or Plumbing (MEP) details. Refer to separate MEP drawings for those specifications.

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

Printed Name: KERRIK WESSEL
Signature: Kerrik Wessel, RA
Date: 03/25/25 Licensed #: 45930

Scale: As indicated

Drawn By: CT

Checked By: KW

Approved By: BG

Project #: 25-0316

Rev Description Date

EL ROJO WHOLESALE

14270 201ST AVE NW, ELK RIVER, MN 55330

A2

FLOOR PLAN -
LEVEL 1

EXISTING & DEMO LINE TYPE	
	NEW WALL
	DEMO
	EXISTING WALL
	EXISTING AREA

EXISTING FF&E PLAN NOTES

NOTE NUMBER	NOTE DESCRIPTION
01	EXISTING GARAGE HEATER
02	METAL STORAGE SHELF
03	FORK LIFT EQUIPMENT
04	EXISTING WALL MOUNTED GARAGE FLOOR HEATING SYSTEM
05	OFFICE DESK
06	FIRE EXTINGUISHER
07	EXISTING WALL MOUNTED AC UNIT
08	3 TIER WIRE RACK
09	2 TIER WIRE RACK
10	STAINLESS STEEL 3 SINK COMPARTMENT & FLOOR DRAIN
11	DRINKING WATER STATION
12	SINK & PAPER WALL MOUNTED PAPER TOWEL DISPENSER
13	MINI FRIDGE
14	WEIGHING MACHINE ON WHEEL

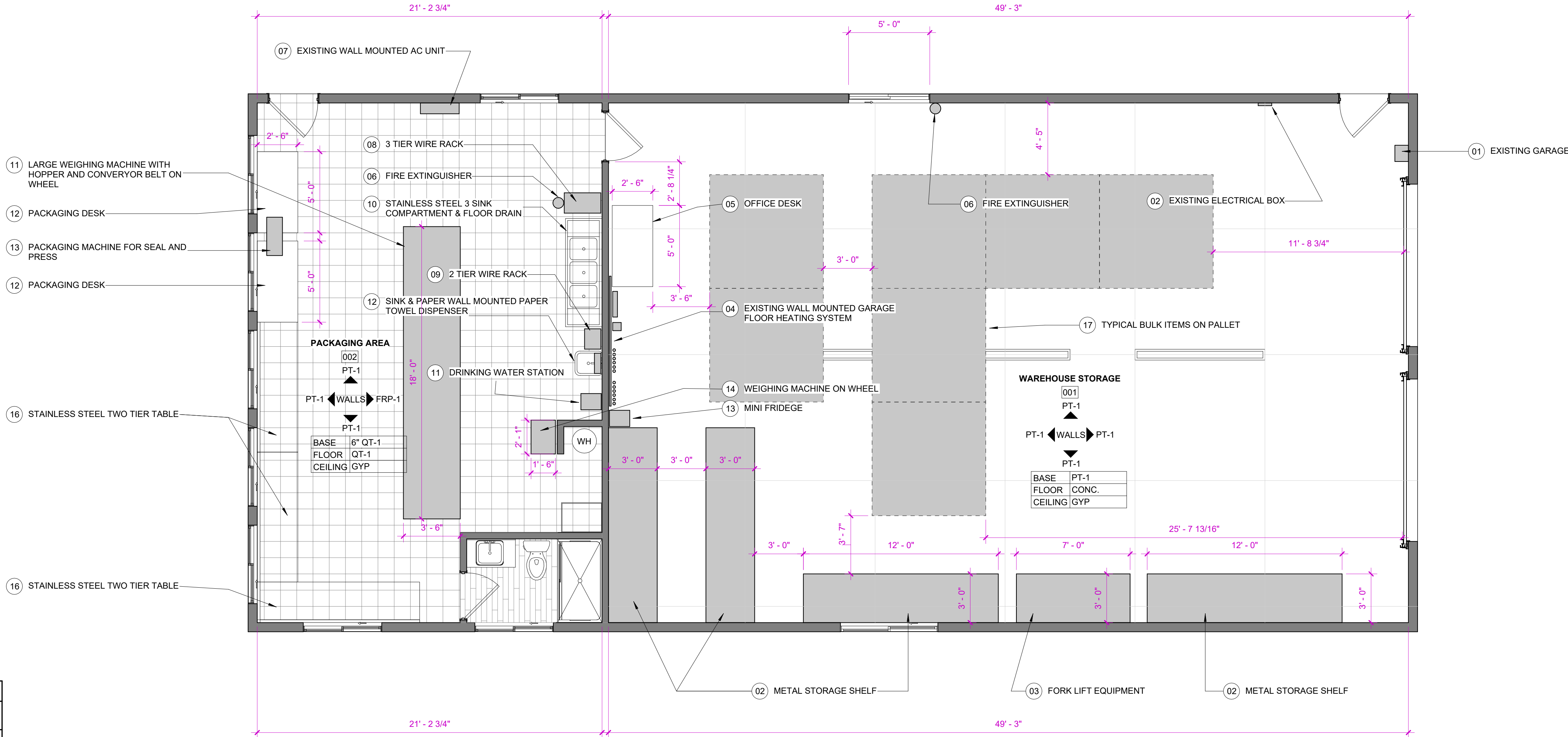
RENO PLAN NOTES

NOTE NUMBER	NOTE DESCRIPTION
-------------	------------------

DEMO PLAN NOTES

NOTE NUMBER	NOTE DESCRIPTION
-------------	------------------

FINISH SPECIFICATIONS					
TILE		WALLPAPER		PAINT	
QT-1	QUARRY TILE -1	WP-1	WALLPAPER - 1	PT-1	PAINT - 1
	MFR: N/A STYLE: N/A SIZE: 6"x6" FLOOR & BASE TILE COLOR: DARK RED DISTRIBUTOR: N/A GROUT: NOTE: *GROUT ON WALL TILE TO HAVE PENETRATING SEALER APPLIED		MFR: N/A STYLE: N/A SIZE: FLOOR & BASE TILE COLOR: N/A DISTRIBUTOR: N/A GROUT: NOTE:		MFR: N/A STYLE: N/A SIZE: N/A WALL COLOR: WHITE DISTRIBUTOR: N/A NOTE: PAINTED GYP. BOARD
					MFR: N/A STYLE: FLUSH SIZE: FULL PANEL COLOR: WHITE DISTRIBUTOR: N/A NOTE:



1 FLOOR PLAN - LEVEL 1
A3 1/4" = 1'-0"

GENERAL DEMOLITION PLAN NOTES:

- SCOPE OF DEMOLITION:** THE DEMOLITION PLAN INDICATES THE EXTENT OF DEMOLITION WORK TO BE PERFORMED. ONLY AREAS SHOWN AS DEMOLISHED ON THIS PLAN SHALL BE SUBJECT TO DEMOLITION.
- SAFETY PRECAUTIONS:** PRIOR TO COMMENCING DEMOLITION WORK, ALL NECESSARY SAFETY MEASURES MUST BE IMPLEMENTED ACCORDING TO OSHA (OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION) REGULATIONS. PROTECTIVE BARRIERS, SIGNAGE, AND SAFETY EQUIPMENT MUST BE PROVIDED AND MAINTAINED THROUGHOUT THE DEMOLITION PROCESS.
- ENVIRONMENTAL CONSIDERATIONS:** DEMOLITION ACTIVITIES SHALL COMPLY WITH ALL ENVIRONMENTAL REGULATIONS AND GUIDELINES. PROPER DISPOSAL METHODS FOR HAZARDOUS MATERIALS, INCLUDING ASBESTOS, LEAD, AND OTHER CONTAMINANTS, MUST BE FOLLOWED.
- UTILITIES DISCONNECTION:** ALL UTILITIES (ELECTRICAL, PLUMBING, HVAC, ETC.) SHALL BE PROPERLY DISCONNECTED AND TERMINATED AS PER LOCAL CODES AND UTILITY PROVIDER REQUIREMENTS. COORDINATION WITH UTILITY COMPANIES IS NECESSARY TO ENSURE SAFE DISCONNECTION AND REMOVAL OF SERVICES.

- STRUCTURAL STABILITY:** STRUCTURAL ELEMENTS TO REMAIN SHALL BE PROTECTED FROM DAMAGE DURING DEMOLITION OPERATIONS. ANY TEMPORARY BRACING OR SHORING REQUIRED TO MAINTAIN STRUCTURAL STABILITY DURING DEMOLITION SHALL BE PROVIDED AS NECESSARY.
- WASTE MANAGEMENT:** DEMOLISHED MATERIALS SHALL BE SORTED AND DISPOSED OF IN ACCORDANCE WITH APPLICABLE WASTE MANAGEMENT REGULATIONS. SALVAGEABLE MATERIALS SHOULD BE IDENTIFIED AND SALVAGED WHENEVER FEASIBLE TO MINIMIZE WASTE AND PROMOTE SUSTAINABILITY.
- SITE PROTECTION:** THE SITE SHALL BE PROTECTED FROM UNAUTHORIZED ACCESS DURING DEMOLITION ACTIVITIES. FENCING, BARRICADES, AND OTHER MEASURES SHALL BE INSTALLED TO PREVENT ACCIDENTS AND MAINTAIN SITE SECURITY.
- COORDINATION WITH AUTHORITIES:** DEMOLITION WORK SHALL BE CONDUCTED IN COORDINATION WITH LOCAL AUTHORITIES, INCLUDING OBTAINING NECESSARY PERMITS AND APPROVALS. COMPLIANCE WITH NOISE ORDINANCES, TRAFFIC REGULATIONS, AND OTHER LOCAL REQUIREMENTS IS MANDATORY.

- EMERGENCY PROCEDURES:** EMERGENCY PROCEDURES, INCLUDING EVACUATION ROUTES AND CONTACT INFORMATION FOR EMERGENCY SERVICES, SHALL BE PROMINENTLY DISPLAYED ON-SITE.
- OWNER'S RESPONSIBILITIES:** THE OWNER IS RESPONSIBLE FOR SECURING NECESSARY PERMITS AND APPROVALS FOR DEMOLITION WORK. THE OWNER SHALL PROVIDE ACCESS TO THE SITE AND COOPERATE WITH THE DEMOLITION CONTRACTOR AS NEEDED.
- DISCLAIMER:** THIS DRAWING IS FOR INFORMATIONAL PURPOSES ONLY AND DOES NOT RELIEVE THE CONTRACTOR OF THEIR RESPONSIBILITY TO CONDUCT A THOROUGH SITE ASSESSMENT AND IMPLEMENT APPROPRIATE DEMOLITION METHODS.

Attn: This drawing does not include Mechanical, Electrical, or Plumbing (MEP) details. Refer to separate MEP drawings for those specifications.

GENERAL BUILDING PLAN NOTES:

- SCALE & ORIENTATION:** ALL DIMENSIONS ARE INDICATED ON THE DRAWING. NORTH ARROW INDICATING THE ORIENTATION OF THE PLAN. DIMENSIONS AT INTERIOR PARTITIONS ARE TO FACE OF SHEATHING OF FRAMING UNLESS NOTED OTHERWISE. WHERE CLEAR DIMENSIONS ARE NOTED, THESE MUST BE MAINTAINED. NOTIFY THE ARCHITECT AND OWNER IF DIMENSION ARE NOT CLEAR.
- MATERIALS:** ALL MATERIALS SHALL COMPLY WITH RELEVANT BUILDING CODES AND REGULATIONS.
- CODE COMPLIANCE:** THIS DRAWING IS BASED ON THE LATEST APPLICABLE BUILDING CODES AND REGULATIONS. ANY UPDATES OR CHANGES TO CODES DURING CONSTRUCTION SHALL BE ADHERED TO. THE ARCHITECT IS NOT RESPONSIBLE FOR ANY CHANGES OR DEVIATIONS MADE TO THE PLANS WITHOUT PRIOR CONSULTATION AND APPROVAL.
- ACCESSIBILITY:** DESIGN COMPLIES WITH ADA (AMERICANS WITH DISABILITIES ACT) REQUIREMENTS WHERE APPLICABLE. ACCESSIBLE ROUTES, RAMPS, AND OTHER NECESSARY FACILITIES ARE SHOWN ON THE PLAN.

- COORDINATION:** GENERAL CONTRACTOR TO COORDINATE THIS PLAN WITH MECHANICAL, ELECTRICAL AND PLUMBING SUBCONTRACTORS AS TO LOCATIONS FOR EQUIPMENT, FIXTURES, METERS, DUCTWORK ETC TO BE UP TO CODE. NOTIFY ARCHITECT IMMEDIATELY OF ANY CONFLICTS BETWEEN ARCHITECTURAL DRAWINGS AND MEP SUBCONTRACTORS.

- SA.** ALL OPENINGS CUT, OPENINGS MADE OR EQUIPMENT INSTALLED IN FIRE RATED WALLS, PARTITIONS, FLOORS OR CEILINGS SHALL BE RESTORED SEALED FIRESTOPPED OR OTHERWISE CONSTRUCTED TO MAINTAIN THE INTEGRITY OF THE FIRE RATING TO THE FULL SATISFACTION OF THE ARCHITECT, ENGINEER AND BUILDING OFFICIAL. THE GENERAL CONTRACTOR SHALL COORDINATE AND BE RESPONSIBLE FOR THIS WORK.

- 5B.** SEAL TOP SIDE OF PRECAST PLANK AND UNDERSIDE OF PRECAST PLANK AT ALL VERTICAL PENETRATIONS.

- 5C.** ALL EXPOSED PIPES, VENTS AND CONDUIT PENETRATING WALLS, FLOORS OR CEILINGS SHALL HAVE FINISHED TRIM RINGS (ESCUTCHEONS).

- 5D.** WHERE ACCESS PANELS ARE REQUIRED FOR EQUIPMENT, UTILITIES OR DEVICES, THOSE PANELS SHALL BE INSTALLED WHETHER OR NOT THEY ARE SPECIFICALLY SHOWN ON THE DRAWINGS. WHEN INSTALLED IN A FIRE RATED ASSEMBLY, ACCESS PANEL MUST BE FIRE RATED TO MATCH RATING OF THAT ASSEMBLY. VERIFY ALL LOCATIONS WITH ARCHITECT BEFORE INSTALLING.

- 5E.** PROVIDE BLOCKING IN WALLS FOR MOUNTING EQUIPMENT, RAILS, STOPS, CASEWORK AND ALL OTHER SPECIALTIES AND ACCESSORIES.

- 6. CHANGES AND REVISIONS:** ANY CHANGES OR REVISIONS TO THE PLANS MUST BE APPROVED BY THE ARCHITECT TO ENSURE COMPLIANCE WITH THE DESIGN INTENT AND RELEVANT REGULATIONS.

- 7. OWNER'S RESPONSIBILITIES:** THE OWNER IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM LOCAL AUTHORITIES. THE OWNER IS RESPONSIBLE FOR PROVIDING ACCURATE SURVEY DATA AND INFORMATION ABOUT SITE CONDITIONS.

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

Printed Name: KERRIK WESSEL
Signature: *Kerrik Wessel, RA*
Date: 03/25/25 Licensed #: 45930

Scale: As indicated

Drawn By: CT

Checked By: KW

Approved By: BG

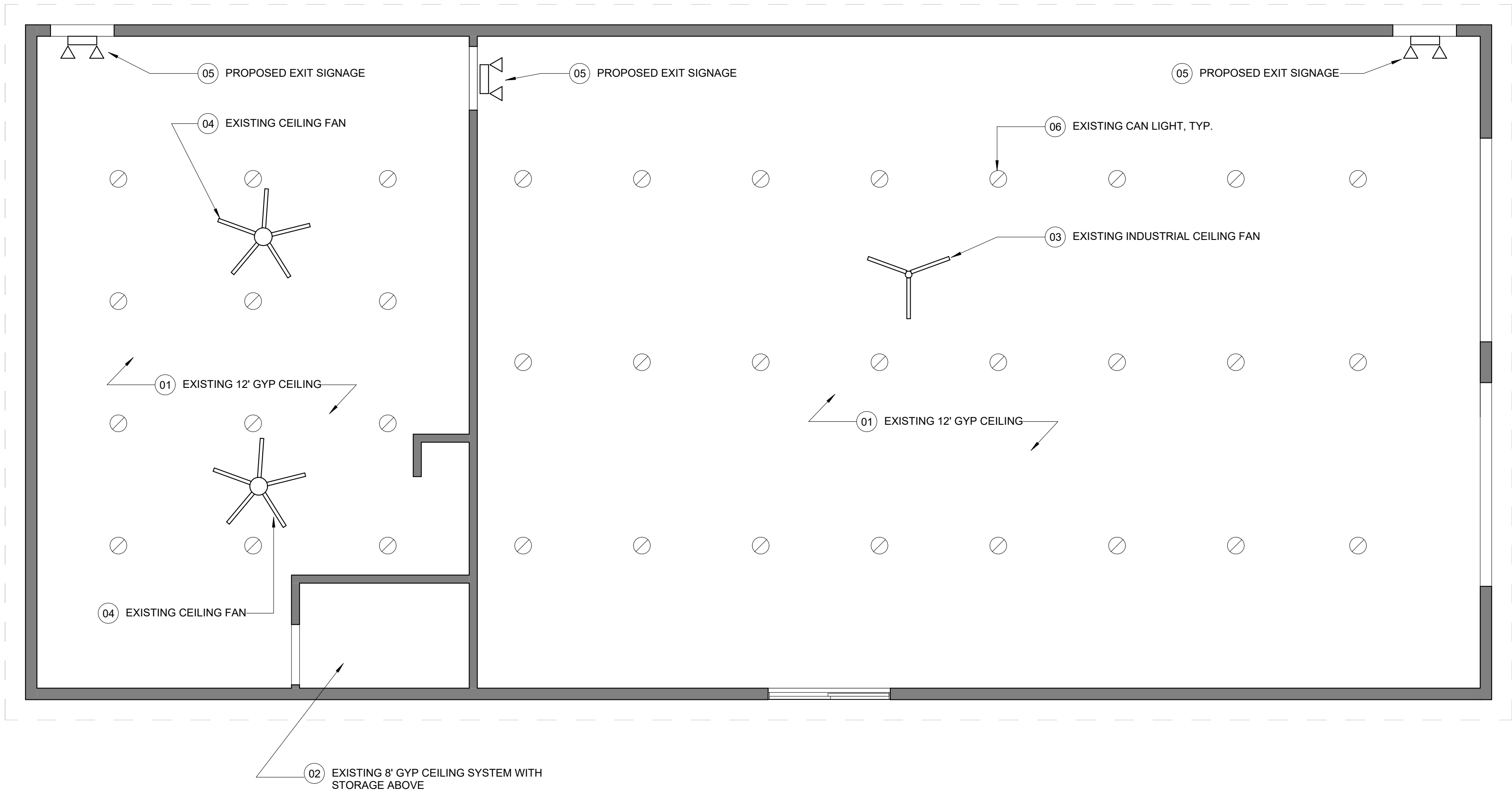
Project #: 25-0316

Rev Description Date

EL ROJO WHOLESALE

14270 201ST AVE NW, ELK RIVER, MN 55330

A3
FLOOR PLAN - FF&E



1
A4

REFLECTED CEILING PLAN - LEVEL 1

1/4" = 1'-0"

EXISTING & DEMO LINE TYPE	
	NEW WALL
	DEMO
	EXISTING WALL
	EXISTING AREA

CEILING PLAN NOTES

NOTE NUMBER	NOTE DESCRIPTION
01	EXISTING 12' GYP CEILING
02	EXISTING 8' GYP CEILING SYSTEM WITH STORAGE ABOVE
03	EXISTING INDUSTRIAL CEILING FAN
04	EXISTING CEILING FAN
05	PROPOSED EXIT SIGNAGE

GENERAL RENOVATION REFLECTED CEILING PLAN NOTES:

- 1. SCOPE OF DEMOLITION:** THE RENOVATION REFLECTED CEILING PLAN INDICATES THE EXTENT OF CEILING RENOVATION WORK TO BE PERFORMED. ONLY AREAS SHOWN FOR RENOVATION ON THIS PLAN SHALL BE SUBJECT TO RENOVATION.

2. CEILING FINISHES: ALL NEW CEILING FINISHES AND ALTERATIONS ARE INDICATED ON THIS PLAN. VERIFY EXISTING CONDITIONS AND SUBSTRATE INTEGRITY BEFORE PROCEEDING WITH RENOVATION.

3. CEILING FIXTURES AND EQUIPMENT: ALL NEW CEILING-MOUNTED FIXTURES, LIGHTING, HVAC DIFFUSERS, AND OTHER EQUIPMENT ARE INDICATED ON THIS PLAN. COORDINATE INSTALLATION DETAILS WITH ELECTRICAL AND MECHANICAL ENGINEERS TO ENSURE PROPER PLACEMENT AND INTEGRATION.

4. STRUCTURAL INTEGRITY: ANY MODIFICATIONS TO THE CEILING STRUCTURE SHALL BE DESIGNED BY A STRUCTURAL ENGINEER AND APPROVED BY THE ARCHITECT. ENSURE THAT ANY MODIFICATIONS DO NOT COMPROMISE THE STRUCTURAL INTEGRITY OF THE BUILDING.

5. ELECTRICAL AND MECHANICAL COORDINATION: COORDINATE WITH ELECTRICAL AND MECHANICAL ENGINEERS TO ENSURE PROPER PLACEMENT AND INTEGRATION OF NEW CEILING-MOUNTED UTILITIES AND EQUIPMENT. ENSURE THAT ALL ELECTRICAL WIRING, CONDUITS, AND DEVICES ARE INSTALLED ACCORDING TO RELEVANT CODES AND STANDARDS.

6. FIRE PROTECTION AND LIFE SAFETY: MAINTAIN COMPLIANCE WITH FIRE PROTECTION AND LIFE SAFETY REQUIREMENTS THROUGHOUT RENOVATION ACTIVITIES. ENSURE THAT FIRE-RATED ASSEMBLIES ARE MAINTAINED AND THAT ANY MODIFICATIONS DO NOT COMPROMISE FIRE SAFETY.
- 7. ENVIRONMENTAL CONSIDERATIONS:** RENOVATION ACTIVITIES SHALL COMPLY WITH ALL ENVIRONMENTAL REGULATIONS AND GUIDELINES. PROPER DISPOSAL METHODS FOR CONSTRUCTION WASTE AND HAZARDOUS MATERIALS MUST BE FOLLOWED.

8. WASTE MANAGEMENT: SORT AND DISPOSE OF CONSTRUCTION WASTE IN ACCORDANCE WITH APPLICABLE WASTE MANAGEMENT REGULATIONS. MINIMIZE WASTE BY SALVAGING MATERIALS WHENEVER FEASIBLE.

9. SAFETY PRECAUTIONS: ALL NECESSARY SAFETY MEASURES MUST BE IMPLEMENTED BEFORE AND DURING RENOVATION WORK. PROVIDE PROTECTIVE BARRIERS, SIGNAGE, AND PERSONAL PROTECTIVE EQUIPMENT (PPE) TO WORKERS AS NECESSARY.

10. SITE PROTECTION: PROTECT EXISTING FINISHES, FURNISHINGS, AND EQUIPMENT FROM DAMAGE DURING RENOVATION ACTIVITIES. TAKE MEASURES TO PREVENT DUST AND DEBRIS FROM SPREADING TO OTHER AREAS OF THE BUILDING.

11. OWNER'S RESPONSIBILITIES: THE OWNER IS RESPONSIBLE FOR OBTAINING NECESSARY PERMITS AND APPROVALS FOR RENOVATION WORK. THE OWNER SHALL PROVIDE ACCESS TO THE SITE AND COOPERATE WITH THE RENOVATION TEAM AS NEEDED.
- 12. DISCLAIMER:** THIS DRAWING IS FOR INFORMATIONAL PURPOSES ONLY AND DOES NOT RELIEVE THE CONTRACTOR OF THEIR RESPONSIBILITY TO CONDUCT A THOROUGH SITE ASSESSMENT AND IMPLEMENT APPROPRIATE RENOVATION METHODS.

THE ARCHITECT ASSUMES NO LIABILITY FOR DAMAGES OR LOSSES RESULTING FROM THE USE OF THIS DRAWING WITHOUT PROPER CONSULTATION AND COORDINATION.

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Printed Name: KERRIK WESSEL
Signature: Kerrik Wessel, RA
Date: 03/25/25 Licensed #: 45930

Scale: As indicated

Drawn By: CT

Checked By: KW

Approved By: BG

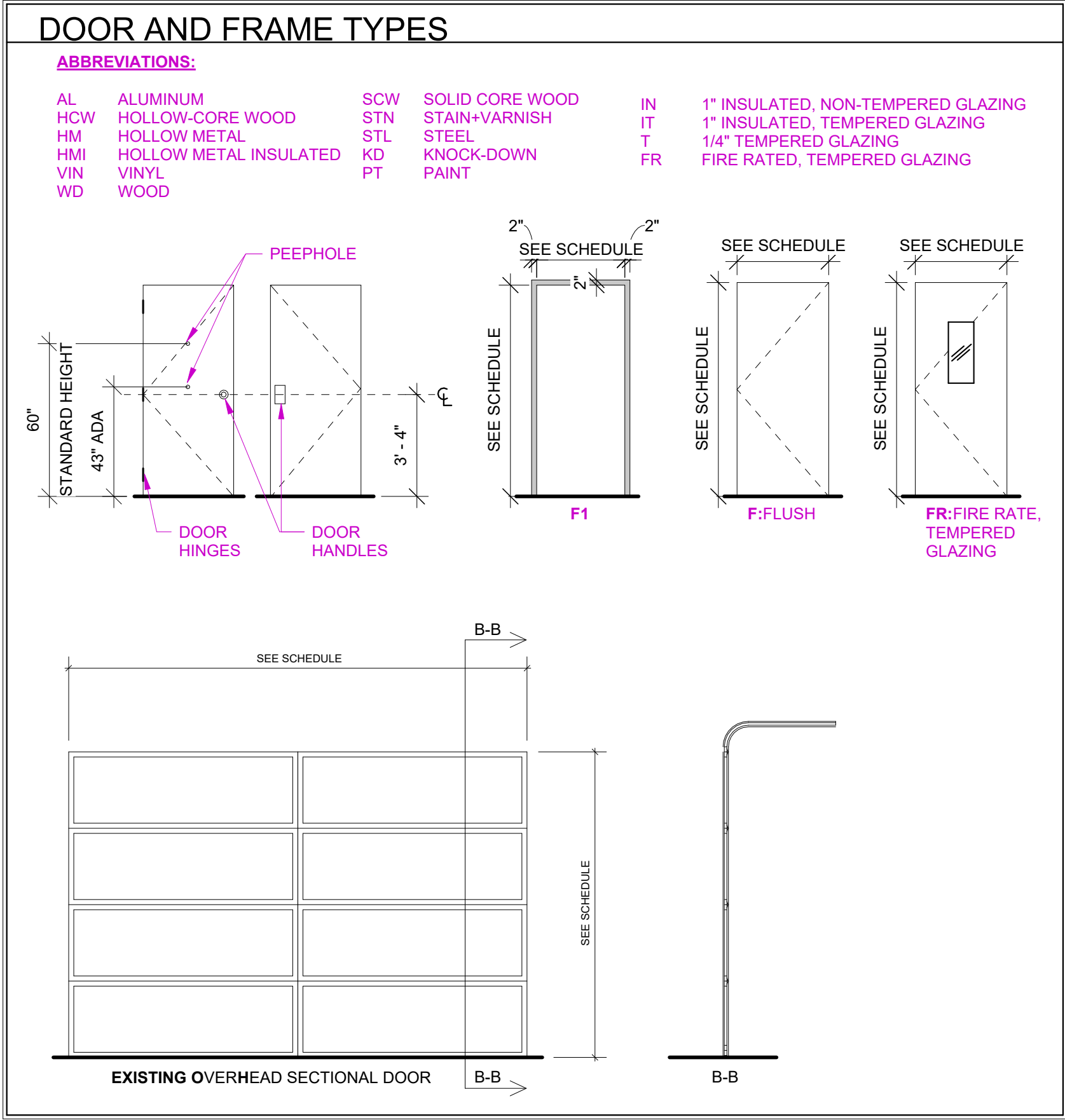
Project #: 25-0316

Rev	Description	Date

EL ROJO WHOLESALE

14270 201ST AVE NW, ELK RIVER, MN 55330

A4
REFLECTED CEILING
PLANS

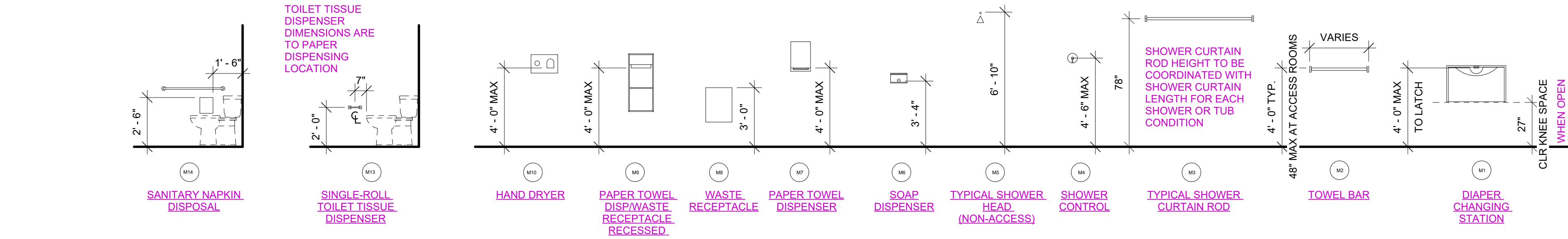
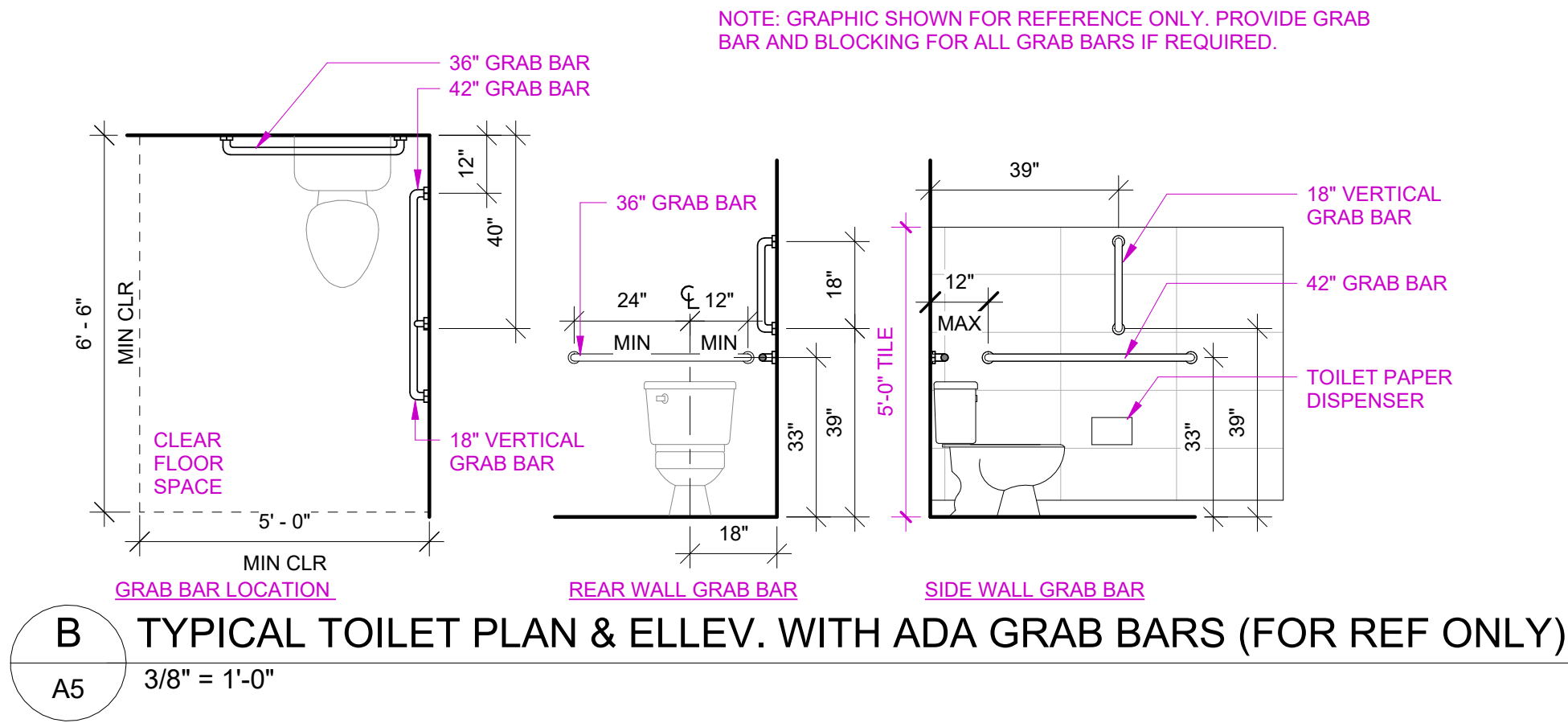


Door Schedule - Simple						
Room Name	Mark	Door Width	Door Height	FRAME TYPE	PANEL TYPE	HARDWARE GROUP
WAREHOUSE STORAGE	001A	3' - 0"	7' - 0"	F1	FR	2
WAREHOUSE STORAGE	001B	10' - 4"	10' - 0"			
WAREHOUSE STORAGE	001C	10' - 4"	10' - 0"			
PACKAGING AREA	002A	3' - 0"	7' - 0"	F1	FR	2
PACKAGING AREA	002B	3' - 0"	7' - 0"	F1	F	2
BATHROOM	002C	2' - 10"	7' - 0"	F1	F	1
						Comments
						EXISTING EXIT/ ENTRY DOOR, ASSUMED IRC 20MIN RATED, DOES NOT HAVE CLOSER
						EXISTING OVERHEAD GARAGE DOOR
						EXISTING OVERHEAD GARAGE DOOR
						EXISTING EXIT/ ENTRY DOOR, ASSUMED IRC 20MIN RATED, DOES NOT HAVE CLOSER
						EXISTING PASSAGE DOOR
						EXISTING PASSAGE DOOR

HARDWARE TYPE					
GROUPS:	LOCKSET:	HINGES:	HANDLES:	CLOSER:	STOP:
1	PASSAGE	3 x SCHALGE	1 x SCHAGE MARIN	LCN 4040	Hager 241
2	STOREROOM	3 x SCHALGE	1 x SCHAGE MARIN	-	-
3	OFFICE	3 x SCHALGE	1 x SCHAGE MARIN	-	-
-	-	-	-	-	-

NOTE:
ALL EXISTING EGRESS DOORS MUST MAINTAIN
THEIR PANIC HARDWARE SET, G.C. TO INSPECT FOR
OPERATIONAL CONDITION.

DOOR SCHEDULES



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

Printed Name: KERRIK WESSEL
Signature: *Kerrik Wessel, RA*
Date: 03/25/25 Licensed #: 45930

Scale: As indicated

Drawn By: CT

Checked By: KW

Approved By: BG

Project #: 25-0316

Rev Description Date

EL ROJO WHOLESALE

14270 201ST AVE NW, ELK RIVER, MN 55330

A5
DETAILS

CITY OF ELK RIVER
SHERBURNE COUNTY

CONDITIONAL USE PERMIT
Case No. IU 25-01

Permit. Subject to the terms and conditions set forth herein, the City of Elk River hereby grants an Interim Use Permit (“Permit”) requested by **Benjamin Gomez** for the following use:

Interim Use Permit of a Residential Occupation to operate a wholesale chili, spice, and snack packaging business at 14270 201st Ave. NW, Elk River

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

Lot 7, Block 2, Fairhaven Hills, Sherburne County, Minnesota

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

Benjamin Gomez-Hernandez and Judy Thao, owner

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

- 1. All openings to the accessory structure shall be closed when the business is in operation.**
- 2. There shall be no outdoor storage of any business products or equipment.**
- 3. The building must meet all commercial building requirements.**
- 4. There shall be no customers/retail sales on site.**
- 5. The IUP will expire upon the sale of the property.**

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

Lapse. If within two (2) years of the issuance of the Permit the proposed work described in a conditional use permit has not been substantially completed, the permit shall expire and become void, except that the council may, following recommendation of the planning commission, extend the permit for an additional

period determined by the council on the receipt of a request for a permit extension prior to its expiration. A conditional use permit authorizes only the use specified in the permit and shall expire if, for any reason, the authorized use ceases for more than six (6) months.

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

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

Dated: _____, 2025.

CITY OF ELK RIVER

By: _____
Mayor John J. Dietz

By: _____
City Clerk Tina Allard

STATE OF MINNESOTA)
) ss.
COUNTY OF SHERBURNE)

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

Notary Public

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

Benjamin Gomez Interim Use Permit



75-00502-0210

75-00453-015

75-00453-015

75-00453-0105

75-00453-0260

75-00453-0270

75-00580-0110

75-00580-0105

198th Avenue

75-00580-0325

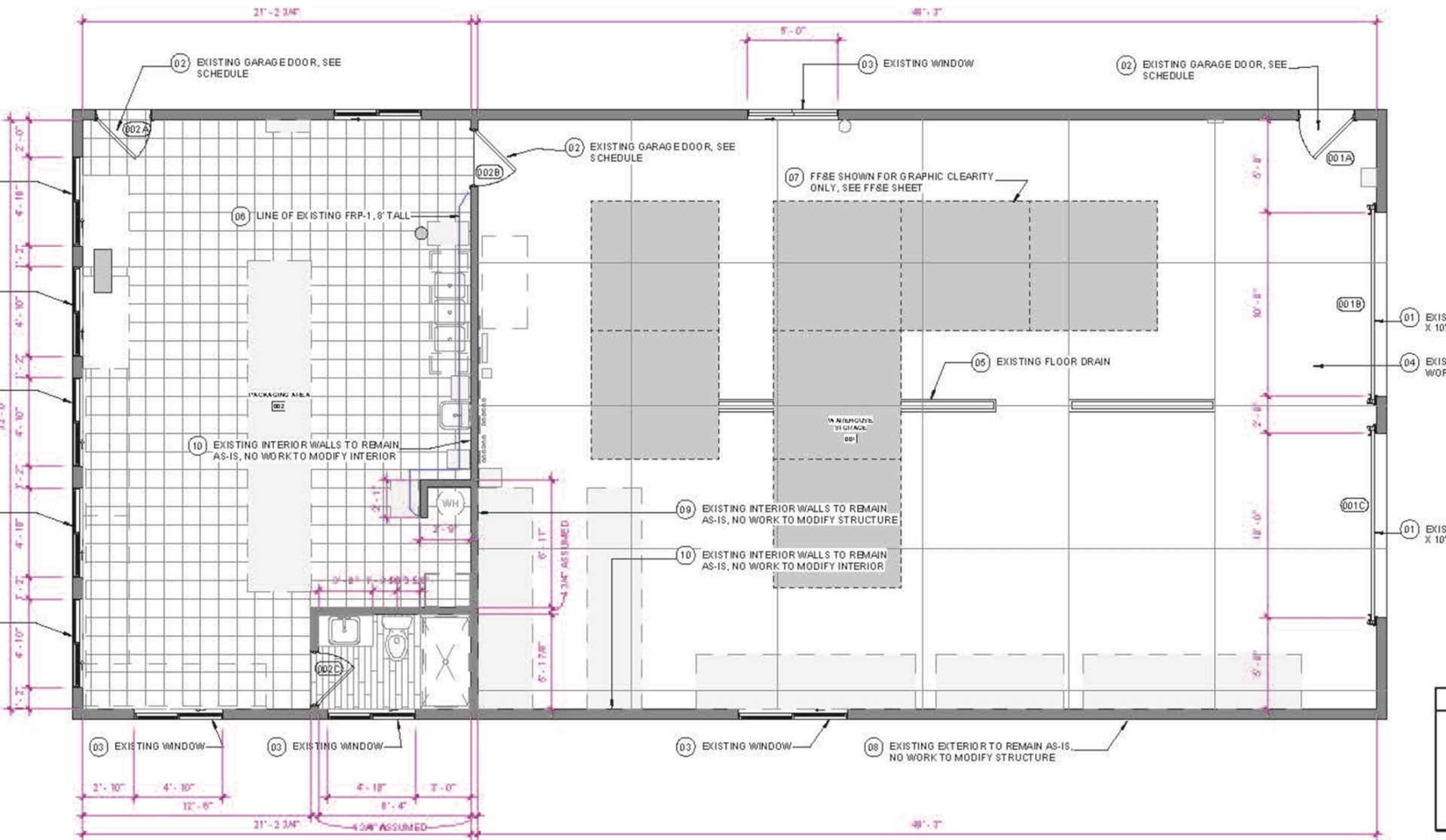
Background

- 2.5 acres (R1-a)
- Residenceintail Occupations – IUP
 - Accessory Structure
- Wholesale Packaging Business
 - Chili
 - Spice
 - Snack
- 32' x 72' existing structure



Background

- No outdoor storage
- 2 employees
- No customers on site
- Delivery by standard mail and packages consistent with residential uses
- May have truck deliveries about 3–4 times a year for bulk products



1 FLOOR PLAN - EXISTING

A2 1/4" = 1'-0"



EXISTING PLAN

Page 170 of 197

NOTE NUMBER	NOTE DESCRIPTION
01	EXISTING OVERHEAD GARAGE DOOR, 10' X 10'
02	EXISTING GARAGE DOOR, SEE SCHEDULE
03	EXISTING WINDOW
04	EXISTING WORK AREA
05	EXISTING FLOOR DRAIN
06	LINE OF EXISTING FRP-1, 8' TALL
07	FF&E SHOWN FOR GRAPHIC CLARITY ONLY, SEE FF&E SHEET
08	EXISTING EXTERIOR TO REMAIN AS-IS, NO WORK TO MODIFY STRUCTURE
09	EXISTING INTERIOR WALLS TO REMAIN AS-IS, NO WORK TO MODIFY STRUCTURE
10	EXISTING INTERIOR WALLS TO REMAIN AS-IS, NO WORK TO MODIFY INTERIOR

Planning Commission

- No one spoke for or against the request
- The PC had no concerns and unanimously recommended approval

Action Requested

- Recommend, by motion, approval with the four conditions outlined in the memo



Request for Action

To
City Council

Item Number
8.1

Meeting Date
May 19, 2025

Prepared By
Joseph Hale, Environmental Services and Projects
Specialist

Item Description
Transition Organic Recycling Program to Sherburne
County

Reviewed by
Justin Femrite
Cal Portner
Tina Allard

Action Requested

Approve, by motion, direction to allow Sherburne County's organic recycling program to operate in place of the city's current program.

Background/Discussion

The City of Elk River has been involved with organics recycling since 2009, when a curbside pilot project was implemented.

Since that time, the program has shifted to a voluntary drop-off program, which provides compost bins, bags, and drop-off locations to any participants. Sherburne County is in the process of implementing a new county-wide organic recycling program, which would duplicate the city's current program.

In an effort to prevent redundancy, Sherburne County has proposed taking over the city's efforts and serving city participants under their program. Their program will provide drop-off locations at two of the three locations currently used by the city, including Public Works and City Hall. The Elk River Landfill, which has a dumpster for the city's program, is not included as a drop-off location for the county. However, this site received minimal use compared to the two other locations, and participants will also be allowed to drop off at other locations throughout the county.

Additionally, Sherburne County would assume responsibility for purchasing supplies and hauling materials. They will be providing compost bins and bags to the city for distribution to program participants, so there will be no changes to the services provided to participants.

Financial Impact

We anticipate eliminating \$18,000 from future budgeting for migrating the service to the county program.

Mission/Policy/Goal

Together we win.

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
8.2

Meeting Date
May 19, 2025

Prepared By
Jolene Richter, Deputy Clerk

Item Description
Utilities Commission Appointment

Reviewed by
Cal Portner
Tina Allard

Action Requested

Discuss and appoint by motion a candidate for the Utilities Commission or provide staff further direction.

- Appoint _____ to a term ending 2/28/27

Background/Discussion

There is one vacancy on the Utilities Commission. We received one application from Jill Larson-Vito. Jill does meet the new draft membership requirements the Council previously reviewed at this meeting.

Financial Impact
N/A

Mission/Policy/Goal

Explain how this meets the city's mission, current policies and/or council goals

Attachments

- I. Application

The Elk River Vision

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

From: noreply@civicplus.com
To: [Jolene Richter](#)
Subject: Online Form Submittal: Board and Commission Application Form
Date: Monday, April 14, 2025 2:00:19 PM

Board and Commission Application Form

Residency Information

Residency Requirements

Must be an Elk River resident for the following

- Economic Development Authority (EDA)
- Heritage Preservation Commission
- Housing and Redevelopment Authority (HRA)
- Planning Commission
- Utilities Commission

Residency not required for the following:

- EDA Beautification and Public Art Committee
- EDA Together Elk River Committee
- Joint Finance Committee
- Multipurpose Facility Advisory Commission
- Parks and Recreation Commission

Select the Commission applying for	Utilities Commission
------------------------------------	----------------------

First Name	Jill
------------	------

Last Name	Larson-Vito
-----------	-------------

Address1	863 Vernon Avenue NW
----------	----------------------

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

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

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

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

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

Email Address	
Public Contact Information	Cell Phone Number, Email Address
Employer	Siemens
Occupation	Area General Manager
Why are you interested in serving on a city commission?	I have served on various commissions in Elk River over the last 10 years. I am interested in continuing to serve my community. I am specifically interested in the utilities commission to increase my knowledge of our city's utility services and to help in the thoughtful and strategic planning for expansion and maintenance of said utilities.
What skills, training, and experience would you bring to the commission for which you seek appointment?	My work with Siemens industry deals with electrical and energy services with a heavy focus on sustainability goals which should translate well to this commission.
Conflict of Interest	No
If yes, explain:	<i>Field not completed.</i>
How did you hear about this vacancy?	Word of Mouth
Electronic Signature Agreement	Agree
Electronic Signature	Jill Larson-Vito

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



Request for Action

To
City Council

Item Number
8.3

Meeting Date
May 19, 2025

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

Item Description
Ordinance 25-09 Multipurpose Facility Advisory
Commission Amendment

Reviewed by
Katie Harstad
Cal Portner
Tina Allard

Action Requested

Adopt, by motion, Ordinance 25-09, regarding membership and duties of the Community Event Center Commission.

Background/Discussion

The City Council considered this ordinance amendment during their Regular Meeting on May 5 and worked diligently on the residency requirements for the Multipurpose Facility Advisory Commission.

There is some clarifying language regarding the “work” in Elk River component. Staff interpreted that to reference full-time employment rather than part-time, seasonal, or temporary independent contractor.

Financial Impact

None

Mission/Policy/Goal

Work with citizens to achieve goals. Appropriately govern in an ever-changing environment.

Attachments

- I. Draft Ordinance 2.0

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Ordinance 25-09

An Ordinance Amending Chapter 2, Division 4, Multipurpose Facility Advisory Commission 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 §2-250. Established of the City of Elk River Code of Ordinances shall be amended as follows:

There is hereby continued, as heretofore created, a community event center commission.

SECTION 2. That §2-251. Membership of the City of Elk River Code of Ordinances shall be amended as follows:

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

- (1) A city resident and member in good standing of the Elk River senior center.
- (2) A sitting member of the city council.
- (3) Three at-large residents of the community with preference given to city residents, but residency by itself shall not be disqualified.

Up to two representatives do not need to be residents of the City of Elk River, but at least one of them must own a business or work (full-time) within the city limits while serving on the commission at any one time.

SECTION 3. That §2- 252. Purpose of the City of Elk River Code of Ordinances shall be amended as follows:

The commission shall set goals and expectations for the community use and enjoyment of the community event center. 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.

SECTION 4. That §2- 253. Powers and Duties of the City of Elk River Code of Ordinances shall be amended as follows:

The community event center commission authority shall include, but not be limited to, the study and recommendation to the city council on the following:

- (1) Review the value and mission 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 an 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 to the city council 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 November 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.

SECTION 5. That §2- 254. Meetings of the City of Elk River Code of Ordinances shall be amended as follows:

The commission shall meet regularly at such time and place as established per their bylaws. The sitting council member is excluded from holding chair or vice chair positions.

SECTION 6. 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 19th day of May, 2025.

John J. Dietz, Mayor

ATTEST:

Tina Allard, City Clerk



Request for Action

To
City Council

Item Number
10.1

Meeting Date
May 19, 2025

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

Item Description
FT Center Field House Improvements

Reviewed by
Katie Harstad
Cal Portner
Tina Allard

Action Requested

Staff will provide an overview of the proposed field house improvements and be available to answer questions.

Background/Discussion

The primary source of funding is a result of the American Rescue Plan Act (ARPA) revenue replacement for the FT Center due to the negative impacts of COVID. The City has \$405,000 earmarked for field house improvements. The project is not supplemented with any property or sales tax revenue. Staff sought \$500,000 through the Minnesota Multi-Purpose Community Facility Projects FT25 Grant, but our project was not awarded.

Staff solicited quotes for the following:

Concrete floor 196' x 114' beneath turf:

- Remove 4" of the existing gravel base
- Form and pour 4" of 4500 PSI concrete with fiber mesh,
- Smooth finish
- Place control joints
- Apply sealer.

The turf was newly installed in 2020 and has a life expectancy of roughly 10-years. The turf has had limited use due to COVID and seasonal high utilization since its installation. Sporturf modifications to be completed by Becker Arena Products, Inc. include:

- All existing AT740 Sporturf to be cut at 12' increments and rolled up.
- Existing Sporturf shipped to the manufacturer based in Georgia:
 - Install Velcro strips to existing AT740 Sporturf seams and perimeter (glued application)
 - Install Velcro strips to exterior concrete along perimeter (glued application)
- Sporturf shipped to FT Center from manufacturer.

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- Roll out and re-install turf.

Other Misc. Improvements Include:

- Pickleball netting, fencing, and equipment.
- Event draping for facility perimeter.
- Entryway remodel.

Financial Impact

The budget for the FT Center field house improvements is \$405,000. A reminder that this will negatively impact the FT Center operational budget in 2025 as the revenues were captured in the prior year, resulting in a 2024 budget surplus.

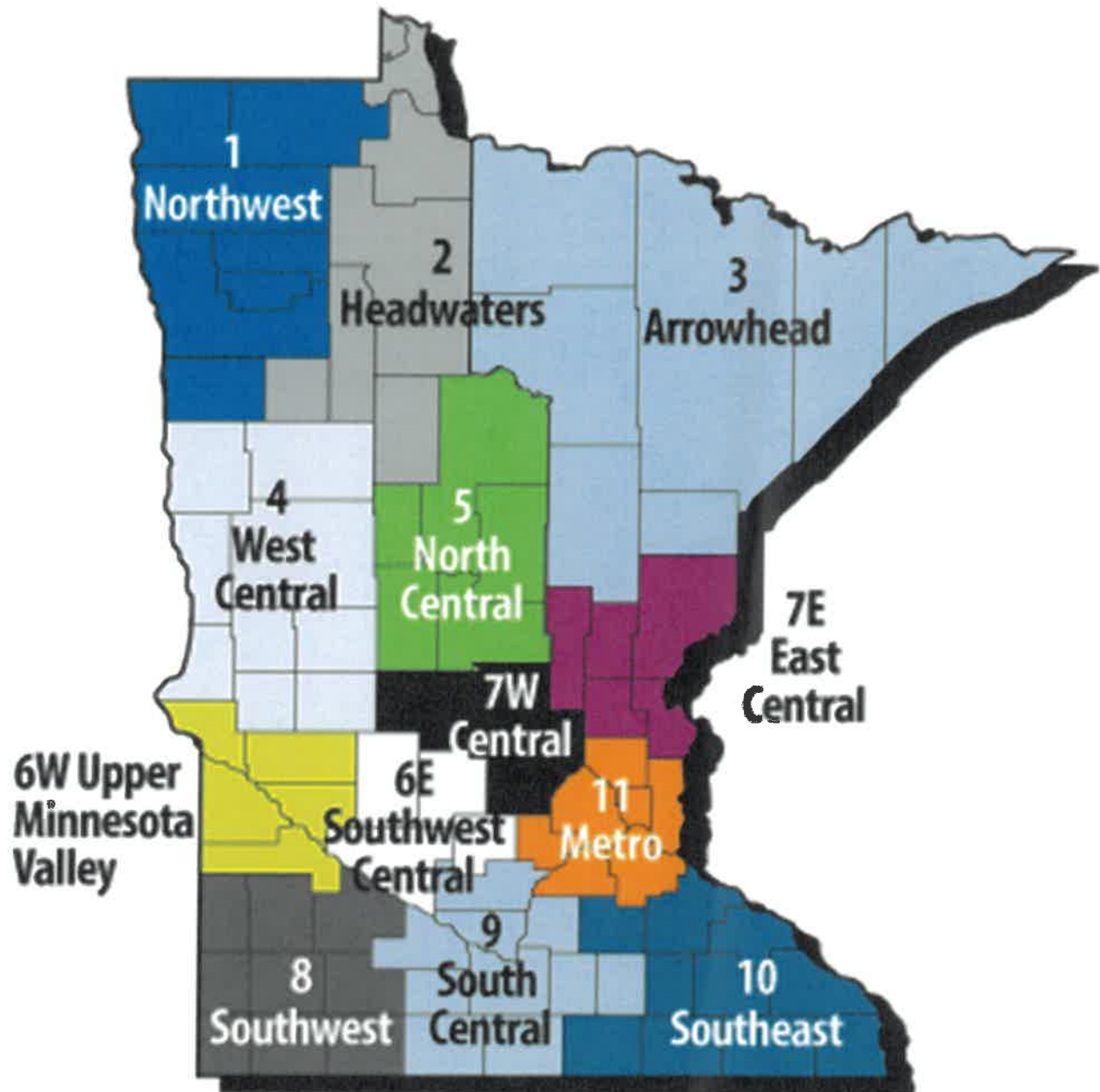
Mission/Policy/Goal

Opportunity to live, work, and play. Meet changing needs - agile.

Attachments

- I. Handout

CC Handout
Item 10.1
5/19/25



EDR 07W
Central

Benton County
Sherburne County
Stearns County
Wright County



Request for Action

To
City Council

Item Number
10.2

Meeting Date
May 19, 2025

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

Item Description
Fire Dept. CIP

Reviewed by
Lori Stich
Mark Dickinson
Cal Portner
Tina Allard

Action Requested
Discuss the Fire Dept. Capital Improvement Plan.

Background/Discussion

The following are projects seeking funding in 2026 and 2027:

- \$25,000,000 Fire Station One (Land in 2025, Building in 2027)
- \$2,100,000 Aerial (2026)
- \$1,000,000 Engine Two (2027)
- \$1,750,000 Burn Building (2027)

The city will need to begin the bonding process within the next 6-12 months and the Council will need to consider the best method to pay for these improvements.

The 2025 levy was \$16,844,183, which means a 1% increase to the levy equals \$168,441. The estimated annual bond payment for a \$30,000,000 project is \$1,968,693 (based on a 25-year bond with 4.39% interest). \$1,968,693 divided by \$168,441 equals 11.69. This represents roughly a 12% increase to the levy. Alternatively, an additional 0.33% sales tax could generate sufficient revenues based on the .5% sales tax revenue implemented to complete the Active Elk River projects.

Notable language under consideration by the state legislature regarding future uses of Local Option Sales Taxes:

- Authorization allowed: "Law enforcement center" means a facility that serves multiple communities and provides public safety functions, including a fire or police station and a facility that provides emergency 911 and dispatch functions, training facilities, court security and support, emergency operations, evidence and record retention, and other public safety services. Law enforcement center does not include correctional facilities licensed under section 241.021.

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- Revenue sharing required. A political subdivision imposing a tax under this section is subject to the revenue sharing requirements of section 297A.9903. The amount of tax that the commissioner must retain under subdivision 16, clause (2), is equal to:
 - 15 percent for a political subdivision whose tax is authorized and imposed under this section;
 - 15 percent for a political subdivision that amends, extends, or otherwise modifies a tax that was authorized and imposed by special law before July 1, 2025; or
 - 20 percent for a political subdivision that is authorized by special law to impose a new tax after July 1, 2025.
- Final distribution. The commissioner must divide each contributor's contribution share among all qualified recipients in the contributor's city sharing pool or county sharing pool according to each qualified recipient's distribution share. If a city sharing pool or county sharing pool has no qualified recipients, then the contribution share for that sharing pool must be divided among all other city sharing pools and county sharing pools, in proportion to the contribution share available in each.
- "City sharing pool" means all cities located within the same economic development region. For purposes of this section, when a city is located within more than one economic development region it is deemed to be located in the economic development region with the highest share of the city's adjusted net tax capacity.

Financial Impact

Estimated \$30,000,000 in 2027 CIP expenses.

Mission/Policy/Goal

Responsible for every dollar - good stewards. Ethical, efficient, and responsible.

Attachments

None



Request for Action

To
City Council

Item Number
10.3

Meeting Date
May 19, 2025

Prepared By
Cal Portner, City Administrator

Item Description
City Council Goals Review

Reviewed by
Cal Portner
Tina Allard

Action Requested
Review and discuss goals and mission statements.

Background/Discussion
The City Council and staff met on April 28, 2025, for their annual goal-setting session. The result was several updated goals for the near-term, mid-term, and long-term periods.

Councilmember Wagner also provided a draft of new mission and vision statements to consider.

The Council should review the notes from the work, consent to any changes and direct staff to bring them back for official approval at a later meeting.

Financial Impact
N/A

Mission/Policy/Goal
Elk River Mission and Vision Statements

- Attachments**
1. 2026 Goals from redline
 2. CM Wagner Mission Vision Options
 3. 2025 Vision Values Mission Update

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Current Adopted Goals

Approved May 2024

Short-term (2024-25)

- Commercial Development
- Budget and sinking fund for building repair.
 - Transition PW Facility bond to general levy (ongoing)
- ~~FT Center fully staff and financially self-sustaining~~
- Draft a Cost Participation Policy for Trail and Street Improvement Projects
- ~~Line Avenue Cul de Sac~~
- Fire Station #1 Construction
- Cannabound fully staffed and operational
- Northbound Liquor Construction

Mid-term (2029)

- Acquire business park land.
 - Assist developers with private acquisition as needed.
- Commercial development
 - CRT Zoning District
 - Hotel/Hospitality Growth
- Oak Knoll/Hale's Field improvement - collaboration with ISD #728
- Parks and Rec app – directions, ads, amenities, park features
- Communitywide Strategic Planning Implementation (downtown district)
- ~~Identify city actions required after Elk River Landfill closure (groundwater)~~
- ~~Gravel mining closure (transmission line placement)~~
- ~~Fire Station #1 replacement/improvements~~
- Implementation of ~~Parks Master Plan~~ Athletic Field Framework Plan
- Implementation of new Housing Study recommendations (workforce housing)
- Electronic Billboard Planning and Development
- Implement Police Attrition Plan.

Long-term (2034)

- Urban Service Area expansion
- C/I development
- ~~Development of Specht property in eastern Elk River~~
- Trail connections
- Pedestrian Trail Connection downtown over the railroad and TH10.
- More retail development in western Elk River
- Riverwalk from Orono Park to City of Ramsey
- Highway 10 safety and mobility improvements, 165th Ave to Jarvis St.
- TH169 and 225th Avenue Safety Improvements
- Implementation of Downtown Small Area Study recommendations
- County Fairgrounds Development
- CRT Zoning review/update
- Implement Athletic Field Framework Plan
- Gravel Road Paving Plan

- Wapiti Campground

Mission

Together, council, staff, and citizens build a sustainable, thriving community where everyone can live, work, and play. Through collaboration and shared responsibility, we govern with integrity, adapting to the needs of our ever-changing world.

In partnership with our citizens, council and staff are committed to building a vibrant, sustainable community where everyone feels at home — a place to live, work, and play together. We are dedicated to nurturing an informed community, embracing transparency, and collaboration as we meet the challenges of a changing world together.

Together, council, staff, and citizens are building a sustainable, thriving community where everyone has the opportunity to live, work, and play. By fostering education, promoting shared knowledge, and valuing open dialogue, we empower a fact-aware community to shape our future in an ever-changing world.

In partnership with our citizens, council and staff work to build a sustainable and prosperous home for all. Through a shared commitment to education, informed decision-making, and open collaboration and transparency, we govern and grow together, ready to meet the future with unity and strength.

Vision

A resilient and welcoming community, leading with innovation, inclusive engagement, and exceptional service to build a sustainable, thriving future for generations to come.

"Rooted in Community, Growing for the Future"

"Building a Thriving Future Together"



The Elk River Vision

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

Elk River Value Statements

- **Welcome** a revolutionary spirit that fosters a culture of **exceptional service** and community participation.
- Nurture **resourcefulness** to leverage strengths and drive **community prosperity**.
- Cultivate/Revolutionize an environment to encourage and inspire diverse and **meaningful engagement**.

The Elk River Mission

Where council and staff work with citizens to develop a sustainable and prosperous community for all to live, work and play; and to appropriately govern in an ever-changing environment.

Elk River Municipal Mission Components

- Opportunity to live, work, and play.
- Responsibly grow.
- Meet changing needs - Agile.
- Timeless
- Ethical, efficient, and responsible.
- Work with citizens to achieve goals.
- Responsible for every dollar – good stewards.
- Improve citizen quality of life.
- Reflect the culture of citizens and what is important.
- Together we win.



Request for Action

To
City Council

Item Number
13.1

Meeting Date
May 19, 2025

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

Item Description
April Financial Reports

Reviewed by
Lori Stich
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 April, actual revenues (excluding property taxes and transfers-in) and expenditures should run about 33% of the annual budget. It is natural for some items to vary from month to month, such as exceeding budget for Supplies but being below budget for Services. This is not considered serious as long as the total expenditure budget amount is not overspent. Significant variances from 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 47% of budget estimates, consisting primarily of building-related permits and liquor licenses.
- Charges for services are about 49% of estimates, with plan check fees and recreation fees making up the majority of collections.
- Transfers-in consist of ERMU's 4% March monthly electric revenues. The remaining transfers-in will be recorded mid-year.

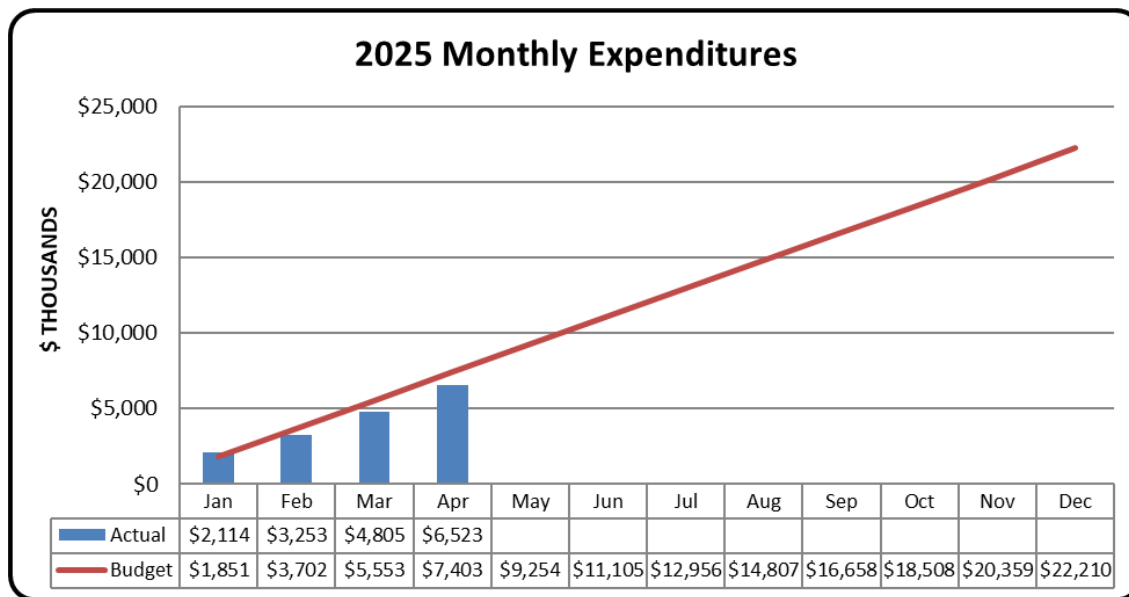
Expenditures:

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- Total departmental expenditures are about 26% of budget. Most departments are within or below budget estimates.



FT Center

Through the end of April, revenues of \$647,785 exceeded expenditures of \$546,419 by \$101,366. The majority of April collections consist of ice rent and concessions, while expenditures are primarily attributable to personal services.

Financial Impact

None

Mission/Policy/Goal

Responsible for every dollar - good stewards

Attachments

1. 04-2025 General Fund
2. April Financial Reports

General Fund

As of:

4/30/2025

33.00% 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	32,566.25	39.71%	49,433.75
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	150.00	3.75%	3,850.00
101-3-0000-3214	Rental License	65,000.00	12,800.00	19.69%	52,200.00
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	5,830.00	36.44%	10,170.00
101-3-0000-3229	NPDES Permit	23,000.00	6,300.00	27.39%	16,700.00
101-3-0000-3231	Building Permit	550,000.00	256,769.85	46.69%	293,230.15
101-3-0000-3232	Plumbing/Heating Permit	175,000.00	104,721.31	59.84%	70,278.69
101-3-0000-3233	Permit Surcharge	700.00	6,480.68	925.81%	(5,780.68)
101-3-0000-3235	Animal License	0.00	275.00	0.00%	(275.00)
101-3-0000-3237	Other Non-Business Lic/Permit	25,000.00	28,164.24	112.66%	(3,164.24)
Total Licenses & Permits		974,200.00	455,037.33	46.71%	519,162.67

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	1,635.92	3.41%	46,364.08
101-3-0000-3330	Other State Grants	0.00	12,013.00	0.00%	(12,013.00)
Total Intergovernmental Revenue		778,000.00	13,648.92	1.75%	764,351.08

Charges for Services

101-3-0000-3412	Planning & Zoning Fees	25,000.00	12,133.32	48.53%	12,866.68
101-3-0000-3413	Plan Check Fee	230,000.00	121,300.77	52.74%	108,699.23
101-3-0000-3415	Special Assessment Search	500.00	60.00	12.00%	440.00
101-3-0000-3417	Copies	1,500.00	531.36	35.42%	968.64
101-3-0000-3430	Lockout Fees	3,500.00	460.00	13.14%	3,040.00
101-3-0000-3431	Police Services	46,000.00	1,990.00	4.33%	44,010.00
101-3-0000-3432	School Liaison	185,000.00	99,078.49	53.56%	85,921.51
101-3-0000-3434	Animal Impound Fee	500.00	350.00	70.00%	150.00
101-3-0000-3436	Fire Contracts	465,750.00	253,422.01	54.41%	212,327.99
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	11,757.50	33.59%	23,242.50
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	27,809.39	52.97%	24,690.61
101-3-0000-3462	Sr Center Activities	47,500.00	19,217.20	40.46%	28,282.80
101-3-0000-3463	Farmer's Market	15,000.00	26,981.00	179.87%	(11,981.00)
101-3-0000-3469	Elk RiverFest	20,000.00	3,595.00	17.98%	16,405.00
101-3-0000-3472	Park Use Fee	76,900.00	28,382.31	36.91%	48,517.69
101-3-0000-3483	Sewer Inspection Fee	15,000.00	3,905.00	26.03%	11,095.00

General Fund**As of: 4/30/2025 33.00% OF YEAR COMPLETED**

REVENUES		Budget	YTD Actual	% of budget	Budget Balance
101-3-0000-3484	Contractor License Check	1,200.00	360.00	30.00%	840.00
	Total Charges for Services	1,243,850.00	611,473.35	49.16%	632,376.65
Fines & Forfeits					
101-3-0000-3510	Court Fines	155,000.00	39,814.35	25.69%	115,185.65
101-3-0000-3512	Ordinance Violations	0.00	0.00	0.00%	0.00
	Total Fines & Forfeits	155,000.00	39,814.35	25.69%	115,185.65
Other Revenue					
101-3-0000-3621	Interest Income	175,000.00	26,618.59	15.21%	148,381.41
101-3-0000-3625	Refunds & Reimbursements	150,000.00	19,446.71	12.96%	130,553.29
101-3-0000-3626	Contributions	26,000.00	26,000.00	100.00%	0.00
101-3-0000-3629	Miscellaneous Revenue	10,000.00	3,045.14	30.45%	6,954.86
	Total Other Revenue	361,000.00	75,110.44	20.81%	285,889.56
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	339,385.98	23.41%	1,110,614.02
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	339,385.98	11.92%	2,507,614.02
TOTAL GENERAL FUND REVENUES		22,210,100.00	1,534,470.37	6.91%	20,675,629.63

General Fund

As of:

4/30/2025

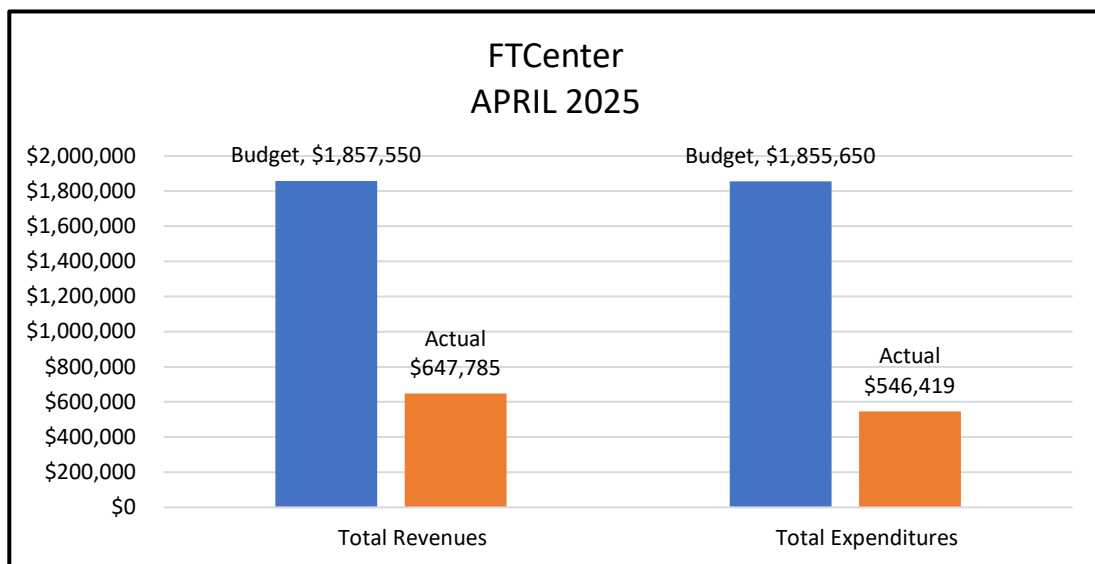
33.00% OF YEAR COMPLETED

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	79,890.30	34.29%	153,109.70
Communications	522,150.00	146,938.07	28.14%	375,211.93
Administrative Services	727,050.00	212,385.63	29.21%	514,664.37
Human Resources	456,150.00	125,264.81	27.46%	330,885.19
Elections	6,800.00	6,305.86	92.73%	494.14
Finance	850,250.00	307,025.95	36.11%	543,224.05
Information Technology	748,200.00	177,320.37	23.70%	570,879.63
Legal	300,000.00	68,103.37	22.70%	231,896.63
Community Development	0.00	7.27	0.00%	(7.27)
Planning	504,750.00	178,033.87	35.27%	326,716.13
Building Maintenance	1,151,350.00	333,294.11	28.95%	818,055.89
Total General Government	5,499,700.00	1,634,569.61	29.72%	3,865,130.39
<u>Public Safety</u>				
Police Administration	1,257,000.00	476,979.93	37.95%	780,020.07
Patrol	3,992,500.00	1,121,710.86	28.10%	2,870,789.14
Investigations	1,523,350.00	488,738.14	32.08%	1,034,611.86
Police Support Services	1,002,750.00	272,624.44	27.19%	730,125.56
Police Reserves	16,550.00	665.00	4.02%	15,885.00
Public Safety Building	236,150.00	57,747.08	24.45%	178,402.92
Fire Administration	1,405,400.00	376,671.72	26.80%	1,028,728.28
Fire Operations	658,900.00	193,729.45	29.40%	465,170.55
Emergency Management	32,150.00	2,507.95	7.80%	29,642.05
Building Safety	648,400.00	190,331.93	29.35%	458,068.07
Code Enforcement	132,900.00	39,361.05	29.62%	93,538.95
Environmental	57,800.00	17,137.37	29.65%	40,662.63
Total Public Safety	10,963,850.00	3,238,204.92	29.54%	7,725,645.08
<u>Public Works</u>				
Street Maintenance	1,778,350.00	458,091.70	25.76%	1,320,258.30
Snow Removal	380,650.00	221,801.82	58.27%	158,848.18
Equipment Services	428,700.00	125,896.08	29.37%	302,803.92
Engineering	382,100.00	109,325.64	28.61%	272,774.36
Total Public Works	2,969,800.00	915,115.24	30.81%	2,054,684.76
<u>Culture & Recreation</u>				
Parks Department	1,736,000.00	442,760.80	25.50%	1,293,239.20
Parks & Rec Admin	576,100.00	169,231.96	29.38%	406,868.04
Recreation Programs	146,550.00	24,124.64	16.46%	122,425.36
Farmers Market	61,850.00	12,716.24	20.56%	49,133.76
Sr Citizen Programs	216,050.00	65,083.78	30.12%	150,966.22
Total Culture & Recreation	2,736,550.00	713,917.42	26.09%	2,022,632.58
<u>Economic Development</u>				
Economic Development	0.00	20,707.96	0.00%	(20,707.96)
Energy City	40,200.00	0.00	0.00%	40,200.00
Total Economic Development	40,200.00	20,707.96	51.51%	19,492.04
TOTAL GENERAL FUND EXPENDITURES	22,210,100.00	6,522,515.15	29.37%	15,687,584.85
REVENUES OVER/(UNDER) EXPENDITURES	0.00	(5,484,339.42)		5,484,339.42

**CITY OF ELK RIVER
FTCENTER - BUDGET TO ACTUAL
MONTH ENDED APRIL 30, 2025**

	Current Budget	Year to Date Actual	% of Budget
Revenues:			
Ice Rental	\$861,000	\$295,087	34.27%
Admissions	6,000	12,488	208.13%
Dry Floor Events/Craft Shows	0	0	0.00%
Facility Rental	245,400	59,064	2.00%
Advertising/Naming Rights/Sponsorships	192,550	39,374	20.45%
Recreation fees (Skating/Hockey)	160,000	65,877	41.17%
Concessions/catering/vending	363,000	169,845	46.79%
Other Revenues (interest, etc.)	29,600	6,050	20.44%
Total Revenues	\$1,857,550	\$647,785	34.87%
Operating expenses:			
Personal services	\$930,900	\$313,956	33.73%
Supplies	197,550	76,482	38.72%
Other service charges	585,450	155,981	26.64%
Capital Outlay	141,750	0	0.00%
Total Expenditures	\$1,855,650	\$546,419	29.45%
Revenues over/(under) expenditures	\$1,900	\$101,366	



CITY OF ELK RIVER
ENTERPRISE FUNDS - BUDGET TO ACTUAL
MONTH ENDED APRIL 30, 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	\$ 2,511,800	29.07%									
Cost of sales	(6,235,750)	(1,684,097)	27.01%									
Gross profit	2,404,250	827,703	34.43%									
Operating revenues:												
User charges	-	-	-	\$ 2,745,000	\$ 727,592	26.51%	\$ 2,070,000	\$ 493,331	23.83%	\$ 675,000	\$ 170,393	25.24%
Delinquency collections	-	-	-	1,500	-	0.00%	-	-	-	-	-	-
Other	9,000	1,692	18.80%	195,000	45,209	23.18%	-	-	-	-	-	-
Total operating revenues	9,000	1,692	18.80%	2,941,500	772,801	26.27%	2,070,000	493,331	23.83%	675,000	170,393	25.24%
Operating expenses:												
Personal services	1,268,300	367,985	29.01%	901,300	262,721	29.15%	29,900	4,283	14.32%	-	-	-
Supplies	31,500	4,402	13.97%	334,900	66,140	19.75%	23,250	382	1.64%	1,000	-	0.00%
Other service charges	397,650	93,245	23.45%	1,007,950	253,816	25.18%	1,844,550	432,770	23.46%	302,950	5,265	1.74%
Depreciation *	70,000	-	0.00%	1,710,000	-	0.00%	-	-	-	500,000	-	0.00%
Total operating expenses	1,767,450	465,632	26.34%	3,954,150	582,677	14.74%	1,897,700	437,435	23.05%	803,950	5,265	0.65%
Operating income (loss)	645,800	363,763	56.33%	(1,012,650)	190,124	-18.77%	172,300	55,896	32.44%	(128,950)	165,128	-128.06%
Nonoperating revenues (expenses):												
Interest income	135,000	10,150	7.52%	135,000	30,173	22.35%	10,000	3,124	31.24%	30,000	7,484	24.95%
Interest expense/agent fees	-	-	-	(77,550)	(39,818)	51.34%	-	-	-	-	-	-
Total nonoperating revenues (expenses)	135,000	10,150	7.52%	57,450	(9,644)	-16.79%	10,000	3,124	31.24%	30,000	7,484	24.95%
Income (loss) before contributions & transfers	780,800	373,913	47.89%	(955,200)	180,480	-18.89%	182,300	59,020	32.38%	(98,950)	172,612	-174.44%
Contributions - connection fees	-	-	-	1,000,000	571,800	57.18%	-	-	-	-	-	-
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)	373,913	-117.14%	(135,200)	752,280	-556.42%	122,300	59,020	48.26%	(223,950)	172,612	-77.08%
Items reclassified to balance sheet at year end:												
Bond Proceeds	-	-	-	-	-	-	-	-	-	(150,000)	-	-
Capital Outlay	-	-	-	(343,000)	(139,703)	-	-	-	-	-	-	-
Bond Payment	-	-	-	(530,000)	(530,000)	-	-	-	-	-	-	-
Revenues over/(under) expenditures	(319,200)	373,913		(1,008,200)	82,577		122,300	59,020		(373,950)	172,612	

* Recorded at year-end