City Council

Regular Meeting
&
Work Session
Agenda

Monday, June 16, 2025
6:00 PM or immediately following
the EDA meeting
(whichever is later)
Elk River City Hall

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

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1. CALL MEETING TO ORDER

2. PLEDGE OF ALLEGIANCE

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 June 2, 2025, Minutes

4.2 Check Register

4.3 Resolution 25-27: Authorizing Execution of Quit Claim Deed to Clear Title for Irene D. Ohland

4.4 Change Order #1: 2025 Street Improvements

4.5 Resolution 25-28: Meadowwoods Sewer Connection and Contract Award

4.6 Agreement 25-13: Sanitary Sewer and Storm Water Revenue Adequacy Analysis

4.7 License Renewals: Mineral Excavation

4.8 2025-2026 Liquor License Renewals

4.9 Temporary Liquor License: Elk River Rotary Club

4.10 Temporary Liquor Licenses: Aegir Brewing Company

4.11 Resolution 25-26: Premises Permit for Elk River Youth Hockey Association at Applebee's

4.12 Agreement 25-12: Establish Ice Rates with ISD #728

4.13 Resolution 25-29: Accepting Donation to the Community Center.

4.14 Community Event Center: 2026 Facility Rates

4.15 Community Event Center: Policies and Procedures

4.16 Agreement 25-13: Community Event Center: Monument Sign

4.17 Hire Cannabis Store Manager

4.18 Hire IT Network Specialist

4.19 Hire Overlook Chef

4.20 Separation Agreement and Waiver of Claims

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 Fire Department Oath of Office

6.3 Fire Department Citizen Award

6.4 Annual Comprehensive Financial Report for Year ended December 31, 2024

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 Interim Use Permit: Residential Occupation, MJ and Carl Johnson, 19289 Upland Street NW

7.2 Conditional Use Permit: Commercial Recreational Facility, Pickle Paradise, 550 Freeport Ave. NW

7.3 Conditional Use Permit Revocation: Carnova, 17242 Ulysses St NW

7.4 Preliminary Plat, Resolution 25-30 for Final Plat, and Ordinance Amendment 25-10: Supporting The Villas at Fillmore Third Addition

7.5 Ordinance Amendment 25-11: PUD Amendment for Tall Pines Second Addition

7.6 Resolution 25-31: Alteration and Relocation of Legal Nonconforming Signs (Billboards).

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 Resolution 25-32: Final Plat of Meadowsweet Bend

8.2 Resolution 25-33: Establish Cannabis Enterprise Fund

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 Trunk Hwy 10 Access Improvements at 165th Avenue

10.2 2026 Budget Planning

11. MOTION TO ADJOURN

12. INFORMATION

12.1 Financial Report - May

Meeting of the City Council
Held at the Elk River City Hall
Monday, June 2, 2025

Members Present:	Mayor John Dietz, Councilmember Cory Grupa, Councilmember J. Brian Calva, Councilmember Mike Beyer, Councilmember Jennifer Wagner
Members Absent:	None
Staff Present:	City Administrator Cal Portner, Business Services Director/Assistant City Administrator Joe Stremcha, Public Works Director/Chief Engineer Justin Femrite, Community Development Director Zack Carlton, and Records Specialist Katie Porath

1. CALL MEETING TO ORDER
   Pursuant to due call and notice thereof, the meeting was called to order at 6:33 p.m.

2. PLEDGE OF ALLEGIANCE
   The Pledge of Allegiance was recited.

3. CONSIDER AGENDA
   Mayor Dietz asked to add Item 8.8, Country Crossing Park demolition discussion, to the agenda.

   Moved by Councilmember Wagner and seconded by Councilmember Calva to approve the agenda, as amended. Motion carried 5-0.

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

   4.1 May 19, 2025, Minutes

   4.2 Check Register

   4.3 2025-2026 Liquor License Renewals

   4.4 Law Enforcement Services Agreement 2025-09

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4.5 FT Center Field House Improvements

4.6 Adoption of City Council Goals

4.7 Hire Police Officer

4.8 Hire Human Resources Specialist

5. OPEN FORUM
No one appeared for open forum.

6. PRESENTATIONS, AWARDS, AND RECOGNITION
There were no presentations, awards, or recognition.

7. PUBLIC HEARINGS
There were no public hearings.

8. GENERAL BUSINESS

8.1 The Keeping of Chickens on City Lots

The staff report was presented.

The Council discussed their interest in lowering the size of lots to allow chickens. Mayor Dietz and Councilmembers Grupa and Beyer were not in favor of adjusting the lot size requirements. Councilmember Calva stated he would be in favor of a minimum lot size requirement change if rules were put into place for containment and management of the chickens. Councilmember Wagner stated she would consider lowering the lot size requirements to about half of what they are currently.

Councilmember Calva moved to approve having one-acre lots for chickens with various rules confining them to yards. Motion failed for lack of a second.

8.2 Downtown Master Plan

Mike Thompson and Andrew Dresner, Bolton and Menk, gave an overview of the Downtown Plan.

Councilmember Calva asked about connecting the appearance of downtown and uptown with similar features. Mr. Thompson stated that the council could help with the plan by rezoning the area to accommodate a greater variety of housing.

James Lang, 378 Gates Ave, was concerned about traffic with increased housing in the area. He also expressed concern about the parking in the downtown area. He asked how many residents had

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provided feedback on the plan. Mr. Thompson responded that their initial survey had 300 responses. Mr. Lang felt that it was a low percentage of the total population and also stated he was not properly notified of the plan.

Mayor Dietz was concerned about the loss of parking, wider sidewalks, the money required to build a parking ramp, alternative parking needs during parking ramp construction, the city's ability to guide the plan, parallel parking on Main Street, and the idea of the American Legion becoming a grocery store. He was in favor of parallel parking on Jackson Ave and a mini roundabout on Parrish Ave.

Councilmember Wagner explained that she was the council representative to the Downtown Master Plan committee. The committee expressed concern about the necessary street and sidewalk repairs. She stated the committee had discussed a proposed ramp and the city would not need to fund it, it would need to be funded by a development. She felt the parking ramp would be a good opportunity for tax increment financing. She added that the parking lot is never full. She noted that the majority of parking in front of stores and restaurants seems to be by owners and employees, and she felt that the loss of parking on Main Street would be okay.

Councilmember Calva asked who would maintain the wider sidewalks for snow removal. Councilmember Wagner responded that the businesses would continue to maintain the sidewalks outside their business.

Mr. Carlton added that parking issues have been top of mind since the first meeting. The removal of on-street parking may be mitigated through parking agreements, parking time limits, and staging. He also stated that the zoning of businesses in the downtown area could be used to guide the plan.

Councilmember Calva asked about Mr. Lang's concern with traffic increases near Gates Avenue. Mr. Carlton responded that, as the plan was developed, traffic and impact studies would be performed.

Councilmember Grupa added that the area near Railroad Drive needed the most urgent attention.

Councilmember Beyer stated that the Downtown Master Plan came with a lot of 'if' and 'would depend on' many factors. Each phase of the plan would need to come before the council for approval and the city may already have too many apartment buildings. Parts of the plan would change or not come into fruition.

Mr. Carlton agreed that Railroad Drive was a primary area for redevelopment.

Councilmember Wagner stated that the proposed plan has gained some media attention, including an article in the Minneapolis/St. Paul Business Journal and local developer interest.

Councilmember Grupa stated the city needs to create more spaces for new businesses to develop in the downtown area.

Moved by Councilmember Wagner and seconded by Councilmember Calva to adopt the 2024 Downtown Master Plan. Motion carried 4-1. Mayor Dietz opposed.

The council requested the public works director to attend the June 16, 2025, meeting to review the downtown improvement, including redoing sidewalks and streets, so staff could begin planning.

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8.3 Select Consultant for the Jackson Street Water Tower Historic Park Agreement 2025-10

The staff report was presented.

Moved by Councilmember Wagner and seconded by Councilmember Calva to approve the selection of Mend Collaborative to prepare the plans for the Jackson Street Water Tower Historic Park Agreement 2025-10. Motion carried 5-0.

Moved by Councilmember Beyer and seconded by Councilmember Wagner to select Councilmember Calva to serve on the project team for the project. Motion carried 5-0.

8.4 Appoint Community Event Center Commissioners

The staff report was presented.

Moved by Councilmember Grupa and seconded by Councilmember Wagner to appoint Kara Walker as an at-large non-resident as a non-business owner or worker (full-time) within the city limits representative with a term ending 2/28/26. Motion carried 5-0.

Moved by Councilmember Wagner and seconded by Councilmember Calva to approve the following appointments:

(1) Jim Hecker as a city resident and member in good standing of the Elk River senior center with a term ending 2/28/27.
(2) Councilmember Beyer as a sitting member of the city council with a term ending 12/31/28.
(3a) Mike Westgaard as an at-large resident representative with a term ending 2/28/26. Motion carried 5-0.

The Council instructed staff to advertise as a vacancy - at-large resident or non-resident as a business owner or worker (full-time) within the city limits representative with a term ending 2/29/28.

8.5 Liquor License Renewal: The Confluence LLC dba Edge Bar & Boutique

Moved by Councilmember Calva and seconded by Councilmember Grupa to approve the 2025-2026 liquor license renewal of an On-Sale 3.2% License with strong beer permission and a Wine License to The Confluence LLC dba Edge Bar & Boutique valid through June 30, 2026. Motion carried 4-0. Councilmember Wagner abstained due to conflict of interest.

8.6 Pinewood Contract for Deed Amendment, Agreement 2025-11

Moved by Councilmember Grupa and seconded by Councilmember Calva to approve an amendment to the Pinewood Golf Course Contract For Deed Agreement 2025-11. Motion carried 5-0.

8.7 Discuss Work Session Items

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Mr. Portner asked the Council if they wanted staff to develop a policy for receiving petitions from residents. The Council felt that it would be beneficial to have a written policy.

8.8 Country Crossing Playground Equipment Replacement

Mayor Dietz requested that the demolition of the Country Crossing playground be postponed. He asked if the playground could be downsized instead of completely removed.

Mr. Femrite stated that any damaged apparatus have already been removed and will continue to be removed as they break as components are no longer available to repair or replace the play equipment.

Mayor Dietz asked if the basketball court could be lined for pickleball. Mr. Femrite stated pickleball courts have exact standards that the basketball court may not meet.

Councilmember Grupa agreed that he did not want to see the playground equipment removed.

Mayor Dietz asked if the Parks and Recreation Commission could give an update to the Council on which parks needed repairs or replacement after they had finished conducting their park study.

9. COUNCIL LIAISON UPDATES

9.1 Council Liaison Updates

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

10. MOTION TO ADJOURN REGULAR MEETING

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

The regular meeting adjourned at 8:04 p.m. Mayor Dietz called the work session to order at 8:04 p.m.

11. WORK SESSION

11.1 165th Avenue and Trunk Highway 10 Access Improvements

The staff report was presented.

Matt Barker and Steve Bona from Capstone were in attendance. Mr. Barker asked the council if they would consider splitting the $1,275,000 cost of the necessary road improvements to access Trunk Highway 10 (TH 10) from 165th Avenue. This would be the main access point for the proposed development. Capstone needs an access permit in order to start construction on their development.

Mr. Barker reviewed the attempts Capstone had made to work with the state and federal governments to secure funding. While MnDOT is planning safety improvements along TH 10, the 165th intersection is not in the plan for funding.

Councilmember Calva asked if a J-Turn was the only option and stated he was not in favor of J-Turns.

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Mayor Dietz asked Mr. Femrite if he remembered an instance of the Council contributing money towards a developer's project. Mr. Femrite stated that there have not been any requests like this within the past 15 years however, no other projects have needed to access TH 10.

Councilmember Beyer asked if projects along country roads have a cost-sharing agreement with the county. Mr. Femrite stated that, as far as he can recall, the developer pays for projects along county roads.

Mr. Femrite stated he felt that the request was not unfair. He added that the city would not need to make adjustments to the intersection if not for this development.

Councilmember Calva asked how long this financial contribution would take to pay for itself? Mr. Femrite stated the return on investment would happen through an increased tax base of homeowners buying into the development.

Councilmember Beyer stated that access is a big safety concern, so something has to happen. Was there any benefit for the people on the other side of the road? If the city is footing part of the bill, it should benefit someone else besides the Capstone property.

Councilmember Calva asked where the funds would come from. Mr. Femrite suggested Municipal State Aid funds.

Councilmember Calva asked if there were any temporary solutions so that the 8-10-year project could get underway. Mr. Barker stated that there was some access from Yale Street but the water and sewer would need to come along 165th Avenue.

Mayor Dietz stated a majority of the taxes collected would go toward public safety, and it would take many years to recoup the cost.

Councilmember Wagner asked about the plan for the Jarvis Street intersection. Mr. Femrite stated that MnDOT has not yet informed the city of their plans for improvement.

Councilmember Wagner commented that, including other local road improvement projects, there would be three J-Turns very near each other. She asked if TIF funding could be used for this type of project. Mr. Carlton stated he would work with the developers to research this option.

Councilmember Grupa asked if this would improve access to Oliver Kelley Farm. Mr. Femrite stated it would not affect their access.

Councilmember Grupa suggested the city pay $500,000 toward the project if the developer paid the engineering fees of $275,000 as well as $500,000 of the cost.

Mr. Bona stated that Capstone cannot increase their share.

Councilmember Calva reminded the developer that the only reason they were standing there was because he had been one of three votes in favor of their development.

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After much discussion, Mayor Dietz stated the council was undecided on splitting the cost of the improvements. He stated a decision would be made at the June 16, 2025, City Council meeting. He would be interested in exploring the option of TIF and is concerned about the public response to paying for this improvement. He reiterated that the city would not need to make these road changes if not for the development.

12. MOTION TO ADJOURN

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

The meeting adjourned at 8:50 p.m.

Minutes prepared by Katie Porath.

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John J. Dietz, Mayor Tina Allard, City Clerk

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Request for Action

To
City Council

Item Number
4.2

Meeting Date
June 16, 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 June 16, 2025.

Background/Discussion
The details for the period ending June 16, 2025, are attached to this request for action.

Total for All Funds	$2,308,259.03

Financial Impact
N/A

Mission/Policy/Goal
N/A

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

Report Criteria:
Vendor.Vendor number = {<>} 36550
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
AIRGAS USA LLC						
101						
9500909749	1	MEDICAL OXYGEN	Invoice	06/01/2025	370.09	101-4-2120-4219
Total 10379 AIRGAS USA LLC:					370.09	
BADGER SPORTING GOODS CO.						
101						
AAL007267-AA01	1	SUPPLIES - TENNIS POSTS	Invoice	04/21/2025	845.00	101-4-5110-4219
Total 15228 BADGER SPORTING GOODS CO.:					845.00	
DIAMOND MOWERS, LLC						
101						
284878	1	PARTS #80	Invoice	05/27/2025	761.75	101-4-3120-4221
Total 16347 DIAMOND MOWERS, LLC:					761.75	
FLAGSHIP RECREATION LLC						
101						
F23533	1	SUPPLIES	Invoice	05/20/2025	87.00	101-4-5110-4219
101						
F23536	1	BENCHES	Invoice	05/22/2025	6,460.00	101-4-5110-4219
Total 12035 FLAGSHIP RECREATION LLC:					6,547.00	
HUBBARD ELECTRIC						
290						
20250602-6869	1	ELECTRICAL SVCS - WOODLAND TR	Invoice	06/02/2025	2,735.00	290-4-1350-4409
Total 13803 HUBBARD ELECTRIC:					2,735.00	
IDEAL SERVICE, INC						
602						
13442	1	INSTALL BLOWER FAN	Invoice	05/27/2025	210.00	602-4-9020-4404
Total 14365 IDEAL SERVICE, INC:					210.00	
JENNIFER GREEN						
401						
6102025 JG	1	REIMB MILEAGE	Invoice	06/10/2025	56.00	401-4-8080-4409
Total 22816 JENNIFER GREEN:					56.00	
LISA SHEAR						
101						
87302844	1	DAMAGE DEPOSIT REFUND - TROTT	Invoice	05/28/2025	100.00	101-3-0000-3472
Total 8451 LISA SHEAR:					100.00	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
MIDWAY FORD						
101						
886952	1	PARTS #602	Invoice	05/30/2025	338.98	101-4-2120-4221
Total 11156 MIDWAY FORD:					338.98	
MINNESOTA EQUIPMENT						
101						
P48867	1	PARTS #734	Invoice	06/03/2025	773.88	101-4-5110-4221
Total 12620 MINNESOTA EQUIPMENT:					773.88	
N C S I						
101						
58005	1	BACKGROUND CHECKS-REC	Invoice	06/01/2025	74.00	101-4-5220-4409
Total 27519 N C S I:					74.00	
POLYDYNE INC.						
602						
1932493	1	SUPPLIES - CLARIFLOC	Invoice	05/29/2025	10,971.00	602-4-9020-4219
Total 14886 POLYDYNE INC.:					10,971.00	
REBECCA MURPHY						
101						
87907120	1	DAMAGE DEPOSIT REFUND	Invoice	06/04/2025	100.00	101-3-0000-3472
Total 27323 REBECCA MURPHY:					100.00	
SHERBURNE COUNTY RECORDER						
101						
06-09-25 PINEWOOD	1	AMENDMENT TO CONTRACT-PINEW	Invoice	06/09/2025	96.00	101-4-1110-4319
Total 32230 SHERBURNE COUNTY RECORDER:					96.00	
TIM TREBESCH						
101						
6-6-25 TT	1	REIMB MILEAGE 6-6-25 TREBESCH	Invoice	06/06/2025	201.60	101-4-2410-4331
Total 14049 TIM TREBESCH:					201.60	
TWIN CITY HARDWARE						
101						
PSI2333995	1	DOOR LOCKS/ORONO PARK	Invoice	05/29/2025	600.31	101-4-5110-4219
Total 34928 TWIN CITY HARDWARE:					600.31	
UNITED RENTALS (NO. AMERI						
101						
247661130-001	1	ANNUAL INSPECTION	Invoice	05/27/2025	405.60	101-4-1600-4401
Total 35321 UNITED RENTALS (NO. AMERI:					405.60	
VERIZON WIRELESS-VSAT						
101						
9022400962	1	SUBPOENA FEES - 25007000	Invoice	05/26/2025	75.00	101-4-2130-4319

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
9022401794	1	SUBPOENA FEES - 25007000	Invoice	06/02/2025	75.00	101-4-2130-4319
Total 13677 VERIZON WIRELESS-VSAT:					150.00	
ZARNOTH BRUSH WORKS						
101						
202346-IN	1	PARTS - STREET SWEEPER	Invoice	05/22/2025	1,180.00	101-4-3120-4221
Total 36750 ZARNOTH BRUSH WORKS:					1,180.00	
4815 EXCELSIOR LLC						
603						
1174	1	THC PRODUCTS	Invoice	05/27/2025	900.00	603-4-9111-4256
Total 52404 4815 EXCELSIOR LLC:					900.00	
AMAZON CAPITAL SERVICES						
605						
1471-4QNG-6GQY	1	ORGANIC PRODUCE BAGS- FARME	Invoice	05/30/2025	19.93	605-4-9230-4219
101						
16DL-MV1Y-DF1V	1	SUMMER CAMP SUPPLIES	Invoice	06/02/2025	35.97	101-4-5220-4219
101						
16HP-RN9M-VPMN	1	SUPPLIES - LADDER	Invoice	06/06/2025	332.37	101-4-1350-4219
101						
16PN-9NRW-9DXV	1	SUPPLIES-LAWN TREATMENT SIGN	Invoice	05/30/2025	258.82	101-4-5110-4219
101						
16QJ-HQK1-4DYY	1	GARBAGE BAGS-HOULTON CLEAN	Invoice	06/03/2025	70.98	101-4-5220-4219
221						
16WX-MHDN-4F6M	1	MINI PC FOR DIGITAL DISPLAY	Invoice	05/28/2025	87.22	221-4-5400-4219
221						
19H3-69XV-HF6F	1	HOSE NOZZLE	Invoice	05/31/2025	29.98	221-4-5400-4219
101						
19LC-93VJ-436F	1	SUMMER CAMP SUPPLIES	Invoice	06/02/2025	340.64	101-4-5220-4219
602						
1CWQ-6PP7-7GFH	1	SUPPLIES	Invoice	05/27/2025	552.43	602-4-9020-4219
603						
1DJ3-KFGD-79W1	1	SUPPLIES	Invoice	06/02/2025	74.72	603-4-9112-4219
221						
1DXP-TWCF-GL6D	1	CABLE CREDIT	Invoice	05/31/2025	18.96-	221-4-5400-4219
101						
1FGJ-FTVH-14T7	1	FARMERS MARKET SIGN HOLDERS	Invoice	06/10/2025	31.78	101-4-5230-4219
101						
1GMG-CXMT-CWVL	1	ETHERNET CABLES	Invoice	05/30/2025	19.80	101-4-1350-4219
101						
1HCM-NQHW-PRD4	1	HOULTON CLEAN UP EVENT SUPPLI	Invoice	06/09/2025	16.86	101-4-5220-4219
221						
1JM4-1TVM-DHPT	1	MOWER REPLACEMENT HANDLE	Invoice	06/02/2025	32.89	221-4-5400-4219
101						
1KGW-D3XY-MX1D	1	PROGRAM SUPPLIES	Invoice	06/09/2025	37.03	101-4-5220-4219
101						
1M6X-LL19-PLMC	1	SUMMER CAMP SUPPLIES	Invoice	06/09/2025	9.49	101-4-5220-4219
101						
1M9W-T9CT-9M6R	1	PARTS #405	Invoice	05/21/2025	19.99	101-4-2320-4221
101						
1MWH-DKFJ-4TVF	1	NETWORK CABLES	Invoice	05/29/2025	13.95	101-4-1350-4219

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
221						
1NXW-19T1-41WV	1	CASTERS FOR PARTY ROOM TABLE	Invoice	05/28/2025	13.99	221-4-5400-4219
221						
1PCM-6KTF-F7D6	1	CASTERS FOR PARTY ROOM TABLE	Invoice	05/27/2025	27.98	221-4-5400-4219
101						
1TVG-F496-WWQQ	1	PARTS #700	Invoice	05/23/2025	8.99	101-4-5110-4221
101						
1WCN-4DNM-6RC7	1	SUPPLIES	Invoice	06/04/2025	9.95	101-4-1350-4219
Total 13706 AMAZON CAPITAL SERVICES:					2,026.80	
ARTISAN BEER COMPANY						
603						
3770563	1	BEER	Invoice	05/29/2025	110.70	603-4-9111-4252
603						
3770564	1	BEER	Invoice	05/29/2025	408.00	603-4-9151-4252
603						
3772126	1	BEER	Invoice	06/04/2025	187.70	603-4-9111-4252
603						
3772127	1	BEER	Invoice	06/04/2025	141.50	603-4-9151-4252
603						
3772128	1	THC PRODUCTS	Invoice	06/04/2025	68.60	603-4-9151-4256
603						
423773	1	BEER CREDIT	Invoice	06/03/2025	15.36-	603-4-9151-4252
Total 12167 ARTISAN BEER COMPANY:					901.14	
ARVIG						
602						
3097643 - 5/28/25	1	PHONE SVCS - WW 5/28-6/27/25	Invoice	05/28/2025	96.66	602-4-9010-4321
Total 14662 ARVIG:					96.66	
ATLAS STAFFING, INC						
101						
698984	1	TEMP STAFF - FACILITIES MAINT	Invoice	05/25/2025	2,037.00	101-4-1600-4409
Total 52380 ATLAS STAFFING, INC:					2,037.00	
ATT LLC						
221						
S28927	1	BREAKAWAY JERSEYS	Invoice	06/02/2025	1,286.62	221-4-5410-4219
Total 15332 ATT LLC:					1,286.62	
B & B HOFFMAN SOD FARMS						
101						
74245	1	SUPPLIES - SOD	Invoice	05/28/2025	2,146.85	101-4-5110-4219
101						
74279	1	SUPPLIES	Invoice	05/29/2025	2,386.80	101-4-5110-4219
Total 10855 B & B HOFFMAN SOD FARMS:					4,533.65	
BELLBOY CORP BAR SUPPLY						
603						
109864600	1	POP/MISC	Invoice	05/29/2025	387.00	603-4-9111-4255

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
109864600	2	FREIGHT	Invoice	05/29/2025	7.80	603-4-9111-4332
Total 11810 BELLBOY CORP BAR SUPPLY:					394.80	
BELLBOY CORPORATION						
603						
207862500	1	LIQUOR	Invoice	05/29/2025	1,351.33	603-4-9111-4251
603						
207862500	2	FREIGHT	Invoice	05/29/2025	22.28	603-4-9111-4332
603						
207978400	1	LIQUOR	Invoice	06/10/2025	426.67	603-4-9111-4251
603						
207978400	2	FREIGHT	Invoice	06/10/2025	13.50	603-4-9111-4332
Total 11800 BELLBOY CORPORATION:					1,813.78	
BERNICK'S						
603						
10360251	1	POP	Invoice	05/28/2025	61.86	603-4-9111-4255
603						
10360252	1	THC PRODUCTS	Invoice	05/28/2025	147.50	603-4-9111-4256
603						
10360253	1	BEER	Invoice	05/28/2025	3,801.85	603-4-9111-4252
603						
10360254	1	BEER CREDIT	Invoice	05/28/2025	492.00-	603-4-9111-4252
603						
10360255	1	POP/MISC	Invoice	05/28/2025	44.90	603-4-9151-4255
603						
10360256	1	THC PRODUCTS	Invoice	05/28/2025	87.00	603-4-9151-4256
603						
10360257	1	BEER	Invoice	05/28/2025	3,402.00	603-4-9151-4252
603						
10360258	1	BEER CREDIT	Invoice	05/28/2025	123.90-	603-4-9151-4252
603						
10363402	1	POP	Invoice	06/04/2025	86.76	603-4-9111-4255
603						
10363403	1	THC PRODUCTS	Invoice	06/04/2025	145.50	603-4-9111-4256
603						
10363404	1	BEER	Invoice	06/04/2025	3,354.90	603-4-9111-4252
603						
10363405	1	POP/MISC	Invoice	06/04/2025	36.96	603-4-9151-4255
603						
10363406	1	BEER	Invoice	06/04/2025	823.10	603-4-9151-4252
603						
10363407	1	BEER CREDIT	Invoice	06/04/2025	24.00-	603-4-9151-4252
Total 11950 BERNICK'S:					11,352.43	
BLACKHAWK PEST CONTROL, LLC						
221						
50782	1	PEST CONTROL-FTCENTER	Invoice	05/27/2025	125.00	221-4-5400-4401
101						
50784	1	SPRING TRMT-PEST CONTROL - CIT	Invoice	05/27/2025	100.00	101-4-1600-4401
101						
50785	1	PEST CONTROL - CITY HALL	Invoice	05/27/2025	125.00	101-4-1600-4401

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
50787	1	PEST CONTROL-WB	Invoice	05/27/2025	55.56	603-4-9152-4404
101						
50789	1	PEST CONTROL- PW	Invoice	05/27/2025	110.00	101-4-3120-4401
603						
50790	1	MONTHLY SERVICE	Invoice	05/27/2025	64.19	603-4-9112-4404
101						
50791	1	PEST CONTROL-FS 3	Invoice	05/27/2025	52.50	101-4-2310-4401
Total 14717 BLACKHAWK PEST CONTROL, LLC:					632.25	
BLAINE LOCK & SAFE, INC						
101						
33425	1	REPLACE LOCK	Invoice	06/04/2025	338.00	101-4-2190-4401
Total 12256 BLAINE LOCK & SAFE, INC:					338.00	
BMH ADVENTURES LLC						
101						
1161	1	ICE CAVE RENTAL FOR CONCERTS	Invoice	01/14/2025	3,280.00	101-4-5220-4409
Total 15272 BMH ADVENTURES LLC:					3,280.00	
BOLTON & MENK, INC						
245						
364312	1	2024 DOWNTOWN AREA PLAN	Invoice	05/30/2025	1,532.95	245-4-6210-4319
Total 11019 BOLTON & MENK, INC:					1,532.95	
BREAKTHRU BEVERAGE MINNESOTA						
603						
121664171	1	BEER	Invoice	05/29/2025	53.10	603-4-9151-4252
603						
121665179	1	LIQUOR	Invoice	05/29/2025	432.00	603-4-9151-4251
603						
121665179	2	FREIGHT	Invoice	05/29/2025	5.80	603-4-9151-4332
603						
121665180	1	LIQUOR	Invoice	05/29/2025	1,863.75	603-4-9151-4251
603						
121665180	2	FREIGHT	Invoice	05/29/2025	11.60	603-4-9151-4332
603						
121777374	1	LIQUOR	Invoice	06/05/2025	1,451.05	603-4-9151-4251
603						
121777374	2	FREIGHT	Invoice	06/05/2025	7.25	603-4-9151-4332
603						
121777375	1	POP/MISC	Invoice	06/05/2025	25.60	603-4-9151-4255
603						
121777375	2	FREIGHT	Invoice	06/05/2025	1.45	603-4-9151-4332
603						
413522903	1	LIQUOR	Invoice	05/07/2025	9.00-	603-4-9151-4251
603						
413612509	1	LIQUOR CREDIT	Invoice	06/03/2025	14.51-	603-4-9151-4251
603						
413612509	2	FREIGHT CREDIT	Invoice	06/03/2025	.12-	603-4-9151-4332
Total 8002 BREAKTHRU BEVERAGE MINNESOTA:					3,827.97	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
121665386	1	LIQUOR	Invoice	05/29/2025	11,789.79	603-4-9111-4251
603						
121665386	2	FREIGHT	Invoice	05/29/2025	78.30	603-4-9111-4332
603						
121771919	1	BEER	Invoice	06/05/2025	1,108.00	603-4-9111-4252
603						
121777473	1	WINE	Invoice	06/05/2025	1,928.00	603-4-9111-4253
603						
121777473	2	FREIGHT	Invoice	06/05/2025	30.45	603-4-9111-4332
603						
121777474	1	LIQUOR	Invoice	06/05/2025	2,742.47	603-4-9111-4251
603						
121777474	2	FREIGHT	Invoice	06/05/2025	14.50	603-4-9111-4332
Total 12893 BREAKTHRU BEVERAGE MINNESOTA:					17,691.51	
C & L DISTRIBUTING CO						
603						
1839001345	1	LIQUOR CREDIT	Invoice	06/04/2025	42.10-	603-4-9151-4251
603						
2114102	1	BEER	Invoice	06/04/2025	3,124.56	603-4-9151-4252
603						
2115303	1	LIQUOR	Invoice	06/04/2025	2,242.50	603-4-9151-4251
Total 8003 C & L DISTRIBUTING CO:					5,324.96	
603						
1839001344	1	BEER CREDIT	Invoice	06/04/2025	90.42-	603-4-9111-4252
603						
2112394	1	BEER	Invoice	06/02/2025	2,924.80	603-4-9111-4252
603						
2112530	1	LIQUOR	Invoice	06/02/2025	742.50	603-4-9111-4251
603						
2114943	1	BEER	Invoice	06/04/2025	8,066.00	603-4-9111-4252
603						
2115515	1	LIQUOR	Invoice	06/04/2025	222.70	603-4-9111-4251
603						
2116533	1	BEER	Invoice	06/09/2025	6,449.20	603-4-9111-4252
603						
2116656	1	BEER	Invoice	06/09/2025	24.80	603-4-9111-4252
603						
2116657	1	BEER CREDIT	Invoice	06/09/2025	24.55-	603-4-9111-4252
603						
2116658	1	THC PRODUCTS	Invoice	06/09/2025	714.88	603-4-9111-4256
603						
2117055	1	LIQUOR	Invoice	06/09/2025	163.80	603-4-9111-4251
603						
2616000757	1	BEER CREDIT	Invoice	06/09/2025	43.40-	603-4-9111-4252
Total 13375 C & L DISTRIBUTING CO:					19,150.31	
CASH						
101						
06-06-25 POLICE	1	REPLENISH PETTY CASH -VEHICLE	Invoice	06/06/2025	186.00	101-4-2110-4437
101						
06-10-25 FINANCE	1	CERT OF MAIL FEES-K KEAST	Invoice	06/10/2025	14.00	101-4-1220-4322

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
294						
06-10-25 FINANCE	2	TITLE TRANSFERS-FORFEITURES-0	Invoice	06/10/2025	81.00	294-4-2220-4440
Total 17420 CASH:					281.00	
CENTERPOINT ENERGY						
602						
11504615-3 MAY 25	1	NATURAL GAS	Invoice	06/06/2025	23.78	602-4-9050-4389
101						
11809755-9 MAY 25	1	NATURAL GAS	Invoice	06/05/2025	635.95	101-4-2310-4389
211						
6781052-3 MAY 25	1	NATURAL GAS	Invoice	06/06/2025	53.23	211-4-5600-4389
602						
7628405-8 MAY 25	1	NATURAL GAS	Invoice	06/05/2025	289.52	602-4-9050-4389
602						
7836556-6 MAY 25	1	NATURAL GAS	Invoice	06/05/2025	57.02	602-4-9050-4389
101						
9497572-9 MAY 25	1	NATURAL GAS	Invoice	06/05/2025	894.43	101-4-3120-4389
Total 13845 CENTERPOINT ENERGY:					1,953.93	
CENTRAL HYDRAULICS						
602						
647386	1	SUPPLIES - SWIVEL ASSEMBLY	Invoice	05/15/2025	116.24	602-4-9020-4219
602						
647388	1	SUPPLIES - SWIVEL ASSEMBLY	Invoice	05/15/2025	68.55	602-4-9020-4219
602						
647389	1	RETURN CREDIT	Invoice	05/15/2025	116.24-	602-4-9020-4219
Total 11058 CENTRAL HYDRAULICS:					68.55	
CINTAS CORPORATION LOC 470						
603						
4231545850	1	MATS, TOWELS, SCRAPERS, MOPS	Invoice	05/23/2025	47.35	603-4-9152-4404
602						
4231907324	1	UNIFORMS RENTAL/CLEANING	Invoice	05/28/2025	176.65	602-4-9020-4417
603						
4232279154	1	MATS, TOWELS, SCRAPERS, MOPS	Invoice	05/30/2025	47.35	603-4-9152-4404
603						
4232279293	1	MATS, TOWELS, SCRAPERS, MOPS	Invoice	05/30/2025	52.78	603-4-9112-4404
602						
4232665605	1	UNIFORMS RENTAL/CLEANING	Invoice	06/04/2025	153.88	602-4-9020-4417
603						
4233027148	1	MATS, TOWELS, SCRAPERS, MOPS	Invoice	06/09/2025	55.08	603-4-9152-4404
603						
4233027259	1	MATS, TOWELS, SCRAPERS, MOPS	Invoice	06/06/2025	43.19	603-4-9112-4404
Total 14080 CINTAS CORPORATION LOC 470:					576.28	
CITY OF ST PAUL						
101						
IN62631	1	OFFICER TRAINING - ROSCOE	Invoice	05/20/2025	350.00	101-4-2120-4331
Total 10994 CITY OF ST PAUL:					350.00	
CIVICPLUS, LLC						

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
338173	1	ADDITIONAL SMS SUBSCRIBERS (BL	Invoice	07/01/2025	1,424.33	101-4-1120-4319
101						
338173	2	SSL CERTIFICATE ANNUAL FEE	Invoice	07/01/2025	249.26	101-4-1120-4319
101						
338173	3	ANNUAL FEE FOR HOSTING AND SU	Invoice	07/01/2025	10,648.64	101-4-1120-4319
221						
338173	4	PREMIUM DEPARTMENT HEADER A	Invoice	07/01/2025	1,027.54	221-4-5400-4409
101						
338173	5	STANDARD DEPARTMENT HEADER	Invoice	07/01/2025	830.19	101-4-5210-4404
101						
338173	6	AUDIOEYE MANAGED: HTTPS://WW	Invoice	07/01/2025	4,254.27	101-4-1120-4319
101						
339186	1	MUNICODE PAGES	Invoice	06/09/2025	1,591.19	101-4-1110-4319
Total 11773 CIVICPLUS, LLC:					20,025.42	
COBORN'S INC						
603						
1100301822 - 0215	1	SUPPLIES	Invoice	05/29/2025	11.98	603-4-9152-4219
Total 14303 COBORN'S INC:					11.98	
CROW RIVER FARM EQUIPMENT						
101						
212689	1	SUPPLIES	Invoice	05/06/2025	78.28	101-4-5110-4219
602						
212839	1	SUPPLIES	Invoice	05/22/2025	224.92	602-4-9020-4219
Total 15451 CROW RIVER FARM EQUIPMENT:					303.20	
CRYSTAL SPRINGS ICE						
603						
1-500374	1	ICE	Invoice	05/27/2025	326.68	603-4-9111-4255
603						
1-500374	2	FREIGHT	Invoice	05/27/2025	4.00	603-4-9111-4332
603						
2-501565	1	ICE	Invoice	06/03/2025	212.48	603-4-9111-4255
603						
2-501565	2	FREIGHT	Invoice	06/03/2025	4.00	603-4-9111-4332
603						
2-501568	1	ICE	Invoice	06/03/2025	117.44	603-4-9151-4255
603						
2-501568	2	FREIGHT	Invoice	06/03/2025	4.00	603-4-9151-4332
603						
2-501644	1	ICE	Invoice	06/10/2025	273.52	603-4-9111-4255
603						
2-501644	2	FREIGHT	Invoice	06/10/2025	4.00	603-4-9111-4332
603						
2-501648	1	ICE	Invoice	06/10/2025	165.12	603-4-9151-4255
603						
2-501648	2	FREIGHT	Invoice	06/10/2025	4.00	603-4-9151-4332
603						
3-500401	1	ICE	Invoice	06/06/2025	61.52	603-4-9111-4255
603						
3-500401	2	FREIGHT	Invoice	06/06/2025	4.00	603-4-9111-4332

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 52407 CRYSTAL SPRINGS ICE:					1,180.76	
CUB FOODS						
221						
104304130835	1	CONCESSIONS BEVERAGES	Invoice	06/09/2025	31.12	221-4-5430-4259
221						
104304131017	1	CONCESSIONS FOOD	Invoice	06/10/2025	22.46	221-4-5430-4259
603						
123674	1	SUPPLIES	Invoice	05/28/2025	16.67	603-4-9112-4219
Total 15550 CUB FOODS:					70.25	
DACOTAH PAPER CO						
221						
45074	1	SOS CLEANING PADS	Invoice	05/29/2025	55.02	221-4-5430-4219
221						
45075	1	SUPPLIES	Invoice	05/29/2025	45.00	221-4-5400-4219
603						
47123	1	CAN LINERS, TOWEL ROLLS	Invoice	06/03/2025	315.81	603-4-9152-4219
101						
47376	1	CAN LINERS, SOAP	Invoice	06/03/2025	97.51	101-4-2310-4219
101						
47377	1	CAN LINERS	Invoice	06/03/2025	65.04	101-4-1600-4219
101						
47378	1	SUPPLIES - CUPS	Invoice	06/03/2025	66.64	101-4-5510-4219
221						
48549	1	TO GO BOXES- LUNCHES	Invoice	06/05/2025	99.18	221-4-5430-4219
Total 15887 DACOTAH PAPER CO:					744.20	
DAHLHEIMER BEVERAGE, LLC						
603						
2481786	1	THC PRODUCTS	Invoice	05/30/2025	141.00	603-4-9151-4256
603						
2481787	1	LIQUOR	Invoice	05/30/2025	293.20	603-4-9151-4251
603						
2481788	1	BEER	Invoice	05/30/2025	4,591.40	603-4-9151-4252
603						
2485079	1	THC PRODUCTS	Invoice	06/02/2025	83.00	603-4-9151-4256
603						
2485080	1	BEER	Invoice	06/02/2025	9,066.95	603-4-9151-4252
603						
2488332	1	LIQUOR	Invoice	06/05/2025	470.00	603-4-9151-4251
603						
2488333	1	POP/MISC	Invoice	06/05/2025	39.00	603-4-9151-4255
603						
2488334	1	BEER	Invoice	06/05/2025	5,857.55	603-4-9151-4252
603						
2490864	1	BEER	Invoice	06/09/2025	59.60	603-4-9151-4252
603						
2490865	1	BEER	Invoice	06/09/2025	4,645.85	603-4-9151-4252
603						
2490895	1	LIQUOR CREDIT	Invoice	06/09/2025	26.77-	603-4-9151-4251
Total 8005 DAHLHEIMER BEVERAGE, LLC:					25,220.78	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
2481736	1	THC PRODUCTS	Invoice	05/29/2025	481.50	603-4-9111-4256
603						
2481737	1	BEER	Invoice	05/29/2025	14,789.15	603-4-9111-4252
603						
2485013	1	THC PRODUCTS	Invoice	06/02/2025	278.00	603-4-9111-4256
603						
2485014	1	BEER	Invoice	06/02/2025	16,624.45	603-4-9111-4252
603						
2488226	1	BEER	Invoice	06/05/2025	16,412.82	603-4-9111-4252
603						
2488227	1	THC PRODUCTS	Invoice	06/05/2025	472.00	603-4-9111-4256
603						
2488938	1	POP/MISC	Invoice	06/05/2025	85.00	603-4-9111-4255
603						
2489077	1	BEER CREDIT	Invoice	06/04/2025	239.60-	603-4-9111-4252
603						
2490683	1	BEER	Invoice	06/09/2025	756.55	603-4-9111-4252
603						
2490684	1	THC PRODUCTS	Invoice	06/09/2025	430.00	603-4-9111-4256
603						
2490685	1	BEER	Invoice	06/09/2025	11,995.00	603-4-9111-4252
Total 15900 DAHLHEIMER BEVERAGE, LLC:					62,084.87	
DIANE L ZILVERBERG						
101						
DZ062025	1	ENTERTAINMENT 6/20/25	Invoice	05/27/2025	300.00	101-4-5510-4409
Total 52412 DIANE L ZILVERBERG:					300.00	
DOLPHIN CAR WASH INC						
101						
#001243-R-0051	1	VEHICLE WASHING	Invoice	06/09/2025	150.00	101-4-2320-4404
Total 16625 DOLPHIN CAR WASH INC:					150.00	
E C M PUBLISHERS INC						
101						
1050784	1	CUP REVOCATION HEARING-CARNO	Invoice	05/31/2025	86.00	101-4-1510-4359
101						
1050869	1	JOB AD-POLICE	Invoice	05/31/2025	60.40	101-4-2120-4219
603						
1050870	1	JOB AD-LIQUOR	Invoice	05/31/2025	62.40	603-4-9112-4219
Total 17000 E C M PUBLISHERS INC:					208.80	
ELK RIVER MUNICIPAL UTILITIES						
603						
5-28-25 ERMU	1	WATER/ELECTRIC	Invoice	05/28/2025	2,733.37	603-4-9112-4389
101						
5-28-25 ERMU	2	WATER/ELECTRIC	Invoice	05/28/2025	916.60	101-4-5110-4389
602						
5-28-25 ERMU	3	ELECTRIC	Invoice	05/28/2025	744.71	602-4-9050-4389
101						
5-28-25 ERMU	4	ELECTRIC	Invoice	05/28/2025	172.27	101-4-2330-4389

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
5-28-25 ERMU	5	ELECTRIC	Invoice	05/28/2025	1,527.02	101-4-2310-4389
101						
6-4-25 ERMU	1	WATER/ELECTRIC	Invoice	06/04/2025	7,558.51	101-4-5110-4389
602						
6-4-25 ERMU	2	ELECTRIC	Invoice	06/04/2025	2,070.25	602-4-9050-4389
101						
6-4-25 ERMU	3	ELECTRIC	Invoice	06/04/2025	140.79	101-4-2330-4389
101						
6-4-25 ERMU	4	ELECTRIC	Invoice	06/04/2025	64.32	101-4-2190-4389
101						
6-4-25 ERMU	5	ELECTRIC	Invoice	06/04/2025	32.95	101-4-5110-4389
Total 17700 ELK RIVER MUNICIPAL UTILITIES:					15,960.79	
ELK RIVER PIZZA MAN						
101						
254226-1	1	PIZZA-SAFETY CAMP	Invoice	06/06/2025	465.50	101-4-5220-4409
Total 29816 ELK RIVER PIZZA MAN:					465.50	
ELK RIVER PRINTING & VENTURE						
101						
193752	1	EDUCATIONAL MATERIALS/BURN PE	Invoice	05/02/2025	119.58	101-4-2310-4359
Total 17760 ELK RIVER PRINTING & VENTURE:					119.58	
FASTENAL COMPANY						
101						
MNELK142358	1	SUPPLIES - VENDING	Invoice	05/28/2025	173.63	101-4-3120-4219
101						
MNELK142358	2	SUPPLIES - VENDING	Invoice	05/28/2025	299.23	101-4-5110-4219
101						
MNELK142358	3	SUPPLIES - VENDING	Invoice	05/28/2025	40.87	101-4-1600-4219
101						
MNELK142492	1	SUPPLIES	Invoice	06/06/2025	22.63	101-4-3120-4219
101						
MNELK142492	2	SUPPLIES	Invoice	06/06/2025	45.26	101-4-5110-4219
Total 18453 FASTENAL COMPANY:					581.62	
FIRST HOSPITAL LABORATORIES						
101						
FL00676807	1	RANDOM DRUG SCREEN AND BAT	Invoice	06/04/2025	115.14	101-4-1220-4319
Total 18890 FIRST HOSPITAL LABORATORIES:					115.14	
FLEETPRIDE						
101						
126094426	1	PARTS	Invoice	05/29/2025	27.54	101-4-3120-4221
101						
126180739	1	PARTS #700	Invoice	06/02/2025	47.54	101-4-5110-4221
101						
126278119	1	PARTS	Invoice	06/05/2025	49.42	101-4-3120-4221
101						
126278166	1	PARTS	Invoice	06/05/2025	57.92	101-4-3120-4221

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
126278927	1	PARTS	Invoice	06/05/2025	42.42	101-4-3120-4219
Total 11711 FLEETPRIDE:					224.84	
GESTALT ENGINEERING LLC						
228						
1296	1	LANDFILL ASSIST - MAY	Invoice	06/02/2025	175.00	228-4-7000-4319
Total 14099 GESTALT ENGINEERING LLC:					175.00	
GOODIN COMPANY						
211						
1442768-00	1	SOLENOID	Invoice	05/22/2025	144.73	211-4-5600-4219
211						
1444140-00	1	BACK CHECK TEE	Invoice	05/27/2025	140.78	211-4-5600-4219
Total 20113 GOODIN COMPANY:					285.51	
GOPHER STATE ONE-CALL INC						
602						
5050375	1	LOCATIONS CALLS - MAY	Invoice	05/31/2025	616.95	602-4-9020-4404
Total 20150 GOPHER STATE ONE-CALL INC:					616.95	
GRANITE CITY JOBBING CO						
603						
458987	1	POP/MISC	Invoice	05/30/2025	555.79	603-4-9111-4255
603						
458987	2	FREIGHT	Invoice	05/30/2025	5.00	603-4-9111-4332
603						
458987	3	SUPPLIES	Invoice	05/30/2025	71.66	603-4-9112-4219
603						
458988	1	POP/MISC	Invoice	05/30/2025	493.99	603-4-9151-4255
603						
458988	2	SUPPLIES	Invoice	05/30/2025	32.57	603-4-9152-4219
603						
458988	3	FREIGHT	Invoice	05/30/2025	5.00	603-4-9151-4332
603						
460523	1	POP/MISC	Invoice	06/06/2025	902.17	603-4-9111-4255
603						
460523	2	FREIGHT	Invoice	06/06/2025	5.00	603-4-9111-4332
603						
460523	3	SUPPLIES	Invoice	06/06/2025	52.41	603-4-9112-4219
603						
460531	1	POP/MISC	Invoice	06/06/2025	583.92	603-4-9151-4255
603						
460531	2	FREIGHT	Invoice	06/06/2025	5.00	603-4-9151-4332
603						
460531	3	SUPPLIES	Invoice	06/06/2025	61.07	603-4-9152-4219
Total 10654 GRANITE CITY JOBBING CO:					2,773.58	
HAWKINS & BAUMGARTNER, P.A.						
101						
6062025	1	MAY PROSECUTION SVCS	Invoice	06/06/2025	17,944.51	101-4-1400-4304

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 21048 HAWKINS & BAUMGARTNER, P.A.:					17,944.51	
HEARTLAND BUSINESS SYSTEMS, LLC						
101						
799228-H	1	CAMERA/LICENSE - TROTT BROOK	Invoice	05/28/2025	1,484.22	101-4-1350-4219
Total 14882 HEARTLAND BUSINESS SYSTEMS, LLC:					1,484.22	
HEIDI OWENS						
101						
632025 6/26/25	1	FINAL PAYMENT RIVERFRONT CON	Invoice	06/03/2025	3,250.00	101-4-5220-4409
Total 52328 HEIDI OWENS:					3,250.00	
HORIZON CHEMICAL LLC						
101						
INV104802	1	SUPPLIES	Invoice	05/30/2025	483.37	101-4-5110-4219
Total 15355 HORIZON CHEMICAL LLC:					483.37	
HUMERATECH						
101						
250587	1	RTU REPAIRS - COMMUNICATION IS	Invoice	05/30/2025	2,394.76	101-4-2190-4401
Total 11926 HUMERATECH:					2,394.76	
INSIGHT BREWING COMPANY, LLC						
603						
24244	1	BEER	Invoice	06/02/2025	239.84	603-4-9111-4252
Total 52377 INSIGHT BREWING COMPANY, LLC:					239.84	
ISTATE TRUCK INC						
602						
C244014632:01	1	PARTS #557	Invoice	06/02/2025	74.88	602-4-9020-4219
101						
C244014886:01	1	PARTS #U008	Invoice	06/09/2025	1,404.71	101-4-3150-4221
Total 22000 ISTATE TRUCK INC:					1,479.59	
JOHNSON BROS LIQUOR						
603						
135741	1	LIQUOR CREDIT	Invoice	05/23/2025	15.74-	603-4-9111-4251
603						
135742	1	LIQUOR CREDIT	Invoice	05/23/2025	17.34-	603-4-9111-4251
603						
136398	1	LIQUOR CREDIT	Invoice	05/30/2025	14.25-	603-4-9151-4251
603						
136398	2	POP/MISC CREDIT	Invoice	05/30/2025	4.00-	603-4-9151-4255
603						
136399	1	LIQUOR CREDIT	Invoice	05/30/2025	43.76-	603-4-9151-4251
603						
136400	1	LIQUOR CREDIT	Invoice	05/30/2025	18.83-	603-4-9151-4251
603						
2798477	1	LIQUOR	Invoice	05/29/2025	1,580.20	603-4-9111-4251

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
2798477	2	FREIGHT	Invoice	05/29/2025	43.94	603-4-9111-4332
603						
2798478	1	WINE	Invoice	05/29/2025	4,435.14	603-4-9111-4253
603						
2798478	2	FREIGHT	Invoice	05/29/2025	92.22	603-4-9111-4332
603						
2798479	1	THC PRODUCTS	Invoice	05/29/2025	259.22	603-4-9111-4256
603						
2798480	1	LIQUOR	Invoice	05/29/2025	4,292.40	603-4-9111-4251
603						
2798480	2	FREIGHT	Invoice	05/29/2025	74.82	603-4-9111-4332
603						
2798481	1	FREIGHT	Invoice	05/29/2025	3.48	603-4-9151-4332
603						
2798482	1	FREIGHT	Invoice	05/29/2025	1.74	603-4-9151-4332
603						
2798483	1	LIQUOR	Invoice	05/29/2025	1,080.00	603-4-9151-4251
603						
2798483	2	FREIGHT	Invoice	05/29/2025	10.88	603-4-9151-4332
603						
2798484	1	WINE	Invoice	05/29/2025	3,138.00	603-4-9151-4253
603						
2798484	2	FREIGHT	Invoice	05/29/2025	69.60	603-4-9151-4332
603						
2798485	1	LIQUOR	Invoice	05/29/2025	706.05	603-4-9151-4251
603						
2798485	2	FREIGHT	Invoice	05/29/2025	5.22	603-4-9151-4332
603						
2800982	1	LIQUOR	Invoice	05/30/2025	292.50	603-4-9151-4251
603						
2800982	2	FREIGHT	Invoice	05/30/2025	8.70	603-4-9151-4332
603						
2800983	1	LIQUOR	Invoice	05/30/2025	1,237.50	603-4-9111-4251
603						
2800983	2	FREIGHT	Invoice	05/30/2025	43.65	603-4-9111-4332
603						
2800984	1	LIQUOR	Invoice	05/30/2025	831.00	603-4-9151-4251
603						
2800984	2	FREIGHT	Invoice	05/30/2025	27.99	603-4-9151-4332
603						
2801307	1	LIQUOR	Invoice	05/30/2025	117.00	603-4-9111-4251
603						
2801307	2	FREIGHT	Invoice	05/30/2025	10.50	603-4-9111-4332
603						
2801308	1	LIQUOR	Invoice	05/30/2025	117.00	603-4-9151-4251
603						
2801308	2	FREIGHT	Invoice	05/30/2025	10.50	603-4-9151-4332
603						
2803679	1	LIQUOR	Invoice	06/04/2025	1,281.30	603-4-9111-4251
603						
2803679	2	FREIGHT	Invoice	06/04/2025	19.14	603-4-9111-4332
603						
2803680	1	WINE	Invoice	06/04/2025	716.50	603-4-9111-4253
603						
2803680	2	FREIGHT	Invoice	06/04/2025	24.94	603-4-9111-4332

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
2803681	1	POP/MISC	Invoice	06/04/2025	370.00	603-4-9111-4255
603						
2803681	2	FREIGHT	Invoice	06/04/2025	19.14	603-4-9111-4332
603						
2803682	1	THC PRODUCTS	Invoice	06/04/2025	86.40	603-4-9111-4256
603						
2803684	1	LIQUOR	Invoice	06/04/2025	826.27	603-4-9111-4251
603						
2803684	2	FREIGHT	Invoice	06/04/2025	15.66	603-4-9111-4332
603						
2803685	1	LIQUOR	Invoice	06/04/2025	3,935.00	603-4-9151-4251
603						
2803685	2	FREIGHT	Invoice	06/04/2025	80.04	603-4-9151-4332
603						
2803686	1	WINE	Invoice	06/04/2025	592.60	603-4-9151-4253
603						
2803686	2	FREIGHT	Invoice	06/04/2025	13.92	603-4-9151-4332
603						
2803687	1	THC PRODUCTS	Invoice	06/04/2025	342.60	603-4-9151-4256
603						
2803688	1	LIQUOR	Invoice	06/04/2025	8,730.00	603-4-9151-4251
603						
2803688	2	FREIGHT	Invoice	06/04/2025	131.37	603-4-9151-4332
Total 22775 JOHNSON BROS LIQUOR:					35,560.21	
KAYLA MALMGREN						
211						
39539-2	1	KAYLA JAMES 6/28/25 - FINAL PAYME	Invoice	04/01/2025	560.00	211-4-5600-4409
Total 52372 KAYLA MALMGREN:					560.00	
KRISS PREMIUM PRODUCTS, INC						
221						
194962	1	WATER TREATMENT CHEMICALS	Invoice	06/04/2025	268.00	221-4-5400-4219
Total 23297 KRISS PREMIUM PRODUCTS, INC:					268.00	
LAKE STATE RECYCLING INC						
603						
2971	1	CARDBOARD RECYCLING-WB	Invoice	06/06/2025	150.00	603-4-9152-4389
603						
78834	1	CARDBOARD RECYCLING	Invoice	06/05/2025	150.00	603-4-9112-4389
Total 13119 LAKE STATE RECYCLING INC:					300.00	
LEAGUE OF MN CITIES INS TRUST						
291						
24648	1	WORK COMP DEDUCTIBLE BILLING	Invoice	06/02/2025	280.42	291-4-7000-4109
Total 23800 LEAGUE OF MN CITIES INS TRUST:					280.42	
101						
6-4-25 WC	1	WC INS - JUL/SEP 25	Invoice	06/04/2025	15.00	101-4-1110-4109
101						
6-4-25 WC	2	WC INS - JUL/SEP 25	Invoice	06/04/2025	272.00	101-4-1120-4109

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
6-4-25 WC	3	WC INS - JUL/SEP 25	Invoice	06/04/2025	555.00	101-4-1210-4109
101						
6-4-25 WC	4	WC INS - JUL/SEP 25	Invoice	06/04/2025	254.00	101-4-1220-4109
101						
6-4-25 WC	5	WC INS - JUL/SEP 25	Invoice	06/04/2025	536.00	101-4-1310-4109
101						
6-4-25 WC	6	WC INS - JUL/SEP 25	Invoice	06/04/2025	339.00	101-4-1350-4109
101						
6-4-25 WC	7	WC INS - JUL/SEP 25	Invoice	06/04/2025	373.00	101-4-1510-4109
101						
6-4-25 WC	8	WC INS - JUL/SEP 25	Invoice	06/04/2025	7,037.00	101-4-1600-4109
101						
6-4-25 WC	9	WC INS - JUL/SEP 25	Invoice	06/04/2025	53,874.00	101-4-2110-4109
101						
6-4-25 WC	10	WC INS - JUL/SEP 25	Invoice	06/04/2025	6,867.00	101-4-2310-4109
101						
6-4-25 WC	11	WC INS - JUL/SEP 25	Invoice	06/04/2025	8,815.00	101-4-2320-4109
101						
6-4-25 WC	12	WC INS - JUL/SEP 25	Invoice	06/04/2025	569.00	101-4-2410-4109
101						
6-4-25 WC	13	WC INS - JUL/SEP 25	Invoice	06/04/2025	121.00	101-4-2420-4109
101						
6-4-25 WC	14	WC INS - JUL/SEP 25	Invoice	06/04/2025	182.00	101-4-2440-4109
101						
6-4-25 WC	15	WC INS - JUL/SEP 25	Invoice	06/04/2025	8,103.00	101-4-3120-4109
101						
6-4-25 WC	16	WC INS - JUL/SEP 25	Invoice	06/04/2025	2,103.00	101-4-3130-4109
101						
6-4-25 WC	17	WC INS - JUL/SEP 25	Invoice	06/04/2025	1,646.00	101-4-3150-4109
101						
6-4-25 WC	18	WC INS - JUL/SEP 25	Invoice	06/04/2025	328.00	101-4-3300-4109
101						
6-4-25 WC	19	WC INS - JUL/SEP 25	Invoice	06/04/2025	8,870.00	101-4-5110-4109
101						
6-4-25 WC	20	WC INS - JUL/SEP 25	Invoice	06/04/2025	816.00	101-4-5210-4109
101						
6-4-25 WC	21	WC INS - JUL/SEP 25	Invoice	06/04/2025	130.00	101-4-5510-4109
101						
6-4-25 WC	22	WC INS - JUL/SEP 25 HRA	Invoice	06/04/2025	87.00	101-4-6210-4109
101						
6-4-25 WC	23	WC INS - JUL/SEP 25 EDA	Invoice	06/04/2025	133.00	101-4-6210-4109
221						
6-4-25 WC	24	WC INS - JUL/SEP 25	Invoice	06/04/2025	2,582.00	221-4-5400-4109
602						
6-4-25 WC	25	WC INS - JUL/SEP 25	Invoice	06/04/2025	4,395.00	602-4-9010-4109
603						
6-4-25 WC	26	WC INS - JUL/SEP 25	Invoice	06/04/2025	2,789.00	603-4-9112-4109
603						
6-4-25 WC	27	WC INS - JUL/SEP 25	Invoice	06/04/2025	2,162.00	603-4-9152-4109
291						
GL 436112 / 9711	1	CLAIM #LMC GL 436112	Invoice	06/11/2025	609.00	291-4-7000-4361
Total 23805 LEAGUE OF MN CITIES INS TRUST:					114,562.00	

LIFESTYLE TINT LLC

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
#000939	1	TINT TRACTOR/EQUIPMENT	Invoice	06/09/2025	1,500.00	101-4-5110-4404
Total 52393 LIFESTYLE TINT LLC:					1,500.00	
LITTLE FALLS MACHINE INC						
101						
373841	1	PARTS #246	Invoice	06/04/2025	1,989.29	101-4-3120-4221
Total 24000 LITTLE FALLS MACHINE INC:					1,989.29	
LOCALITY MEDIA, INC						
101						
4710	1	SOFTWARE SUBSCRIPTION	Invoice	05/31/2025	750.00	101-4-2310-4404
Total 52345 LOCALITY MEDIA, INC:					750.00	
M T I DISTRIBUTING INC						
101						
1474162-00	1	PARTS #723	Invoice	05/30/2025	24.81	101-4-5110-4221
101						
1474343-02	1	PARTS #724	Invoice	05/29/2025	23.51	101-4-5110-4221
101						
1475342-00	1	PARTS #721, #722, #728	Invoice	05/22/2025	220.41	101-4-5110-4221
101						
1475342-01	1	PARTS #721,722,728	Invoice	06/06/2025	220.74	101-4-5110-4221
101						
1477203-00	1	PARTS #728	Invoice	06/02/2025	23.98	101-4-5110-4221
101						
1477508-00	1	PARTS #722,728,724	Invoice	06/03/2025	162.42	101-4-5110-4221
Total 24475 M T I DISTRIBUTING INC:					675.87	
MANSFIELD OIL CO						
101						
26585287	1	DIESEL FUEL DYED B20 ULS2	Invoice	06/03/2025	16,347.62	101-4-3120-4212
Total 12310 MANSFIELD OIL CO:					16,347.62	
MARCO HOLDINGS LLC						
101						
INV13906408	1	INK CARTRIDGES - SIGN PRINTER	Invoice	05/23/2025	652.30	101-4-1120-4226
101						
INV13918497	1	OFFICE 365 LICENSES	Invoice	05/28/2025	4,736.75	101-4-1350-4404
101						
INV13955624	1	CISCO DUO ADV SUBSCRIPTIONS	Invoice	06/06/2025	1,986.00	101-4-1350-4404
Total 24714 MARCO HOLDINGS LLC:					7,375.05	
MARK RIVARD						
211						
1347 6/27/25	1	SKATEBOARD SEMINAR - 6/27/25	Invoice	03/06/2025	1,700.00	211-4-5600-4409
Total 52254 MARK RIVARD:					1,700.00	
MARTIES INC						

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
221						
267	1	LAWN WEED AND FEED	Invoice	05/30/2025	131.97	221-4-5400-4219
Total 15079 MARTIES INC:					131.97	
MARTIN MARIETTA MATERIALS						
101						
45947735	1	SUPPLIES	Invoice	05/29/2025	860.65	101-4-3120-4219
Total 24716 MARTIN MARIETTA MATERIALS:					860.65	
MAUREEN BATY						
101						
87904558	1	DAMAGE DEPOSIT REFUND	Invoice	06/04/2025	100.00	101-3-0000-3472
Total 52420 MAUREEN BATY:					100.00	
MAVERICK BEVERAGE CO MN LLC						
603						
CM166836	1	WINE CREDIT	Invoice	04/21/2025	120.00-	603-4-9151-4253
603						
CM166836	2	FREIGHT CREDIT	Invoice	04/21/2025	3.00-	603-4-9151-4332
603						
INV1618162	1	WINE	Invoice	05/29/2025	96.00	603-4-9111-4253
603						
INV1618162	2	THC PRODUCTS	Invoice	05/29/2025	288.00	603-4-9111-4256
603						
INV1618162	3	FREIGHT	Invoice	05/29/2025	15.00	603-4-9111-4332
603						
INV1618210	1	LIQUOR	Invoice	05/29/2025	300.00	603-4-9111-4251
603						
INV1618210	2	FREIGHT	Invoice	05/29/2025	3.00	603-4-9111-4332
Total 14588 MAVERICK BEVERAGE CO MN LLC:					579.00	
MELISSA BOHLSEN						
101						
87907326	1	DAMAGE DEPOSIT REFUND	Invoice	06/04/2025	250.00	101-3-0000-3472
Total 52422 MELISSA BOHLSEN:					250.00	
MENARDS - ELK RIVER						
101						
5302025	1	SUPPLIES	Invoice	05/31/2025	1,880.24	101-4-5110-4219
602						
5302025	2	SUPPLIES	Invoice	05/31/2025	1,834.99	602-4-9020-4219
221						
5302025	3	SUPPLIES	Invoice	05/31/2025	762.94	221-4-5400-4219
101						
5302025	4	SUPPLIES	Invoice	05/31/2025	290.62	101-4-2190-4219
101						
5302025	5	SUPPLIES	Invoice	05/31/2025	179.24	101-4-1600-4219
101						
5302025	6	SUPPLIES	Invoice	05/31/2025	66.16	101-4-2120-4219
603						
5302025	7	SUPPLIES	Invoice	05/31/2025	54.97	603-4-9152-4219

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
5302025	8	SUPPLIES	Invoice	05/31/2025	53.81	101-4-3120-4219
101						
5302025	9	SUPPLIES	Invoice	05/31/2025	35.46	101-4-2310-4219
211						
5302025	10	SUPPLIES	Invoice	05/31/2025	15.37	211-4-5600-4219
603						
5302025	11	SUPPLIES	Invoice	05/31/2025	12.96	603-4-9112-4219
Total 25145 MENARDS - ELK RIVER:					5,186.76	
MHSRC/RANGE						
101						
337900-11944	1	TRAINING - GACKE/FIRKUS	Invoice	06/09/2025	1,050.00	101-4-2120-4331
Total 26394 MHSRC/RANGE:					1,050.00	
MICHAEL CONRAD						
101						
2901	1	PS BUILDING PRESSURE WASH - 1/2	Invoice	06/11/2025	2,615.00	101-4-2190-4401
Total 52424 MICHAEL CONRAD:					2,615.00	
MIDWEST WASH SYSTEMS LLC						
101						
25448	1	WASH BAY SUPPLIES	Invoice	05/23/2025	762.68	101-4-3120-4219
Total 14620 MIDWEST WASH SYSTEMS LLC:					762.68	
MN DEPT OF LABOR & INDUSTRY						
101						
May 2025	1	BP SURCHARGE - MAY CONF #MAY1	Invoice	06/04/2025	2,360.99	101-3-0000-3233
Total 26180 MN DEPT OF LABOR & INDUSTRY:					2,360.99	
MN DEPT OF PUBLIC SAFETY						
221						
2025 - 80227	1	BUYERS CARD RENEWAL #80227	Invoice	06/05/2025	20.00	221-4-5430-4437
Total 26210 MN DEPT OF PUBLIC SAFETY:					20.00	
MOBILE VEHICLE INTEGRATION						
410						
25-051342	1	UNMARKED SQUAD SET-UP 616	Invoice	05/27/2025	4,214.93	410-4-2110-4560
410						
25-051343	1	UNMARKED SQUAD SET-UP 605	Invoice	05/27/2025	4,214.93	410-4-2110-4560
101						
25-051344	1	GUN LOCKS SQUAD 620/621	Invoice	05/27/2025	197.02	101-4-2120-4404
Total 11916 MOBILE VEHICLE INTEGRATION:					8,626.88	
MONTICELLO SENIOR CENTER						
101						
6042025	1	POOL TOURNAMENT	Invoice	06/05/2025	48.00	101-4-5510-4409
Total 27070 MONTICELLO SENIOR CENTER:					48.00	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
MR CUTTING EDGE						
221						
7485	1	ZAMBONI BLADE SHARPENING	Invoice	05/29/2025	146.00	221-4-5400-4401
Total 13984 MR CUTTING EDGE:					146.00	
NAPA OF ELK RIVER, LLC						
101						
296364	1	SUPPLIES - POWERATED BELT	Invoice	06/05/2025	64.52	101-4-2190-4219
Total 52338 NAPA OF ELK RIVER, LLC:					64.52	
NOKOMIS SHOE SHOP						
602						
140118	1	SAFETY BOOTS - DIETSCH	Invoice	05/20/2025	169.95	602-4-9020-4219
602						
901611	1	SAFETY BOOTS-M STEVENS	Invoice	05/20/2025	169.95	602-4-9020-4219
602						
901612	1	SAFETY BOOTS-HALL	Invoice	05/20/2025	189.95	602-4-9020-4219
602						
901614	1	SAFETY BOOTS-BEADLES	Invoice	05/20/2025	159.95	602-4-9020-4219
Total 11698 NOKOMIS SHOE SHOP:					689.80	
NOTHING BUT HEMP						
603						
3692	1	THC PRODUCTS	Invoice	06/03/2025	452.00	603-4-9111-4256
Total 15262 NOTHING BUT HEMP:					452.00	
OCCUPATIONAL HEALTH CENTERS						
101						
104172605	1	PRE-EMPLOY EXAM - REAK	Invoice	04/18/2025	64.00	101-4-2110-4319
Total 13789 OCCUPATIONAL HEALTH CENTERS:					64.00	
OMANN BROS INC						
101						
18652*	1	SUPPLIES - AC FINES MIX	Invoice	05/30/2025	91.80	101-4-3120-4219
Total 28850 OMANN BROS INC:					91.80	
OXYGEN SERVICE CO, INC						
101						
3619923	1	SUPPLIES	Invoice	05/31/2025	188.38	101-4-3150-4219
Total 28960 OXYGEN SERVICE CO, INC:					188.38	
PARK CONSTRUCTION CO.						
401						
PAY APP 1	1	2025 STREET IMPROVEMENTS	Invoice	05/31/2025	1,549,354.37	401-4-8080-4530
Total 14326 PARK CONSTRUCTION CO.:					1,549,354.37	
PAUSTIS WINE COMPANY						
603						
266763	1	WINE	Invoice	05/28/2025	1,124.00	603-4-9111-4253

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
266763	2	FREIGHT	Invoice	05/28/2025	28.50	603-4-9111-4332
603						
266924	1	WINE	Invoice	05/30/2025	192.00	603-4-9111-4253
603						
266924	2	FREIGHT	Invoice	05/30/2025	8.00	603-4-9111-4332
603						
266925	1	WINE	Invoice	05/30/2025	192.00	603-4-9151-4253
603						
266925	2	FREIGHT	Invoice	05/30/2025	8.00	603-4-9151-4332
603						
267239	1	WINE	Invoice	06/03/2025	448.00	603-4-9111-4253
603						
267239	2	FREIGHT	Invoice	06/03/2025	7.50	603-4-9111-4332
603						
267240	1	WINE	Invoice	06/03/2025	448.00	603-4-9151-4253
603						
267240	2	FREIGHT	Invoice	06/03/2025	7.50	603-4-9151-4332
Total 29251 PAUSTIS WINE COMPANY:					2,463.50	
PERFECTION PLUS, INC.						
101						
315990	1	CLEANING SVCS - TROTT BARN	Invoice	06/01/2025	60.00	101-4-5210-4401
211						
315991	1	MONTHLY CONTRACT CLEANING - P	Invoice	06/01/2025	2,490.00	211-4-5600-4405
Total 12651 PERFECTION PLUS, INC.:					2,550.00	
PHILLIPS WINE & SPIRITS CO						
603						
6984055	1	LIQUOR	Invoice	05/29/2025	1,716.86	603-4-9111-4251
603						
6984055	2	FREIGHT	Invoice	05/29/2025	32.19	603-4-9111-4332
603						
6984056	1	WINE	Invoice	05/29/2025	2,899.65	603-4-9111-4253
603						
6984056	2	FREIGHT	Invoice	05/29/2025	71.34	603-4-9111-4332
603						
6984057	1	POP/MISC	Invoice	05/29/2025	413.00	603-4-9111-4255
603						
6984057	2	FREIGHT	Invoice	05/29/2025	10.07	603-4-9111-4332
603						
6984059	1	LIQUOR	Invoice	05/29/2025	582.96	603-4-9151-4251
603						
6984059	2	FREIGHT	Invoice	05/29/2025	12.18	603-4-9151-4332
603						
6984060	1	WINE	Invoice	05/29/2025	67.20	603-4-9151-4253
603						
6984060	2	FREIGHT	Invoice	05/29/2025	3.48	603-4-9151-4332
603						
6984061	1	POP/MISC	Invoice	05/29/2025	326.86	603-4-9151-4255
603						
6984061	2	FREIGHT	Invoice	05/29/2025	11.81	603-4-9151-4332
603						
6987808	1	LIQUOR	Invoice	06/04/2025	1,115.59	603-4-9111-4251

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
6987808	2	FREIGHT	Invoice	06/04/2025	20.88	603-4-9111-4332
603						
6987809	1	WINE	Invoice	06/04/2025	909.00	603-4-9111-4253
603						
6987809	2	FREIGHT	Invoice	06/04/2025	40.02	603-4-9111-4332
603						
6987810	1	POP/MISC	Invoice	06/04/2025	557.75	603-4-9111-4255
603						
6987810	2	FREIGHT	Invoice	06/04/2025	9.48	603-4-9111-4332
603						
6989770	1	FREIGHT	Invoice	06/06/2025	.29	603-4-9151-4332
603						
6989771	1	WINE	Invoice	06/06/2025	185.05	603-4-9151-4253
603						
6989771	2	FREIGHT	Invoice	06/06/2025	5.22	603-4-9151-4332
603						
6989772	1	LIQUOR	Invoice	06/06/2025	590.82	603-4-9151-4251
603						
6989772	2	FREIGHT	Invoice	06/06/2025	15.66	603-4-9151-4332
603						
6989773	1	POP/MISC	Invoice	06/06/2025	41.50	603-4-9151-4255
603						
6989773	2	FREIGHT	Invoice	06/06/2025	.50	603-4-9151-4332
Total 29665 PHILLIPS WINE & SPIRITS CO:					9,639.36	
PRO-TEC DESIGN, INC						
101						
119191	1	REPLACE DOOR STRIKE	Invoice	05/30/2025	180.64	101-4-1600-4401
Total 30229 PRO-TEC DESIGN, INC:					180.64	
PRYES BREWING COMPANY LLC						
603						
W99603	1	BEER	Invoice	06/05/2025	142.00	603-4-9151-4252
Total 52318 PRYES BREWING COMPANY LLC:					142.00	
QUALITY FLOW SYSTEMS INC						
602						
49002	1	HWY 10 LIFT STATION PUMP	Invoice	06/02/2025	21,535.00	602-4-9050-4560
602						
49012	1	PARTS - REPLACEMENT IMPELLER	Invoice	06/03/2025	2,875.00	602-4-9050-4221
Total 30500 QUALITY FLOW SYSTEMS INC:					24,410.00	
R & H PAINTING LLC						
607						
1500	1	APPLY SPECTRASHIELD LINER SYS	Invoice	05/22/2025	7,875.00	607-4-9310-4409
Total 13464 R & H PAINTING LLC:					7,875.00	
REPUBLIC SERVICES #899						
101						
899-004773142	1	MAY COMM GARBAGE SVC	Invoice	05/31/2025	253.23	101-4-1600-4389

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
899-004773142	2	MAY COMM GARBAGE SVC	Invoice	05/31/2025	171.73	101-4-2190-4389
101						
899-004773142	3	MAY COMM GARBAGE SVC	Invoice	05/31/2025	1,143.15	101-4-3120-4389
603						
899-004773142	4	MAY COMM GARBAGE SVC	Invoice	05/31/2025	89.06	603-4-9112-4389
603						
899-004773142	5	MAY COMM GARBAGE SVC	Invoice	05/31/2025	89.06	603-4-9152-4389
602						
899-004773142	6	MAY COMM GARBAGE SVC	Invoice	05/31/2025	148.66	602-4-9020-4389
602						
899-004773142	7	MAY COMM GARBAGE SVC	Invoice	05/31/2025	155.62	602-4-9020-4384
101						
899-004773142	8	MAY COMM GARBAGE SVC-FS 1	Invoice	05/31/2025	98.72	101-4-2310-4389
101						
899-004773142	9	MAY COMM GARBAGE SVC-FS 3	Invoice	05/31/2025	98.72	101-4-2310-4389
221						
899-004773142	10	MAY COMM GARBAGE SVC	Invoice	05/31/2025	699.80	221-4-5400-4389
228						
899-004773142	11	MAY COMM GARBAGE SVC	Invoice	05/31/2025	519.42	228-4-7000-4389
101						
899-004773142	12	MAY COMM GARBAGE SVC	Invoice	05/31/2025	579.12	101-4-5110-4389
211						
899-004773142	13	MAY COMM GARBAGE SVC	Invoice	05/31/2025	64.47	211-4-5600-4389
605						
899-004773142	14	MAY COMM GARBAGE SVC	Invoice	05/31/2025	691.00	605-4-9230-4384
101						
899-004773553	1	GARBAGE SVC - RIVERS EDGE	Invoice	05/31/2025	395.61	101-4-5110-4389
605						
899-004774242	1	RESIDENTIAL GARBAGE SVC	Invoice	05/31/2025	101,490.71	605-4-9210-4409
Total 10407 REPUBLIC SERVICES #899:					106,688.08	
ROSENQUIST CONSTRUCTION I						
603						
41838	1	REPAIR ROOF LEAK-WESTBOUND	Invoice	06/02/2025	385.00	603-4-9152-4404
Total 14328 ROSENQUIST CONSTRUCTION I:					385.00	
SCAN AIR FILTER, INC						
101						
164373	1	GUN RANGE FILTERS	Invoice	06/10/2025	2,231.56	101-4-2190-4219
Total 31830 SCAN AIR FILTER, INC:					2,231.56	
SHANNON STARRY						
101						
87904740	1	DAMAGE DEPOSIT REFUND	Invoice	06/04/2025	100.00	101-3-0000-3472
Total 52419 SHANNON STARRY:					100.00	
SOUTHERN GLAZER'S WINE & SPIRITS OF MN						
603						
109959	1	WINE CREDIT	Invoice	06/05/2025	12.67-	603-4-9151-4253
603						
2629549	1	LIQUOR	Invoice	05/29/2025	4,363.36	603-4-9151-4251

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
2629549	2	FREIGHT	Invoice	05/29/2025	30.51	603-4-9151-4332
603						
2629550	1	WINE	Invoice	05/29/2025	288.24	603-4-9151-4253
603						
2629550	2	FREIGHT	Invoice	05/29/2025	7.68	603-4-9151-4332
603						
2632338	1	FREIGHT	Invoice	06/05/2025	1.28	603-4-9151-4332
603						
2632339	1	LIQUOR	Invoice	06/05/2025	1,768.99	603-4-9151-4251
603						
2632339	2	FREIGHT	Invoice	06/05/2025	14.08	603-4-9151-4332
603						
2632340	1	WINE	Invoice	06/05/2025	187.68	603-4-9151-4253
603						
2632340	2	FREIGHT	Invoice	06/05/2025	3.84	603-4-9151-4332
603						
2632341	1	FREIGHT	Invoice	06/05/2025	1.28	603-4-9151-4332
603						
5125777	1	LIQUOR	Invoice	06/05/2025	269.96	603-4-9151-4251
603						
5125777	2	FREIGHT	Invoice	06/05/2025	1.28	603-4-9151-4332
Total 8000 SOUTHERN GLAZER'S WINE & SPIRITS OF MN:					6,925.51	
603						
2629546	1	LIQUOR	Invoice	05/29/2025	141.00	603-4-9111-4251
603						
2629546	2	FREIGHT	Invoice	05/29/2025	.42	603-4-9111-4332
603						
2629547	1	LIQUOR	Invoice	05/29/2025	5,670.73	603-4-9111-4251
603						
2629547	2	FREIGHT	Invoice	05/29/2025	103.44	603-4-9111-4332
603						
2629548	1	WINE	Invoice	05/29/2025	1,301.67	603-4-9111-4253
603						
2629548	2	FREIGHT	Invoice	05/29/2025	16.35	603-4-9111-4332
603						
2632333	1	FREIGHT	Invoice	06/05/2025	1.25	603-4-9111-4332
603						
2632334	1	LIQUOR	Invoice	06/05/2025	3,280.43	603-4-9111-4251
603						
2632334	2	FREIGHT	Invoice	06/05/2025	30.42	603-4-9111-4332
603						
2632335	1	WINE	Invoice	06/05/2025	1,165.16	603-4-9111-4253
603						
2632335	2	FREIGHT	Invoice	06/05/2025	21.87	603-4-9111-4332
603						
2632337	1	FREIGHT	Invoice	06/05/2025	1.25	603-4-9111-4332
603						
5126325	1	WINE	Invoice	05/30/2025	256.00	603-4-9111-4253
603						
5126325	2	FREIGHT	Invoice	05/30/2025	3.12	603-4-9111-4332
603						
5126326	1	LIQUOR	Invoice	05/30/2025	315.00	603-4-9111-4251
603						
5126326	2	FREIGHT	Invoice	05/30/2025	1.25	603-4-9111-4332

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 11314 SOUTHERN GLAZER'S WINE & SPIRITS OF MN:					12,309.36	
STAPLES BUSINESS ADVANTAGE						
101						
7005515874	1	SUPPLIES	Invoice	05/31/2025	15.09	101-4-1120-4201
101						
7005515874	2	SUPPLIES	Invoice	05/31/2025	95.17	101-4-1210-4201
101						
7005515874	3	SUPPLIES	Invoice	05/31/2025	30.18	101-4-1220-4201
101						
7005515874	4	SUPPLIES	Invoice	05/31/2025	30.18	101-4-1310-4201
101						
7005515874	5	SUPPLIES	Invoice	05/31/2025	45.27	101-4-1510-4201
101						
7005515874	6	SUPPLIES	Invoice	05/31/2025	45.27	101-4-2410-4201
101						
7005515874	7	SUPPLIES	Invoice	05/31/2025	6.04	101-4-2440-4219
101						
7005515874	8	SUPPLIES	Invoice	05/31/2025	15.07	101-4-3300-4201
101						
7005515874	9	SUPPLIES	Invoice	05/31/2025	30.18	101-4-5210-4219
101						
7005515874	10	SUPPLIES-EDA	Invoice	05/31/2025	24.14	101-4-6210-4440
Total 33059 STAPLES BUSINESS ADVANTAGE:					336.59	
STREICHER'S						
101						
I1764139	1	UNIFORMS - REAK INITIAL ISSUE	Invoice	05/28/2025	2,328.29	101-4-2120-4217
410						
I1764235	1	SQUAD 619 EQUIPMENT - TZD GRAN	Invoice	05/29/2025	1,370.00	410-4-2110-4560
101						
I1766249	1	INITIAL ISSUE - NEW CSO - JOHNSO	Invoice	06/09/2025	257.94	101-4-2150-4217
101						
I1766265	1	INITIAL ISSUE - NEW OFFICER - REA	Invoice	06/09/2025	585.93	101-4-2120-4217
101						
I1766267	1	INITIAL ISSUE - NEW OFFICER - REA	Invoice	06/09/2025	64.99	101-4-2120-4217
101						
I1766270	1	INITIAL ISSUE - NEW CSO - JOHNSO	Invoice	06/09/2025	199.99	101-4-2150-4217
Total 33300 STREICHER'S:					4,807.14	
STREICHER'S INC						
101						
I1764497	1	UNIFORMS - GACKE	Invoice	05/30/2025	228.00	101-4-2110-4217
Total 52346 STREICHER'S INC:					228.00	
SUMMER LAKES BEVERAGE LLC						
603						
9742	1	POP/MISC	Invoice	06/10/2025	462.00	603-4-9111-4255
603						
9743	1	POP/MISC	Invoice	06/10/2025	330.00	603-4-9151-4255
Total 14779 SUMMER LAKES BEVERAGE LLC:					792.00	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
SUPERIOR CAPITAL HOLDINGS						
101						
2505384	1	PARTS #235	Invoice	05/22/2025	265.10	101-4-3120-4221
Total 15211 SUPERIOR CAPITAL HOLDINGS:					265.10	
SUSAN D COLLINS						
101						
6042025 SC	1	CARD MAKING CLASS - 6/4/25	Invoice	06/04/2025	180.00	101-4-5510-4409
Total 15209 SUSAN D COLLINS:					180.00	
TEAM LABORATORY CHEMICAL						
602						
INV0046858	1	ULTIMATE BLOCK	Invoice	06/05/2025	375.00	602-4-9050-4219
Total 14016 TEAM LABORATORY CHEMICAL:					375.00	
THE AMERICAN BOTTLING CO						
603						
4847904585	1	POP/MISC	Invoice	06/05/2025	198.00	603-4-9151-4255
Total 10415 THE AMERICAN BOTTLING CO:					198.00	
THE WINE COMPANY						
603						
301730	1	LIQUOR	Invoice	05/30/2025	459.00	603-4-9111-4251
603						
301730	2	WINE	Invoice	05/30/2025	688.00	603-4-9111-4253
603						
301730	3	POP/MISC	Invoice	05/30/2025	144.00	603-4-9111-4255
603						
301730	4	FREIGHT	Invoice	05/30/2025	39.00	603-4-9111-4332
603						
301732	1	WINE	Invoice	05/30/2025	456.00	603-4-9151-4253
603						
301732	2	LIQUOR	Invoice	05/30/2025	459.00	603-4-9151-4251
603						
301732	3	FREIGHT	Invoice	05/30/2025	30.00	603-4-9151-4332
Total 36423 THE WINE COMPANY:					2,275.00	
THERESA SIMON						
101						
87907164	1	DAMAGE DEPOSIT REFUND	Invoice	06/04/2025	100.00	101-3-0000-3472
Total 52421 THERESA SIMON:					100.00	
TIFCO INDUSTRIES INC						
602						
72093507	1	SINGLE EDGE NUT SPLITTER	Invoice	05/23/2025	129.00	602-4-9020-4219
Total 13394 TIFCO INDUSTRIES INC:					129.00	
TKDA						
602						
2025002990	1	SANITARY SEWER DESIGN	Invoice	06/05/2025	455.00	602-4-9070-4319

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 11555 TKDA:					455.00	
TRANSUNION RISK & ALTERNATIVE						
101						
556261-202505-1	1	ONLINE INVESTIGATIVE SVCS	Invoice	06/01/2025	152.00	101-4-2130-4433
Total 12665 TRANSUNION RISK & ALTERNATIVE:					152.00	
TWIN CITY GARAGE DOOR-GARAGE DOOR STORE						
101						
417850861	1	GARAGE DOOR REPAIR	Invoice	05/14/2025	1,113.00	101-4-2310-4401
Total 34925 TWIN CITY GARAGE DOOR-GARAGE DOOR STORE:					1,113.00	
UNITED PARCEL SERVICE						
101						
6A85E7215	1	DELIVERY CHGS - POLICE	Invoice	05/24/2025	35.60	101-4-2110-4322
101						
6A85E7235	1	DELIVERY CHGS - POLICE	Invoice	06/07/2025	41.31	101-4-2110-4322
Total 35313 UNITED PARCEL SERVICE:					76.91	
US AUTOFORCE						
101						
INV0009516413	1	TIRES #77	Invoice	06/09/2025	355.60	101-4-3120-4221
Total 35560 US AUTOFORCE:					355.60	
UTILITY CONSULTANTS, INC						
602						
124076	1	SAMPLE TESTING	Invoice	05/28/2025	1,891.89	602-4-9020-4319
Total 35571 UTILITY CONSULTANTS, INC:					1,891.89	
VELOCITY EHS INC						
291						
332383	1	ANNUAL SUBSCRIPTION 7/2025-7/20	Invoice	05/27/2025	4,800.01	291-4-2340-4331
Total 12085 VELOCITY EHS INC:					4,800.01	
VIKING COCA-COLA CO						
603						
3684106	1	POP/MISC	Invoice	05/30/2025	455.50	603-4-9151-4255
603						
3684181	1	POP	Invoice	06/06/2025	451.40	603-4-9111-4255
Total 35725 VIKING COCA-COLA CO:					906.90	
VINOCOPIA						
603						
371974-CM	1	LIQUOR	Invoice	05/12/2025	609.00-	603-4-9151-4251
603						
372995-CM	1	WINE CREDIT	Invoice	06/04/2025	480.00-	603-4-9111-4253
603						
373998-IN	1	WINE	Invoice	05/22/2025	480.00	603-4-9111-4253

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
373998-IN	2	FREIGHT	Invoice	05/22/2025	10.00	603-4-9111-4332
603						
374846-IN	1	LIQUOR	Invoice	06/05/2025	266.25	603-4-9151-4251
603						
374846-IN	2	WINE	Invoice	06/05/2025	336.00	603-4-9151-4253
603						
374846-IN	3	FREIGHT	Invoice	06/05/2025	10.00	603-4-9151-4332
603						
374847-IN	1	LIQUOR	Invoice	06/05/2025	157.75	603-4-9111-4251
603						
374847-IN	2	WINE	Invoice	06/05/2025	336.00	603-4-9111-4253
603						
374847-IN	3	FREIGHT	Invoice	06/05/2025	10.00	603-4-9111-4332
Total 35763 VINOCOPIA:					517.00	
WAL-MART COMMUNITY CARD						
221						
6-7-25 WALMART	1	CONCESSIONS-FTCENTER	Invoice	06/07/2025	46.43	221-4-5430-4259
221						
6-7-25 WALMART	2	CONCESSIONS-FTCENTER	Invoice	06/07/2025	123.65	221-4-5430-4259
101						
6-7-25 WALMART	3	SUPPLIES-SR CENTER	Invoice	06/07/2025	89.53	101-4-5510-4219
Total 35945 WAL-MART COMMUNITY CARD:					259.61	
WASTE MANAGEMENT						
602						
31438-0500-4	1	BIO SOLIDS HAULING-MAY 25	Invoice	06/02/2025	20,271.01	602-4-9020-4409
605						
49705-1706-8	1	MAY GARBAGE TIPPING FEES 5/20-5	Invoice	06/02/2025	17,424.31	605-4-9210-4384
101						
49723-1706-1	1	SET UP FEE-ASH DISPOSAL	Invoice	06/02/2025	220.00	101-4-5110-4389
Total 36033 WASTE MANAGEMENT:					37,915.32	
WELLINGTON SECURITY SYSTEMS						
603						
213704	1	BURGLARY MONITORING - NB	Invoice	06/01/2025	242.74	603-4-9112-4404
Total 36198 WELLINGTON SECURITY SYSTEMS:					242.74	
WHITE CAP, LP						
101						
50031532076	1	SUPPLIES	Invoice	05/22/2025	30.52	101-4-3120-4219
101						
50031564549	1	SUPPLIES	Invoice	05/27/2025	30.52	101-4-3120-4219
101						
50031578667	1	SUPPLIES	Invoice	05/27/2025	135.23	101-4-3120-4219
Total 15018 WHITE CAP, LP:					196.27	
WINDSTREAM						
101						
6-4-25	1	PHONE LINE CHGS-FIRE	Invoice	06/04/2025	131.13	101-4-2310-4321

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
6-4-25	2	PHONE LINE CHGS-FIRE INSP	Invoice	06/04/2025	51.83	101-4-2320-4321
Total 11102 WINDSTREAM:					182.96	
WINE MERCHANTS						
603						
7521524	1	WINE	Invoice	06/04/2025	1,452.00	603-4-9111-4253
603						
7521524	2	FREIGHT	Invoice	06/04/2025	13.92	603-4-9111-4332
Total 36425 WINE MERCHANTS:					1,465.92	
WINEBOW						
603						
MN00167030	1	LIQUOR	Invoice	05/30/2025	939.00	603-4-9111-4251
603						
MN00167030	2	WINE	Invoice	05/30/2025	225.00	603-4-9111-4253
603						
MN00167030	3	FREIGHT	Invoice	05/30/2025	12.00	603-4-9111-4332
603						
MN00167032	1	LIQUOR	Invoice	05/30/2025	383.50	603-4-9151-4251
603						
MN00167032	2	FREIGHT	Invoice	05/30/2025	4.00	603-4-9151-4332
Total 14002 WINEBOW:					1,563.50	
WRUCK SEWER & PORTABLE RENTAL						
101						
I27802	1	PORTABLE RENTALS BALL TOURNA	Invoice	06/02/2025	640.00	101-4-5110-4415
Total 13814 WRUCK SEWER & PORTABLE RENTAL:					640.00	
WSB & ASSOCIATES INC						
101						
R-027067-000-4	1	APRIL WCA SERVICES	Invoice	05/30/2025	668.00	101-4-2440-4409
821						
R-028191-000-3	1	EAW SERVICES FOR CAPSTONE/SP	Invoice	05/30/2025	555.50	821-2200
Total 11334 WSB & ASSOCIATES INC:					1,223.50	
ZIEGLER INC						
101						
IN001933864	1	PARTS STREET LOADERS	Invoice	05/27/2025	1,505.90	101-4-3120-4221
Total 36900 ZIEGLER INC:					1,505.90	
Total :					2,262,322.99	
Grand Totals:					2,262,322.99	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
101-3-0000-3233	2,360.99	.00	2,360.99
101-3-0000-3472	750.00	.00	750.00
101-4-1110-4109	15.00	.00	15.00
101-4-1110-4319	1,687.19	.00	1,687.19
101-4-1120-4109	272.00	.00	272.00
101-4-1120-4201	15.09	.00	15.09
101-4-1120-4226	652.30	.00	652.30
101-4-1120-4319	16,576.50	.00	16,576.50
101-4-1210-4109	555.00	.00	555.00
101-4-1210-4201	95.17	.00	95.17
101-4-1220-4109	254.00	.00	254.00
101-4-1220-4201	30.18	.00	30.18
101-4-1220-4319	115.14	.00	115.14
101-4-1220-4322	14.00	.00	14.00
101-4-1310-4109	536.00	.00	536.00
101-4-1310-4201	30.18	.00	30.18
101-4-1350-4109	339.00	.00	339.00
101-4-1350-4219	1,860.29	.00	1,860.29
101-4-1350-4404	6,722.75	.00	6,722.75
101-4-1400-4304	17,944.51	.00	17,944.51
101-4-1510-4109	373.00	.00	373.00
101-4-1510-4201	45.27	.00	45.27
101-4-1510-4359	86.00	.00	86.00
101-4-1600-4109	7,037.00	.00	7,037.00
101-4-1600-4219	285.15	.00	285.15
101-4-1600-4389	253.23	.00	253.23
101-4-1600-4401	811.24	.00	811.24
101-4-1600-4409	2,037.00	.00	2,037.00
101-4-2110-4109	53,874.00	.00	53,874.00
101-4-2110-4217	228.00	.00	228.00
101-4-2110-4319	64.00	.00	64.00
101-4-2110-4322	76.91	.00	76.91
101-4-2110-4437	186.00	.00	186.00
101-4-2120-4217	2,979.21	.00	2,979.21
101-4-2120-4219	496.65	.00	496.65
101-4-2120-4221	338.98	.00	338.98
101-4-2120-4331	1,400.00	.00	1,400.00
101-4-2120-4404	197.02	.00	197.02
101-4-2130-4319	150.00	.00	150.00
101-4-2130-4433	152.00	.00	152.00
101-4-2150-4217	457.93	.00	457.93
101-4-2190-4219	2,586.70	.00	2,586.70
101-4-2190-4389	236.05	.00	236.05
101-4-2190-4401	5,347.76	.00	5,347.76
101-4-2310-4109	6,867.00	.00	6,867.00
101-4-2310-4219	132.97	.00	132.97
101-4-2310-4321	131.13	.00	131.13
101-4-2310-4359	119.58	.00	119.58
101-4-2310-4389	2,360.41	.00	2,360.41
101-4-2310-4401	1,165.50	.00	1,165.50
101-4-2310-4404	750.00	.00	750.00
101-4-2320-4109	8,815.00	.00	8,815.00
101-4-2320-4221	19.99	.00	19.99
101-4-2320-4321	51.83	.00	51.83
101-4-2320-4404	150.00	.00	150.00
101-4-2330-4389	313.06	.00	313.06
101-4-2410-4109	569.00	.00	569.00
101-4-2410-4201	45.27	.00	45.27

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
101-4-2410-4331	201.60	.00	201.60
101-4-2420-4109	121.00	.00	121.00
101-4-2440-4109	182.00	.00	182.00
101-4-2440-4219	6.04	.00	6.04
101-4-2440-4409	668.00	.00	668.00
101-4-3120-4109	8,103.00	.00	8,103.00
101-4-3120-4212	16,347.62	.00	16,347.62
101-4-3120-4219	2,203.89	.00	2,203.89
101-4-3120-4221	6,192.52	.00	6,192.52
101-4-3120-4389	2,037.58	.00	2,037.58
101-4-3120-4401	110.00	.00	110.00
101-4-3130-4109	2,103.00	.00	2,103.00
101-4-3150-4109	1,646.00	.00	1,646.00
101-4-3150-4219	188.38	.00	188.38
101-4-3150-4221	1,404.71	.00	1,404.71
101-4-3300-4109	328.00	.00	328.00
101-4-3300-4201	15.07	.00	15.07
101-4-5110-4109	8,870.00	.00	8,870.00
101-4-5110-4219	15,571.16	.00	15,571.16
101-4-5110-4221	1,506.28	.00	1,506.28
101-4-5110-4389	9,702.79	.00	9,702.79
101-4-5110-4404	1,500.00	.00	1,500.00
101-4-5110-4415	640.00	.00	640.00
101-4-5210-4109	816.00	.00	816.00
101-4-5210-4219	30.18	.00	30.18
101-4-5210-4401	60.00	.00	60.00
101-4-5210-4404	830.19	.00	830.19
101-4-5220-4219	510.97	.00	510.97
101-4-5220-4409	7,069.50	.00	7,069.50
101-4-5230-4219	31.78	.00	31.78
101-4-5510-4109	130.00	.00	130.00
101-4-5510-4219	156.17	.00	156.17
101-4-5510-4409	528.00	.00	528.00
101-4-6210-4109	220.00	.00	220.00
101-4-6210-4440	24.14	.00	24.14
211-4-5600-4219	300.88	.00	300.88
211-4-5600-4389	117.70	.00	117.70
211-4-5600-4405	2,490.00	.00	2,490.00
211-4-5600-4409	2,260.00	.00	2,260.00
221-4-5400-4109	2,582.00	.00	2,582.00
221-4-5400-4219	1,399.97	18.96-	1,381.01
221-4-5400-4389	699.80	.00	699.80
221-4-5400-4401	271.00	.00	271.00
221-4-5400-4409	1,027.54	.00	1,027.54
221-4-5410-4219	1,286.62	.00	1,286.62
221-4-5430-4219	154.20	.00	154.20
221-4-5430-4259	223.66	.00	223.66
221-4-5430-4437	20.00	.00	20.00
228-4-7000-4319	175.00	.00	175.00
228-4-7000-4389	519.42	.00	519.42
245-4-6210-4319	1,532.95	.00	1,532.95
290-4-1350-4409	2,735.00	.00	2,735.00
291-4-2340-4331	4,800.01	.00	4,800.01
291-4-7000-4109	280.42	.00	280.42
291-4-7000-4361	609.00	.00	609.00

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
294-4-2220-4440	81.00	.00	81.00
401-4-8080-4409	56.00	.00	56.00
401-4-8080-4530	1,549,354.37	.00	1,549,354.37
410-4-2110-4560	9,799.86	.00	9,799.86
602-4-9010-4109	4,395.00	.00	4,395.00
602-4-9010-4321	96.66	.00	96.66
602-4-9020-4219	14,661.81	116.24-	14,545.57
602-4-9020-4319	1,891.89	.00	1,891.89
602-4-9020-4384	155.62	.00	155.62
602-4-9020-4389	148.66	.00	148.66
602-4-9020-4404	826.95	.00	826.95
602-4-9020-4409	20,271.01	.00	20,271.01
602-4-9020-4417	330.53	.00	330.53
602-4-9050-4219	375.00	.00	375.00
602-4-9050-4221	2,875.00	.00	2,875.00
602-4-9050-4389	3,185.28	.00	3,185.28
602-4-9050-4560	21,535.00	.00	21,535.00
602-4-9070-4319	455.00	.00	455.00
603-4-9111-4251	40,869.29	33.08-	40,836.21
603-4-9111-4252	86,845.76	889.97-	85,955.79
603-4-9111-4253	18,652.12	480.00-	18,172.12
603-4-9111-4255	5,350.93	.00	5,350.93
603-4-9111-4256	4,655.00	.00	4,655.00
603-4-9111-4332	1,047.11	.00	1,047.11
603-4-9112-4109	2,789.00	.00	2,789.00
603-4-9112-4219	290.82	.00	290.82
603-4-9112-4389	2,972.43	.00	2,972.43
603-4-9112-4404	402.90	.00	402.90
603-4-9151-4251	31,128.89	778.22-	30,350.67
603-4-9151-4252	32,315.61	163.26-	32,152.35
603-4-9151-4253	5,890.77	132.67-	5,758.10
603-4-9151-4255	2,858.79	4.00-	2,854.79
603-4-9151-4256	722.20	.00	722.20
603-4-9151-4332	576.13	3.12-	573.01
603-4-9152-4109	2,162.00	.00	2,162.00
603-4-9152-4219	476.40	.00	476.40
603-4-9152-4389	239.06	.00	239.06
603-4-9152-4404	590.34	.00	590.34
605-4-9210-4384	17,424.31	.00	17,424.31
605-4-9210-4409	101,490.71	.00	101,490.71
605-4-9230-4219	19.93	.00	19.93
605-4-9230-4384	691.00	.00	691.00
607-4-9310-4409	7,875.00	.00	7,875.00
821-2200	555.50	.00	555.50
Grand Totals:	2,264,942.51	2,619.52-	2,262,322.99

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
00/00	2,264,942.51	2,619.52-	2,262,322.99
Grand Totals:	2,264,942.51	2,619.52-	2,262,322.99

Report Criteria:
Vendor.Vendor number = {<>} 36550
Invoice Detail.GL account (3 Characters) = {<>} "920"
Invoice Detail.GL account (3 Characters) = {<>} "910"
Invoice Detail.Created by = {<>} "jdengerud"

Report Criteria:
Detail report type printed
Check Detail.Created by = "astangler"

Name	Vendor Number	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
A T & T MOBILITY	10138.	X05282025	IPAD	1	05/20/2025	37.98	37.98	130073	06/05/2025
		X05282025	TRAIL CAMERA 1	2	05/20/2025	22.97	22.97	130073	06/05/2025
		X05282025	TRAIL CAMERA 2	3	05/20/2025	22.97	22.97	130073	06/05/2025
		X06032025	FIRSTNET WIRELESS SV	1	05/25/2025	38.23	38.23	130074	06/05/2025
		X06032025	FIRSTNET WIRELESS SV	2	05/25/2025	99.86	99.86	130074	06/05/2025
		X06032025	FIRSTNET WIRELESS SV	3	05/25/2025	127.99	127.99	130074	06/05/2025
		X06032025	FIRSTNET WIRELESS SV	4	05/25/2025	2,923.07	2,923.07	130074	06/05/2025
		X06032025	FIRSTNET WIRELESS SV	5	05/25/2025	631.63	631.63	130074	06/05/2025
		X06032025	FIRSTNET WIRELESS SV	6	05/25/2025	44.88	44.88	130074	06/05/2025
Total 10138:						3,949.58	3,949.58		
DUSTY'S DRAIN CLEANI	12785.	N25-248	REPLACE FROZEN SPIG	1	05/19/2025	334.00	334.00	130075	06/05/2025
Total 12785:						334.00	334.00		
NUTRIEN AG SOLUTION	10424.	56986153	HERBICIDE	1	05/17/2025	495.00	495.00	130076	06/05/2025
Total 10424:						495.00	495.00		
O'REILLY AUTOMOTIVE,	28937.	52825	SUPPLIES	1	05/28/2025	5.49	5.49	130078	06/05/2025
		52825	PARTS	2	05/28/2025	31.50	31.50	130078	06/05/2025
		52825	PARTS	3	05/28/2025	58.34	58.34	130078	06/05/2025
		52825	SUPPLIES	4	05/28/2025	75.00	75.00	130078	06/05/2025
		52825	PARTS CREDIT	5	05/28/2025	61.83-	61.83-	130078	06/05/2025
		52825	SUPPLIES	6	05/28/2025	13.99	13.99	130078	06/05/2025
		52825	PARTS	7	05/28/2025	11.18	11.18	130078	06/05/2025
		52825	PARTS	8	05/28/2025	11.18	11.18	130078	06/05/2025
		52825	PARTS	9	05/28/2025	4.41	4.41	130078	06/05/2025
		52825	PARTS	10	05/28/2025	4.41	4.41	130078	06/05/2025
		52825	PARTS	11	05/28/2025	4.41	4.41	130078	06/05/2025
		52825	SUPPLIES	12	05/28/2025	4.41	4.41	130078	06/05/2025
		52825	PARTS	13	05/28/2025	112.72	112.72	130078	06/05/2025
		52825	PARTS CREDIT	14	05/28/2025	22.00-	22.00-	130078	06/05/2025
		52825	PARTS CREDIT	15	05/28/2025	22.00-	22.00-	130078	06/05/2025
		52825	SUPPLIES	16	05/28/2025	13.99	13.99	130078	06/05/2025
		52825	PARTS	17	05/28/2025	13.23	13.23	130078	06/05/2025
		52825	PARTS	18	05/28/2025	119.89	119.89	130078	06/05/2025
		52825	PARTS	19	05/28/2025	39.53	39.53	130078	06/05/2025
		52825	SUPPLIES	20	05/28/2025	45.38	45.38	130078	06/05/2025
		52825	PARTS	21	05/28/2025	88.34	88.34	130078	06/05/2025
		52825	PARTS	22	05/28/2025	95.88	95.88	130078	06/05/2025
		52825	PARTS	23	05/28/2025	11.98	11.98	130078	06/05/2025
		52825	PARTS	24	05/28/2025	8.82	8.82	130078	06/05/2025
		52825	PARTS	25	05/28/2025	4.41	4.41	130078	06/05/2025
		52825	SUPPLIES	26	05/28/2025	4.41	4.41	130078	06/05/2025
		52825	PARTS	27	05/28/2025	24.99	24.99	130078	06/05/2025
		52825	PARTS	28	05/28/2025	4.41	4.41	130078	06/05/2025
		52825	PARTS	29	05/28/2025	160.05	160.05	130078	06/05/2025
		52825	PARTS	30	05/28/2025	4.41	4.41	130078	06/05/2025
		52825	PARTS CREDIT	31	05/28/2025	22.00-	22.00-	130078	06/05/2025
		52825	PARTS	32	05/28/2025	4.41	4.41	130078	06/05/2025
		52825	PARTS	33	05/28/2025	26.38	26.38	130078	06/05/2025

Name	Vendor Number	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
		52825	SUPPLIES	34	05/28/2025	4.41	4.41	130078	06/05/2025
		52825	PARTS	35	05/28/2025	11.53	11.53	130078	06/05/2025
		52825	PARTS	36	05/28/2025	4.41	4.41	130078	06/05/2025
		52825	SUPPLIES	37	05/28/2025	15.15	15.15	130078	06/05/2025
		52825	PARTS	38	05/28/2025	7.99	7.99	130078	06/05/2025
Total 28937:						923.21	923.21		
SDDI SIGNS	14787.	21306	ADA WAYFINDING SIGNA	1	05/21/2025	1,594.00	1,594.00	130079	06/05/2025
Total 14787:						1,594.00	1,594.00		
ALLINA HEALTH SYSTEM	10406.	CI00062268	1ST QTR TRAINING	1	01/31/2025	931.00	931.00	130080	06/05/2025
		CI00066743	2ND QTR TRAINING	1	04/30/2025	931.00	931.00	130080	06/05/2025
Total 10406:						1,862.00	1,862.00		
AMAZON CAPITAL SERVI	13706.	1LCG-WKC4	OFFICE SUPPLIES	1	04/24/2025	187.46	187.46	1008137	06/06/2025
		1VQ7-YPWX	PROGRAM SUPPLIES	1	04/22/2025	83.15	83.15	1008137	06/06/2025
Total 13706:						270.61	270.61		
ANDREW KITZMAN	14585.	06-03-25 AK	REIMB SAFETY BOOTS-K	1	06/03/2025	162.40	162.40	1008138	06/06/2025
Total 14585:						162.40	162.40		
BLACKHAWK PEST CON	14717.	50487	MONTHLY SERVICE	1	03/20/2025	64.19	64.19	1008139	06/06/2025
Total 14717:						64.19	64.19		
BUREAU OF CRIMINAL A	52348.	05292025	BCA FINGERPRINTING F	1	05/29/2025	32.00	32.00	130081	06/05/2025
Total 52348:						32.00	32.00		
CAMPBELL KNUTSON P.	12076.	3237G APR	OA 24-05 SPECHT FARM	1	04/30/2025	37.00	37.00	1008140	06/06/2025
		3237G APR	APRIL GEN LEGAL	2	04/30/2025	12,402.67	12,402.67	1008140	06/06/2025
Total 12076:						12,439.67	12,439.67		
CENTERPOINT ENERGY	13845.	14577-3 APR	NATURAL GAS	1	05/28/2025	143.46	143.46	130082	06/05/2025
		14577-3 APR	NATURAL GAS	2	05/28/2025	1,112.13	1,112.13	130082	06/05/2025
		14577-3 APR	NATURAL GAS	3	05/28/2025	140.45	140.45	130082	06/05/2025
		14577-3 APR	NATURAL GAS	4	05/28/2025	863.98	863.98	130082	06/05/2025
		14577-3 APR	NATURAL GAS	5	05/28/2025	1,638.47	1,638.47	130082	06/05/2025
		14577-3 APR	NATURAL GAS	6	05/28/2025	6,143.39	6,143.39	130082	06/05/2025
		14577-3 APR	NATURAL GAS	7	05/28/2025	559.25	559.25	130082	06/05/2025
Total 13845:						10,601.13	10,601.13		
CONWAY SHIELD INC	52306.	537568	HELMET SHIELDS	1	05/22/2025	309.68	309.68	130083	06/05/2025
Total 52306:						309.68	309.68		
CULLIGAN	15573.	101X401793	DEIONIZATION STANDBY	1	05/31/2025	41.00	41.00	130084	06/05/2025
Total 15573:						41.00	41.00		

Name	Vendor Number	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
E C M PUBLISHERS INC	17000.	1048869	PH NOTICE - RUSSO CU	1	05/17/2025	103.20	103.20	1008141	06/06/2025
		1048870	PH NOTICE - JOHNSON B	1	05/17/2025	103.20	103.20	1008141	06/06/2025
		1048871	PH NOTICE - WILLIAM BR	1	05/17/2025	111.80	111.80	1008141	06/06/2025
		1048872	PH NOTICE - VILLAS ON	1	05/17/2025	111.80	111.80	1008141	06/06/2025
		1048873	PH NOTICE - TALL PINES	1	05/17/2025	103.20	103.20	1008141	06/06/2025
		1048874	PH NOTICE - SPECHT BIL	1	05/17/2025	111.80	111.80	1008141	06/06/2025
Total 17000:						645.00	645.00		
EVIDENCE SOLUTIONS I	52370.	1119	AUDIT 2ND HALF	1	05/11/2025	2,747.50	2,747.50	130085	06/05/2025
Total 52370:						2,747.50	2,747.50		
ISD 728-COMMUNITY ED	21985.	2425-3139	AUDITORIUM RENTAL-FI	1	05/01/2025	289.25	289.25	130086	06/05/2025
Total 21985:						289.25	289.25		
IVAN FOXCROFT	52413.	05282025	REFUND V 24-02 FOXCR	1	05/28/2025	479.00	479.00	130087	06/05/2025
Total 52413:						479.00	479.00		
JEREMIAH SHANK	52418.	06042025	REFUND V 23-10 JEREMI	1	06/04/2025	154.00	154.00	130088	06/05/2025
Total 52418:						154.00	154.00		
MARTIN MARIETTA MATE	24716.	45853916	SUPPLIES	1	05/20/2025	330.00	330.00	130089	06/05/2025
Total 24716:						330.00	330.00		
MN POLLUTION CONTRO	26540.	MN0020788	PERMIT MODIFICATION #	1	06/04/2025	2,480.00	2,480.00	130090	06/05/2025
Total 26540:						2,480.00	2,480.00		
NEPTUNE UNIFORMS &	27957.	12688	HONOR GUARD UNIFOR	1	05/09/2025	739.24	739.24	130091	06/05/2025
		12712	HONOR GUARD UNIFOR	1	05/12/2025	2,587.16	2,587.16	130091	06/05/2025
		12862	HONOR GUARD UNIFOR	1	05/16/2025	720.00	720.00	130091	06/05/2025
		9690	HONOR GUARD UNIFOR	1	02/05/2025	231.52	231.52	130091	06/05/2025
Total 27957:						4,277.92	4,277.92		
OCCUPATIONAL HEALTH	13789.	104184397	PRE-EMPLOYMENT EXA	1	05/08/2025	649.00	649.00	130092	06/05/2025
Total 13789:						649.00	649.00		
OMANN BROS INC	28850.	18618*	AC FINES MIX	1	05/19/2025	405.90	405.90	130077	06/05/2025
Total 28850:						405.90	405.90		
RANDY H MOHS JR	14956.	051625	SECTION SCORECARD	1	05/16/2025	400.00	400.00	130093	06/05/2025
Total 14956:						400.00	400.00		
WORLD CLASS AUTO BO	36550.	61796	REPAIRS VEHICLE #124 -	1	03/19/2025	7,060.72	.00	Multiple	Multiple
Total 36550:						7,060.72	.00		

Name	Vendor Number	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
Grand Totals:						52,996.76	45,936.04		

Report Criteria:
Detail report type printed
Check Detail.Created by = "astangler"

Request for Action

To
City Council

Item Number
4.3

Meeting Date
June 16, 2025

Prepared By
Jennifer Green, Senior Administrative Assistant

Item Description
Resolution 25-27: Authorizing Execution of Quit Claim Deed to Clear Title for Irene D. Ohland

Reviewed by
Zack Carlton
Cal Portner
Tina Allard

Action Requested
Adopt, by motion, Resolution 25-27 Authorizing Execution of Quit Claim Deed to Convey Fee Title from the City of Elk River to Irene D. Ohland

Background/Discussion
In 1977, Wallace E. Ohland and Irene D. Ohland granted a quit claim deed in favor of the Town of Elk River on their property located on Ogden Avenue, as described in Document No. 140760. The Town of Elk River was later consolidated into the City of Elk River, and the city assumed jurisdiction over the land. In 1983, the City Council adopted Resolution No. 83-4, vacating a public utility and roadway easement over a portion of the larger property. The Council also adopted Resolution No. 83-3, authorizing the conveyance of the underlying fee title of the vacated easement area to Wallace E. Ohland and Irene D. Ohland.

As part of the 1983 vacation proceedings, the city recognized that the intent of the original 1977 quit claim deed (Document No. 140760) was to convey an easement interest, not the fee title, to the Town (now City). However, the city also retained an easement over a portion of the larger property for public roadway and utility purposes.

Recently, city staff were contacted by a title company on behalf of Irene D. Ohland, requesting the city to convey the underlying fee title for the subject parcels located on Ogden Avenue to Ms. Ohland. This request is intended to resolve a title issue regarding the nature of the interest conveyed by Document No. 140760. In order to clarify the chain of title and resolve the issue. The city attorney has drafted the attached documents, and staff recommend that the City Council authorize the conveyance of the underlying fee title of the subject parcel to Irene D. Ohland. The documents reserve an easement for public roadway and utility purposes over, under, across, and through the entirety of the subject parcels.

Financial Impact
Attorney fees for document review and preparation.

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

The Elk River Vision

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

Attachments

1. Quit Claim Deed #140760
2. Res 83-4
3. Res. 83-3
4. Quit Claim Deed from City of Elk River to Irene D. Ohland
5. Res 25-27 Authorizing Conveyance to Irene D. Ohland

Quit Claim Deed.
Individual to Corporation.

140760 **Form No. 28-M.**

Miller-Davis Co., Minneapolis, Minn.
Minnesota Uniform Conveyancing Blanks (1931).

This Indenture, *Made this* 19th *day of* April, *1977*,
between Wallace E. Ohland and Irene D. Ohland, husband and wife;

of the County of Sherburne *and State of* Minnesota,
part ies. *of the first part, and* The Town of Elk River and the Public at Large;

a corporation under the laws of the State of Minnesota, *party of the second part,*

Witnesseth, *That the said part* ..... *of the first part, in consideration of the sum of* ONE DOLLAR AND OTHER GOOD AND VALUABLE CONSIDERATION---------- *DOLLARS, to* them *in hand paid by the said party of the second part, the receipt whereof is hereby acknowledged, do* -- *hereby Grant, Bargain, Quitclaim, and Convey unto the said party of the second part, its successors and assigns, Forever, all the tract* .. *or parcel* .. *of land lying and being in the County of* Sherburne *and State of Minnesota, described as follows, to-wit:*

A strip of land 166 feet in width adjacent to and Northerly of the Northerly railroad right of way over the East Half of the Northeast Quarter of the Southeast Quarter (E½ of NE¼ of SE¼) thereof;
Also the East 66 feet of the Northeast Quarter of the Southeast Quarter (NE¼ of SE¼) lying South of the Northerly right of way of railroad and North of County Road #35, all in Section 30, Township 33, Range 26.

To Have and to Hold the Same, *Together with all the hereditaments and appurtenances thereunto belonging or in anywise appertaining, to the said party of the second part, its successors and assigns, Forever.*

In Testimony Whereof, *The said part* ies. *of the first part ha* ve *hereunto set* their *hand* s *the day and year first above written.*

In presence of

Wallace E. Ohland
Wallace E. Ohland

Irene D. Ohland
Irene D. Ohland

140760

2-2

State of Minnesota, } ss.
County of HENNEPIN

On this 19th day of April, 1977, before me, a Notary Public within and for said County, personally appeared Wallace E. Ohland and Irene D. Ohland, husband and wife;

to me known to be the person s described in, and who executed the foregoing instrument, and acknowledged that t he y executed the same as their free act and deed (See Note)

Peggy Klingler

THIS INSTRUMENT WAS DRAFTED BY
CHRISTIAN REALTY, INC. (Name)
BOX 293 (Address)
ROGERS, MN. 55374

Notary Public PEGGY KLINGLER County, Minn.
NOTARY PUBLIC - MINNESOTA
SHERBURNE COUNTY
My Commission Expires Oct. 8, 1982
My commission expires 19

Note: The blank lines marked "See Note" are for use when the instrument is executed by an attorney in fact.

Minnesota Form No. 28.

Doc. No. 140760

QUIT CLAIM DEED
Individual to Corporation

TO

Office of Register of Deeds,
State of Minnesota,
County of Hennepin } ss.
I hereby certify that the within Deed was filed in this office for record on the 26th day of April, 1977, at 2 o'clock P.M., and was duly recorded in Book ~~of Deeds, page~~

DAN BAILEY Register of Deeds
By Rosemary Sheehan Deputy

Taxes paid and Transfer entered this 26th day of April, 1977.
Gerald Palmer County Auditor
By Ramona Seeley Deputy

Tax statements for the real property described in this instrument should be sent to:
Name
Address

REC. BK 342 PG. 5
Recording Fee $2.00

T-69

STATE OF MINNESOTA

COUNTY OF SHERBURNE

RESOLUTION 83-4

CITY OF ELK RIVER

RESOLUTION OF CITY COUNCIL VACATING EASEMENT

In the matter of the vacation of that public easement described on the attached Exhibit "A".

The above entitled matter came on to be heard before the City Council of the City of Elk River, Sherburne County, Minnesota, upon the Petition of Wallace E. Ohland and Irene D. Ohland and upon motion of the City Council for the vacating of the said public easement described on the attached Exhibit "A"; and the City Council having given due notice of said hearing by published and posted notice as provided by law and said hearing having been held on the 14th day of February, 1983, at eight o'clock p.m. at the Elk River Public Library

in said City, and no one appearing in opposition thereto and the said Council after hearing the evidence presented it in favor of said Petition finds: That said public easement is not serving any public purpose and it would be in the best interest of the public to vacate said public easement;

Councilman Duitsman introduced the following resolution, to-wit:

That the public easement as described on the attached Exhibit "A" be and the same hereby is vacated.

Which resolution was seconded by Councilman Schuldt and being put to a vote was passed by a unanimous vote in favor of said resolution by all members of the City Council whereupon said resolution was declared adopted by the Mayor of said City.

Dated at the City of Elk River,
this 23rd day of February, 1983.

Mayor

Attest:

Administrator/Clerk

STATE OF MINNESOTA

COUNTY OF SHERBURNE

Robert Middaugh being first duly sworn says that he is the duly appointed and acting City Clerk of the City of Elk River, Sherburne County, Minnesota, and as custodian of said resolutions and minutes of said City Council of said City, for the regular meeting held thereof on February 14, 1983.

Robert Middaugh

EXHIBIT "A"

An easement for utility and public road purposes over and across the following described land:

A strip of land 166 feet in width adjacent to and Northerly of the Northerly railroad right-of-way over the East Half of the Northeast Quarter of the Southeast Quarter of Section 30, Township 33, Range 26; also, the East 66 feet of the Northeast Quarter of the Southeast Quarter lying South of the Northerly right-of-way of the railroad and North of County Road 35, Section 30, Township 33, Range 26, all located in Sherburne County, Minnesota.

Excepting from the above, however, that portion located in the right-of-way of Ogden Avenue being a North-South street with center line located approximately on the West line of the East Half of the Northeast Quarter of the Southeast Quarter in said Section 30.

Also excepting from the above that part thereof lying South of the following described line:

Beginning at a point on the East line of the Southeast Quarter of said Section 30 a distance of 66 feet North of the Northerly railroad right-of-way; thence Westerly parallel with the Northerly railroad right-of-way to a point on the West line of the East 330 feet of the Southeast Quarter of said Section 30, a distance of 66 feet Northerly of said railroad right-of-way; thence Northwesterly to a point on a line parallel with the railroad right-of-way a distance of 166 feet Northerly (as measured parallel with the East line of said Southeast Quarter) of said railroad and 110 feet (as measured along said parallel line) distant East from the East line of Ogden Avenue; thence Westerly along said parallel line to the East line of Ogden Avenue and there terminating.

And lying North of the railroad right-of-way.

STATE OF MINNESOTA

COUNTY OF SHERBURNE

RESOLUTION 83-3

CITY OF ELK RIVER

RESOLUTION OF CITY COUNCIL AUTHORIZING CONVEYANCE OF PROPERTY

WHEREAS, the City Council of the City of Elk River has on this _____ day of _____, 1983, vacated the public easement as described on the attached Exhibit "A", and

WHEREAS, the said easement was in part dedicated to the public pursuant to a Quit Claim Deed by Wallace E. Ohland and Irene D. Ohland to the Town of Elk River and the public at large dated April 19, 1977, filed April 26, 1977, as Instrument No. 140760, and

WHEREAS, the Town of Elk River has now been consolidated into the City of Elk River, and

WHEREAS, neither the Town nor the City of Elk River has ever accepted the public easement or the conveyance described in said Deed, and

WHEREAS, the said Deed failed to provide that the conveyance was limited to a public easement for utility and road purposes, and

WHEREAS, the City of Elk River has no need for the said public easement or any fee interest in the land described on the attached Exhibit "A".

NOW THEREFORE, it is hereby resolved that the City Mayor and the City Administrator execute a Quit Claim Deed for the property described on the attached Exhibit "A" conveying all interest, if any, of the City of Elk River in and to said property to Wallace E. Ohland and Irene D. Ohland as joint tenants.

X _____
Mayor

Attest:

_____
Admin./Clerk

STATE OF MINNESOTA

COUNTY OF SHERBURNE

Robert Middaugh being first duly sworn says that he is the duly appointed and acting City Clerk off the City of Elk River, Sherburne County, Minnesota, and as custodian of said resolutions and minutes of said City Council of said City, for the regular meeting held thereof on February 14, 1983.

_____
Robert Middaugh

EXHIBIT "A"

An easement for utility and public road purposes over and across the following described land:

A strip of land 166 feet in width adjacent to and Northerly of the Northerly railroad right-of-way over the East Half of the Northeast Quarter of the Southeast Quarter of Section 30, Township 33, Range 26; also, the East 66 feet of the Northeast Quarter of the Southeast Quarter lying South of the Northerly right-of-way of the railroad and North of County Road 35, Section 30, Township 33, Range 26, all located in Sherburne County, Minnesota.

Excepting from the above, however, that portion located in the right-of-way of Ogden Avenue being a North-South street with center line located approximately on the West line of the East Half of the Northeast Quarter of the Southeast Quarter in said Section 30.

Also excepting from the above that part thereof lying South of the following described line:

Beginning at a point on the East line of the Southeast Quarter of said Section 30 a distance of 66 feet North of the Northerly railroad right-of-way; thence Westerly parallel with the Northerly railroad right-of-way to a point on the West line of the East 330 feet of the Southeast Quarter of said Section 30, a distance of 66 feet Northerly of said railroad right-of-way; thence Northwesterly to a point on a line parallel with the railroad right-of-way a distance of 166 feet Northerly (as measured parallel with the East line of said Southeast Quarter) of said railroad and 110 feet (as measured along said parallel line) distant East from the East line of Ogden Avenue; thence Westerly along said parallel line to the East line of Ogden Avenue and there terminating.

And lying North of the railroad right-of-way.

(Top 3 inches reserved for recording data)

QUIT CLAIM DEED
Business Entity to Individual(s)

eCRV number: _____

DEED TAX DUE: $1.65 DATE: _____, 2025

The consideration for the transfer contemplated by this instrument is less than $3,000.

FOR VALUABLE CONSIDERATION, **City of Elk River, a Minnesota municipal corporation** ("**Grantor**"), hereby conveys and quitclaims to **Irene D. Ohland, a widow and unmarried person** ("**Grantee**") real property in Sherburne County, Minnesota, legally described as follows:

Parcel A: Ogden Avenue right of way
The West 33 feet of that part of the East Half of the Northeast Quarter of the Southeast Quarter of Section 30, Township 33, Range 26, lying Northerly of the Northerly railroad right-of-way and lying southerly of a line 166 feet Northerly and parallel to the northerly railroad right of way, said described land being commonly known as Ogden Avenue.

Parcel B:
All that part of the East Half of the Northeast Quarter of the Southeast Quarter of Section 30, Township 33, Range 26 lying Easterly of the above-described Parcel A, Northerly of the Northerly railroad right of way and lying southerly of the following described line:

Beginning at a point on the East line of the Southeast Quarter of said Section 30 a distance of 66 feet North of the Northerly railroad right-of-way; thence Westerly parallel with the Northerly railroad right-of-way to a point on the West line of the East 330 feet of the Southeast Quarter of said Section 30, a distance of 66 feet Northerly of said railroad right-of-way; thence Northwesterly to a point on a line parallel with the railroad right-of-way a distance of 166 feet Northerly (as measured parallel with the East line of said Southeast Quarter) of said railroad and 110 feet (as measured along said parallel line) distant East from the East line of the above-described Parcel A; thence Westerly along said parallel line to the East line of the above-described Parcel A and there terminating.

Reserving, however, to the Grantor a permanent easement for public roadway and utility purposes over, under, across and through the entirety of Parcels A and B described above.

Check here if all or part of the described real property is Registered (Torrens) ☐

together with all hereditaments and appurtenances belonging thereto.

Check applicable box:

☒ The Seller certifies that the Seller does not know of any wells on the described real property.

☐ A well disclosure certificate accompanies this document or has been electronically filed. (If electronically filed, insert WDC number: **[…]**.)

☐ I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

Grantor

CITY OF ELK RIVER

By: _____
John J. Dietz
Its: Mayor

By: _____
Tina Allard
Its: City Clerk

State of Minnesota, County of Sherburne

This instrument was acknowledged before me on _____, 2025, by John J. Dietz and Tina Allard, the mayor and city clerk, respectively, of City of Elk River, a Minnesota municipal corporation, on behalf of the corporation.

(Stamp)

_____
(signature of notarial officer)

Title (and Rank): _____

My commission expires: _____
(month/day/year)

THIS INSTRUMENT WAS DRAFTED BY:
Campbell Knutson, P.A. (CAH)
860 Blue Gentian Road, Suite 290
Eagan, MN 55121
(651) 452-5000

TAX STATEMENTS FOR THE REAL PROPERTY DESCRIBED IN THIS INSTRUMENT SHOULD BE SENT TO:

_____
_____
_____

236305v1

City of Elk River
City Council

Resolution 25-27

A Resolution Authorizing Execution of Quit Claim Deed To Clear Title

WHEREAS, in 1977, Wallace E. Ohland and Irene D. Ohland granted a quit claim deed in favor of the Town of Elk River over certain land in Sherburne County, Minnesota as described in Document No. 140760, files of the Sherburne County Recorder (the "Larger Property"); and

WHEREAS, the Town of Elk River was subsequently consolidated into the City of Elk River; and

WHEREAS, in 1983, the City Council adopted Resolution No. 83-4, vacating a public utility and roadway easement over a portion of the Larger Property and also adopted Resolution No. 83-3, authorizing the conveyance of the underlying fee title to the vacated easement area to Wallace E. Ohland and Irene D. Ohland; and

WHEREAS, in the 1983 vacation proceedings, the City recognized that the original intent of Document No. 140760 was to convey only an easement and not fee title to the Town (now City) and, in addition, the City desired to retain an easement over a portion of the Larger Property (the "Subject Property"); and

WHEREAS, the Subject Property is described on the attached Exhibit A; and

WHEREAS, Irene Ohland has requested that the City convey the underlying fee to the Subject Property to her, in order to resolve a title issue concerning the nature of title conveyed by deed Document No. 140760; and

WHEREAS, the City Council desires to resolve the title issue by conveying the underlying fee title to the Subject Property to Irene D. Ohland while reserving an easement for public roadway and utility purposes over, under, across and through the entirety of the Subject Property.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ELK RIVER, MINNESOTA, as follows:

1. The City Council approves the conveyance of the underlying fee title to the Subject Property to Irene D. Ohland, reserving an easement for public roadway and utility purposes over, under, across and through the entirety of the Subject Property.
2. The Mayor and City Clerk are authorized to execute and deliver a quit claim deed to Irene D. Ohland, in accordance with paragraph 1 above.

3. This resolution is made on the condition that the grantee, Irene D. Ohland, shall be responsible for all costs associated with the recording of the quit claim deed, including, but not limited to, the payment of state deed tax on the deed.

Passed and adopted this 16th day of June 2025.

_____
John J. Dietz, Mayor

ATTEST:

_____
Tina Allard, City Clerk

236307v1

EXHIBIT A
Legal Description of Subject Property

Parcel A: Ogden Avenue right of way
The West 33 feet of that part of the East Half of the Northeast Quarter of the Southeast Quarter of Section 30, Township 33, Range 26, lying Northerly of the Northerly railroad right-of-way and lying southerly of a line 166 feet Northerly and parallel to the northerly railroad right of way, said described land being commonly known as Ogden Avenue.

Parcel B:
All that part of the East Half of the Northeast Quarter of the Southeast Quarter of Section 30, Township 33, Range 26 lying Easterly of the above-described Parcel A, Northerly of the Northerly railroad right of way and lying southerly of the following described line:

Beginning at a point on the East line of the Southeast Quarter of said Section 30 a distance of 66 feet North of the Northerly railroad right-of-way; thence Westerly parallel with the Northerly railroad right-of-way to a point on the West line of the East 330 feet of the Southeast Quarter of said Section 30, a distance of 66 feet Northerly of said railroad right-of-way; thence Northwesterly to a point on a line parallel with the railroad right-of-way a distance of 166 feet Northerly (as measured parallel with the East line of said Southeast Quarter) of said railroad and 110 feet (as measured along said parallel line) distant East from the East line of the above-described Parcel A; thence Westerly along said parallel line to the East line of the above-described Parcel A and there terminating.

Reserving, however, to the Grantor a permanent easement for public roadway and utility purposes over, under, across and through the entirety of Parcels A and B described above.

Request for Action

To
City Council

Item Number
4.4

Meeting Date
June 16, 2025

Prepared By
Ryan Sandhoefner, Engineering Project Manager

Item Description
Change Order #1: 2025 Street Improvements

Reviewed by
Justin Femrite
Cal Portner
Tina Allard

Action Requested
Approve, by motion, Change Order #1 for the 2025 Street Improvements.

Background/Discussion
Bids for the 2025 Street Improvements came in under budget, providing us with the opportunity to utilize competitive bid prices for projects that would otherwise be anticipated for 2027. We are proposing the addition of three areas via change order for pavement rehabilitation.

Area 10 - Whitetail Ridge/Preserve Estates/Oak Meadows

- Polk St NW from 203rd to Termini (4,400')
- 201st Ave NW from Tyler St to Polk St (1,660')
- 198th Ave NW from Tyler St to Polk St (1,620')

Area 11 - Fillmore Street

- Fillmore St NW from 181st Ave to 174th Ave (4,240')

Area 12 - Orono Road

- Orono Road NW from 350' west of Concord St to Main St (1,550')
    - Work in this area will be scheduled to avoid conflict with the scheduled Sherburne County parade on July 21st, 2025.

Financial Impact
The original awarded contract price for the 2025 Street Improvements was $2,858,345.54. Approval of Change Order #1 adds $378,540.29 to the project, for a new total of $3,236,885.83.

This proposed new total is still below the $3,700,000 budgeted for 2025 Pavement Management - Streets.

Mission/Policy/Goal
Improve citizen quality of life.

Attachments
1. Change Order 1

Change Order No. 1

Date of Issuance:	**May 29, 2025**	Effective Date:	**May 29, 2025**
Owner:	**City of Elk River**	Owner's Contract No.:	
Contractor:	**Park Construction Co.**	Contractor's Project No.:	
Engineer:	**Bolton & Menk, Inc.**	Engineer's Project No.:	**24X136513000**
Project:	**2025 Street Improvements Project**	Contract Name:	

The Contract is modified as follows upon execution of this Change Order:

Description:

The following items are requested to be added to the 2025 Street Improvements Project:

Area 10

1. 1.5" taper mill & overlay of Polk Street NW from 203rd to Termini (4,400')
2. 1.5" taper mill & overlay of 201st Avenue NW for Tyler Street NW to Polk Street NW (1,660')
3. 1.5" taper mill & overlay of 198th Avenue NW from Tyler Street NW to Polk Street NW (1,620')

Area 11

4. 1.5" taper mill & overlay of Fillmore Street from 181st Avenue NW to 174th Avenue NW (4,240')

Area 12

5. 1.5" taper mill & overlay of Orono Road NW from 350' west of Concord Street NW to Main Street NW (1,550')
   a. Work on Orono Road NW not to begin before July 21st, 2025

Please see the attached quantity estimate sheet for a list of itemized quantities and corresponding unit prices. This will serve as the basis for payment for these change order items.

Attachments:

CHANGE IN CONTRACT PRICE	**CHANGE IN CONTRACT TIMES** *[note changes in Milestones if applicable]*
Original Contract Price: $ **2,858,345.54**	Original Contract Times: Substantial Completion: November 14, 2025 Ready for Final Payment: December 19, 2025
[Increase] [Decrease] from previously approved Change Orders No. ____ to No. _____: $ **0**	[Increase] [Decrease] from previously approved Change Orders No. ____ to No. _____: Substantial Completion: _____ Ready for Final Payment: _____ days
Contract Price prior to this Change Order: $ **2,858,345.54**	Contract Times prior to this Change Order: Substantial Completion: Ready for Final Payment:
[Increase] of this Change Order: $ **378,540.29**	[Increase] [Decrease] of this Change Order: Substantial Completion: _____ Ready for Final Payment: _____
Contract Price incorporating this Change Order: $ **3,236,885.83**	Contract Times with all approved Change Orders: Substantial Completion: November 14, 2025 Ready for Final Payment: December 19, 2025

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: Jason W. Cook	By:	By:
Engineer (if required)	Owner (Authorized Signature)	Contractor (Authorized Signature)
Title: Project Manager	Title:	Title: PROJECT MANAGER
Date: 5/29/2025	Date:	Date: 5-30-25

CHANGE ORDER 1

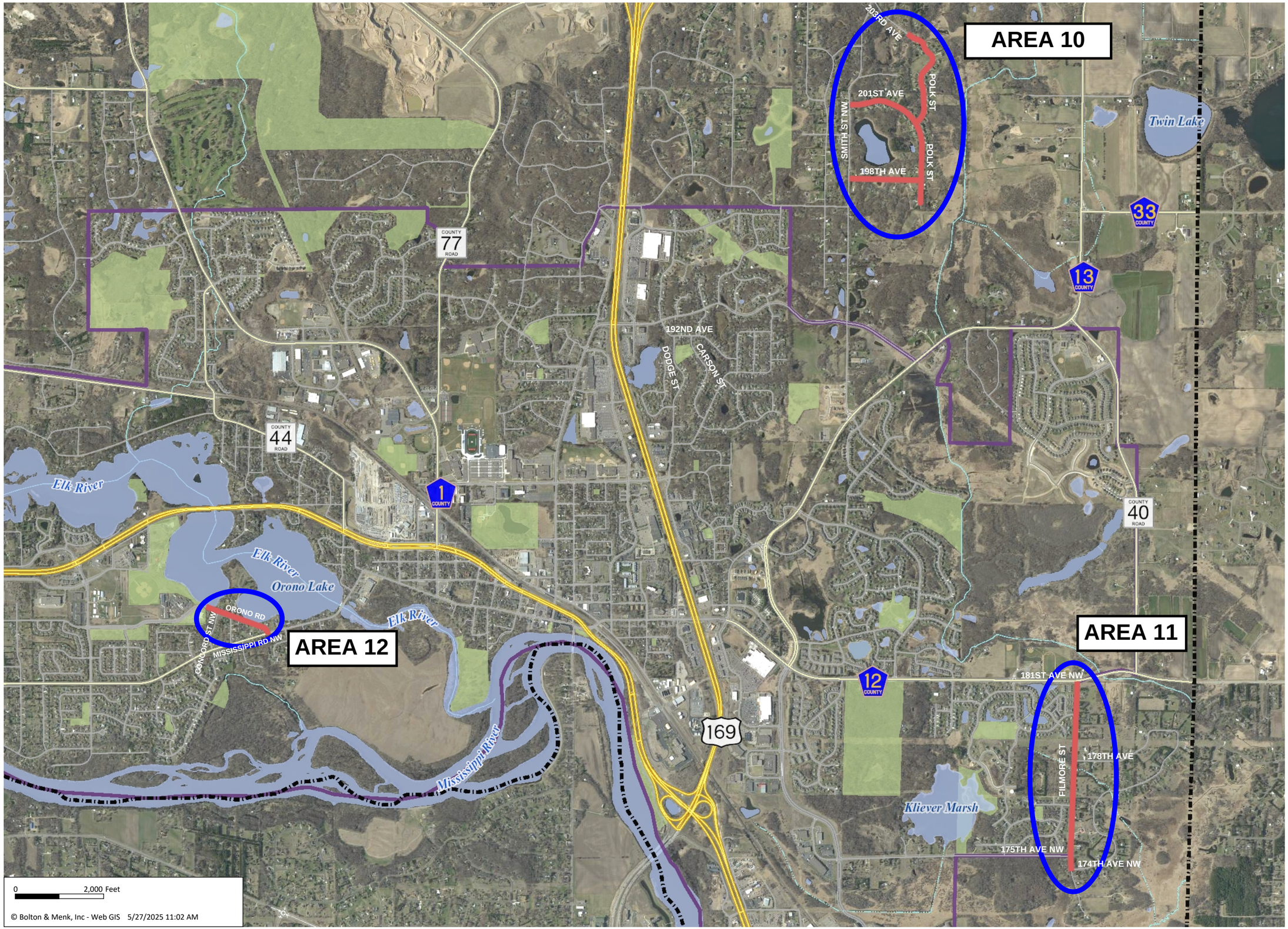
2025 STREET IMPROVEMENTS PROJECT
CITY OF ELK RIVER, MN
24X.136513

CONTRACTOR agrees to perform all of the work described in the CONTRACT DOCUMENTS for the following unit prices

NOTE: PRICES include sales tax and all applicable taxes and fees.

CY (LV) = Cubic Yards, Loose Volume
CY (CV) = Cubic Yards, Compacted Volume (Measured in Place)
(P)=Planned Quantity Basis of Measurement

ITEM NO.	ITEM	NOTES	APPROX. QUANT.	UNIT	UNIT PRICE	AMOUNT
CO-1.1	REMOVE CONCRETE CURB & GUTTER		405	LIN FT	$8.23	$3,333.15
CO-1.2	REMOVE BITUMINOUS CURB		1,150	LIN FT	$2.24	$2,576.00
CO-1.3	REMOVE CONCRETE PAVEMENT		300	SQ FT	$1.19	$357.00
CO-1.4	FURNISH AND INSTALL SPRINKLER HEAD		5	EACH	$174.32	$871.60
CO-1.5	BITUMINOUS PATCH SPECIAL (DRIVEWAY/TRAIL)		75	SQ YD	$48.79	$3,659.25
CO-1.6	BITUMINOUS PATCH SPECIAL (STREET)		170	SQ YD	$20.79	$3,534.30
CO-1.7	MILL BITUMINOUS SURFACE (TAPER 1.25" - 0")		26,540	LIN FT	$0.29	$7,696.60
CO-1.8	MILL BITUMINOUS SURFACE (1.5")		844	SQ YD	$0.54	$455.76
CO-1.9	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C)		4,265	TON	$74.78	$318,936.70
C0-1.10	ADJUST VALVE BOX		4	EACH	$49.06	$196.24
CO-1.11	ADJUST CASTING (MANHOLE)		5	EACH	$234.83	$1,174.15
CO-1.12	ADJUST CASTING (CATCH BASIN)		20	EACH	$289.12	$5,782.40
CO-1.13	4" CONCRETE WALK		100	SQ FT	$7.18	$718.00
CO-1.14	6" CONCRETE WALK/DRIVEWAY		200	SQ FT	$8.53	$1,706.00
CO-1.15	CONCRETE CURB & GUTTER DESIGN B618		405	LIN FT	$28.01	$11,344.05
CO-1.16	TRUNCATED DOMES		24	SQ FT	$97.41	$2,337.84
CO-1.17	BITUMINOUS CURB		1,150	LIN FT	$5.52	$6,348.00
CO-1.18	COMMON TOPSOIL BORROW (LV)		33	CU YD	$0.01	$0.33
CO-1.19	FERTILIZER TYPE 3		21	POUND	$0.62	$13.02
CO-1.20	SEEDING		0.04	ACRE	$3,232.00	$129.28
CO-1.21	SEED MIXTURE 25-151		18	POUND	$2.79	$50.22
CO-1.22	HYDRAULIC BONDED FIBER MATRIX		210	POUND	$1.36	$285.60
CO-1.23	4" SOLID LINE MULTI-COMPONENT (WHITE)		3,090	LIN FT	$1.01	$3,120.90
CO-1.24	4" DOUBLE SOLID LINE MULTI-COMPONENT (YELLOW)		1,545	LIN FT	$1.52	$2,348.40
CO-1.25	24" SOLID LINE MULTI-COMPONENT (WHITE)		20	LIN FT	$5.05	$101.00
CO-1.26	CROSSWALK MULTI-COMPONENT (WHITE)		145	SQ FT	$10.10	$1,464.50
				CO-1 TOTAL COST:		$ $378,540.29



City of Elk River

Legend

- City Limits
- Urban Service Area
- Park Areas
- Mill and Overlay

2025 Street Improvements Project Change Order 1

Disclaimer:

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of Elk River is not responsible for any inaccuracies herein contained.

Request for Action

To
City Council

Item Number
4.5

Meeting Date
June 16, 2025

Prepared By
Ryan Sandhoefner, Engineering Project Manager

Item Description
Resolution 25-28: Meadowwoods Sewer Connection and Contract Award

Reviewed by
Cal Portner
Tina Allard

Action Requested

- Adopt, by motion, Resolution 25-28 for the adoption of the special assessment roll.
- Adopt, by motion, award of bid to J.R. Ferche, Inc.

Background/Discussion
The Meadowwoods Village Homeowners Association (HOA) requested connecting their subdivision to the city's sanitary sewer system due to aging and failures within their communal private drain field. Consistent with the connection agreement signed by the HOA and approved by the Council on December 16, 2024, we have proceeded with plan preparation and bidding for the work. Actions with this approval will award the contract and formally commit the private property assessments to the 39 properties.

The project was recently publicly bid and we received five total bids. The lowest responsible bidder was J.R. Ferche, Inc. at $858,995.00.

Based on the original petition and waiver amount being rolled into the final assessment, along with all incurred costs, the total assessment per parcel is $39,366.31. The attached petition, waiver and agreement form (unsigned version attached) will have been signed by all owners before the Monday City Council action.

Once approved, construction is expected to begin by July and finish before June 2026. Assessments will be certified to the County Assessor by the end of 2026 for payment starting in 2027.

Financial Impact
All project costs will be rolled into the assessments and paid off by the benefiting property owners per the approved resolution.

Mission/Policy/Goal
Support the growth and development of the community.

Attachments

The Elk River Vision

1. Bid Abstract
2. Petition Form
3. Petition, Waiver and Agreement Resolution

Elk River, City of
Meadowwoods Sanitary Sewer Connection
24X.136841 (#9678946)
Owner: City of Elk River
Solicitor: Bolton & Menk, Inc.
05/28/2025 01:00 PM CDT

						Engineer Estimate		J.R. Ferche, Inc.		Northdale Construction Compan		Minger Construction Co. Inc.		New Look Contracting, Inc.		Burski Excavating, Inc.	
Section Titl	Line Item	Item Code	Item Description	UofM	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
BASE BID							$912,842.50		$858,995.00		$894,906.92		$945,180.45		###########		###########
	1	-	MOBILIZATION	LUMP SUM	1	$60,000.00	$60,000.00	$66,000.00	$66,000.00	$56,582.00	$56,582.00	$81,645.00	$81,645.00	$36,200.00	$36,200.00	$200,000.00	$200,000.00
	2	-	TRAFFIC CONTROL	LUMP SUM	1	$10,000.00	$10,000.00	$50,000.00	$50,000.00	$37,380.00	$37,380.00	$9,075.00	$9,075.00	$37,500.00	$37,500.00	$41,000.00	$41,000.00
	3	-	CLEAR AND GRUB TREES	EACH	8	$10,000.00	$80,000.00	$550.00	$4,400.00	$525.00	$4,200.00	$250.00	$2,000.00	$1,325.00	$10,600.00	$200.00	$1,600.00
	4	-	REMOVE LIFT STATION & PUMPS	EACH	1	$5,000.00	$5,000.00	$15,000.00	$15,000.00	$28,000.00	$28,000.00	$6,800.00	$6,800.00	$13,500.00	$13,500.00	$70,000.00	$70,000.00
	5	-	REMOVE FLARED END SECTION	EACH	1	$500.00	$500.00	$750.00	$750.00	$518.52	$518.52	$396.50	$396.50	$475.00	$475.00	$250.00	$250.00
	6	-	EXCAVATION - COMMON (EV) (P)	CU YD	637	$20.00	$12,740.00	$30.00	$19,110.00	$41.48	$26,422.76	$17.00	$10,829.00	$18.00	$11,466.00	$45.00	$28,665.00
	7	-	BITUMINOUS PATCH (STREET)	SQ YD	250	$60.00	$15,000.00	$85.00	$21,250.00	$83.68	$20,920.00	$103.05	$25,762.50	$135.00	$33,750.00	$80.00	$20,000.00
	8	-	AGGREGATE SURFACING CLASS 5	CU YD	10	$50.00	$500.00	$85.00	$850.00	$56.99	$569.90	$106.95	$1,069.50	$100.00	$1,000.00	$35.00	$350.00
	9	-	7" CONCRETE PAVEMENT	SQ FT	610	$20.00	$12,200.00	$20.00	$12,200.00	$20.94	$12,773.40	$17.85	$10,888.50	$20.00	$12,200.00	$20.00	$12,200.00
	10	-	12" CONCRETE PAVEMENT	SQ FT	130	$40.00	$5,200.00	$37.00	$4,810.00	$36.69	$4,769.70	$36.95	$4,803.50	$41.00	$5,330.00	$35.00	$4,550.00
	11	-	BOLLARD	EACH	1	$1,300.00	$1,300.00	$1,500.00	$1,500.00	$1,582.04	$1,582.04	$1,135.00	$1,135.00	$800.00	$800.00	$680.00	$680.00
	12	-	CONNECT TO EXISTING SANITARY PIPE	EACH	3	$1,000.00	$3,000.00	$6,500.00	$19,500.00	$9,360.58	$28,081.74	$12,250.00	$36,750.00	$2,300.00	$6,900.00	$20,000.00	$60,000.00
	13	-	4" SANITARY FORCEMAIN (TRENCHLESS)	LIN FT	2100	$50.00	$105,000.00	$54.00	$113,400.00	$35.05	$73,605.00	$39.50	$82,950.00	$70.00	$147,000.00	$50.00	$105,000.00
	14	-	8" SANITARY SEWER (TRENCHLESS)	LIN FT	937	$80.00	$74,960.00	$78.00	$73,086.00	$94.45	$88,499.65	$76.85	$72,008.45	$100.00	$93,700.00	$82.00	$76,834.00
	15	-	CONSTRUCT LIFT STATION AND VALVE VAULT	LUMP SUM	1	$425,000.00	$425,000.00	$330,000.00	$330,000.00	$382,966.00	$382,966.00	$433,725.00	$433,725.00	$435,000.00	$435,000.00	$497,000.00	$497,000.00
	16	-	ELECTRICAL GENERATOR	LUMP SUM	1	$45,000.00	$45,000.00	$69,900.00	$69,900.00	$62,832.00	$62,832.00	$75,820.00	$75,820.00	$68,000.00	$68,000.00	$81,700.00	$81,700.00
	17	-	SANITARY MANHOLE	LIN FT	44	$600.00	$26,400.00	$565.00	$24,860.00	$738.88	$32,510.72	$1,323.00	$58,212.00	$2,500.00	$110,000.00	$1,500.00	$66,000.00
	18	-	SANITARY MANHOLE CASTING	EACH	3	$1,500.00	$4,500.00	$1,200.00	$3,600.00	$2,036.57	$6,109.71	$1,610.00	$4,830.00	$975.00	$2,925.00	$750.00	$2,250.00
	19	-	CONNECT TO EXISTING STORM PIPE	EACH	1	$1,000.00	$1,000.00	$750.00	$750.00	$2,022.50	$2,022.50	$1,165.00	$1,165.00	$1,000.00	$1,000.00	$1,200.00	$1,200.00
	20	-	15" RC PIPE CLASS V	LIN FT	43	$75.00	$3,225.00	$114.00	$4,902.00	$99.49	$4,278.07	$115.00	$4,945.00	$88.00	$3,784.00	$80.00	$3,440.00
	21	-	15" PIPE APRON W/ TRASH GUARD	EACH	1	$1,800.00	$1,800.00	$2,950.00	$2,950.00	$2,487.06	$2,487.06	$2,940.00	$2,940.00	$1,700.00	$1,700.00	$2,500.00	$2,500.00
	22	-	RIP RAP CLASS III	CU YD	16	$150.00	$2,400.00	$125.00	$2,000.00	$207.25	$3,316.00	$138.00	$2,208.00	$150.00	$2,400.00	$125.00	$2,000.00
	23	-	STORM DRAIN INLET PROTECTION	EACH	5	$300.00	$1,500.00	$200.00	$1,000.00	$259.26	$1,296.30	$173.00	$865.00	$175.00	$875.00	$212.00	$1,060.00
	24	-	SEEDING	ACRE	0.8	$4,000.00	$3,200.00	$2,500.00	$2,000.00	$1,575.00	$1,260.00	$1,670.00	$1,336.00	$1,500.00	$1,200.00	$700.00	$560.00
	25	-	SEED SANDY INSLOPE	POUND	78	$5.00	$390.00	$9.00	$702.00	$8.45	$659.10	$9.00	$702.00	$10.00	$780.00	$9.00	$702.00
	26	-	EROSION CONTROL BLANKET - CATEGORY 3N	SQ YD	630	$2.25	$1,417.50	$5.00	$3,150.00	$2.05	$1,291.50	$2.15	$1,354.50	$2.75	$1,732.50	$2.00	$1,260.00
	27	-	HYDRAULIC BONDED FIBER MATRIX	POUND	2800	$2.00	$5,600.00	$1.50	$4,200.00	$1.42	$3,976.00	$1.50	$4,200.00	$1.75	$4,900.00	$2.00	$5,600.00
	28	-	LOAM TOPSOIL BORROW (LV)	CU YD	85	$52.00	$4,420.00	$55.00	$4,675.00	$51.85	$4,407.25	$44.00	$3,740.00	$0.10	$8.50	$50.00	$4,250.00
	29	-	SEDIMENT CONTROL LOG TYPE WOOD FIBER	LIN FT	300	$3.50	$1,050.00	$5.50	$1,650.00	$3.20	$960.00	$3.40	$1,020.00	$4.00	$1,200.00	$3.75	$1,125.00
	30	-	4" SOLID LINE MULTI COMP	LIN FT	100	$3.00	$300.00	$4.00	$400.00	$3.15	$315.00	$11.15	$1,115.00	$17.00	$1,700.00	$7.00	$700.00
	31	-	24" SOLID LINE MULTI COMP	LIN FT	20	$12.00	$240.00	$20.00	$400.00	$15.75	$315.00	$44.50	$890.00	$57.00	$1,140.00	$41.00	$820.00
Base Bid Total:							$912,842.50		$858,995.00		$894,906.92		$945,180.45		###########		###########

PETITION, WAIVER AND AGREEMENT FOR PAYMENT OF THE COST TO DISCONNECT AND DECOMMISSION THE EXISTING PRIVATE SANITARY TREATMENT SYSTEM, DESIGN AND CONSTRUCT A SANITARY SEWER CONNECTION FOR THE MEADOWWOODS VILLAGE SUBDIVISION INTO THE CITY OF ELK RIVER SANITARY SEWER SYSTEM, AND FOR ASSESSMENT OF AMOUNTS PAID AS A SPECIAL CHARGE UNDER MINNESOTA STATUTES, SECTION 429.101

TO: City Council of the City of Elk River

The undersigned owners (the Owners), of the 39 properties (the Properties) located within the Meadowwoods Village subdivision (Subdivision) as legally described on the signature page of this Petition, Waiver and Agreement (Agreement), petition the City of Elk River (the City) to perform and to pay the costs of:

- Engineering & Design of a municipal sanitary sewer system for the Subdivision
- Decommissioning and removal of the existing private sanitary treatment facility as required by local and state laws.
- Completing the final purchase of the existing private sanitary treatment system and associated sanitary gravity pipe serving the Properties from the current operator/owner Natural Systems Utilities (NSU).
- Construction of municipal sanitary sewer extension to connect to the existing sanitary sewer pipes serving the Properties to the City system

(the Project).

The Project is also further memorialized in the Sanitary Sewer Connection Agreement, which the Owners shall enter into with the City. Estimated costs, charges and fees, for the Project are described in more detail on Exhibit A attached hereto.

The Owners further petition the City to levy a special assessment against each Property in the Subdivision pursuant to Minnesota Statutes, Section 429.031, subd. 3, in the amount of the total cost of the Project, including all City administrative and other costs attributable to the Project, in equal amounts to each of the 39 lots in the Subdivision, not to exceed **$39,366.31** for each of the 39 lots.

Owners acknowledge and agree: (1) the existing treatment system is not within compliance of the Minnesota Pollution Control Agency (MPCA) standards and regulations; (2) the MPCA non-compliance has created a public health and safety risk; (3) that in lieu of replacing the existing private sanitary sewer system, the Owners have collectively agreed to connect the Subdivision to the City of Elk River Sanitary Sewer System; (4) that the Project as described in Exhibits A and B is reasonable and necessary to connect the Subdivision to the City sanitary sewer system and to mitigate the public health and safety hazards for the Properties; (5) that the Cost of the Project as identified on Exhibit B is reasonable and necessary to complete the Project and is the responsibility of Owners; and (6) that Owners have been provided the opportunity to pay the Cost of the Project without the City's involvement and have elected instead to petition the City to pay the Cost of the Project and to assess the full amount of the Cost of the Project to the Properties.

Owners acknowledge that the City may accept or reject this Petition, Waiver and Agreement in the City's sole discretion, for any reason, including, but not limited to, the availability of City funds to pay the Cost of the Project. Owners agree that, if the City accepts this Petition, Waiver and Agreement:

- Owners will provide the City with the necessary easements, consents and other approvals required for the City to enter onto the Subdivision and the Properties to complete the Project;
- The Project shall be contracted by the City pursuant to the City's normal procedures and as required by Minnesota law.
- The City shall bear only that responsibility for or liability related to the performance of the Project as is provided by law.
- The Owners shall hold harmless and indemnify the City from any claims related to the performance of the Project.
- Upon completion and acceptance of the Project, City shall make payment to the City's contractor or other parties who completed the Project in an amount not to exceed the Cost of the Project identified on Exhibit A.
- The payment by the City of the Cost of the Project shall create an unpaid special charge against the Properties that shall be specially assessed against each Property within the Subdivision by the City as allowed by Minnesota Statutes, Section 429.101, subd. 1(a)(3).
- The City will conduct this assessment pursuant to the procedures in Minn. Stat. Ch. 429.
- The special assessment shall be payable in ten (10) equal annual installments with interest accruing on unpaid installments at the rate of 5.91%.

Owners expressly waive the right to a hearing on assessments levied pursuant to this Agreement; expressly waive objection to any irregularity with regard to the assessment of the Properties for the Cost of the Project; expressly agree that any amount assessed for the Project that is equal to or less than the maximum amount set forth in Exhibit A is reasonable; expressly waive any claim that any amount assessed is excessive; expressly waive all rights of appeal, including any rights under Chapter 429, Minnesota Statutes, from the assessment by the City of the Cost of the Project; and expressly agree to pay when due all assessments levied for the Cost of the Project.

Owners represent and warrant that they are the fee Owners of the Properties as identified on the signature page of this Petition, Waiver and Agreement; agree to make payment of all assessments levied pursuant to this Agreement for payment of the Cost of the Project; agree that they shall be personally liable for payments not made; agree that this Agreement shall be binding on Owners and Owner's successors and assigns; agree that all assessments levied pursuant to this Agreement shall be paid in full prior to or at the time of transfer of the Property to a subsequent owner.

Owners acknowledge that this Petition, Waiver and Agreement may be executed electronically and in counterparts.

[Signature pages to follow]

Signature Page – City

CITY OF ELK RIVER

By_____
John J. Dietz, Mayor

Attest:_____
Tina Allard, City Clerk

Signature Pages - Owners

Address: 20195 Lander St. NW, Elk River, MN 55330

Legal Description: Lot 7, Block 4, Meadowwoods Village

Owner [print name]:_____

Signature: _____ Dated: _____

Owner [print name]: _____

Signature: _____ Dated: _____

Address: 21090 Lander St. NW, Elk River, MN 55330

Legal Description: Lot 1, Block 5, Meadowwoods Village

Owner [print name]: _____

Signature: _____ Dated: _____

Owner [print name]: _____

Signature: _____ Dated: _____

Address: 21070 Lander St. NW, Elk River, MN 55330

Legal Description: Lot 2, Block 5, Meadowwoods Village

Owner [print name]: _____

Signature: _____ Dated: _____

Owner [print name]: _____

Signature: _____ Dated: _____

Address: 21054 Lander St NW MN 55330

Legal Description: Lot 3, Block 5, Meadowwoods Village

Owner [print name]: _____

Signature: _____ Dated: _____

Owner [print name]: _____

Signature: _____ Dated: _____

Address: 13506 – 210th Cir. NW, Elk River, MN 55330

Legal Description: Lot 4, Block 3, Meadowwoods Village

Owner [print name]: _____

Signature: _____ Dated: _____

Owner [print name]: _____

Signature: _____ Dated: _____

Address: 13488 – 210th Cir. NW, Elk River, MN 55330

Legal Description: Lot 5, Block 3, Meadowwoods Village

Owner [print name]: _____

Signature: _____ Dated: _____

Owner [print name]: _____

Signature: _____ Dated: _____

Address: 13473 – 210th Cir. NW, Elk River, MN 55330

Legal Description: Lot 1, Block 4, Meadowwoods Village

Owner [print name]: _____

Signature: _____ Dated: _____

Owner [print name]: _____

Signature: _____ Dated: _____

Address: 13493 – 210th Cir. NW, Elk River, MN 55330

Legal Description: Lot 2, Block 4, Meadowwoods Village

Owner [print name]: _____

Signature: _____ Dated: _____

Owner [print name]: _____

Signature: _____ Dated: _____

Address: 20907 Lander St. NW, Elk River, MN 55330

Legal Description: Lot 1, Block 2, Meadowwoods Village

Owner [print name]: _____

Signature: _____ Dated: _____

Owner [print name]: _____

Signature: _____ Dated: _____

Address: 20925 Lander St. NW, Elk River, MN 55330

Legal Description: Lot 2, Block 2, Meadowwoods Village

Owner [print name]: _____

Signature: _____ Dated: _____

Owner [print name]: _____

Signature: _____ Dated: _____

Address: 20939 Lander St. NW, Elk River, MN 55330

Legal Description: Lot 3, Block 2, Meadowwoods Village

Owner [print name]: _____

Signature: _____ Dated: _____

Owner [print name]: _____

Signature: _____ Dated: _____

Address: 20957 Lander St. NW, Elk River, MN 55330

Legal Description: Lot 4, Block 2, Meadowwoods Village

Owner [print name]: _____

Signature: _____ Dated: _____

Owner [print name]: _____

Signature: _____ Dated: _____

Address: 21036 Lander St. NW, Elk River, MN 55330

Legal Description: Lot 4, Block 5, Meadowwoods Village

Owner [print name]: _____

Signature: _____ Dated: _____

Owner [print name]: _____

Signature: _____ Dated: _____

Address: 21016 Lander St. NW, Elk River, MN 55330

Legal Description: Lot 5, Block 5, Meadowwoods Village

Owner [print name]: _____

Signature: _____ Dated: _____

Owner [print name]: _____

Signature: _____ Dated: _____

Address: 20984 Lander St. NW, Elk River, MN 55330

Legal Description: Lot 1, Block 6, Meadowwoods Village

Owner [print name]: _____

Signature: _____ Dated: _____

Owner [print name]: _____

Signature: _____ Dated: _____

Address: 20966 Lander St. NW, Elk River, MN 55330

Legal Description: Lot 2, Block 6, Meadowwoods Village

Owner [print name]: _____

Signature: _____ Dated: _____

Owner [print name]: _____

Signature: _____ Dated: _____

Address: 20973 Lander St. NW, Elk River, MN 55330

Legal Description: Lot 5, Block 2, Meadowwoods Village

Owner [print name]: _____

Signature: _____ Dated: _____

Owner [print name]: _____

Signature: _____ Dated: _____

Address: 20991 Lander St. NW, Elk River, MN 55330

Legal Description: Lot 6, Block 2, Meadowwoods Village

Owner [print name]: _____

Signature: _____ Dated: _____

Owner [print name]: _____

Signature: _____ Dated: _____

Address: 21013 Lander St. NW, Elk River, MN 55330

Legal Description: Lot 7, Block 2, Meadowwoods Village

Owner [print name]: _____

Signature: _____ Dated: _____

Owner [print name]: _____

Signature: _____ Dated: _____

Address: 20992 Lander Ct. NW, Elk River, MN 55330

Legal Description: Lot 8, Block 2, Meadowwoods Village

Owner [print name]: _____

Signature: _____ Dated: _____

Owner [print name]: _____

Signature: _____ Dated: _____

Address: 20988 Lander Ct. NW, Elk River, MN 55330

Legal Description: Lot 9, Block 2, Meadowwoods Village

Owner [print name]: _____

Signature: _____ Dated: _____

Owner [print name]: _____

Signature: _____ Dated: _____

Address: 21011 Lander Ct. NW, Elk River, MN 55330

Legal Description: Lot 1, Block 3, Meadowwoods Village

Owner [print name]: _____

Signature: _____ Dated: _____

Owner [print name]: _____

Signature: _____ Dated: _____

Address: 13536 – 210th Cir. NW, Elk River, MN 55330

Legal Description: Lot 2, Block 3, Meadowwoods Village

Owner [print name]: _____

Signature: _____ Dated: _____

Owner [print name]: _____

Signature: _____ Dated: _____

Address: 13522 – 210th Cir. NW, Elk River, MN 55330

Legal Description: Lot 3, Block 3, Meadowwoods Village

Owner [print name]: _____

Signature: _____ Dated: _____

Owner [print name]: _____

Signature: _____ Dated: _____

Address: 20801 Lander Ct. NW, Elk River, MN 55330

Legal Description: Lot 1, Block 1, Meadowwoods Village

Owner [print name]: _____

Signature: _____ Dated: _____

Owner [print name]: _____

Signature: _____ Dated: _____

Address: 20809 Lander Ct. NW, Elk River, MN 55330

Legal Description: Lot 2, Block 1, Meadowwoods Village

Owner [print name]: _____

Signature: _____ Dated: _____

Owner [print name]: _____

Signature: _____ Dated: _____

Address: 20827 Lander Ct. NW, Elk River, MN 55330

Legal Description: Lot 3, Block 1, Meadowwoods Village

Owner [print name]: _____

Signature: _____ Dated: _____

Owner [print name]: _____

Signature: _____ Dated: _____

Address: 20855 Lander Ct. NW, Elk River, MN 55330

Legal Description: Lot 4, Block 1, Meadowwoods Village

Owner [print name]: _____

Signature: _____ Dated: _____

Owner [print name]: _____

Signature: _____ Dated: _____

Address: 20952 Lander St. NW, Elk River, MN 55330

Legal Description: Lot 3, Block 6, Meadowwoods Village

Owner [print name]: _____

Signature: _____ Dated: _____

Owner [print name]: _____

Signature: _____ Dated: _____

Address: 20934 Lander St. NW, Elk River, MN 55330

Legal Description: Lot 4, Block 6, Meadowwoods Village

Owner [print name]: _____

Signature: _____ Dated: _____

Owner [print name]: _____

Signature: _____ Dated: _____

Address: 20918 Lander St. NW, Elk River, MN 55330

Legal Description: Lot 5, Block 6, Meadowwoods Village

Owner [print name]: _____

Signature: _____ Dated: _____

Owner [print name]: _____

Signature: _____ Dated: _____

Address: 20856 Lander Ct. NW, Elk River, MN 55330

Legal Description: Lot 1, Block 7, Meadowwoods Village

Owner [print name]: _____

Signature: _____ Dated: _____

Owner [print name]: _____

Signature: _____ Dated: _____

Address: 13503 – 210th C\ir. NW, Elk River, MN 55330

Legal Description: Lot 3, Block 4, Meadowwoods Village

Owner [print name]: _____

Signature: _____ Dated: _____

Owner [print name]: _____

Signature: _____ Dated: _____

Address: 13513 – 210th Circ. NW, Elk River, MN 55330

Legal Description: Lot 4, Block 4, Meadowwoods Village

Owner [print name]: _____

Signature: _____ Dated: _____

Owner [print name]: _____

Signature: _____ Dated: _____

Address: 20856 Lander Ct. NW, Elk River, MN 55330

Legal Description: Lot 1, Block 7, Meadowwoods Village

Owner [print name]: _____

Signature: _____ Dated: _____

Owner [print name]: _____

Signature: _____ Dated: _____

Address: 13503 – 210th Cir. NW, Elk River, MN 55330

Legal Description: Lot 3, Block 4, Meadowwoods Village

Owner [print name]: _____

Signature: _____ Dated: _____

Owner [print name]: _____

Signature: _____ Dated: _____

Address: 20834 Lander Ct. NW, Elk River, MN 55330

Legal Description: Lot 2, Block 7, Meadowwoods Village

Owner [print name]: _____

Signature: _____ Dated: _____

Owner [print name]: _____

Signature: _____ Dated: _____

Address: 20818 Lander Ct. NW, Elk River, MN 55330

Legal Description: Lot 3, Block 7, Meadowwoods Village

Owner [print name]: _____

Signature: _____ Dated: _____

Owner [print name]: _____

Signature: _____ Dated: _____

Address: 20804 Lander Ct. NW, Elk River, MN 55330

Legal Description: Lot 4, Block 7, Meadowwoods Village

Owner [print name]: _____

Signature: _____ Dated: _____

Owner [print name]: _____

Signature: _____ Dated: _____

For Office Use

Application Approved: _____

By: _____

Date: _____

Permit No(s): _____

Project completed on: _____

Approval for Final Payment: _____

By: _____

Date:

EXHIBIT A

Project Costs:

CONSTRUCTION SUBTOTAL:	$858,995.00
CONSTRUCTION CONTINGENCY (2%):	$17,179.90
ENGINEERING & ADMINISTRATION:	$122,431.00
SEWER ACCESS CHARGE ($6,120/EA):	$238,680.00
TRUNK SEWER FEE ($2,000/EA):	$78,000.00
ESTIMATED SEWER ACQUISITION & DECOMMISSION:	$220,000.00
TOTAL ESTIMATED PROJECT COST:	**$1,535,285.90**
TOTAL ASSESSMENT PER PARCEL:	**$39,366.31**

City of Elk River
City Council

Resolution 25-28

A Final Resolution of the City Council of the City of Elk River Accepting the Petition, Waiver, and Agreement for Payment of the Cost to Design, Bid, and Construct the Disconnect and Decommissioning of the Meadowwoods Village Subdivision Private Sanitary Treatment System and Connection to the City Sanitary Sewer System

WHEREAS, in June of 2025, all owners (" Property Owners") of the 39 properties located within the Meadowwoods Village subdivision (" Properties"), filed a Petition, Waiver and Agreement for Payment of the Cost to Design and Bid the Decommissioning of the Existing Meadowwoods Village Subdivision Subsurface Sewage Treatment System (" SSTS") and Connecting the Meadowwoods Village Subdivision to the City of Elk River Sanitary Sewer System, and for Assessment of Amounts Paid as a Special Charge Under Minnesota Statutes, Section 429.101; and

WHEREAS, the Property Owners, filed a Petition, Waiver and Agreement for Payment of the Cost to Decommission the Existing Meadowwoods Village Sanitary Treatment Facility and Connect the Meadowwoods Village Subdivision to the City of Elk River Sanitary Sewer System pursuant to the plans and specifications; and

WHEREAS, the Property Owners, filed a Petition, Waiver and Agreement for Payment of the Cost to complete the final purchase of the existing Private Sanitary Treatment System and Associated Sanitary Gravity Pipe Serving the Properties from the Current Operator/Owner Natural Systems Utilities (NSU); and

WHEREAS, the Property Owners, filed a Petition, Waiver and Agreement for Payment of the Cost of construction of Municipal Sanitary Sewer Extension to Connect to the Existing Sanitary Sewer Pipes Serving the Properties to the City system.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Elk River, Minnesota, as follows**:** Click here to enter text.

1. The City accepts the Petition as filed by the Property Owners, which waives all hearing rights, and finds that the Petition represents all Properties within the Meadowwoods Village subdivision.
2. Bolton & Menk, Inc. is hereby designated as the engineer for the Project, and J.R. Ferche, Inc. is the Contractor for the Project.
3. Pursuant to the Petition, the City shall levy a special assessment against each Property in the Subdivision as pursuant to Minnesota Statutes, Section 429.031, subd. 3, in the amount of the total cost of the Project (including all City administrative and other costs attributable to the Project, for a total amount not to

exceed $1,535,285.90, which shall be $39,366.31 for each of the 39 lots, as shown on the attached Exhibit A ("Assessment Roll")

4. The Assessment roll is hereby adopted and shall constitute the special assessment against the lands named therein, and each and every tract of land therein included is hereby found to be benefited by the proposed improvement and the amount of the assessment levied against it.
5. Such assessment shall be payable in equal annual installments extending over a period of 10 years, the first of the installments to be payable on or before the first Monday in January 2027 and shall bear interest at the rate of 5.9 percent per annum from the date of the adoption of this assessment resolution. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2026. To each subsequent installment, when due, shall be added interest for one year on all unpaid installments.
6. The owner of any property so assessed may, at any time prior to certificate of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the city treasurer, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this resolution; and he/ she may, at any time thereafter, pay to the city treasurer the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the next succeeding year.
7. The clerk shall forthwith transmit a certified duplicate of this assessment to the county auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

Passed and adopted this 16th day of June 2025.

_____

John J. Dietz, Mayor

ATTEST:

_____

Tina Allard, City Clerk

Request for Action

To
City Council

Item Number
4.6

Meeting Date
June 16, 2025

Prepared By
Justin Femrite, Public Works Director/Chief Engineer

Item Description
Agreement 25-13: Sanitary Sewer and Storm Water Revenue Adequacy Analysis

Reviewed by
Justin Femrite
Cal Portner
Tina Allard

Action Requested
Approve, by motion, executing Agreement 25-13 with AMKO Bond Services to complete a review of our Sanitary and Storm Water rates.

Background/Discussion
As detailed in the Capital Improvement Plan, we have solicited quotations for an analysis of our sanitary and storm water rates. This analysis will help determine how rates should be set for the next 3–5 years. The last analysis was completed in 2021.

Two quotations were received and staff recommends awarding the work to AMKO Bonding Services. AMKO was the most competitive with the pricing they provided.

Financial Impact
The total service fee of $10,000 would be split evenly between the Sanitary and Storm Water funds ($5,000 each).

Mission/Policy/Goal
Responsible for Every Dollar

Attachments
1. Elk River MN - Sanitary and Storm Sewer Rate Analysis June 2025

June 4, 2025

Mr. Justin Femrite
Public Works Director
City of Elk River
19000 Proctor Road
Elk River, MN 55330

Re: Utility Rate Analysis Proposal

Justin:

Thank you for the opportunity to provide you with a proposal to perform a utility rate analysis for the City of Elk River's sanitary and storm sewer systems.

AMKO Bond Services, LLC ("AMKO" or "AMKO Bond Services") is a North Dakota firm, headquartered in Fargo, ND, which specializes in assisting its municipal clients with a variety of financial functions, including, but not limited to, utility rate analyses, capital improvement planning, annual bond disclosures, payment processing, paying agent services, etc. Regardless of the function being performed, we deliver effective results in a highly efficient manner, which helps keep our fees reasonable for the client while exceeding expectations with respect to the client's goals. Our Performance Promise demands that we exceed our clients' expectations, not just from the standpoint of delivering the project, as outlined, but by creating an outstanding client experience throughout the effort.

AMKO is excited to have the opportunity to submit this proposal and, ultimately, to work with the City of Elk River on this important rate analysis project and we hope that the detail provided in the attached scope of work delivers on our Performance Promise.

If you have any questions or feedback, please do not hesitate to contact me, either by phone (701-367-4058) or email (mark.deraney@amkoadvisors.com).

Thank you so much for the opportunity to submit this proposal and we look forward to your feedback in the near future.

Sincerely,

Mark Deraney
President, AMKO Bond Services

CC: Harold Lance

CITY OF ELK RIVER, MN
Scope of Work Proposal

1. Kick-off Meeting	1	$200.00	$200.00
2. Develop and gather information request from City, including questionnaire about water system to include, but not limited to: a. Number of residential and commercial customers b. Bulk customer information, if any c. Water usage of various customers	5	$200.00	$1,000.00
3. Develop historical revenue adequacy model for the sanitary and storm sewer systems for the last 5 to 10 years, accounting for any one-time revenues or expenses.	12	$200.00	$2,400.00
4. Research existing and any potential future expenses of the systems to adequately reflect any unusual future changes.	5	$200.00	$1,000.00
5. Develop projected revenue adequacy model for the next 5 years including, not limited to, the following considerations: a. Adjustments to rates based on classes of customers to meet future system needs b. Changes in population c. Changes in water usage d. Changes in expenses e. Future capital improvement projects to water system f. Anticipated debt to pay for capital improvement projects g. Funding of reserves for the system	20	$200.00	$4,000.00
6. Review initial findings with the City's Public Works Director	2	$200.00	$400.00
7. Prepare Final Report for the City of Elk River	5	$200.00	$1,000.00
8. Present findings to the City of Elk River	1	$200.00	$200.00
9. Administrative items relating to Tasks	1	$200.00	$200.00
Total Estimated Hours Billed	**52**		**$10,400.00**

AMKO will not charge the City for travel time or expenses.

In order to alleviate concerns with respect to variability regarding the estimated hours applied to the project, and the potential for a cost to the City that is greater than the scope of work suggests, AMKO will perform the analysis, within the agreed-upon scope, for a maximum of $10,000.00. Additional fees beyond $10,000.00 would only occur if the City were to request a broader utility analysis, or additional functions that would be outside of the scope of work. Should an additional request or increase in scope occur, AMKO will prepare a revised task order for the City's approval.

AMKO Advisors will work with the City and the Public Works Director to develop a timeline that can adequately account for the required tasks, while meeting the expectations and needs of the City.

CITY OF ELK RIVER, MN
Acceptance Page

The City of Elk River, MN hereby agrees with the preceding Scope of Services for its Sanitary and Storm Sewer Rate Analysis and accepts the associated estimates and terms. The City thus wishes to engage AMKO Bond Services for the project, which will begin immediately upon the execution of this Acceptance.

Date: _____

City of Elk River:

_____
Mayor, John Dietz

_____
City Public Works Director, Justin Femrite

AMKO Bond Services:

_____
President, Mark Deraney

Request for Action

To
City Council

Item Number
4.7

Meeting Date
June 16, 2025

Prepared By
Joseph Hale, Environmental Services and Projects Specialist

Item Description
License Renewals: Mineral Excavation

Reviewed by
Justin Femrite
Cal Portner
Tina Allard

Action Requested
Approve, by motion, the Mineral Excavation license renewals for the following applicants valid to July1, 2026.

Martin Marietta Materials, Inc.
Holcim- MWR, Inc.
New Look Contracting d/b/a Superior Sand and Gravel
Plaisted Companies, Inc.
C.S McCrossan, Inc.
Knife River Corporation-North Central
Max Steininger, Inc.

Background/Discussion
The city issues licenses for mineral excavation on an annual basis. Seven mining operations have submitted applications to renew their licenses, which are set to expire on July 1, 2025.

Site visits were performed at all mining locations to review application materials and inspect sites for compliance with existing conditional use permits. No major concerns were observed during the review of applications. Staff recommend approval to reissue all seven licenses.

Financial Impact
A total of $27,006.10 was collected from the 7 license applications.

Mission/Policy/Goal
Responsibly grow

Attachments
None

Request for Action

To
City Council

Item Number
4.8

Meeting Date
June 16, 2025

Prepared By
Jolene Richter, Deputy Clerk

Item Description
2025-2026 Liquor License Renewals

Reviewed by
Cal Portner
Tina Allard

Action Requested
Approve, by motion, the attached list of liquor license renewals for the period of July 1, 2025, through June 30, 2026.

Background/Discussion
Liquor licenses run from July 1 through June 30.

Financial Impact
N/A

Mission/Policy/Goal
Elk River Mission

Attachments
1. 2025-2026 Liquor License Renewals

2025-2026 LIQUOR LICENSES

3.2 Percent Malt Beverage On-Sale ($225/year)

- Pinewood Golf Club

Club ($300/year)

- Eagles Club

On-Sale Liquor ($5,000/year)

- Buffalo Wild Wings Grill & Bar
- Elk River Extreme Motorpark

On-Sale Sunday ($200/year)

- Buffalo Wild Wings Grill & Bar
- Eagles Club
- Elk River Extreme Motorpark

Request for Action

To
City Council

Item Number
4.9

Meeting Date
June 16, 2025

Prepared By
Jolene Richter, Deputy Clerk

Item Description
Temporary Liquor License: Elk River Rotary Club

Reviewed by
Cal Portner
Tina Allard

Action Requested
Approve, by motion, a Temporary On-Sale Liquor License to the Elk River Rotary Club for the Taste of Elk River event scheduled for August 13, 2025, with the condition that alcohol must be limited to an area with secure, controlled access. Wristband control is also required.

Background/Discussion
The Elk River Rotary Club has applied for a Temporary On-Sale Liquor License in connection with the Taste of Elk River event at the Furniture and Things Community Event Center, 1000 School Street.

Financial Impact
N/A

Mission/Policy/Goal
Elk River Mission

Attachments
None

Request for Action

To
City Council

Item Number
4.10

Meeting Date
June 16, 2025

Prepared By
Jolene Richter, Deputy Clerk

Item Description
Temporary Liquor Licenses: Aegir Brewing Company

Reviewed by
Cal Portner
Tina Allard

Action Requested
Approve, by motion, two Temporary On-Sale Liquor Licenses for Aegir Brewing Company, LLC, 19050 Industrial Blvd NW, for July 13, 2025, and August 15-17, 2025 with the condition that property taxes for this location are paid current.

Background/Discussion
Aegir Brewing Company has applied for two Temporary On-Sale Liquor Licenses for their current location on July 13, 2025, and August 15-17, 2025. All application materials have been submitted and reviewed. Once the Council approves, the licenses will be sent to the state for approval and issuance. In reviewing the liquor licenses renewal for Aegir, it was determined that property taxes are not current. It is recommended to add a condition that the taxes be paid prior to issuance of these licenses.

Financial Impact
N/A

Mission/Policy/Goal
Elk River Mission

Attachments
None

Request for Action

To
City Council

Item Number
4.11

Meeting Date
June 16, 2025

Prepared By
Jolene Richter, Deputy Clerk

Item Description
Resolution 25-26: Premises Permit for Elk River Youth Hockey Association at Applebee's

Reviewed by
Cal Portner
Tina Allard

Action Requested
Adopt Resolution 25-26 approving a premises permit for the Elk River Youth Hockey Association at Applebee's.

Background/Discussion
The Elk River Youth Hockey Association (ERYHA) requested a premises permit for gambling at Applebee's, 18891 Freeport St NW.

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

Eligible gambling organizations were notified of the request by ERYHA and no other applications to operate a premises permit at Applebee's were received within 30 days.

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

Financial Impact
N/A

Mission/Policy/Goal
Elk River Mission

Attachments
1. RES 25-26 ERYHA Premises Permit Applebees

City of Elk River
City Council

Resolution 25-26

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

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

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Elk River, Minnesota, as follows**:** the request by Elk River Youth Hockey Association for a premises permit at Applebee's, 18891 Freeport Street NW, is hereby approved.

Passed and adopted this 16th day of June 2025.

_____
John J. Dietz, Mayor

ATTEST:

_____
Tina Allard, City Clerk

Request for Action

To
City Council

Item Number
4.12

Meeting Date
June 16, 2025

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

Item Description
Agreement 25-12: Establish Ice Rates with ISD #728

Reviewed by
Katie Harstad
Cal Portner
Tina Allard

Action Requested
Approve, by motion, a retroactive contract with ISD #728 for the 2024-25 season to memorialize the established facility rates, Agreement 2025-12.

Background/Discussion
We were informed by the district that they need to document their $70,000 in ice purchases on their Board-Approved Lease Levy. The contract is essentially retroactive to account for the season based on actual prices.

Financial Impact
Total revenue from ISD #728 2024-25 season game and practice ice purchases is $63,630.

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

Attachments
1. ISD728 Ice Rental Agreement

FURNITURE AND THINGS COMMUNITY EVENT CENTER

CITY OF ELK RIVER

PRACTICE ICE RENTAL CONTRACT ELK RIVER HIGH SCHOOL 2024-25

THIS ICE FACILITY USE AGREEMENT (AGREEMENT) IS MADE AND ENTERED INTO THIS DAY OF June5,2025 BETWEEN THE CITY OF ELK RIVER, A MINNESOTA MUNICIPAL CORPORATION, HEREIN AFTER REFERRED TO AS (PROVIDER) AND **INDEPENDENT SCHOOL DISTRICT 728,** HEREIN AFTER REFERRED TO AS (USER). PROVIDER AND USER AGREE TO THE FOLLOWING USE OF ICE SKATING FACILITIES WITHIN THE FURNITURE AND THINGS COMMUNITY EVENT CENTER (FT CENTER) LOCATED AT 1000 SCHOOL STREET, ELK RIVER, MN 55330 FOR THE PERIOD OF **SEPTEMBER 1, 2024, to AUGUST 31, 2025.**

1. SCHEDULE OF TIME: PROVIDER agrees to make ice time available to the USER at the time and dates shown on the attached ice use schedule for the USER. Such schedule may be amended from time to time upon the written agreement of both parties' representatives.

2. 2024-25 Season

   a. RATES: USER agrees to pay the following rates for FT Center usage: **$245/hour through 12/31/2024 and Silver rates from 1/1/25 through 8/31/25:**

      Silver Level User – Organizations/Individuals that purchased 200+ total hours in FYE 2023:
      - o $250/hr = Prime
      - o $184/hr = Non-Prime (April 1 – August 31)
      - o $128/hr = ISD 728 School Hours

   b. Estimated number of practice hours reserved:

Beginning Date: 9/1/2024, through Ending Date: 12/31/2024.
Total number of estimated hours to reserve:
Girls 55.00
Boys 69.00

Beginning Date: 1/1/25, through Ending Date: 8/31/25. Silver Rates
Total number of estimated hours to reserve:
Girls 53.00
Boys 80.00

TOTAL HOURS	**124.00 hours @ $245/hour = $30,380.00**
	133.00 hours @ $250/hour = $33,250.00
	Total Estimated = $63,630.00

3. SERVICES: PROVIDER agrees to provide a usable ice surface, secure and clean facilities, and parking facilities for all practice sessions.

   a. USER shall be responsible for the complete repair of any damage to space within the FTCenter that is damaged while being utilized by USER.

4. PAYMENTS: PROVIDER shall bill USER on a monthly basis by submitting an itemized list of hourly practice and game ice, to the USER. Upon proper billing and documentation, USER will promptly pay PROVIDER any required deposits and an amount equal to the number of hours of practice ice usage at the rate agreed to.

5. CANCELLATIONS: PROVIDER may cancel this Agreement for any material default by the USER in terms of this Agreement. PROVIDER may also reschedule the dates or times of the scheduled ice usage upon five days written notice to the USER. PROVIDER shall not be held responsible for the cancellation of ice time for reasons beyond the reasonable control of PROVIDER, its agents, or employees, such as but not limited to equipment failure, loss of power, severe weather or acts beyond PROVIDER'S control. In the event of such an occurrence, PROVIDER will attempt to reschedule USER'S ice times or USER may cancel and promptly receive a return of any fees paid.

6. ASSIGNMENT: if scheduled ice time cannot be used by the USER, they shall promptly notify the PROVIDER in writing within 14 days and the PROVIDER will attempt to reassign that time to another group. If the time cannot be assigned to another group, the USER will pay the charged fees for their scheduled time.

7. RULES AND REGULATIONS: USER agrees to use the facilities according to the Rules and Regulations of PROVIDER which will be adopted and posted from time to time within the facility.

8. SIGNAGE: USER recognizes that it does not have rights to post any signs without the express written consent of PROVIDER. Any signs so consented to shall conform to and be consistent with the sign usage policy of PROVIDER and be subject to PROVIDER review and approval.

9. LIABILITY: USER acknowledges that PROVIDER has not asserted or accepted any responsibilities for supervision, security or control of USER'S property or activities. USER shall be solely responsible to provide security for its equipment kept on the premises and shall be solely responsible to provide supervision of its players, staff, and spectators, on and off the ice. PROVIDER shall be solely responsible for the action of its employees, agents, and invitees.

USER assumes all risks of personal injury arising from its usage of the FTCenter or any part connected or contiguous thereto which result from an act or failure to act on the part of the USER or others over whom it has supervisory responsibility. USER assumes responsibility for damages to the property of PROVIDER arising out of the negligence of USER under its performance of this agreement. PROVIDER will notify the USER of any damages and allow the USER a reasonable opportunity to review the damage before repairs are made. PROVIDER is responsible for the repair or replacement of PROVIDER'S property and will invoice the USER for the damages. USER'S obligation shall be to reimburse PROVIDER for the cost of labor and replacement of like-kind and quality equipment.

PROVIDER agrees to indemnify and hold harmless USER from and against all claims, costs, expenses(including attorney fees) and liabilities of whatever nature arising from(i) any negligent or wrongful act or omission of PROVIDER, its licensees, agents, or employees; or (ii) arising from any accident, injury, including death, or damage to any person or property occurring on the premises and caused by the negligence or other wrongful conduct of PROVIDER, excluding claims arising from USER'S performance under this agreement. This paragraph shall not act as a waiver of any tort liability caps or legal immunities that may exist to protect the PROVIDER.

USER agrees to indemnify and hold harmless PROVIDER from and against all claims, costs, expenses (including attorney fees) and liabilities of whatever nature arising from (i) any negligent or wrongful act of omission of USER, its licensees, agents, or employees; or (ii) arising from any accident, injury, including death, or damage to any person or property occurring on the premises and caused by the negligence or other wrongful conduct of USER, excluding claims arising from PROVIDER's performance under this agreement.

INSURANCE: Both USER and PROVIDER shall maintain liability insurance against claims for bodily injury, death or property damage occurring on or about the FTCenter. Such insurance shall be written on an occurrence basis with a combined single limit of not less than $1,000,000 per occurrence. If the insurance policy is written on a "claims-made basis," the party will maintain coverage for a minimum of three years past the expiration of this agreement. The retroactive date of the policy shall be indicated on the certificate of insurance outlining coverage.

In addition, both parties shall name the other party as an additional insured with respect to its own operations on said policies of insurance. Both parties will maintain all workers' compensation insurance required by law.

THIS CONTRACT AND ANY ATTACHED SCHEDULES OR SIGNED ADDENDUMS CONSTITUTES THE ENTIRE AGREEMENT BE1WEEN PROVIDER AND USER. THE UNDERSIGNED USER AGREES TO PURCHASE *AIL* HOURS OUTLINED IN THE ATTACHMENT. NO PROVISION OF THIS AGREEMENT MAY BE CHANGED, WAIVED OR TERMINATED UNLESS DONE IN WRITING AND EXECUTED BY BOTH PROVIDER AND USER.

Dated: June 5, 2025

USER:

By: _____

Its: Interim Executive Director of Business Services

Dated: _____

PROVIDER: CITY OF ELK RIVER

By: _____

By: _____

FURNITURE AND THINGS COMMUNITY EVENT CENTER

CITY OF ELK RIVER

GAME ICE RENTAL CONTRACT ELK RIVER HIGH SCHOOL 2024-25

This ice facility use agreement (Agreement) is made and entered into this 5th day of June, 2025 between the City of Elk River, a Minnesota municipal corporation, herein after referred to as (PROVIDER) and District #728 Schools **ELK RIVER HIGH SCHOOL,** herein after referred to as (USER). PROVIDER and USER agree to the following use of ice skating facilities within the Furniture and Things Community Event Center (FTCenter) located at 1000 School Street, Elk River, MN 55330 for the period of **September 1, 2024, to August 31, 2025.**

1. SCHEDULE OF TIME: PROVIDER agrees to make ice time available to the USER at the time and dates shown on the attached ice use schedule for the USER. Such schedule may be amended from time to time upon the written agreement of both parties' representatives.

2. 2024-25 Season

   - RATES: USER agrees to pay the following rates for FT Center usage: **$245/hour through 12/31/2024 and Silver rates from 1/1/25 through 8/31/25:**

   Silver Level User – Organizations/Individuals that purchased 200+ total hours in FYE 2023:

   - o $250/hr = Prime
   - o $184/hr = Non-Prime (April 1 – August 31)
   - o $128/hr = ISD 728 School Hours

   - Estimated number of game hours reserved:

Beginning Date: 9/1/2024, through Ending Date: 12/31/2024.
Total number of estimated hours to reserve:
Girls 24.00
Boys 12.00

Beginning Date: 1/1/25, through Ending Date: 8/31/25. Silver Rates
Total number of estimated hours to reserve:
Girls 20.00
Boys 28.00

TOTAL HOURS

36.00 hours @ $245/hour = $8,820.00

48.00 hours @ $250/hour = $12,000.00

Total Estimated = $20,820.00

1. SERVICES: PROVIDER agrees to provide a usable ice surface, secure and clean locker facilities, parking facilities and, on the day of games, FT Center seating for spectators as well as one (1) event operations staff to facilitate ticket sales/redemption and one game operations manager. In addition, PROVIDER shall provide appropriate facility/ice maintenance staff; Zamboni driver(s) and needed cleanup/maintenance staff. The USER shall provide time/score keeper(s), penalty box attendant(s), announcers, and a site manager. All USER staffing of games to be reviewed and approved by the PROVIDER.

   a. USER shall be responsible for the complete repair of any damage to space within the FT Center that is damaged while being utilized by USER.

2. PAYMENTS: PROVIDER shall bill USER on a monthly basis by submitting an itemized list of hourly practice and game ice, to the USER. Upon proper billing and documentation, USER will promptly pay PROVIDER any required deposits and an amount equal to the number of hours of practice and game ice usage at the rate agreed to.

3. CANCELLATIONS: PROVIDER may cancel this Agreement for any material default by the USER in terms of this Agreement. PROVIDER may also reschedule the dates or times of the scheduled ice usage upon five days written notice to the USER. PROVIDER shall not be held responsible for the cancellation of ice time for reasons beyond the reasonable control of PROVIDER, its agents, or employees, such as but not limited to equipment failure, loss of power, severe weather or acts beyond PROVIDER'S control. In the event of such an occurrence, PROVIDER will attempt to reschedule USER'S ice times or USER may cancel and promptly receive a return of any fees paid.

4. ASSIGNMENT: if scheduled ice time cannot be used by the USER, they shall promptly notify the PROVIDER in writing within 14 days and the PROVIDER will attempt to reassign that time to another group. If the time cannot be assigned to another group, the USER will pay the charged fees for their scheduled time.

5. RULES AND REGULATIONS: USER agrees to use the facilities according to the Rules and Regulations of PROVIDER which will be adopted and posted from time to time within the facility.

6. SIGNAGE: USER recognizes that it does not have rights to post any signs without the express written consent of PROVIDER. Any signs so consented to shall conform to and be consistent with the sign usage policy of PROVIDER and be subject to PROVIDER review and approval.

7. LIABILITY: USER acknowledges that PROVIDER has not asserted or accepted any responsibilities for supervision, security or control of USER'S property or activities. USER shall be solely responsible to provide security for its equipment kept on the premises and shall be solely responsible to provide supervision of its players, staff, and spectators, on and off the ice. PROVIDER shall be solely responsible for the action of its employees, agents, and invitees.

   USER assumes all risks of personal injury arising from its usage of the FT Center or any part connected or contiguous thereto which result from an act or failure to act on the part of the USER or others over whom it has supervisory responsibility. USER assumes responsibility for damages to the property of PROVIDER arising out of the negligence of USER under its performance of this agreement. PROVIDER will notify the USER of any damages and allow the USER a reasonable opportunity to review the damage before repairs are made. PROVIDER is responsible for the repair or

replacement of PROVIDER'S property and will invoice the USER for the damages. USER'S obligation shall be to reimburse PROVIDER for the cost of labor and replacement of like-kind and quality equipment.

PROVIDER agrees to indemnify and hold harmless USER from and against all claims, costs, expenses(including attorney fees) and liabilities of whatever nature arising from(i) any negligent or wrongful act or omission of PROVIDER, its licensees, agents, or employees; or (ii) arising from any accident, injury, including death, or damage to any person or property occurring on the premises and caused by the negligence or other wrongful conduct of PROVIDER, excluding claims arising from USER'S performance under this agreement. This paragraph shall not act as a waiver of any tort liability caps or legal immunities that may exist to protect the PROVIDER.

USER agrees to indemnify and hold harmless PROVIDER from and against all claims, costs, expenses (including attorney fees) and liabilities of whatever nature arising from (i) any negligent or wrongful act of omission of USER, its licensees, agents, or employees; or (ii) arising from any accident, injury, including death, or damage to any person or property occurring on the premises and caused by the negligence or other wrongful conduct of USER, excluding claims arising from PROVIDER's performance under this agreement.

INSURANCE: Both USER and PROVIDER shall maintain liability insurance against claims for bodily injury, death or property damage occurring on or about the FTCenter. Such insurance shall be written on an occurrence basis with a combined single limit of not less than $1,000,000 per occurrence. If the insurance policy is written on a "claims-made basis," the party will maintain coverage for a minimum of three years past the expiration of this agreement. The retroactive date of the policy shall be indicated on the certificate of insurance outlining coverage.

In addition, both parties shall name the other party as an additional insured with respect to its own operations on said policies of insurance. Both parties will maintain all workers' compensation insurance required by law.

THIS CONTRACT AND ANY ATTACHED SCHEDULES OR SIGNED ADDENDUMS CONSTITUTES THE ENTIRE AGREEMENT BETWEEN PROVIDER AND USER. THE UNDERSIGNED USER AGREES TO PURCHASE ALL HOURS OUTLINED IN THE ATTACHMENT. NO PROVISION OF THIS AGREEMENT MAY BE CHANGED, WAIVED OR TERMINATED UNLESS DONE IN WRITING AND EXECUTED BY BOTH PROVIDER AND USER.

Dated: June 5, 2025

USER:
By: _____
Its: Interim Executive Director of Business Services

Dated: _____

PROVIDER: CITY OF ELK RIVER

By: _____

By: _____

Request for Action

To
City Council

Item Number
4.13

Meeting Date
June 16, 2025

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

Item Description
Resolution 25-29: Accepting Donation to the Community Center.

Reviewed by
Katie Harstad
Cal Portner
Tina Allard

Action Requested
Adopt, by motion, Resolution 25-29 accepting a hand-crafted metal sign donation with sincere appreciation from Sloan Sherrett, Brody Ternus, and Royce Tolbert as a part of their Elk River High School DECA Serves project with the intent that it be displayed at the Furniture and Things Community Event Center.

Background/Discussion
Sloan Sherrett is a part-time Facility Worker Ice Resurfacer at the FT Center.

Financial Impact
None

Mission/Policy/Goal
Work with citizens to achieve goals

Attachments
1. Resolution Donations - Hand Crafted Metal Sign
2. FT Center Donation Group Photo

City of Elk River
City Council

Resolution 25-29

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 hand-crafted metal sign from Sloan Sherrett, Brody Ternus, and Royce Tolbert as a part of their Elk River High School DECA Serves project with the intent it be displayed at the Furniture and Things Community Event Center.

NOW, THEREFORE, BE IT RESOLVED by the City Council, by at least four-fifths vote, to acknowledge the support and commend Sloan Sherrett, Brody Ternus, and Royce Tolbert for their donation.

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

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

Passed and adopted this _____ day of _____ 2025.

_____
John J. Dietz, Mayor

ATTEST:

_____
Tina Allard, City Clerk

ELK RIVER

Request for Action

To
City Council

Item Number
4.14

Meeting Date
June 16, 2025

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

Item Description
Community Event Center: 2026 Facility Rates

Reviewed by
Katie Harstad
Cal Portner
Tina Allard

Action Requested
Approve, by motion, the 2026 FT Center rate schedule as presented.

Background/Discussion
The City Council and MFAC/Community Event Center Commission (CECC) held a joint Work Session to discuss the 2026 FT Center rate schedule on April 7, 2025. Staff solicited comparable rates and presented the findings to the CECC on June 9, 2025. The following rate schedule is the result of their collaborative efforts:

Ice Rates

- Bronze Level User – Organizations/Individuals that purchased 0+ total hours in FYE 2024:
  - $265/hr = Prime (September 1 – March 31)
  - $212/hr = Non-Prime (April 1 – August 31)
  - $133/hr = ISD 728 School Hours

- Silver Level User – Organizations/Individuals that purchased 200+ total hours in FYE 2024
  - $260/hr = Prime (September 1 – March 31)
  - $191/hr = Non-Prime (April 1 – August 31)
  - $133/hr = ISD 728 School Hours

- Gold Level User – Organizations/Individuals that purchased 800+ total hours in FYE 2024
  - $252/hr = Prime (September 1 – March 31)
  - $159/hr = Non-Prime (April 1 – August 31)
  - $133/hr = ISD 728 School Hours

Turf/Hard Floor Rates

- $195/hr = Prime (November 1 – April 30)
- $140/hr = Non-Prime (May, September, and October)
- $100/hr = ISD 728 School Hours

- $90/hr = Summer (June, July, and August)

Room Rates

- $50/hr = Individual Party Room
- $95/hr = Combined Party Room
- $100/hr = Flex Space
- $110/hr = Overlook Lounge
- $125/hr = Overlook Cafe (Upper lobby)
- Catering Discount:
    - A $25 room rental discount will be provided for every $100 of FT Center catering services provided.
    - One-hour room rental base fee minimum cannot be discounted.

Monthly Rental Rates

- $1.00 per square foot = Storage Space
- $1.46 per square foot = Office/Guest Facing Space

New Misc. Rates (Effective June 10, 2025)

- $100/hr = Holiday Rental Fee (Applied to any event event occurring on an a city holiday)
- $35/hr/staff = Event/Game Fee
    - The fee will cover labor and materials used to support event operations for user groups that desire enhanced experiences through our production team.
    - The Event Production Worker will assist in the delivery of a high-quality, engaging, and seamless event experience for fans during hockey games, ice shows, and other events as needed.

Financial Impact
The FT Center ice, turf, and room rental rates are a significant source of operational revenue for the FT Center budget

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

Attachments
1. FT Center 2026 Rates Discussion (June 9, 2025)

FT Center
2026 Rates Discussion

as of 6/9/25

ICE

Current (Effective 1/1/2025)

USER	Prime/hr (Sep. 1 – Mar. 31)	Non-Prime/hr (Apr. 1 – Aug. 31) 80% of Prime	ISD 728 School Hours 50% of Bronze Prime
Bronze (Purchased 0+ Hours in FYE 2023)	$255	$204	$128
Silver (2% Prime Discount) (Purchased 200+ Hours in FYE 2023)	$250	$184	$128
Gold (5% Prime Discount) (Purchased 800+ Hours in FYE 2023)	$242	$153	$128

ICE

Proposed 4% Increase (Effective 1/1/2026)

USER	Prime/hr (Sep. 1 – Mar. 31)	Non-Prime/hr (Apr. 1 – Aug. 31) 80% of Prime	ISD 728 School Hours 50% of Bronze Prime
Bronze (Purchased 0+ Hours in FYE 2024)	$265	$212	$133
Silver (2% Prime Discount) (Purchased 200+ Hours in FYE 2024)	$260	$191	$133
Gold (5% Prime Discount) (Purchased 800+ Hours in FYE 2024)	$252	$159	$133

Comparison List as of **6/9/2025**

ICE

Arena	Prime Rate	Non-Prime	School Hours	Comments
Delano	$285	$255	255*	Prime: $285/hour Mon- Friday 6a-9p, Sat 7a-9p, Sun 9a-9p Non-Prime $255/hour. Summer June 1-August 31 Prime $275/hour Mon - Fri 7a-9p Non Prime - $255/hour - flexibly on school day rate, if it was for private recreational use, could sell for $185 but if camp/clinic would sell at non-prime.
Lakeville	$270	$170	$170	2024-25 Rates: Non-prime times include school days 5a-2p and after 10p- also offer fire sale for less than 30 days out $160/hour. 4/1-9/30 Prime $194.22 Non-prime (after 10p) $147.98 Fire $92.49
Edina (Braemar)	$277	$212	$212	No discussion for 2026 yet- listed are most recent. 9/16-3/15 Have training ice/early morning, daytime, prime, late night and holiday rates. 03/16-09/15 Early morning, off season, late night and tournament ice rates
Plymouth (PIC)	$265	$220	$190	2025 rates 01/01- 03/31 and 09/01-12/31 has prime, non-prime(8a-3p), and early morning rates. 04/01-08/31 is straight $220 hour- holiday rate of $285/hour for MLK, Presidents Day, Juneteenth, Veterans Day, Thanksgiving, Xmas Eve- don't have 2026 rates yet
Burnsville	$280	$210	$135	
Bloomington (BIG)	$265	$193	$193	Prime rate applies: September-May between 3-9:30pm M-F and Saturday and Sundays from 6am-9:30pm, June-August : 6am-9:30pm every day of the week Non-prime rate applies: September-May 6am-3pm M-F and after 9:30pm seven days a week, June-August :after 9:30pm 9:30pm seven days a week
Apple Valley	$265	$185	$185	Tournaments are charged at prime rate, and are charged for resurfaces
Andover	$260	$185	$185	During School year - 6a-2:00p is non-prime, 3p onward prime rate.
Blaine (Fogerty)	$245	$210	varies	Prime: Sept - March 31 7:30a - 9:30p Non-prime 5:00a- 7:30a /9:30p - 12:00a April 1 - August 1 $210/hour (Jr team $100/hour - anyone else $245)
Blaine (Super Rink)	$245	$170	$170	Rates listed are effective Sept 1, 2025. Non-prime is during school day, all other time is prime. During non-prime-groups of 5 or less $85.
AVERAGE	**$266**	**$201**	**$180**	

TURF/HARD FLOOR

Current (Effective 1/1/2025)

USER	Prime/hr (Nov. 1 – Apr. 30)	Non-Prime/hr (May, Sep. Oct.)	ISD 728 School Hours	Summer Hours (Jun., Jul., Aug.)
All User Groups	$180	$130	$100	$85

Proposed Increase (Effective 1/1/2026)

USER	Prime/hr (Nov. 1 – Apr. 30)	Non-Prime/hr (May, Sep. Oct.)	ISD 728 School Hours	Summer Hours (Jun., Jul., Aug.)
All User Groups	$195	$140	$100	$90

- Staff will determine the appropriate scheduling of Turf vs Hard Floor events usage based on prior turf usage and the anticipated time/labor needed to efficiently transition to ensure the transition was economically viable.

TURF/HARD FLOOR

Comparison List as of **7/31/2025**

Facility	Prime Rate	Non-Prime	School Hours	Summer Rate	Comments
Adrenaline Ramsey	$195	$160	$110	$120	
Rogers	$250	$200		$100	300ft x 90ft field (prorated to 200x100 ft as comp)
Andover	$135	$100			
Hopkins/SLP	$100				
Brooklyn Park Dome Half	$195	$130			
Plymouth	$243	$113			
Braemar Field	$238	$212	$84		
Blaine Sports Center Sports Hall	$165	$165			
TCO Sports Garden (CCCU fieldhouse)	$175	$97	$97	$55	
AVERAGE	$188	$147	$97	$91	

ROOMS

Current (Effective 1/1/2025)

Room	Current Hourly Rate
Individual Party	$50
Combined Party	$95
Individual Meeting	$60
Combined Meeting	$110
Flex Space	$100
Upper Lobby	$125

Proposed (Effective 1/1/2026)

Room	Proposed Hourly Rate
Individual Party	$50
Combined Party	$95
Flex Space	$100
Overlook Lounge	$110
Overlook Café	$125

- Room rental fees can be waived for events using FT Center catering services with food/beverage order margins exceeding the room rate
- A $25 room rental discount will be provided for every $100 of FT Center catering services provided.
- One hour base fee cannot be discounted.

LEASED SPACE

Current (Effective 1/1/2025)

Previously Contracted Phased Rate Increase	Monthly Rate/SQFT
Storage Space	$1.00
Locker Room/ Office Space	$1.00
Training Area	$1.00

New 2025 Rentals	Monthly Rate/SQFT
Lobby (DECA)	$1.41
Upper Office	$1.41

Proposed (Effective 1/1/2026)

Area	Monthly Rate/SQFT
Storage Space	$1.00
Office/Guest Facing	$1.46

- The lease agreement with iBackCheck established a baseline rate for all other user group space rentals at the FT Center.
- Their lease includes a 3% annual increase.
- 2026 Rate = $1.46/SQFT
  ($4,443.85 per month / 3,038 SQFT)

MISC. Rates

Current (Effective 1/1/2025)

Misc. Rates	Rate
Holiday Rental	No Additional Fee
Event/Game Fee	Varies Previously Included in Squach and ERHS Contracts

Proposed (Effective 7/1/2025)

Area	Monthly Rate/SQFT
Holiday Rental	$100/Hour
Event/Game Fee	$35/Hour/Staff

- The Event/Game Fee will cover labor and materials used to support event operations for user groups that desire enhanced experiences through our production crew.
- The Event Production Worker will assist in the delivery of high-quality, engaging, and seamless event experience for fans during hockey games, ice shows, and other events as needed.

Request for Action

To
City Council

Item Number
4.15

Meeting Date
June 16, 2025

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

Item Description
Community Event Center: Policies and Procedures

Reviewed by
Katie Harstad
Cal Portner
Tina Allard

Action Requested
Approve, by motion, the updates to the FT Center Policies and Procedures as presented.

Background/Discussion
Staff has developed a fair and consistent methodology for applying ice rental priority scheduling, billing, cancellations, and refunds in the absence of individual user group contracts and agreements. The policies and procedure updates were reviewed by the Community Event Center Commission on June 9, 2025, with no objection.

The cancellation and refunds section was previously revised and is a clerical correction. There were duplicate sections in multiple locations within the policy, and it will be consolidated into a single section for the facility.

Cancellation and Refunds

- Cancellations made more than 45 days prior to the event will incur no financial penalty with deposits refunded.
- Cancellations made 45 days or less before the event will incur a 50% penalty. This will result in the forfeiture of the 50% deposit paid at the time of booking or a bill for 50% of the total amount due by the original reservation date.
- Cancellations made 14 days or less before the event will incur a 100% penalty. This will result in the forfeiture of all deposits paid or a bill for the full reservation amount.
- All refund requests will be charged a $10 fee.

Ice Rental Priority Scheduling
Ice is scheduled on a seasonal basis from September – May in the following order:

- FT Center programs including, but not limited to: Skating Academy and, Breakaway Hockey League.
- FT Center Home Affiliates are defined as a user group that rented more than 200 hours of ice from the FT Center in the previous calendar year and qualify for Silver or Gold Level User Ice Rates. These

groups are billed after use by the City of Elk River. Home affiliates will receive priority scheduling based on level of play, in the following manner:

- High School
- Junior
- Figure Skating
- Youth

- Outside user reservations on a first-come, first-served basis. These groups pay in advance to the FT Center directly. 50% is due at the time of booking. The remaining balance of the ice rental is due 14 days prior to the start of consecutive days of rentals.
- Special Note: Due to the nature of the Furniture and Things Community Event Center operations, there may be a need to coordinate and schedule private, commercial/business or non-resident civic groups in advance of the priority scheduling guidelines as outlined above. When staff feel consideration has been given to the previous year's use of a particular area and/or programming needs, these requests will be processed (i.e. Community Room for a private event, conference, training, trade show, special event, etc.).

Financial Impact
None

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

Attachments
1. FT Center Policies and Procedures Update

Furniture and Things Community Event Center Policy and Procedures

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GENERAL FACILITY USE GUIDELINES

PURPOSE

To establish procedures and policies applicable to all areas of the Furniture and Things Community Event Center (FT Center) which promote respectful behavior to other users and to the building. To promote the use of the facility for activities that support being community oriented and financially self-sufficient.

DEFINITIONS

Facility User/User: An individual/group/organization utilizing a facility area in the FT Center. May be referred to as "Facility User", "User", "Renter". This is the contact person during the reservation and permitting process.

FT Center: Furniture and Things Community Event Center

Rental Coordinator: This person works with renters/potential rentals to coordinate facility use. This position may be The Facility Superintendent, Assistant Facility Supervisor, or a designee.

- All users within the FT Center must adhere to the rules here-in.
  Renters of the FT Center must read and adhere to the rules outlined in the Facility Rental Procedures outlined on page 7.
- The FT Center, its grounds, and parking lot are smoke-free, tobacco-free, and cannabis free including smoking, chewing, and vaping. The City reserves the right to remove or a user or revoke a permit when in violation of the policy.
- Due to the location of the FT Center and the inability to access the building without crossing school district property, the FT Center is a gun-free facility.
- Any alcohol on - site must be purchased from and served by ~~a licensed caterer from the FT Center's approved caterer list.~~the FT Center. -Minor consumption of alcohol, under the legal 21 years of age, is prohibited. (*MN Statue 340A.503)*
- Animals are prohibited in the facility unless a licensed service animal and/or pre-approved for an exhibit. Facility User is responsible to clean up all defecation and provide proper cleaning supplies and chemicals for any animals on the property (interior or exterior). The facility user shall be billed for any clean up deemed necessary by FT Center.
- Youth groups (participants aged 18 and younger) must be chaperoned on a ratio of one adult (18+) per ten (10) youth, or other ratio as FT Center staff deem necessary.
- Children eight (8) years of age and younger must always be in direct supervision by an adult/guardian in the facility/on FT Center property.
- The use of sticks, pucks, or balls in the "off-ice" areas of the facility is prohibited.

- Roller blading, roller skating, use of "wheelies" or skateboarding is not allowed in the FT Center.
- Foul, inappropriate, or offensive language is not permitted – verbally, written, or in music.
- Acts of vandalism or damage to the FT Center will be reported to the Elk River Police Department.
- The FT Center is not responsible for any lost or stolen property.
- Conducting group events or parties in common lobby areas is prohibited. Users shall be asked to utilize the meeting rooms for the specified rates.
- One-hour limit for table use in lounge areas. Patrons are welcome to use the lobby for viewing or dining.
- Violent/aggressive behavior to other patrons or to FT Center staff is strictly prohibited. Staff will refer to the Emergency Procedure Guide on page 19 in the event of violent/aggressive behavior.
- The FT Center does not close if the school district closes for inclement weather. Should weather dictate a need to shelter in the FT Center, please refer to the Emergency Procedure Guide on page 19 on shelter locations within the building.
- Use of the sound system for ice/turf rentals is allowed, however each group must provide their own cables to connect to the system. The volume levels are preset, staff will not turn up the volume beyond the preset levels. Foul, inappropriate, or offensive language is not permitted in the music played at the FT Center. Users who play inappropriate music will not be allowed to use the system.

HOURS OF OPERATION

PURPOSE

To establish operating hours that best meet the demands of FT Center users and promote efficient use of the building and scheduling of staff to meet the financial expectations of the facility.

DEFINITIONS

Peak Season	A period of months where facility use is greater. Generally used as the programming period for the primary activity of each area. This includes September 1 – March 14 for ice and November 1 – April 30 for fieldhouse.
Off Peak Season	A period of months where facility use is lower. Generally used as the shoulder season for the primary activity of each area. This includes March 15-August 30 for ice and May 1 – October 31 for fieldhouse.
Prime Time	The most desirable time of day for facility use.
Non-Prime Time	The least desirable time of day for facility use.

GENERAL FACILITY HOURS

The Furniture and Things Community Event Center general building hours are for all areas unless specified differently within this section. This coincides with the walking track hours and is subject to change. Rental hours will dictate the facility hours beyond this schedule and customers are subject to an after-hour fee when scheduling past these hours.

- Peak Season Facility Hours (October – March)

Monday – Friday	7:15 a.m. to 8:00 p.m.
Saturday	7:15 a.m. to 8:00 p.m.
Sunday	7:15 a.m. to 8:00 p.m.
Holiday	Refer to holiday schedule.

- Off- Peak Season Facility Hours (April – September)

Monday – Friday	7:15 a.m. to 4:00 p.m.
Saturday	No set hours - determined by facility use.
Sunday	No set hours – determined by facility use.
Holiday	Refer to holiday schedule.

- Holiday Hours

  The facility will observe the schedule listed below for federal holidays. Ice/Room/Turf rentals may be scheduled on holidays at an increased rate with a minimum of two hours if staffing is available. Holiday building hours will be posted if/when they vary from the general facility hours.

HOLIDAY HOURS OF OPERATION

Holiday	Day/Date	Proposed Hours
New Year's Day	January 1	As usage dictates
Martin Luther King, Jr Day	3rd Monday in January	7:15 a.m. – 8:00 p.m.
Presidents Day	3rd Monday in February	7:15 a.m. – 8:00 p.m.
Easter Sunday	Sunday in March or April	Closed
Memorial Day	Last Monday in May	Closed
Juneteenth	June 19	7:15 a.m. – 4:00 p.m.
Independence Day	July 4	Closed
Labor Day	1st Monday in September	Closed
Veterans Day	November 11	7:15 a.m. – 8:00 p.m.
Thanksgiving	4th Thursday in November	Closed
	Friday after Thanksgiving	7:15 a.m. – 8:00 p.m.
Christmas Eve	December 24	As usage dictates
Christmas Day	December 25	Closed
New Years Eve	December 31	As usage dictates

SENIOR CENTER

Operating hours for the senior center are:

Monday – Friday 8:30 a.m. – 4:00 p.m.

Operating hours for weeknight and weekend hours may be approved by the Facilities Superintendent.

RESERVATION PROCEDURES

PURPOSE

To establish procedures and policies regarding the consistent scheduling of the Furniture and Things Community Event Center. To provide staff and FT Center users with a guide to ensure the efficient and accurate process of all facility rental requests.

DEFINITIONS

FT Center	Furniture and Things Community Event Center
Facility User:	The individual/group/organization authorized to use the Furniture and Things Community Event Center as shown on the Facility Use Permit.
Facility Use Permit:	Document listing facility rental details agreed upon by Furniture and Things Community Event Center staff and the facility user.
Rental Coordinator:	Furniture and Things Community Event Center staff person assisting the renter/potential renter with facility reservation, this could be The Facility Superintendent, the Assistant Facility Supervisor, or other designated employee**.**
Resident:	A person residing within the City of Elk River. Residency is not determined by the school district. P.O. boxes in Elk River do not constitute an Elk River address. Disputes resolved by the Secretary of State polling location: https://pollfinder.sos.state.mn.us/
Non-Resident:	Any user not residing within the City of Elk River as determined by the Secretary of State: https://pollfinder.sos.state.mn.us/
Tentative:	The status of a reservation prior to submitting a payment.
Firm:	The status of a reservation following a payment.

RESERVATION GUIDELINES

Renter Guidelines

- All groups using designated rental spaces at the FT Center must have a firm permit or contracted approval prior to facility use. No casual use is allowed. This includes the Cornerstone Automotive Arena, the Kiser Construction Arena, the turf fieldhouse, the party room(s), the Senior Activity Center, the flex space, the upper lobby, and the meeting room(s).
- One (1) contact person who will be present during the entire event (18 years or older) must be designated to coordinate and confirm all aspects of the rental with an FT Center representative

prior to the event date. This user agrees to pay the City of Elk River for rental of the facilities and amenities listed on the permit and will be responsible for adhering to the reservation times and guidelines for themselves and their guests.

- Organizations with more than one division (i.e. youth athletics) will be required to identify one (1) contact person to schedule the facilities for each division or group within their organization.
- Residents may not reserve the facility for a non-resident.
- Residents must reside in the City of Elk River at the time of the rental.
- Renter cannot sublet, transfer, or reassign the reservation.
- By paying the rental fee, the customer agrees to follow the rules herein.

General Guidelines

- Renters must comply with all City Ordinances, Minnesota State statutes, and Federal Building Laws for use. Violation of these rules may result in the denial of future use of the FT Center. Denial of use does not exempt violators from possible prosecution under applicable City Ordinances, State, or Federal Laws.
- The FT Center, its grounds, and parking lot are smoke-free and tobacco-free including smoking, chewing, and vaping. The City reserves the right to remove a user or revoke a permit when in violation of the policy.
- Due to the location of the FT Center and the inability to access the building without crossing school district property, the FT Center is a gun-free facility.
- Renter assumes full responsibility for any unlawful act(s) committed in the facilities listed on the user permit during the reservation time.
- Renter must provide adequate adult (18 years or older) supervision of all minors during the event.
- All minors must stay in facilities listed on the user permit during your event.
- Event cannot exceed maximum capacity due to fire safety:
    - Party Rooms- 155
    - Meeting Rooms-134
    - Flex Space- 251
    - Senior Activity Center - 177
    - Upper Lobby-228
    - Fieldhouse-568
- At their discretion, FT Center staff may:
    - Order the removal of any offender.
    - Order immediate removal of all alcoholic beverages from premises.
    - Revoke the rental contract immediately and order all persons from premises.
- No exits, firefighting, or emergency equipment in any area of the facility can be blocked or covered for any reason.
- All electrical equipment must be U.L. (Underwriters Laboratories) approved. If not, it will be removed from the premises.

- Operation of any heater, barbecue, heat producing or open flame device, candles, lanterns, torches, welding equipment, smoke emitting devices or material in the FT Center must have written authorization by FT Center Management. No fog machines allowed.
- If security is deemed necessary by the FT Center, a $135/hour charge with a 4-hour minimum will be added to the permit fee.
- Animals are prohibited in the facility unless a licensed service animal and/or pre-approved for an exhibit. Renter is responsible for cleaning up all defecation and providing proper cleaning supplies and chemicals for any animals on the property (interior or exterior). The facility user shall be billed for any clean up deemed necessary by FT Center.
- The FT Center is not responsible for any lost or stolen property.
- FT Center Staff cannot store or take responsibility for any of the renter's property including media devices and personal AV equipment.
- If deemed necessary, the FT Center reserves the right to substitute a meeting room other than that stated on the Rental Permit, to minimize conflicts of compatibility, space, and scheduling.

Fees

- All payments including facility rental, use of amenities, security fees (if required by FT Center), and damage deposit are due in full at the time of booking.
- Fees cover the use of the facilities/amenities according to the hours indicated on the permit only, and do not allow access or admission to public ice/turf programs.
- Rental times must include all set-up/decorating/deliveries and clean up time by the renter and all contracted service providers. Occupancy of the reserved facility after the time indicated on the permit will result in additional rental fees charged to the renter. No items are to be left overnight.
- Fees/Amenities for each rental space include:
    - Ice - includes a clean sheet of ice for the length of time reserved, up to two locker rooms, and hockey nets as needed (must be requested at the time of rental)
    - Fieldhouse - includes use of the fieldhouse and batting cages (for full turf or north end rental- must be requested at the time of rental).
        - Tables and chairs are available to rent for an additional fee.
        - Use/closure of the walking track is not included in fieldhouse rental.
    - Rooms – Tables and chairs allocated for each space, wall mounted tv (where applicable), sink/counter space (where applicable).
        - Additional tables and chairs are available to rent for an additional fee.
        - A/V equipment including podium, microphone, speaker, zoom/cart tv are available to rent for an additional fee.
- Basic assistance with FT Center A/V equipment is included in the rental fee and should be confirmed when placing the reservation. Requests for additional equipment and/or assistance will be an additional expense to the User. FT Center staff cannot assist with A/V equipment not owned by the FT Center.
- Rental spaces with all purchased amenities will be set up and available 15 minutes prior to the time listed on the permit unless previously coordinated with the renter.

Large Scale Event Guidelines

- Large scale events are defined as any events that are open to the public whether admission is charged or not.
- Facility Renters/Vendors at trade show/craft show/expo engaged in the business of making retail sales at the FT Center may require sales tax permits. Facility Renters/Vendors are responsible for filing sales tax and must have a Minnesota Sales and Use Tax Permit on their person during the event. This includes, but is not limited to, silent auctions, craft shows, business seminars selling products, fundraisers, etc.
- Materials used in the construction of displays, such as draping, table-coverings, banners, props, scenery, greenery, trees, and shrubs must be fire resistant. All vendors at trade shows/expos/craft shows, etc who have a canopy or covering on their display must have a minimum 5# fire extinguisher usable for class ABC fires in their booth. The FT Center has a limited number of extinguishers available to rent.
- Large scale events must maintain a minimum aisle width of 10' with cross rows every 30'. All aisles must be kept clear, clean, and free of obstructions.

Decoration Guidelines

- The FT Center does not provide linens, paper products, ice, food storage, serving pieces, dishes, flatware, or décor for events.
- Confetti, pinatas, glitter, bird seed, rice, rose petals, feathers or similar items are not allowed.
- Décor may not be added to the floor, ceiling, or lights.
- Décor may be added to the walls with blue painters' tape (tape not provided by the FT Center), as well as table décor, flowers, and balloons.
- Stick-on table skirts are not allowed.
- Renters may not decorate public areas (bathrooms, entrance, lobby, etc.) without approval from the FT Center.
- Decorations cannot inconvenience any other group.
- Renter is responsible for putting all trash/recycling in the provided receptacles upon completion of rental and for providing coverings to protect furnishings (i.e. table coverings for craft projects with paints, construction requiring adhesives, etc.). Renter shall be billed for any excessive clean up deemed necessary by FT Center.

Food Guidelines

- Groups of 75 or less may bring food and non-alcoholic beverages. Groups over 75 must have all food/beverage needs met by an approved caterer on the FT Center catering list. Staff members reserve the right to inspect coolers and large containers.
- Renters hosting a large-scale event including but not limited to craft shows, trade shows, vendor shows, expos, etc. who wish to have food service in addition to the FT Center Concession Stand (available as schedule/staffing allows) must work with a caterer on the FT Center's approved caterer list. If the user would like to work with a different caterer, the

caterer must be added to the approved list by submitting the required paperwork/signed contracts available from The Facility Superintendent.

- All alcohol in the FT Center must be purchased from and served by a licensed caterer from the FT Center's approved caterer list. Alcohol must only be served in the spaces listed on a user permit. Minor consumption of alcohol, under the legal 21 years of age, is prohibited. (*MN Statue 340A.503)*
- All food trucks on FT Center property must have pre-approval (including location) from FT Center management. Only food trucks on the City's approved list may vend on City property. For current list, visit: https://www.elkrivermn.gov/1531/Mobile-Food-Units. Food trucks are not allowed inside the FT Center by order of the Fire Marshal.

Music, Audio and Entertainers

- Music and Audio:
  - Staff will monitor noise to ensure it's at an appropriate level.
  - Nosie level should not disturb other guests using the FT Center.
  - Needs to be done 30 minutes prior to the end of the event.
- Inappropriate language is prohibited either verbally, in writing, or in music.
- Entertainers must be completed with all take down by the end time listed on the permit to avoid additional charges to the user.
- Fog machines are not allowed.

Clean Up

- Renters must remove all items from rented space at the end of their reservation.
  - This includes third-party rentals and catering.
- Renters must put all trash/recycling in the receptacles provided.
- Renters must remove all decorations.
  - The FT Center is not responsible for items left on site.
- The event and cleanup must be completed by the end of the reservation time listed on the permit.

Damages

- The renter is responsible for all damages incurred in the facility rented during the reservation time listed on the permit.
- Renters will be charged actual costs for any damage caused to the facility.

Cancellations and Refunds

- Cancellations must be submitted in writing.
- ~~Reservation deposits are non-refundable.~~
- Cancellations made more than 45 days prior to the event will incur no financial penalty. Any deposits made will be refunded to the renter.
- Cancellations made 45 days or less before the event will incur a 50% penalty. This will result in the forfeiture of the 50% deposit paid at the time of booking or a bill for 50% of the total amount, due by the original reservation date.
- Cancellations made 14 days or less before the event will incur a 100% penalty. This will result in the forfeiture of all deposits paid or a bill for the full reservation amount.

- All refund requests will be charged a $10 fee.

Liability

Renter is responsible for:

- Management and appropriate conduct of all group members and guests.
- Any loss, breakage, or damage to the rooms, equipment, or other FT Center property.
- Any damages incurred by the facility.
- Any personal injuries and/or property damage caused by yourself or your employees, officials, agents, and guests.

The City of Elk River is not liable for any loss, damage, injury, or illness of the renters and guests of the FT Center.

Insurance Requirements

The renter shall provide a copy of their liability insurance with a minimum of the following requirements:

- $1,000,000 coverage
- Insurance shall include liability for injury, death, and property damage.
- The insurance company must be licensed to do business in the state of Minnesota.
- The FTCenter must be named as an "additional insured" on the policy.

  At least (7) seven days prior to the first event scheduled by the renter, the renter must give the FTCenter a certificate of insurance showing the required coverage.

PRIORITY SCHEDULING

Ice Rental Priority Scheduling

Ice is scheduled on a seasonal basis September – May in the following order:

- FT Center programs including but not limited to: Skating Academy &~~,~~ Breakaway Hockey League~~., Open Skating, Stick and Puck, Open Hockey, etc.~~
- ~~FT Center contracted ice users including but are not limited to Elk River High School, Elk River Youth Hockey, Elk River Figure Skating Club, MN Squatch, Two Brothers Hockey - these groups are billed after ice use by the City of Elk River.~~
- FT Center Home Affiliates defined as a user group that rented more than 200 hours of ice from the FT Center in the previous calendar year and qualify for Silver or Gold Level User Ice Rates. These groups are billed after use by the City of Elk River. Home affiliates will receive priority scheduling based on level of play, in the following manner:
  - High School
  - Junior
  - Figure Skating

    - Youth
- Outside user reservations on a first-come first-served basis. These groups pay in advance to the FT Center directly. 50% is due at the time of booking. The remaining balance of the ice rental is due 14 days prior to the start of consecutive days of rentals.
- Special Note: Due to the nature of the Furniture and Things Community Event Center operations, there may be a need to coordinate and schedule private, commercial/business or non-resident civic group in advance of the priority scheduling guidelines as outlined above. When staff feel consideration as been given to the previous year's use of a particular area and/or programming needs, these requests will be processed (i.e. Community Room for a private event, conference, training, trade show, special event, etc.).

Turf Rental Priority Scheduling

Turf rentals are scheduled on an annual basis January – December in the following order:

- FT Center programs including but not limited to Makers Markets, recreational programming, open turf, etc.
- Elk River groups/Elk River youth associations beginning January 1st for the following year (i.e. Open January 2023 for January -December 2024). These groups have 30 days to reserve time before it is made available to outside groups. To hold the scheduled time, Elk River groups are allowed to put 50% of their total reservation fee down, with all remaining fees to be paid in full 30 days prior to their first scheduled event. After the first 30 days, all requests are processed on a first come first served basis.
- Non - Elk River renters can schedule turf for the following year February 1 (i.e. Beginning February 1, 2023, non-Elk River renters/associations can rent turf for January - December of 2024.) Non-Elk River renters must make their payment in full at the time the schedule is reserved.

Room Rental Priority Scheduling

Room Rentals are scheduled on a first come, first served basis in the following order*:

- FT Center events/programs
- Senior Activity Center programs
- Outside users with payment due at the time of reservation.

*Exception: The Senior Activity Center is unavailable to rent Monday – Friday 8:30 a.m. – 4:00 p.m. and is available to rent outside those hours to members only.

SPECIAL FEES/DAMAGE DEPOSITS

A. A **special use fee** may be required in some events/activities. This fee will be applied to cover unusual, anticipated expenses, such as excessive clean-up, unusual set-up, city holidays, excess ~~electricity~~ utility usage, or phone usage, and/or damage associated with the user's program or events. The special user fee is payable at the time the reservation is made and will be held until it has been determined by the city if any or all the fee was used. Any unused balance will be returned to the user and/or invoiced.

B. ~~A **damage deposit** is paid in addition to the rental fee. This fee shall be returned within two (2) weeks after the event if no deductions are necessary. Violation and/or failure to adhere to all guidelines may result in denial of future permits for the use of the facility and forfeiture of damage deposit.~~

Cancellations and Refunds

A. All cancellations must be received no less than fourteen (14) days prior to the rental time to be eligible for a refund.

A. Refunds more than 14 days prior to scheduled use will receive a 50% refund.

a. Any cancellation of a rental total $5,000 or above will require 45 or more days' notice to receive a full refund. Cancellation notices between 30-44 days prior are eligible for a 50% refund and cancellations notices less than 30 days in advance will not receive a refund.

B. Refunds less than 14 days prior to scheduled use are not eligible for a refund.

C. All refund requests will be charged a $10 cancellation fee.

D. Refunds will not be issued for no shows.

E. The user should confirm their reservation by making the following two payments:

- Pay the rental total. This amount is shown on the Facility Use Permit. This payment may be made in the form of cash, check, or Visa/MasterCard/Discover. In all cases, checks may be made out to City of Elk River.
- Damage deposit.

ICE USER GUIDELINES

PURPOSE

To establish procedures and policies regarding use of ice at the Furniture and Things Community Event Center.

DEFINITIONS

FT Center	Furniture and Things Community Event Center
Ice Renter	The individual/group/organization authorized to use either the Cornerstone Automotive Arena or the Kiser Construction Arena as noted on the facility use permit.
Facility Use Permit:	Document listing facility rental details agreed upon by Furniture and Things Community Event Center staff and the ice user.
Rental Coordinator:	Furniture and Things Community Event Center staff person assisting the renter/potential renter with facility reservation, this could be The Facility Superintendent, the Assistant Facility Supervisor, or other designated employee**.**
Tentative:	The status of a reservation prior to submitting a payment.
Firm:	The status of a reservation following a payment.

All ice users are expected to adhere to the general facility use guidelines, in addition to the rules listed below.

- Those participating in on- ice activities assume all inherent risks and responsibilities, whether spectator or participant.
- All ice use must be scheduled and paid, no casual use.
- The ice renter listed on the permit is responsible for the actions of all ice users during the times listed on their permit.
- Renters will not be allowed on the ice prior to the time listed on their ice rental permit.
- Users will not be allowed to stay on the ice after the time listed on their ice rental permit.
- The players gate must remain closed and users off the ice during resurfacing.
- Consumption of food and beverages (except water) is prohibited on the ice and in the player's benches.
- All ice users must wear skates.
- Only skate assists are allowed on the ice, no chairs.
- Taunting or disturbing of participants (players, coaches, or officials) by other participants or spectators will not be tolerated.

- Alcohol use is prohibited on the ice or in the locker rooms.
- The use of sticks, pucks, or balls in the "off-ice" areas of the facility is prohibited.
- Spitting on the floor, in the sinks, or in the drinking fountain will not be tolerated.
- Player's bags are not allowed in common areas of the facility, including, but not limited to, the lobby, restrooms, locker room hallways, etc.
- Damage beyond reasonable use to the ice or the locker rooms will be reported to FT Center management.
- The FT Center does not supply cords for connecting to the rink sound systems and staff will monitor it's use for noise levels and appropriate content.

TURF USER GUIDELINES

PURPOSE

To establish procedures and policies regarding use of the turf at the Furniture and Things Community Event Center.

DEFINITIONS

FT Center	Furniture and Things Community Event Center
Turf Renter	The individual/group/organization authorized to use either ½ or the full fieldhouse as noted on the facility use permit.
Facility Use Permit:	Document listing facility rental details agreed upon by Furniture and Things Community Event Center staff and the ice user.
Rental Coordinator:	Furniture and Things Community Event Center staff person assisting the renter/potential renter with facility reservation, this could be The Facility Superintendent, the Assistant Facility Supervisor, or other designated employee**.**
Tentative:	The status of a reservation prior to submitting a payment.
Firm:	The status of a reservation following a payment.

All turf users are expected to adhere to the general facility guidelines, in addition to the rules listed below:

- All field house use must be reserved and paid for or approved under contract – no casual use.
- The renter listed on the permit is responsible for the actions of all turf users during the time listed on the permit.
- All minors (under 18) must be under adult supervision throughout the time listed on the permit,
- The fieldhouse will be opened 15 minutes prior to each scheduled event and closed promptly after each rental period ends.
- All fieldhouse users must enter through the front entrance.
- No fieldhouse entry is allowed from the walking track area.
- Only the turf and batting cages (where applicable) are included in turf rental.
    - Turf rental does not include tables or chairs which can be rented for an additional fee.
    - Turf rental does not include use or closure of the walking track.
    - Turf rental does not include use of the north end of the fieldhouse on the opposite side of the white wall.

- Any turf user who wishes to leave equipment in the fieldhouse must have prior permission from the FT Center management on a seasonal basis and does so at their own risk.
- The FT Center is not responsible for any lost or stolen items.
- All ½ turf rentals will have the center divider curtain down.
- Use of batting cages must be requested at the time of rental for full turf or north end turf rentals.
- Only authorized personnel may operate the batting cages/center divider.
- Sunflower seeds are prohibited.
- Food/alcohol consumption (excluding water) in the fieldhouse is not allowed, except with pre-approved or catered events.
- No glass containers are allowed in the fieldhouse.
- Only controlled hitting (bunting or by a coach) is allowed outside of the batting cages.
- Do not throw or hit balls against the fieldhouse perimeter nets, the center divider, or the ceiling.
- Only plastic/rubber cleats are allowed.
- The FT Center does not supply cords for connecting to the fieldhouse sound system, and staff will monitor it's use for noise levels and appropriate content.
- Renters must clean up after themselves.

Cancellations and Refunds

~~F.~~A. All cancellations must be received no less than fourteen (14) days prior to the rental time to be eligible for a refund.

~~G.~~B. Refunds more than 14 days prior to scheduled use will receive a 50% refund.

a. Any cancellation of a rental total $5,000 or above will require 45 or more days' notice to receive a full refund. Cancellation notices between 30-44 days prior are eligible for a 50% refund and cancellations notices less than 30 days in advance will not receive a refund.

~~H.~~C. Refunds less than 14 days prior to scheduled use are not eligible for a refund.

~~I.~~D. All refund requests will be charged a $10 cancellation fee.

~~J.~~E. Refunds will not be issued for no shows.

~~K.~~F. The user should confirm their reservation by making the following two payments:

- Pay the rental total. This amount is shown on the Facility Use Permit. This payment may be made in the form of cash, check, or Visa/MasterCard/Discover. In all cases, checks may be made out to City of Elk River.
- Damage deposit.

Emergency Procedures Guide

Furniture and Things Community Event Center

Furniture and Things Community Event Center

1000 School Street

Elk River, MN 55330

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EMERGENCY PROCEDURES GUIDE

To all employees of Furniture and Things Community Event Center,

Considering potential emergencies that can occur in the workplace, it is crucial for all city employees to be aware of and prepared for various emergency situations. This Emergency Procedures Guide has been created to provide you with the necessary information and instructions to handle emergency situations effectively and ensure the safety of yourself and others.

This guide will cover a range of likely emergency scenarios but is not intended to cover all possible situations. It will also outline the specific procedures and protocols to follow in each situation, as well as the roles and responsibilities of employees during an emergency.

It is important for every employee to familiarize themselves with this guide and to be prepared to take immediate and appropriate action when necessary. By being well-informed and ready to respond in an emergency, we can ensure the well-being and safety of our fellow employees and the public. It is important to familiarize yourself with the following procedures and know the location of emergency exits, evacuation routes, and emergency equipment within the workplace.

We hope that this guide will provide you with the knowledge and confidence to effectively manage any emergency situation that may arise.

FOR ALL EMERGENCIES:

CALL

911

MEDICAL EMERGENCIES

In the event of a medical emergency or injury, follow these steps to provide immediate aid and ensure safety:

1. Call for Help: Dial emergency services (such as 911) immediately to request assistance from paramedics and other first responders. Provide clear and accurate information about the nature of medical emergency or injury.

2. Assess the Situation: Quickly evaluate the scene for any immediate threats to your safety or the safety of the injured person. If the area is unsafe, move yourself and the injured person to a safe location if possible.

3. Provide First Aid: If you are trained in first aid, provide immediate assistance based on your level of training. This may include applying direct pressure to stop bleeding, performing CPR, or stabilizing the injured person's neck and spine if there is a suspected neck or back injury.

4. Control Bleeding: If the injured person is bleeding, apply direct pressure to the wound using a clean cloth or bandage. Elevate the injured area if possible and maintain pressure until help arrives.

5. Monitor Vital Signs: Check the injured person's vital signs, including breathing, pulse, and level of responsiveness. If necessary, provide basic life support measures such as CPR or rescue breathing.

6. Gather Information: Gather important information about the injured person, including their medical history, known allergies, and any medications they are taking. This information can be crucial for medical professionals when they arrive.

7. Communicate with Emergency Services: Stay on the line with emergency services and provide any updates on the injured person's condition. Follow any instructions given by the dispatcher.

8. Stay Calm and Reassure the Injured Person: Keep the injured person as calm as possible, providing reassurance and comfort while waiting for help to arrive. Talking to the injured person in a calm and confident manner can help reduce anxiety and promote a sense of safety.

9. Document the Incident: After the situation is under control, document the details of the medical emergency or injury, including the time it occurred, the events leading up to it, and the actions taken to provide aid.

BOMB THREAT PROCEDURE

(SEE APPENDIX A FOR QUICK GUIDE)

Purpose: To plan for incidents involving bomb threats or suspected explosive devices. (See Appendix A for guidance)

1. Take the threat seriously: If a bomb threat is received, it should be treated as a credible threat and all necessary actions should be taken to ensure the safety and security of everyone in the vicinity.

2. Remain calm: It is important to remain calm and not create panic. Alert others discreetly, if possible, and follow the established emergency procedures.

3. Notify authorities: Contact local law enforcement immediately to report the threat. Provide as much detail as possible about the threat, including the exact wording of the threat, if available.

4. Evacuate the area: If the threat is deemed credible, initiate an evacuation of the area. Follow established evacuation procedures and move to a safe location away from the potential target of the bomb threat. (See Evacuation Procedures guide)

5. Follow instructions: If emergency personnel are on the scene, follow their instructions and cooperate fully with their directions. Do not return to the area until it has been declared safe by the authorities.

6. Search for suspicious items: If it is safe to do so, staff members should conduct a brief search of their immediate area for any suspicious items. Do not touch or move any suspicious items and report them to the authorities immediately.

7. Remain vigilant: Even after the area has been cleared, remain vigilant for any suspicious activity or items. Report any concerns to authorities and follow their instructions.

8. Communicate with those affected: Ensure clear communication with those affected by the bomb threat, providing updates and information as it becomes available.

9. Review and debrief: After the threat has been resolved, conduct a thorough review of the incident to identify any areas for improvement in emergency procedures. Debrief with staff to discuss their experiences and any concerns.

10. Provide support: Offer support and resources to those affected by the bomb threat, including counseling and assistance with addressing any emotional or psychological impact.

It is important to regularly review and practice bomb threat procedures to ensure that all staff members are familiar with the steps to take in the event of a bomb threat. Additionally, consider incorporating bomb threat awareness and response training into regular employee training sessions.

EMERGENCY EVACUATION PROCEDURES

1. When the fire alarm sounds or an evacuation order is given, cease all work and leave the building via the nearest exit.

2. Follow the designated evacuation routes to the nearest exit, using stairways if the elevators are unavailable.

3. Do not use elevators during a fire emergency.

4. If possible, assist persons with disabilities or injuries in evacuating the building.

5. Move quickly and calmly to the designated assembly area outside the building.

6. Once outside, move away from the building to allow emergency personnel access to the premises.

7. Do not re-enter the building until the all-clear has been given by emergency personnel.

It is important to familiarize yourself with the location of emergency exits and evacuation routes within the workplace. Regularly review and practice these evacuation procedures to ensure everyone is prepared to respond effectively in the event of an emergency. If you have any questions about these procedures, please speak with a supervisor or safety coordinator. Your safety is our top priority.

EVACUATION PROCEDURES FOR BOMB THREAT

1. Evacuation will be accomplished by means other than a general fire alarm. A voice page may be used, but the word "bomb" should not be used in the evacuation message as it would cause undue alarm and panic. The voice page shall include, for example, the following message:

> "May I have your attention please, all employees and visitors to the Furniture and Things Community Event Center, including the Senior Activity Center must evacuate the building as quickly and safely as possible. Immediately proceed to the designated assembly area outside of the building. Further information will be given when everyone has safely evacuated outside to the designated assembly area. Thank you."

The designated assembly for all FT Center patrons and employees will be:

- The High School Football Stadium

If this area is deemed unsafe a location will be specified by the Supervisor on duty.

DISTURBANCES/HOSTILE SITUATIONS

In the event of a disturbance or hostile confrontation, it is essential to prioritize safety and take appropriate action to protect yourself and others. Here are some key emergency procedures to follow in such situations:

1. Assess the Situation: If you perceive a potential disturbance or aggression, quickly assess the situation to determine the level of threat and risk involved. Look for potential escape routes and safe areas to seek refuge.

2. Stay Calm: It is crucial to remain calm and composed in the face of a disturbance or confrontation. Panicking can escalate the situation and impair your ability to make rational decisions.

3. Alert Authorities: If possible, contact the appropriate authorities such as security personnel, law enforcement, or emergency services to report the disturbance and provide them with accurate information about the situation, including your location and any pertinent details.

4. Seek Safety: If you are in immediate danger, seek safety by moving to a secure location, such as a locked room or an area with a clear line of sight and escape route. If evacuation is necessary, follow established evacuation procedures and move to an assembly point if specified.

5. Communicate: If you are with other people, communicate with them to coordinate your actions and ensure everyone is aware of the situation and the steps being taken to address it.

6. Follow Established Protocols: If your organization or location has specific emergency protocols for disturbances and hostile confrontations, follow those procedures diligently. This may include following specific lockdown or evacuation procedures or taking shelter in designated safe areas.

7. De-escalate if Possible: If you are directly involved in the confrontation, attempt to de-escalate the situation by speaking calmly and avoiding aggressive or confrontational behavior. Seek to defuse tensions and create an opportunity for peaceful resolution.

8. Provide Assistance: After the immediate threat has been neutralized, if it is safe to do so, aid others who may be injured or traumatized. Administer first aid if necessary and offer support and comfort to those affected.

Remember that every situation is unique, and these guidelines are intended as a general framework for responding to disturbances and hostile confrontations. Always prioritize your safety and the safety of others and follow the directions of law enforcement and authorities when they arrive on the scene.

SMOKE OR FIRE EMERGENCY

In the event of a smoke or fire emergency, it is important to remain calm and act quickly to ensure the safety of everyone in the vicinity. Follow these emergency procedures to help keep yourself and others safe:

1. Alert Others: If you discover a fire or smoke, immediately notify others in the area by activating the nearest fire alarm. This will help alert everyone to the emergency and prompt them to evacuate the area.

2. Evacuate the Area: If it is safe to do so, evacuate the building or area immediately. Use the nearest exit and proceed to the designated assembly point outside of the building. Do not use elevators during a fire emergency.

3. Close Doors: As you evacuate, close all doors behind you to help contain the smoke and fire, as well as to slow down the spread of the fire.

4. Stay Low: If there is smoke present, stay low to the ground where the air is clearer and easier to breathe. Crawl if necessary to avoid inhaling smoke.

5. Assist Others: If you are able to do so safely, assist anyone who may need help evacuating the area, especially those with mobility impairments.

6. Call for Help: Once you are safely outside, call the local emergency services (911 or the local emergency number) to report the fire and provide them with as much information as possible, such as the location, size, and any potential hazards.

7. Do Not Re-enter: Under no circumstances should you re-enter the building or area until emergency responders have declared it safe to do so.

8. Follow Instructions: Listen to and follow any instructions provided by emergency personnel or building staff.

9. Reassemble at a Safe Location: Once outside, proceed to the designated assembly point to ensure that everyone is accounted for and to receive further instructions from emergency personnel.

It is important to review and practice these emergency procedures regularly to ensure everyone is prepared to respond appropriately in the event of a smoke or fire emergency. Remember, the safety and well-being of all individuals should be the top priority in any emergency situation.

SEVERE WEATHER

Severe weather events such as tornadoes and blizzards can pose a significant threat to safety. It is important to familiarize yourself with the following emergency procedures in the event of severe weather.

Blizzard:

Consideration to cancel events early if a blizzard is threatening the area should be made as early as possible to allow for safe travel for visitors and staff.

Tornadoes:

1. When a tornado warning is issued, take shelter in the designated tornado shelter area immediately.

Tornado Watch

- A ***Watch*** means…Conditions are present for severe weather, such as a tornado, to occur.

- Continue normal routine. Be alert for changing weather conditions.

Tornado Warning

A ***Warning*** means…A funnel cloud has been spotted, or a tornado has touched the ground, or winds in excess of 70 mph have been recorded. Outdoor warning sirens will be sounded.

When a tornado warning is issued, take shelter in the designated tornado shelter area immediately.

Upon receiving notification, FT Center Staff will make an announcement over the intercom. The announcement may read, ***"A tornado warning has been issued for the Elk River area. The designated shelter areas are open for employees and visitors."***

ACTIVE SHOOTER/HOSTILE EVENT

When an active shooter/hostile event is in or near the building, quickly determine the most reasonable ways to protect your own life. Remember that visitors are likely to follow the lead of employees and managers during an active shooter situation.

Because active shooter/hostile event situations are often over before law enforcement arrives on the scene, the individual must be prepared both mentally and physically to deal with an active shooter/hostile event situation. Rapid notification of these events is critical to ensure a timely law enforcement response. While keeping safety in mind, rapid reporting should be done as soon as possible.

Staff should consider the following guidance, in order, when responding to such a threat:

1. **RUN** and escape, if possible.
    - Getting away from the shooter or shooters is the top priority.
    - Leave your belongings behind and get away.
    - Help others escape, if possible, but evacuate regardless of whether others agree to follow.
    - Warn and prevent individuals from entering an area where the active shooter may be.
    - Call 911 when you are safe.
        - If placing a voice call to 9-1-1 is not safe, then consider texting 9-1-1 from a cellular phone.

Information to provide to law enforcement or 9-1-1 operator:

- Location of the active shooter/active attacker
- Number of shooters/attackers, if more than one
- Identification of the attacker if it is known.
- Physical description of shooter(s)/attacker(s)
- Number and type of weapons held by the shooter(s)/attacker(s)
- Number of potential victims at the location

2. **HIDE** if escape is not possible.
    - Get out of the shooter's view and stay very quiet.
    - Silence all electronic devices and make sure they will not vibrate.
    - Lock and block doors, close blinds, and turn off lights.
    - Do not hide in groups- spread out along walls or hide separately to make it more difficult for the shooter.
    - Try to communicate with police silently. Use text message or social media to tag your location or put a sign in a window.
    - Stay in place until law enforcement gives you all clear. Your hiding place should be out of the shooter's view and provide protection if shots are fired in your direction.
3. **FIGHT** as an absolute last resort.
    - Commit to your actions and act as aggressively as possible against the shooter.
    - Recruit others to ambush the shooter with makeshift weapons like chairs, fire extinguishers, scissors, books, etc.
    - Be prepared to cause severe or lethal injury to the shooter.
    - Throw items and improvise weapons to distract and disarm the shooter.

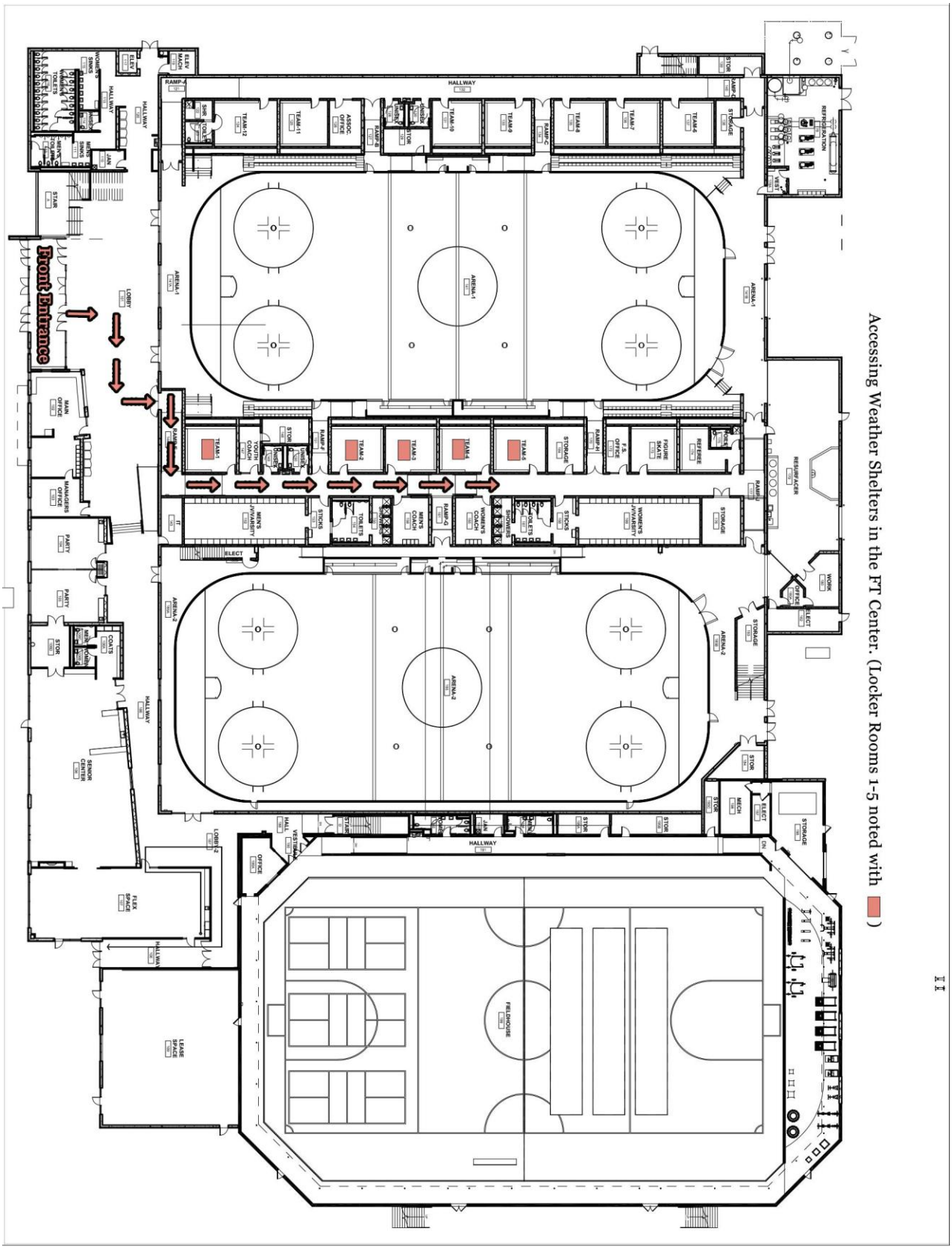
AFTER AN ACTIVE SHOOTER/HOSTILE EVENT

- Follow law enforcement instructions and evacuate in the direction they come from, unless otherwise instructed.
- Keep hands visible and empty.
- Know that law enforcement's first task is to end the incident, and they may have to pass injured along the way.
- Officers may be armed with rifles, shotguns, and/or handguns and may use pepper spray or tear gas to control the situation.
- Officers will shout commands and may push individuals to the ground for their safety.
- Take care of yourself first, and then you may be able to help the wounded before first responders arrive.
- If the injured are in immediate danger, help get them to safety.
- While you wait for first responders to arrive, provide first aid. Apply direct pressure to wounded areas and use tourniquets if you have been trained to do so.
- Turn wounded people onto their sides if they are unconscious and keep them warm.
- Consider seeking professional help for you and your family to cope with the long-term effects of the trauma.

KEY ACTIONS DURING A HOSTAGE SITUATION

Hostage situations are incredibly stressful scenarios. The following items outline some considerations in the rare event that such a situation presents itself at a facility.

- Be patient. Avoid drastic action.
- The initial 45 minutes are the most dangerous. Follow instructions and be alert. The captor is often emotionally unstable. Do not make mistakes that could jeopardize your well-being.
- Do not speak unless spoken to and then only when necessary. Do not talk down to the captor, who may be agitated. Avoid appearing hostile.
- Always maintain eye contact with the captor, if possible, but do not stare. Treat the captor respectfully.
- Comply with instructions as best you can and avoid arguments.
- Be observant. You may be released or have an opportunity to escape. The personal safety of others may depend on your memory.
- If medications, first aid, or restroom privileges are needed by anyone, say so.


Front Entrance
Accessing Weather Shelters in the FT Center. (Locker Rooms 1-5 noted with)

BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

Refer to your local bomb threat emergency response plan for evacuation criteria

DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

WHO TO CONTACT (Select One)

- **911**
- **Follow your local guidelines**

For more information about this form contact the Office for Bombing Prevention at: OBP@cisa.dhs.gov

V2

BOMB THREAT CHECKLIST

DATE: **TIME:**

TIME CALLER HUNG UP: **PHONE NUMBER WHERE CALL RECEIVED:**

Ask Caller:

- Where is the bomb located? (building, floor, room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes No
- Why?
- What is your name?

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (background/level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

Caller's Voice	Background Sounds	Threat Language
☐ Female	☐ Animal noises	☐ Incoherent
☐ Male	☐ House noises	☐ Message read
☐ Accent	☐ Kitchen noises	☐ Taped message
☐ Angry	☐ Street noises	☐ Irrational
☐ Calm	☐ Booth	☐ Profane
☐ Clearing throat	☐ PA system	☐ Well-spoken
☐ Coughing	☐ Conversation	
☐ Cracking Voice	☐ Music	
☐ Crying	☐ Motor	
☐ Deep	☐ Clear	
☐ Deep breathing	☐ Static	
☐ Disguised	☐ Office machinery	
☐ Distinct	☐ Factory machinery	
☐ Excited	☐ Local	
☐ Laughter	☐ Long distance	
☐ Lisp		
☐ Loud	**Other Information:**	
☐ Nasal		
☐ Normal		
☐ Ragged		
☐ Rapid		
☐ Raspy		
☐ Slow		
☐ Slurred		
☐ Soft		
☐ Stutter		

Request for Action

To
City Council

Item Number
4.16

Meeting Date
June 16, 2025

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

Item Description
Agreement 25-13: Community Event Center: Monument Sign

Reviewed by
Katie Harstad
Cal Portner
Tina Allard

Action Requested
Approve, by motion, the purchase of the FT Center digital monument sign in the amount of $104,435 using the GRE Fund.

Background/Discussion
This digital monument sign will match the other city wayfinding previously purchased using the GRE Fund. The sign will take approximately 10 weeks to manufacture, and is expected to be installed in September.

The sign will be used to promote various events, sponsors, etc. at the FT Center in accordance with a reciprocal easement agreement with ISD 728 that will be on next month's Council agenda. In the operation of the city's sign, any content posted on the sign shall respect the ISD 728 content policies. The city shall not use words or images that directly promote alcohol, tobacco, drugs, drug paraphernalia, weapons, or any obscene, pornographic, or other illegal materials.

Financial Impact
The GRE Fund has a balance of $598,392 as of May 31, 2025.

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

Attachments
1. Revised Proposal 6-10-25
2. FT Center Monument Sign

GRAPHIC HOUSE INC
NATIONAL SIGN FIRM
8101 International Dr, Wausau, WI 54401 | 715-842-0402 | www.graphichouseinc.com

PROPOSAL
Proposal #: 34289

Proposal Date: 06/10/25
Customer #: 3683
Page: 1 of 5

SOLD TO:	JOB LOCATION:
CITY OF ELK RIVER 13065 ORONO PARKWAY ELK RIVER MN 55330	City of Elk River 13065 Orono Parkway Elk River MN 55330 REQUESTED BY: JOE STREMCHA

Graphic House, Inc. (HEREINAFTER CALLED THE "COMPANY") HEREBY PROPOSES TO FURNISH ALL THE MATERIALS AND PERFORM ALL THE LABOR NECESSARY FOR THE COMPLETION OF:

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	QUOTE #28999 Double face Routed Aluminum Monument sign, 120" x 146 3/4" overall dimensions, 102 1/2" x 22" routed aluminum cabinet acrylic push thru and vinyl graphics to read "POWERED BY NATURE", 99 1/2" x 19 1/2" formed aluminum cladding with custom vinyl graphic, 93" x 13" formed aluminum cloud cabinet painted returns brown trim-cap with opaque custom vinyl to read "FURNITURE AND THINGS", 12" x 84" routed aluminum cabinet with acrylic push thru to read "COMMUNITY EVENT CENTER", 20" formed aluminum face-lit back-lit logo with routed aluminum "elk" mounted to face molding, internally illuminated with white LEDs, formed aluminum cladding and caps, 56 3/4" x 113 1/4" double face EMC (separate quote), 16" x 146 3/4" standard cultured veneer base with a material allowance of $, steel supports, direct set into standard soil conditions at 120" overall height, customer to run power to sign, manufactured and installed.	$45,485.00	$45,485.00
1	QUOTE #29014-EMC2 (1) Double face EMC message center, (2) 5'-6 1/8" x 10'-6" units mounted back to back, 10.0mm RGB 168 x 320 matrix, cell modem connection, manufactured.	$58,950.00	$58,950.00
		TOTAL PROPOSAL AMOUNT:	**$104,435.00**

TERMS: 75.0% DOWN, NET 30 DAYS UPON COMPLETION, *4% CONVENIENCE FEE ON CREDIT CARD PAYMENTS*.
(INTEREST OF 1.5% PER MONTH WILL BE ADDED TO PAST DUE ACCOUNTS)

THIS PRICE DOES NOT INCLUDE ELECTRICAL HOOKUP, PERMITS, SHIPPING, ENGINEERING OR TAX UNLESS SPECIFICALLY STATED.

THE COST OF IMPOSING TARIFFS HAVE NOT BEEN CALCULATED INTO THE COST OF THIS PROJECT. THEREFORE, ANY ADDITIONAL COST INCURRED DUE TO UNKNOWN TARIFFS APPLIED TO MATERIALS WILL BE ADDED AS RECEIVED.

WHO OWNS PROPERTY THE SIGN WILL BE INSTALLED ON? _____

PART OF THIS PROPOSAL REQUIRES THE CUSTOMER TO FILL OUT A CREDIT APPLICATION (SEE ATTACHED).

ALL SIGNS ARE WIRED AT 120 VOLTS UNLESS THE CLIENT IDENTIFIES OTHERWISE IN WRITING.

COMPANY INITIALS _____ CUSTOMER INITIALS _____

GRAPHIC HOUSE INC
NATIONAL SIGN FIRM
8101 International Dr, Wausau, WI 54401 | 715-842-0402 | www.graphichouseinc.com

PROPOSAL
Proposal #: 34289

Proposal Date: 06/10/25
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Page: 2 of 5

ALL WARRANTIES WILL BE NULL AND VOID IF FINAL INVOICE IS NOT PAID IN FULL WITHIN 45 DAYS FROM INVOICE DATE.

CHECKS RETURNED FOR NON-SUFFICIENT FUNDS WILL BE SUBJECT TO AN ADDITIONAL $50.00 FEE.

ELECTRICAL TO SIGNAGE IS NOT PART OF THIS QUOTE. FINAL ELECTRICAL HOOK UP IS CLIENTS RESPONSIBILITY. ALL SIGNS WIRED TO UL SPECIFICATIONS, UNLESS OTHERWISE NOTED.

DELIVERY OF SIGNAGE IS BASED ON 10 WEEKS FROM CLIENT AUTHORIZATION AND PERMIT APPROVAL. ADDITIONAL CHARGES WILL APPLY FOR DATE SPECIFIC AND EXPIDITED DELIVERY. ELECTRONICS WILL REQUIRE ADDITIONAL TIME FOR DELIVERY.

PERMIT TO BE OBTAINED BY: CLIENT GRAPHIC HOUSE, INC.

IF PERMIT IS TO BE OBTAINED BY GRAPHIC HOUSE, INC., ADDITIONAL FEES WILL APPLY.

NOTE: This proposal may be withdrawn by Graphic House, Inc. if not accepted within 30 days.

TERMS AND CONDITIONS

Client is responsible for flagging of property owner's utilities, such as, but not limited to: sprinkling/watering systems, parking lot lighting, landscaping lighting, storm/sanitary sewers, or any other utility that the customer may have buried, etc.

All in-ground bases are engineered for standard soil conditions. Non-standard conditions, such as: sandy soil, clay soil, rocky terrain, water, etc. which require additional concrete, labor, forming, etc. will be at an additional time and materials charge.

Client is responsible for providing access to the JOB site. THERE HAS BEEN NO ALLOWANCE FOR REPAIRS OR BUILDING OF ACCESS TO PERFORM THE DUTIES DESCRIBED IN THE BID DOCUMENTS. ANY ADDITIONAL TIME OR MATERIALS NEEDED TO ACCESS THE JOB SITE OR CREATE A WORK AREA AT THE JOB SITE SO WE ARE ABLE TO PERFORM OUR SCOPE OF WORK, IS THE SOLE RESPONSIBILITY OF THE OWNER. WE ALSO HAVE NO RESPONSIBILITY TO ANY REPAIRS TO JOB SITE OR ACCESS TO JOB SITE BECAUSE OF DAMAGE WE MAY HAVE INCURRED COMPLETING OUR SCOPE OF WORK.

Client has identified the location in which the signage is to be installed. Client is responsible to have existing signage meet all state and local codes, and additional work to bring existing signage to code will be billed at time and materials. The client has the sole responsibility for the structural integrity of all existing structures to support the signage. Graphic House, Inc. is not responsible for any damage that may occur to sign installation areas such as (landscape, blacktop, etc. or otherwise). Graphic House, Inc. will not be responsible in any way for penetrations through roof membranes or wall materials or for any leakage or water damage resulting from any penetrations.

Graphic House, Inc. hereby warrants the sign display against defective workmanship in construction and assembly for one (1) year from the date of the invoice. Faux Corten has a warranty of two (2) years for finish deterioration. No other warranties will apply. All labor for repair of electronic message centers or time and temperature units are covered under warranty for one (1) year from date of installation. All components/parts for electronic message centers or time and temperature units are covered under warranty as outlined by manufacturer. Graphic House, Inc. does not warranty flags. No other warranties or guarantees are expressed or implied, either written or verbal. All warranties will be null and void if anyone other than Graphic House, Inc. services or maintains the signage specified on this proposal, or if the final invoice for this proposal is not paid in full within 45 days of the final invoice date.

Our warranty, and warranties by stand-alone subassemblies manufactured by other companies, are based solely on the client's responsibility to properly maintain, service and clean these sign components at no longer than each six-month interval. This warranty does not apply to vandalism, misuse, acts of God, and war.

COMPANY INITIALS _____ CUSTOMER INITIALS _____

GRAPHIC HOUSE INC
NATIONAL SIGN FIRM
8101 International Dr, Wausau, WI 54401 | 715-842-0402 | www.graphichouseinc.com

PROPOSAL
Proposal #: 34289

Proposal Date: 06/10/25
Customer #: 3683
Page: 3 of 5

Any deviation from prints or altered foundations will weaken the structure to the point that it may fail. This structure is engineered to hold only the signage specified. Do not add additional signage to the structure.

Any changes in the plans or specifications from the date this proposal and prints are approved and authorized will result in an administrative fee of $400 per change plus the cost of the change. Any changes or extras may extend the time to complete the manufacturing and/or services specified.

Any alteration or deviation from the above specifications involving extra costs will be executed and will become an extra charge over and above the estimate, together with the terms and conditions set forth in the attached addendum which is incorporated herein in its entirety. All agreements contingent upon strikes, accidents or delays beyond our control.

As required by the Wisconsin construction lien law, Graphic House, Inc. hereby notifies the owner that the person or companies furnishing labor or materials for the construction on the owner's land, may have lien rights on the owner's land and building for unpaid costs. Those entitled to these lien rights, in addition to the undersigned contractor are those who contract directly with the owner or those who give the owner notice within sixty days after they first furnish labor or materials for the construction. Accordingly, the owner will probably receive notice from those who furnish labor or materials for the construction and should give a copy of each notice received to the mortgage lender, if any. The contractor agrees to cooperate with the owner and the owner's lender, if any, to see that all potential lien claimants are fully paid.

If collection action is required to collect a past due account, client agrees to pay the invoiced amount due, together with interest at the contract rate of 1.5% per month (18% annual), and costs of collection, including all attorney's fees incurred by Graphic House, Inc. in exercising its rights or remedies hereunder or enforcing any of the terms and conditions in this proposal. It is agreed that all legal disputes of any nature will be litigated in Marathon County, Wisconsin.

Graphic House, Inc. makes no representations and assumes no responsibility for compliance of signage with Federal, State or local signage regulations or ordinances, except as such requirements are specifically set forth in any permit issued for the signage. Client is solely responsible for determining the size, location and character of signage to Client's satisfaction and as permitted under applicable regulations and ordinances. A manufacturer's label will be affixed to the signage at the discretion of Graphic House, Inc.

This proposal will be a binding contract upon written authorization by Client and written acceptance by Graphic House, Inc. and supersedes all prior negotiations and discussions, oral or written, between the parties. It also grants Graphic House, Inc. consent to use client name and signage for all media and marketing purposes.

THIS PROPOSAL SHALL NOT OBLIGATE GRAPHIC HOUSE, INC. IN ANY WAY UNTIL IT IS ACCEPTED AND SIGNED BY THE V. P. OF SALES OF GRAPHIC HOUSE, INC.; ONCE ACCEPTED AND SIGNED THIS PROPOSAL WILL EXPIRE AFTER 60 DAYS.

THE ABOVE PRICES, SPECIFICATIONS, AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.

SALESPERSON: _____ DATE: _____

ACCEPTED BY: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

COMPANY INITIALS _____ CUSTOMER INITIALS _____

GRAPHIC HOUSE INC
NATIONAL SIGN FIRM
8101 International Dr, Wausau, WI 54401 | 715-842-0402 | www.graphichouseinc.com

DEPOSIT INVOICE

Invoice #: DP34289

Inv Date: 06/10/25
Customer #: 3683

SOLD TO:	JOB LOCATION:
CITY OF ELK RIVER 13065 ORONO PARKWAY ELK RIVER MN 55330	City of Elk River 13065 Orono Parkway Elk River MN 55330 REQUESTED BY: JOE STREMCHA

ORDERED BY	PO NUMBER	SALESPERSON	ORDER DATE	PAYMENT TERMS	DUE DATE
JOE STREMCHA		LEA BLAUBACH	11/07/24	75.0% Due Upon Receipt	10/01/25

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	QUOTE #28999 Double face Routed Aluminum Monument sign, 120" x 146 3/4" overall dimensions, 102 1/2" x 22" routed aluminum cabinet acrylic push thru and vinyl graphics to read "POWERED BY NATURE", 99 1/2" x 19 1/2" formed aluminum cladding with custom vinyl graphic, 93" x 13" formed aluminum cloud cabinet painted returns brown trim-cap with opaque custom vinyl to read "FURNITURE AND THINGS", 12" x 84" routed aluminum cabinet with acrylic push thru to read "COMMUNITY EVENT CENTER", 20" formed aluminum face-lit back-lit logo with routed aluminum "elk" mounted to face molding, internally illuminated with white LEDs, formed aluminum cladding and caps, 56 3/4" x 113 1/4" double face EMC (separate quote), 16" x 146 3/4" standard cultured veneer base with a material allowance of $, steel supports, direct set into standard soil conditions at 120" overall height, customer to run power to sign, manufactured and installed.	$45,485.00	$45,485.00
1	QUOTE #29014-EMC2 (1) Double face EMC message center, (2) 5'-6 1/8" x 10'-6" units mounted back to back, 10.0mm RGB 168 x 320 matrix, cell modem connection, manufactured.	$58,950.00	$58,950.00
	TOTAL PROPOSAL AMOUNT ***** FINAL INVOICE AMOUNT MAY VARY UPON COMPLETION *****		---------- $104,435.00
		PLEASE PAY THIS DEPOSIT AMOUNT:	**$78,326.25**

GRAPHIC HOUSE INC
NATIONAL SIGN FIRM

8101 International Dr, Wausau, WI 54401 | 715-842-0402 | www.graphichouseinc.com

Email to: Receivables@GraphicHouseInc.com

CONFIDENTIAL CREDIT APPLICATION

Legal name of corporation, partnership or proprietorship_____

Address_____City_____State_____Zip_____

Business Phone_____

If this is a subsidiary:
Name and address of parent company_____

TYPE OF ORGANIZATION:

- ☐ Individual Proprietorship
- ☐ Partnership
- ☐ Corporation: State & Date of Incorporation _____
- ☐ Other_____

ADDITIONAL INFORMATION:

How long in existence: _____ years
Tax Exempt ☐ Yes ☐ No
(If yes, please attach an exemption certificate)

Principals: Name **Home Address** **Position** **Phone #**

A_____

B_____

C_____

AUTHORIZED INDIVIDUALS TO ENTER INTO CONTRACTS ON BEHALF OF THE ORGANIZATION:

Name_____Title_____ **Number of Signatures Required:**

Name_____Title_____ ☐ One ☐ Two

CREDIT REFERENCES:

1. **Bank** Name _____ Phone #_____ ABA Routing #_____
   Street Address_____City_____State_____Zip_____ Acct. #_____
   Bank Officer Name _____ Phone #_____Email_____

2. **Supplier**: Name _____ Phone #_____Email_____
   Street Address_____City_____State_____Zip_____ Contact _____

3. **Supplier**: Name _____ Phone #_____Email_____
   Street Address_____City_____State_____Zip_____ Contact _____

4. **Supplier**: Name _____ Phone #_____Email_____
   Street Address_____City_____State_____Zip_____ Contact _____

I certify that all of the above information is true and correct to the best of my knowledge. I authorize Graphic House, Incorporated to verify this information and/or obtain additional information from credit reporting agencies to verify or supplement the provided information. I agree to pay attorney fees and court costs should they become necessary for the collection of this account.

Printed Name_____

Signed for the Organization_____ Position _____Date_____

PERSONAL GUARANTEE

In consideration for the credit extended to the above listed organization, I hereby guarantee and agree to be personally liable for all indebtedness incurred by the organization through any of its agents listed above.

Print Name_____

Signed_____Date_____

FOR GHI Use:

Sales Representative_____

☐ Approved ☐ Denied Remarks_____

Credit Dept. Authorization_____

GRAPHIC HOUSE
9204 Packer Drive. Wausau, WI 54401 715-842-0402
www.graphichouseinc.com

CLIENT:
CITY OF ELK RIVER
13065 ORONO PARKWAY
ELK RIVER, MN.

SALES REP:	DATE:	QUOTE NUMBER:	JOB NUMBER:
LEA	11-15-2024	28999	XX-XXX

SALES AUTH:

REVISION:
X-XX-2024

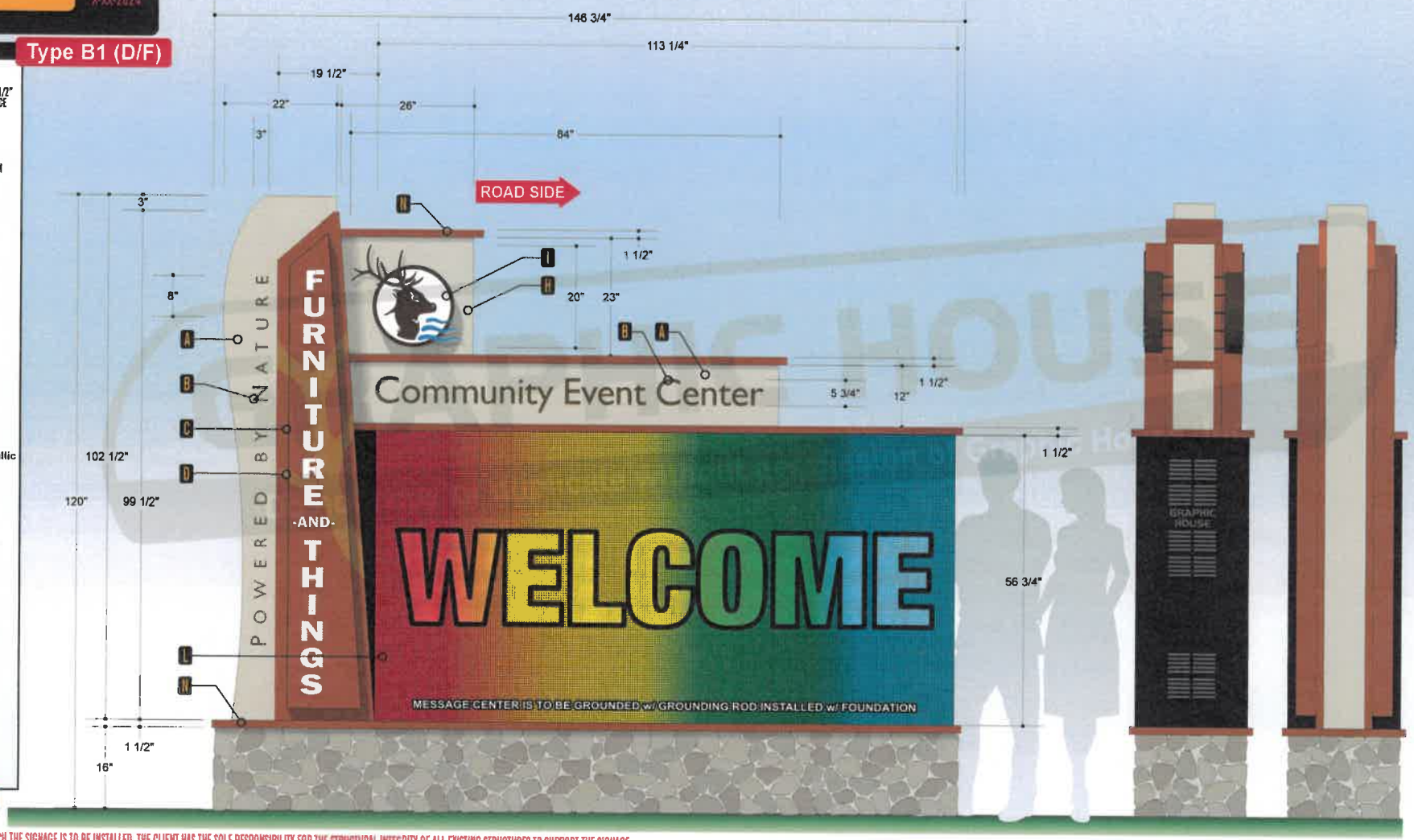
Type B1 (D/F)

D/F LIT SIGN

- A ALUM. FORMED CABINET. LIT w/ WHITE LED's
- B ROUTED COPY BACKED w/ 3/4" CLEAR ACRYLIC (1/2" PUSH-THRU). CUSTOM PERFORATED VINYL ON FACE
- C ALUM. FORMED CLADDING
- D CUSTOM METALLIC VINYL ACCENT
- E ALUM. FORMED CLOUD CABINET. PAINTED BROWN RETURNS. FACE-LIT w/ WHITE LED's
- F STANDARD BROWN TRIM-CAP
- G LIT WHITE LEXAN FACES
- H ALUM. FORMED CLADDING
- I PAINTED ALUM. CAPS
- J FACE-LIT / HALO-LIT CIRCLE CABINET. LIT w/ WHITE LED's
- K ROUTED ALUM. "ELK" & "WATER" MOUNTED TO FACE OF CIRCLE
- L RGB LED MESSAGE CENTER
- M STANDARD STYLE CULTURED STONE VENEER w/ STANDARD GREY MORTAR (TBD)
- N PAINTED ALUM. CAP

- P1 - MP 21956 Hammered Copper Metallic
- P2 - MP 20062 Ivory Metallic
- P3 - MP - 10217 Rich Brown
- P4 - MP 21961 Byzantine Gold Metallic
- P5 - Black
- Lit White
- Custom Perforated PMS 4485c Dark Brown
- V1 - 3630-128 Plum Purple Vinyl
- V2 - 3630-31 Evening Blue Vinyl
- V3 - 3630-59 Dark Brown Vinyl
- V4 - 3630-49 Burgundy Vinyl
- V5 - 3630-26 Green Vinyl

Returns & Trim-Cap =



CLIENT HAS IDENTIFIED THE LOCATION IN WHICH THE SIGNAGE IS TO BE INSTALLED. THE CLIENT HAS THE SOLE RESPONSIBILITY FOR THE STRUCTURAL INTEGRITY OF ALL EXISTING STRUCTURES TO SUPPORT THE SIGNAGE.

ALL RIGHTS RESERVED THIS IS AN ORIGINAL DESIGN CREATED BY GRAPHIC HOUSE, INCORPORATED. THE SUBMITTED DESIGN IS ORIGINAL AND IS PROTECTED UNDER COPYRIGHT LAWS OF THE UNITED STATES, TITLE 17 UNITED STATES CODE. YOU AGREE NOT TO COPY, PHOTOGRAPH, MODIFY OR SHARE DIRECTLY OR INDIRECTLY ANY OF THE FOREGOING HELD BY YOU WITH ANY OTHER PARTY NOR WILL YOU PERMIT ANY THIRD PARTY TO DO ANY OF THE FOREGOING WITHOUT THE WRITTEN CONSENT OF GRAPHIC HOUSE, INC. A DESIGN FEE OF NOT LESS THAN $5000 WILL BE INVOICED IF THIS DRAWING IS SHARED OR COPIED BY ANYONE WHILE IN YOUR POSSESSION. THIS DOES NOT EXCLUDE ADDITIONAL COMPENSATION THAT MAY BE AWARDED DUE TO COPYRIGHT INFRINGEMENT.

RELEASE AUTH:

PLEASE REVIEW SPECS & PROOF CAREFULLY - CHECK FOR TYPOGRAPHICAL ERRORS & OMISSIONS, LAYOUT ACCURACY, ETC. CUSTOMER HAS SOLE RESPONSIBILITY TO CORRECT ANY ERRORS. DISCLAIMER: THE INK COLORS SHOWN IN THIS RENDERING PROVIDE CONCEPTUAL COLORS & GRAPHICS LOCATIONS ONLY. THE COLORS MAY NOT MATCH THE ACTUAL AUTOMOTIVE PAINTS, PANTONE OR VINYL COLORS THAT WILL BE USED ON OR IN THE SIGN(S) SHOWN. ALL SIZES, SHAPES, COLORS, ETC. ARE CONCEPTUAL & MAY VARY FROM ACTUAL PRODUCT

Request for Action

To
City Council

Item Number
4.17

Meeting Date
June 16, 2025

Prepared By
Lauren Wipper, Human Resources Manager

Item Description
Hire Cannabis Store Manager

Reviewed by
Joe Stremcha
Cal Portner
Tina Allard

Action Requested
Approve, by motion, the hiring of Jacqara Jackson to the position of Cannabis Store Manager effective July 7, 2025.

Background/Discussion
We went to market in late February to fill our new Cannabis Store Manager position. We received 175 applications for the position and interviewed 11 candidates. Following second interviews, a background check, and leadership assessment, we recommend Jacqara Jackson for this position.

Ms. Jackson holds an Associate's degree in Science for Health Professions and a Bachelor's degree in Environmental and Earth Science. She has worked for the Detroit Parks and Recreation Department as both a program manager and outdoor educator. She is a co-founder and property manager at Copperhouse Detroit, which is a cannabis-themed, short-term rental property. She is also the operations manager at Sozo Companies, overseeing the cultivation and processing of cannabis. Ms. Jackson is excited to find this position and join her spouse, who has been working in the upstart of the cannabis industry in Minnesota.

Ms. Jackson will start at step A of pay grade 7E. All pay and benefits will be consistent with city policy.

Financial Impact
This is a budgeted position based on the Cannabis Business Plan approved on February 3, 2025.

Mission/Policy/Goal
The Elk River Mission Statement.

Attachments
None

Request for Action

To
City Council

Item Number
4.18

Meeting Date
June 16, 2025

Prepared By
Lauren Wipper, Human Resources Manager

Item Description
Hire IT Network Specialist

Reviewed by
Cal Portner
Tina Allard

Action Requested
Approve, by motion, the hiring of Jake Tourville to the position of IT Network Specialist effective June 17, 2025.

Background/Discussion
We went to market to fill our vacant IT Network Specialist position. We received 55 applications and interviewed 11 candidates. Following second interviews and background and reference checks, we recommend Jake Tourville for the position.

Mr. Tourville holds an AAS in Networking and Data Services from South Central College in Mankato where he also worked as a IT lab assistant. He served as an artillery data systems operator in the Army National Guard and has been working as a service desk technician II at the Mankato Clinic for the past year.

Mr. Tourville will start at step A for this position. All pay and benefits will be consistent with city policy.

Financial Impact
This is a budgeted position.

Mission/Policy/Goal
The Elk River Mission Statement.

Attachments
None

Request for Action

To
City Council

Item Number
4.19

Meeting Date
June 16, 2025

Prepared By
Lauren Wipper, Human Resources Manager

Item Description
Hire Overlook Chef

Reviewed by
Cal Portner
Tina Allard

Action Requested
Approve, by motion, the hiring of Tori Lyle for the position of Overlook Chef effective July 7, 2025.

Background/Discussion
We went to market to fill this position. We received five applications and offered interviews to all of the candidates. Following a second interview and reference and background checks, we recommend Tori Lyle for the position.

Ms. Lyle holds two Associate Degrees; one in Culinary Arts from Rasmussen and the other from Le Cordon Bleu College of Culinary Arts in Minneapolis. She has been working in the food industry since 2006, most recently as an executive sous chef for Chartwells at the University of Minnesota.

Ms. Lyle will start at pay step A for this position. All pay and benefits will be consistent with city policy.

Financial Impact
This is a budgeted position.

Mission/Policy/Goal
The Elk River Mission Statement.

Attachments
None

Request for Action

To
City Council

Item Number
4.20

Meeting Date
June 16, 2025

Prepared By
Lauren Wipper, Human Resources Manager

Item Description
Separation Agreement and Waiver of Claims

Reviewed by
Cal Portner
Tina Allard

Action Requested
Approve, by motion, the Separation Agreement and Release with Police Officer Kevin Heldt.

Background/Discussion
Officer Heldt's last day with the city was May 30, 2025. As part of the Severance Pay requirements, a release of claims must be executed. Officer Heldt returned his signed Agreement on June 4, 2025.

Financial Impact
As per Severance Pay policy.

Mission/Policy/Goal
Elk River Mission Statement

Attachments
1. KHeldt

SEPARATION AGREEMENT AND RELEASE

1. Separation From Employment and Severance Payment.

I, Kevin J. Heldt, (referred to throughout this Separation and Release Agreement in the first person) understand that my last day of employment as a Police Officer with the City of Elk River (the "City") will be May 30, 2025, (the "Separation Date"). I understand that City policy ("Severance Pay") provides that I may be eligible to receive a portion of my unused sick leave if I meet the following conditions: 1) I must resign in good standing; 2) I must provide proper written notice of my resignation in accordance with City policy; and 3) I must execute a release of claims. The amount I may be eligible for is determined in accordance with the Severance Pay policy. For purposes of this Agreement, the third condition described above is the "Release Condition"; the first and second conditions are the "Other Conditions."

I understand that in order to be eligible for a portion of my unused sick leave in connection with my separation from employment, I must satisfy the Other Conditions according to their terms and I must satisfy the Release Condition by signing and not rescinding this Separation Agreement and Release ("Agreement"). As of May 17, 2025, the amount of my unused sick and ESST leave is 452.2638 hours and my regular rate of pay at the time I gave notice to resign was $50.75 per hour. If I satisfy the Release Condition and the Other Conditions, pursuant to the Severance Policy, the portion of my unused sick leave that I will receive is 50% up to 480 hours. Accordingly, the sum total of the contribution into my Post Employment Health Care Savings Plan that I will receive for my unused sick/ESST leave if I satisfy the Release Condition and the Other Conditions will be eleven thousand four hundred seventy-six dollars and nineteen cents ($11,476.19) plus the product of my regular rate of pay and 50% of the number of any ESST hours that I accrue and minus the product of my regular rate of pay and 50% of the number of any sick leave/ESST hours that I used between May 18, 2025, and the Separation Date (the "Severance"). The Severance will be paid to my Post Employment Health Care Savings Account on the first pay day following 18 days after I sign this Agreement, provided I sign and do not rescind the Agreement.

I also acknowledge that I am age 50 or older and am retiring from fulltime POST qualified police work and will not reactivate my POST license in the future. The additional portion of my unused sick leave that I will receive is 15% up to 144 hours. Accordingly, the sum total of the contribution into my Post Employment Health Care Savings Plan that I will receive for my additional unused sick leave if I satisfy the Release Condition and the Other Conditions will be three thousand four hundred forty-two dollars and eighty-six cents ($3,442.86) plus the product of my regular rate of pay and 15% of the number of any ESST hours that I accrue and minus the product of my regular rate of pay and 15% of the number of any sick leave/ESST hours that I used between May 18, 2025, and the Separation Date (the "Severance"). This portion of the Severance will be paid to my Post Employment Health Care Savings Account on the first pay day following 90 days after my termination provided I do not return to active policing and provided I sign and do not rescind the Agreement.

I understand that the Severance payment will be subject to normal deductions that the City is obligated by law to make, or believes in good faith it is obligated by law to make. No

representations as to taxability or tax treatment of the Severance have been made to me by the City. I understand that I will receive the Severance only if I satisfy the Other Conditions and sign this Agreement and do not rescind it within the fifteen (15) calendar days described below under Opportunity to Rescind.

2. No Other Benefits.

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

3. Return of Property.

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

4. No Further Claim to Compensation.

This Agreement fully and completely satisfies any and all obligations between the City and me that arise out of or relate to my employment, except for my final paycheck to be paid on June 20, 2025, and all payments required under this Agreement to be paid as defined in Paragraph 1. I have no claim to any compensation from the City, in any form, beyond the compensation that is specifically described in Paragraph 1 through 4 of this Agreement.

5. Complete Release.

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

I understand and agree that this Agreement is a full, final and complete settlement and release of the Released Parties of any and all Claims, whether known or unknown, including but not

limited to any Claim I may have under: the federal or any state constitution; Employment Retirement Income Security Act; Title VII of the Civil Rights Act of 1964; the Americans with Disabilities Act; the Fair Labor Standards Act; the Equal Pay Act; the Family and Medical Leave Act; the Age Discrimination in Employment Act; the Minnesota Public Employment Labor Relations Act; the Minnesota Veterans Preference Act; the Minnesota Government Data Practices Act; the Minnesota Employment, Wages, Conditions, Hours, and Restrictions Laws (Minn. Stat. Chapter 181); the Minnesota Whistleblower Act; section 176.82 of the Minnesota Worker's Compensation Act; the Minnesota Human Rights Act; the Minnesota Public Employment Labor Relations Act; and any other federal, state, or local government laws, regulations or executive orders governing employment. I further understand and agree that I am releasing any Claim I may have, whether known or unknown, for: payment of compensation or benefits of any kind; fraud or misrepresentation; promissory estoppel; wrongful or constructive discharge; defamation; invasion of privacy; breach of covenant of good faith and fair dealing; reprisal or retaliation; breach of contract; breach of a collective bargaining agreement; unjust enrichment; negligence; negligent hiring; supervision and retention; intentional or negligent infliction of emotional distress; and any other Claim arising under any law.

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

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

6. Period for Review and Consideration.

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

7. Opportunity to Rescind Under the ADEA and MHRA.

I recognize that by signing this Agreement I am waiving and releasing any employment discrimination, retaliation, or other claims that he might have under the Age Discrimination in

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

I recognize that by signing this Agreement I am waiving and releasing any employment discrimination and retaliation claims that I might have under the Minnesota Human Rights Act ("MHRA"). Under the MHRA (Minnesota Statutes § 363A.31), I have the right to rescind this release of claims in writing within fifteen (15) calendar days after signing it. This right of rescission applies only to any claims arising under the MHRA. For a rescission of claims arising under the MHRA to be effective, it must be delivered to Lauren Wipper, either personally or by United States mail within the fifteen (15) day period. If delivered by mail, the rescission must be postmarked within the fifteen (15) day period, properly addressed to Lauren Wipper, City of Elk River, 13065 Orono Parkway, Elk River, Minnesota 55330 and sent by certified mail, return receipt requested.

8. Effect of Rescission of Release of Claims.

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

9. Non-Disparagement.

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

10. No Admission of Wrongdoing.

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

11. Complete Agreement.

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

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

12. Miscellaneous.

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

13. Signature.

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

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

Kevin J. Heldt
EMPLOYEE NAME

Date: 06.04.25

EMPLOYEE SIGNATURE

Date: _____

THE CITY OF ELK RIVER

_____
John J. Dietz, Mayor

ATTEST:

_____
Tina Allard, City Clerk

GP:2771993 v1

Request for Action

To
City Council

Item Number
6.1

Meeting Date
June 16, 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 June 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

Request for Action

To
City Council

Item Number
6.2

Meeting Date
June 16, 2025

Prepared By
Mark Dickinson, Fire Chief

Item Description
Fire Department Oath of Office

Reviewed by
Cal Portner
Tina Allard

Action Requested
The City Council is asked to recognize the recent promotion of Lieutenant Trent Collins to the position of Captain.

Mayor Dietz to administer the Oath of Office, followed by a badge ceremony.

Background/Discussion
With the recent retirement of Captain Joe Evenson, who was assigned to Fire Station #3, and the proven leadership abilities of Lieutenant Collins. We have made the operational decision to promote Lieutenant Collins to Captain.

Financial Impact
None

Mission/Policy/Goal
Provide exceptional service to the community

Attachments
1. Oath

STATE OF MINNESOTA
COUNTY OF SHERBURNE
CITY OF ELK RIVER

FIRE CAPTAIN OATH OF OFFICE

I, Trent Collins, solemnly pledge to protect life, health, and property against fire and other dangers.

I will uphold the standards of my profession and honor the trust bestowed upon me.

I will respect the rights of all and fulfill my duties as Captain with integrity and dedication.

So, help me God.

_____
Trent Collins, Captain

Subscribed and sworn to before me this 16th day of June, 2025

_____
John J. Dietz, Mayor

Request for Action

To
City Council

Item Number
6.3

Meeting Date
June 16, 2025

Prepared By
Mark Dickinson, Fire Chief

Item Description
Fire Department Citizen Award

Reviewed by
Cal Portner
Tina Allard

Action Requested
The City Council is asked to recognize the life-saving efforts by Elk River Fire and community member, Terry Elliott, of an infant.

Background/Discussion
On May 9 there was a medical call for a baby not breathing. Firefighter, Terry Elliott, was at home when his neighbor started yelling his name for help. The mother had found her seven-month-old baby unresponsive and not breathing when she grabbed the infant and ran outside looking for help. Terry relied on his many years of training and experience as a firefighter and EMT to provide life-saving CPR to the infant, ultimately saving his life.

Financial Impact
None

Mission/Policy/Goal
Improve the quality of life

Attachments
None

Request for Action

To
City Council

Item Number
6.4

Meeting Date
June 16, 2025

Prepared By
Lori Stich, Finance Manager

Item Description
Annual Comprehensive Financial Report for Year ended December 31, 2024

Reviewed by
Lori Stich
Joe Stremcha
Cal Portner
Tina Allard

Action Requested
Accept, by motion, the Annual Comprehensive Financial Report for the City of Elk River for the year ended December 31, 2024.

Background/Discussion
The city is required to have an annual independent audit of its financial statements in which the audit firm issues an opinion on the city's financial statements.

BerganKDV conducted the city's audit for the year 2024 and will present a summary of the 2024 financial report and audit results.

Financial Impact
N/A

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

Attachments
1. ACFR - City of Elk River - New Final
2. CL - City of Elk River - Final
3. GAS-LC - City of Elk River - Final
4. 2024 Elk River Audit Presentation

City of Elk River

ANNUAL COMPREHENSIVE FINANCIAL REPORT

For the Year Ended December 31, 2024

CITY OF ELK RIVER
ELK RIVER, MINNESOTA

ANNUAL COMPREHENSIVE FINANCIAL REPORT

FOR THE YEAR ENDED
DECEMBER 31, 2024

PREPARED BY:

THE FINANCE DEPARTMENT

Member of Governmental Finance Officers
Association of the United States and Canada

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INTRODUCTORY SECTION

CITY OF ELK RIVER
ELK RIVER, MINNESOTA

FOR THE YEAR ENDED
DECEMBER 31, 2024

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June 16, 2025

Honorable Mayor, Members of the City Council,
and Citizens of Elk River:

The Annual Comprehensive Financial Report for the City of Elk River for the fiscal year ended December 31, 2024, is hereby submitted. Minnesota state statutes and the city's ordinance require an annual audit of the city's accounts by the Office of the State Auditor or an independent certified public accountant. The firm of BerganKDV was selected to perform the city's audit and their unmodified opinion has been included in this report. The independent auditors' report is included in the financial section of this report.

The responsibility for the completeness and accuracy of this data, as well as the fairness of this presentation including all enclosures, rests with the city. To the best of my knowledge and belief, the enclosed data are accurate in all material respects and are recorded in a manner designed to present fairly the financial position and the results of operations of the various funds of the city. To provide a reasonable basis for making these representations, management has established a comprehensive internal control framework that is designed to both protect the city's assets from loss, theft, or misuse, and to compile sufficient reliable information for the preparation of these financial statements in accordance with generally accepted accounting principles (GAAP). Because the cost of internal control should not exceed anticipated benefits, the objective is to provide reasonable but not absolute assurance that the financial statements are free of any material misstatements.

GAAP requires management to provide a narrative introduction, overview, and analysis to accompany the basic financial statements in the form of Management's Discussion and Analysis (MD&A). This letter of transmittal is designed to complement the MD&A and should be read in conjunction with it. The city's MD&A can be found immediately following the independent auditor's report.

Profile of the City

Elk River was originally incorporated in 1880 and consolidated with Elk River Township in 1978 to form a city of roughly 44 square miles. Elk River is the Sherburne County Seat and is located approximately halfway between the metropolitan areas of Minneapolis/St. Paul and St. Cloud along the Mississippi River. The city has been growing and will not reach full development in the near future. The current population is approximately 27,520. Urban services are available to about one-third of the city's land area.

Elk River operates as a Statutory Plan A form of government consisting of a four-member city council and an at-large mayor who is also a voting member. Council members are elected by ward to a four-year term with two council seats up for election each even year. The mayor is also elected to a four-year term. The mayor and council are responsible for adopting the city's budget and tax levy, passing resolutions and ordinances, all hiring and firing decisions, policy making, development and growth planning, and overall direction of the city.

The city provides a full range of services and amenities including police and fire protection, building safety inspections, planning and zoning, economic development, environmental services, recreation programming, street and park maintenance, and snow removal. The city also manages municipal water, sanitary sewer, garbage/recycling, and electric services. Elk River also owns and operates two municipal off-sale liquor stores, the city library, community event center and over 40 active and passive parks.

The annual budget serves as the foundation for the city's financial planning and control. The city administrator must prepare estimates for an annual budget and submit them to the city council for approval. The council is required to adopt a final budget by late December for the subsequent year. The budget is prepared by fund, function (e.g. public works), and department (e.g. streets). Department directors are allowed to make administrative budget amendments (excluding personal service and capital outlay) throughout the year if the total department budget does not change and the amendment is approved by the city administrator and finance manager. Budget amendments to the total budgeted expenditures require city council approval.

Budget-to-actual comparisons are provided in this report for each individual governmental fund for which an appropriated annual budget has been adopted. For the General Fund, this comparison is presented as part of the basic financial statements for the Governmental Funds. For other Governmental Funds with appropriated annual budgets, this comparison is presented in the Governmental Fund subsection of this report.

Local Economy

The local economy has remained steady as indicated by building permits with a construction value of $72,199,970 issued in 2024. New construction accounts for $23,192,169 and additions/remodels make up the $49,007,801 balance. In 2024, residential growth was stable as the city issued 98 new housing permits, compared to the 93 permits issued in 2023. Single family homes accounted for all of the new permits. The 2024 average home value increased to $358,100 from $340,300 in 2023.

The recent market trend shows stable property values on existing properties and new construction/remodeling. There remains continued interest in both affordable and market rate multi-family housing projects, as well as protecting property values of the existing housing stock.

Many of Elk River's employers reported stable employment levels during 2024 and are expected to remain stable. This is largely due to the diverse industry sectors of manufacturing, retail trade, government, and health services that drive the local economy within the region. The commercial/industrial sector has experienced modest growth and the economic outlook in this region looks promising with recent development projects that should continue to spur tax base growth and employment.

Long-term Financial Planning

The city has developed a financial management plan that provides a long-range forecast projecting future expenditures, revenues, and development. The council diligently maintains a level tax rate and the plan provides the guidance needed to develop and sustain city services while keeping the property taxes stable. The council reviews and updates the financial management plan annually as part of the annual budget and Capital Improvement Plan (CIP) process. The CIP is a comprehensive five-year planning tool that forecasts the city's capital needs based on the city's long-range plans, goals, and policies.

Relevant Financial Policies

The council has adopted a comprehensive set of Financial Management Policies that provide the basic framework for the overall fiscal management of the city. The policies provide guidance for revenues, property taxes, investments, purchasing, financial reporting, reserves, fund balance, capital investment, and debt. Financial stability requires reserve funds for unanticipated expenditures or unforeseen emergencies, and adequate working capital for current operating needs to avoid short-term borrowing. City policy requires the unassigned funds in the General Fund be maintained at not less than 40-45% of budgeted operating expenditures; however, this may fluctuate with each year's budget objectives.

Major Initiatives

The Highway 169 reconstruction project was completed in 2024. Elk River received $157 million state transportation funding to redesign and reconstruct three miles of Highway 169 which runs north-south through the city. The Highway 169 corridor is an important arterial route serving commuters, recreational uses, and connecting economic centers in the state. The project, which began in 2022, converted Highway 169 to a new freeway by removing five stop lights from the Mississippi River north through Elk River.

In 2024, the city completed several park and recreation projects. The Trott Brook Barn was remodeled to improve the aging facility and make it more appealing to rental users. The work done included electrical, flooring and roof repairs, painting, and replacing windows and siding. Playgrounds were replaced at Lion John Weicht Park and Trott Brook Park. Deteriorating seating at Rivers Edge Commons Park was also replaced with a more durable product.

The Furniture and Things Community Event Center transitioned from a traditional concession stand to a restaurant and bar with enhanced food and beverage selections in 2024. There was significant community support for the change. Community photos, memorabilia and furniture for the space were donated by residents and local businesses. The grand opening was held in November.

Awards and Acknowledgements

The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the City of Elk River for its Annual Comprehensive Financial Report (ACFR) for the fiscal year ending December 31, 2023. This was the 35th consecutive year the city has received this prestigious award. To be awarded the certificate, a government must publish an easily readable and efficiently organized ACFR. This report must satisfy both GAAP and applicable legal requirements.

A Certificate of Achievement is valid for a period of one year. We believe that our current ACFR will meet the program's requirements, and we are submitting it to the GFOA to determine its eligibility for another certificate.

The preparation of this report is made possible by the efficient and dedicated services of the entire staff of the finance division, all city departments, and through the helpful guidance and assistance from our auditing firm, BerganKDV. Credit must also be given to the mayor and city council for their diligence and resolve in maintaining high standards in the financial management of the city.

Respectfully submitted,

Lori Stich
Finance Manager

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City of Elk River, Minnesota
Elected Officials and Administration
December 31, 2024

Elected Officials	Position	Term Expires
John Dietz	Mayor	December 31, 2026
Cory Grupa	Council Member	December 31, 2026
Matthew Westgaard	Council Member	December 31, 2024
Mike Beyer	Council Member	December 31, 2024
Jennifer Wagner	Council Member	December 31, 2026

Administration	Position
Calvin Portner	City Administrator
Joe Stremcha	Assistant City Administrator/Business Services Director
David Kuhnly	Chief of Police
Mark Dickinson	Fire Chief
Zachary Carlton	Community Development Director
Justin Femrite	Public Works Director/Chief Engineer

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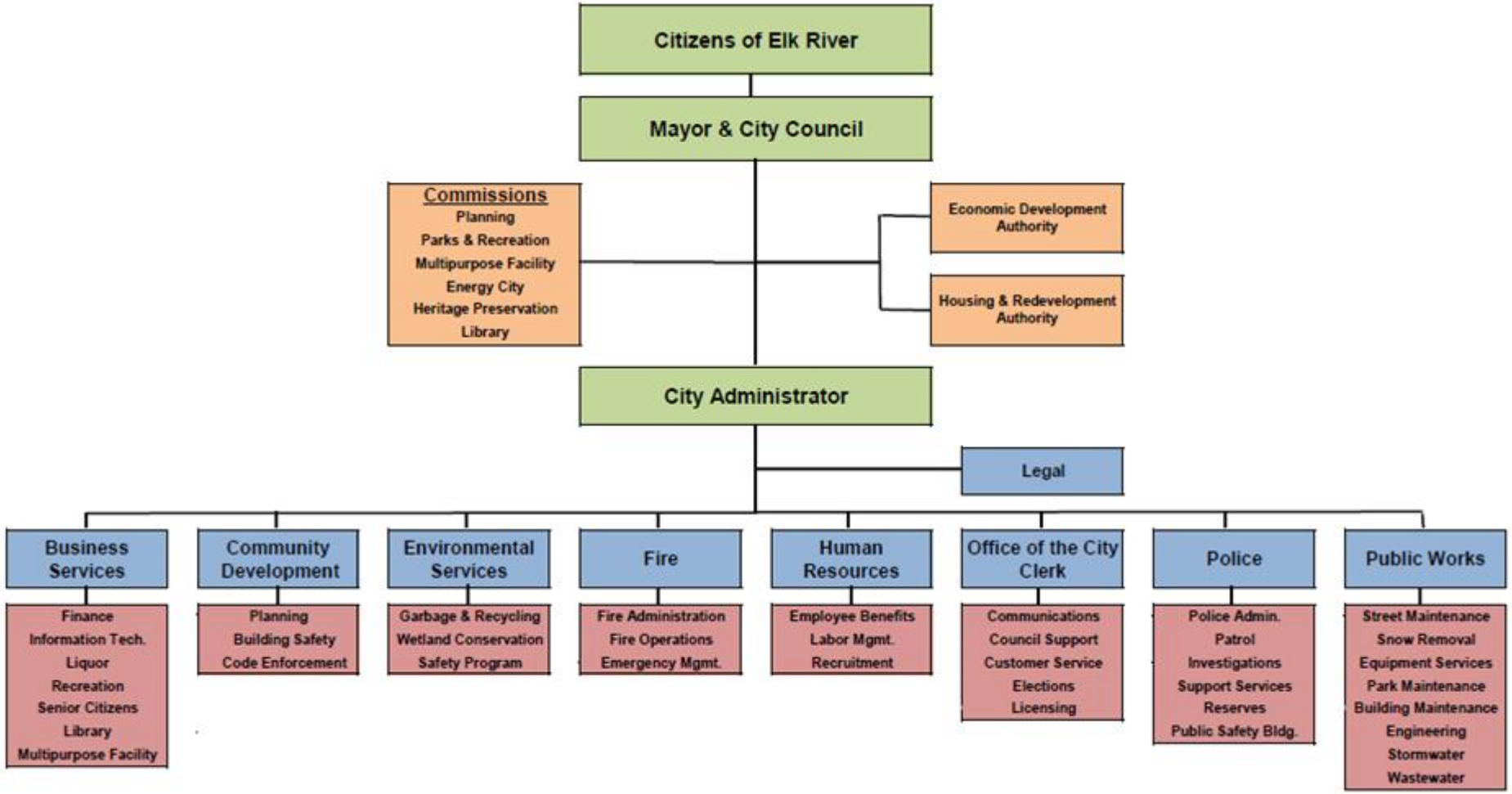
City of Elk River
Organizational Chart



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Government Finance Officers Association

Certificate of Achievement for Excellence in Financial Reporting

Presented to

City of Elk River
Minnesota

For its Annual Comprehensive
Financial Report
For the Fiscal Year Ended

December 31, 2023

Christopher P. Morrill

Executive Director/CEO

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FINANCIAL SECTION

CITY OF ELK RIVER
ELK RIVER, MINNESOTA

FOR THE YEAR ENDED
DECEMBER 31, 2024

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Independent Auditor's Report

Honorable Mayor and Members
of the City Council
City of Elk River
Elk River, Minnesota

Report on the Audit of the Financial Statements

Opinions
We have audited the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of City of Elk River, as of and for the year ended December 31, 2024, and the related notes to the financial statements, which collectively comprise City of Elk River's basic financial statements as listed in the Table of Contents.

In our opinion, based on our report and the report of other auditors, the accompanying financial statements present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of City of Elk River, as of December 31, 2024, and the respective changes in financial position and, where applicable, cash flows thereof, and the budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions
We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of City and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements
The City of Elk River's management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about City of Elk River's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements
Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of City of Elk River's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about City of Elk River's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control–related matters that we identified during the audit.

Our responsibility is to express opinions on these financial statements based on our audit. We did not audit the financial statements of the Electric and Water proprietary funds, which represent 68% of the assets and deferred outflows, 61% of the net position, and 77% of the revenues of the proprietary funds and business-type activities. Those financial statements were audited by other auditors whose report thereon has been furnished to us, and our opinion, insofar as it relates to the amounts included for the proprietary funds and business-type activities, is based solely on the report of the other auditors.

Required Supplementary Information
Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, which follows this report letter, and Required Supplementary Information as listed in the Table of Contents be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board (GASB), who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the Required Supplementary Information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information
Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise City of Elk River's basic financial statements. The accompanying supplementary information identified in the Table of Contents is presented for purposes of additional analysis and are not a required part of the basic financial statements.

Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the accompanying supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Information
Management is responsible for the other information included in the Annual Comprehensive Financial Report. The other information comprises the introductory and statistical sections but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated June 6, 2025, on our consideration of the City of Elk River's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering City of Elk River's internal control over financial reporting and compliance.

BerganKDV, Ltd.

Minneapolis, Minnesota
June 6, 2025

As management of the City of Elk River, Minnesota (the City), we offer readers of the City's financial statements this narrative overview and analysis of the financial activities of the City for the fiscal year ended December 31, 2024. We encourage readers to consider the information presented here in conjunction with additional information that we have furnished in our letter of transmittal, which can be found starting on page 3 of this report.

FINANCIAL HIGHLIGHTS

- The assets and deferred outflows of resources of the City exceeded its liabilities and deferred inflows of resources at the close of the most recent fiscal year by $265,192,979 (*net position*). Of this amount, $58,391,988 (*unrestricted net position*) may be used to meet the City's ongoing obligations to citizens and creditors.

- The net position of business-type activities increased by $3,612,576 and net position of the governmental activities increased by $7,839,532. This resulted in a total net position increase of $11,452,108 for the City.

- As of the close of the current fiscal year, the City's governmental funds reported combined ending fund balances of $47,749,298 an increase of $4,964,053 from the prior year.

- At the end of the current fiscal year, unassigned fund balance for the General Fund was $9,446,297. The City's policy is to maintain a minimum of 40-45% of the following year's budget in unassigned fund balance. At year end, the unassigned fund balance is 43% of the 2025 budgeted General Fund expenditures.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the City's basic financial statements. The City's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the basic financial statements. This report also contains other supplemental information in addition to the basic financial statements themselves.

The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data. The statements are followed by a section of "combining and individual fund financial statements and schedules" that further explains and supports the information in the financial statements. Figure 1 shows how the required parts of this annual report are arranged and relate to one another. In addition to these required elements, we have included a section with "combining and individual fund financial statements and schedules" that provide details about nonmajor governmental funds, which are added together and presented in a single column for governmental activities in the basic governmental financial statements.

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

The following chart shows how the various parts of this annual report are arranged and related to one another:

Figure 1
Required Components of the City's Annual Financial Report

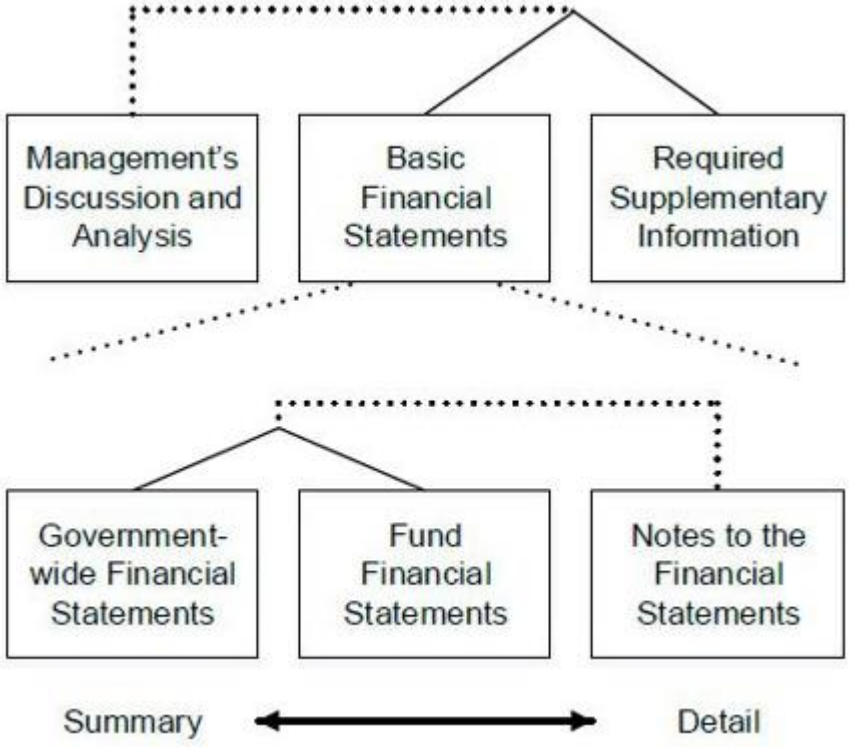


Figure 2 summarizes the major features of the City's financial statements, including the portion of the City government they cover and the types of information they contain. The remainder of this overview section of management's discussion and analysis explains the structure and contents of each of the statements.

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Figure 2
Major Features of the Government-wide and Fund Financial Statements

		Fund Financial Statements	
	Government-Wide Statements	**Governmental Funds**	**Proprietary Funds**
Scope	Entire City government and the City's component units	The activities of the City that are not proprietary or fiduciary, such as police, fire and parks	Activities the City operates similar to private businesses, such as the water and sewer system
Required financial statements	• Statement of Net Position • Statement of Activities	• Balance Sheet • Statement of Revenues, Expenditures and Changes in Fund Balances	• Statement of Net Position • Statement of Revenues, Expenses and Changes in Net Position • Statement of Cash Flows
Accounting basis and measurement focus	Accrual accounting and economic resources focus	Modified accrual accounting and current financial resources focus	Accrual accounting and economic resources focus
Type of asset/liability information	All assets and liabilities, both financial and capital, and short-term and long-term	Only assets expected to be used up and liabilities that come due during the year or soon thereafter; no capital assets included	All assets and liabilities, both financial and capital, and short-term and long-term
Type of deferred outflows/inflows of resources information	All deferred outflows/inflows of resources, regardless of when cash is received or paid	Only deferred outflows of resources expected to be used up and deferred inflows of resources that come due during the year or soon thereafter; no capital assets included	All deferred outflows/inflows of resources, regardless of when cash is received or paid
Type of inflow/outflow information	All revenues and expenses during year, regardless of when cash is received or paid	Revenues for which cash is received during or soon after the end of the year; expenditures when goods or services have been received and payment is due during the year or soon thereafter	All revenues and expenses during the year, regardless of when cash is received or paid

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Government-Wide Financial Statements. The *government-wide financial statements* are designed to provide readers with a broad overview of the City's finances, in a manner similar to a private-sector business.

The *Statement of Net Position* presents information on all of the City's assets and deferred outflows of resources and liabilities and deferred inflows of resources, with the difference between the four reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating.

The *Statement of Activities* presents information showing how the City's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions of the City that are principally supported by taxes and intergovernmental revenue (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). The governmental activities of the City include general government, public safety, public works, culture and recreation, community development, and interest on long-term debt. The business-type activities of the City include municipal liquor, sewer, garbage, storm water, electric, and water utilities.

The government-wide financial statements include not only the City itself (known as the *primary government*), but also a legally separate Housing and Redevelopment Authority (HRA) which are backed by the full faith and credit of the City of Elk River. Financial information for this *component unit* is discretely presented for the primary government.

The government-wide financial statements start on page 36 of this report.

Fund Financial Statements. A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City, like other State and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the City can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

Governmental Funds. *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact by the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balances (deficits) provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The City maintains several individual governmental funds, five of which are Debt Service funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the General Fund and Pavement Management, which are considered to be major funds. Data from the other governmental funds are combined into a single, aggregated presentation. Individual fund data for each of these nonmajor governmental funds is provided in the form of *combining statements or schedules* elsewhere in this report.

The City adopts an annual appropriated budget for its General, Library, Multipurpose Facility, and Economic Development Funds. A budgetary comparison statement or schedule has been provided for these funds to demonstrate compliance with this budget.

The basic governmental fund financial statements start on page 40 of this report.

Proprietary Funds. The City maintains one type of proprietary funds. *Enterprise funds* are used to report the same functions presented as *business-type activities* in the government-wide financial statements. The City uses enterprise funds to account for its liquor, sewer, garbage, storm water, electric, and water operations.

Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail. The proprietary funds financial statements provide separate information for each of the enterprise funds which are considered to be major funds of the City.

The basic proprietary funds financial statements start on page 46 of this report.

Notes to the Basic Financial Statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to basic financial statements start on page 57 of this report.

Required Supplementary Information. In addition to the basic financial statements and accompanying notes, this report also presents certain Required Supplementary Information concerning the City of Elk River's share of net pension liabilities for defined benefit plans, schedule of contributions, and progress in funding its obligation to provide pension and other postemployment benefits to its employees. Required Supplementary Information can be found starting on page 104 of this report.

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Other Information. The combining statements referred to earlier in connection with nonmajor governmental funds are presented following the notes to the financial statements. Combining and individual fund financial statements and schedules start on page 126 of this report.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the City, assets and deferred outflows exceeded liabilities and deferred inflows by $265,192,979 at the close of the most recent fiscal year.

By far, the largest portion of the City's net position (70.9%) reflects its investment in capital assets (e.g., land, buildings, machinery, and equipment) less any related debt used to acquire those assets that are still outstanding. The City uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the City's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

GOVERNMENT-WIDE FINANCIAL ANALYSIS (CONTINUED)

City of Elk River's Summary of Net Position

	Governmental Activities			Business-Type Activities		
	2024	2023	Increase (Decrease)	2024	2023	Increase (Decrease)
Assets						
Current and other assets	$ 58,021,796	$ 52,338,622	$ 5,683,174	$ 52,464,685	$ 53,501,629	$ (1,036,944)
Capital assets	141,524,199	144,232,117	(2,707,918)	137,776,785	134,870,351	2,906,434
Total assets	199,545,995	196,570,739	2,975,256	190,241,470	188,371,980	1,869,490
Deferred Outflows of Resources						
Deferred OPEB resources	97,807	80,414	17,393	12,227	10,052	2,175
Deferred pension resources	8,084,371	10,565,477	(2,481,106)	513,078	1,081,073	(567,995)
Total deferred outflows of resources	8,182,178	10,645,891	(2,463,713)	525,305	1,091,125	(565,820)
Liabilities						
Other liabilities	7,629,973	9,322,393	(1,692,420)	9,895,187	9,326,634	568,553
Noncurrent liabilities	61,846,324	67,468,390	(5,622,066)	37,247,595	40,379,748	(3,132,153)
Total liabilities	69,476,297	76,790,783	(7,314,486)	47,142,782	49,706,382	(2,563,600)
Deferred Inflows of Resources						
Deferred OPEB resources	113,330	152,862	(39,532)	14,166	19,107	(4,941)
Deferred pension resources	10,126,024	10,043,971	82,053	1,877,254	1,290,188	587,066
Deferred lease resources	94,870	150,894	(56,024)	4,457,246	4,784,677	(327,431)
Total deferred inflows of resources	10,334,224	10,347,727	(13,503)	6,348,666	6,093,972	254,694
Net Position						
Net investment in capital assets	86,319,232	86,306,541	12,691	101,791,407	97,325,836	4,465,571
Restricted	16,911,336	15,689,829	1,221,507	1,779,016	1,779,016	-
Unrestricted	24,687,084	18,081,750	6,605,334	33,704,904	34,557,899	(852,995)
Total net position	$ 127,917,652	$ 120,078,120	$ 7,839,532	$ 137,275,327	$ 133,662,751	$ 3,612,576

An additional portion of the City's net position (7.0%) represents resources that are subject to external restrictions on how they may be used. The remaining balance of *unrestricted net position* (22.0%) may be used to meet the City's ongoing obligations to citizens and creditors.

At the end of the current fiscal year, the City is able to report positive balances in all three categories of net position, both for the City as a whole, as well as for its separate governmental and business-type activities. The same situation held true for the prior fiscal year.

Governmental Activities. Governmental activities increased the City's net position by $7,839,532, thereby accounting for 68.5% of the growth in the net position of the City. Key elements of this change are as follows.

GOVERNMENT-WIDE FINANCIAL ANALYSIS (CONTINUED)

Governmental Activities (Continued)

City of Elk River's Changes in Net Position

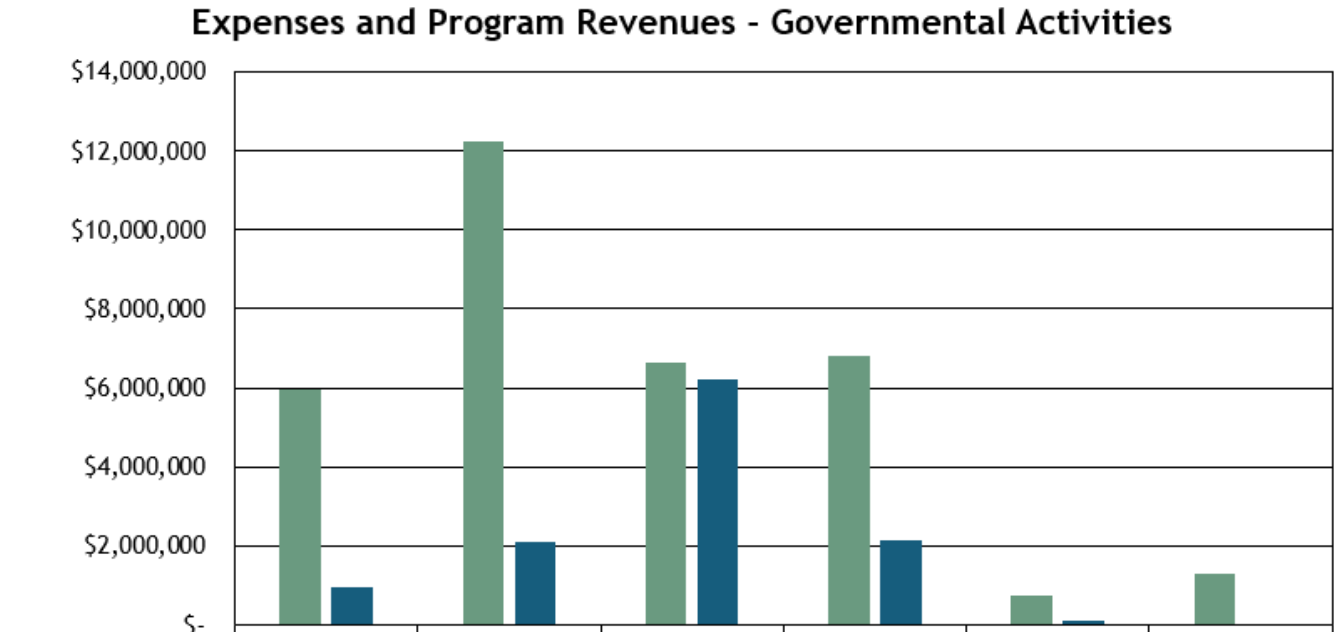
	Governmental Activities			Business-Type Activities		
	2024	2023	Increase (Decrease)	2024	2023	Increase (Decrease)
Revenues						
Program revenues						
Charges for services	$ 4,204,861	$ 4,149,080	$ 55,781	$ 61,669,429	$ 62,761,120	$ (1,091,691)
Operating grants and contributions	1,666,226	2,553,557	(887,331)	-	-	-
Capital grants and contributions	5,616,041	3,843,438	1,772,603	2,379,420	1,583,273	796,147
General revenues						
Property taxes	17,429,839	16,077,123	1,352,716	-	-	-
Franchise and gravel taxes	1,748,809	1,712,109	36,700	-	-	-
Sales taxes	3,266,064	3,810,301	(544,237)	-	-	-
Grants and contributions not restricted	2,419,902	1,217,658	1,202,244	-	-	-
Unrestricted investment earnings	1,625,965	2,233,568	(607,603)	1,152,078	1,177,123	(25,045)
Gain on disposal of capital assets	383,354	805,210	(421,856)	2,013	58,346	(56,333)
Miscellaneous revenues	621,504	539,436	82,068	-	-	-
Total revenues	38,982,565	36,941,480	2,041,085	65,202,940	65,579,862	(376,922)
Expenses						
General government	$ 5,953,862	5,993,465	(39,603)		-	-
Public safety	12,218,927	12,082,411	136,516		-	-
Public works	6,642,111	6,469,657	172,454		-	-
Culture and recreation	6,795,621	7,261,458	(465,837)		-	-
Economic development	755,488	685,115	70,373		-	-
Interest and fiscal charges	1,312,176	1,506,222	(194,046)		-	-
Municipal liquor	-	-	-	7,852,021	7,342,192	509,829
Sewer	-	-	-	4,529,248	3,970,547	558,701
Garbage	-	-	-	1,738,242	1,702,811	35,431
Storm water	-	-	-	546,318	980,969	(434,651)
Electric	-	-	-	40,780,800	42,868,962	(2,088,162)
Water	-	-	-	3,608,583	3,232,421	376,162
Total expenses	33,678,185	33,998,328	(320,143)	59,055,212	60,097,902	(1,042,690)
Increase in Net Assets before transfers	5,304,380	2,943,152	2,361,228	6,147,728	5,481,960	665,768
Transfers	2,535,152	(246,430)	2,781,582	(2,535,152)	246,430	(2,781,582)
Changes in Net Position	7,839,532	2,696,722	5,142,810	3,612,576	5,728,390	(2,115,814)
Net position, January 1	120,078,120	117,381,398	2,696,722	133,662,751	127,934,361	5,728,390
Net position, December 31	$ 127,917,652	$ 120,078,120	$ 7,839,532	$ 137,275,327	$ 133,662,751	$ 3,612,576

- Property taxes represent approximately 44.7% of total revenues in 2024 in governmental activities.
- The largest revenue variance was an increase in capital grants and contributions due to the recognition of ARPA funding in 2024.
- The largest expense variance was a decrease in the culture and recreation function as a result of capital project work that was completed in 2023.

GOVERNMENT-WIDE FINANCIAL ANALYSIS (CONTINUED)

Governmental Activities (Continued)

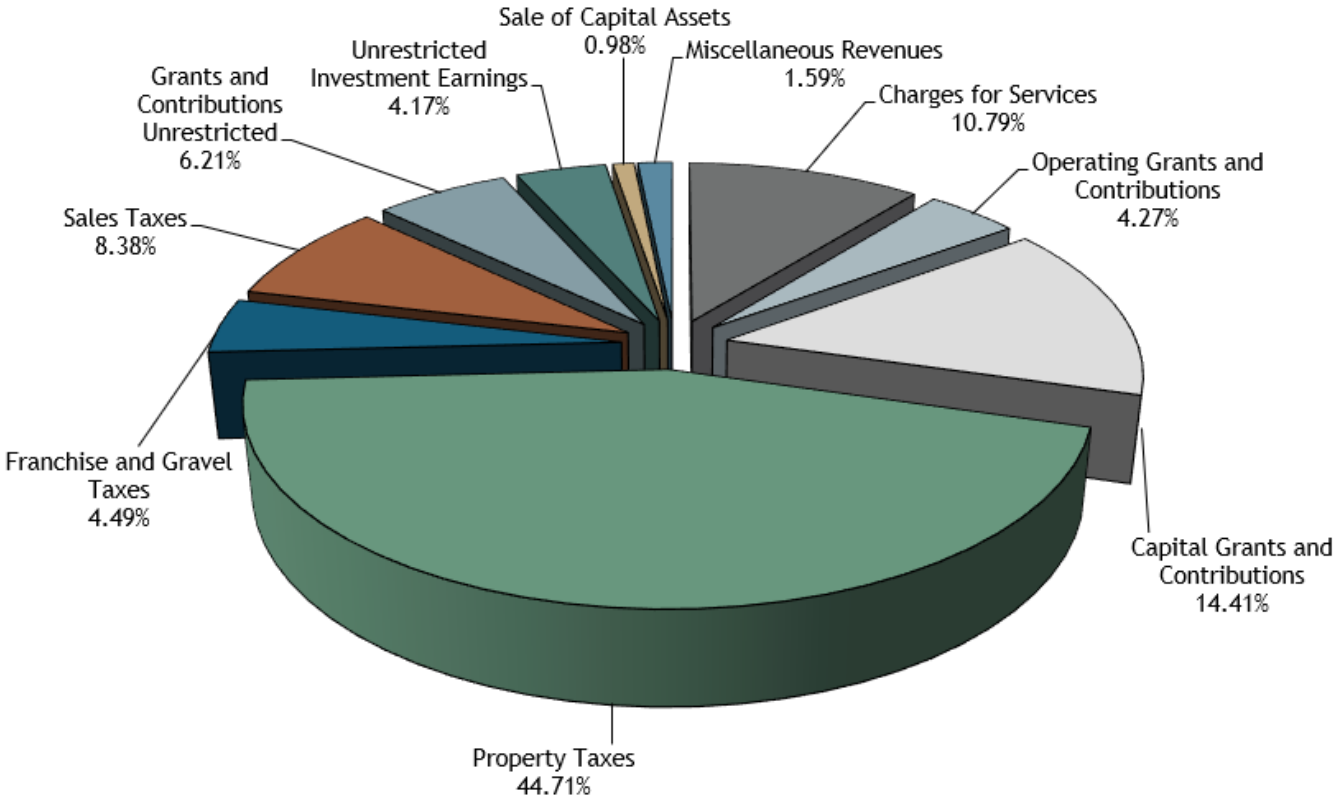
The following graph depicts various governmental activities and shows the revenues and expenses directly related to those activities.



	General Government	Public Safety	Public Works	Culture and Recreation	Economic Development	Interest and Fiscal Charges
Expenses	$5,953,862	$12,218,927	$6,642,111	$6,795,621	$755,488	$1,312,176
Program revenues	940,363	2,091,340	6,202,483	2,127,631	125,311	-

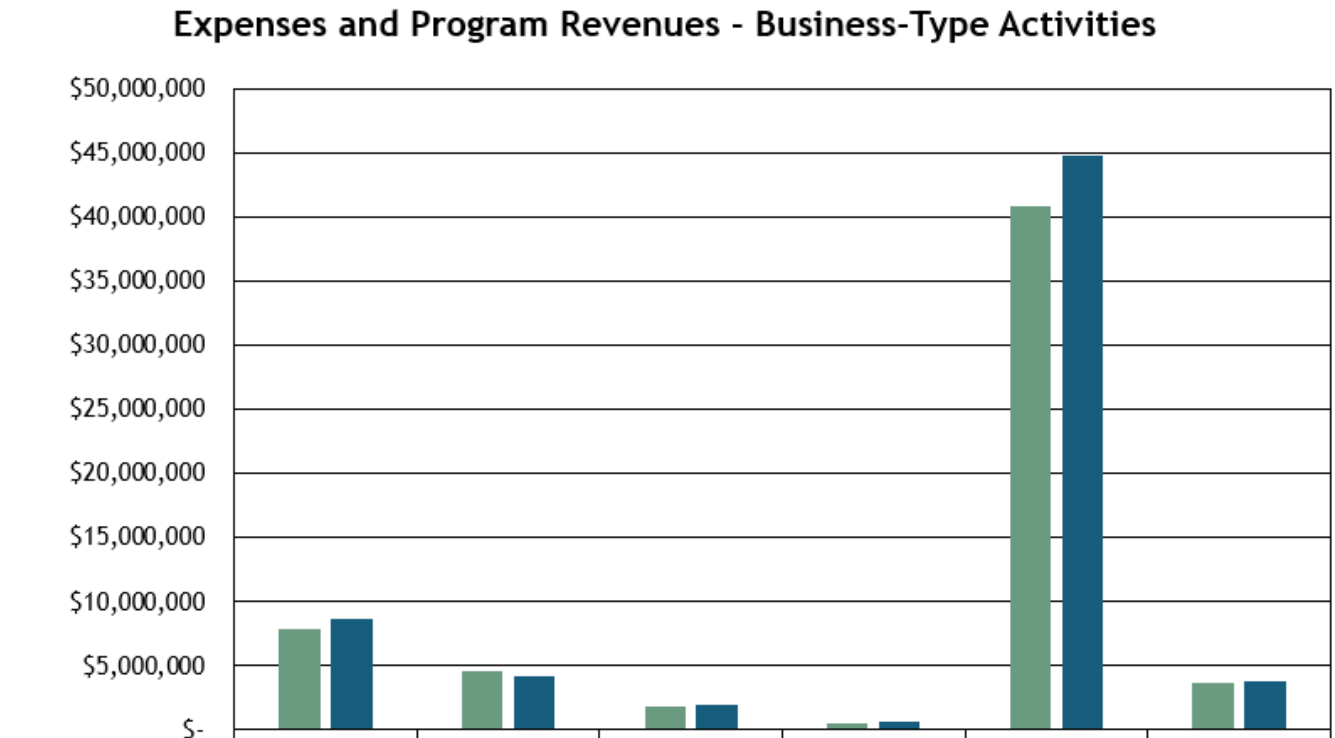
OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Revenues by Source – Governmental Activities



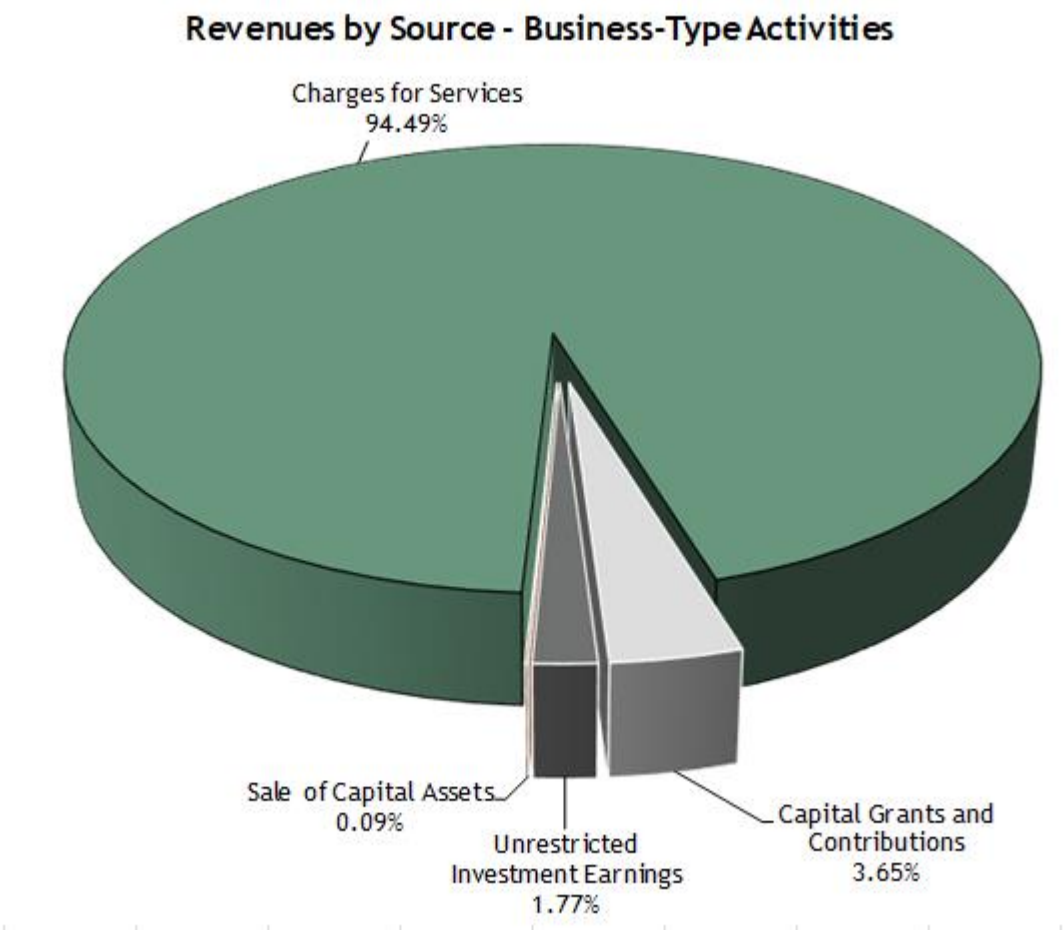
GOVERNMENT-WIDE FINANCIAL ANALYSIS (CONTINUED)

Business-type Activities. Business-type activities increased the City's net position by $3,612,576 primarily due to the operating income of the Electric Fund. Elements of the increase are as follows:



	Municipal Liquor	Sewer	Garbage	Storm Water	Electric	Water
Expenses	$7,852,021	$4,529,248	$1,738,242	$546,318	$40,780,800	$3,608,583
Program revenues	8,631,336	4,150,351	1,964,435	674,854	44,791,836	3,836,037

GOVERNMENT-WIDE FINANCIAL ANALYSIS (CONTINUED)



GOVERNMENT-WIDE FINANCIAL ANALYSIS (CONTINUED)

Financial Analysis of the Government's Funds

As noted earlier, the City uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds. The focus of the City's *governmental funds* is to provide information on near-term inflows, outflows and balances of *spendable* resources. Such information is useful in assessing the City's financing requirements. In particular, *unrestricted fund balance* may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, the City's governmental funds reported combined ending fund balances of $47,749,298, an increase of $4,964,053 in comparison with the prior year. Approximately 16% of this total amount ($7,631,324) constitutes *unassigned fund balance*, which is available for spending at the City's discretion. The remainder of fund balance ($40,117,928) is not available for new spending because it is either 1) nonspendable ($206,913), 2) restricted ($16,800,972), 3) committed ($10,166,249), or 4) assigned ($12,943.840) for the purposes described in the fund balance section of each balance sheet.

	Fund Balance December 31,		
Major Funds	2024	2023	Increase (Decrease)
General	$ 9,538,493	$ 9,323,318	$ 215,175

The General Fund is the chief operating fund of the City. The General Fund had an increase in fund balance of $215,175. The fund had net transfers of $2,544,757 during the year, which contributed to the increase.

Pavement Management	$ 5,513,936	$ 3,273,427	$ 2,240,509

The Pavement Management Fund is a major capital projects fund with a total fund balance of $5,513,936. Fund balance increased $2,240,509 from 2023 due to no major street improvement projects occurring in 2024.

Proprietary Funds. The City's proprietary funds provide the same type of information found in the government-wide financial statements, but in more detail. Unrestricted net position of the enterprise funds at the end of the year amounted to $33,704,904. The total increase in net position for the funds was $3,612,576.

General Fund Budgetary Highlights

The City's General Fund budget was not amended during the year. The budget called for no change in fund balance. The General Fund had an actual increase of $215,175 in 2024. Some of the larger variances are as follows:

- Revenues were over budget by $232,712 with charges for services revenue being over budget by $122,809. Intergovernmental revenues were over budget by $262,230.
- Expenditures were under budget by $95,186 in part due to public works being under budget by $504,986 based on salaries and benefits and fuel and snow removal costs coming in under anticipated amounts.

GOVERNMENT-WIDE FINANCIAL ANALYSIS (CONTINUED)

Capital Asset and Debt Administration

Capital Assets. The City's investment in capital assets for its governmental and business-type activities as of December 31, 2024, amounts to $279,300,984 (net of accumulated depreciation). This investment in capital assets includes land, structures, improvements, machinery and equipment, park facilities, roads, highways and bridges.

Major capital asset events during the current fiscal year included the following:

- New playgrounds at Lion John Weicht Park and Trott Brook Park
- Trail improvements
- Fire training equipment including a live burn trailer
- Completion of Rolling Hills sewer extension
- Purchases of vehicles and equipment

City of Elk River's Capital Assets
(Net of Accumulated Depreciation and Amortization)

	Governmental Activities			Business-Type Activities		
	2024	2023	Increase (Decrease)	2024	2023	Increase (Decrease)
Land	38,948,651	$ 38,838,959	$ 109,692	$ 1,965,026	$ 1,965,026	$ -
Construction in progress	299,347	20,000	279,347	325,998	3,828,700	(3,502,702)
Buildings	52,585,319	55,397,058	(2,811,739)	27,058,988	27,466,772	(407,784)
Improvements other than buildings	9,465,485	9,006,154	459,331	127,253	142,755	(15,502)
Equipment	9,192,115	8,370,431	821,684	6,515,278	7,186,638	(671,360)
Infrastructure	30,801,861	32,305,395	(1,503,534)	77,198,469	69,985,042	7,213,427
Intangible assets	-	-	-	24,540,931	24,262,932	277,999
Equipment lease asset	231,421	294,120	(62,699)	44,842	32,486	12,356
Total	$ 141,524,199	$ 144,232,117	$ (2,707,918)	$ 137,776,785	$ 134,870,351	$ 2,906,434

Additional information on the City's capital assets can be found in Note 8 starting on page 73 of this report.

GOVERNMENT-WIDE FINANCIAL ANALYSIS (CONTINUED)

Capital Asset and Debt Administration (Continued)

Long-term Debt. At the end of the current fiscal year, the City had total bonded debt outstanding of $85,515,000. While all of the City's bonds have revenue streams, they are also all backed by the full faith and credit of the City.

City of Elk River's Outstanding Debt

	Governmental Activities			Business-Type Activities		
	2024	2023	Increase (Decrease)	2024	2023	Increase (Decrease)
General obligation bonds	$ 22,215,000	$ 23,685,000	$ (1,470,000)	$ -	$ -	$ -
General obligation revenue bonds	28,690,000	29,625,000	(935,000)	7,605,000	8,185,000	(580,000)
Revenue bonds	-	-	-	27,005,000	27,960,000	(955,000)
Total	$ 50,905,000	$ 53,310,000	$ (2,405,000)	$ 34,610,000	$ 36,145,000	$ (1,535,000)

The City's bond rating is AA+ from Standard and Poor's. Additional information on the City's long-term debt can be found in Note 9 starting on page 76 of this report.

Economic Factors and Next Year's Budgets and Rates

The City of Elk River estimates that the demand for City services will continue at stable growth levels due to the economic environment and the outlook of recent building activity. This was taken into consideration in preparation of the City's 2025 budget. The property tax levy is set annually and is adjusted as necessary to fund the cost of providing services to our citizens and customers. Charges for services are evaluated each year and adjusted if warranted. The City expects to keep the tax levy consistent in upcoming years.

Requests for Information

This financial report is designed to provide a general overview of the City's finances for all those with an interest in the City's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the finance department, City of Elk River, 13065 Orono Pkwy, Elk River, Minnesota 55330 or by calling 763-635-1000.

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BASIC FINANCIAL STATEMENTS

City of Elk River
Statement of Net Position
December 31, 2024

	Primary Government			Component
	Governmental Activities	Business-Type Activities	Total	Housing and Redevelopment Authority
Assets				
Cash and investments	$ 46,997,770	$ 39,920,052	$ 86,917,822	$ 1,446,277
Restricted cash	-	1,779,016	1,779,016	-
Taxes receivable	1,529,019	-	1,529,019	12,251
Accounts receivable	734,248	2,461,541	3,195,789	7,921
Interest receivable	187,112	123,028	310,140	-
Notes and loans receivable	1,245,472	-	1,245,472	592,670
Leases receivable	94,870	4,733,420	4,828,290	-
Special assessments receivable	1,906,626	556,493	2,463,119	-
Due from other governments	4,118,607	-	4,118,607	-
Due from primary government	-	-	-	152,710
Due from component unit	27,012	-	27,012	-
Internal balances	634,079	(634,079)	-	-
Inventory	-	3,216,661	3,216,661	-
Prepaid items	206,913	308,553	515,466	-
Pension asset	340,068	-	340,068	-
Capital assets not being depreciated				
Land	38,948,651	1,965,026	40,913,677	315,900
Construction in progress	299,347	325,998	625,345	-
Capital assets being depreciated/amortized				
Buildings and building improvements	81,848,863	42,290,134	124,138,997	-
Improvements other than buildings	16,320,007	266,259	16,586,266	174,290
Infrastructure	83,807,649	-	83,807,649	-
Collection and distribution systems	-	158,398,256	158,398,256	-
Intangible assets	-	28,715,624	28,715,624	-
Equipment and furniture	21,567,522	13,690,069	35,257,591	-
Equipment lease asset	478,823	46,388	525,211	-
Less accumulated depreciation/amortization	(101,746,663)	(107,920,969)	(209,667,632)	(140,400)
Total assets	199,545,995	190,241,470	389,787,465	2,561,619
Deferred Outflows of Resources				
Deferred outflows of resources related to OPEB	97,807	12,227	110,034	-
Deferred outflows of resources related to pensions	8,084,371	513,078	8,597,449	7,357
Total deferred outflows of resources	8,182,178	525,305	8,707,483	7,357
Total assets and deferred outflows of resources	$ 207,728,173	$ 190,766,775	$ 398,494,948	$ 2,568,976

See notes to basic financial statements.

City of Elk River
Statement of Net Position
December 31, 2024

	Primary Government			Component
	Governmental Activities	Business-Type Activities	Total	Housing and Redevelopment Authority
Liabilities				
Accounts payable	$ 2,051,329	$ 4,684,620	$ 6,735,949	$ -
Salaries and benefits payable	704,872	454,337	1,159,209	4,426
Contracts and deposits payable	32,230	1,253,746	1,285,976	-
Due to other governments	42,893	282,445	325,338	-
Due to primary government	-	-	-	27,012
Due to component unit	152,710	-	152,710	-
Unearned revenue	830,138	161,560	991,698	-
Interest payable				
Payable within one year	237,590	390,745	628,335	-
Compensated absences payable				
Payable within one year	850,922	1,064,132	1,915,054	-
Payable after one year	1,269,080	88,397	1,357,477	-
Total OPEB liability				
Payable within one year	90,530	10,059	100,589	-
Payable after one year	684,716	86,847	771,563	-
Lease liability				
Payable within one year	106,759	8,543	115,302	-
Payable after one year	124,699	36,293	160,992	-
Net bonds payable				
Payable within one year	2,530,000	1,585,000	4,115,000	-
Payable after one year	52,443,509	34,355,542	86,799,051	-
Net pension liability				
Payable after one year	7,324,320	2,680,516	10,004,836	36,554
Total liabilities	69,476,297	47,142,782	116,619,079	67,992
Deferred Inflows of Resources				
Deferred inflows of resources related to OPEB	113,330	14,166	127,496	-
Deferred inflows of resources related to pensions	10,126,024	1,877,254	12,003,278	24,912
Deferred inflows of resources related to leases	94,870	4,457,246	4,552,116	-
Total deferred inflows of resources	10,334,224	6,348,666	16,682,890	24,912
Net Position				
Net investment in capital assets	86,319,232	101,791,407	188,110,639	349,790
Restricted for				
Fiscal recovery	214,490	-	214,490	-
Public safety	3,871	-	3,871	-
Parks and recreation improvements	1,272,089	-	1,272,089	-
Capital projects	945,809	-	945,809	-
Economic development	2,349,561	-	2,349,561	-
Debt service	10,807,241	1,779,016	12,586,257	-
Pensions	340,068	-	340,068	-
Landfill mitigation	978,207	-	978,207	-
Housing and redevelopment	-	-	-	2,126,282
Unrestricted	24,687,084	33,704,904	58,391,988	-
Total net position	127,917,652	137,275,327	265,192,979	2,476,072
Total liabilities, deferred inflows of resources, and net position	$ 207,728,173	$ 190,766,775	$ 398,494,948	$ 2,568,976

See notes to basic financial statements.

City of Elk River
Statement of Activities
Year Ended December 31, 2024

Functions/Programs	Expenses	Program Revenues: Charges for Services	Program Revenues: Operating Grants and Contributions	Program Revenues: Capital Grants and Contributions
Primary government				
Governmental activities				
General government	$ 5,953,862	$ 914,113	$ 26,250	$ -
Public safety	12,218,927	1,134,021	957,319	-
Public works	6,642,111	68,919	520,589	5,612,975
Culture and recreation	6,795,621	2,062,960	61,605	3,066
Economic development	755,488	24,848	100,463	-
Interest on long-term debt	1,312,176	-	-	-
Total governmental activities	33,678,185	4,204,861	1,666,226	5,616,041
Business-type activities				
Municipal liquor	7,852,021	8,631,336	-	-
Sewer	4,529,248	2,961,773	-	1,188,578
Garbage	1,738,242	1,964,435	-	-
Storm water	546,318	674,854	-	-
Electric	40,780,800	44,100,902	-	690,934
Water	3,608,583	3,336,129	-	499,908
Total business-type activities	59,055,212	61,669,429	-	2,379,420
Total primary governmental	$ 92,733,397	$ 65,874,290	$ 1,666,226	$ 7,995,461
Component unit				
Housing and redevelopment authority	$ 216,910	$ 5,945	$ 215	$ -
General revenues				
Property taxes				
Franchise and gravel taxes				
Sales taxes				
Grants and contributions not restricted to specific programs				
Unrestricted investment income				
Gain on sale of assets				
Miscellaneous revenues				
Transfers				
Total general revenues and transfers				
Change in net position				
Net position - beginning				
Net position - ending				

See notes to basic financial statements.

Net (Expense) Revenues and Changes in Net Position			
Primary Government			Component Unit
Governmental Activities	Business-Type Activities	Total	Housing and Redevelopment Authority
$ (5,013,499)	$ -	$ (5,013,499)	$ -
(10,127,587)	-	(10,127,587)	-
(439,628)	-	(439,628)	-
(4,667,990)	-	(4,667,990)	-
(630,177)	-	(630,177)	-
(1,312,176)	-	(1,312,176)	-
(22,191,057)	-	(22,191,057)	-
-	779,315	779,315	-
-	(378,897)	(378,897)	-
-	226,193	226,193	-
-	128,536	128,536	-
-	4,011,036	4,011,036	-
-	227,454	227,454	-
-	4,993,637	4,993,637	-
(22,191,057)	4,993,637	(17,197,420)	-
-	-	-	(210,750)
17,429,839	-	17,429,839	439,359
1,748,809	-	1,748,809	-
3,266,064	-	3,266,064	-
2,419,902	-	2,419,902	-
1,625,965	1,152,078	2,778,043	13,584
383,354	2,013	385,367	-
621,504	-	621,504	-
2,535,152	(2,535,152)	-	-
30,030,589	(1,381,061)	28,649,528	452,943
7,839,532	3,612,576	11,452,108	242,193
120,078,120	133,662,751	253,740,871	2,233,879
$ 127,917,652	$ 137,275,327	$ 265,192,979	$ 2,476,072

City of Elk River
Balance Sheet - Governmental Funds
December 31, 2024

	General Fund	Pavement Management	Nonmajor Governmental Funds	Total Governmental Funds
Assets				
Cash and investments	$ 9,091,514	$ 5,174,998	$ 32,731,258	$ 46,997,770
Taxes receivable	417,296	-	1,111,723	1,529,019
Accounts receivable	30,381	148,578	555,289	734,248
Interest receivable	41,001	24,316	121,795	187,112
Notes and loans receivable	-	-	1,245,472	1,245,472
Leases receivable	-	-	94,870	94,870
Special assessments receivable				
Delinquent	-	268	4,275	4,543
Deferred	-	6,854	1,895,229	1,902,083
Due from other funds	837,973	260,434	910,045	2,008,452
Due from other governments	110,820	3,980,617	27,170	4,118,607
Due from component unit	26,969	-	43	27,012
Advances to other funds	-	-	180,000	180,000
Prepaid items	92,196	-	114,717	206,913
Total assets	$ 10,648,150	$ 9,596,065	$ 38,991,886	$ 59,236,101
Liabilities				
Accounts payable	$ 316,849	$ 94,390	$ 1,640,090	$ 2,051,329
Salaries and benefits payable	652,414	-	52,458	704,872
Contracts and deposits payable	-	-	32,230	32,230
Due to other funds	-	-	1,374,373	1,374,373
Due to other governments	20,817	-	22,076	42,893
Due to component unit	-	-	152,710	152,710
Advances from other funds	-	-	180,000	180,000
Unearned revenue	-	-	830,138	830,138
Total liabilities	990,080	94,390	4,284,075	5,368,545
Deferred Inflows of Resources				
Unavailable revenue - property taxes	119,577	-	16,900	136,477
Unavailable revenue - special assessments	-	7,122	1,899,172	1,906,294
Unavailable revenue - other	-	3,980,617	-	3,980,617
Deferred inflow related to leases receivable	-	-	94,870	94,870
Total deferred inflows of resources	119,577	3,987,739	2,010,942	6,118,258
Fund Balances				
Nonspendable	92,196	-	114,717	206,913
Restricted	-	-	16,800,972	16,800,972
Committed	-	5,513,936	4,652,313	10,166,249
Assigned	-	-	12,943,840	12,943,840
Unassigned	9,446,297	-	(1,814,973)	7,631,324
Total fund balances	9,538,493	5,513,936	32,696,869	47,749,298
Total liabilities, deferred inflows of resources, and fund balances	$ 10,648,150	$ 9,596,065	$ 38,991,886	$ 59,236,101

See notes to basic financial statements.

City of Elk River
Reconciliation of the Balance Sheet to
the Statement of Net Position - Governmental Funds
December 31, 2024

Total fund balances - governmental funds	$ 47,749,298
Amounts reported for governmental activities in the Statement of Net Position are different because:	
Capital assets used in governmental activities are not current financial resources and, therefore, are not reported as assets in governmental funds.	
Cost of capital assets	243,270,862
Less accumulated depreciation/amortization	(101,746,663)
Long-term liabilities, including bonds payable, are not due and payable in the current period and, therefore, are not reported as liabilities in the funds.	
Long-term liabilities at year-end consist of:	
Bond principal payable	(50,905,000)
Unamortized bond premiums/discounts	(4,068,509)
Lease liability	(231,458)
Compensated absences payable	(2,120,002)
Total OPEB liability	(775,246)
Net pension liability	(7,324,320)
Net pension asset	340,068
Delinquent receivables will be collected in subsequent years, but are not available soon enough to pay for the current period's expenditures and, therefore, are deferred in the funds.	
Property taxes	119,076
Deferred outflows of resources and deferred inflows of resources are created as a result of various differences related to pensions and OPEB that are not recognized in the governmental funds.	
Deferred inflows of resources related to pensions	(10,126,024)
Deferred outflows of resources related to pensions	8,084,371
Deferred outflows of resources related to OPEB	97,807
Deferred inflows of resources related to OPEB	(113,330)
Revenues in the Statement of Activities that do not provide current financial resources are not reported as revenues in the funds.	
Deferred special assessments	1,923,695
State shared taxes	3,980,617
Governmental funds do not report a liability for accrued interest on long-term debt until due and payable.	(237,590)
Total net position - governmental activities	$ 127,917,652

See notes to basic financial statements.

City of Elk River
Statement of Revenues, Expenditures, and
Changes in Fund Balances - Governmental Funds
Year Ended December 31, 2024

	General Fund	Pavement Management	Nonmajor Governmental Funds	Total Governmental Funds
Revenues				
Property taxes	$ 14,887,537	$ -	$ 2,522,992	$ 17,410,529
Sales taxes	-	-	3,266,064	3,266,064
Other taxes	168,050	1,580,759	-	1,748,809
Special assessments	-	1,909	104,983	106,892
Licenses and permits	768,995	-	-	768,995
Intergovernmental	921,230	471,623	3,375,121	4,767,974
Charges for services	1,308,509	-	1,890,857	3,199,366
Fines and forfeitures	176,559	-	4,489	181,048
Other revenue				
Investment income	235,663	84,171	1,306,131	1,625,965
Contributions and donations	-	-	343,442	343,442
Refunds and reimbursements	199,996	1,850	137,049	338,895
Landfill expansion fee	-	-	2,213,448	2,213,448
Miscellaneous revenue	41,773	-	135,270	177,043
Total revenues	18,708,312	2,140,312	15,299,846	36,148,470
Expenditures				
Current				
General government	5,340,356	-	418,940	5,759,296
Public safety	10,517,190	-	419,132	10,936,322
Public works	2,373,814	12,500	95,342	2,481,656
Culture and recreation	2,522,176	-	2,423,599	4,945,775
Economic development	-	-	746,553	746,553
Capital outlay				
General government	99,914	-	535,033	634,947
Public safety	-	-	800,390	800,390
Public works	41,929	784,337	1,295,631	2,121,897
Culture and recreation	33,480	-	1,584,149	1,617,629
Debt service				
Principal	105,472	-	2,412,219	2,517,691
Interest and other charges	3,563	-	1,669,233	1,672,796
Total expenditures	21,037,894	796,837	12,400,221	34,234,952
Excess of revenues over (under) expenditures	(2,329,582)	1,343,475	2,899,625	1,913,518
Other Financing Sources (Uses)				
Proceeds from sale of capital asset	-	-	383,354	383,354
Lease issuance	99,914	-	32,115	132,029
Transfers in	2,915,843	897,034	2,203,513	6,016,390
Transfers out	(471,000)	-	(3,010,238)	(3,481,238)
Total other financing sources (uses)	2,544,757	897,034	(391,256)	3,050,535
Net change in fund balances	215,175	2,240,509	2,508,369	4,964,053
Fund Balances				
Beginning of year	9,323,318	3,273,427	30,188,500	42,785,245
End of year	$ 9,538,493	$ 5,513,936	$ 32,696,869	$ 47,749,298

See notes to basic financial statements.

City of Elk River
Reconciliation of the Statement of Revenues,
Expenditures, and Changes in Fund Balances to the
Statement of Activities - Governmental Funds
Year Ended December 31, 2024

Total change in fund balances - governmental funds	$ 4,964,053
Amounts reported for governmental activities in the Statement of Activities are different because:	
Capital outlays are reported in governmental funds as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over the estimated useful lives as depreciation expense.	
Capital outlays	4,976,652
Depreciation/amortization expense	(7,698,803)
Loss on disposal of capital assets	(34,782)
Some expenses are recognized as paid in the governmental funds but recognized as the expense is incurred in the Statement of Activities.	
Compensated absences payable	(127,124)
Total other post employment benefits (OPEB) liability	16,222
Principal payments on long-term debt are recognized as expenditures in the governmental funds but as an increase in the net position in the Statement of Activities.	
Bond principal payments	2,405,000
Lease principal payments	112,691
Governmental funds report the effects of bond premiums and discounts when debt is first issued, whereas these amounts are deferred and amortized in the Statement of Activities.	251,933
Interest on long-term debt in the Statement of Activities differs from the amount reported in the governmental funds because interest is recognized as an expenditure in the funds when it is due and thus requires use of current financial resources. In the Statement of Activities, however, interest expense is recognized as the interest accrues, regardless of when it is due.	105,867
Governmental funds recognize pension contributions as expenditures at the time of payment whereas the Statement of Activities factors in items related to pensions on a full accrual perspective.	
Pension expense	669,475
Revenues in the Statement of Activities that do not provide current financial resources are not reported as revenues in the funds.	
State shared taxes	1,414,867
Certain revenues are recognized as soon as they are earned. Under the modified accrual basis of accounting certain revenues cannot be recognized until they are available to liquidate liabilities of the current period.	
Property taxes	17,401
Special assessments	766,080
Change in net position - governmental activities	$ 7,839,532

See notes to basic financial statements.

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City of Elk River
Statement of Revenues, Expenditures, and
Changes in Fund Balances -
Budget and Actual - General Fund
Year Ended December 31, 2024

	Budgeted Amounts			Variance with Final Budget -
	Original	Final	Actual Amounts	Over (Under)
Revenues				
Property taxes	$ 14,917,700	$ 14,917,700	$ 14,887,537	$ (30,163)
Other taxes	225,000	225,000	168,050	(56,950)
Licenses and permits	1,008,200	1,008,200	768,995	(239,205)
Intergovernmental	659,000	659,000	921,230	262,230
Charges for services	1,185,700	1,185,700	1,308,509	122,809
Fines and forfeitures	150,000	150,000	176,559	26,559
Other revenue				
Investment income	150,000	150,000	235,663	85,663
Refunds and reimbursements	145,000	145,000	199,996	54,996
Miscellaneous revenue	35,000	35,000	41,773	6,773
Total revenues	18,475,600	18,475,600	18,708,312	232,712
Expenditures				
Current				
General government	5,316,650	5,316,650	5,340,356	23,706
Public safety	10,119,500	10,119,500	10,517,190	397,690
Public works	2,878,800	2,878,800	2,373,814	(504,986)
Culture and recreation	2,668,700	2,668,700	2,522,176	(146,524)
Debt service				
Principal	91,750	91,750	105,472	13,722
Interest and other charges	-	-	3,563	3,563
Capital outlay				
General government	24,200	24,200	99,914	75,714
Public works	-	-	41,929	41,929
Culture and recreation	-	-	33,480	-
Total expenditures	21,099,600	21,099,600	21,037,894	(95,186)
Excess of revenues over (under) expenditures	(2,624,000)	(2,624,000)	(2,329,582)	327,898
Other Financing Sources (Uses)				
Lease issuance	-	-	99,914	99,914
Transfers in	3,095,000	3,095,000	2,915,843	(179,157)
Transfers out	(471,000)	(471,000)	(471,000)	-
Total other financing sources (uses)	2,624,000	2,624,000	2,544,757	(79,243)
Net change in fund balances	$ -	$ -	215,175	$ 248,655
Fund Balances				
Beginning of year			9,323,318	
End of year			$ 9,538,493	

See notes to basic financial statements.

City of Elk River
Statement of Net Position - Proprietary Funds
December 31, 2024

	Business-Type Activities - Enterprise Funds			
	Municipal Liquor	Sewer	Garbage	Storm Water
Assets				
Current assets				
Cash and investments	$ 3,398,275	$ 10,149,395	$ 999,419	$ 2,396,833
Restricted cash	-	-	-	-
Accounts receivable	-	40,178	-	-
Interest receivable	16,119	46,762	4,741	11,369
Due from other funds	-	404,126	164,444	56,712
Leases receivable	-	-	-	-
Special assessments receivable	-	521,886	2,675	284
Inventory	1,521,976	-	-	-
Prepaid items	-	-	-	-
Total current assets	4,936,370	11,162,347	1,171,279	2,465,198
Noncurrent assets				
Leases receivable	-	-	-	-
Capital assets				
Land	753,961	302,581	-	9,900
Construction in progress	-	-	-	-
Buildings and building improvements	3,051,851	20,312,707	-	-
Improvements other than buildings	-	232,178	-	-
Collection and distribution	-	31,229,179	-	20,449,218
Intangible assets	-	-	-	-
Equipment and furniture	167,743	7,524,358	-	27,821
Equipment lease asset	21,410	24,978	-	-
Total capital assets	3,994,965	59,625,981	-	20,486,939
Less accumulated depreciation/amortization	(2,552,362)	(29,180,060)	-	(11,320,548)
Net capital assets	1,442,603	30,445,921	-	9,166,391
Total noncurrent assets	1,442,603	30,445,921	-	9,166,391
Total assets	6,378,973	41,608,268	1,171,279	11,631,589
Deferred Outflows of Resources				
Deferred outflows of resources related to OPEB	6,522	5,705	-	-
Deferred outflows of resources related to pensions	75,269	51,686	2,522	-
Total deferred outflows of resources	81,791	57,391	2,522	-
Total assets and deferred outflows of resources	$ 6,460,764	$ 41,665,659	$ 1,173,801	$ 11,631,589

See notes to basic financial statements.

Business-Type Activities - Enterprise Funds		
Electric	Water	Total
$ 13,014,941	$ 9,961,189	$ 39,920,052
1,779,016	-	1,779,016
2,150,154	271,209	2,461,541
3,635	40,402	123,028
3,569	150,760	779,611
-	250,524	250,524
7,317	24,331	556,493
1,637,839	56,846	3,216,661
252,217	56,336	308,553
18,848,688	10,811,597	49,395,479
-	4,482,896	4,482,896
697,870	200,714	1,965,026
323,516	2,482	325,998
15,645,663	3,279,913	42,290,134
34,081	-	266,259
61,322,374	45,397,485	158,398,256
28,715,624	-	28,715,624
5,286,801	683,346	13,690,069
-	-	46,388
112,025,929	49,563,940	245,697,754
(40,957,293)	(23,910,706)	(107,920,969)
71,068,636	25,653,234	137,776,785
71,068,636	30,136,130	142,259,681
89,917,324	40,947,727	191,655,160
-	-	12,227
322,181	61,420	513,078
322,181	61,420	525,305
$ 90,239,505	$ 41,009,147	$ 192,180,465

City of Elk River
Statement of Net Position - Proprietary Funds
December 31, 2024

	Business-Type Activities - Enterprise Funds			
	Municipal Liquor	Sewer	Garbage	Storm Water
Liabilities				
Current liabilities				
Accounts payable	$ 365,159	$ 167,401	$ 139,044	$ 189
Salaries and benefits payable	44,956	32,340	-	-
Contracts and deposits payable	-	-	-	-
Interest payable	-	33,181	-	-
Unearned revenue	5,992	-	-	-
Due to other funds	-	22,499	2,116	864
Due to other governments	89,442	-	-	-
Current compensated absences	45,920	50,848	-	-
Current total OPEB liability	5,365	4,694	-	-
Lease liability due within one year	3,943	4,600	-	-
Bonds payable due within one year	-	530,000	-	-
Total current liabilities	560,777	845,563	141,160	1,053
Noncurrent liabilities				
Compensated absences	48,932	39,465	-	-
Total OPEB liability	46,318	40,529	-	-
Lease liability	16,751	19,542	-	-
Bonds payable	-	5,654,847	-	-
Net pension liability	374,084	256,876	12,536	-
Total noncurrent liabilities	486,085	6,011,259	12,536	-
Total liabilities	1,046,862	6,856,822	153,696	1,053
Deferred Inflows of Resources				
Deferred inflows of resources related to OPEB	7,555	6,611	-	-
Deferred inflows of resources related to pensions	254,878	175,020	8,541	-
Deferred inflows of resources related to leases	-	-	-	-
Total deferred inflows of resources	262,433	181,631	8,541	-
Net Position				
Net investment in capital assets	1,421,909	24,236,932	-	9,166,391
Restricted for debt service	-	-	-	-
Unrestricted	3,729,560	10,390,274	1,011,564	2,464,145
Total net position	5,151,469	34,627,206	1,011,564	11,630,536
Total liabilities, deferred inflows of resources, and net position	$ 6,460,764	$ 41,665,659	$ 1,173,801	$ 11,631,589

See notes to basic financial statements.

Business-Type Activities - Enterprise Funds		
Electric	Water	Total
$ 3,735,783	$ 277,044	$ 4,684,620
315,039	62,002	454,337
1,132,673	121,073	1,253,746
341,231	16,333	390,745
4,305	151,263	161,560
1,144,738	243,473	1,413,690
184,382	8,621	282,445
863,148	104,216	1,064,132
-	-	10,059
-	-	8,543
990,000	65,000	1,585,000
8,711,299	1,049,025	11,308,877
-	-	88,397
-	-	86,847
-	-	36,293
27,210,400	1,490,295	34,355,542
1,708,036	328,984	2,680,516
28,918,436	1,819,279	37,247,595
37,629,735	2,868,304	48,556,472
-	-	14,166
1,206,975	231,840	1,877,254
-	4,457,246	4,457,246
1,206,975	4,689,086	6,348,666
42,868,236	24,097,939	101,791,407
1,779,016	-	1,779,016
6,755,543	9,353,818	33,704,904
51,402,795	33,451,757	137,275,327
$ 90,239,505	$ 41,009,147	$ 192,180,465

City of Elk River
Statement of Revenues, Expenses, and Changes in Net Position - Proprietary Funds
Year Ended December 31, 2024

	Business-Type Activities - Enterprise Funds			
	Municipal Liquor	Sewer	Garbage	Storm Water
Sales and Cost of Sales				
Sales	$ 8,626,308	$ -	$ -	$ -
Cost of sales	(6,169,284)	-	-	-
Gross profit	2,457,024	-	-	-
Operating Revenues				
User charges	-	2,782,896	1,962,002	674,715
Delinquent collections	-	2,946	2,433	139
Other	5,028	175,931	-	-
Total operating revenues	5,028	2,961,773	1,964,435	674,854
Operating Expenses				
Personnel services	1,169,606	808,186	28,071	-
Materials and supplies	38,311	249,755	2,106	315
Purchased power	-	-	-	-
Other services and charges	410,723	1,206,116	1,708,065	64,927
Depreciation/amortization	63,737	1,708,674	-	481,076
Equipment	-	477,951	-	-
Total operating expenses	1,682,377	4,450,682	1,738,242	546,318
Operating income (loss)	779,675	(1,488,909)	226,193	128,536
Nonoperating Revenues (Expenses)				
Investment income	186,556	419,465	30,739	72,875
Gain (loss) on sale of asset	135	1,878	-	-
Interest and other charges	(360)	(78,566)	-	-
Miscellaneous revenue	-	-	-	-
Total nonoperating revenues	186,331	342,777	30,739	72,875
Income (loss) before capital contributions and transfers	966,006	(1,146,132)	256,932	201,411
Capital Contributions				
Contributions from Developers	-	356,602	-	-
Contributions from Customers	-	-	-	-
Connection Fees	-	831,976	-	-
Transfers in	9,682	640,795	-	-
Transfers out	(1,250,000)	(175,000)	(58,000)	(175,000)
Change in net position	(274,312)	508,241	198,932	26,411
Net Position				
Beginning of year	5,425,781	34,118,965	812,632	11,604,125
End of year	$ 5,151,469	$ 34,627,206	$ 1,011,564	$ 11,630,536

See notes to basic financial statements.

Business-Type Activities - Enterprise Funds		
Electric	Water	Totals
$ -	$ -	$ 8,626,308
-	-	(6,169,284)
-	-	2,457,024
42,557,925	2,803,602	50,781,140
-	-	5,518
617,177	103,511	901,647
43,175,102	2,907,113	51,688,305
3,532,992	850,247	6,389,102
186,242	340,989	817,718
28,590,698	-	28,590,698
4,363,137	1,155,275	8,908,243
3,317,829	1,223,033	6,794,349
-	-	477,951
39,990,898	3,569,544	51,978,061
3,184,204	(662,431)	2,167,268
338,157	104,286	1,152,078
(16,154)	(5,090)	(19,231)
(773,748)	(33,949)	(886,623)
925,800	429,016	1,354,816
474,055	494,263	1,601,040
3,658,259	(168,168)	3,768,308
-	-	356,602
690,934	21,910	712,844
-	477,998	1,309,974
-	-	650,477
(1,527,629)	-	(3,185,629)
2,821,564	331,740	3,612,576
48,581,231	33,120,017	133,662,751
$ 51,402,795	$ 33,451,757	$ 137,275,327

City of Elk River
Statement of Cash Flows - Proprietary Funds
Year Ended December 31, 2024

	Business-Type Activities - Enterprise Funds			
	Municipal Liquor	Sewer	Garbage	Storm Water
Cash Flows - Operating Activities				
Receipts from customers and users	$ 8,631,673	$ 2,955,780	$ 1,964,435	$ 674,854
Payments to suppliers	(6,532,500)	(1,867,959)	(1,699,236)	(93,929)
Payments to employees	(1,173,876)	(817,610)	(36,949)	-
Other operating receipts	-	-	-	-
Net cash flows - operating activities	925,297	270,211	228,250	580,925
Cash Flows - Noncapital Financing Activities				
Borrowing (payments) on interfund balances	-	10,360	(3,974)	(3,413)
Transfer from other funds	9,682	640,795	-	-
Transfer to other funds	(1,250,000)	(175,000)	(58,000)	(175,000)
Net cash flows - noncapital financing activities	(1,240,318)	476,155	(61,974)	(178,413)
Cash Flows - Capital and Related Financing Activities				
Special assessments received	-	(101,052)	(282)	7
Connection charges collected	-	831,976	-	-
Principal paid on bonds	-	(520,000)	-	-
Interest paid on debt	(373)	(83,211)	-	-
Principal paid on leases	(14,924)	(19,307)	-	-
Proceeds from sale of capital assets	10,781	15,716	-	-
Acquisition of capital assets	-	-	-	-
Net cash flows - capital and related financing activities	(4,516)	124,122	(282)	7
Cash Flows - Investing Activities				
Interest and dividends received	190,829	425,571	30,639	72,669
Net change in cash and cash equivalents	(128,708)	1,296,059	196,633	475,188
Cash and Cash Equivalents				
January 1	3,526,983	8,853,336	802,786	1,921,645
December 31	$ 3,398,275	$ 10,149,395	$ 999,419	$ 2,396,833

See notes to basic financial statements.

Business-Type Activities - Enterprise Funds		
Electric	Water	Total
$ 43,214,708	$ 2,903,410	$ 60,344,860
(33,345,078)	(1,414,839)	(44,953,541)
(3,342,719)	(808,326)	(6,179,480)
425,678	141,645	567,323
6,952,589	821,890	9,779,162
215,687	276,476	495,136
-	-	650,477
(1,527,629)	-	(3,185,629)
(1,311,942)	276,476	(2,040,016)
-	-	(101,327)
-	477,998	1,309,974
(955,000)	(60,000)	(1,535,000)
(849,381)	(41,600)	(974,565)
-	-	(34,231)
9,755	-	36,252
(6,063,793)	(2,498,840)	(8,562,633)
(7,858,419)	(2,122,442)	(9,861,530)
336,478	105,764	1,161,950
(1,881,294)	(918,312)	(960,434)
16,675,251	10,879,501	42,659,502
$ 14,793,957	$ 9,961,189	$ 41,699,068

City of Elk River
Statement of Cash Flows - Proprietary Funds
Year Ended December 31, 2024

	Business-Type Activities - Enterprise Funds			
	Municipal Liquor	Sewer	Garbage	Storm Water
Reconciliation of Operating Income (Loss) to Net Cash Flows - Operating Activities				
Operating income (loss)	$ 779,675	$ (1,488,909)	$ 226,193	$ 128,536
Adjustments to reconcile operating income (loss) to net cash flows - operating activities				
Other revenues	-	-	-	-
Bad debt expense	-	-	-	-
Depreciation/amortization expense	63,737	1,708,674	-	481,076
Pension expense	(21,715)	(33,448)	(7,279)	-
Accounts receivable	-	(5,993)	-	-
Special assessments receivable	-	-	-	-
Lease receivable	-	-	-	-
Other receivables	-	-	-	-
Prepaid items	-	-	-	-
Inventory	87,758	-	-	-
Accounts payable	(4,737)	65,873	10,935	(28,687)
Contracts and deposits payable	-	-	-	-
Due to other governmental units	2,797	(10)	-	-
Salaries and benefits payable	4,009	5,933	(1,599)	-
Unearned revenue	337	-	-	-
OPEB expense	(1,083)	(945)	-	-
Compensated absences payable	14,519	19,036	-	-
Deferred lease resources	-	-	-	-
Total adjustments	145,622	1,759,120	2,057	452,389
Net cash flows - operating activities	$ 925,297	$ 270,211	$ 228,250	$ 580,925
Supplemental Schedule of Noncash Capital and Related Financing Activities				
Contributions of capital assets	$ -	$ 356,602	$ -	$ -
Gain (Loss) on disposal of capital assets	135	1,878	-	-
Book value of disposed capital assets	20,873	27,135	-	-
Capital assets purchased on account	-	-	-	-
Amortization of bond premium	-	2,461	-	-

See notes to basic financial statements.

Business-Type Activities - Enterprise Funds		
Electric	Water	Total
$ 3,184,204	$ (662,431)	$ 2,167,268
925,800	429,016	1,354,816
15,203	20	15,223
3,317,829	1,223,033	6,794,349
(274,402)	(28,042)	(364,886)
42,394	(16,540)	19,861
(2,788)	12,837	10,049
-	235,035	235,035
155,825	(134,106)	21,719
(66,618)	(21,125)	(87,743)
(589,329)	(39,744)	(541,315)
(170,367)	74,093	(52,890)
64,878	(7,823)	57,055
23,968	5,849	32,604
71,804	17,582	97,729
(138,683)	9,286	(129,060)
-	-	(2,028)
392,871	52,381	478,807
-	(327,431)	(327,431)
3,768,385	1,484,321	7,611,894
$ 6,952,589	$ 821,890	$ 9,779,162
$ 690,934	$ 1,348,943	$ 2,396,479
(16,154)	-	(14,141)
25,909	-	73,917
1,031,371	6,111	1,037,482
59,862	6,651	68,974

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NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

The City of Elk River, Minnesota (the City) operates under the "Optional Plan A" form of government as defined in *Minnesota Statutes*. Under this plan, the City Council is composed of an elected mayor and four elected Council Members. The Council appoints personnel responsible for the proper administration of all affairs relating to the City. The basic financial statements and the accounting policies of the City conform to accounting principles generally accepted in the United States of America as applicable to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles.

As required by accounting principles generally accepted in the United States of America, the financial statements of the reporting entity include those of the City of Elk River (the primary government) and its component units. The Elk River Municipal Utilities is considered to be part of the primary government. The Elk River Municipal Utilities was established, and statutory authority is provided in accordance with Chapter 412.321 of the *Minnesota Statutes* and is considered to be part of the City. The Utilities Commission has five council approved members who serve overlapping three-year terms. The statutes provide the City Council all the discretionary authority necessary to operate the utilities, except as its powers have been delegated to the Commission. The Utility funds are included with the enterprise funds of this report. Separate financial statements for the Utilities may be obtained at the Elk River Municipal Utilities, 13069 Orono Pkwy, Elk River, Minnesota, 55330.

The City has considered all potential units for which it is financially accountable, and other organizations for which the nature and significance of their relationship with the City are such that exclusion would cause the City's financial statements to be misleading or incomplete. The Governmental Accounting Standards Board (GASB) has set forth criteria to be considered in determining financial accountability. These criteria include appointing a voting majority of an organization's governing body, and (1) the ability of the primary government to impose its will on that organization or (2) the potential for the organization to provide specific benefits to, or impose specific financial burdens on, the primary government. Based upon the application of these criteria, the City has the following component units:

1. Blended Component Unit

The Economic Development Authority (EDA) was created to carry out economic and industrial development and redevelopment within the City in accordance with policies established by the City Council. The seven-member board consists of three Council Members, the Mayor and three other council approved members. The criteria that result in the EDA being reported as a blended component unit include the fact that the EDA may not exercise any of its authorized powers without prior approval of the City Council and the City having operational responsibility. The EDA is reported as a special revenue fund and does not issue separate financial statements.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

A. Reporting Entity (Continued)

2. Discretely Presented Component Unit

The Housing and Redevelopment Authority (HRA) is a legally separate entity created to carry out community development consistent with policies established by the City Council. The HRA is governed by five council appointed members, one of which is a Council Member; however, the City does not have a financial benefit or burden relationship and does not have operational responsibility. The criteria that result in the HRA being reported as a discretely presented component unit include 1) the five council appointed member board and 2) the ability of the City to impose its will on the HRA by significantly influencing the programs, projects, activities, or level of service performed by the HRA by approving the HRA's budget. The HRA does not issue separate financial statements and are included in the financial section of this report.

B. Government-wide and Fund Financial Statements

The government-wide financial statements (i.e., the Statement of Net Position and the Statement of Activities) report information on all of the nonfiduciary activities of the City. The fiduciary funds are only reported in the statement of fiduciary net position and the statement of changes in fiduciary net position at the fund financial statement level. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Interest on general long-term debt is considered an indirect expense and is reported separately in the Statement of Activities. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues. Internally dedicated revenues are reported as general revenues rather than program revenues.

Separate financial statements are provided for governmental funds and proprietary funds. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund and fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation (Continued)
Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Property taxes, franchise taxes, licenses, and interest associated with the current period are all considered to be susceptible to accrual and so have been recognized as revenues of the current period. Only the portion of special assessments receivable due within the current period is considered to be susceptible to accrual as revenue of the current period. All other revenue items are considered to be measurable and available only when cash is received by the City.

Description of Funds:

Major Governmental Funds:

General Fund – This fund is the City's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

Pavement Management Fund – This fund accounts for franchise taxes collected to fund expenditures for the ongoing maintenance and repair of the City streets.

Proprietary Funds:

Municipal Liquor Fund – This fund accounts for the operations of the City's off-sale liquor stores.

Sewer Fund – This fund accounts for the sewer service charges which are used to finance the sanitary sewer system operating expenses.

Garbage Fund – This fund accounts for the activities of the garbage and recycling collection programs.

Storm Water Fund – This fund accounts for the activities of the storm water collection system.

Electric Fund – This fund accounts for the activities of the electric distribution system.

Water Fund – This fund accounts for the activities of the water distribution system.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation (Continued)

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are charges between the City's utility functions and various other functions of the City. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the City's Enterprise Funds are charges to customers for sales and services. The City also recognizes as operating revenue the portion of tap fees intended to recover the cost of connecting new customers to the system. Operating expenses for enterprise funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, then unrestricted resources as they are needed.

D. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position or Equity

1. Deposits and Investments

Cash and investments include balances from all funds that are combined and invested to the extent available in various securities as authorized by state law. Earnings from the pooled investments are allocated to the individual funds based on the average of month-end cash and investment balances.

The City's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of acquisition.

Minnesota Statutes authorizes the City to invest in obligations of the U.S. Treasury, agencies and instrumentalities, shares of investment companies whose only investments are in the aforementioned securities, obligations of the State of Minnesota or its municipalities, bankers' acceptances, future contracts, repurchase and reverse repurchase agreements, and commercial paper of the highest quality with a maturity of no longer than 270 days and in the Minnesota Municipal Investment Pool.

Certain investments for the City are reported at fair value as disclosed in Note 3. The City categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The Hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

D. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position or Equity (Continued)

1. Deposits and Investments (Continued)

In accordance with GASB Statement No. 79, the Minnesota Municipal Investment Pool securities are valued at amortized cost, which approximates fair value. There are no restrictions or limitations on withdrawals from the 4M Liquid Asset Fund. Investments in the 4M Plus must be deposited for a minimum of 14 calendar days. Withdrawals prior to the 14-day restriction period will be subject to a penalty equal to seven days interest on the amount withdrawn. Seven days' notice of redemption is required for withdrawals of investments in the 4M Term Series withdrawn prior to the maturity date of that series. A penalty could be assessed as necessary to recoup the Series for any charges, losses, and other costs attributable to the early redemption.

2. Receivables

All trade and property tax receivables are shown at a gross amount since both are assessable to the property taxes and are collectible upon the sale of the property.

The City Council annually adopts a tax levy and certifies it to the County in December for collection in the following year. The County is responsible for collecting all property taxes for the City. These taxes attach an enforceable lien on taxable property within the City on January 1 and are payable by the property owners in two installments. The taxes are collected by the County and tax settlements are made to the City during January, July, and December each year.

The County Auditor submits the list of taxes and special assessments to be collected on each parcel of property to the County Treasurer in January of each year.

Accounts receivable include amounts billed for services provided before year end. Unbilled utility enterprise fund receivables are also included for services provided in 2024. The City annually certifies delinquent accounts to the County for collection in the following year. Therefore, there has been no allowance for doubtful accounts established.

Special assessments represent the financing for public improvements paid for by benefiting property owners. These assessments are recorded as receivable upon certification to the County. Special assessments are recognized as revenue when they are received in cash or within 60 days after year end. All governmental special assessments receivable are offset by a deferred inflow of resources in the fund financial statements unless related to unpaid charges and are due within one year.

3. Inventory and Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements. Prepaid items are recorded as an expenditure at the time of consumption.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

D. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position or Equity (Continued)

3. Inventory and Prepaid Items (Continued)

Inventory is valued at cost using the first in, first out (FIFO) method. Inventories of enterprise funds are recorded as expenditures when consumed rather than when purchased.

Property held for resale consists of property that the City and Housing and Redevelopment Authority component unit holds for resale. Properties held for resale are reported as an asset at the lower of cost or estimated fair value.

4. Capital Assets

Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, sidewalks, and similar items), are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the City as assets with an initial cost of more than $10,000 and an estimated useful life in excess of two years.

In the case of initial capitalization of general infrastructure assets (i.e., those reported by governmental activities) the City chose to include all items previously accounted for. The City had already accounted for its prior infrastructure at historical cost for the initial reporting of these assets. As the City constructs or acquires capital assets each period, including infrastructure assets, they are capitalized and reported at historical cost. The reported value excludes normal maintenance and repairs which are essentially amounts spent in relation to capital assets that do not increase the capacity or efficiency of the item or extend its useful life beyond the original estimate. In the case of donations, the City values these capital assets at acquisition value of the item at the date of its donation.

Property, plant, and equipment of the City, as well as the component unit, are depreciated using the straight-line method over the following useful lives:

Classification	Years
Buildings and improvements	10 - 40
Other park improvements	10 - 20
Machinery and equipment	3 - 20
Public domain infrastructure	15 - 50
Infrastructure	20 - 50
Land improvements	5 - 60
System infrastructure	4 - 50
Land improvements	5 - 60

The City recognizes lease liabilities and intangible right-to-use lease assets (lease assets) in the government-wide financial statements. The City recognizes lease liabilities with an initial, individual value of $10,000 or more for equipment leases, and an initial, individual value of $25,000 or more property, plant and infrastructure leases.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

D. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position or Equity (Continued)

5. Lease Receivable

The City is a lessor for numerous noncancellable leases. The City recognizes a lease receivable and a deferred inflow of resources in the government-wide and governmental fund financial statements.

At the commencement of a lease, the City measures the lease receivable at the present value of payments expected to be received during the lease term. Subsequently, the lease receivable is reduced by the principal portion of lease payments received. The deferred inflow of resources is initially measured as the initial amount of the lease receivable, adjusted for lease payments received at or before the lease commencement date.

Subsequently, the deferred inflow of resources is recognized as revenue over the life of the lease term in a systematic and rational manner.

Key estimates and judgments include how the City determines (1) the discount rate, (2) lease term, (3) lease receipts, and (4) amortization.

The City determines the discount rate for leases based on the applicable State and Local Government Securities (SLGS) rate. The lease term includes the noncancellable period of the lease. Lease receipts included in the measurement of the lease receivable is composed of fixed payments from the lessee.

6. Right-to-Use Lease Assets/Lease Liabilities

The City recorded right-to-use lease assets as a result of implementing GASB Statement No. 87, *Leases*. The right-to-use lease assets are initially measured at an amount equal to the initial measurement of the lease liability plus any payments made prior to the lease term, less lease incentives, and plus ancillary charges necessary to place the lease into service. The right-to-use assets are amortized on a straight-line basis over the life of the related lease.

Key estimates and judgments related to leases include (1) the discount rate, (2) lease term, (3) lease payments, and (4) amortization.

The City uses the interest rate charged by the lessor as the discount rate. When the interest rate charged by the lessor is not provided, the City determines its estimated borrowing rate based on the applicable State and Local Government Securities rate. The lease term includes the noncancellable period of the lease. Lease payments included in the measurement of the lease liability are composed of fixed payments and purchase option the City is reasonably certain to exercise.

The City monitors changes in circumstances that would require a re-measurement of the leases and will remeasure the right-to-use lease assets and liabilities if certain changes occur that are expected to significantly affect the amount of the lease liability.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

D. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position or Equity (Continued)

7. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element represents a consumption of net assets that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until that time. The City has two items that qualify for reporting in this category. The City presents deferred outflows of resources on the Statement of Net Position for deferred outflows of resources related to pensions and OPEB for various estimate differences that will be amortized and recognized over future years.

In addition to liabilities, the statement of financial position and fund financial statements will sometimes report a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of net assets that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The City has four items that qualify for reporting in this category. The City presents deferred inflows of resources on the Governmental Fund Balance Sheet as unavailable revenue. The governmental funds report unavailable revenues from three sources: property taxes, special assessments, and other. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available. The City presents deferred inflows of resources on the Statement of Net Position for deferred inflows of resources related to pensions and OPEB for various estimate differences that will be amortized and recognized over future years. Deferred inflows of resources related to leases receivable is reported in both the government-wide Statement of Net Position, the Governmental Funds Balance Sheet, and the Proprietary Funds Statement of Net Position.

8. Compensated Absences

It is the City's policy to permit employees to accumulate earned but unused vacation and sick pay benefits. Unused vacation can be accrued by the employees up to a maximum of 240 hours, the limit of which is determined by years of service. All vacation pay is accrued when incurred in the government-wide and proprietary fund financial statements.

A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee resignations and retirements. In the event a liability is recorded in the governmental funds, the General fund would be used to liquidate the compensated absences payable. Employees can also accrue an unlimited amount of unused sick leave. Employees with two or more years of service are entitled to receive severance pay equal to 50% of unused sick leave, up to a maximum of 480 hours. The liability for severance pay is accounted for the same as accrued vacation pay.

9. Long-Term Obligations

In the government-wide financial statements and proprietary fund types in the fund financial statements, long-term debt, and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type Statement of Net Position. Bond premiums and discounts are deferred and amortized over the life of the bonds using the straight-line method.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

D. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position or Equity (Continued)

9. Long-Term Obligations (Continued)

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

10. Pensions

For purposes of measuring the net pension liability, net pension asset, deferred outflows/inflows of resources, and pension expense, information about the fiduciary net position of the Public Employees Retirement Association (PERA) and the relief association and additions to/deductions from PERA's and the relief association's fiduciary net position have been determined on the same basis as they are reported by PERA and the relief association except that PERA's fiscal year end is June 30. For this purpose, plan contributions are recognized as of employer payroll paid dates and benefit payments and refunds are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

11. Postemployment Benefits

The City of Elk River and its discretely presented component unit provide a single employer defined benefit healthcare plan to eligible retirees and their spouses. The plan offers medical insurance benefits. The total OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB and OPEB expense were measured actuarially in accordance with GASB Statement No. 75, based on entry age normal cost method.

12. Unearned Revenue

Unearned revenue arises when assets are recognized before revenue recognition criteria have been satisfied. Grants and entitlements received before eligibility requirements are met are also recorded as unearned revenue.

13. Fund Balance

In the fund financial statements, governmental funds report various levels of spending constraints.

- Nonspendable Fund Balances – These are amounts that cannot be spent because they are not in spendable form as they are legally or contractually required to be maintained intact and include prepaid items, inventory, and advances to other funds.

- Restricted Fund Balances – These are subject to externally enforceable legal restrictions.

- Committed Fund Balances – The government's highest level of decision-making authority is the City Council. The formal action to establish or modify a commitment is made through resolution. Committed amounts cannot be used for any other purpose unless the City Council modifies or rescinds the commitment by resolution.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

D. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position or Equity (Continued)

13. Fund Balance (Continued)

In the fund financial statements, governmental funds report various levels of spending constraints.

- Assigned Fund Balances – Amounts constrained for specific purposes that are internally imposed. In governmental funds other than the General Fund, assigned fund balance represents all remaining amounts that are not classified as nonspendable and are neither restricted nor committed. The City Council has adopted a fund balance policy which delegates the authority to assign amounts for specific purposes to the City Administrator.

- Minimum Fund Balance Policy – The City has formally adopted a fund balance policy for the General Fund. The City's policy is to maintain a minimum unassigned fund balance of 40-45% of budgeted operating expenditures for cash-flow timing needs.

The City will spend restricted funds first for expenditures that meet the intended purpose before using unrestricted fund balance. Additionally, the City would first use committed, then assigned, and lastly unassigned amounts of unrestricted fund balance when expenditures are made for the purposes intended.

E. Net Position

Net position represents the difference between assets and deferred outflows of resources and liabilities and deferred inflows of resources in the government-wide financial statements. Net investment in capital assets, consists of capital assets, net accumulated depreciation, reduced by the outstanding balance of any long-term debt used to build or acquire the capital assets. Net position is reported as restricted in the government-wide financial statement when there are limitations on use through external restrictions imposed by creditors, grantors, or laws or regulations of other governments.

F. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements. Estimates also affect the reported amounts of revenue and expenditures/expense during the reporting period. Actual results could differ from those estimates.

G. Budgetary Information

Annual budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America. Annual appropriated budgets are legally adopted for the General Fund and the Library, Multipurpose Facility, and Economic Development Authority special revenue funds. Project-length financial plans are adopted for all capital projects funds. All annual appropriations lapse at fiscal year-end.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

G. Budgetary Information (Continued)

On or before July 1 of each year, all departments and agencies of the City submit requests for appropriation to the City's administrator so that a budget may be prepared. Before September 30, the proposed budget is presented to the City Council for review and approval. The City Council holds public hearings and may add to, subtract from, or change appropriations. Any changes in the budget must be within the revenue and reserves estimated as available or the revenue estimates must be changed by an affirmative vote by a majority of the City Council.

The budget is prepared by fund, function, and activity and includes information on the past year, current year estimates, and requested appropriations for the next fiscal year. Expenditures may not legally exceed budgeted appropriations at the fund level without Council approval. Spending control is established by the amount of expenditures budgeted for the fund, but management control is exercised at the department level. Reported budget amounts are as originally adopted or as amended by Council approved supplemental appropriations and budget transfers.

NOTE 2 – STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

A. Deficit Fund Balances

The following funds had a deficit fund balance at December 31, 2024:

Fund	Amount
Nonmajor Special Revenue	
Insurance Reserve	$ 137,155
Nonmajor Capital Projects	
Park Dedication	405,306
TIF Districts	1,157,795

The deficits will be funded with future charges for services, refunds and reimbursements, transfers, and tax increment revenue.

NOTE 3 – DEPOSITS AND INVESTMENTS

Cash balances of the City's funds that are intended to be invested on a long-term basis are combined (pooled) and invested to the extent available in various investments authorized by *Minnesota Statutes*. Each fund's portion of this pool (or pools) is displayed in the financial statements as "cash and investments". For purposes of identifying risk of investing public funds, the balances and related restrictions are summarized as follows.

A. Deposits

Custodial Credit Risk – Deposits: This is the risk that in the event of a bank failure, the City's deposits may not be returned to it. The City (including Elk River Municipal Utilities) has an investment policy in place to address custodial credit risk for deposits, stating all deposits and investments must be in compliance with *Minnesota Statutes* § 118A, with collateralization levels of 110% of the market value of the principal and accrued interest. As of December 31, 2024, the City's bank balance of $15,825,885 was not exposed to custodial credit risk because it was insured and fully collateralized by federal depository insurance and collateral pledged. The book balance as of December 31, 2024, was $15,913,884.

NOTE 3 – DEPOSITS AND INVESTMENTS (CONTINUED)

A. Deposits (Continued)

Discretely Presented Component Unit
As of December 31, 2024, the HRA's bank balance of $1,450,277 was not exposed to custodial credit risk because it was fully collateralized. The HRA's book balance of all deposits at December 31, 2024, totaled $1,446,277.

B. Investments

			Investment Maturities		
pe of Investments	Rating	Fair Value	Less than 1 year	1-5 years	5+ years
Money market	NR	$ 5,840,724	$ 5,840,724	$ -	$ -
Certificates of deposit	NR	7,297,284	2,360,538	4,936,746	-
Municipal bonds	A to AAA	27,359,358	4,110,139	15,815,286	7,433,933
Other gov't backed securities	NR	17,760,823	498,045	7,281,704	9,981,074
4M	NR	14,519,308	14,519,308	-	-
Total investments		$ 72,777,497	$ 27,328,754	$ 28,033,736	$ 17,415,007

Concentration Risk: This is the risk associated with investing a significant portion of the City's investment (considered 5% or more) in the securities of a single issuer and no more than 50% of the City's total investment portfolio may be invested in certificates of deposit or commercial paper. As of December 31, 2024, the City had invested 5% or more of its total investment portfolio in one single issuer, the Minnesota Municipal Money Market (4M Fund).

Credit Risk: Credit risk is the risk that an issuer to an investment will not fulfill its obligation. State law limits investments in state and local securities and commercial paper to those with specified rating by nationally recognized rating agencies. U.S. treasury obligations are not considered to have credit risk. The City's investment policy does not further limit the ratings of their investments.

Interest Rate Risk: This is the risk that fair values of securities in a portfolio would decrease due to changes in fair value interest rates. The City's investment policy uses diversification of maturity dates as a means of managing exposure to fair value by stating that no more than 30% of the City's investments may extend beyond a five-year maturity.

Custodial Credit Risk – Investments: This is the risk in the event of the failure of the counterparty the City will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The City typically limits its exposure by purchasing insured or registered investments, or by the control of who holds the securities. As of December 31, 2024, all investments were insured or registered, or securities were held by the City or its agent in the City's name.

NOTE 3 – DEPOSITS AND INVESTMENTS (CONTINUED)

B. Investments (Continued)

The City has the following recurring fair value measurements as of December 31, 2024:

Type of investments	Total	Level 1	Level 2	Level 3
Money market	$ 754,674	$ 754,674	$ -	$ -
Certificates of deposit	7,297,284	-	7,297,284	-
Municipal bonds	27,359,358	-	27,359,358	-
Other gov't backed securities	17,760,823	-	17,760,823	-
	$ 53,172,139	$ 754,674	$ 52,417,465	$ -
Investments at amortized cost	19,605,358			
Total investments	$ 72,777,497			

C. Deposits and Investments

Summary of cash deposits and investments as of December 31, 2024, were as follows:

	Primary Government	Component Unit HRA	Total
Deposits	$ 15,913,884	$ 1,446,277	$ 17,360,161
Investments	72,777,497	-	72,777,497
Petty cash	5,500	-	5,500
Total deposits and investments	$ 88,696,881	$ 1,446,277	$ 90,143,158

Deposits and investments are presented in the December 31, 2024, basic financial statements as follows:

	Primary Government	Component Unit HRA	Total
Statement of Net Position			
Cash and investments	$ 86,917,865	$ 1,446,277	$ 88,364,142
Restricted cash	1,779,016	-	1,779,016
Total deposits and investments	$ 88,696,881	$ 1,446,277	$ 90,143,158

NOTE 4 – NOTES RECEIVABLE/CONTRACT FOR DEED

The City has made several business subsidy loans to local businesses, some of which were funded with grant proceeds received from the state and federal governments. The terms of repayment vary with each loan and will be repaid over a period of 10 years. Under the terms of the grant agreement, the City retains the grant repayments. Notes receivable of $131,098 in the Revolving Loan Fund and $285,699 in the State DEED Fund are outstanding at December 31, 2024.

NOTE 4 – NOTES RECEIVABLE/CONTRACT FOR DEED (CONTINUED)

In 2015, the City issued a $1,288,589 long-term note receivable related to the sale of property to a developer under an abatement agreement. The note shall be payable in semiannual installments as tax abatement revenues are received, commencing on August 1, 2017, and maturing February 1, 2037. A note receivable of $558,562 in the Development Fund is outstanding at December 31, 2024.

In 2021, the City entered into a $320,000 contract for deed for property, equipment, and buildings located at property commonly referred to as Pinewood Golf Course, located in Elk River, Minnesota. The contract for deed is to be repaid annually at 4% interest beginning July 2022. The contract for deed matures on August 1, 2037. The balance of this contract for deed is $270,113 at December 31, 2024.

In 2006, the HRA issued a loan to a developer to assist in the financing of a housing development for the benefit of low and moderate income residents which was funded with state grant proceeds. Repayment of the loan is deferred for 30 years, payable in one lump sum at an interest rate of 1%. Notes receivable of $400,000 in the HRA is outstanding at December 31, 2024.

Starting in 2015, the HRA issued loans to applicants under the rehabilitation loan program. The terms of each loan vary and are payable over five to 15 years with rates from 1.25% to 3.25%. Notes receivable of $192,670 in the HRA are outstanding at December 31, 2024.

NOTE 5 – LEASES RECEIVABLE

The City has various leases for building space. The lease agreements include annual principal and interest payments. Interest and discount rates on the lease agreements range from 3.0% to 3.9%. Revenue from these leases for the year ended December 31, 2024, was $65,395.

There are also multiple leases with Verizon and Sprint that allows Elk River Municipal Utilities to place antennas on water towers. The lease payments increase yearly. Interest and discount rates on the lease agreements range from 1.41% to 1.78%. As of December 31, 2024, the lease principal receivable balance was $4,733,420. This is partially offset with a deferred inflow of lease resources.

NOTE 6 – INTERFUND ASSETS/LIABILITIES

At December 31, 2024, interfund balances for the City were as follows:

Receivable Fund	Payable Fund	Amount
Due from/to other funds		
General Fund	Nonmajor Governmental Funds	$ 266,033
General Fund	Electric	328,467
General Fund	Water	243,473
Pavement Management	Electric	260,434
Nonmajor Governmental Funds	Nonmajor Governmental Funds	807,690
Nonmajor Governmental Funds	Electric	102,355
Sewer	Nonmajor Governmental Funds	171,800
Sewer	Electric	232,326
Garbage	Electric	164,444
Storm Water	Electric	56,712
Electric	Sewer	589
Electric	Garbage	2,116
Electric	Storm Water	864
Water	Sewer	21,910
Water	Nonmajor Governmental Funds	128,850
Total due from/to other funds		$ 2,788,063
Advances to/from other funds		
Nonmajor Governmental Funds	Nonmajor Governmental Funds	$ 180,000
Due from/to component unit		
Primary Government - General Fund	Component Unit - HRA	$ 26,969
Primary Government - Nonmajor	Component Unit - HRA	43
Component Unit - HRA	Primary Government - Nonmajor Governmental Funds	152,710
Total due from/to component unit		$ 179,722

The interfund receivable/payable balances result from the distribution of utility collections and the lending/borrowing between funds for operating or capital purposes.

The advance between nonmajor governmental funds represents an interfund balance related to the purchase of a Zamboni ice resurfacer. In 2023, an amount of $200,000 was advanced from the Capital Outlay Reserve Fund to the Multipurpose Facility Fund. Annual principal payments of $20,000 will be made along with interest at a rate of four percent annually until the year 2033.

The outstanding balance between the primary government and the component unit represents the transfer for administrative services and the lending/borrowing arrangement to finance construction costs. The $152,710 payable to the HRA will be paid with the collection of tax increment revenue and will not be repaid within one year.

NOTE 7 – INTERFUND TRANSFERS

Transfers during the year ended December 31, 2024, were as follows:

	Transfers In					
Transfers Out	General	Pavement Management	Nonmajor Governmental Funds	Municipal Liquor	Sewer	Total
General	$ -	$ -	$ 471,000	$ -	$ -	$ 471,000
Nonmajor governmental funds	147,843	897,034	1,314,884	9,682	640,795	3,010,238
Municipal Liquor	1,000,000	-	250,000	-	-	1,250,000
Sewer	175,000	-	-	-	-	175,000
Garbage	58,000	-	-	-	-	58,000
Storm Water	135,000	-	40,000	-	-	175,000
Electric	1,400,000	-	127,629	-	-	1,527,629
Total	$ 2,915,843	$ 897,034	$ 2,203,513	$ 9,682	$ 640,795	$6,666,867

Interfund transfers are used to provide additional capital funding or to move revenues from the fund with collection authorization to debt service funds as principal and interest payments come due. In addition, interfund transfers are occasionally authorized to allow redistribution of resources between funds for the most efficient use of funds.

NOTE 8 – CAPITAL ASSETS

Capital asset activity for the year ended December 31, 2024, was as follows:

Primary Government

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental activities				
Capital assets not being depreciated				
Land	$ 38,838,959	$ 135,600	$ 25,908	$ 38,948,651
Construction in progress	20,000	279,347	-	299,347
Total capital assets not being depreciated	38,858,959	414,947	25,908	39,247,998
Other capital assets				
Buildings	81,818,173	30,690	-	81,848,863
Other improvements	15,175,353	1,144,654	-	16,320,007
Equipment	19,798,937	2,249,067	480,482	21,567,522
Infrastructure	82,670,355	1,137,294	-	83,807,649
Equipment lease asset	507,518	132,029	160,724	478,823
Total other capital assets at historical cost	199,970,336	4,693,734	641,206	204,022,864
Less accumulated depreciation for				
Buildings	26,421,115	2,842,429	-	29,263,544
Other improvements	6,169,199	685,323	-	6,854,522
Equipment	11,428,506	1,417,464	470,563	12,375,407
Infrastructure	50,364,960	2,640,828	-	53,005,788
Less accumulated amortization for				
Equipment lease asset	213,398	112,759	78,755	247,402
Total accumulated depreciation and amortization	94,597,178	7,698,803	549,318	101,746,663
Total other capital assets, net	105,373,158	(3,005,069)	91,888	102,276,201
Governmental activities capital assets, net	$ 144,232,117	$ (2,590,122)	$ 117,796	$ 141,524,199

Depreciation and amortization expense was charged to functions/programs of the governmental activities as follows:

Governmental activities	
General government	$ 363,641
Public safety	1,431,181
Public works	3,404,679
Culture and recreation	2,499,302
Total depreciation and amortization expense - governmental activities	$ 7,698,803

NOTE 8 – CAPITAL ASSETS (CONTINUED)

Primary Government (Continued)

	Beginning Balance	Increases	Decreases	Ending Balance
Business-type activities				
Capital assets not being depreciated				
Land	$ 1,965,026	$ -	$ -	$ 1,965,026
Construction in progress	3,828,700	7,102,927	10,605,629	325,998
Total capital assets not being depreciated	5,793,726	7,102,927	10,605,629	2,291,024
Other capital assets				
Buildings and improvements	41,406,580	883,554	-	42,290,134
Improvements other than buildings	266,259	-	-	266,259
Equipment and furniture	13,519,301	197,631	26,863	13,690,069
Intangible assets	27,769,490	946,134	-	28,715,624
Collection and distribution	147,904,911	11,185,261	691,916	158,398,256
Equipment lease asset	48,008	46,388	48,008	46,388
Total other capital assets at historical cost	230,914,549	13,258,968	766,787	243,406,730
Less accumulated depreciation for				
Buildings and improvements	13,939,808	1,291,338	-	15,231,146
Improvements other than buildings	123,504	15,502	-	139,006
Equipment and furniture	6,332,663	868,991	26,863	7,174,791
Intangible assets	3,506,558	668,135	-	4,174,693
Collection and distribution	77,919,869	3,940,835	660,917	81,199,787
Less accumulated amortization for				
Equipment lease asset	15,522	9,548	23,524	1,546
Total accumulated depreciation and amortization	101,837,924	6,794,349	711,304	107,920,969
Total other capital assets, net	129,076,625	6,464,619	55,483	135,485,761
Business-type activities capital assets, net	$ 134,870,351	$ 13,567,546	$ 10,661,112	$ 137,776,785

Depreciation and amortization expense was charged to functions/programs of the business-type activities as follows:

Business-type activities	
Municipal liquor	$ 63,737
Sewer	1,708,674
Storm water	481,076
Electric	3,317,829
Water	1,223,033
Total depreciation expense - business-type activities	$ 6,794,349

NOTE 8 – CAPITAL ASSETS (CONTINUED)

Capital asset activity for the HRA for the year ended December 31, 2024, was as follows:

Discretely Presented Component Unit

	Beginning Balance	Increases	Decreases	Ending Balance
Capital assets not being depreciated				
Land	$ 315,900	$ -	$ -	$ 315,900
Capital assets being depreciated				
Improvements other than buildings	174,290	-	-	174,290
Less accumulated depreciation for				
Improvements other than buildings	128,781	11,619	-	140,400
Total capital assets being depreciated, net	45,509	(11,619)	-	33,890
Component unit capital assets, net	$ 361,409	$ (11,619)	$ -	$ 349,790

Depreciation expense was charged to functions/programs of the HRA as follows:

Business-type activities	
Housing and Redevelopment Authority	$ 11,619

NOTE 9 – LONG-TERM DEBT

A. General Obligation Bonds

The City issues general obligation (G.O.) bonds to provide for the construction of major capital improvements having a relatively long life. They are payable from special assessments levied and collected on local improvements to property and are backed by the full faith and credit of the City.

NOTE 9 – LONG-TERM DEBT (CONTINUED)

B. Components of Long-Term Liabilities

Primary Government

	Issue Date	Interest Rates	Original Issue	Final Maturity	Balance End of Year
Governmental activities					
General obligation bonds					
EDA G.O. Refunding Bonds, Series 2013A	02/12/13	2.00%-3.00%	$ 9,685,000	02/01/33	$ 5,910,000
G.O. Sales Tax Revenue Bonds, Series 2019A	09/19/19	2.50%-5.00%	32,715,000	12/01/44	28,690,000
G.O. Capital Improvement Bonds, Series 2020A	12/29/20	1.00%-5.00%	9,435,000	02/01/42	8,745,000
G.O. Capital Improvement Refunding Bonds, Series 2020B	12/29/20	1.00%-5.00%	5,340,000	02/01/33	3,235,000
G.O. Capital Improvement and Equipment Bonds, Series 2021A	05/20/21	1.35%-5.00%	4,805,000	02/01/42	4,325,000
Total general obligation bonds					50,905,000
Unamortized bond premium/discount					4,068,509
Lease liability					231,458
Compensated absences					2,120,002
Total governmental activities					57,324,969
Business-type activities					
General obligation revenue bonds					
G.O. Sewer Revenue Refunding Bonds, Series 2020C	12/29/20	1.00%-1.70%	7,200,000	02/01/35	6,160,000
G.O. Water Revenue Bonds, Series 2021C	06/10/21	2.00%-4.00%	1,615,000	08/01/41	1,445,000
Total general obligation revenue bonds					7,605,000
Revenue Bonds					
Electric Revenue Bonds, Series 2016A	07/14/16	2.00%-4.00%	9,755,000	02/01/36	7,020,000
Electric Revenue Bonds, Series 2018A	09/26/18	3.50%-5.00%	10,000,000	08/01/48	8,815,000
Electric Revenue Bonds, Series 2021B	05/13/21	2.00%-5.00%	11,810,000	08/01/51	11,170,000
Total revenue bonds					27,005,000
Total bonds					34,610,000
Unamortized bond premium/discount					1,330,542
Lease liability					44,836
Compensated absences					1,152,529
Total business-type activities					37,137,907
Total all long-term liabilities					$ 94,462,876

Long-term bonded indebtedness listed above were issued to finance equipment and the acquisition and construction of capital facilities or to refinance (refund) previous bond issues.

NOTE 9 – LONG-TERM DEBT (CONTINUED)

C. Changes in Long-Term Liabilities

Long-term liability activity for the year ended December 31, 2024, was as follows:

Primary Government

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
Governmental activities					
Bonds payable					
General obligation bonds	$ 23,685,000	$ -	$ (1,470,000)	$ 22,215,000	$ 1,530,000
General obligation revenue bonds	29,625,000	-	(935,000)	28,690,000	1,000,000
Unamortized bond premiums	4,320,442	-	(251,933)	4,068,509	-
Total bonds payable	57,630,442	-	(2,656,933)	54,973,509	2,530,000
Lease liability	295,134	132,029	(195,705)	231,458	106,759
Compensated absences payable	1,992,878	1,044,522	(917,398)	2,120,002	850,922
Governmental activities long-term liabilities	$ 59,918,454	$ 1,176,551	$ (3,770,036)	$ 57,324,969	$ 3,487,681
Business-type activities					
Bonds payable					
General obligation revenue bonds	$ 8,185,000	$ -	$ (580,000)	$ 7,605,000	$ 595,000
Revenue bonds	27,960,000	-	(955,000)	27,005,000	990,000
Unamortized bond premiums	1,399,515	-	(68,973)	1,330,542	-
Total bonds payable	37,544,515	-	(1,603,973)	35,940,542	1,585,000
Lease liability	32,679	46,388	(34,231)	44,836	8,543
Compensated absences payable	673,722	2,007,048	(1,528,241)	1,152,529	1,064,132
Business-type activities long-term liabilities	$ 38,250,916	$ 2,053,436	$ (3,166,445)	$ 37,137,907	$ 2,657,675

NOTE 9 – LONG-TERM DEBT (CONTINUED)

D. Minimum Debt Payments

Minimum annual principal and interest payments required to retire long-term liabilities:

Primary Government

Year Ending December 31,	Governmental Activities					
	G.O. Bonds		G.O. Revenue Bonds		Lease Liability	
	Principal	Interest	Principal	Interest	Principal	Interest
2025	$ 1,530,000	$ 531,760	$ 1,000,000	$ 938,088	$ 106,759	$ 5,832
2026	1,590,000	473,060	1,030,000	888,087	46,762	4,221
2027	1,640,000	412,616	1,080,000	836,588	26,452	2,781
2028	1,705,000	353,966	1,135,000	782,587	27,590	1,643
2029	1,765,000	297,560	1,195,000	725,838	23,895	465
2030-2034	8,015,000	831,274	6,680,000	2,915,037	-	-
2035-2039	3,640,000	362,518	7,755,000	1,838,244	-	-
2040-2044	2,330,000	64,124	8,815,000	782,400	-	-
Total	$ 22,215,000	$ 3,326,878	$ 28,690,000	$ 9,706,869	$ 231,458	$ 14,942

Year Ending December 31,	Business-Type Activities					
	G.O. Revenue Bonds		Revenue Bonds		Lease Liability	
	Principal	Interest	Principal	Interest	Principal	Interest
2025	$ 595,000	$ 116,185	$ 990,000	$ 811,306	$ 8,543	$ 1,728
2026	605,000	108,260	1,035,000	774,406	8,910	1,361
2027	605,000	100,110	1,075,000	738,256	9,294	977
2028	620,000	91,910	1,105,000	700,606	9,694	577
2029	620,000	88,910	1,140,000	663,606	8,395	163
2030-2034	3,285,000	299,940	6,330,000	2,707,856	-	-
2035-2039	1,075,000	68,995	5,210,000	1,778,056	-	-
2040-2044	200,000	6,000	4,460,000	1,159,756	-	-
2045-2049	-	-	4,570,000	484,563	-	-
2050-2051	-	-	1,090,000	36,900	-	-
Total	$ 7,605,000	$ 880,310	$ 27,005,000	$ 9,855,311	$ 44,836	$ 4,806

E. Lease Liability

The City entered into lease agreements for copiers, body cameras, fleet cameras, and tasers. The lease agreements include annual principal and interest payments as noted above. Interest and discount rates on the lease agreements range from 0.36% to 4.22%.

NOTE 10 – FUND BALANCE

Fund equity balances are classified as follows to reflect the limitations and restrictions of the respective funds.

	Major Funds		Nonmajor	
	General Fund	Pavement Management	Governmental Funds	Total
Nonspendable				
Prepaid items	$ 92,196	$ -	$ 114,671	$ 206,867
Restricted				
Park and recreation improvements	-	-	945,809	945,809
Debt service	-	-	11,036,945	11,036,945
Landfill mitigation	-	-	978,207	978,207
Law enforcement	-	-	3,871	3,871
Fiscal recovery	-	-	214,490	214,490
Economic development	-	-	2,349,561	2,349,561
Capital projects	-	-	1,272,089	1,272,089
Total restricted	-	-	16,800,972	16,800,972
Committed				
Capital projects	-	-	99,367	99,367
Street improvements	-	5,513,936	-	5,513,936
Library operations	-	-	225,422	225,422
Multipurpose facility operations	-	-	99,989	99,989
Economic development	-	-	4,227,535	4,227,535
Total committed	-	5,513,936	4,652,313	10,166,249
Assigned				
Building construction/improvements	-	-	6,245,313	6,245,313
Economic development	-	-	631,923	631,923
Capital equipment	-	-	3,959,478	3,959,478
Street improvements	-	-	436,554	436,554
Other improvement projects	-	-	1,340,151	1,340,151
Park improvements	-	-	330,421	330,421
Total assigned	-	-	12,943,840	12,943,840
Unassigned	9,446,297	-	(1,814,927)	7,631,370
Total fund balances	$ 9,538,493	$ 5,513,936	$ 32,696,869	$ 47,749,298

NOTE 11 – RISK MANAGEMENT

The City is exposed to various risks of loss related to torts; theft of damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters for which the City carries insurance. The City obtains insurance through participation in the League of Minnesota Cities Insurance Trust (LMCIT) which is a risk sharing pool with approximately 800 other governmental units. The City pays an annual premium to LMCIT for its workers compensation and property and casualty insurance. The LMCIT is self-sustaining through member premiums and will reinsure for claims above a prescribed dollar amount for each insurance event. Settled claims have not exceeded the City's coverage in any of the past three fiscal years.

Liabilities are reported when it is probable that a loss has occurred, and the amount of the loss can be reasonably estimated. Liabilities, if any, include an amount for claims that have been incurred but not reported (IBNRs). The City's management is not aware of any incurred but not reported claims.

NOTE 12 – PENSION PLANS

The City participates in various pension plans. Total pension expense for the year ended December 31, 2024, was $1,369,978. The components of pension expense are noted in the following plan summaries.

The General Fund and Municipal Liquor, Sewer, Electric, and Water Funds typically liquidate the liability related to the pensions.

Public Employees' Retirement Association

A. Plan Description
The City participates in the following cost-sharing multiple-employer defined benefit pension plans administered by PERA. PERA's defined benefit pension plans are established and administered in accordance with *Minnesota Statutes* Chapters 353, 353D, 353E, 353G, and 356. *Minnesota Statutes* Chapter 356 defines each plan's financial reporting requirements. PERA's defined benefit pension plans are tax qualified plans under Section 401(a) of the Internal Revenue Code.

General Employees Retirement Plan

Membership in the General Plan includes employees of counties, cities, townships, schools in non-certified positions, and other governmental entities whose revenues are derived from taxation, fees, or assessments. Plan membership is required for any employee who is expected to earn more than $425 in a month, unless the employee meets exclusion criteria.

Public Employees Police and Fire Plan

Membership in the Police and Fire Plan includes full-time, licensed police officers and firefighters who meet the membership criteria defined in *Minnesota Statutes* § 353.64 and who are not earning service credit in any other PERA retirement plan or a local relief association for the same service. Employers can provide Police and Fire Plan coverage for part-time positions and certain other public safety positions by submitting a resolution adopted by the City of Elk River's governing body. The resolution must state that the position meets plan requirements.

NOTE 12 – PENSION PLANS (CONTINUED)

Public Employees' Retirement Association (Continued)

B. Benefits Provided

PERA provides retirement, disability, and death benefits. Benefit provisions are established by state statute and can only be modified by the state Legislature. Vested, terminated employees who are entitled to benefits, but are not receiving them yet, are bound by the provisions in effect at the time they last terminated their public service. When a member is vested, they have earned enough service credit to receive a lifetime monthly benefit after leaving public service and reaching an eligible retirement age. Members who retire at or over their Social Security full retirement age with at least one year of service qualify for a retirement benefit.

General Employees Plan Benefits

General Employees Plan requires three years of service to vest. Benefits are based on a member's highest average salary for any 5 successive years of allowable service, age, and years of credit at termination of service. Two methods are used to compute benefits for General Plan members. Members hired prior to July 1, 1989, receive the higher of Step or Level formulas. Only the Level formula is used for members hired after June 30, 1989. Under the Step formula, General Plan members receive 1.2% of the highest average salary for each of the first 10 years of service and 1.7% for each additional year. Under the Level formula, General Plan members receive 1.7% of the highest average salary for all years of service. For members hired prior to July 1, 1989, a full retirement benefit is available when age plus years of service equal 90 and normal retirement age is 65. Members can receive a reduced requirement benefit as early as age 55 if they have three or more years of service. Early retirement benefits are reduced by .25% for each month under age 65. Members with 30 or more years of service can retire at any age with a reduction of .25% for each month the member is younger than age 62. The Level formula allows General Plan members to receive a full retirement benefit at age 65 if they were first hired before July 1, 1989 or at age 66 if they were hired on or after July 1, 1989. Early retirement begins at age 55 with an actuarial reduction applied to the benefit.

Benefit increases are provided to benefit recipients each January. The postretirement increase is equal to 50% of the cost-of-living adjustment (COLA) announced by the SSA, with a minimum increase of at least 1% and a maximum of 1.5%. The 2024 annual increase was 1.5%. Recipients that have been receiving the annuity or benefit for at least a full year as of the June 30 before the effective date of the increase will receive the full increase. Recipients receiving the annuity or benefit for at least one month but less than a full year as of the June 30 before the effective date of the increase will receive a reduced prorated increase.

Police and Fire Plan Benefits

Benefits for the Police and Fire Plan members hired before July 1, 2010, are vested after three years of service. Members hired on or after July 1, 2010, are 50% vested after five years of service and 100% vested after 10 years. After five years, vesting increase by 10% each full year of service until members are 100% vested after 10 years. Police and Fire Plan members receive 3% of highest average salary for all years of service. Police and Fire Plan members receive a full retirement benefit when they are 55 and vested, or when their age plus their years of service equals 90 or greater if they were first hired before July 1, 1989. Early retirement starts at age 50, and early retirement benefits are reduced by 0.417% each month members are younger than age 55.

NOTE 12 – PENSION PLANS (CONTINUED)

Public Employees' Retirement Association (Continued)

B. Benefits Provided (Continued)

Police and Fire Plan Benefits (Continued)

Benefit increases are provided to benefit recipients each January. The postretirement increase is fixed at 1%. Recipients that have been receiving the annuity or benefit for at least 36 months as of the June 30 before the effective date of the increase will receive the full increase. Recipients receiving the annuity or benefit for at least 25 months but less than 36 months as of the June 30 before the effective date of the increase will receive a reduced prorated increase.

C. Contributions

Minnesota Statutes Chapter 353, 353E, 353G, and 356 set the rates for employer and employee contributions. Contribution rates can only be modified by the state Legislature.

General Employees Fund Contributions

General Plan members were required to contribute 6.5% of their annual covered salary in fiscal year 2024 and the City and HRA were required to contribute 7.5% for General Plan members. The City and HRA contributions to the General Employees Fund for the year ended December 31, 2024, were $995,347 and $6,243, respectively. The contributions were equal to the required contributions as set by state statute.

Police and Fire Fund Contributions

Police and Fire Plan members were required to contribute 11.8% of their annual covered salary in fiscal year 2024, and the City was required to contribute 17.7% for Police and Fire Plan members. The City's contributions to the Police and Fire Fund for the year ended December 31, 2024, were $831,248. The City's contributions were equal to the required contributions as set by state statute.

D. Pension Costs

General Employees Fund Pension Costs

At December 31, 2024, the City and HRA reported liabilities of $5,817,021 and $36,554, respectively, for their proportionate shares of the General Employees Fund's net pension liability. The City and HRA net pension liabilities reflected a reduction due to the State of Minnesota's contribution of $16 million. The State of Minnesota is considered a non-employer contributing entity and the State's contribution meets the definition of a special funding situation. The State of Minnesota's proportionate share of the net pension liability associated with the City and HRA totaled $150,416 and $945, respectively.

NOTE 12 – PENSION PLANS (CONTINUED)

Public Employees' Retirement Association (Continued)

D. Pension Costs (Continued)

General Employees Fund Pension Costs (Continued)

City's proportionate share of the net pension liability	$ 5,817,021
HRA's proportionate share of the net pension liability	36,554
State of Minnesota's proportionate share of the net pension liability associated with the City	151,361
Total	$ 6,004,936

The net pension liability was measured as of June 30, 2024, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The City's proportionate share of the net pension liability was based on the City's contributions received by PERA during the measurement period for employer payroll paid dates from July 1, 2023, through June 30, 2024, relative to the total employer contributions received from all of PERA's participating employers. The City's proportionate share was 0.1573% at the end of the measurement period and 0.1599% for the beginning of the period. The HRA's proportionate share was 0.0010% at the end of the measurement period and 0.0010% for the beginning of the period.

For the year ended December 31, 2024, the City and HRA recognized pension expense of $541,451 and $1,069, respectively, for their proportionate share of General Employees Plan's pension expense. Included in the amount, the City recognized $3,632 and the HRA recognized $25 as pension expense (and grant revenue), respectively, for their proportionate share of the State of Minnesota's contribution of $16 million to the General Employees Fund.

During the plan year ended June 30, 2024, the State of Minnesota contributed $170.1 million to the General Employees Fund. The State of Minnesota is not included as a non-employer contributing entity in the General Employees Plan pension allocation schedule for the $170.1 million in direct state aid because this contribution was not considered to meet the definition of a special funding situation. The City recognized $267,644 and the HRA recognized $1,682 for the year ended December 31, 2024 as revenue and an offsetting reduction of net pension liability for its proportionate share of the State of Minnesota's on-behalf contributions to the General Employees Fund.

NOTE 12 – PENSION PLANS (CONTINUED)

Public Employees' Retirement Association (Continued)

D. Pension Costs (Continued)

General Employees Fund Pension Costs (Continued)

At December 31, 2024, the City and HRA reported its proportionate share of the General Employees Plan's deferred outflows of resources and deferred inflows of resources, related to pensions from the following sources:

Primary Government

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual economic experience	$ 551,481	$ -
Changes in actuarial assumptions	28,951	2,244,026
Net difference between projected and actual investment earnings	-	1,631,236
Changes in proportion	73,785	139,015
Contributions paid to PERA subsequent to the measurement date	489,949	-
Total	$ 1,144,166	$ 4,014,277

Discretely Presented Component Unit

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual economic experience	$ 3,455	$ -
Changes in actuarial assumptions	181	14,001
Net difference between projected and actual investment earnings	-	10,242
Changes in proportion	599	669
Contributions paid to PERA subsequent to the measurement date	3,122	-
Total	$ 7,357	$ 24,912

NOTE 12 – PENSION PLANS (CONTINUED)

Public Employees' Retirement Association (Continued)

D. Pension Costs (Continued)

General Employees Fund Pension Costs (Continued)

Discretely Presented Component Unit (Continued)

The $489,949 for the City and the $3,122 for the HRA reported as deferred outflows of resources related to pensions resulting from City and HRA contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2025. Other amounts reported as deferred outflows and deferred inflows of resources related to pensions will be recognized in pension expense as noted on the following page.

Primary Government

Year Ending December 31,	Pension Expense Amount
2025	$ (1,806,417)
2026	(367,020)
2027	(740,789)
2028	(445,838)
Total	$ (3,360,064)

Discretely Presented Component Unit

Year Ending December 31,	Pension Expense Amount
2025	$ (11,023)
2026	(2,130)
2027	(4,722)
2028	(2,802)
Total	$ (20,677)

NOTE 12 – PENSION PLANS (CONTINUED)

Public Employees' Retirement Association (Continued)

D. Pension Costs (Continued)

Police and Fire Fund Pension Costs (Continued)

At December 31, 2024, the City reported a liability of $4,187,814 for its proportionate share of the Police and Fire Fund's net pension liability. The net pension liability was measured as of June 30, 2024, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The City's proportionate share of the net pension liability was based on the City's contributions received by PERA during the measurement period for employer payroll paid dates from July 1, 2023, through June 30, 2024, relative to the total employer contributions received from all of PERA's participating employers. The City's proportionate share was 0.3183% at the end of the measurement period and 0.3180% for the beginning of the period.

The State of Minnesota contributed $37.4 million to the Police and Fire Fund in the plan fiscal year ended June 30, 2024. The contribution consisted of $9 million in direct state aid that meets the definition of a special funding situation, additional one-time direct state aid contribution of $19.4 million, and $9 million in supplemental state aid that does not meet the definition of a special funding situation. Additionally, $9 million supplemental state aid was paid on October 1, 2024. Thereafter, by October 1 of each year, the State will pay $9 million to the Police and Fire Fund until full funding is reached or July 1, 2048, whichever is earlier. The $9 million in supplemental state aid will continue until the fund is 90% funded, or until the State Patrol Plan (administered by the Minnesota State Retirement System) is 90% funded, whichever occurs later. The State of Minnesota's proportionate share of the net pension liability associated with the City totaled $159,638.

City's proportionate share of the net pension liability	$ 4,187,814
State of Minnesota's proportionate share of the net pension liability associated with the City	159,638
Total	$ 4,347,452

For the year ended December 31, 2024, the City recognized pension expense of $827,635 for its proportionate share of the Police and Fire Plan's pension expense. Included in this amount, the City recognized $28,648 as pension expense (and grant revenue) for its proportionate share of the State of Minnesota's contribution of $9 million to the Police and Fire Fund.

The State of Minnesota is not included as a non-employer contributing entity in the Police and Fire Pension Plan pension allocation schedules for the $28.4 million in supplemental state aid because this contribution was not considered to meet the definition of a special funding situation. The City recognized $15,502 for the year ended December 31, 2024, as revenue and an offsetting reduction of the net pension liability for its proportionate share of the State of Minnesota's on-behalf contributions to the Police and Fire Fund.

NOTE 12 – PENSION PLANS (CONTINUED)

Public Employees' Retirement Association (Continued)

D. Pension Costs (Continued)

Police and Fire Fund Pension Costs (Continued)

At December 31, 2024, the City reported its proportionate share of the Police and Fire Plan's deferred outflows of resources and deferred inflows of resources related to pensions from the following sources.

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual economic experience	$ 1,636,267	$ -
Changes in actuarial assumptions	4,665,665	6,159,769
Net difference between projected and actual investment earnings	-	1,280,049
Changes in proportion	118,499	312,810
Contributions paid to PERA subsequent to the measurement date	415,624	-
Total	$ 6,836,055	$ 7,752,628

The $415,624 reported as deferred outflows of resources related to pensions resulting from City contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2025. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ending December 31,	Pension Expense Amount
2025	$ (185,574)
2026	1,094,703
2027	(643,591)
2028	(1,695,150)
2029	97,415
Total	$ (1,332,197)

NOTE 12 – PENSION PLANS (CONTINUED)

Public Employees' Retirement Association (Continued)

E. Long-Term Expected Return on Investment

The State Board of Investment, which manages the investments of PERA, prepares an analysis of the reasonableness on a regular basis of the long-term expected rate of return using a building-block method in which best-estimate ranges of expected future rates of return are developed for each major asset class. These ranges are combined to produce an expected long-term rate of return by weighting the expected future rates of return by the target asset allocation percentages. The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the table on the following page.

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Domestic equity	33.5 %	5.10 %
International equity	16.5	5.30
Fixed income	25.0	0.75
Private markets	25.0	5.90
Total	100.0 %	

F. Actuarial Methods and Assumptions

The total pension liability in the June 30, 2024, actuarial valuation was determined using an individual entry-age normal actuarial cost method. The long-term rate of return on pension plan investments used in the determination of the total liability is 7.0%. This assumption is based on a review of inflation and investments return assumptions from a number of national investment consulting firms. The review provided a range of return investment return rates considered reasonable by the actuary. An investment return of 7.0% is within that range.

Inflation is assumed to be 2.25% for the General Employees Plan and 2.25% for the Police and Fire Plan. Benefit increases after retirement are assumed to be 1.25% for the General Employees Plan and 1% for the Police and Fire Plan.

Salary growth assumptions in the General Employees Plan range in annual increments from 10.25% after one year of service to 3.0% after 27 years of service. In the Police and Fire Plan, salary growth assumptions range from 11.75% after one year of service to 3.0% after 24 years of service.

Mortality rates for the General Employees Plan are based on the Pub-2010 General Employee Mortality Table. Mortality rates for the Police and Fire Plan are based on the Pub-2010 Public Safety Employee Mortality tables. The tables are adjusted slightly to fit PERA's experience.

NOTE 12 – PENSION PLANS (CONTINUED)

Public Employees' Retirement Association (Continued)

F. Actuarial Methods and Assumptions (Continued)
Actuarial assumptions for the General Employees Plan are reviewed every four years. The General Employees Plan was last reviewed in 2022. The assumption changes were adopted by the Board and became effective with the July 1, 2023, actuarial valuation. The Police and Fire Plan was reviewed in 2024. PERA anticipates the experience study will be approved by the Legislative Commission on Pensions and Retirement and become effective with the July 1, 2025 actuarial valuation.

The following changes in actuarial assumptions and plan provisions occurred in 2024:

General Employees Fund

Changes in Actuarial Assumptions
- Rates of merit and seniority were adjusted, resulting in slightly higher rates.
- Assumed rates of retirement were adjusted as follows: Increase the rate of assumed unreduced retirements, slight adjustments to Rule of 90 retirement rates, and slight adjustments to early retirement rates for Tier 1 and Tier 2 members.
- Minor increase in assumed withdrawals for males and females.
- Lower rates of disability.
- Continued use of Pub-2010 general mortality table with slight rate adjustments as recommended in the most recent experience study.
- Minor changes to form of payment assumptions for male and female retirees.
- Minor changes to assumptions made with respect to missing participant data.

Changes in Plan Provisions
- The workers' compensation offset for disability benefits was eliminated. The actuarial equivalent factors updated to reflect the changes in assumptions.

Police and Fire Fund

Changes in Plan Provisions
- The State contribution of $9.0 million per year will continue until the earlier of 1) both the Police and Fire Plan and the State Patrol Retirement Fund attain 90% funded status for three consecutive years (on an actuarial value of assets basis) or 2) July 1, 2048. The contribution was previously due to expire after attaining a 90% funded status for one year.
- The additional $9.0 million contribution will continue until the Police and Fire Plan is fully funded for a minimum of three consecutive years on an actuarial value of assets basis, or July 1, 2048, whichever is earlier. This contribution was previously due to expire upon attainment of fully funded status on an actuarial value of assets basis for one year (or July 1, 2048 if earlier).

NOTE 12 – PENSION PLANS (CONTINUED)

Public Employees' Retirement Association (Continued)

G. Discount Rate

The discount rate used to measure the total pension liability in 2024 was 7.0%. The projection of cash flows used to determine the discount rate assumed that contributions from Plan members and employers will be made at rates set in *Minnesota Statutes*. Based on these assumptions, the fiduciary net positions of the General Employees and Police and Fire Plans were projected to be available to make all projected future benefit payments of current Plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

H. Pension Liability Sensitivity

The following presents the City and HRA's proportionate shares of the net pension liability for all plans it participates in, calculated using the discount rate disclosed in the preceding paragraph, as well as what the City's proportionate share of the net pension liability would be if it were calculated using a discount rate 1 percentage point lower or 1 percentage point higher than the current discount rate:

Primary Government

	1% Decrease in Discount Rate (6.0%)	Current Discount Rate (7.0%)	1% Increase in Discount Rate (8.0%)
City's proportionate share of the General Employees Fund net pension liability	$ 8,705,312	$ 5,817,021	$ 150,776

	1% Decrease in Discount Rate (6.0%)	Current Discount Rate (7.0%)	1% Increase in Discount Rate (8.0%)
City's proportionate share of the Police and Fire Fund net pension liability (asset)	$ 9,896,623	$ 4,187,814	$ (500,312)

Discretely Presented Component Unit

	1% Decrease in Discount Rate (6.0%)	Current Discount Rate (7.0%)	1% Increase in Discount Rate (8.0%)
HRA's proportionate share of the General Employees Fund net pension liability	$ 79,859	$ 36,554	$ 948

I. Pension Plan Fiduciary Net Position

Detailed information about each pension plan's fiduciary net position is available in a separately issued PERA financial report that includes financial statements and required supplementary information. That report may be obtained on the Internet at www.mnpera.org.

NOTE 12 – PENSION PLANS (CONTINUED)

Public Employees Defined Contribution Plan (Defined Contribution Plan)

Council members of the City of Elk River are covered by the Defined Contribution Plan, a multiple employer deferred compensation plan administered by PERA. The Defined Contribution Plan is a tax qualified plan under Section 401(a) of the Internal Revenue Code and all contributions by or on behalf of employees are tax deferred until time of withdrawal.

The defined contribution plan consists of individual accounts paying a lump-sum benefit. Plan benefits depend solely on amounts contributed to the plan plus investment earnings, less administrative expenses; therefore, there is no future liability to the City. *Minnesota Statutes* Chapter 353D and 356, specifies plan provisions, including the employee and employer contribution rates for those qualified personnel who elect to participate. An eligible elected official who decides to participate contributes 5% of salary which is matched by the elected official's employer. For ambulance service personnel, employer contributions are determined by the employer, and for salaried employees must be a fixed percent of salary. Employer contributions for volunteer personnel may be a unit value for each call or period of alert duty. Employees who are paid for their services may elect to make member contributions in an amount not to exceed the employer share. Employer and employee contributions are combined and used to purchase shares in one or more of the seven accounts of the Minnesota Supplemental Investment Fund. For administering the plan, PERA receives 2% of employer contributions and twenty-five hundredths of 1% (.25%) of the assets in each member's account annually.

Pension expense for the year is equal to the contributions made. Total contributions made by the City during fiscal year 2024 were:

Contribution Amount		Percentage of Covered Payroll		
Employee	Employer	Employee	Employer	Required Rate
$ 892	$ 892	5%	5%	5%

Defined Benefit Pension Plan – Volunteer Firefighter's Relief Association

A. Plan Description
The Elk River Firefighter's Relief Association is the administrator of a single employer defined benefit pension plan established to provide benefits for members of the Elk River Fire Department per *Minnesota State Statutes.*

B. Benefits Provided
Volunteer firefighters of the City are members of the Elk River Firefighter's Relief Association. Full retirement benefits are payable to members who have reached age 50 and have completed 20 years of service for lump sum service pensions. Partial benefits are payable to members who have reached 50 and have completed 5 years of service. Disability benefits and widow and children's survivor benefits are also payable to members, or their beneficiaries based upon requirements set forth in the bylaws. These benefit provisions and all other requirements are consistent with enabling state statutes.

NOTE 12 – PENSION PLANS (CONTINUED)

Defined Benefit Pension Plan – Volunteer Firefighter's Relief Association

C. Employees Covered by Benefit Terms

At December 31, 2022, the following employees were covered by the benefit terms:

Inactive employees entitled to but not yet receiving benefit payments	14
Active employees	53
Total	67

D. Contributions

Minnesota Statutes Chapter 424A.092 specifies minimum support rates required on an annual basis. The minimum support rates from the municipality and from State aids are determined as the amount required to meet the normal cost plus amortizing any existing prior service costs over a ten year period. The City's obligation is the financial requirement for the year less state aids. Any additional payments by the City shall be used to amortize the unfunded liability of the relief association. The Association is comprised of volunteers: therefore, there are no payroll expenditures (i.e., there are no covered payroll percentage calculations). During the year, the City recognized as revenue and as an expenditure on behalf payment of $326,633 made by the State of Minnesota for the Relief Association.

E. Net Pension Liability

The City's net pension liability was measured as of December 31, 2023, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of December 31, 2022.

The total pension liability in the December 31, 2022, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.50 %	Per year
Discount rate	5.00 %	Per year
Investment rate of return	5.00 %	Per year

The demographic assumption of mortality is based on the rates use in the July 1, 2020, Minnesota PERA Police & Fire Plan actuarial valuation as described below.

Healthy Pre-retirement: Pub-2010 Public Safety Employee mortality tables with projected mortality improvements based on scale MP-2021.

Healthy Post-retirement: Pub-2010 Healthy Retired Public Safety mortality tables with projected mortality improvements based on scale MP-2021 with male rates being adjusted by a factor of 0.98.

NOTE 12 – PENSION PLANS (CONTINUED)

Defined Benefit Pension Plan – Volunteer Firefighter's Relief Association (Continued)

E. Net Pension Liability (Continued)

Disabled: Pub-2010 Public Safety Disabled Retiree mortality tables with projected mortality improvements based on scale MP-2021. Male rates are adjusted by a factor of 1.05.

The 5.00% long-term expected rate of return on pension plan investments was determined using a building-block method in which best estimates for expected future real rates of return (expected returns, net of inflation) were developed for each asset class using the plan's target investment allocation along with long-term return expectations by asset class. Inflation expectations were applied to derive the nominal rate of return for the portfolio.

Best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of the measurement date are summarized in the table below.

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Domestic equity	32.0 %	4.10 %
International equity	23.0	4.64
Fixed income	25.0	1.05
Real estate and alternatives	5.0	3.54
Cash and equivalents	15.0	-0.45
Total	100.0 %	

The discount rate used to measure the total pension liability was 5.00%. The projection of cash flows used to determine the discount rate assumed that contributions to the plan will be made as specified in statute. Based on that assumption and considering the funding ratio of the plan, the fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

NOTE 12 – PENSION PLANS (CONTINUED)

Defined Benefit Pension Plan – Volunteer Firefighter's Relief Association (Continued)

F. Changes in the Net Pension Liability

	Increase (Decrease)		
	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (a) - (b)
Balances at December 31, 2023	$ 3,174,258	$ 3,281,918	$ (107,660)
Changes for the year			
Service cost	218,430	-	218,430
Interest cost	154,984	-	154,984
Contributions - State and local	-	308,775	(308,775)
Net investment income	-	313,844	(313,844)
Benefit payments	(586,017)	(586,017)	-
Administrative expense	-	(16,797)	16,797
Net changes	(212,603)	19,805	(232,408)
Balances at December 31, 2024	$ 2,961,655	$ 3,301,723	$ (340,068)

Sensitivity of the net pension liability to changes in the discount rate. The following table on the next page presents the net pension liability of the City, calculated using the discount rate of 5.0%, as well as what the City's net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (4.0%) or 1-percentage-point higher (6.0%) than the current rate:

	1% Decrease in Discount Rate (4.0%)	Current Discount Rate (5.0%)	1% Increase in Discount Rate (6.0%)
City's net pension liability (asset)	$ (243,616)	$ (340,068)	$ (431,302)

Detailed information about the pension plan's fiduciary net position is available in the separately issued relief association financial report.

NOTE 12 – PENSION PLANS (CONTINUED)

Defined Benefit Pension Plan – Volunteer Firefighter's Relief Association (Continued)

G. Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

For the year ended December 31, 2024, the City recognized pension expense of $194,814. At December 31, 2024, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual liability	$ 12,473	$ 227,737
Changes in actuarial assumptions	36,447	8,630
Net difference between projected and actual earnings on pension plan investments	211,672	-
Contributions subsequent to the measurement date	356,633	-
Total	$ 617,225	$ 236,367

The $356,633 reported as deferred outflows of resources related to pensions resulting from contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2025. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as shown below:

Year Ending December 31,	Pension Expense Amount
2025	$ 8,082
2026	40,740
2027	85,745
2028	(60,488)
2029	(18,549)
Thereafter	(31,305)
Total	$ 24,225

NOTE 13 – POST EMPLOYMENT HEALTH CARE PLAN

A. Plan Description

The City provides other postemployment health insurance benefits for retired employees through a defined benefit plan: Municipal Retirees Health Plan (MRHP), a single employer defined benefit healthcare plan. The plan provides benefits for eligible retirees and their dependents through the City's group health insurance plans, which cover both active and retired members. Since the premium is a blended rate determined on the active and retiree population, the retirees are receiving an implicit rate subsidy. The MRHP does not issue publicly available financial reports. No assets are accumulated in a trust.

Elk River Municipal Utilities has switched to age-based medical premiums and no longer has an OPEB liability. Since medical premiums are age-based, the premiums are equal to the expected true cost of retiree coverage. As a result, there is no implicit subsidy for these benefits. There is also no explicit subsidy since retirees must pay the full premium to remain covered during retirement.

B. Funding Policy

Contribution requirements are reviewed at the time changes are made to the plans. Benefit provisions for MRHP are established and amended by the City. Eligible retirees receiving benefits are required to pay 100% of the total premium.

C. Members

As of the valuation date of January 1, 2023, the following were covered by the benefit terms:

Active employees electing coverage	135
Retirees receiving payments	7
Spouses receiving payments	4
Total	146

NOTE 13 – POST EMPLOYMENT HEALTH CARE PLAN (CONTINUED)

D. Actuarial Assumptions

The total OPEB liability was determined by an actuarial valuation measured as of January 1, 2024, using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Key Methods and Assumptions Used in Valuation of Total OPEB Liability

Discount rate	3.70%
Salary increases	Service graded table
Inflation	2.50%
Medical trend rate	6.25% in 2024, grading to 5.00% over 5 years and then to 4.00% over the next 48 years
Mortality assumption	Pub-2010 Public Retirement Plans Headcount-Weighted Mortality Tables (General, Safety) with MP-2021 Generational Improvement Scale

The actuarial assumptions used in the January 1, 2023, valuation were based on the results of an actuarial experience study for the period January 1, 2022, to December 31, 2022.

Changes in Actuarial Assumptions

- The discount rate was changed from 4.00% to 3.70% based on updated 20-year municipal bond rates.

E. Total OPEB Liability

The City's total OPEB liability of $872,152 was measured as of January 1, 2024, and was determined by an actuarial valuation as of January 1, 2023.

NOTE 13 – POST EMPLOYMENT HEALTH CARE PLAN (CONTINUED)

E. Total OPEB Liability (Continued)

Changes in the total OPEB liability are as follows:

Balance at December 31, 2023	$ 826,361
Changes for the year	
Service cost	53,574
Interest	34,074
Changes of assumptions	14,883
Benefit payments	(56,740)
Net changes	45,791
Balance at December 31, 2024	$ 872,152

The General Fund and Municipal Liquor and Sewer Funds typically liquidate the liability related to OPEB. No assets are accumulated in a trust to pay related benefits.

F. OPEB Liability Sensitivity

The following presents the City's total OPEB liability calculated using the discount rate of 3.70% as well as the liability measured using 1% lower and 1% higher than the current discount rate.

Total OPEB Liability		
1% Decrease in Trend Rate 2.70%	Current 3.70%	1% Increase in Trend Rate 4.70%
$ 933,098	$ 872,152	$ 815,367

The table below presents the total OPEB liability of the City, as well as what the City's total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1% lower and 1% higher than the current healthcare cost trend rates.

Total OPEB Liability		
1% Decrease in Discount Rate (5.25% Decreasing to 3.0%)	Current (6.25% Decreasing to 4.0%)	1% Increase in Discount Rate (7.25% Decreasing to 5.0%)
$ 787,215	$ 872,152	$ 971,646

NOTE 13 – POST EMPLOYMENT HEALTH CARE PLAN (CONTINUED)

G. OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the year ended December 31, 2024, the City recognized OPEB expense of $55,044. At December 31, 2024, the City reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual liability	$ 4,241	$ 55,922
Changes of assumptions	32,499	71,574
Contributions between measurement date and reporting date	73,294	-
Total	$ 110,034	$ 127,496

The $73,294 reported as deferred outflows of resources related to OPEB resulting from City contributions subsequent to the measurement date will be recognized as a reduction of the OPEB liability in the year ended December 31, 2025. Other amounts reported as deferred outflows of resources related to OPEB will be recognized in pension expense as shown on the following page:

Year Ending December 31,	Total
2025	$ (32,596)
2026	(16,130)
2027	(23,061)
2028	(10,544)
2029	(10,546)
Thereafter	2,121
Total	$ (90,756)

NOTE 14 – COMMITMENTS AND CONTINGENCIES

A. Commitments

The Utilities entered into an agreement in 2007 with Central Minnesota Municipal Power Agency (CMMPA) to acquire an interest in the CAPX Initiative Brookings Project, a power transmission line in Minnesota. The project is a 250-mile, 345 kV AC transmission line with a rating of 2,300 MW, between Brookings, South Dakota, and the Southeast Twin Cities. In 2011, there was increased opportunity for investment, and subsequent agreements provide the Utilities with an ownership share of $5.6 million or 18.89%. Revenues have been less than originally projected due to the decrease in Rate of Return (ROE) issued by FERC. The original ROE 12.38% has been reduced to 10.48% on this investment through CMMPA is designed to provide approximately $80K annually over the 40-year project life. With majority of the distribution once the bonds are paid off, the projected over recovery in 2024 is estimated to be $146K. The bond obligations are satisfied first, distribution to participants is directly affected by under recovery. The under recovery is rolled forward under the true up. However, the under recovery in 2024 (approximately $146K) would be included in the revenue requirements in 2026. The transmission payments for 2024 were $0.

B. Contingent Liabilities

Amounts received or receivable from grant agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures that may be disallowed by the grantor cannot be determined at this time, although the government expects such amounts, if any, to be immaterial.

The City's tax increment districts are subject to review by the state of Minnesota Office of the State Auditor (OSA). Any disallowed claims or misuse of tax increments could become a liability of the applicable fund. The City's management is not aware of any instances of noncompliance which would have a material effect on the financial statements.

NOTE 15 – TAX ABATEMENTS

The City of Elk River has established a tax abatement program pursuant to *Minnesota Statutes* Sections 469.1812 through 469.1815. As part of the City's program the City enters into agreements through the use of tax increment financing districts under *Minnesota Statutes* Section 469.174 to 469.179 (the Tax Increment Act). Under these statutes, the City annually abates taxes collected above the district's base tax capacity which is established during adoption of the tax increment district. These agreements are established to foster economic development and redevelopment through creating jobs, removing blight, and providing affordable housing.

For fiscal year ending December 31, 2024, the City has six agreements established under *Minnesota Statutes* Section 469.174 to 469.179 which resulted in property taxes totaling $276,800 being abated. Individual abatement payments which constituted more than 1% of the City's 2023 tax levy include:

- A pay-as-you-go note resulting in an abatement amount of $172,027, for a financial institution.

NOTE 15 – TAX ABATEMENTS (CONTINUED)

As part of the City's tax abatement program, the City also enters into agreements with local businesses in the form of business subsidy agreements established under *Minnesota Statutes* Section 116J.993 through 116J.995. These agreements must meet a public purpose which may include, but may not be limited to, increasing the tax base.

In 2024, the City of Elk River had five business subsidy agreements in place which resulted in property taxes totaling $133,100 being abated. Individual agreements which result in taxes abated in excess of 1% of the City's total tax levy would be disclosed individually. There were no such payments made in 2023 or 2024 in excess of this amount.

NOTE 16 – OTHER INFORMATION

A. Territorial Acquisition Agreement

In 2015, the Utilities entered into an agreement to transfer ownership of electric plant and electric service to customers in eight designated areas receiving service from Connexus Energy. Specific payment terms have been negotiated for five years, and if any of the eight areas are not acquired within this timeframe, the payment terms may be renegotiated. In 2019, the Utilities acquired the final service areas.

The agreed cost of property purchased from Connexus Energy is net book value, integration expenses, and a loss of revenue payment. The loss of revenue payment for each area acquired is based on a formula outlined in the agreement, payable for the subsequent ten years after initial purchase.

The Utilities acquired designated service area one in 2015 for $877,807, service area two in 2016 for $663,586, service areas three and four in 2017 for $276,776, service areas five and six in 2018 for $298,736 and service areas seven and eight in 2019 for $78,457. The loss of revenue payments made were $411,157 in 2017, $570,725 in 2018, $751,860 in 2019, $834,185 in 2020, $857,538 in 2021, $924,187 in 2022, $940,467 in 2023, $933,159 in 2024, and $946,133 in 2025. All amounts paid are included in property and equipment, and loss of revenue payments are included in intangible assets.

NOTE 17 – OTHER INFORMATION (CONTINUED)

B. Joint Ventures

The City has agreements with government and other entities which provide reduced costs, better service, and additional benefits to the participants. In 2007, the City and neighboring municipalities formed the Sherburne/Wright Cable Communications Commission (the Commission). The purpose of the organization is to monitor the operation and activities of cable communications of the member municipalities. The Commission also provides coordination, administration, and enforcement of the franchises for the cable communication system. The City has no ongoing financial interest or responsibility with regards to the Cable Commission. Financial statements for the Commission can be obtained by writing to: Sherburne/Wright Cable Communications Commission at 444 Cedar Street, Suite 950, St. Paul, Minnesota 55101.

C. Segment Information

The City maintains six enterprise funds that account for the municipal liquor operations, garbage collections, sewer, storm water, water, and electric utilities. The City considers each of its enterprise funds to be a segment. Since the required segment information is already included in the City's proprietary funds' balance sheet and statement of revenues, expenses, and changes in net position balance, this information has not been repeated in the notes to the basic financial statements.

REQUIRED SUPPLEMENTARY INFORMATION

City of Elk River
Schedule of Changes in Total OPEB Liability
and Related Ratios - Municipal Retirees Health Plan

	December 31, 2018	December 31, 2019	December 31, 2020	December 31, 2021
Total OPEB Liability				
Service cost	$ 58,939	$ 44,470	$ 53,284	$ 62,443
Interest	30,051	31,024	32,766	27,703
Differences between expected and actual experience	-	(87,455)	-	(101,343)
Changes of assumptions	-	(27,862)	48,516	13,730
Benefit payments	(47,958)	(42,048)	(51,790)	(49,504)
Net change in total OPEB liability	41,032	(81,871)	82,776	(46,971)
Beginning of year	875,478	916,510	834,639	917,415
End of year	$ 916,510	$ 834,639	$ 917,415	$ 870,444
Covered-employee payroll	$ 8,658,239	$ 9,076,855	$ 9,349,161	$ 10,007,339
Total OPEB liability as a percentage of covered-employee payroll	10.59%	9.20%	9.81%	8.70%

Note 1: Schedule is intended to show ten year trend. Additional years will be reported as they become available.
Note 2: No assets are accumulated in a trust.

December 31, 2022	December 31, 2023	December 31, 2024
$ 64,316	$ 49,594	$ 53,574
18,192	18,488	34,074
-	5,939	-
-	(94,638)	14,883
(50,618)	(55,356)	(56,740)
31,890	(75,973)	45,791
870,444	902,334	826,361
$ 902,334	$ 826,361	$ 872,152
$ 10,307,559	$ 11,694,646	$ 12,045,485
8.75%	7.07%	7.24%

City of Elk River
Schedule of City's Proportionate Share
of Net Pension Liability - General Employees Retirement Fund
Last Ten Years

Primary Government

For Fiscal Year Ended June 30,	City's Proportionate Share (Percentage) of the Net Pension Liability (Asset)	City's Proportionate Share (Amount) of the Net Pension Liability (Asset)	State's Proportionate Share (Amount) of the Net Pension Liability Associated with the City	City's Proportionate Share of the Net Pension Liability and the State's Proportionate Share of the Net Pension Liability Associated with the City	City's Covered-Employee Payroll	City's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered-Employee Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
2015	0.1438%	$ 7,452,462	$ -	$ 7,452,462	$ 8,712,032	85.54%	78.19%
2016	0.1435%	11,651,488	152,173	11,803,661	8,902,000	130.89%	68.91%
2017	0.1515%	9,611,075	120,624	9,731,699	9,695,118	99.13%	75.90%
2018	0.1444%	8,060,648	261,004	8,321,652	9,702,980	83.07%	79.53%
2019	0.1443%	7,977,792	247,930	8,225,722	10,216,960	78.08%	80.23%
2020	0.1503%	9,013,814	277,843	9,291,657	10,715,865	84.12%	79.06%
2021	0.1548%	6,610,551	201,689	6,812,240	11,138,929	59.35%	87.00%
2022	0.1606%	12,716,785	372,972	13,089,757	12,032,776	105.68%	76.67%
2023	0.1599%	9,033,562	249,055	9,282,616	12,846,330	70.32%	83.10%
2024	0.1573%	5,817,021	150,416	5,967,437	13,317,156	43.68%	89.08%

Component Unit - Housing and Redevelopment Authority

For Fiscal Year Ended June 30,	HRA's Proportionate Share (Percentage) of the Net Pension Liability (Asset)	HRA's Proportionate Share (Amount) of the Net Pension Liability (Asset)	State's Proportionate Share (Amount) of the Net Pension Liability Associated with the HRA	HRA's Proportionate Share of the Net Pension Liability and the State's Proportionate Share of the Net Pension Liability Associated with the HRA	HRA's Covered-Employee Payroll	HRA's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered-Employee Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
2015	0.0009%	$ 46,951	$ -	$ 46,951	$ 54,886	85.54%	78.19%
2016	0.0009%	73,404	959	74,363	59,083	124.24%	68.91%
2017	0.0010%	60,586	1,170	61,756	61,433	98.62%	75.90%
2018	0.0009%	51,835	1,698	53,533	62,892	82.42%	79.53%
2019	0.0010%	55,520	1,725	57,245	66,193	83.88%	80.23%
2020	0.0009%	51,316	1,582	52,898	61,042	84.07%	79.06%
2021	0.0006%	25,725	785	26,510	43,351	59.34%	87.00%
2022	0.0008%	66,148	1,940	68,088	62,584	105.70%	76.67%
2023	0.0010%	53,256	1,468	54,725	75,724	70.33%	83.10%
2024	0.0010%	36,554	945	37,499	83,684	43.68%	89.08%

City of Elk River
Schedule of City's Proportionate Share
of Net Pension Liability - Public Employees Police and Fire Retirement Fund
Last Ten Years

For Fiscal Year Ended June 30,	City's Proportion of the Net Pension Liability (Asset)	City's Proportionate Share of the Net Pension Liability (Asset)	State's Proportionate Share (Amount) of the Net Pension Liability Associated with the City	City's Proportionate Share of the Net Pension Liability and the State's Proportionate Share of the Net Pension Liability Associated with the City	City's Covered-Employee Payroll	City's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered-Employee Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
2015	0.3040%	$ 3,454,151	$ -	$ 3,454,151	$ 2,788,952	123.85%	86.61%
2016	0.3060%	12,280,312	53,870	12,334,182	2,952,673	415.90%	63.88%
2017	0.3140%	4,239,374	43,337	4,282,711	3,211,726	132.00%	85.43%
2018	0.3045%	3,245,656	-	3,245,656	3,220,233	100.79%	88.84%
2019	0.3175%	3,380,110	-	3,380,110	3,352,444	100.83%	89.26%
2020	0.2998%	3,951,685	93,106	4,044,791	3,390,212	116.56%	87.19%
2021	0.3115%	2,404,450	108,129	2,512,579	3,682,040	65.30%	93.66%
2022	0.3277%	14,260,210	622,936	14,883,146	3,981,040	358.20%	70.53%
2023	0.3180%	5,491,447	221,260	5,712,707	4,176,503	131.48%	86.47%
2024	0.3183%	4,187,814	159,638	4,347,452	4,407,870	95.01%	90.17%

City of Elk River
Schedule of City Contributions -
General Employees Retirement Fund
Last Ten Years

Primary Government

Fiscal Year Ending December 31,	Statutorily Required Contribution	Contributions in Relation to the Statutorily Required Contributions	Contribution Deficiency (Excess)	City's Covered-Employee Payroll	Contributions as a Percentage of Covered-Employee Payroll
2015	$ 668,633	$ 668,633	$ -	$ 8,915,107	7.50%
2016	690,811	690,811	-	9,210,813	7.50%
2017	706,711	706,711	-	9,422,813	7.50%
2018	736,804	736,804	-	9,824,053	7.50%
2019	753,933	753,933	-	10,052,440	7.50%
2020	810,637	810,637	-	10,808,493	7.50%
2021	886,693	886,693	-	11,822,573	7.50%
2022	923,995	923,995	-	12,319,933	7.50%
2023	972,578	972,578	-	12,967,707	7.50%
2024	995,347	995,347	-	13,271,293	7.50%

Component Unit - Housing and Redevelopment Authority

Fiscal Year Ending December 31,	Statutorily Required Contribution	Contributions in Relation to the Statutorily Required Contributions	Contribution Deficiency (Excess)	City's Covered-Employee Payroll	Contributions as a Percentage of Covered-Employee Payroll
2015	$ 4,212	$ 4,212	$ -	$ 56,160	7.50%
2016	4,352	4,352	-	58,027	7.50%
2017	4,494	4,494	-	59,920	7.50%
2018	4,810	4,810	-	64,133	7.50%
2019	5,040	5,040	-	67,200	7.50%
2020	4,629	4,629	-	61,720	7.50%
2021	3,678	3,678	-	49,040	7.50%
2022	4,665	4,665	-	62,200	7.50%
2023	5,799	5,799	-	77,320	7.50%
2024	6,243	6,243	-	83,240	7.50%

City of Elk River
Schedule of City Contributions -
Public Employees Police and Fire Retirement Fund
Last Ten Years

Fiscal Year Ending December 31,	Statutorily Required Contribution	Contributions in Relation to the Statutorily Required Contributions	Contribution Deficiency (Excess)	City's Covered-Employee Payroll	Contributions as a Percentage of Covered-Employee Payroll
2015	$ 478,192	$ 478,192	$ -	$ 2,951,802	16.20%
2016	495,478	495,478	-	3,058,506	16.20%
2017	508,774	508,774	-	3,140,580	16.20%
2018	533,296	533,296	-	3,291,951	16.20%
2019	631,494	631,494	-	3,725,628	16.95%
2020	610,950	610,950	-	3,451,695	17.70%
2021	690,006	690,006	-	3,898,339	17.70%
2022	724,413	724,413	-	4,092,729	17.70%
2023	779,420	779,420	-	4,403,503	17.70%
2024	831,248	831,248	-	4,696,316	17.70%

City of Elk River
Schedule of Changes in Net Pension Liability and Related Ratios -
Elk River Fire Relief Association
Last Ten Years*

	2015	2016	2017	2018
Total Pension Liability (TPL)				
Service cost	$ 93,312	$ 99,459	$ 107,095	$ 101,600
Interest on the pension liability	126,522	127,413	142,222	146,894
Differences between expected and actual experience	-	-	(147,992)	-
Changes of assumptions	-	297,706	-	11,196
Changes of benefit terms	62,318	-	55,532	-
Benefit payments	-	(423,760)	(147,015)	-
Net change in TPL	282,152	100,818	9,842	259,690
TPL - beginning	1,953,814	2,235,966	2,336,784	2,346,626
TPL - ending	$ 2,235,966	$ 2,336,784	$ 2,346,626	$ 2,606,316
Plan Fiduciary Net Position (PFNP)				
Contributions - State	$ 164,825	$ 177,826	$ 179,192	$ 182,297
Contributions - City	30,000	30,000	30,000	30,000
Net investment income	124,109	(143,580)	229,424	457,331
Other additions	-	-	-	-
Benefit payments	-	(423,760)	(147,015)	-
Administrative expense	(8,634)	(13,663)	(12,884)	(12,907)
Net change in PFNP	310,300	(373,177)	278,717	656,721
PFNP - beginning	2,880,579	3,190,879	2,817,702	3,096,419
PFNP - ending	$ 3,190,879	$ 2,817,702	$ 3,096,419	$ 3,753,140
Net pension liability/(asset) - ending	$ (954,913)	$ (480,918)	$ (749,793)	$ (1,146,824)
Plan fiduciary net position as a percentage of the total pension liability	142.71%	120.58%	131.95%	144.00%

Schedule of City Contributions -
Elk River Fire Relief Association
Last Ten Years*

	2015	2016	2017	2018
Statutorily required contribution (a)	$ 174,826	$ 179,192	$ 182,297	$ 189,502
Actual contributions paid (b)	204,826	209,192	212,297	219,502
Contribution deficiency (excess) (a-b)	(30,000)	(30,000)	(30,000)	(30,000)

* This schedule is intended to show information for ten years. Additional years will be displayed as they become available.

2019	2020	2021	2022	2023	2024
$ 107,610	$ 138,202	$ 154,084	$ 141,264	$ 196,328	$ 218,430
146,432	164,617	158,331	153,908	179,830	154,984
(14,808)	-	(141,716)	19,130	(162,665)	-
39,541	25,224	16,270	-	(11,236)	-
645,281	-	-	725,544	-	-
(334,581)	(396,875)	(228,840)	(296,383)	(856,550)	(586,017)
589,475	(68,832)	(41,871)	743,463	(654,293)	(212,603)
2,606,316	3,195,791	3,126,959	3,085,088	3,828,551	3,174,258
$ 3,195,791	$ 3,126,959	$ 3,085,088	$ 3,828,551	$ 3,174,258	$ 2,961,655
$ 189,502	$ 199,451	$ 206,496	$ 220,909	$ 255,658	$ 278,775
30,000	30,000	30,000	30,000	30,000	30,000
(224,880)	540,907	326,613	377,358	(525,860)	313,844
-	-	-	-	-	-
(334,581)	(396,875)	(228,840)	(296,383)	(856,550)	(586,017)
(11,963)	(16,374)	(13,085)	(17,309)	(15,416)	(16,797)
(351,922)	357,109	321,184	314,575	(1,112,168)	19,805
3,753,140	3,401,218	3,758,327	4,079,511	4,394,086	3,281,918
$ 3,401,218	$ 3,758,327	$ 4,079,511	$ 4,394,086	$ 3,281,918	$ 3,301,723
$ (205,427)	$ (631,368)	$ (994,423)	$ (565,535)	$ (107,660)	$ (340,068)
106.43%	120.19%	132.23%	114.77%	103.39%	111.48%

2019	2020	2021	2022	2023	2024
$ 199,424	$ 206,496	$ 220,909	$ 252,658	$ 275,775	$ 326,633
229,424	236,496	250,909	282,658	305,775	356,633
(30,000)	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)

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General Employees Fund

2024 Changes

Changes in Actuarial Assumptions

- Rates of merit and seniority were adjusted, resulting in slightly higher rates.
- Assumed rates of retirement were adjusted as follows: increase the rate of assumed unreduced retirements, slight adjustments to Rule of 90 retirement rates, and slight adjustments to early retirement rates for Tier 1 and Tier 2 members.
- Minor increase in assumed withdrawals for males and females.
- Lower rates of disability.
- Continued use of Pub-2010 general mortality table with slight rate adjustments as recommended in the most recent experience study.
- Minor changes to form of payment assumptions for male and female retirees.
- Minor changes to assumptions made with respect to missing participant data.

Changes in Plan Provisions

- The workers' compensation offset for disability benefits was eliminated. The actuarial equivalent factors updated to reflect the changes in assumptions.

2023 Changes

Changes in Actuarial Assumptions

- The investment return assumption and single discount rate were changed from 6.5% to 7.0%.

Changes in Plan Provisions

- An additional one-time direct state aid contribution of $170.1 million was contributed to the Plan on October 1, 2023.
- The vesting period of those hired after June 30, 2010, was changed from five years of allowable service to three years of allowable service.
- The benefit increase delay for early retirements on or after January 1, 2024, was eliminated.
- A one-time, non-compounding benefit increase of 2.5% minus the actual 2024 adjustment will be payable in a lump sum for calendar year 2024 by March 31, 2024.

2022 Changes

Changes in Actuarial Assumptions

- The mortality improvement scale was changed from scale MP-2020 to scale MP-2021.

Changes in Plan Provisions

- There have been no changes since the prior valuation.

2021 Changes

Changes in Actuarial Assumptions

- The investment return and single discount rates were changed from 7.5% to 6.5% for financial reporting purposes.
- The mortality improvement scale was changed from scale MP-2019 to scale MP-2020.

Changes in Plan Provisions

- There have been no changes since the prior valuation.

2020 Changes

Changes in Actuarial Assumptions

- The price inflation assumption was decreased from 2.5% to 2.25%.
- The payroll growth assumption was decreased from 3.25% to 3.0%.

General Employees Fund (Continued)

2020 Changes (Continued)

Changes in Actuarial Assumptions (Continued)

- Assumed salary increase rates were changed as recommended in the June 30, 2019, experience study. The net effect is assumed rates that average 0.25% less than previous rates.
- Assumed rates of retirement were changed as recommended in the June 30, 2019, experience study. The changes result in more unreduced (normal) retirements and slightly fewer Rule of 90 and early retirements.
- Assumed rates of termination were changes as recommended in the June 30, 2019, experience study. The new rates are based on service and are generally lower than the previous rates for years 2-5 and slightly higher thereafter.
- Assumed rates of disability were changed as recommended in the June 30, 2019, experience study. The change results in fewer predicted disability retirements for males and females.
- The base mortality table for healthy annuitants and employees was changed from the RP-2014 table to the Pub-2010 General Mortality table, with adjustments. The base mortality table for disabled annuitants was changed from the RP-2014 disabled annuitant mortality table to the Pub-2010 General/Teacher disabled annuitant mortality table, with adjustments.
- The mortality improvement scale was changed from Scale MP-2018 to Scale MP-2019.
- The assumed spouse age difference was changed from two years older for females to one year older.
- The assumed number of married male new retirees electing the 100% Joint and Survivor option changed from 35% to 45%. The assumed number of married female new retires electing the 100% Joint and Survivor option changed from 15% to 30%. The corresponding number of married new retirees electing the Life annuity option was adjusted accordingly.

Changes in Plan Provisions

- Augmentation for current privatized members was reduced to 2.0% for the period July 1, 2020 through December 31, 2023, and 0.0% thereafter. Augmentation was eliminated for privatizations occurring after June 30, 2020.

2019 Changes

Changes in Actuarial Assumptions

- The mortality projection scale was changed from MP-2017 to MP-2018.

Changes in Plan Provisions

- The employer supplemental contribution was changed prospectively, decreasing from $31.0 million to $21.0 million per year. The State's special funding contribution was changed prospectively, requiring $16.0 million due per year through 2031.

2018 Changes

Changes in Actuarial Assumptions

- The mortality projection scale was changed from MP-2015 to MP-2017.
- The assumed benefit increase was changed from 1.0% per year through 2044 and 2.5% per year thereafter to 1.25% per year.

Changes in Plan Provisions

- The augmentation adjustment in early retirement factors is eliminated over a five-year period starting July 1, 2019, resulting in actuarial equivalence after June 30, 2024.
- Interest credited on member contributions decreased from 4.00% to 3.00%, beginning July 1, 2018.

General Employees Fund (Continued)

2018 Changes (Continued)

Changes in Plan Provisions (Continued)

- Deferred augmentation was changed to 0.00%, effective January 1, 2019. Augmentation that has already accrued for deferred members will still apply.
- Contribution stabilizer provisions were repealed.
- Annual increases were changed from 1.00% per year with a provision to increase to 2.50% upon attainment of 90.00% funding ratio to 50.00% of the Social Security Cost of Living Adjustment, not less than 1.00% and not more than 1.50%, beginning January 1, 2019.
- For retirements on or after January 1, 2024, the first benefit increase is delayed until the retiree reaches normal retirement age. This does apply to Rule of 90 retirees, disability benefit recipients, or survivors.
- Actuarial equivalent factors were updated to reflect revised mortality and interest assumptions.

2017 Changes

Changes in Actuarial Assumptions

- The CSA loads were changed from 0.8% for active members and 60% for vested and non-vested deferred members. The revised CSA loads are now 0.0% for active member liability, 15% for vested deferred member liability and 3% for non-vested deferred member liability.
- The assumed annual increase rate was changed from 1.0% per year for all years to 1.0% per year through 2044 and 2.5% per year thereafter.

Changes in Plan Provisions

- The State's contribution for the Minneapolis Employees Retirement Fund equals $16,000,000 in 2017 and 2018, and $6,000,000 thereafter.
- The Employer Supplemental Contribution for the Minneapolis Employees Retirement Fund changed from $21,000,000 to $31,000,000 in calendar years 2019 to 2031. The State's contribution changed from $16,000,000 to $6,000,000 in calendar years 2019 to 2031.

2016 Changes

Changes in Actuarial Assumptions

- The assumed post-retirement benefit increase rate was changed from 1.0% per year through 2035 and 2.5% per year thereafter to 1.0% per year for all future years.
- The assumed investment return was changed from 7.9% to 7.5%. The single discount rate was changed from 7.9% to 7.5%.
- Other assumptions were changed pursuant to the experience study dated June 30, 2015. The assumed future salary increases, payroll growth, the inflation was decreased by 0.25% to 3.25% for payroll growth and 2.50% for inflation.

Changes in Plan Provisions

- There have been no changes since the prior valuation.

2015 Changes

Changes in Actuarial Assumptions

- The assumed post-retirement benefit increase rate was changed from 1.0% per year through 2030 and 2.5% per year thereafter to 1.0% per year through 2035 and 2.5% per year thereafter.

General Employees Fund (Continued)

2015 Changes (Continued)

Changes in Plan Provisions

- On January 1, 2015, the Minneapolis Employees Retirement Fund was merged into the General Employees Fund, which increased the total pension liability by $1.1 billion and increased the fiduciary plan net position by $892 million. Upon consolidation, state and employer contributions were revised; the State's contribution of $6.0 million, which meets the special funding situation definition, was due September 2015.

Police and Fire Fund

2024 Changes

Changes in Plan Provisions

- The State contribution of $9.0 million per year will continue until the earlier of 1) both the Police and Fire Plan and the State Patrol Retirement Fund attain 90% funded status for three consecutive years (on an actuarial value of assets basis) or 2) July 1, 2048. The contribution was previously due to expire after attaining a 90% funded status for one year.
- The additional $9.0 million contribution will continue until the Police and Fire Plan is fully funded for a minimum of three consecutive years on an actuarial value of assets basis, or July 1, 2048, whichever is earlier. This contribution was previously due to expire upon attainment of fully funded status on an actuarial value of assets basis for one year (or July 1, 2048 if earlier).

2023 Changes

Changes in Actuarial Assumptions

- The investment return assumption was changed from 6.5% to 7.0%.
- The single discount rate changed from 5.4% to 7.0%.

Changes in Plan Provisions

- Additional one-time direct state aid contribution of 19.4 million will be contributed to the Plan on October 1, 2023.
- Vesting requirement for new hires after June 30, 2014, was changed from a graded 20-year vesting schedule to a graded 10-year vesting schedule, with 50% vesting after five years, increasing incrementally to 100% after 10 years.
- A one-time, non-compounding benefit increase of 3.0% will be payable in a lump sum for calendar year 2024 by March 31, 2024.
- Psychological treatment is required effective July 1, 2023, prior to approval for a duty disability benefit for a psychological condition relating to the member's occupation.
- The total and permanent duty disability benefit was increased, effective July 1, 2023.

2022 Changes

Changes in Actuarial Assumptions

- The mortality improvement scale was changed from scale MP-2020 to scale MP-2021.
- The single discount rate was changed from 6.5% to 5.4%.

Changes in Plan Provisions

- There have been no changes since the prior valuation.

2021 Changes

Changes in Actuarial Assumptions

- The investment return and single discount rates were changed from 7.5% to 6.5% for financial reporting purposes.
- The inflation assumption was changed from 2.5% to 2.25%.
- The payroll growth assumption was changed from 3.25% to 3.0%.
- The base mortality table for healthy annuitants and employees was changed from the RP-2014 table to the Pub-2010 Public Safety mortality table. The mortality improvement scale was changed from MP-2019 to MP-2020.

Police and Fire Fund (Continued)

2021 Changes (Continued)

Changes in Actuarial Assumptions (Continued)

- The base mortality table for disabled annuitants was changed from the RP-2014 healthy annuitant mortality table (with future mortality improvement according to scale MP-2019) to the Pub-2010 Public Safety disabled annuitant mortality table (with future mortality improvement according to scale MP-2020).
- Assumed rates of salary increase were modified as recommended in the July 14, 2020, experience study. The overall impact is a decrease in gross salary increase rates.
- Assumed rates of retirement were changed as recommended in the July 14, 2020, experience study. The changes resulted in slightly more unreduced retirements and fewer assumed early retirements.
- Assumed rates of withdrawal were changed from select and ultimate rates to service-based rates. The changes resulted in more assumed terminations.
- Assumed rates of disability were increased for ages 25-44 and decreased for ages over 49. Overall, proposed rates resulted in more projected disabilities.
- Assumed % married for active female members was changed from 60% to 70%. Minor changes to form of payment assumptions were applied.

Changes in Plan Provisions

- There have been no changes since the prior valuation.

2020 Changes

Changes in Actuarial Assumptions

- The mortality projection scale was changed from MP-2018 to MP-2019.

Changes in Plan Provisions

- There have been no changes since the prior valuation.

2019 Changes

Changes in Actuarial Assumptions

- The mortality projection scale was changed from MP-2017 to MP-2018.

Changes in Plan Provisions

- There have been no changes since the prior valuation.

2018 Changes

Changes in Actuarial Assumptions

- The mortality projection scale was changed from MP-2016 to MP-2017.

Changes in Plan Provisions

- Annual increases were changed to 1.00% for all years, with no trigger.
- An end date of July 1, 2048, was added to the existing $9.0 million state contribution.
- New annual state aid will equal $4.5 million in fiscal years 2019 and 2020, and $9.0 million thereafter until the plan reaches 100% funding, or July 1, 2048, if earlier.
- Member contributions were changed from 10.80% to 11.30% of pay, effective January 1, 2019, and 11.80% of pay, effective January 1, 2020.
- Employer contributions were changed from 16.20% to 16.95% of pay, effective January 1, 2019, and 17.70% of pay, effective January 1, 2020.
- Interest credited on member contributions decreased from 4.00% to 3.00%, beginning July 1, 2018.

Police and Fire Fund (Continued)

2018 Changes (Continued)

Changes in Plan Provisions (Continued)

- Deferred augmentation was changed to 0.00%, effective January 1, 2019. Augmentation that has already accrued for deferred members will still apply.
- Actuarial equivalent factors were updated to reflect revised mortality and interest assumptions.

2017 Changes

Changes in Actuarial Assumptions

- Assumed salary increases were changed as recommended in the June 30, 2016, experience study. The net effect is proposed rates that average 0.34% lower than the previous rates.
- Assumed rates of retirement were changed, resulting in fewer retirements.
- The CSA load was 30% for vested and non-vested deferred members. The CSA has been changed to 33% for vested members and 2% for non-vested members.
- The base mortality table for healthy annuitants was changed from the RP-2000 fully generational table to the RP-2014 fully generational table (with a base year of 2006), with male rates adjusted by a factor of 0.96. The mortality improvement scale was changed from Scale AA to Scale MP-2016. The base mortality table for disabled annuitants was changed from the RP-2000 disabled mortality table to the mortality tables assumed for healthy retirees.
- Assumed termination rates were decreased to 3% for the first three years of service. Rates beyond the select period of three years were adjusted, resulting in more expected terminations overall.
- Assumed percentage of married female members was decreased from 65% to 60%.
- Assumed age difference was changed from separate assumptions for male members (wives assumed to be three years younger) and female members (husbands assumed to be four years older) to the assumption that males are two years older than females.
- The assumed percentage of female members electing Joint and Survivor annuities was increased.
- The assumed annual benefit increase rate was changed from 1% for all years to 1% per year through 2064 and 2.5% thereafter.
- The single discount rate was changed from 5.6% per annum to 7.5% per annum.

Changes in Plan Provisions

- There have been no changes since the prior valuation.

2016 Changes

Changes in Actuarial Assumptions

- The assumed post-retirement benefit increase rate was changed from 1.0% per year through 2037 and 2.5% thereafter to 1.0% per year for all future years.
- The assumed investment return was changed from 7.9% to 7.5%. The single discount rate changed from 7.9% to 5.6%.
- The single discount rate changed from 7.90% to 5.60%.
- The assumed future salary increases, payroll growth, and inflation was decreased by 0.25% to 3.25% for payroll growth and 2.50% for inflation.

Changes in Plan Provisions

- There have been no changes since the prior valuation.

Police and Fire Fund (Continued)

2015 Changes

Changes in Actuarial Assumptions

- The assumed post-retirement benefit increase rate was changed from 1.0% per year through 2030 and 2.5% per year thereafter to 1.0% per year through 2037 and 2.5% per year thereafter.

Changes in Plan Provisions

- The post-retirement benefit increase to be paid after attainment of the 90% funding threshold was changed, from inflation up to 2.5%, to a fixed rate of 2.5%.

Post Employment Benefits Plan

No assets are accumulated in a trust to pay related benefits.

2024 Changes
Changes in Actuarial Assumptions

- The discount rate was changed from 4.00% to 3.70% based on updated 20-year municipal bond rates.

2023 Changes
Changes in Actuarial Assumptions

- The discount rate was changed from 2.00% to 4.00% based on updated 20-year municipal bond rates.
- The inflation rate changed from 2.00% to 2.50%.
- The health care trend rates were changed to better anticipate short term and long term medical increases.
- The mortality tables were updated from the Pub-2010 Public Retirement Plans Headcount-Weighted Mortality Tables (General, Safety) with MP-2020 Generational Improvement Scale to the Pub-2010 Public Retirement Plans Headcount-Weighted Mortality Tables (General, Safety) with MP-2021 Generational Improvement Scale.
- The retirement, withdrawal, and salary increase rates for public safety employees were updated to reflect the latest experience study.

2022 Changes
Changes in Actuarial Assumptions

- None noted

2021 Changes
Changes in Actuarial Assumptions

- The discount rate was changed from 2.90% to 2.00% based on updated 20-year municipal bond rates.
- The inflation rate changed from 2.50% to 2.00%.
- The health care trend rates were changed to better anticipate short term and long term medical increases.
- The mortality tables were updated from the RP-2014 Mortality Tables (Blue Collar for Public Safety, White Collar for Others) with MP-2018 Generational Improvement Scale to the Pub-2010 Public Retirement Plans Headcount-Weighted Mortality Tables (General, Safety) with MP-2020 Generational Improvement Scale.
- The retirement and withdrawal rates for non-public safety employees were updated.
- The salary increase rates were changed from a flat 3.00% per year for all employees to rates which vary by service and contract group.

2020 Changes
Changes in Actuarial Assumptions

- The discount rate was changed from 3.80% to 2.90% based on updated 20-year municipal bond rates.

Post Employment Benefits Plan (Continued)

2019 Changes
Changes in Actuarial Assumptions
- The discount rate was changed from 3.30% to 3.80% based on updated 20-year municipal bond rates.
- The health care trend rates were changed to better anticipate short-term and long-term medical increases.

Changes in Actuarial Assumptions (Continued)
- The mortality tables were updated from the RP-2014 White Collar Mortality Tables with MP-2016 Generational Improvement Scale (with Blue Collar adjustment for Police and Fire Personnel) to the RP-2014 White Collar Mortality Tables with MP-2018 Generational Improvement Scale (with Blue Collar adjustment for Police and Fire Personnel).

2018 Changes
Changes in Actuarial Assumptions
- The discount rate was changed from 3.50% to 3.30% based on updated 20-year municipal bond rates.

COMBINING AND INDIVIDUAL FUND
FINANCIAL STATEMENTS AND SCHEDULES

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City of Elk River
Nonmajor Governmental Funds

Special Revenue Funds
Special revenue funds are established to account for specific revenue or other sources that are designated for financing particular functions or activities as required by deferral regulations, *Minnesota Statute*, local ordinances, or specific grant agreements. Most of the special revenue funds are related to specific federal and state housing programs or grants for specific activities.

Capital Projects Funds
Capital project funds are established to account for the resources used for the acquisition of capital facilities and infrastructure for the City with the exception of those financed by the enterprise funds.

Debt Service Funds
The Debt Service funds are established to account for the collection of ad valorem taxes, special assessments, and tax increment revenue transfers as well as the payment of principal and interest of general long-term debt.

City of Elk River
Nonmajor Governmental Funds
Combining Balance Sheet
December 31, 2024

	Special Revenue	Capital Projects	Debt Service	Total Nonmajor Governmental Funds
Assets				
Cash and investments	$ 7,056,355	$ 15,758,253	$ 9,916,650	$ 32,731,258
Taxes receivable	17,899	31	1,093,793	1,111,723
Accounts receivable	244,807	310,482	-	555,289
Interest receivable	20,649	60,825	40,321	121,795
Notes and loans receivable	975,359	270,113	-	1,245,472
Leases receivable	-	94,870	-	94,870
Special assessment receivable				
Delinquent	-	4,155	120	4,275
Deferred	-	1,895,229	-	1,895,229
Due from other funds	807,690	102,355	-	910,045
Due from other governments	-	27,170	-	27,170
Due from component unit	43	-	-	43
Advances to other funds	-	180,000	-	180,000
Prepaid items	113,953	764	-	114,717
Total assets	$ 9,236,755	$ 18,704,247	$ 11,050,884	$ 38,991,886
Liabilities				
Accounts payable	$ 121,599	$ 1,516,731	$ 1,760	$ 1,640,090
Salaries and benefits payable	48,394	4,064	-	52,458
Contracts and deposits payable	-	32,230	-	32,230
Due to other funds	265,593	1,108,340	440	1,374,373
Due to other governments	22,076	-	-	22,076
Due to component unit	-	152,710	-	152,710
Advances from other funds	180,000	-	-	180,000
Unearned revenue	-	830,138	-	830,138
Total liabilities	637,662	3,644,213	2,200	4,284,075
Deferred Inflows of Resources				
Unavailable revenue - property taxes	5,250	31	11,619	16,900
Unavailable revenue - special assessments	-	1,899,052	120	1,899,172
Deferred inflow related to leases receivable	-	94,870	-	94,870
Total deferred inflows of resources	5,250	1,993,953	11,739	2,010,942
Fund Balances				
Nonspendable	113,953	764	-	114,717
Restricted	3,546,129	2,217,898	11,036,945	16,800,972
Committed	4,552,946	99,367	-	4,652,313
Assigned	631,923	12,311,917	-	12,943,840
Unassigned	(251,108)	(1,563,865)	-	(1,814,973)
Total fund balances	8,593,843	13,066,081	11,036,945	32,696,869
Total liabilities, deferred inflows of resources, and fund balances	$ 9,236,755	$ 18,704,247	$ 11,050,884	$ 38,991,886

City of Elk River
Nonmajor Governmental Funds
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances
Year Ended December 31, 2024

	Special Revenue	Capital Projects	Debt Service	Total Nonmajor Governmental Funds
Revenues				
Property taxes	$ 642,028	$ 373,878	$ 1,507,086	$ 2,522,992
Sales taxes	-	-	3,266,064	3,266,064
Special assessments	-	103,603	1,380	104,983
Intergovernmental	1,471,274	1,903,847	-	3,375,121
Charges for services	1,816,025	74,832	-	1,890,857
Fines and forfeitures	4,489	-	-	4,489
Other revenue				
Investment income	296,733	740,885	268,513	1,306,131
Contributions and donations	8,400	91,413	243,629	343,442
Refunds and reimbursements	44,449	92,600	-	137,049
Landfill expansion fee	-	2,213,448	-	2,213,448
Miscellaneous revenue	62,282	72,988	-	135,270
Total revenues	4,345,680	5,667,494	5,286,672	15,299,846
Expenditures				
Current				
General government	129,438	289,502	-	418,940
Public safety	7,332	411,800	-	419,132
Public works	26,826	68,516	-	95,342
Culture and recreation	2,002,472	421,127	-	2,423,599
Economic development	494,744	251,809	-	746,553
Capital outlay				
General government	535,033	-	-	535,033
Public safety	-	800,390	-	800,390
Public works	-	1,295,631	-	1,295,631
Culture and recreation	32,115	1,552,034	-	1,584,149
Debt service				
Principal	7,219	-	2,405,000	2,412,219
Interest and other charges	1,475	89,934	1,577,824	1,669,233
Total expenditures	3,236,654	5,180,743	3,982,824	12,400,221
Excess of revenues over (under) expenditures	1,109,026	486,751	1,303,848	2,899,625
Other Financing Sources (Uses)				
Proceeds from sale of capital asset	317,267	66,087	-	383,354
Lease issuance	32,115	-	-	32,115
Transfers in	876,569	931,624	395,320	2,203,513
Transfers out	(886,538)	(2,123,700)	-	(3,010,238)
Total other financing sources (uses)	339,413	(1,125,989)	395,320	(391,256)
Net change in fund balances	1,448,439	(639,238)	1,699,168	2,508,369
Fund Balances				
Beginning of year	7,145,404	13,705,319	9,337,777	30,188,500
End of year	$ 8,593,843	$ 13,066,081	$ 11,036,945	$ 32,696,869

City of Elk River
Nonmajor Special Revenue Funds
Combining Balance Sheet
December 31, 2024

	Library	Multipurpose Facility	Landfill	Revolving Loan
Assets				
Cash and investments	$ 227,350	$ 201,412	$ 972,821	$ 1,039,129
Taxes receivable	2,294	-	-	-
Accounts receivable	-	243,112	1,695	-
Interest receivable	877	886	4,615	4,929
Notes and loans receivable	-	-	-	131,098
Due from other funds	-	-	-	-
Due from component unit	-	-	-	-
Prepaid items	-	-	-	-
Total assets	$ 230,521	$ 445,410	$ 979,131	$ 1,175,156
Liabilities				
Accounts payable	$ 4,377	$ 101,548	$ 924	$ 188
Salaries and benefits payable	-	41,797	-	-
Due to other funds		-	-	-
Due to other governments	-	22,076	-	-
Advances from other funds	-	180,000	-	-
Total liabilities	4,377	345,421	924	188
Deferred Inflows of Resources				
Unavailable revenue - property taxes	722	-	-	-
Fund Balances				
Nonspendable	-	-	-	-
Restricted	-	-	978,207	-
Committed	225,422	99,989	-	1,174,968
Assigned	-	-	-	-
Unassigned	-	-	-	-
Total fund balances	225,422	99,989	978,207	1,174,968
Total liabilities, deferred inflows of resources, and fund balances	$ 230,521	$ 445,410	$ 979,131	$ 1,175,156

State DEED	Development Fund	Insurance Reserve	Drug Forfeiture	CRF Grant	EDA	Total Nonmajor Special Revenue Funds
$ 275,853	$ 1,682,302	$ -	$ 10,891	$ 214,490	$ 2,432,107	$ 7,056,355
-	3,937	-	-	-	11,668	17,899
-	-	-	-	-	-	244,807
1,308	7,986	-	48	-	-	20,649
285,699	558,562	-	-	-	-	975,359
-	807,690	-	-	-	-	807,690
-	-	-	-	-	43	43
-	-	113,953	-	-	-	113,953
$ 562,860	$ 3,060,477	$ 113,953	$ 10,939	$ 214,490	$ 2,443,818	$ 9,236,755
$ -	$ 6,762	$ 231	$ 7,068	$ -	$ 501	$ 121,599
-	-	-	-	-	6,597	48,394
-	-	250,877	-	-	14,716	265,593
-	-	-	-	-	-	22,076
-	-	-	-	-	-	180,000
-	6,762	251,108	7,068	-	21,814	637,662
-	1,148	-	-	-	3,380	5,250
-	-	113,953	-	-	-	113,953
562,860	-	-	3,871	214,490	1,786,701	3,546,129
-	3,052,567	-	-	-	-	4,552,946
-	-	-	-	-	631,923	631,923
-	-	(251,108)	-	-	-	(251,108)
562,860	3,052,567	(137,155)	3,871	214,490	2,418,624	8,593,843
$ 562,860	$ 3,060,477	$ 113,953	$ 10,939	$ 214,490	$ 2,443,818	$ 9,236,755

City of Elk River
Nonmajor Special Revenue Funds
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances
Year Ended December 31, 2024

	Library	Multipurpose Facility	Landfill	Revolving Loan
Revenues				
Property taxes	$ 78,771	$ -	$ -	$ -
Intergovernmental	-	-	5,836	-
Charges for services	-	1,783,693	17,332	1,000
Fines and forfeitures	-	-	-	-
Other revenue				
Investment income	5,658	1,916	45,916	42,602
Contributions and donations	-	2,000	-	-
Refunds and reimbursements	-	-	-	-
Miscellaneous revenue	-	12,490	-	4,302
Total revenues	84,429	1,800,099	69,084	47,904
Expenditures				
Current				
General government	-	-	-	-
Public safety	-	-	-	-
Public works	-	-	26,826	-
Culture and recreation	113,193	1,889,279	-	-
Economic development	-	-	-	3,711
Capital outlay				
General government	-	-	-	-
Culture and recreation	-	32,115	-	-
Debt service				
Principal	-	7,219	-	-
Interest and other charges	-	1,475	-	-
Total expenditures	113,193	1,930,088	26,826	3,711
Excess of revenues over (under) expenditures	(28,764)	(129,989)	42,258	44,193
Other Financing Sources (Uses)				
Proceeds from sale of capital asset	-	-	-	-
Lease issuance	-	32,115	-	-
Transfers in	28,000	405,518	-	-
Transfers out	-	-	-	-
Total other financing sources (uses)	28,000	437,633	-	-
Net change in fund balances	(764)	307,644	42,258	44,193
Fund Balances				
Beginning of year	226,186	(207,655)	935,949	1,130,775
End of year	$ 225,422	$ 99,989	$ 978,207	$ 1,174,968

State DEED	Development Fund	Insurance Reserve	Drug Forfeiture	CRF Grant	EDA	Total Nonmajor Special Revenue Funds
$ -	$ 139,621	$ -	$ -	$ -	$ 423,636	$ 642,028
-	94,063	-	-	1,371,172	203	1,471,274
-	10,000	-	-	-	4,000	1,816,025
-	-	-	4,489	-	-	4,489
28,467	23,996	(1)	255	71,164	76,760	296,733
-	-	-	-	-	6,400	8,400
-	-	44,449	-	-	-	44,449
5,546	-	-	-	-	39,944	62,282
34,013	267,680	44,448	4,744	1,442,336	550,943	4,345,680
-	-	129,438	-	-	-	129,438
-	-	-	7,332	-	-	7,332
-	-	-	-	-	-	26,826
-	-	-	-	-	-	2,002,472
-	219,931	-	-	-	271,102	494,744
-	-	-	-	535,033	-	535,033
-	-	-	-	-	-	32,115
-	-	-	-	-	-	7,219
-	-	-	-	-	-	1,475
-	219,931	129,438	7,332	535,033	271,102	3,236,654
34,013	47,749	(84,990)	(2,588)	907,303	279,841	1,109,026
-	-	-	-	-	317,267	317,267
-	-	-	-	-	-	32,115
-	443,051	-	-	-	-	876,569
-	-	-	-	(840,538)	(46,000)	(886,538)
-	443,051	-	-	(840,538)	271,267	339,413
34,013	490,800	(84,990)	(2,588)	66,765	551,108	1,448,439
528,847	2,561,767	(52,165)	6,459	147,725	1,867,516	7,145,404
$ 562,860	$ 3,052,567	$ (137,155)	$ 3,871	$ 214,490	$ 2,418,624	$ 8,593,843

Budget and Actual
Library Special Revenue Fund
Year Ended December 31, 2024

	Budgeted Amounts			Variance with Final Budget -
	Original	Final	Actual Amounts	Over (Under)
Revenues				
Property taxes	$ 79,000	$ 79,000	$ 78,771	$ (229)
Other revenue				
Investment income	5,000	5,000	5,658	658
Total revenues	84,000	84,000	84,429	429
Expenditures				
Current				
Culture and recreation	112,000	112,000	113,193	1,193
Capital outlay				
Culture and recreation	13,000	13,000	-	(13,000)
Total expenditures	125,000	125,000	113,193	(11,807)
Excess of revenues over (under) expenditures	(41,000)	(41,000)	(28,764)	12,236
Other Financing Sources (Uses)				
Transfers in	28,000	28,000	28,000	-
Net change in fund balances	$ (13,000)	$ (13,000)	(764)	$ 12,236
Fund Balances				
Beginning of year			226,186	
End of year			$ 225,422	

City of Elk River
Schedule of Revenues, Expenditures, and
Changes in Fund Balances -
Budget and Actual
Multipurpose Facility Special Revenue Fund
Year Ended December 31, 2024

	Budgeted Amounts			Variance with Final Budget -
	Original	Final	Actual Amounts	Over (Under)
Revenues				
Charges for services	$ 1,876,900	$ 1,876,900	$ 1,783,693	$ (93,207)
Other revenue				
Investment income	2,000	2,000	1,916	(84)
Contributions and donations	-	-	2,000	2,000
Miscellaneous revenue	16,900	16,900	12,490	(4,410)
Total revenues	1,895,800	1,895,800	1,800,099	(95,701)
Expenditures				
Current				
Culture and recreation	1,721,750	1,721,750	1,889,279	167,529
Capital outlay				
Culture and recreation	113,000	113,000	32,115	(80,885)
Debt service				
Principal	7,400	7,400	7,219	(181)
Interest and other charges	-	-	1,475	1,475
Total expenditures	1,842,150	1,842,150	1,930,088	87,938
Excess of revenues over (under) expenditures	53,650	53,650	(129,989)	(183,639)
Other Financing Sources (Uses)				
Proceeds from sale of capital asset	200	200	-	(200)
Lease issuance	-	-	32,115	32,115
Transfers in	-	-	405,518	405,518
Total other financing sources (uses)	200	200	437,633	437,433
Net change in fund balances	$ 53,850	$ 53,850	307,644	$ 253,794
Fund Balances				
Beginning of year			(207,655)	
End of year			$ 99,989	

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City of Elk River
Schedule of Revenues, Expenditures, and
Changes in Fund Balances -
Budget and Actual
Economic Development Authority Special Revenue Fund
Year Ended December 31, 2024

	Budgeted Amounts			Variance with Final Budget -
	Original	Final	Actual Amounts	Over (Under)
Revenues				
Property taxes	$ 415,950	$ 415,950	$ 423,636	$ 7,686
Intergovernmental	-	-	203	203
Charges for services	4,000	4,000	4,000	-
Other revenue				
Investment income	15,000	15,000	76,760	61,760
Contributions and donations	-	-	6,400	6,400
Miscellaneous revenue	-	-	39,944	39,944
Total revenues	434,950	434,950	550,943	115,993
Expenditures				
Current				
Economic development	388,950	388,950	271,102	(117,848)
Excess of revenues over expenditures	46,000	46,000	279,841	233,841
Other Financing Sources (Uses)				
Proceeds from sale of capital asset	-	-	317,267	317,267
Transfers out	(46,000)	(46,000)	(46,000)	-
Total other financing sources (uses)	(46,000)	(46,000)	271,267	317,267
Net change in fund balances	$ -	$ -	551,108	$ 551,108
Fund Balances				
Beginning of year			1,867,516	
End of year			$ 2,418,624	

City of Elk River
Nonmajor Capital Projects Funds
Combining Balance Sheet
December 31, 2024

	Park Dedication	Capital Outlay Reserve	Government Buildings	GRE Reserve
Assets				
Cash and investments	$ 339,262	$ 1,927,718	$ 5,780,739	$ 767,540
Taxes receivable	-	-	9	-
Accounts receivable	-	-	309,597	-
Interest receivable	1,609	9,144	27,420	3,641
Notes and loans receivable	270,113	-	-	-
Leases receivable	-	-	94,870	-
Special assessment receivable				
Delinquent	-	184	-	-
Deferred	-	5,648	-	-
Due from other funds	-	-	-	-
Due from other governments	-	27,170	-	-
Advances to other funds	-	180,000	-	-
Prepaid items	-	-	-	-
Total assets	$ 610,984	$ 2,149,864	$ 6,212,635	$ 771,181
Liabilities				
Accounts payable	$ 177,953	$ 129,172	$ 17,816	$ 156,333
Salaries and benefits payable	-	4,064	-	-
Contracts and deposits payable	8,199	-	-	8,228
Due to other funds	-	-	-	-
Due to component unit	-	-	-	-
Unearned revenue	830,138	-	-	-
Total liabilities	1,016,290	133,236	17,816	164,561
Deferred Inflows of Resources				
Unavailable revenue - property taxes	-	-	9	-
Unavailable revenue - special assessments	-	5,832	-	-
Deferred inflow related to leases receivable	-	-	94,870	-
Total deferred inflows of resources	-	5,832	94,879	-
Fund Balances				
Nonspendable	-	-	-	-
Restricted	-	-	-	-
Committed	-	-	-	-
Assigned	-	2,010,796	6,099,940	606,620
Unassigned	(405,306)	-	-	-
Total fund balances	(405,306)	2,010,796	6,099,940	606,620
Total liabilities, deferred inflows of resources, and fund balances	$ 610,984	$ 2,149,864	$ 6,212,635	$ 771,181

Street Improvements	Improvement Projects	Equipment Replacement	Active ER Projects	Public Safety Building / Fire Station #3	Park Improvements	Developer Deposits
$ 472,450	$ 756,260	$ 2,044,466	$ 1,516,829	$ 945,809	$ 336,308	$ 711,944
-	-	-	22	-	-	-
-	-	-	-	-	813	72
2,241	5,203	9,830	-	-	1,479	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
3,497	474	-	-	-	-	-
9,953	1,879,628	-	-	-	-	-
-	-	102,355	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	764
$ 488,141	$ 2,641,565	$ 2,156,651	$ 1,516,851	$ 945,809	$ 338,600	$ 712,780
$ 38,469	$ 12,129	$ 261,692	$ -	$ -	$ 8,179	$ 712,780
-	-	-	-	-	-	-
-	15,803	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
38,469	27,932	261,692	-	-	8,179	712,780
-	-	-	22	-	-	-
13,118	1,880,102	-	-	-	-	-
-	-	-	-	-	-	-
13,118	1,880,102	-	22	-	-	-
-	-	-	-	-	-	764
-	-	-	1,272,089	945,809	-	-
-	-	-	99,367	-	-	-
436,554	733,531	1,894,959	145,373	-	330,421	-
-	-	-	-	-	-	(764)
436,554	733,531	1,894,959	1,516,829	945,809	330,421	-
$ 488,141	$ 2,641,565	$ 2,156,651	$ 1,516,851	$ 945,809	$ 338,600	$ 712,780

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City of Elk River
Nonmajor Capital Projects Funds
Combining Balance Sheet
December 31, 2024

	TIF Districts	Technology Replacement	Total Nonmajor Capital Projects Funds
Assets			
Cash and investments	$ 104,539	$ 54,389	$ 15,758,253
Taxes receivable	-	-	31
Accounts receivable	-	-	310,482
Interest receivable	-	258	60,825
Notes and loans receivable	-	-	270,113
Leases receivable	-	-	94,870
Special assessment receivable			
Delinquent	-	-	4,155
Deferred	-	-	1,895,229
Due from other funds	-	-	102,355
Due from other governments	-	-	27,170
Advances to other funds	-	-	180,000
Prepaid items	-	-	764
Total assets	$ 104,539	$ 54,647	$ 18,704,247
Liabilities			
Accounts payable	$ 1,284	$ 924	$ 1,516,731
Salaries and benefits payable	-	-	4,064
Contracts and deposits payable	-	-	32,230
Due to other funds	1,108,340	-	1,108,340
Due to component unit	152,710	-	152,710
Unearned revenue	-	-	830,138
Total liabilities	1,262,334	924	3,644,213
Deferred Inflows of Resources			
Unavailable revenue - property taxes	-	-	31
Unavailable revenue - special assessments	-	-	1,899,052
Deferred inflow related to leases receivable	-	-	94,870
Total deferred inflows of resources	-	-	1,993,953
Fund Balances			
Nonspendable	-	-	764
Restricted	-	-	2,217,898
Committed	-	-	99,367
Assigned	-	53,723	12,311,917
Unassigned	(1,157,795)	-	(1,563,865)
Total fund balances	(1,157,795)	53,723	13,066,081
Total liabilities, deferred inflows of resources, and fund balances	$ 104,539	$ 54,647	$ 18,704,247

City of Elk River
Nonmajor Capital Projects Funds
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances
Year Ended December 31, 2024

	Park Dedication	Capital Outlay Reserve	Government Buildings	GRE Reserve
Revenues				
Property taxes	$ -	$ -	$ -	$ -
Special assessments	-	1,487	-	-
Intergovernmental	-	199,304	-	-
Charges for services	3,066	26,078	-	-
Other revenue				
Investment income	149,737	189,448	100,876	38,812
Contributions and donations	-	80,614	-	-
Refunds and reimbursements	-	-	-	-
Landfill expansion fee	-	-	2,213,448	-
Miscellaneous revenue	-	607	58,777	4,500
Total revenues	152,803	497,538	2,373,101	43,312
Expenditures				
Current				
General government	-	227,505	3,544	-
Public safety	-	378,906	32,894	-
Public works	-	54,645	-	13,871
Culture and recreation	241,185	-	-	-
Economic development	-	-	-	-
Capital outlay				
Public safety	-	316,877	30,690	-
Public works	-	-	-	185,104
Culture and recreation	1,121,292	-	82,304	-
Debt service				
Interest and other charges	62,449	-	-	-
Total expenditures	1,424,926	977,933	149,432	198,975
Excess of revenues over (under) expenditures	(1,272,123)	(480,395)	2,223,669	(155,663)
Other Financing Sources (Uses)				
Proceeds from sale of capital asset	-	-	-	-
Transfers in	-	20,995	-	-
Transfers out	-	(97,500)	(395,320)	-
Total other financing sources (uses)	-	(76,505)	(395,320)	-
Net change in fund balances	(1,272,123)	(556,900)	1,828,349	(155,663)
Fund balances				
Beginning of year	866,817	2,567,696	4,271,591	762,283
End of year	$ (405,306)	$ 2,010,796	$ 6,099,940	$ 606,620

Street Improvements	Improvement Projects	Equipment Replacement	Active ER Projects	Public Safety Building / Fire Station #3	Park Improvements	Developer Deposits
$ -	$ -	$ -	$ 21	$ -	$ -	$ -
331	101,785	-	-	-	-	-
13,597	1,100,000	590,946	-	-	-	-
-	-	-	-	-	45,688	-
26,937	76,933	74,822	32,109	42,822	7,678	-
-	-	-	-	-	10,799	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	9,104	-	-	-	-
40,865	1,278,718	674,872	32,130	42,822	64,165	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	6,094	-	-	173,848	-
-	-	-	-	-	-	-
-	-	452,823	-	-	-	-
101,308	360,452	640,997	7,770	-	-	-
-	-	230,405	-	-	118,033	-
-	-	-	-	-	-	-
101,308	360,452	1,330,319	7,770	-	291,881	-
(60,443)	918,266	(655,447)	24,360	42,822	(227,716)	-
-	-	66,087	-	-	-	-
-	-	660,629	-	-	250,000	-
-	(1,630,880)	-	-	-	-	-
-	(1,630,880)	726,716	-	-	250,000	-
(60,443)	(712,614)	71,269	24,360	42,822	22,284	-
496,997	1,446,145	1,823,690	1,492,469	902,987	308,137	-
$ 436,554	$ 733,531	$ 1,894,959	$ 1,516,829	$ 945,809	$ 330,421	$ -

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City of Elk River
Nonmajor Capital Projects Funds
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances
Year Ended December 31, 2024

	TIF Districts	Technology Replacement	Total Nonmajor Capital Projects Funds
Revenues			
Property taxes	$ 373,857	$ -	$ 373,878
Special assessments	-	-	103,603
Intergovernmental	-	-	1,903,847
Charges for services	-	-	74,832
Other revenue			
Investment income	-	711	740,885
Contributions and donations	-	-	91,413
Refunds and reimbursements	-	92,600	92,600
Landfill expansion fee	-	-	2,213,448
Miscellaneous revenue	-	-	72,988
Total revenues	373,857	93,311	5,667,494
Expenditures			
Current			
General government	-	58,453	289,502
Public safety	-	-	411,800
Public works	-	-	68,516
Culture and recreation	-	-	421,127
Economic development	251,809	-	251,809
Capital outlay			
Public safety	-	-	800,390
Public works	-	-	1,295,631
Culture and recreation	-	-	1,552,034
Debt service			
Interest and other charges	27,485	-	89,934
Total expenditures	279,294	58,453	5,180,743
Excess of revenues over expenditures	94,563	34,858	486,751
Other Financing Sources (Uses)			
Proceeds from sale of capital asset	-	-	66,087
Transfers in	-	-	931,624
Transfers out	-	-	(2,123,700)
Total other financing sources (uses)	-	-	(1,125,989)
Net change in fund balances	94,563	34,858	(639,238)
Fund balances			
Beginning of year	(1,252,358)	18,865	13,705,319
End of year	$ (1,157,795)	$ 53,723	$ 13,066,081

City of Elk River
Nonmajor Debt Service Funds
Combining Balance Sheet
December 31, 2024

	Government Building Bonds	Sales Tax Bonds	YMCA Bonds	2020A Capital Improvement Bonds
Assets				
Cash and investments	$ 179,063	$ 8,106,769	$ 749,954	$ 531,274
Taxes receivable	878	1,053,949	12,158	16,300
Interest receivable	788	35,658	-	2,337
Special assessment receivable Delinquent	-	120	-	-
Total assets	$ 180,729	$ 9,196,496	$ 762,112	$ 549,911
Liabilities				
Accounts payable	$ 440	$ 440	$ -	$ 440
Due to other funds	-	-	440	-
Total liabilities	440	440	440	440
Deferred Inflows of Resources				
Unavailable revenue - property taxes	854	-	3,853	4,201
Unavailable revenue - special assessments	-	120	-	-
Total deferred inflows of resources	854	120	3,853	4,201
Fund Balances				
Restricted	179,435	9,195,936	757,819	545,270
Total deferred inflows of resources and fund balances	$ 180,729	$ 9,196,496	$ 762,112	$ 549,911

2021A Capital Improvement Bonds	Total Nonmajor Debt Service Funds
$ 349,590	$ 9,916,650
10,508	1,093,793
1,538	40,321
-	120
$ 361,636	$ 11,050,884
$ 440	$ 1,760
-	440
440	2,200
2,711	11,619
-	120
2,711	11,739
358,485	11,036,945
$ 361,636	$ 11,050,884

City of Elk River
Nonmajor Debt Service Funds
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances
Year Ended December 31, 2024

	Government Building Bonds	Sales Tax Bonds	YMCA Bonds	2020A Capital Improvement Bonds
Revenues				
Property taxes	$ 747	$ -	$ 508,834	$ 606,602
Sales taxes	-	3,266,064	-	-
Special assessments	-	1,380	-	-
Other revenue				
Investment income	21,691	224,048	10,501	7,406
Contributions and donations	-	-	243,629	-
Total revenues	22,438	3,491,492	762,964	614,008
Expenditures				
Debt service				
Principal	295,000	935,000	575,000	355,000
Interest and other charges	101,260	985,278	156,328	214,538
Total expenditures	396,260	1,920,278	731,328	569,538
Excess of revenues over (under) expenditures	(373,822)	1,571,214	31,636	44,470
Other Financing Sources (Uses)				
Transfers in	395,320	-	-	-
Net change in fund balances	21,498	1,571,214	31,636	44,470
Fund Balances				
Beginning of year	157,937	7,624,722	726,183	500,800
End of year	$ 179,435	$ 9,195,936	$ 757,819	$ 545,270

2021A Capital Improvement Bonds	Total Nonmajor Debt Service Funds
$ 390,903	$ 1,507,086
-	3,266,064
-	1,380
4,867	268,513
-	243,629
395,770	5,286,672
245,000	2,405,000
120,420	1,577,824
365,420	3,982,824
30,350	1,303,848
-	395,320
30,350	1,699,168
328,135	9,337,777
$ 358,485	$ 11,036,945

City of Elk River
Component Unit Financial Statements

The Housing and Redevelopment Authority of Elk River is a component unit of the City. Its operations are presented as a separate column on the combined financial statements.

Housing and Redevelopment Authority Fund
This governmental fund is used to account for housing and redevelopment activities. Revenues are derived from the HRA property tax levy.

City of Elk River
Housing and Redevelopment Authority Component Unit
Balance Sheet - Governmental Fund
December 31, 2024

	Housing and Redevelopment Authority
Assets	
Cash and investments	$ 1,446,277
Taxes receivable	12,251
Accounts receivable	7,921
Notes receivable	592,670
Due from primary government	152,710
Total assets	$ 2,211,829
Liabilities	
Salaries and benefits payable	$ 4,426
Due to primary government	27,012
Total liabilities	31,438
Deferred Inflows of Resources	
Unavailable revenue - property taxes	3,494
Fund Balances	
Nonspendable	592,670
Restricted for housing and redevelopment	1,584,227
Total fund balances	2,176,897
Total liabilities, deferred inflows of resources, and fund balances	$ 2,211,829
Total fund balances reported above	$ 2,176,897
Amounts reported for the Housing and Redevelopment Authority in the Statement of Net Position are different because:	
Capital assets used in governmental activities are not financial resources, and therefore, are not reported in the funds	
Land	315,900
Other improvements	174,290
Less accumulated depreciation	(140,400)
Some receivables are not available soon enough to pay for the current period's expenditures, and therefore are reported as unavailable revenue in the funds	
Delinquent taxes receivable	3,494
The net pension liability and related deferred inflows and deferred outflows are recorded only on the Statement of Net Position. Balances at year-end are:	
Net pension liability	(36,554)
Deferred inflows of resources related to pensions	(24,912)
Deferred outflows of resources related to pensions	7,357
Total net position - Housing and Redevelopment Authority	$ 2,476,072

City of Elk River
Housing and Redevelopment Authority Component Unit
Statement of Revenues, Expenditures, and Change in Fund Balances
Year Ended December 31, 2024

	Housing and Redevelopment Authority
Revenues	
Property taxes	$ 438,820
Intergovernmental	215
Charges for services	5,945
Other revenue	
Investment income	13,584
Total revenues	458,564
Expenditures	
Current	
Economic development	206,360
Net change in fund balances	252,204
Fund Balances	
Beginning of year	1,924,693
End of year	$ 2,176,897
Amounts reported for the Housing and Redevelopment Authority in the Statement of Activities are different because:	
Net changes in fund balances - Housing and Redevelopment Authority	$ 252,204
Capital outlays are reported in governmental funds as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives as depreciation expense.	
Depreciation expense	(11,619)
Certain revenues are recognized as soon as they are earned. Under the modified accrual basis of accounting, certain revenues cannot be recognized until they are available to liquidate liabilities of the current period.	
Property taxes	539
Pension expenditures in the governmental funds are measured by current year employee contributions. Pension expenses on the Statement of Activities are measured by the change in net position liability and the related deferred inflows and deferred outflows of resources.	1,069
Change in net position - Housing and Redevelopment Authority	$ 242,193

STATISTICAL SECTION (UNAUDITED)

CITY OF ELK RIVER
ELK RIVER, MINNESOTA

FOR THE YEAR ENDED
DECEMBER 31, 2024

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City of Elk River
Statistical Section (Unaudited)

This part of the City of Elk River's annual comprehensive financial report presents detailed information as a context for understanding what the information in the financial statements, note disclosures, and required supplementary information says about the City's overall financial health.

Financial Trends **154**

These schedules contain trend information to help the reader understand how the government's financial performance and well-being have changed over time.

Revenue Capacity **164**

These schedules contain information to help the reader assess the government's most significant local revenue source, property taxes.

Debt Capacity **170**

These schedules present information to help the reader assess the affordability of the government's current level of outstanding debt and the government's ability to issue additional debt in the future.

Demographic and Economic Information **179**

These schedules offer demographic and economic indicators to help the reader understand the environment within which the government's financial activities take place.

Operating Information **180**

These schedules contain service and infrastructure data to help the reader understand how the information in the City's financial report relates to the services the City provides and the activities it performs.

Sources: Unless otherwise noted, the information in these schedules is derived from the annual comprehensive financial reports for the relevant year.

City of Elk River
Statistical Section (Unaudited)
Net Position by Component
Last Ten Fiscal Years

	Fiscal Year			
	2015	2016	2017	2018
Governmental Activities				
Net investment in capital assets	$ 75,030,579	$ 78,119,790	$ 78,958,608	$ 77,092,055
Restricted	3,675,588	11,990,647	2,925,562	4,236,048
Unrestricted	20,170,751	6,584,209	15,779,965	17,685,456
Total governmental activities net position	$ 98,876,918	$ 96,694,646	$ 97,664,135	$ 99,013,559
Business-Type Activities				
Net investment in capital assets	$ 76,747,269	$ 82,230,963	$ 83,919,324	$ 85,104,737
Restricted	490,500	997,660	997,660	1,261,359
Unrestricted	24,504,299	21,466,617	21,912,125	24,308,658
Total business-type activities net position	$ 101,742,068	$ 104,695,240	$ 106,829,109	$ 110,674,754
Total Primary Government				
Net investment in capital assets	$ 160,350,753	$ 162,877,932	$ 162,196,792	$ 162,615,814
Restricted	12,988,307	3,923,222	5,497,407	5,002,727
Unrestricted	28,050,826	37,692,090	41,994,114	47,480,658
Total primary government	$ 201,389,886	$ 204,493,244	$ 209,688,313	$ 215,099,199

Table 1

Fiscal Year					
2019	2020	2021	2022	2023	2024
$ 78,288,782	$ 78,477,651	$ 75,360,937	$ 83,281,488	$ 86,306,541	$ 86,319,232
3,741,368	17,138,100	12,112,762	9,676,717	15,689,829	16,911,336
19,823,663	14,546,321	26,690,158	24,423,193	18,081,750	24,687,084
$ 101,853,813	$ 110,162,072	$ 114,163,857	$ 117,381,398	$ 120,078,120	$ 127,917,652
$ 84,327,032	$ 86,155,217	$ 87,943,523	$ 93,539,999	$ 97,325,836	$ 101,791,407
1,261,359	1,261,359	1,779,016	1,779,016	1,779,016	1,779,016
27,656,995	31,499,220	33,405,459	32,615,346	34,557,899	33,704,904
$ 113,245,386	$ 118,915,796	$ 123,127,998	$ 127,934,361	$ 133,662,751	$ 137,275,327
$ 164,632,868	$ 163,304,460	$ 176,821,487	$ 176,821,487	$ 183,632,377	$ 188,110,639
18,399,459	13,891,778	11,455,733	11,455,733	17,468,845	18,690,352
46,045,541	60,095,617	57,038,539	57,038,539	52,639,649	58,391,988
$ 229,077,868	$ 237,291,855	$ 245,315,759	$ 245,315,759	$ 253,740,871	$ 265,192,979

City of Elk River
Statistical Section (Unaudited)
Changes in Net Position
Last Ten Fiscal Years
(Accrual Basis of Accounting)

	Fiscal Year			
	2014	2015	2016	2017
Expenses				
Governmental activities				
General government	$ 3,619,293	$ 3,996,316	$ 3,932,100	$ 3,981,134
Public safety	6,720,283	9,231,492	7,670,839	7,398,041
Public works	5,351,630	5,539,045	6,803,504	5,619,836
Culture and recreation	3,970,704	4,014,737	4,157,960	4,474,619
Economic development	959,414	954,723	1,221,761	969,443
Interest and other charges	1,084,902	996,933	549,303	486,630
Total governmental activities expenses	21,706,226	24,733,246	24,335,467	22,929,703
Business-type activities				
Municipal liquor	5,945,126	6,063,922	6,030,973	6,233,700
Sewer	2,318,709	2,473,139	3,377,828	3,504,489
Garbage	1,382,890	1,475,027	1,521,803	1,588,956
Storm water	736,411	645,596	774,805	634,073
Water	2,478,904	2,532,653	2,856,343	2,666,149
Electric	30,012,830	32,190,114	33,688,690	35,680,220
Total business-type activities expenses	42,874,870	45,380,451	48,250,442	50,307,587
Total expenses	$ 64,581,096	$ 70,113,697	$ 72,585,909	$ 73,237,290
Program Revenues				
Governmental activities				
Charges for services				
General government	$ 439,826	$ 678,679	$ 756,586	$ 648,183
Public safety	1,194,458	1,041,141	1,471,063	1,219,783
Public works	174,452	199,034	177,802	111,740
Culture and recreation	925,591	931,674	1,051,312	1,071,902
Economic development	92,716	32,961	87,842	91,503
Operating grants and contributions	1,033,338	1,692,517	1,319,377	1,381,151
Capital grants and contributions	3,574,036	1,333,057	3,187,830	1,721,638
Total governmental activities program revenue	7,434,417	5,909,063	8,051,812	6,245,900
Business-type activities				
Charges for services				
Municipal liquor	6,974,336	7,009,574	6,951,988	7,203,155
Sewer	1,818,476	1,921,190	2,116,900	2,301,428
Garbage	1,321,301	1,342,900	1,352,728	1,553,498
Storm water	355,454	477,377	509,365	485,484
Water	2,379,835	2,370,221	2,553,651	2,757,237
Electric	32,831,209	34,746,098	36,465,382	39,151,208
Operating grants and contributions	-	-	-	-
Capital grants and contributions	2,708,564	1,758,131	2,196,626	2,295,004
Total governmental activities program revenue	48,389,175	49,625,491	52,146,640	55,747,014
Total program revenues	$ 55,823,592	$ 55,534,554	$ 60,198,452	$ 61,992,914

Table 2

Fiscal Year					
2018	2019	2020	2021	2022	2023
$ 3,786,257	$ 4,526,987	$ 4,655,075	$ 5,180,758	$5,993,465	$5,953,862
9,188,562	8,372,884	8,082,449	11,558,469	12,082,411	12,218,927
5,920,022	4,468,711	5,340,633	7,638,554	6,469,657	6,642,111
4,094,690	6,080,466	11,070,966	6,139,661	7,261,458	6,795,621
540,497	691,956	433,530	527,673	685,115	755,488
979,755	1,490,127	1,796,294	1,615,250	1,506,222	1,312,176
24,509,783	25,631,131	31,378,947	32,660,365	33,998,328	33,678,185
6,772,414	7,119,662	7,683,695	7,785,027	7,342,192	7,852,021
3,550,622	3,672,176	3,743,503	3,759,165	3,970,547	4,529,248
1,456,482	1,565,482	1,623,785	1,670,454	1,702,811	1,738,242
1,024,928	571,170	612,527	663,420	980,969	546,318
35,200,295	34,565,317	38,462,316	43,262,804	42,868,962	40,780,800
2,703,390	2,697,201	3,210,394	3,208,929	3,232,421	3,608,583
50,708,131	50,191,008	55,336,220	60,349,799	60,097,902	59,055,212
$ 75,217,914	$ 75,822,139	$ 86,715,167	$ 93,010,164	$ 94,096,230	$ 92,733,397
$ 765,646	$ 647,010	$ 853,100	$ 800,973	$926,657	$914,113
1,267,920	1,176,435	1,211,025	1,184,261	1,267,373	1,134,021
94,832	51,986	65,332	380,000	88,288	68,919
810,476	448,022	1,148,991	1,338,079	1,745,735	2,062,960
57,075	83,785	246,301	102,066	121,027	24,848
1,396,313	3,354,583	1,328,148	1,905,073	2,553,557	1,666,226
1,509,650	3,254,122	5,916,070	8,005,633	3,843,438	5,616,041
5,901,912	9,015,943	10,768,967	13,716,085	10,546,075	11,487,128
7,617,790	7,927,706	8,620,643	8,531,414	7,978,894	8,631,336
2,383,196	2,481,522	2,517,025	2,633,732	2,774,077	2,961,773
1,645,115	1,686,664	1,773,620	1,889,247	1,920,516	1,964,435
510,889	564,699	586,049	609,101	905,891	674,854
2,552,630	2,936,855	3,412,990	44,729,379	45,379,292	44,100,902
38,663,268	38,469,516	41,396,708	3,413,829	3,802,450	3,336,129
1,200	-	-	-	-	-
1,277,596	3,331,984	4,308,960	7,289,979	1,583,273	2,379,420
54,651,684	57,398,946	62,615,995	69,096,681	64,344,393	64,048,849
$ 60,553,596	$ 66,414,889	$ 73,384,962	$ 82,812,766	$ 74,890,468	$ 75,535,977

City of Elk River
Statistical Section (Unaudited)
Changes in Net Position (Continued)
Last Ten Fiscal Years
(Accrual Basis of Accounting)

	Fiscal Year			
	2015	2016	2017	2018
Net (Expenses) Revenues				
Governmental activities	$ (14,271,809)	$ (18,824,183)	$ (16,283,655)	$ (16,683,803)
Business-type activities	5,514,305	4,245,040	3,896,198	5,439,427
Total primary government	$ (8,757,504)	$ (14,579,143)	$ (12,387,457)	$ (11,244,376)
General Revenues and Other Changes in Net Position				
Governmental activities				
Taxes				
Property taxes	$ 10,931,945	$ 11,136,310	$ 11,645,328	$ 12,192,911
Sales taxes	-	-	-	-
Other taxes	1,513,621	1,552,499	1,543,086	1,591,663
Unrestricted grants and contributions	1,642,098	1,820,248	1,720,932	1,754,373
Unrestricted investment earnings	512,193	311,469	498,235	430,642
Miscellaneous	2,796,041	29,695	116,012	-
Capital contributions	(11,188,695)	-	-	-
Gain on sale of capital assets	-	-	-	-
Transfers	297,362	1,791,690	1,971,250	2,063,638
Total governmental activities expenses	6,504,565	16,641,911	17,494,843	18,033,227
Business-type activities				
Unrestricted investment earnings	259,494	167,849	231,599	467,294
Miscellaneous	8,899	331,973	17,500	2,462
Capital contributions	11,188,695	-	-	-
Gain on sale of capital assets	-	-	-	-
Transfers	(297,362)	(1,791,690)	(1,971,250)	(2,063,638)
Total business-type activities expenses	11,159,726	(1,291,868)	(1,722,151)	(1,593,882)
Total primary government	$ 17,664,291	$ 15,350,043	$ 15,772,692	$ 16,439,345
Change in Net Position				
Governmental activities	$ (7,767,244)	$ (2,182,272)	$ 1,211,188	$ 1,349,424
Business-type activities	16,674,031	2,953,172	2,174,047	3,845,545
Total primary government	$ 8,906,787	$ 770,900	$ 3,385,235	$ 5,194,969

Table 2 (Continued)

Fiscal Year					
2019	2020	2021	2022	2023	2024
$ (18,607,871)	$ (16,615,188)	$ (20,609,980)	$ (18,944,280)	$ (23,452,253)	$ (22,191,057)
3,943,553	7,207,938	7,279,775	8,746,882	4,246,491	4,993,637
$ (14,664,318)	$ (9,407,250)	$ (13,330,205)	$ (10,197,398)	$ (19,205,762)	$ (17,197,420)
$ 13,022,991	$ 13,972,068	$ 14,290,673	$ 15,250,309	$ 16,077,123	$ 17,429,839
652,665	3,030,938	3,469,146	3,862,154	3,810,301	3,266,064
1,636,333	1,698,040	1,754,189	1,722,678	1,712,109	1,748,809
2,588,461	2,644,469	747,226	734,932	1,217,658	2,419,902
1,420,677	1,240,595	(56,944)	(2,079,797)	2,233,568	1,625,965
-	56,457	522,275	537,061	539,436	621,504
-	-	-	-	-	-
41,698	-	1,053,072	108,455	805,210	383,354
2,085,300	2,280,880	2,832,128	2,026,029	(246,430)	2,535,152
21,448,125	24,923,447	24,611,765	22,161,821	26,148,975	30,030,589
704,099	716,582	(75,566)	(1,947,278)	1,177,123	1,152,078
-	-	-	-	-	-
-	-	-	-	-	-
8,280	26,770	(159,879)	32,788	58,346	2,013
(2,085,300)	(2,280,880)	(2,832,128)	(2,026,029)	246,430	(2,535,152)
(1,372,921)	(1,537,528)	(3,067,573)	(3,940,519)	1,481,899	(1,381,061)
$ 20,075,204	$ 23,385,919	$ 21,544,192	$ 18,221,302	$ 27,630,874	$ 28,649,528
$ 2,840,254	$ 8,308,259	$ 4,001,785	$ 3,217,541	$ 2,696,722	$ 7,839,532
2,570,632	5,670,410	4,212,202	4,806,363	5,728,390	3,612,576
$ 5,410,886	$ 13,978,669	$ 8,213,987	$ 8,023,904	$ 8,425,112	$ 11,452,108

City of Elk River
Statistical Section (Unaudited)
Fund Balances of Governmental Funds
Last Ten Fiscal Years
(Modified Accrual Basis of Accounting)

	Fiscal Year			
	2015	2016	2017	2018
General Fund				
Nonspendable	$ 23,676	$ 20,964	$ 88,038	$ 124,064
Restricted	7,000	-	-	-
Committed	376,943	-	-	-
Assigned	-	266,832	356,174	237,813
Unassigned	6,157,179	6,470,281	6,853,298	7,299,540
Total general fund	$ 6,564,798	$ 6,758,077	$ 7,297,510	$ 7,661,417
All other governmental funds				
Nonspendable	$ 103,295	$ 108,176	$ -	$ 114,976
Restricted	13,202,500	12,245,679	3,104,196	3,150,743
Committed	8,099,951	9,250,014	10,354,648	12,068,614
Assigned	15,579,524	12,632,948	10,984,072	10,716,044
Unassigned	(2,438,049)	(2,660,264)	(2,627,513)	(2,934,515)
Total all other governmental funds	$ 34,547,221	$ 31,576,553	$ 21,815,403	$ 23,115,862

Table 3

Fiscal Year					
2019	2020	2021	2022	2023	2024
$ 187,305	$ 282,860	$ 160,019	$ -	$ 82,513	$ 92,196
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
7,684,153	7,967,868	8,590,610	8,888,888	9,240,805	9,446,297
$ 7,871,458	$ 8,250,728	$ 8,750,629	$ 8,888,888	$ 9,323,318	$ 9,538,493
$ 62,017	$ 16	$ 432	$ 114,967	$ 131,738	$ 114,717
28,548,680	26,250,482	12,443,162	12,149,090	15,918,585	16,800,972
10,182,700	11,705,506	11,880,096	9,583,438	7,291,361	10,166,249
13,177,577	14,950,419	13,784,749	13,064,623	11,764,159	12,943,840
(2,824,246)	(2,652,806)	(1,691,896)	7,610,065	(1,643,916)	(1,814,973)
$ 49,146,728	$ 50,253,617	$ 36,416,543	$ 42,522,183	$ 33,461,927	$ 38,210,805

City of Elk River
Statistical Section (Unaudited)
Changes in Fund Balances of Governmental Funds
Last Ten Fiscal Years
(Modified Accrual Basis of Accounting)

	Fiscal Year			
	2015	2016	2017	2018
Revenues				
Property taxes	$ 10,953,633	$ 11,171,496	$ 11,642,778	$ 12,214,702
Sales taxes	-	-	-	-
Other taxes	1,513,621	1,552,499	1,543,086	1,591,663
Licenses and permits	639,791	655,607	1,007,543	790,831
Intergovernmental	3,913,721	1,681,666	3,928,374	1,405,931
Charges for services	1,761,958	1,851,408	2,226,936	2,182,917
Fines and forfeitures	169,459	167,526	205,456	157,492
Special assessments	315,259	456,666	241,304	379,054
Investment earnings	512,193	311,469	498,235	430,642
Miscellaneous	2,169,789	1,455,555	2,313,388	2,212,818
Total revenues	21,949,424	19,303,892	23,607,100	21,366,050
Expenditures				
General government	3,365,570	3,601,468	3,524,634	3,733,746
Public safety	6,203,211	6,859,139	6,791,738	7,325,724
Public works	2,318,123	1,861,251	1,974,095	1,875,645
Culture and recreation	2,816,411	2,872,281	2,937,333	3,438,103
Economic development	954,673	949,205	1,122,261	964,926
Capital outlay	5,251,352	2,682,358	7,165,286	2,431,103
Debt service				
Principal	1,505,000	5,100,000	10,675,000	1,575,000
Interest and fiscal charges	1,113,963	1,148,535	725,732	507,661
Total expenditures	23,528,303	25,074,237	34,916,079	21,851,908
Deficiency of revenues under expenditures	(1,578,879)	(5,770,345)	(11,308,979)	(485,858)
Other financing sources (uses)				
Bonds issued	-	-	-	-
Premium on bonds issued	-	-	-	-
Sale of capital assets	3,017,674	80,587	116,012	86,586
Payment to refunding escrow agent	-	-	-	-
Lease issuance	-	-	-	-
Transfers in	4,703,787	6,524,537	4,275,797	3,354,035
Transfers out	(4,406,425)	(4,832,400)	(2,304,547)	(1,290,397)
Total other financing sources (uses)	3,315,036	1,772,724	2,087,262	2,150,224
Net change in fund balances	$ 1,736,157	$ (3,997,621)	$ (9,221,717)	$ 1,664,366
Debt service as a percentage of non capital expenditures	14.3%	27.4%	38.4%	10.4%

Table 4

Fiscal Year					
2019	2020	2021	2022	2023	2024
$ 13,011,977	$ 13,975,014	$ 14,286,904	$ 15,016,982	$ 16,279,104	$ 17,410,529
652,665	3,030,938	3,469,146	3,862,154	3,810,301	3,266,064
1,636,333	1,698,040	1,754,189	1,722,678	1,712,109	1,748,809
822,899	665,519	1,015,529	939,133	976,260	768,995
1,396,706	3,865,069	8,114,298	2,573,156	4,000,818	4,767,974
1,723,091	1,473,581	2,575,843	3,083,542	3,068,103	3,199,366
166,787	107,018	161,183	147,484	169,910	181,048
58,416	122,000	339,278	230,872	224,426	106,892
1,420,677	1,240,595	(56,944)	(2,079,797)	2,233,568	1,625,965
3,202,501	2,899,380	3,278,522	3,218,201	3,058,965	3,072,828
24,092,052	29,077,154	34,937,948	28,714,405	35,533,564	36,148,470
4,004,917	4,333,018	4,439,105	4,638,041	5,155,639	5,759,296
7,620,997	7,764,843	8,335,808	9,100,633	9,789,473	10,936,322
2,217,650	2,274,616	2,421,631	2,528,964	2,701,433	2,481,656
2,968,847	3,056,757	3,891,907	4,326,742	4,711,517	4,945,775
540,763	693,157	454,657	517,691	580,422	746,553
16,631,953	24,556,635	28,183,763	9,210,937	11,495,481	5,174,863
1,315,000	1,900,000	2,195,000	2,375,772	3,077,697	2,517,691
713,023	1,865,033	1,847,335	1,917,993	1,795,928	1,672,796
36,013,150	46,444,059	51,769,206	34,616,773	39,307,590	34,234,952
(11,921,098)	(17,366,905)	(16,831,258)	(5,902,368)	(3,774,026)	1,913,518
32,715,000	14,775,000	4,805,000	-	-	-
3,234,515	1,364,913	428,885	-	-	-
127,190	432,271	1,053,072	108,455	805,210	383,354
-	-	(5,625,000)	-	-	-
-	-	-	263,291	-	132,029
3,288,938	4,533,426	4,128,325	4,085,115	4,994,167	6,016,390
(1,203,638)	(2,252,546)	(1,296,197)	(1,199,482)	(1,762,289)	(3,481,238)
38,162,005	18,853,064	3,494,085	3,257,379	4,037,088	3,050,535
$ 26,240,907	$ 1,486,159	$ (13,337,173)	$ (2,644,989)	$ 263,062	$ 4,964,053
10.4%	18.1%	15.1%	16.1%	16.2%	14.3%

City of Elk River
Electric Sales
Last Ten Fiscal Years

Table 5

Fiscal Year	Number of Customers	KWh's Sold	Total Billings
2015	10,499	282,265,268	$ 32,704,279
2016	10,816	305,337,641	34,569,098
2017	11,448	313,952,561	36,458,061
2018	11,983	331,124,011	39,039,573
2019	12,244	325,981,176	37,640,985
2020	12,365	324,469,638	37,714,965
2021	12,789	341,047,710	39,719,268
2022	12,955	333,644,951	42,395,048
2023	13,232	329,773,349	43,986,269
2024	13,466	316,756,062	42,557,925

Source: Elk River Municipal Utilities

City of Elk River
Principal Electric Customers
Current Year and Nine Years Ago

Table 6

	2024			2015		
Customer	Total kWh Sold	Total Billings	Percentage of Total Billings	Total kWh Sold	Total Billings	Percentage of Total Billings
Customer 1	41,779,200	$ 4,411,040	10.36%	55,070,400	$ 3,991,415	12.20%
Customer 2	30,494,400	3,123,237	7.34%	26,035,200	2,302,359	7.04%
Customer 3	5,622,400	625,182	1.47%			
Customer 4	4,066,650	448,105	1.05%			
Customer 5	4,052,000	542,311	1.27%			
Customer 6	3,689,760	392,969	0.92%	4,490,400	333,193	1.02%
Customer 7	3,546,000	383,226	0.90%	5,265,000	470,441	1.44%
Customer 8	2,969,000	324,291	0.76%	3,427,000	312,539	0.96%
Customer 9	2,829,000	305,671	0.72%	3,448,750	326,632	1.00%
Customer 10	2,668,250	298,572	0.70%			
Customer 11				5,634,000	517,594	1.70%
Customer 12				4,779,200	440,325	1.45%
Total	101,716,660	$ 10,854,604	25.49%	108,149,950	$ 8,694,498	26.81%

Minnesota Statute 13.685 considers data on customers of municipal electric utilities as private data and will no longer be disclosing customer names.

Source: Elk River Municipal Utilities

City of Elk River
Tax Capacity, Market Value and Estimated Actual Value of
Taxable Property
Last Ten Fiscal Years

	Fiscal Year				
	2014	2015	2016	2017	2018
Tax capacity					
Real property	$ 20,047,632	$ 21,060,822	$ 21,850,219	$ 22,672,085	$ 23,858,008
Personal property	367,641	366,113	385,056	381,355	384,540
Total tax capacity	20,415,273	21,426,935	22,235,275	23,053,440	24,242,548
Tax increment	(116,513)	(198,997)	(204,017)	(184,717)	(196,166)
Taxable net tax capacity	$ 20,298,760	$ 21,227,938	$ 22,031,258	$ 22,868,723	$ 24,046,382
Total tax capacity rate	48.544%	47.190%	46.170%	46.193%	46.011%
Taxable market value					
Real property	$ 1,622,624,100	$ 1,735,898,300	$ 1,826,858,800	$ 1,909,814,070	$ 2,026,119,675
Personal property	18,736,600	18,585,200	19,469,900	19,234,400	19,393,900
Taxable market value	$ 1,641,360,700	$ 1,754,483,500	$ 1,846,328,700	$ 1,929,048,470	$ 2,045,513,575
Estimated actual market value of taxable property	$ 1,796,401,800	$ 1,900,894,800	$ 1,978,763,900	$ 2,060,082,600	$ 2,178,621,000
Taxable market value as a percentage of estimated actual market value	91.37%	92.30%	93.31%	93.64%	93.89%

Note: Property in the county is reassessed annually. The county assessor's market value of property is approximately 95 percent of actual value for all types of real and personal property.

Source: Sherburne County Assessor

Table 7

Fiscal Year				
2019	2020	2021	2022	2023
$ 25,796,978	$ 27,658,820	$ 29,276,840	$ 31,408,437	$ 37,852,795
408,699	375,332	396,605	467,376	540,816
26,205,677	28,034,152	29,673,445	31,875,813	38,393,611
(199,061)	(211,066)	(263,732)	(294,137)	(371,512)
$ 26,006,616	$ 27,823,086	$ 29,409,713	$ 31,581,676	$ 38,022,099
45.907%	46.241%	44.556%	43.967%	39.700%
$ 2,219,031,172	$ 2,394,547,946	$ 2,558,852,731	$ 2,766,271,639	$3,387,630,626
20,605,300	18,945,900	20,009,600	23,548,900	27,213,700
$ 2,239,636,472	$ 2,413,493,846	$ 2,578,862,331	$ 2,789,820,539	$ 3,414,844,326
$ 2,374,405,900	$ 2,547,475,200	$ 2,707,389,000	$ 2,912,167,000	$3,517,039,400
94.32%	94.74%	95.25%	95.80%	97.09%

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City of Elk River
Property Tax Rates
Direct and Overlapping' Governments
Last Ten Fiscal Years

Table 8

	City of Elk River			Overlapping Rates				Total
					School District			Direct and
Fiscal Year	Operating	Debt Service	Total	County	Operating	Referendum Mkt. Value	Special Districts	Overlapping Rates
2014	46.740	1.804	48.544	54.861	51.286	0.156	4.987	159.834
2015	45.433	1.757	47.190	51.979	42.483	0.209	4.779	146.640
2016	44.507	1.663	46.170	50.478	39.268	0.215	4.778	140.909
2017	44.584	1.609	46.193	50.460	36.659	0.219	4.509	138.040
2018	44.474	1.537	46.011	49.356	36.137	0.218	4.269	135.991
2019	44.099	1.808	45.907	47.928	32.865	0.216	2.496	129.412
2020	44.013	2.228	46.241	47.426	34.371	0.320	2.533	130.891
2021	42.452	2.104	44.556	45.835	31.717	0.306	2.328	124.742
2022	42.059	1.908	43.967	44.080	30.889	0.305	2.200	121.441
2023	37.082	2.618	39.700	38.630	26.605	0.289	2.099	107.323

[1] Overlapping rates are those of local and county governments that apply to property owners within the City of Elk River. Not all overlapping rates apply to all City of Elk River property owners (e.g., the rates for special districts apply only to the proportion of the city's property owners whose property is located within the geographic boundaries of the special district.

Source: Sherburne County Auditor/Treasurer

City of Elk River
Principal Taxpayers
Current Year and Nine Years Ago

Table 9

	2024			2015		
Taxpayer	Net Tax Capacity	Rank	Percentage of Total Net Tax Capacity	Net Tax Capacity	Rank	Percentage of Total Net Tax Capacity
Great River Energy	$879,681	1	2.06%	$1,071,962	1	5.05%
Cristobal Ventures LLC	641,200	2	1.50	-	-	-
Egpsyc Elk River II, LLC	524,814	3	1.23	-	-	-
Target Corporation	402,468	4	0.94	262,808	-	1.24
Minnegasco	383,230	5	0.90	137,068.00	9	0.65
St Elk River MN LLC	297,424	6	0.70	-	-	-
Walmart Stores	284,598	7	0.67	267,192.00	4	1.26
Elk River Senior Properties LLC	216,726	8	0.51	-	-	-
BIGO-Evans Meadows LLC	202,942	9	0.48	-	-	-
Granite Shores LLC	186,936	10	0.44	-	-	-
JPM Capital Corporation	-	-	-	379,972	2	1.79
BRE Retail Residual Owner, LLC	-	-	-	269,158	3	1.27
Menards, Inc	-	-	-	176,714	6	0.83
Envision Company LLC	-	-	-	143,730	7	0.68
Home Depot	-	-	-	142,754	8	0.67
ARHC ERELKMN01 LLC	-	-	-	108,140	10	0.51
Total	$ 4,020,019		13.37%	$ 2,959,498		16.00%

Source: Sherburne County Assessor

City of Elk River
Property Tax Levies and Collections
Last Ten Fiscal Years

Table 10

Fiscal Year	Total Tax Levy	Collected within the Fiscal Year of the Levy		Collections in Subsequent Years	Total Collections to Date	
		Year's Amount	Percentage of Levy		Amount	Percentage of Levy
2015	$ 10,541,718	$ 10,511,527	99.71	$ 27,864	$ 10,539,391	99.98
2016	10,852,545	10,843,359	99.92	7,950	10,851,309	99.99
2017	11,397,665	11,362,631	99.69	34,552	11,397,183	100.00
2018	11,910,489	11,899,143	99.90	11,150	11,910,293	100.00
2019	12,749,645	12,706,730	99.66	42,124	12,748,855	99.99
2020	13,632,710	13,647,883	100.11	(16,099)	13,631,783	99.99
2021	13,922,492	13,911,413	99.92	4,408	13,915,822	99.95
2022	14,725,913	14,679,784	99.69	34,800	14,714,585	99.92
2023	15,973,005	15,892,157	99.49	55,710	15,947,867	99.84
2024	17,054,338	16,958,540	99.44	-	16,958,540	99.44

City of Elk River
Ratios of Outstanding Debt by Type
Last Ten Fiscal Years

	Governmental Activities					Business-Type Activities						
Fiscal Year	General Obligation	General Obligation Revenue	Special Assessment	Lease Liability	Other	General Obligation Revenue	Revenue Bonds	Notes Payable	Lease Liability	Total Primary Government	Percentage of Personal Income[1]	Per Capita[1]
2015	$ 32,789,690	$ -	$ 924,765	$ -	$ 1,410,000	$ 12,564,299	$ 3,020,935	$ 1,408,368	$ -	$ 52,118,057	6.69%	$ 2,183
2016	29,365,466	-	607,918	-	-	11,858,552	12,462,779	1,214,076	-	55,508,791	6.81%	2,294
2017	18,951,241	-	296,071	-	-	11,132,723	11,781,983	1,018,860	-	43,180,878	5.19%	1,758
2018	17,632,016	-	-	-	-	10,381,894	21,528,442	820,608	-	50,362,960	5.89%	2,023
2019	16,277,791	35,913,322	-	-	-	9,233,625	21,004,411	619,692	-	83,048,841	9.49%	3,290
2020	31,028,479	35,235,066	-	-	-	16,053,687	19,741,758	415,740	-	102,474,730	11.44%	4,004
2021	29,062,498	34,301,810	-	-	-	16,737,477	31,305,891	209,124	-	111,616,800	12.50%	4,320
2022	27,518,821	33,328,554	-	407,831	-	8,918,365	30,190,124	-	41,895	100,405,590	10.02%	3,785
2023	25,320,144	32,310,298	-	295,134	-	8,329,253	29,215,262	-	32,679	95,502,770	8.25%	3,525
2024	23,726,467	31,247,042	-	231,458	-	7,740,142	28,200,400	-	44,836	91,190,345	6.94%	3,314

Note: Details regarding the city's outstanding debt can be found in the notes to the financial statements.

[1] See the Schedule of Demographic and Economic Statistics for personal income and population data.

City of Elk River
Ratios of General Bonded Debt Outstanding
Last Ten Fiscal Years

Table 12

Fiscal Year	General Bonded Debt[1]	Less Amounts Restricted for Debt Service	Less Cash with Fiscal Agent	Net Bonded Debt	Percentage of Net Bonded Debt to Tax Capacity[2]	Net Bonded Debt per Capita[3]
2015	$ 28,986,667	$ 1,154,728	$ 9,423,440	$ 18,408,499	86.72%	$ 771
2016	25,728,333	1,556,232	9,284,303	14,887,798	67.58%	611
2017	15,331,667	1,608,880	-	13,722,787	60.01%	559
2018	14,220,000	1,473,230	-	12,746,770	53.01%	512
2019	13,076,667	1,553,879	-	11,522,788	44.31%	456
2020	26,676,667	7,510,704	-	19,165,963	68.89%	749
2021	24,646,667	2,019,928	-	22,626,739	76.94%	876
2022	23,410,000	1,915,672	-	21,494,328	68.06%	814
2023	21,523,333	1,713,055	-	19,810,278	52.10%	734
2024	20,245,000	1,841,009	-	18,403,991	43.13%	669

Note: Details regarding the city's outstanding debt can be found in the notes to the financial statements.

[1] Only includes debt supported by tax levy; does not include sales tax revenue bonds.

[2] See the Schedule of Tax Capacity, Market Value and Estimated Actual Value of Taxable Property for property value data.

[3] Population data can be found in the Schedule of Demographic and Economic Statistics.

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City of Elk River
Direct and Overlapping Governmental Activities Debt
December 31, 2024

Table 13

	Outstanding Debt	Percent of Debt Applicable to City[1]	City's Share of Debt
Direct Debt:			
City of Elk River[2]	$ 55,204,967	100.00%	$ 55,204,967
Overlapping Debt:			
Sherburne County	36,194,597	25.87%	9,365,161
School District #728	263,240,000	28.48%	74,977,320
Total overlapping debt	299,434,597		84,342,481
Total direct and overlapping debt	$ 354,639,564		$ 139,547,448

Debt Ratios:	
Ratio of debt per capita (27,001 population)	$5,071
Ratios of debt to taxable market value of $3,826,433,595	3.65%

[1] The percentage of overlapping debt applicable is estimated using taxable market property values. Applicable percentages were estimated by determining the portion of the county's and school district's taxable market value that is within the city's boundaries and dividing it by the county's and school district's total taxable market value.

[2] Excludes debt payable from enterprise revenue.

Note: Overlapping governments are those that coincide, at least in part, with the geographic boundaries of the city. This schedule estimates the portion of the outstanding debt of those overlapping governments that is borne by the residents and business of the City of Elk River. This process recognizes that, when considering the city's ability to issue and repay long-term debt, the entire debt burden borne by the residents and businesses should be taken into account. However, this does not imply that every taxpayer is a resident, and therefore responsible for repaying the debt of each overlapping government.

Source: Sherburne County and School District #728

City of Elk River
Legal Debt Margin Information
Last Ten Fiscal Years

	Fiscal Year				
	2015	2016	2017	2018	2019
Debt limit	$ 57,026,844	$ 59,362,917	$ 61,802,478	$ 65,358,630	$ 71,232,177
Bonds	28,986,667	25,706,667	15,331,667	14,220,000	13,076,667
Reserves	10,673,852	10,560,614	1,377,746	1,457,117	1,528,399
Total net debt applicable to limit	18,312,815	15,146,053	13,953,921	12,762,883	11,548,268
Legal debt margin	$ 38,714,029	$ 44,216,864	$ 47,848,557	$ 52,595,747	$ 59,683,909
Total net debt applicable to the limit as a percentage of debt limit	32.11%	25.51%	22.58%	19.53%	16.21%

Note: Under state law, the City of Elk River's outstanding general obligation debt should not exceed 3 percent of the market value of taxable property. By law, the general obligation debt subject to the limitation may be offset by amounts set aside for the extinguishment of those obligations.

[1] Only 2/3 of the $7,050,000 GO EDA Refunding Bonds, Series 2013A are subject to the debt limit. The remaining 1/3 will be paid by the YMCA.

Table 14

Fiscal Year				
2020	2021	2022	2023	2024
$ 76,424,256	$ 77,365,870	$ 83,694,616	$ 102,445,330	$ 114,793,008
26,676,667	24,646,667	23,410,000	21,523,333	20,245,000
7,511,416	1,780,459	1,785,970	1,682,530	1,809,881
19,165,251	22,866,208	21,624,030	19,840,803	18,435,119
$ 57,259,005	$ 54,499,662	$ 62,070,586	$ 82,604,527	$ 96,357,889
25.08%	29.56%	25.84%	19.37%	16.06%

Legal Debt Margin Calculation for Fiscal Year 2023

Estimated taxable market value	$3,826,433,595
Debt limit (3% of market value)	$114,793,008
Debt applicable to limit:	
G.O. capital improvement bonds	16,305,000
G.O. EDA bonds[1]	3,940,000
Less: Cash and investments in related debt service funds	(1,809,881)
Total net debt applicable to limit	18,435,119
Legal debt margin	$ 96,357,889

City of Elk River
Pledged-Revenue Coverage
Last Ten Fiscal Years

Table 15

Fiscal Year	Revenue Bonds [1]						Special Assessment Bonds			
	Gross Revenue [2]	Operating Expenses [3]	Net Revenue Available	Debt Service Principal	Debt Service Interest	Coverage	Special Assessment Collections	Debt Service Principal	Debt Service Interest	Coverage
2015	$ 36,586,235	$ 30,281,264	$ 6,286,971	$ 900,000	$ 464,938	4.61	$ 162,519	$ 310,000	$ 21,550	0.49
2016	38,559,107	32,376,907	6,182,200	2,860,000	183,634	2.03	135,447	305,000	15,400	0.42
2017	40,563,969	34,509,407	6,054,562	1,355,000	673,662	2.98	106,349	300,000	8,900	0.34
2018	43,542,520	35,946,427	7,596,093	1,390,000	627,528	3.77	-	295,000	2,950	0.00
2019	42,781,499	34,883,488	7,898,011	1,620,000	924,505	3.10	-	-	-	0.00
2020	43,078,573	34,310,476	8,768,097	1,625,000	1,023,466	3.31	-	-	-	0.00
2021	46,398,629	38,450,863	7,947,766	1,915,000	927,535	2.80	-	-	-	0.00
2022	49,445,623	43,409,827	6,035,796	8,865,000	1,262,155	0.60	-	-	-	0.00
2023	50,608,815	43,077,556	7,531,259	1,435,000	973,191	3.13	-	-	-	0.00
2024	49,043,988	41,761,588	7,282,400	1,535,000	935,776	2.95	-	-	-	0.00

Note: Details regarding the government's outstanding debt can be found in the notes to the financial statements.

[1] Includes Liquor, Sewer, Water and Electric revenue bonds

[2] Gross revenue excludes interest income, connection fees and miscellaneous revenues

[3] Expenses exclude depreciation, interest on bonds and miscellaneous expenses

City of Elk River
Demographic and Economic Statistics
Last Ten Fiscal Years

Table 16

Fiscal Year	Population[1]	Personal Income (in thousands)	Per Capita Income[2]	Median Age[3]	School Enrollment[4]	Unemployment Rate[5]
2015	23,987	$ 782,528	$ 32,623	35	13,751	4.0%
2016	24,368	815,597	33,470	36	14,077	3.4%
2017	24,567	832,784	33,899	36	14,294	4.0%
2018	24,891	854,433	34,327	36	14,448	3.8%
2019	25,243	875,452	34,681	36	14,623	3.9%
2020	25,590	895,676	35,001	36	14,280	4.9%
2021	25,835	893,090	34,569	37	14,169	3.7%
2022	26,406	997,143	37,762	37	14,956	2.9%
2023	27,001	1,154,158	42,745	36	15,041	3.0%
2024	27,520	1,314,328	47,759	36	15,297	2.9%

Data Sources
[1] State Demographer
[2] Bureau of Economic Analysis
[3] US Census Bureau
[4] School District
[5] Minnesota Department of Employment and Economic Development

n/a - not available

City of Elk River
Principal Employers
Current Year and Nine Years Ago

Table 17

	2024			2015		
Employer	Employees	Rank	Percentage of Total City Employment	Employees	Rank	Percentage of Total City Employment
Independent School District 728 1	2,100	1	16.86%	1,450	1	11.51%
Sherburne County	697	2	5.60%	618	2	4.91%
Guardian Angels of Elk River	374	3	3.00%	317	4	2.52%
Walmart	354	4	2.84%	380	3	3.02%
City of Elk River	251	5	2.02%	223	6	1.77%
Great River Energy	210	6	1.69%	236	5	1.87%
Sportech, Inc.	185	7	1.49%	185	8	1.47%
Menards	173	8	1.39%	150	9	1.19%
Tescom Corporation	170	9	1.37%	187	7	1.48%
First National Financial Services	142	10	1.14%	-	-	-
Cornerstone Auto Resource	-	-	-	147	10	1.17%
Total	4,656		37.40%	3,893		30.91%
Total Employment [2]	12,453			12,599		

[1] Total District

[2] Minnesota Department of Employment and Economic Development

City of Elk River
Full-Time Equivalent Employees by Function
Last Ten Fiscal Years

Table 18

Function	Fiscal Year 2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
General government	29.3	29.3	29.3	30.3	29.3	29.8	29.9	31.3	31.5	31.5
Public safety:										
Police										
Officers	32.0	32.0	32.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0
Civilians	9.0	9.0	9.0	9.0	9.0	10.0	10.0	10.0	11.0	11.0
Fire										
Fire administration	3.0	3.0	3.0	3.0	5.0	5.0	5.0	5.0	5.0	5.0
Paid on-call volunteers	44.0	44.0	44.0	45.0	45.0	45.0	45.0	45.0	45.0	51.0
Other public safety	9.0	9.0	9.0	9.0	7.0	7.0	7.0	7.0	7.0	7.0
Public works	15.0	15.0	15.0	15.0	16.0	15.5	15.6	15.6	16.6	16.6
Culture and recreation	17.5	17.5	17.8	18.3	18.6	19.7	23.6	24.6	24.9	25.9
Economic development	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0
Municipal liquor	13.0	13.0	13.0	13.0	13.5	13.5	13.5	13.5	13.5	14.5
Sewer	6.0	6.0	6.0	6.0	6.0	6.0	7.0	7.0	7.0	7.0
Storm Water	1.0	1.0	1.0	1.0	1.0	1.0	0.0	0.0	0.0	0.0
Water	8.0	8.0	8.0	8.0	8.0	8.0	8.5	8.5	8.5	8.7
Electric	34.0	34.0	34.0	34.0	36.0	36.0	37.0	36.4	37.2	36.5
Total	222.8	222.8	223.1	227.6	230.4	232.5	238.1	239.9	243.2	250.7

Source: City of Elk River Finance Department

City of Elk River
Operating Indicators by Function
Last Ten Fiscal Years

Table 19

Function	Fiscal Year 2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Planning										
Land use applications	118	138	122	103	102	126	89	112	115	97
Police										
Police calls	21,930	24,728	26,329	27,061	26,209	24,083	25,449	23,982	24,314	23,303
Traffic citations	2,778	2,818	3,294	2,309	2,575	1,570	2,339	1,751	2,533	3,059
Fire										
Fire calls	436	442	473	483	497	497	577	547	613	566
Building/environmental										
Permits issued	1,722	1,804	2,245	2,316	2,466	2,701	2,747	2,456	2,734	2,295
Valuation of permits (thousands of dollars)	$ 57,965	$ 51,368	$ 106,983	$ 66,048	$ 70,313	$ 81,056	$ 137,788	$ 109,930	$ 105,926	$ 72,462
Public works										
Street sweeping (hours)	1,824	1,520	1,314	991	1,000	1,100	950	825	800	730
Snowplowing (hours)	3,018	3,368	3,812	5,122	4,200	3,900	4,160	5,500	4,800	4,400
Equipment repair (hours)	3,575	3,688	4,196	5,140	5,100	5,200	5,440	4,950	4,947	2,896
Culture and recreation										
Recreation participants	27,348	27,452	27,811	27,637	33,522	12,285	36,752	41,061	26,789	28,636
Ice arena usage (hours)	5,469	4,583	4,518	4,459	4,234	2,108	1,870	5,035	6,796	6,463
Sewer										
Average daily treatment flow (thousands of gallons)	1,200	1,300	1,300	1,300	1,300	1,350	1,350	1,350	1,350	1,350
Water										
Number of customers	4,672	4,903	5,011	5,140	5,256	5,320	5,430	5,551	5,611	5,708
Average daily consumption (thousands of gallons)	2,192	2,196	2,159	2,254	2,133	2,391	2,677	2,429	2,751	2,304
Electric										
Number of customers	10,499	10,816	11,448	11,983	12,244	12,365	12,789	12,955	13,232	13,466
Average daily consumption (thousands of KWh's)	773	837	878	931	922	923	953	943	936	898

Sources: Various city departments

City of Elk River
Capital Asset Statistics by Function
Last Ten Fiscal Years

Table 20

Function	Fiscal Year 2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Public safety										
Police:										
Stations	1	1	1	1	1	1	1	1	1	1
Patrol units	13	13	13	14	14	14	14	16	17	16
Fire Stations	2	2	2	2	2	2	2	3	3	3
Public works										
Streets (miles)	151	155	155	155	155	157	157	157	157	157
Culture and recreation										
Parks	46	46	46	46	40 [1]	40	40	40	40	40
Parks acreage	1,392	1,392	1,392	1,392	1,392	1,392	1,392	1,392	1,392	1,392
Sewer										
Sanitary sewers (miles)	80	80	80	80	80	82	87	87	87	87
Lift stations	21	21	21	21	21	22	23	23	23	24
Maximum daily treatment capacity (thousands of gallons)	2,200	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	5,000
Water										
Maximum daily capacity (thousands of gallons)	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Electric										
Generating facilities	6	6	6	6	6	6	6	6	6	6

Note: No capital asset indicators are available for the general government function.

[1] Several smaller parks were consolidated into Woodland Trails Regional Park

Sources: Various city departments

City of Elk River
Sherburne County, Minnesota

Communications Letter

December 31, 2024

City of Elk River
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Report on Matters Identified as a Result of the Audit of the Basic Financial Statements

Honorable Mayor, Members of the
City Council, and Management
City of Elk River
Elk River, Minnesota

In planning and performing our audit of the financial statements of the governmental activities, business-type activities, the aggregate discretely presented component unit, each major fund, and the aggregate remaining fund information of the City of Elk River, Minnesota, as of and for the year ended December 31, 2024, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over financial reporting.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that have not been identified. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error, or fraud may occur and not be detected by such controls.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control over financial reporting, such that there is a reasonable possibility that a material misstatement of the City's basic financial statements will not be prevented, or detected and corrected, on a timely basis. A reasonable possibility exists when the likelihood of an event occurring is either reasonably possible or probable as defined as follows:

- *Reasonably possible*. The chance of the future event or events occurring is more than remote but less than likely.
- *Probable. The future event or events are likely to occur*.

We did not identify any deficiencies in internal control that we consider to be material weaknesses.

The accompanying memorandum also includes financial analysis provided as a basis for discussion. The matters discussed herein were considered by us during our audit and they do not modify the opinion expressed in our Independent Auditor's Report dated June 6, 2025, on such statements.

The purpose of this communication, which is an integral part of our audit, is to describe for the Members of the City Council and management and others within the City and state oversight agencies the scope of our testing of internal control and the results of that testing. Accordingly, this communication is not intended to be and should not be used for any other purpose.

Berganklv, Ltd.

Minneapolis, Minnesota
June 6, 2025

City of Elk River
Required Communication

We have audited the basic financial statements of the governmental activities, business-type activities, the aggregate discretely presented component unit, each major fund, and the aggregate remaining fund information of the City as of and for the year ended December 31, 2024. Professional standards require that we advise you of the following matters related to our audit.

Our Responsibility in Relation to the Financial Statement Audit
As communicated in our engagement letter, our responsibility, as described by professional standards, is to form and express opinions about whether the basic financial statements prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the basic financial statements does not relieve you or management of its respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the basic financial statements are free of material misstatement. An audit of the basic financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the City solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgement, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

Generally accepted accounting principles provide for certain Required Supplementary Information (RSI) to supplement the basic financial statements. Our responsibility with respect to the RSI, which supplements the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI was not audited and, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we do not express an opinion or provide any assurance on the RSI.

Our responsibility for the supplementary information accompanying the basic financial statements, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the basic financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Our responsibility with respect to the other information in documents containing the audited basic financial statements and auditor's report does not extend beyond the basic financial information identified in the report. We have no responsibility for determining whether this other information is properly stated. This other information was not audited, and we do not express an opinion or provide any assurance on it.

Our Responsibility in Relation to *Government Auditing Standards*
As communicated in our engagement letter, part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we performed tests of the City's compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of basic financial statement amounts. However, the objective of our tests was not to provide an opinion on compliance with such provisions.

Our Responsibility in Relation to *Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance)
As communicated in our engagement letter, in accordance with the Uniform Guidance, we examined on a test basis, evidence about the City's compliance with the types of compliance requirements described in the *U.S. Office of Management and Budget* (OMB) Compliance Supplement applicable to each of its major federal programs for the purpose of expressing an opinion on the City's compliance with those requirements. While our audit provided a reasonable basis for our opinion, it did not provide a legal determination on the City's compliance with those requirements.

In planning and performing our audit of compliance, we considered the City's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance.

Planned Scope and Timing of the Audit
We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence
The engagement team, others in our firm, as appropriate, our firm, and our network firms have complied with all relevant ethical requirements regarding independence.

Significant Risks Identified
We have identified the following significant risks of material misstatement:

- Management Override of Controls – Management override of internal control is considered a risk in substantially all engagements as management may be incentivized to produce better results.
- Misappropriation of Assets – If duties cannot be appropriately segregated, there is a risk of unauthorized disbursements being made by the City. In addition, generally this results in less review taking place as transactions are recorded in the financial statements.
- Improper Revenue Recognition – Revenue recognition is considered a fraud risk on substantially all engagements as it generally has a significant impact on the results of the government's operations. In addition, complexities exist surrounding the calculation and recording of various revenue sources.
- Pension Valuation – Net Pension Liability, Deferred Outflows of Resources Related to Pensions, and Deferred Inflows of Resources Related to Pensions – These pensions are generally material to the financial
  statements and involve significant estimates.

Qualitative Aspects of the City's Significant Accounting Practices

Significant Accounting Policies
Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the City is included in the notes to the basic financial statements. There have been no initial selection of accounting policies and no changes to significant accounting policies or their application during 2024. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates and Related Disclosures
Accounting estimates and related disclosures are an integral part of the basic financial statements prepared by management and are based on management's current judgements. Those judgements are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the basic financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgements.

The most sensitive estimate affecting the basic financial statements relate to:

- Net Pension Liability, Deferred Outflows of Resources Related to Pensions and Deferred Inflows of Resources Related to Pensions – These balances are based on an allocation by the pension plans using estimates based on contributions.

We evaluated the key factors and assumptions used to develop the accounting estimates and determined that they are reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion units.

Financial Statement Disclosures
Certain basic financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The basic financial statement disclosures are neutral, consistent, and clear.

Significant Difficulties Encountered during the Audit
We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements
For the purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effects of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the basic financial statements taken as a whole and each applicable opinion unit.

Management did not identify, and we did not notify them of any uncorrected financial statement misstatements.

Uncorrected and Corrected Misstatements (Continued)
In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. None of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the basic financial statements taken as a whole.

Disagreements with Management
For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the City's basic financial statements or the auditor's report. No such disagreements arose during the course of our audit.

Representations Requested from Management
We have requested certain written representations from management, which are included in the management representation letter.

Management's Consultations with Other Accountants
In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management has informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues
In the normal course of our professional association with the City, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, significant events or transactions that occurred during the year, operating and regulatory conditions affecting the City, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the City's auditor.

Other Information Included in Annual Reports
Pursuant to professional standards, our responsibility as auditors for other information, whether financial or nonfinancial, included in the City's annual reports, does not extend beyond the information identified in the audit report, and we are not required to perform any procedures to corroborate such other information.

We applied certain limited procedures to the RSI that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements.

Other Information Included in Annual Reports (Continued)
We compared and reconciled the supplementary information to the underlying accounting records used to prepare the basic financial statements or to the basic financial statements themselves.

We were not engaged to report on the other information accompanying the basic financial statements but are not RSI. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

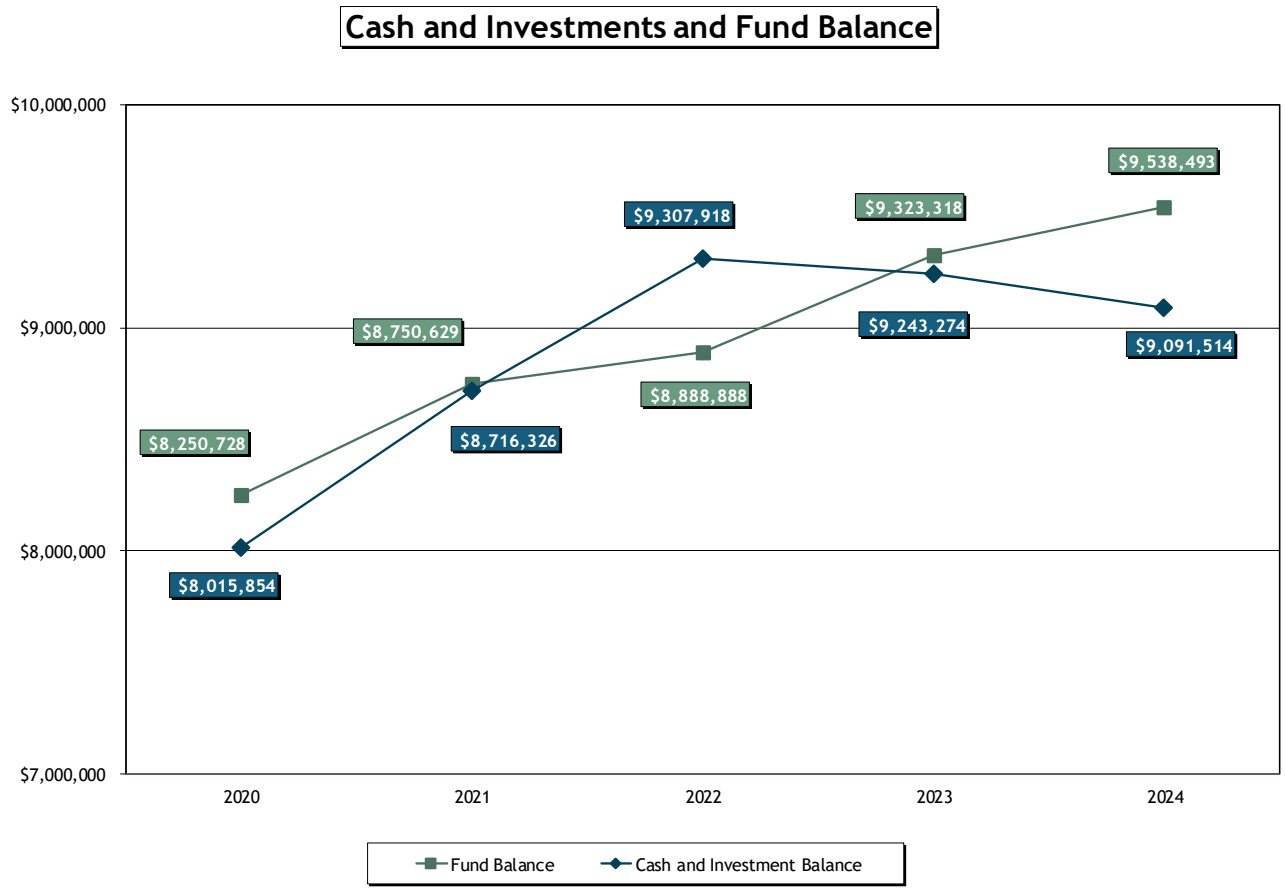
Our responsibility also includes communicating to you any information which we believe is a material misstatement of fact. Nothing came to our attention that caused us to believe that such information, or its manner of presentation, is materially inconsistent with the information, or manner of its presentation, appearing in the basic financial statements.

City of Elk River
Financial Analysis

The following pages provide graphic representations of select data pertaining to the financial position and operations of the City for the past five years. Our analysis of each graph is presented to provide a basis for discussion of past performance and how implementing certain changes may enhance future performance. We suggest you view each graph and document if our analysis is consistent with yours. A subsequent discussion of this information should be useful for planning purposes.

General Fund - Fund Balance

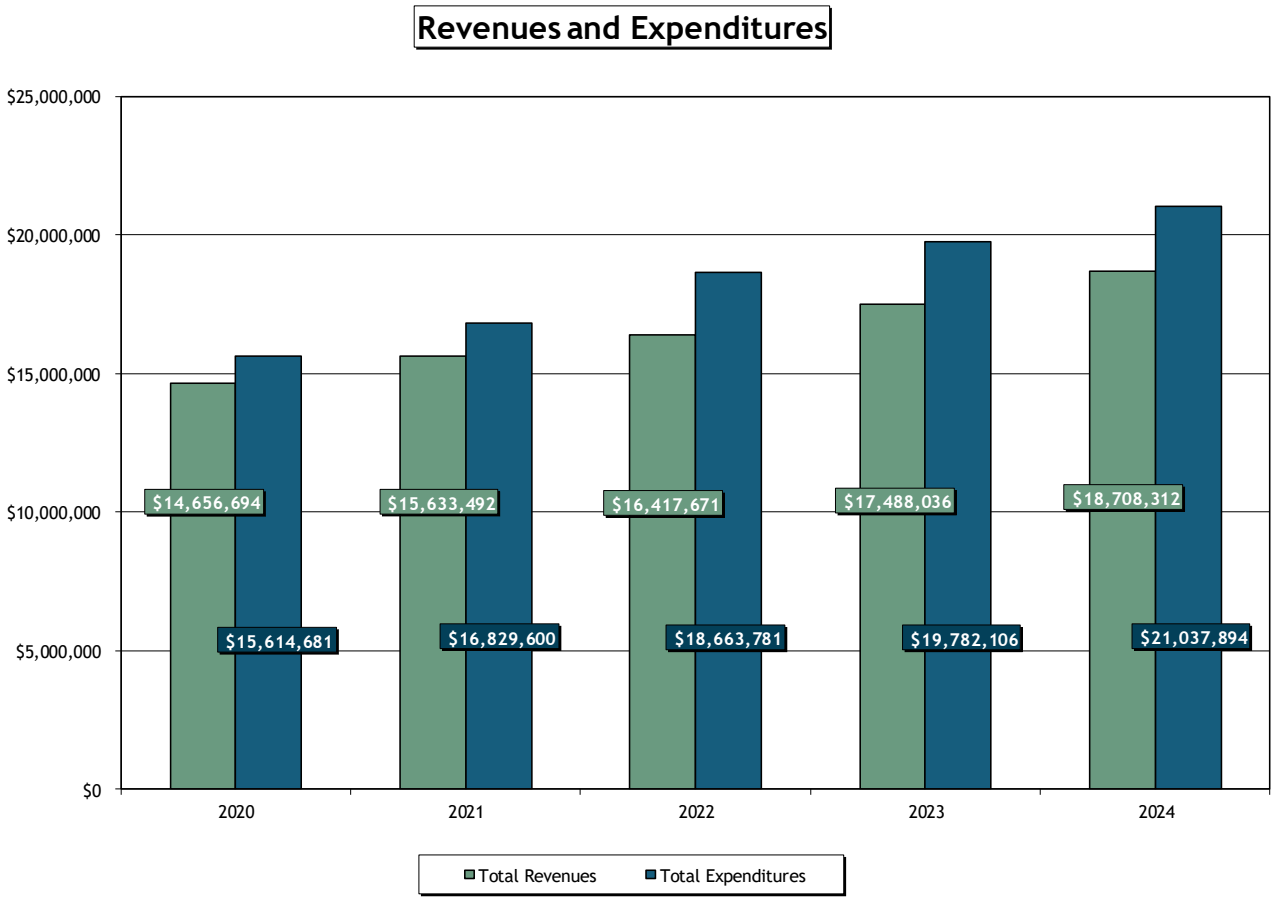
The following graph illustrates the relationship between cash and investments and fund balance over the past five years. At December 31, 2024, the General Fund balance consisted of an unrestricted fund balance of $9,538,493. The total unrestricted fund balance represented just over five months of expenditures at current levels. The Office of the State Auditor has issued a statement of position recommending cities maintain an unrestricted fund balance of approximately 35% to 50% of fund operating revenues, or no less than five months of operating expenditures. The City's fund balance policy for the General Fund identifies a minimum unassigned fund balance of 40-45% of budgeted operating expenditures. Based on the 2025 budgeted expenditures of $22,210,100, the City's unassigned General Fund balance was at 43% at December 31, 2024.



On the following pages, we will discuss the revenues and expenditures of the General Fund and the variations in the fund balance.

General Fund – Revenues and Expenditures

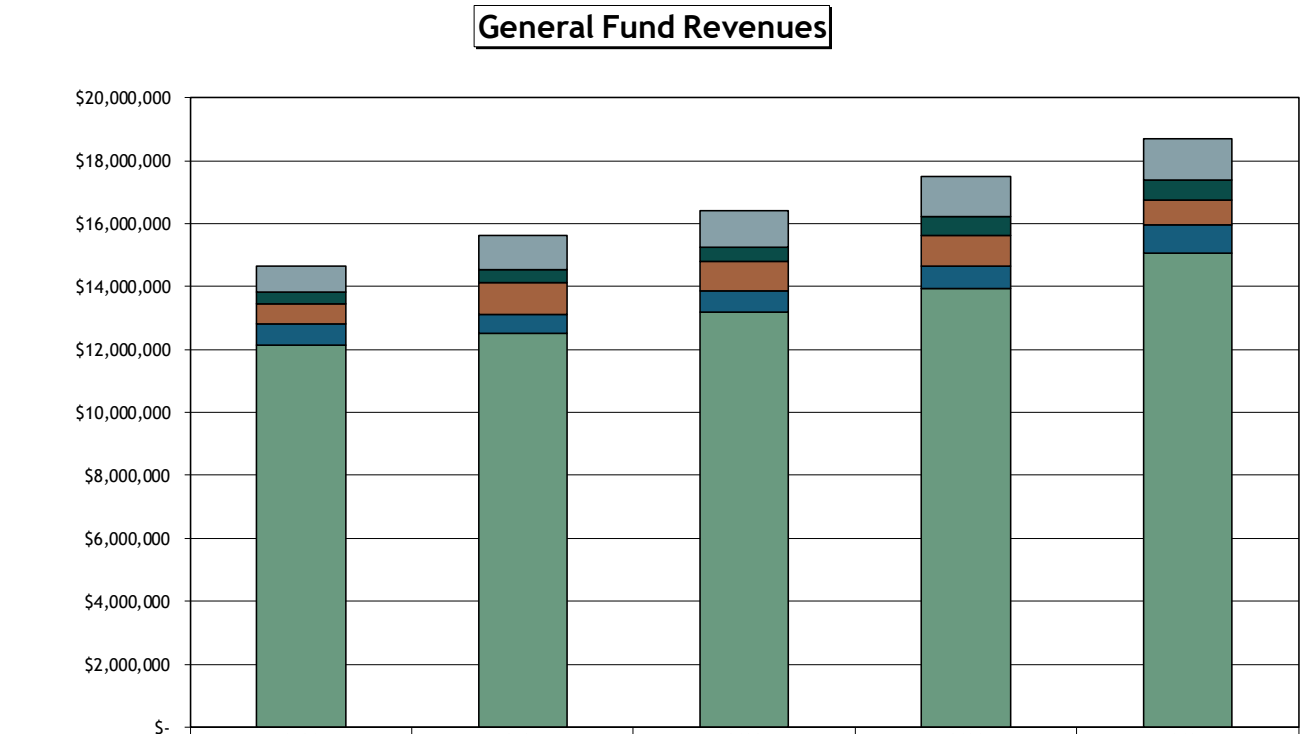
The following table and graph show the overall operations of the General Fund. Revenues have increased over each of the five years shown from a low of $14,656,694 in 2020 to a high in 2024 of $18,708,312. Overall, from 2020 to 2024, revenues have increased $4,051,618, or 27.6%. Revenues increased by $1,220,276 when comparing 2024 to 2023. Similarly, expenditures have increased over each of the five years presented. In 2024, expenditures were $21,037,894, an increase from the prior year of $1,255,788. Since 2020, expenditures have increased $5,423,213, or 34.7%.



General Fund – Revenues

The following graph presents comparisons of revenues by type, illustrating the majority of revenue for the City is from taxes, representing 80.5% of total General Fund revenues. Other revenues include items such as fines and forfeitures, investment earnings, and other miscellaneous items.

Revenues of the General Fund increased from 2023 to 2024 by $1,220,276, or 7.0%. Tax revenue had the largest increase of $1,113,940 based on the increase in taxes levied for the fund. The intergovernmental revenue category increased $214,313 related to increases in police state aid and state crime prevention grants compared to 2023. Licenses and permits revenue decreased $207,265 due to a decrease in construction resulting in less licenses and permits applied for. Other category sources of revenue had relatively minor fluctuations when compared to the prior year.



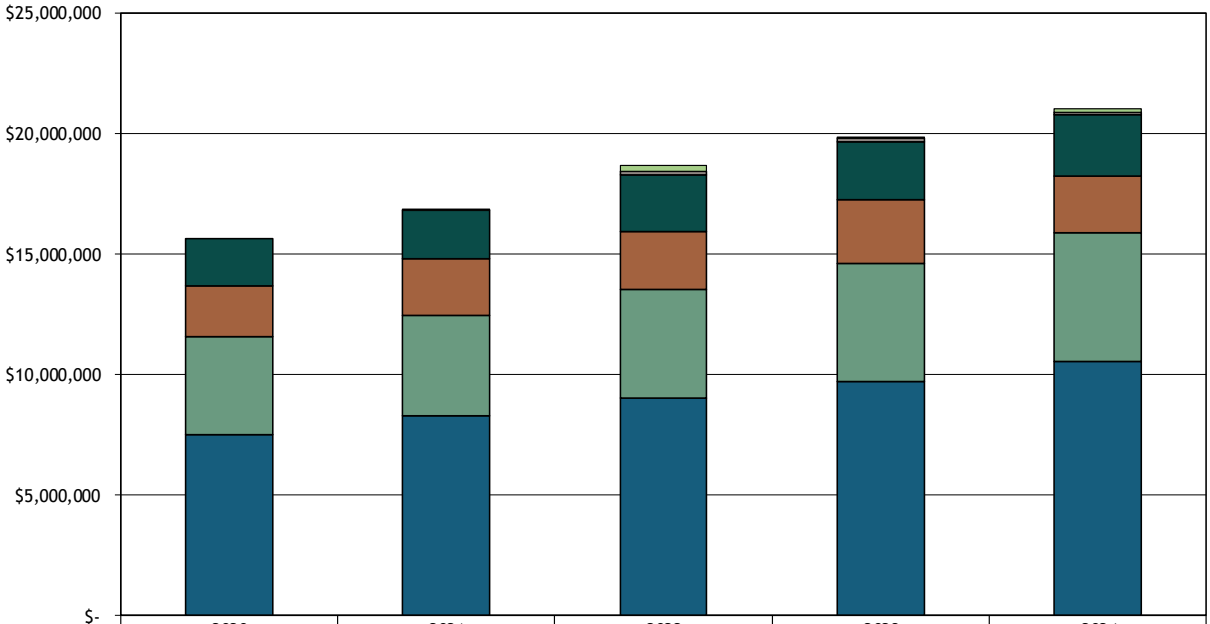
	2020	2021	2022	2023	2024
Charges for Services	$820,666	$1,077,855	$1,164,410	$1,247,308	$1,308,509
Other	369,125	426,864	466,605	615,904	653,991
Licenses and Permits	665,519	1,015,529	939,133	976,260	768,995
Intergovernmental	674,061	581,927	657,107	706,917	921,230
Taxes	12,127,323	12,531,317	13,190,416	13,941,647	15,055,587

General Fund – Expenditures

The graph below represents the breakdown of expenditures by department. Public safety continues to comprise the largest portion of General Fund expenditures, representing 50.0%. Overall, General Fund expenditures increased $1,255,788, or 6.3%, from 2023.

Public safety expenditures increased $820,990 with higher salaries and benefits. General government expenditures increased $431,653 with increased wages for employees and greater professional service expenditures. Public works expenditures decreased $256,499 with lower salaries and benefits due to staffing vacancies along with less costs for supplies and equipment repair and maintenance.

General Fund Expenditures



	2020	2021	2022	2023	2024
Capital Outlay	-	37,718	257,243	3,830	175,323
Debt Service	-	-	106,845	110,257	109,035
Culture and Recreation	1,941,732	2,015,790	2,398,314	2,432,803	2,522,176
Public Works	2,132,913	2,328,853	2,399,494	2,630,313	2,373,814
General Government	4,036,523	4,173,627	4,463,622	4,908,703	5,340,356
Public Safety	7,503,513	8,273,612	9,038,263	9,696,200	10,517,190

General Fund – Budgetary Comparison

	Original and Final Budget	Actual Amounts	Variance With Final Budget - Over (Under)
Revenues			
Property taxes	$14,917,700	$14,887,537	$ (30,163)
Other taxes	225,000	168,050	(56,950)
Licenses and permits	1,008,200	768,995	(239,205)
Intergovernmental	659,000	921,230	262,230
Charges for services	1,185,700	1,308,509	122,809
Fines and forfeitures	150,000	176,559	26,559
Miscellaneous revenues	330,000	477,432	147,432
Total revenues	18,475,600	18,708,312	232,712
Expenditures			
General government	5,316,650	5,340,356	23,706
Public safety	10,119,500	10,517,190	397,690
Public works	2,878,800	2,373,814	(504,986)
Culture and recreation	2,668,700	2,522,176	(146,524)
Debt service	91,750	109,035	17,285
Capital outlay	24,200	175,323	151,123
Total expenditures	21,099,600	21,037,894	(61,706)
Excess of revenues over (under) disbursements	(2,624,000)	(2,329,582)	294,418
Other Financing Sources (Uses)			
Lease issuance	-	99,914	99,914
Net transfers	2,624,000	2,444,843	(179,157)
Net change in fund balances	$ -	$ 215,175	$ 215,175

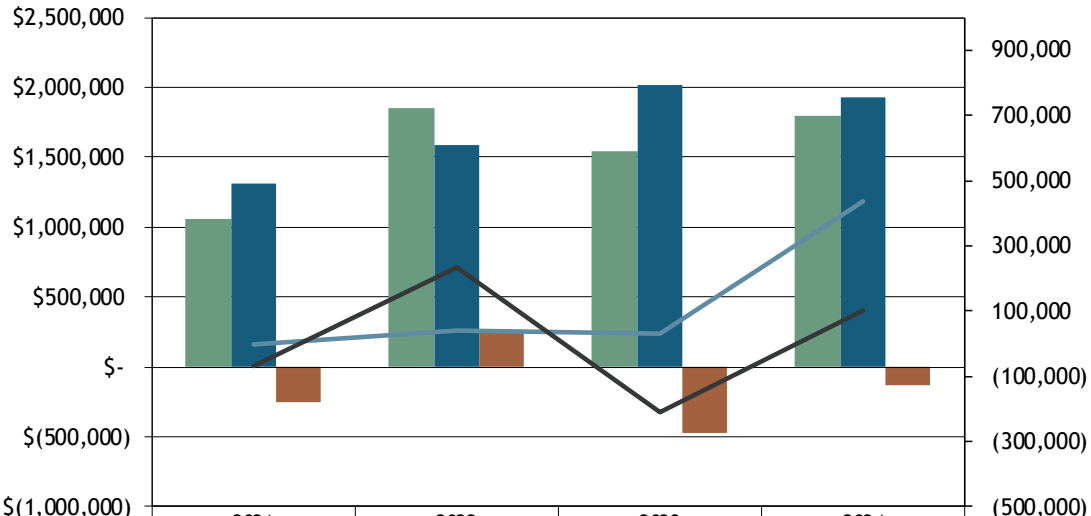
The City had a balanced budget in 2024 with anticipated revenues and net transfers equaling budgeted expenditures of $21,099,600. Overall, actual revenue was $232,712, or 1.3%, over budget. Intergovernmental revenue was $262,230 over budget with fire and police aid amounts along with state crime prevention grants exceeding budgeted amounts. The miscellaneous revenues category was $147,432 over budget due in large part to investment income coming in higher than budgeted. Charges for services was $122,809 over budget due in part to revenue from fire contracts, farmer's market, and park use fees coming in higher than anticipated. Licenses and permits was $239,205 under budget as building permit revenue was less than budgeted.

Overall, actual expenditures were less than budgeted amounts by $61,706, or 0.3%. The primary driver of the expenditures being under budget related to the public works expenditures, which were $504,986 under budget based on lesser wages and supply costs than anticipated. Culture and recreation was $146,524 under budget based on personnel costs and less repair and maintenance expenditures than anticipated.

Multipurpose Facility Operations

The following graph illustrates the current operations of the Multipurpose Facility Fund for the past four years.

In 2024, the Fund showed revenues of $1,800,099, which was an increase of $253,483 compared to 2023 as more revenue for facility rentals was obtained during the year. Expenditures decreased by $88,152 during 2024 with decreased equipment purchases. The Fund entered into an interfund loan with the Capital Outlay Reserve Fund in 2023 for $200,000 relating to the purchase of a Zamboni. The effect of increased revenues and decreased expenditures in 2024, along with $437,633 in other financing sources, resulted in an increase in fund balance of $307,644. The fund balance at the end of 2024 was $99,989.



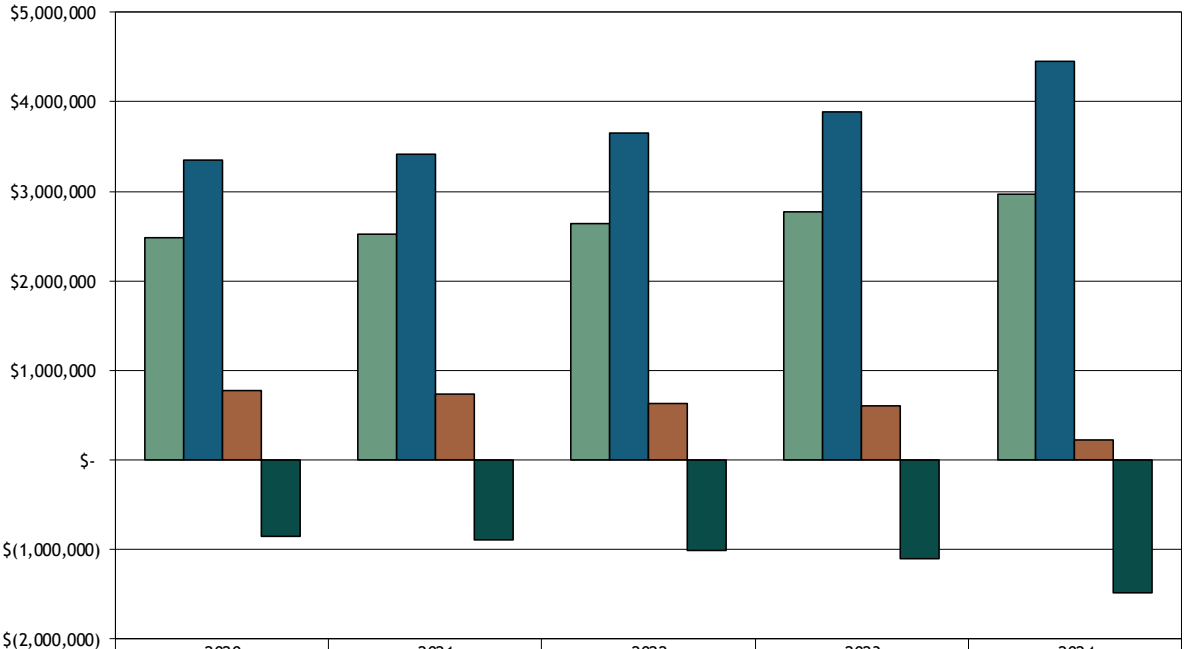
	2021	2022	2023	2024
Revenue	$1,058,645	$1,854,970	$1,546,616	$1,800,099
Expenditures	1,312,075	1,591,340	2,018,240	1,930,088
Revenues over (under) Expenditures	($253,430)	$263,630	($471,624)	($129,989)
Other Financing Sources (Uses)	-	38,772	30,000	437,633
Fund Balance	(68,433)	233,969	(207,655)	99,989

Enterprise funds may be used to account for any activity in which a fee is charged. It is not required to have the fee support the entire activity; however, the basic premise in establishing an enterprise fund is that the activity will be operated similar to a business. Therefore, it is expected the enterprise fund would at least be able to meet its obligations currently and into the future.

Sewer Operations
The following graph illustrates the current operations of the Sewer Fund for the past five years. Operating income is shown with and without depreciation below.

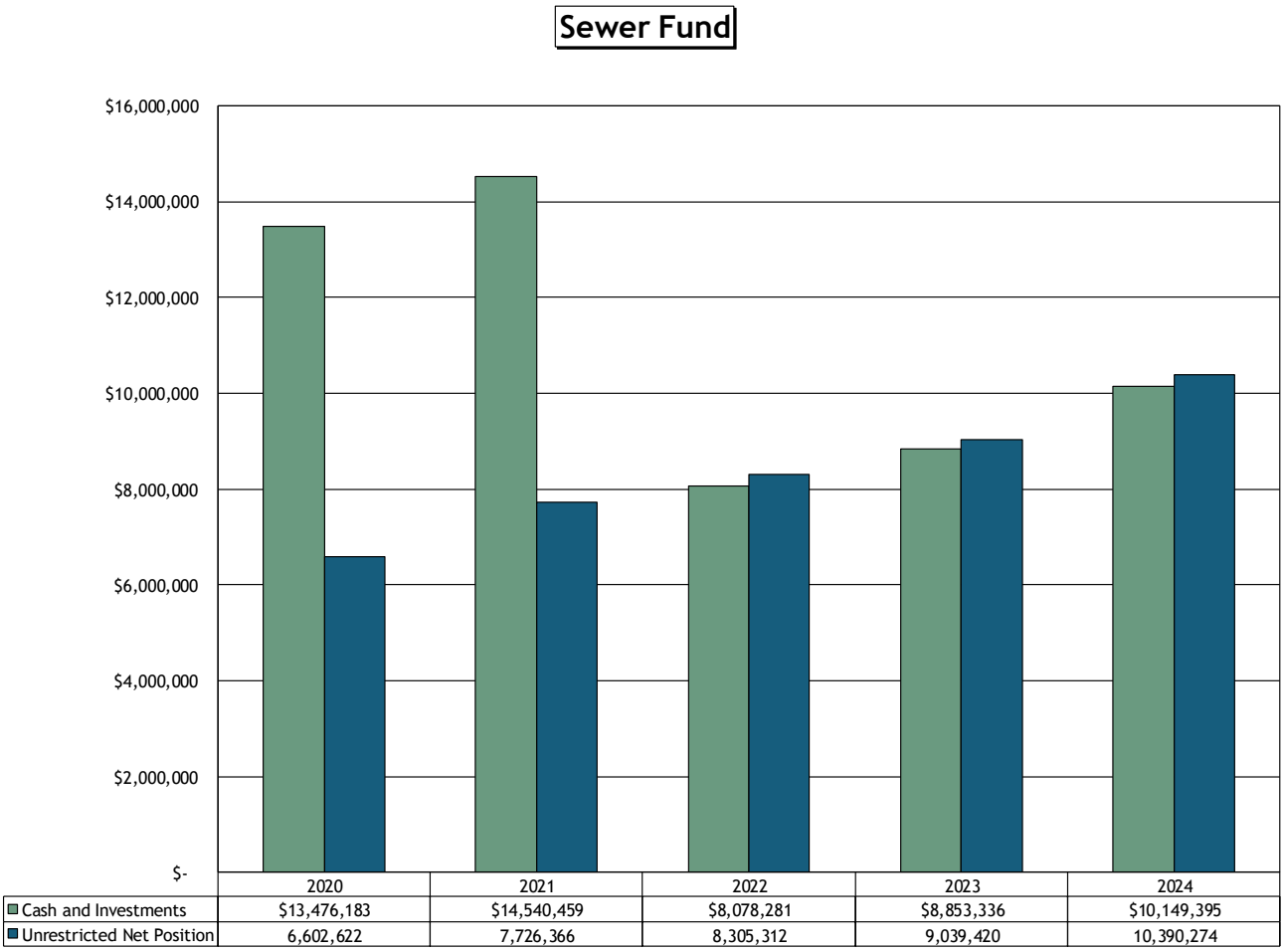
Operating revenue increased $187,696, or 6.8%, from 2023 with increased rates and increased usage. Operating expenses increased by $564,042, or 14.5%, due in large part to legal fees and purchases with ARPA funds. The net effect of the increased revenues and expenses is an operating loss of $1,488,909 for the year. When not including depreciation and amortization of capital assets in the calculation, the Sewer Fund had an operating income of $219,765.

Sewer Operations



	2020	2021	2022	2023	2024
Operating Revenues	$2,481,522	$2,517,025	$2,633,732	$2,774,077	$2,961,773
Operating Expenses	3,344,218	3,417,504	3,651,793	3,886,640	4,450,682
Operating Income without Depreciation/Amortization	773,717	739,615	623,383	598,378	219,765
Operating Loss	(862,696)	(900,479)	(1,018,061)	(1,112,563)	(1,488,909)

Sewer Fund



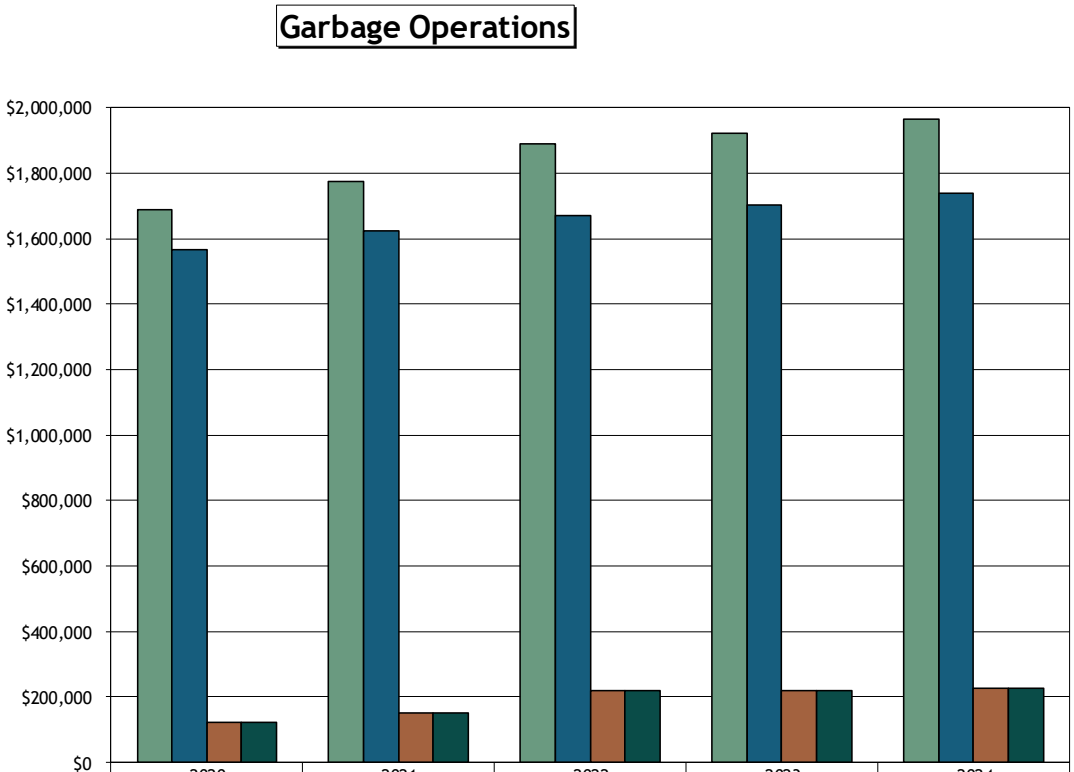
	2020	2021	2022	2023	2024
Cash and Investments	$13,476,183	$14,540,459	$8,078,281	$8,853,336	$10,149,395
Unrestricted Net Position	6,602,622	7,726,366	8,305,312	9,039,420	10,390,274

The above graph shows the cash and investment and unrestricted net position balances as of December 31 for the last five years. The Sewer Fund cash and investment balance has decreased $3,326,788 since 2020. The cash and investment balance increased $1,296,059 during 2024 while the unrestricted net position for the Sewer Fund increased $1,350,854 during the same time period.

Garbage Operations

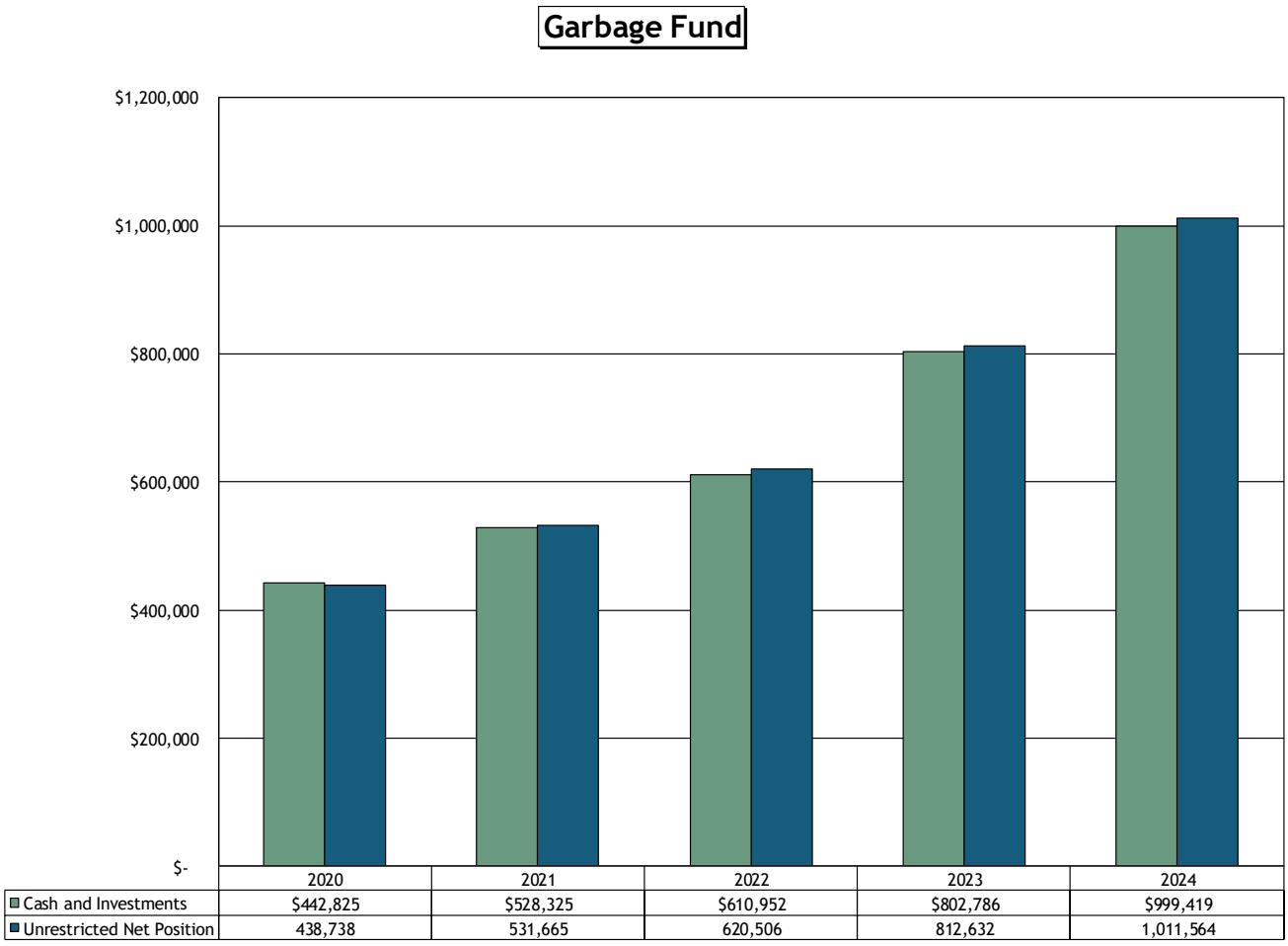
The following graph illustrates the current operations of the Garbage Fund for the past five years.

The Garbage Fund has shown an operating income in each of the last five years presented. In 2024, the Fund showed an operating income of $226,193. This is a slight increase in operating income of $8,488 from 2023. The Fund experienced an increase in operating revenue of $43,919 based on usage for the year, while garbage operating expenses increased $35,431 due to increased contractual service expenses based on garbage customer charges.



	2020	2021	2022	2023	2024
Operating Revenues	$1,686,664	$1,773,620	$1,889,247	$1,920,516	$1,964,435
Operating Expenses	1,565,482	1,623,785	1,670,454	1,702,811	1,738,242
Operating Income without Depreciation	121,182	149,835	218,793	217,705	226,193
Operating Income (Loss)	121,182	149,835	218,793	217,705	226,193

Garbage Fund

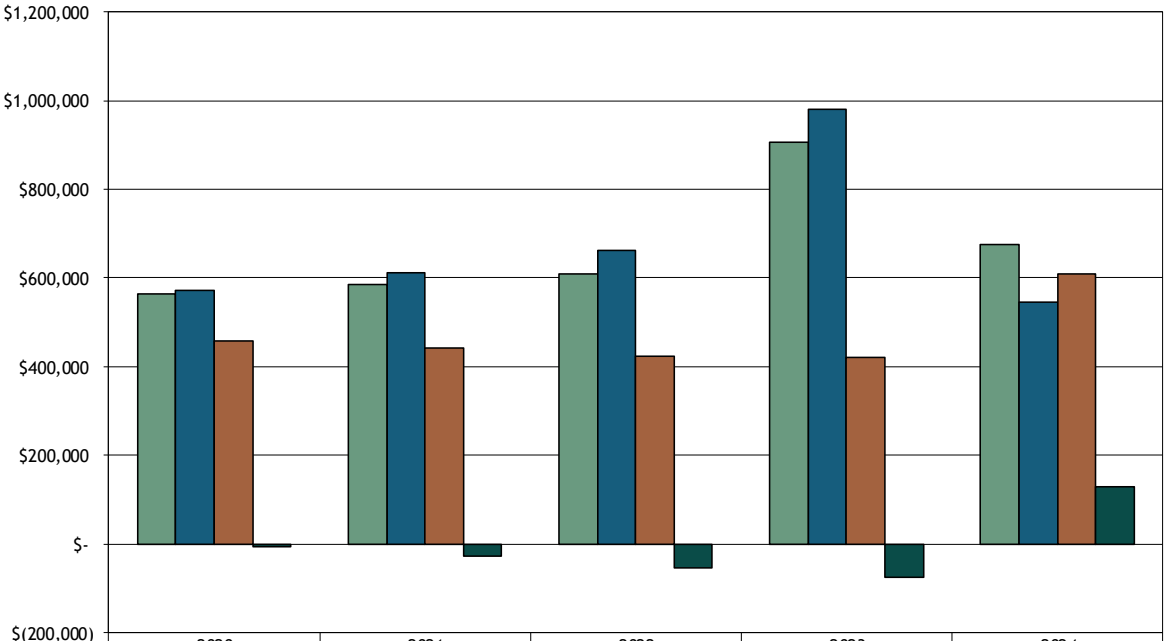


	2020	2021	2022	2023	2024
Cash and Investments	$442,825	$528,325	$610,952	$802,786	$999,419
Unrestricted Net Position	438,738	531,665	620,506	812,632	1,011,564

The graph above shows the cash and investment and unrestricted net position balances as of December 31 for the last five years. The Garbage Fund cash and investment balance has increased $556,594 since 2020. In 2024, the Garbage Fund cash and investment balance increased $196,633 while the unrestricted net position increased $198,932 based on positive operations during the year. Both balances for cash and investments and unrestricted net position were the highest in 2024 of the five years presented.

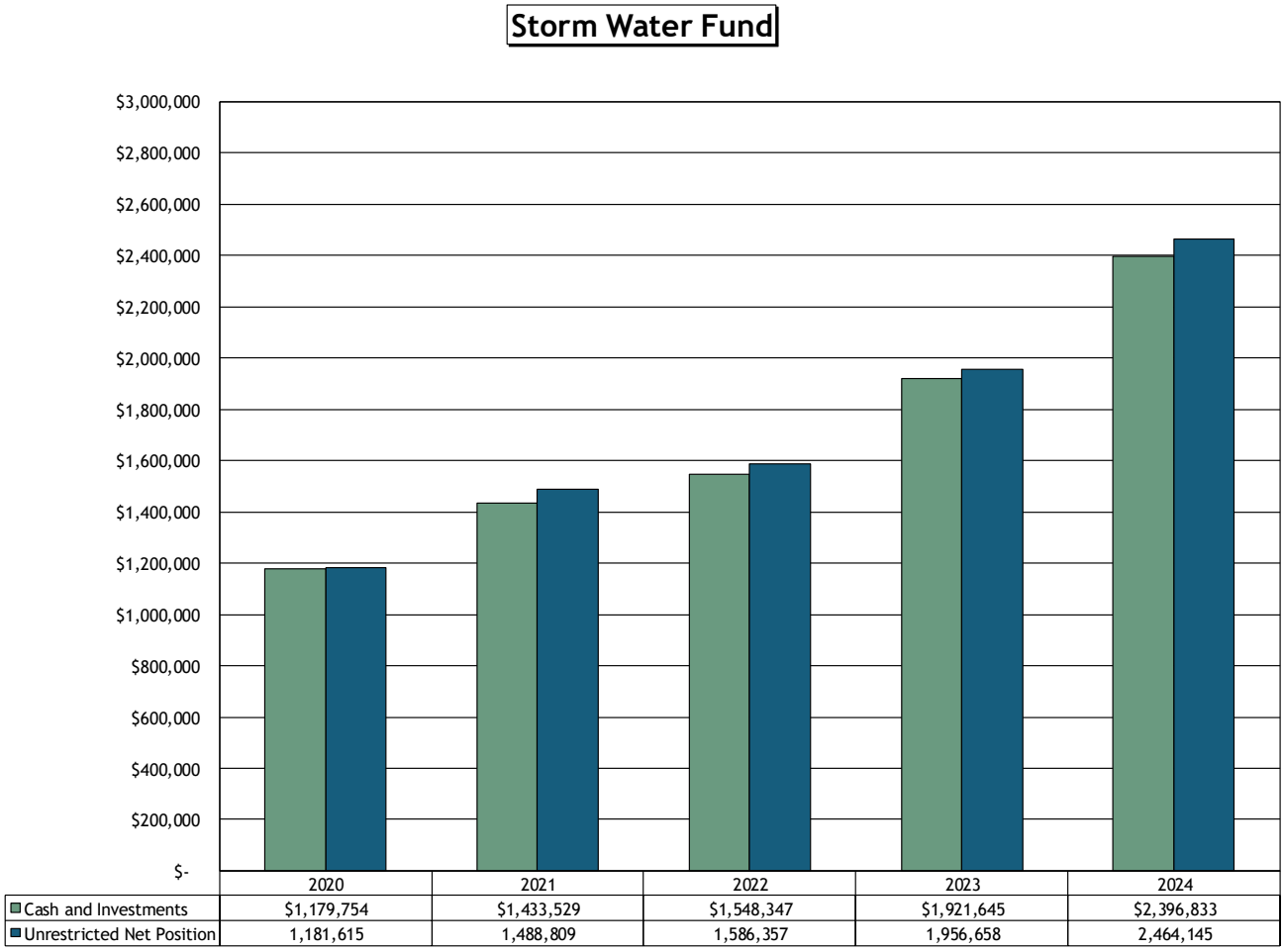
Storm Water Operations

The following graph illustrates the current operations of the Storm Water Fund for the past five years. Operating revenue decreased $231,037 in 2024 while expenses decreased $434,651 due in large part to grant funding received and related expenses related to an erosion prevention project in 2023. The net effect of the changes in revenues and expenses is an operating gain of $128,536, which was positive for the first time in the past five years. The Fund had operating income of $609,612 when excluding depreciation.



	2020	2021	2022	2023	2024
Operating Revenues	$564,699	$586,049	$609,101	$905,891	$674,854
Operating Expenses	571,170	612,527	663,420	980,969	546,318
Operating Income without Depreciation/Amortization	456,587	440,918	424,183	419,715	609,612
Operating Income (Loss)	(6,471)	(26,478)	(54,319)	(75,078)	128,536

Storm Water Fund

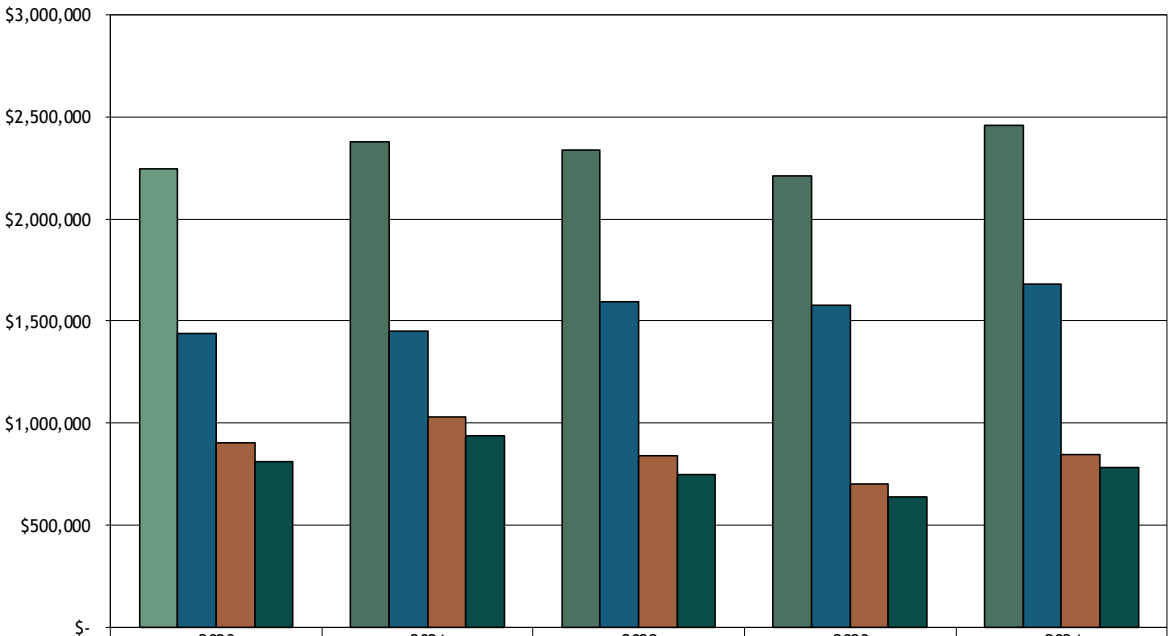


	2020	2021	2022	2023	2024
Cash and Investments	$1,179,754	$1,433,529	$1,548,347	$1,921,645	$2,396,833
Unrestricted Net Position	1,181,615	1,488,809	1,586,357	1,956,658	2,464,145

As of December 31, 2024, the Storm Water Fund had an ending net cash and investment balance of $2,396,833. This is an increase of $475,188 compared to 2023. Unrestricted net position at year-end was $2,464,145 and also increased $507,487 compared to the prior year, the highest mark of the five-year period.

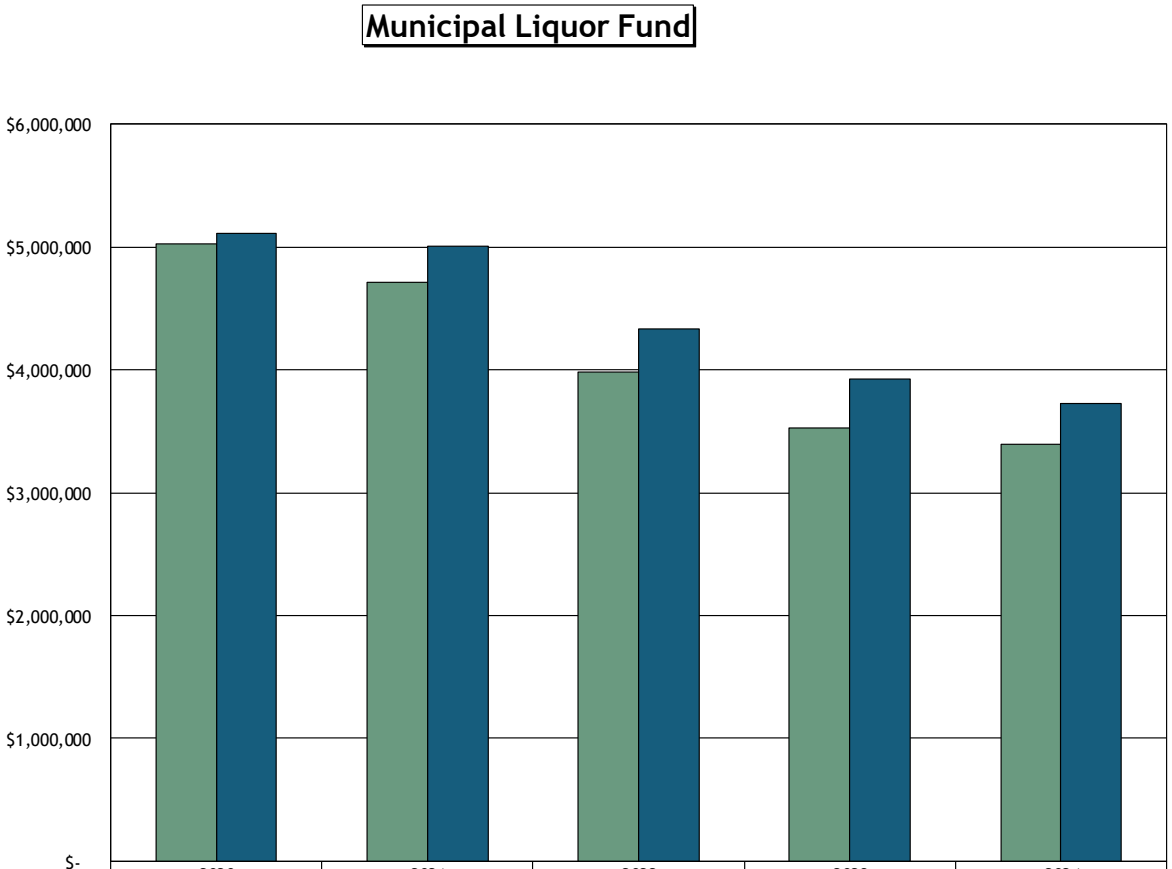
Municipal Liquor Operations

The following graph illustrates the current operations of the Municipal Liquor Fund for the past five years. Sales increased $652,107 in 2024 while cost of sales also increased $406,616, ending with an increase in gross profit of 11.1%. The net effect of the increases in revenues and expenses is operating income of $779,675, an increase of $142,512 compared to 2023.



	2020	2021	2022	2023	2024
Gross Profit	$2,245,745	$2,379,769	$2,335,534	$2,211,533	$2,457,024
Operating Expenses	1,440,451	1,448,717	1,593,173	1,579,063	1,682,377
Operating Income without Depreciation/Amortization	904,042	1,031,887	840,546	699,193	843,412
Operating Income	808,044	936,948	746,731	637,163	779,675

Municipal Liquor Fund



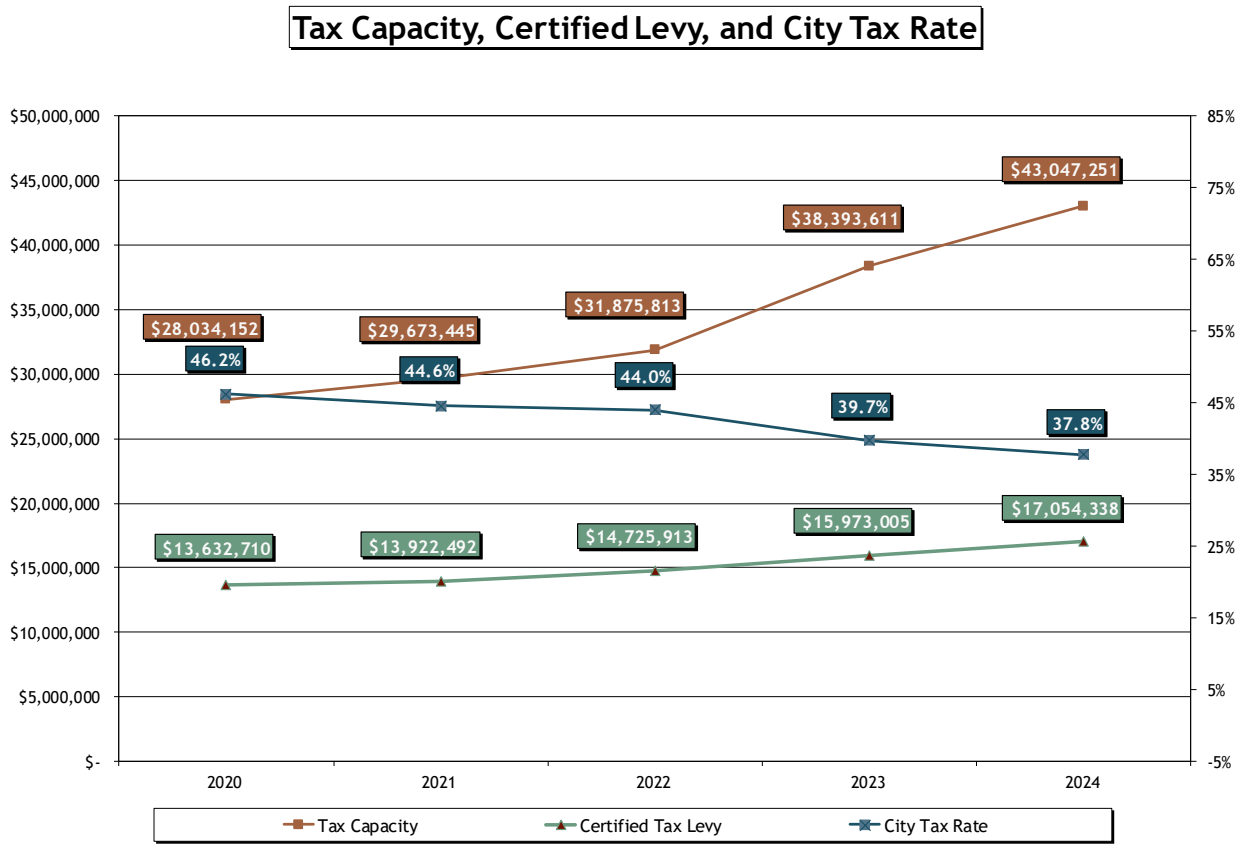
	2020	2021	2022	2023	2024
Cash and Investments	$5,023,743	$4,713,463	$3,978,266	$3,526,983	$3,398,275
Unrestricted Net Position	5,111,153	5,005,721	4,334,085	3,930,205	3,729,560

As of December 31, 2024, the Municipal Liquor Fund had an ending net cash and investment balance of $3,398,275. This is a decrease of $128,708 compared to 2023 due in large part to transfers out of $1,250,000 made during 2024. Unrestricted net position at year-end was $3,729,560, a decrease of $200,645 compared to the prior year. Unrestricted net position has decreased by $1,381,593, or 27.0%, over the last five years when comparing 2024 to 2020.

Tax Capacity, Certified Tax Levy, and City Tax Rate

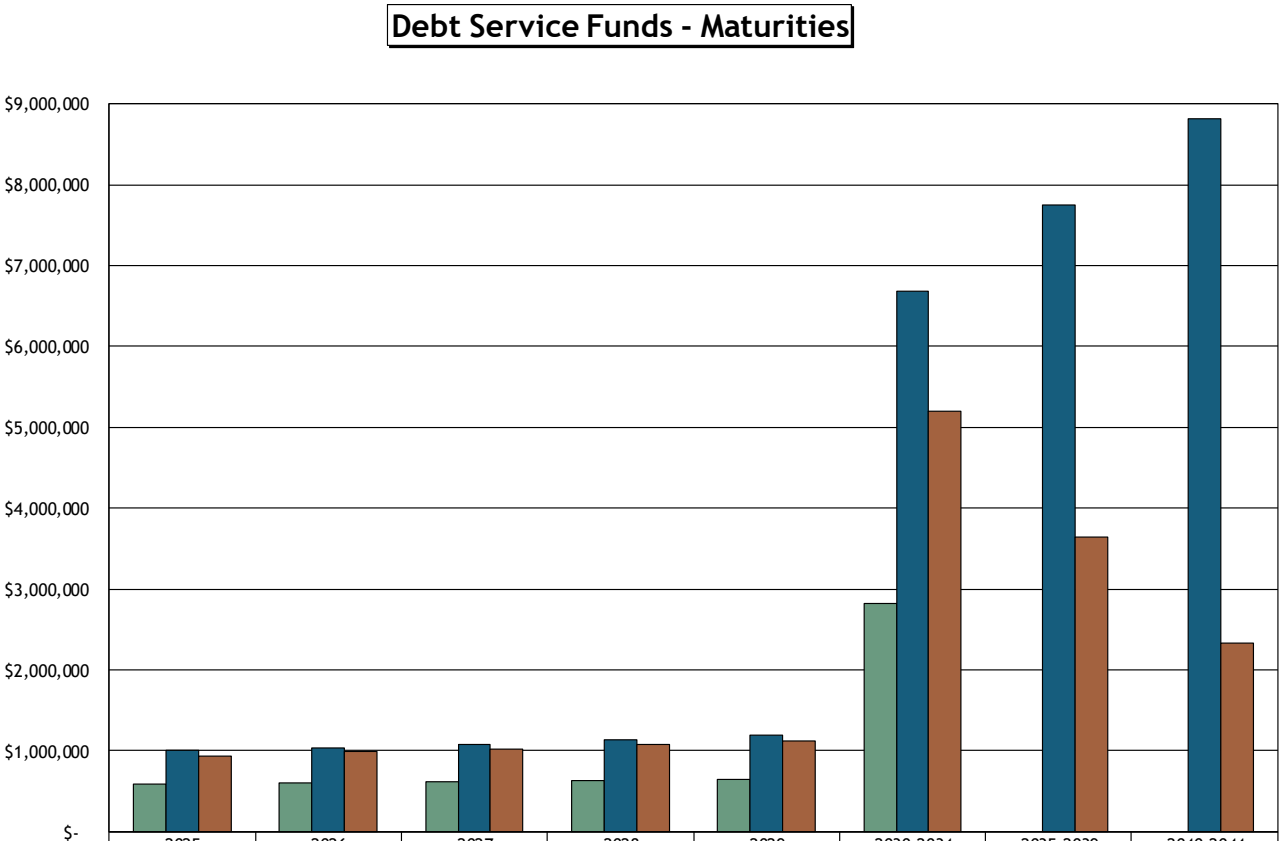
The chart below graphs the tax capacity, certified tax levy, and City tax rate for 2020 through 2024. The tax capacity is based on total tax capacity, prior to adjustments for captured Tax Increment Financing (TIF) and fiscal disparities. The certified tax levy amount is also prior to fiscal disparity adjustments.

With market values continuing to climb, the City's tax capacity increased from 2023 to 2024, by $4,190,584, or 10.9%. With certified levy increasing at a lower rate to the taxable market value over the last five years, the City's tax rate has decreased from 46.2% in 2020 to 37.9% in 2024.



Governmental Activities

The chart below presents the minimum annual principal payments required to retire long-term liabilities.



	2025	2026	2027	2028	2029	2030-2034	2035-2039	2040-2044
YMCA	$590,000	$605,000	$615,000	$630,000	$650,000	$2,820,000	$-	$-
Sales Tax	1,000,000	1,030,000	1,080,000	1,135,000	1,195,000	6,680,000	7,755,000	8,815,000
Govt Bldgs	940,000	985,000	1,025,000	1,075,000	1,115,000	5,195,000	3,640,000	2,330,000

City of Elk River
Emerging Issues

Executive Summary
The following is an executive summary of financial related updates to assist you in staying current on emerging issues in accounting and finance. This summary will give you a preview of the new standards that have been recently issued and what is on the horizon for the near future. The most recent and significant updates include:

- **Accounting Standard Update – GASB Statement No. 102 – *Certain Risk Disclosures***
  GASB has issued GASB Statement No. 102 relating to risk disclosures. The disclosures will provide users with timely information regarding certain concentrations or constraints and related events that have occurred or have begun to occur that make a government vulnerable to a substantial impact.
- **Accounting Standard Update – GASB Statement No. 103 – *Financial Reporting Model Improvements***
  GASB has issued GASB Statement No. 103 relating to changes in financial reporting requirements. The changes provide clarity, enhance the relevance of information, provide more useful information for decision-making, and provide for greater comparability amongst government entities.
- **Accounting Standard Update – GASB Statement No. 104 – *Disclosure of Certain Capital Assets***
  GASB has issued GASB Statement No. 104 relating to capital asset disclosures. The disclosures required by this Statement provide users of the financial statements with essential information about certain types of capital assets.

The following are extensive summaries of the current updates. As your continued business partner, we are committed to keeping you informed of new and emerging issues. We are happy to discuss these issues with you further and their applicability to your City.

City of Elk River
Emerging Issues

Accounting Standard Update – GASB Statement No. 102 – *Certain Risk Disclosures*
The objective of this Statement is to provide users of government financial statements with information about risks related to a government's vulnerabilities due to certain concentrations or constraints that is essential to their analyses for making decisions or assessing accountability.

This Statement provides definitions for concentration and constraint. A concentration as a lack of diversity related to an aspect of a significant inflow of resources or outflow of resources. A constraint is a limitation imposed on a government by an external party or by formal action of the government's highest level of decision-making authority.

This Statement requires a government to assess whether a concentration or constraint could present a risk of financial difficulty. The City will need to make a disclosure in the notes to the financial statements if all three of the following criteria are true:

- The City knows about the concentration or constraint prior to financial statement issuance.
- The concentration or constraint makes the City vulnerable to risk of a substantial impact.
- An event or events associated with the concentration or constraint that could cause a substantial impact have either (1) happened; (2) started to happen; or (3) are more likely than not to start happening within 12 months of the financial statements being issued.

If a government determines the above criteria for disclosure have been met, it should disclose information in notes to financial statements in sufficient detail to enable users of financial statements to understand the nature of the circumstances disclosed and the government's vulnerability to the risk of a substantial impact. Disclosures are required for the government as a whole as well as any opinion unit in the financial statements that includes outstanding revenue debt. Disclosures can be combined to avoid unnecessary duplication (e.g., a subsequent event footnote).

GASB Statement No. 102 is effective for fiscal years beginning after June 15, 2024. Earlier application is encouraged.

Information provided above was obtained from www.gasb.org.

Accounting Standard Update – GASB Statement No. 103 – *Financial Reporting Model Improvements*

The objective of this Statement is to improve key components of the financial reporting model to enhance its effectiveness in providing information that is essential for decision making and assessing a government's accountability. This Statement also addresses certain application issues.

This Statement addresses 5 areas of the financial statements (1) Management's Discussion and Analysis (MD&A), (2) Unusual or Infrequent Items, (3) Presentation of the Proprietary Fund Statement of Revenues, Expenses, and Changes in Fund Net Position, (4) Major Component Unit Information, and (5) Budgetary Comparison Information.

This Statement continues the requirement that the MD&A precede the basic financial statements as part of the Required Supplementary Information (RSI). This Statement requires that the information presented in MD&A be limited to the related topics discussed in five sections: (1) Overview of the Financial Statements, (2) Financial Summary, (3) Detailed Analyses, (4) Significant Capital Asset and Long-Term Financing Activity, and (5) Currently Known Facts, Decisions, or Conditions. The Statement stresses that detailed analyses should explain why balances and results of operations changed, rather than stating amounts and "boilerplate" discussions.

This Statement describes unusual or infrequent items as transactions and other events that are either unusual in nature or infrequent in occurrence. Furthermore, governments are required to display the inflows and outflows related to each unusual or infrequent item separately as the last presented flow(s) of resources prior to the net change in resource flows in the government-wide, governmental fund, and proprietary fund statements of resource flows.

This Statement requires that the proprietary fund statement of revenues, expenses, and changes in fund net position continue to distinguish between operating and nonoperating revenues and expenses. The Statement provides clarification regarding operating and nonoperating revenues and expenses. Also, this Statement requires that a subtotal for operating income (loss) and noncapital subsidies be presented before reporting other nonoperating revenues and expenses.

This Statement requires governments to present each major component unit separately in the reporting entity's statement of net position and statement of activities if it does not reduce the readability of the statements. If the readability of those statements would be reduced, combining statements of major component units should be presented after the fund financial statements.

This Statement requires governments to present budgetary comparison information using a single method of communication - RSI. Governments also are required to present (1) variances between original and final budget amounts and (2) variances between final budget and actual amounts. An explanation of significant variances is required to be presented in notes to RSI.

GASB Statement No. 103 is effective for fiscal years beginning after June 15, 2025. Earlier application is encouraged.

Information provided above was obtained from www.gasb.org.

City of Elk River
Emerging Issues

Accounting Standard Update – GASB Statement No. 104 – *Disclosure of Certain Capital Assets*
The objective of this Statement is to provide users of government financial statements with essential information about certain types of capital assets.

This Statement requires certain types of capital assets continue to be disclosed separately in the capital assets note disclosures including presentation of capital assets by major class and separate disclosure of lease assets, subscription assets, and intangible right-to-use assets.

This Statement requires additional disclosures for capital assets held for sale. A capital asset is held for sale if (a) the government has decided to pursue the sale of the capital asset and (b) it is probable that the sale will be finalized within one year of the financial statement date.

Governments should disclose (1) the ending balance of capital assets held for sale, with separate disclosure for historical cost and accumulated depreciation by major class of asset, and (2) the carrying amount of debt for which the capital assets held for sale are pledged as collateral for each major class of asset.

GASB Statement No. 104 is effective for fiscal years beginning after June 15, 2025. Earlier application is encouraged.

Information provided above was obtained from www.gasb.org.

City of Elk River
Sherburne County, Minnesota

Reports on Compliance with *Government Auditing Standards*, Uniform Guidance, and Legal Compliance

December 31, 2024

City of Elk River
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City of Elk River
Schedule of Expenditures of Federal Awards
Year Ended December 31, 2024

Federal Agency/Pass Through Agency/Program Title	Federal Assistance Listing Number	Federal Expenditures
U.S. Department of the Interior		
Passed through the State of Minnesota		
Historic Preservation Fund Grants	15.904	$ 532
U.S. Department of Transportation		
Passed through Minnesota Department of Transportation		
State and Community Highway Safety	20.600	72,833
Minimum Penalties for Repeat Offenders for Driving While Intoxicated	20.608	20,447
Total U.S. Department of Transportation		93,280
U.S. Department of Treasury		
Passed through the State of Minnesota		
Coronavirus Relief Fund - America Rescue Plan	21.027	1,372,738
Total Federal Expenditures		$ 1,466,550

See notes to schedule of expenditures and federal awards.

City of Elk River
Notes to Schedule of Expenditures of Federal Awards

NOTE 1 – BASIS OF PRESENTATION

The accompanying Schedule of Expenditures of Federal Awards (the "Schedule") includes the federal award activity of the City under programs of the federal government for the year-ended December 31, 2024. The information in this Schedule is presented in accordance with the requirements of *Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the City, it is not intended to and does not present the financial position, changes in net position, or cash flows of the City.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the modified accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

NOTE 3 – PASS-THROUGH GRANT NUMBERS

All pass-through entities listed above use the same Assistance Listing numbers as the federal grantors to identify these grants and have not assigned any additional identifying numbers.

NOTE 4 – INDIRECT COST RATE

The City did not elect to use the 10 percent de minimis indirect cost rate, as allowed under the Uniform Guidance.

Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

Independent Auditor's Report

Honorable Mayor and Members
of the City Council
City of Elk River
Elk River, Minnesota

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*), the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the City of Elk River, Minnesota as of and for the year ended December 31, 2024, and the related notes to financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated June 5, 2025.

Report on Internal Control over Financial Reporting
In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented, or detected and corrected, on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses, or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Report on Compliance and Other Matters
As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report
The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

BerganKDV, Ltd.

Minneapolis, Minnesota
June 6, 2025

Report on Compliance for each Major Federal Program and Report on Internal Control over Compliance in Accordance with the Uniform Guidance

Independent Auditor's Report

Honorable Mayor and Members
of the City Council
City of Elk River
Elk River, Minnesota

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited the City of Elf River's compliance with the types of compliance requirements identified as subject to audit in the *U.S. Office of Management and Budget (OMB)* Compliance Supplement that could have a direct and material effect on the City's major federal program for the year ended December 31, 2024. The City's major federal program is identified in the summary of auditor's results section of the accompanying Schedule of Findings and Questioned Costs.

In our opinion, the City complied in all material respects, with the compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended December 31, 2024.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the City's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the City's federal programs.

Auditor's Responsibilities for the Audit of Compliance
Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the City's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the City's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the City's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the City's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control over Compliance
A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in Auditor's Responsibilities for the Audit of Compliance section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Report on Internal Control over Compliance (Continued)
Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance
We have audited the financial statements of the governmental activities, the business-type activities, the discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Elk River, Minnesota, as of and for the year ended December 31, 2024, and the related notes to financial statements which collectively comprise the City's basic financial statements. We issued our report thereon dated June 6, 2025, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Expenditures of Federal Awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

BerganKDV, Ltd.

Minneapolis, Minnesota
June 6, 2025

City of Elk River
Schedule of Findings and Questioned Costs

SECTION I – SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of auditor's report issued:	We issued an unmodified opinion on the fair presentation of the financial statements of the governmental activities, business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information in accordance with accounting principles generally accepted in the United States of America (GAAP).
Internal control over financial reporting:	
• Material weakness(es) identified?	No
• Significant deficiency(ies) identified?	None reported
Noncompliance material to financial statements noted?	No

Federal Awards

Type of auditor's report issued on compliance for major programs:	Unmodified
Internal control over major programs:	
• Material weakness(es) identified?	No
• Significant deficiency(ies) identified?	None reported
Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?	No

Identification of Major Programs

Assistance Listing No.:	21.027
Name of Federal Program or Cluster:	Coronavirus Relief Fund – America Rescue Plan
Dollar threshold used to distinguish between type A and type B programs:	$750,000
Auditee qualified as low risk auditee?	Yes

City of Elk River
Schedule of Findings and Questioned Costs

SECTION II – FINANCIAL STATEMENT FINDINGS

There were no financial statement findings.

SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

There were no Federal award findings.

There were no questioned costs.

SECTION IV – PRIOR YEAR FINDINGS AND QUESTIONED COSTS

None

Minnesota Legal Compliance

Independent Auditor's Report

Honorable Mayor and Members
of the City Council
City of Elk River
Elk River, Minnesota

We have audited, in accordance with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Government Auditing Standards,* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the City of Elk River, Minnesota as of and for the year ended December 31, 2024, and the related notes to financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated June 6, 2025.

In connection with our audit, nothing came to our attention that caused us to believe that the City failed to comply with the provisions of the contracting – bid laws, depositories of public funds and public investments, conflicts of interest, public indebtedness, claims and disbursements, miscellaneous provisions, and tax increment financing sections of the *Minnesota Legal Compliance Audit Guide for Cities*, promulgated by the State Auditor pursuant to *Minnesota Statute* § 6.65, insofar as they relate to accounting matters. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding the City's noncompliance with the above referenced provisions, insofar as they relate to accounting matters.

The purpose of this report is solely to describe the scope of our testing of compliance and the results of that testing, and not to provide an opinion on compliance. Accordingly, this communication is not suitable for any other purpose.

BerganKDV, Ltd.

Minneapolis, Minnesota
June 6, 2025

City of Elk River

Audit Presentation

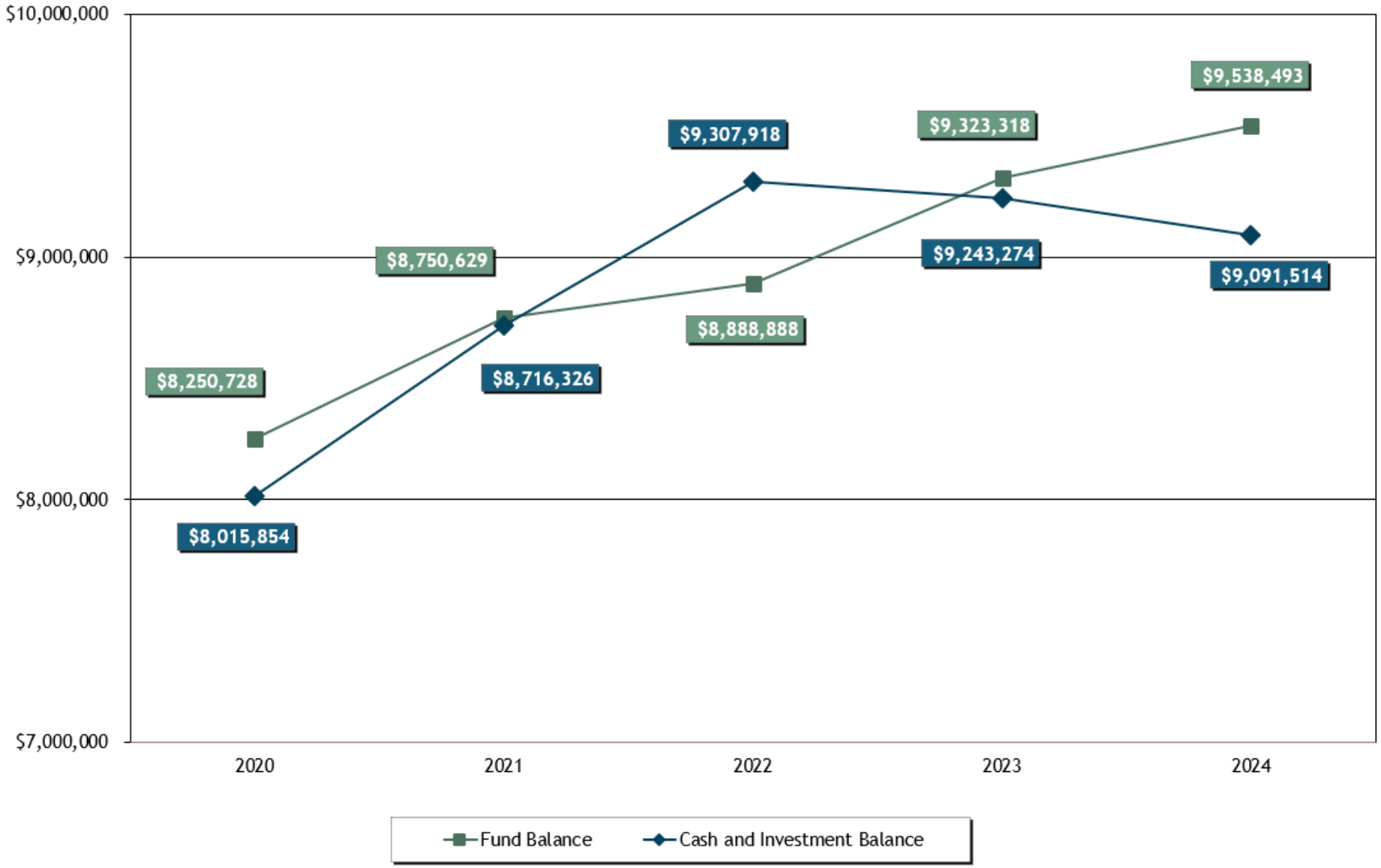
The Audit

Independent Auditor's Report

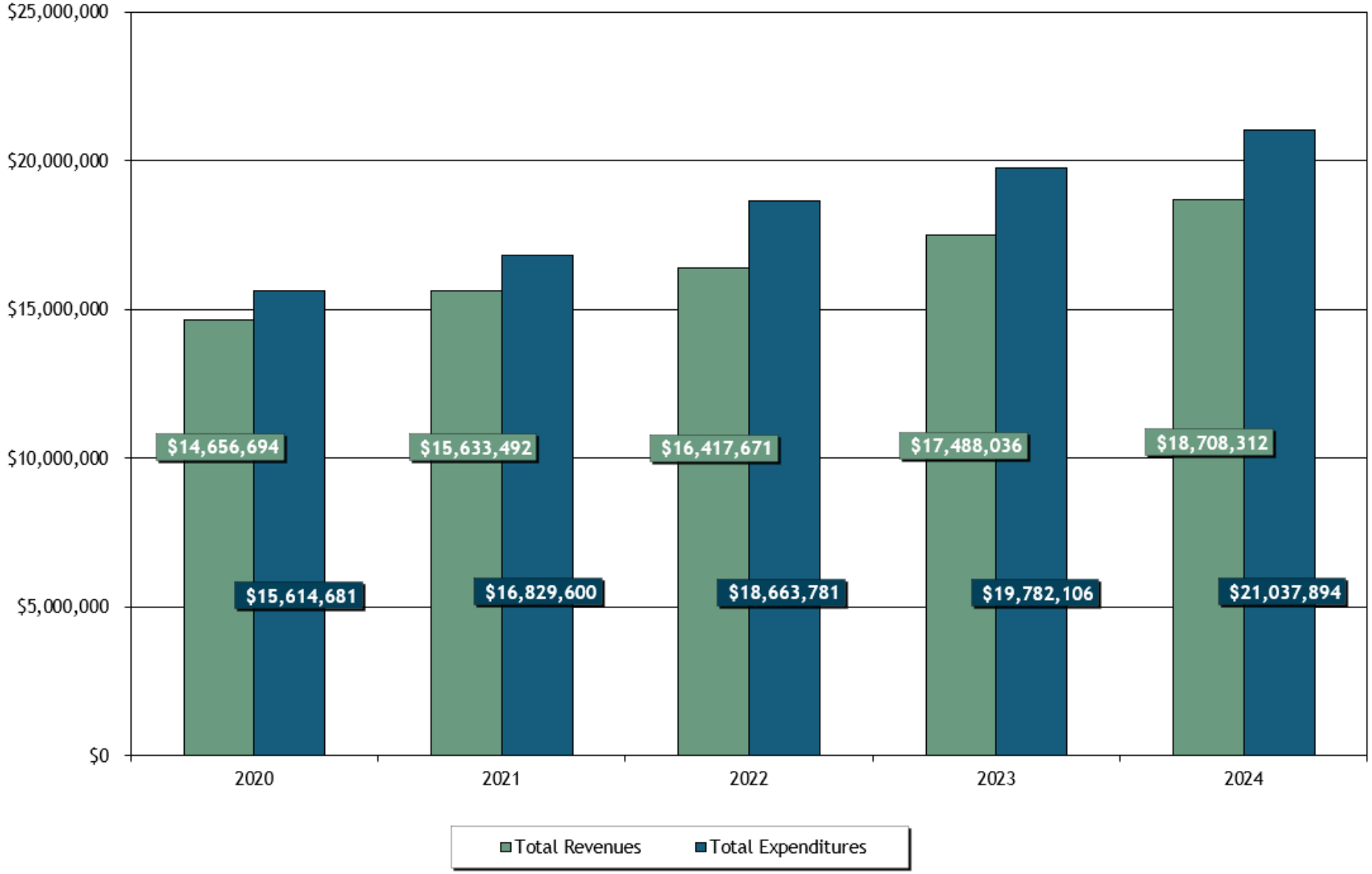
- Independent Auditor's Report "unmodified" or "clean" opinion.
- Independent Auditor's Report in accordance with *Government Auditing Standards* – no significant deficiencies or material weaknesses in internal control reported
- Independent Auditor's Report on Minnesota Legal Compliance – no compliance findings reported
- Independent Auditor's Report on Compliance on each Major Federal Program and Report on Internal Control over Compliance required by the Uniform Guidance – no compliance findings or internal control findings reported

Financial Communications

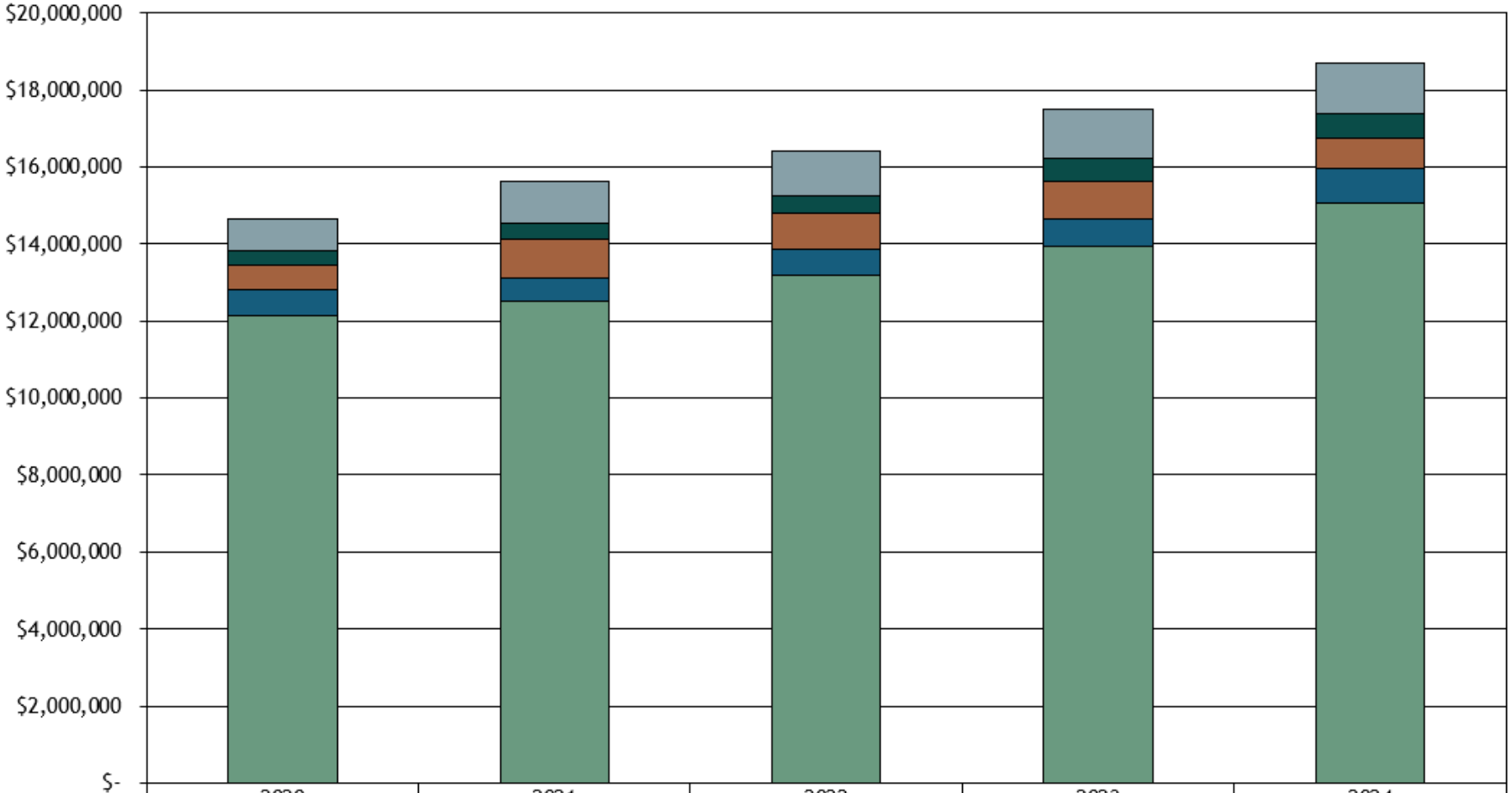
General Fund – Cash and Investments and Fund Balance



General Fund – Revenues and Expenditures

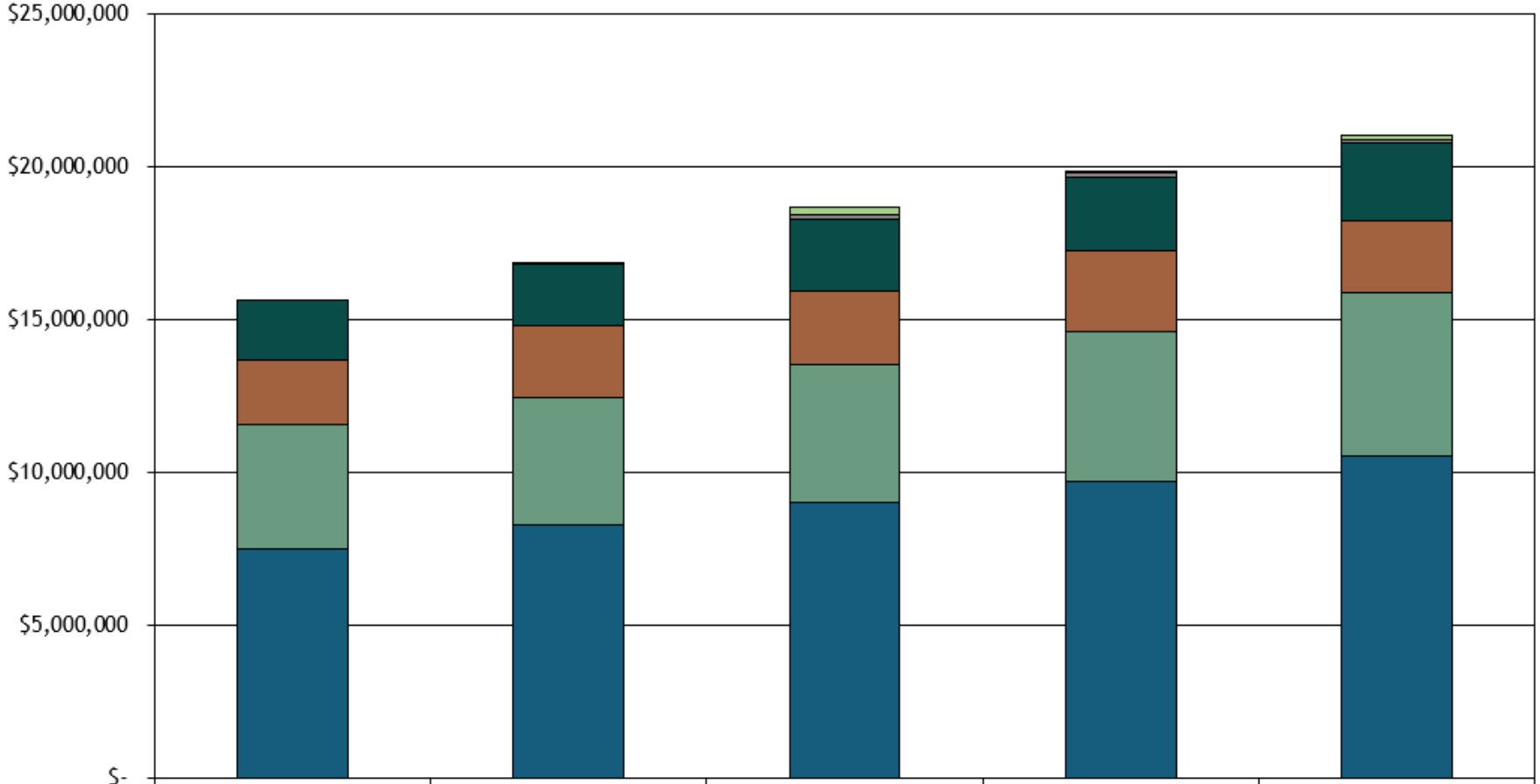


General Fund - Revenues



	2020	2021	2022	2023	2024
Charges for Services	$820,666	$1,077,855	$1,164,410	$1,247,308	$1,308,509
Other	369,125	426,864	466,605	615,904	653,991
Licenses and Permits	665,519	1,015,529	939,133	976,260	768,995
Intergovernmental	674,061	581,927	657,107	706,917	921,230
Taxes	12,127,323	12,531,317	13,190,416	13,941,647	15,055,587

General Fund - Expenditures

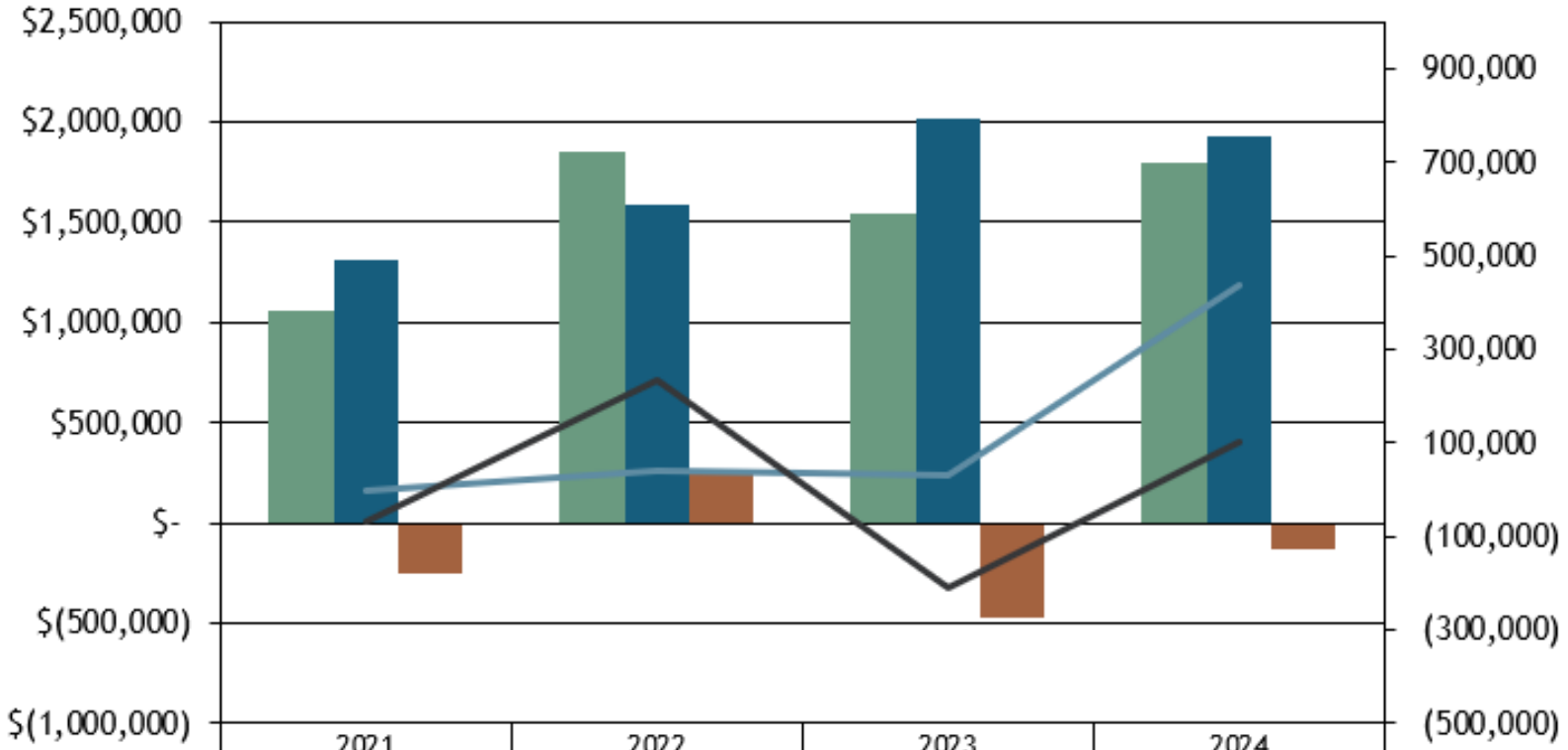


	2020	2021	2022	2023	2024
Capital Outlay	-	37,718	257,243	3,830	175,323
Debt Service	-	-	106,845	110,257	109,035
Culture and Recreation	1,941,732	2,015,790	2,398,314	2,432,803	2,522,176
Public Works	2,132,913	2,328,853	2,399,494	2,630,313	2,373,814
General Government	4,036,523	4,173,627	4,463,622	4,908,703	5,340,356
Public Safety	7,503,513	8,273,612	9,038,263	9,696,200	10,517,190

General Fund – Budgetary Comparison

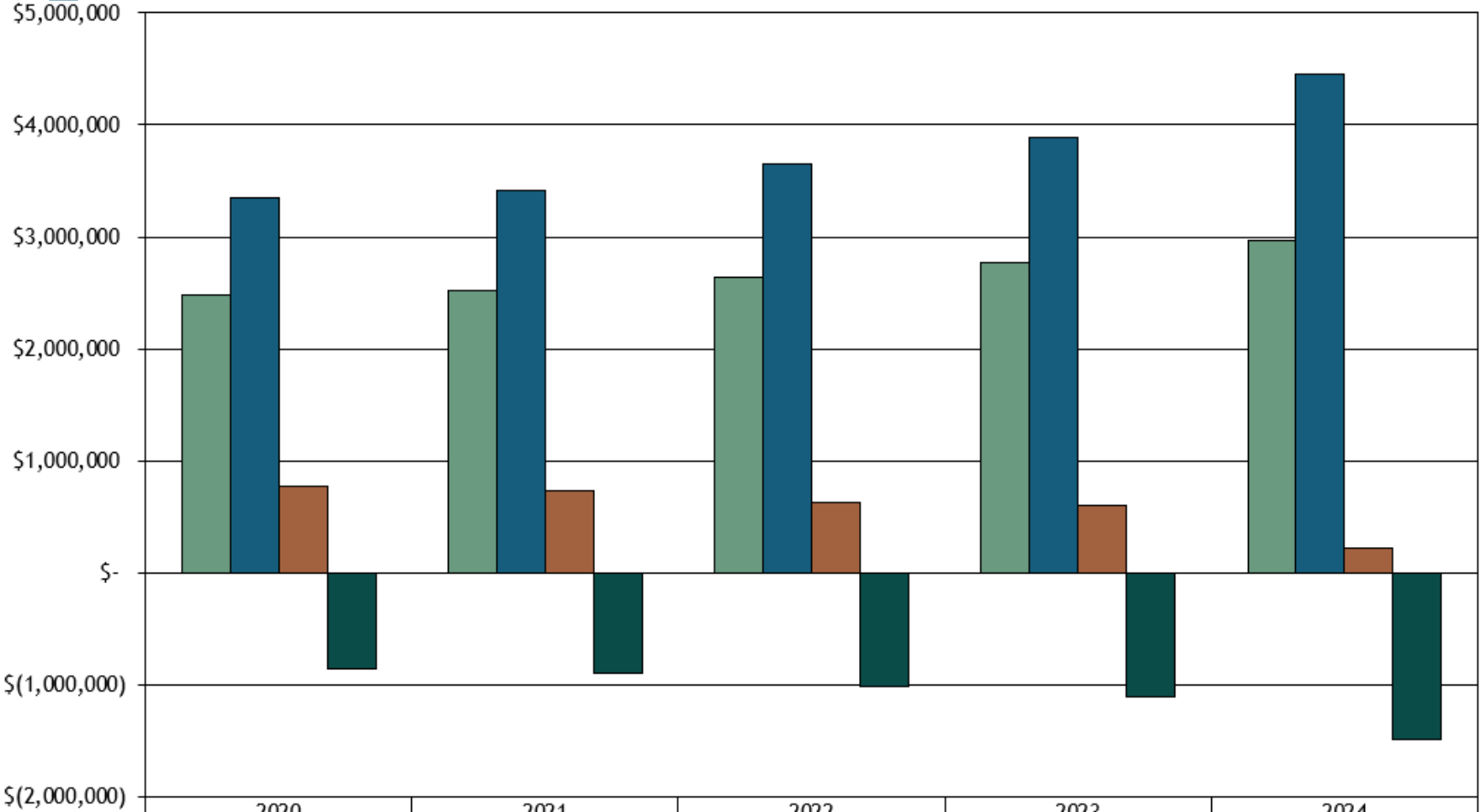
	Original and Final Budget	Actual Amounts	Variance With Final Budget - Over (Under)
Revenues			
Property taxes	$14,917,700	$14,887,537	$ (30,163)
Other taxes	225,000	168,050	(56,950)
Licenses and permits	1,008,200	768,995	(239,205)
Intergovernmental	659,000	921,230	262,230
Charges for services	1,185,700	1,308,509	122,809
Fines and forfeitures	150,000	176,559	26,559
Miscellaneous revenues	330,000	477,432	147,432
Total revenues	18,475,600	18,708,312	232,712
Expenditures			
General government	5,316,650	5,340,356	23,706
Public safety	10,119,500	10,517,190	397,690
Public works	2,878,800	2,373,814	(504,986)
Culture and recreation	2,668,700	2,522,176	(146,524)
Debt service	91,750	109,035	17,285
Capital outlay	24,200	175,323	151,123
Total expenditures	21,099,600	21,037,894	(61,706)
Excess of revenues over (under) disbursements	(2,624,000)	(2,329,582)	294,418
Other Financing Sources (Uses)			
Lease issuance	-	99,914	99,914
Net transfers	2,624,000	2,444,843	(179,157)
Net change in fund balances	$ -	$ 215,175	$ 215,175

Multipurpose Facility Fund



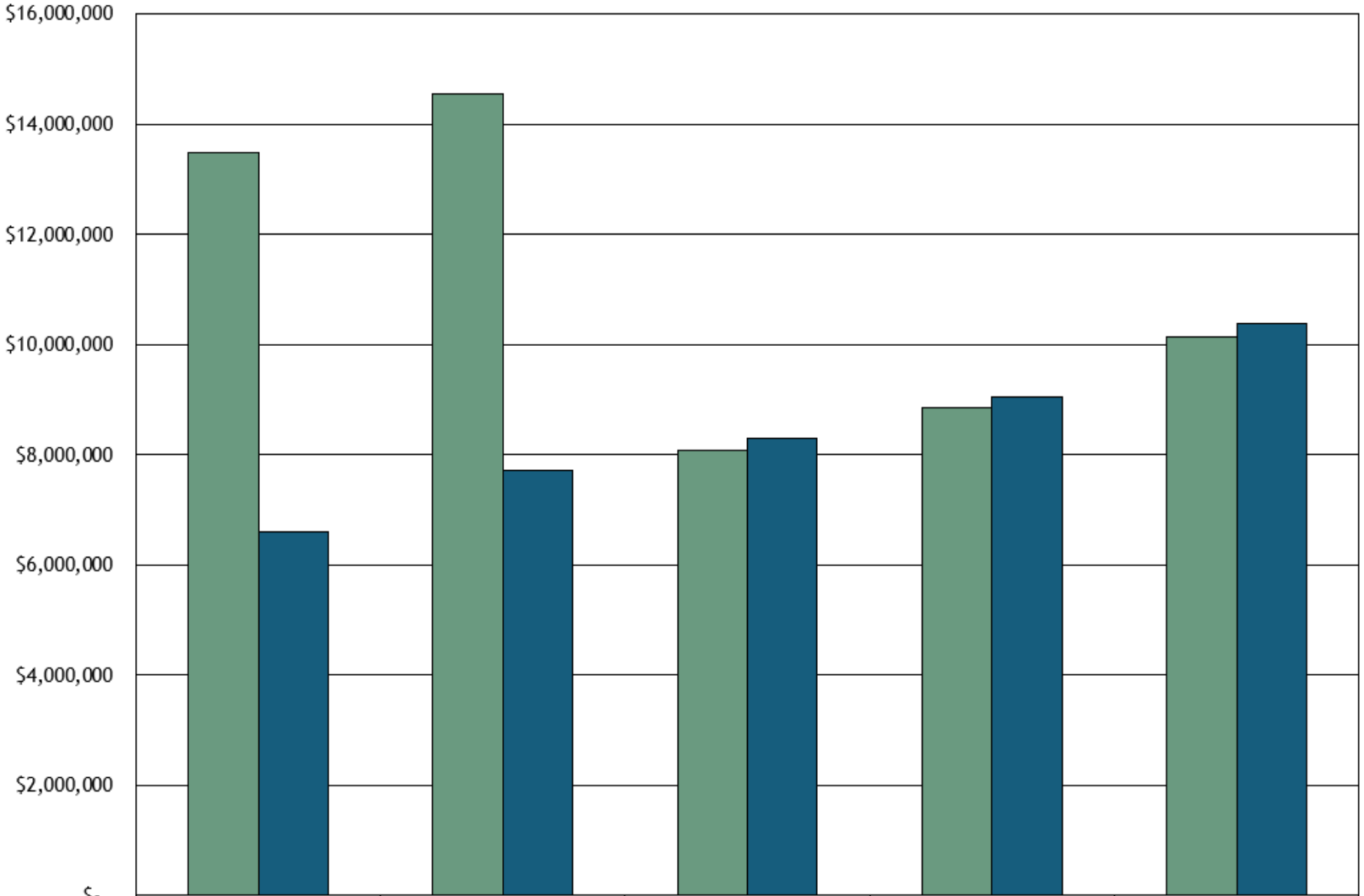
	2021	2022	2023	2024
Revenue	$1,058,645	$1,854,970	$1,546,616	$1,800,099
Expenditures	1,312,075	1,591,340	2,018,240	1,930,088
Revenues over (under) Expenditures	($253,430)	$263,630	($471,624)	($129,989)
Other Financing Sources (Uses)	-	38,772	30,000	437,633
Fund Balance	(68,433)	233,969	(207,655)	99,989

Sewer Operations



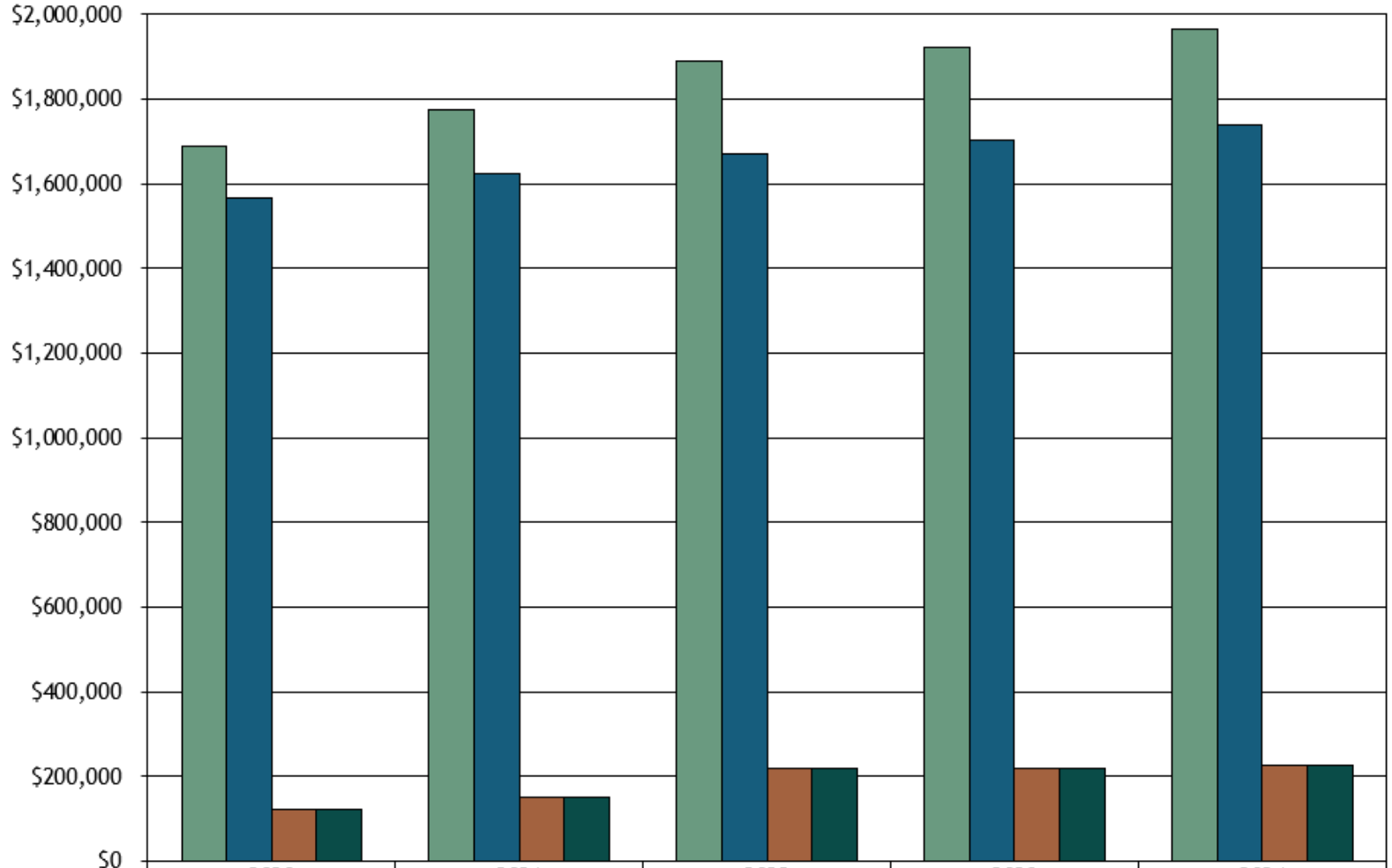
	2020	2021	2022	2023	2024
Operating Revenues	$2,481,522	$2,517,025	$2,633,732	$2,774,077	$2,961,773
Operating Expenses	3,344,218	3,417,504	3,651,793	3,886,640	4,450,682
Operating Income without Depreciation/Amortization	773,717	739,615	623,383	598,378	219,765
Operating Loss	(862,696)	(900,479)	(1,018,061)	(1,112,563)	(1,488,909)

Sewer Fund



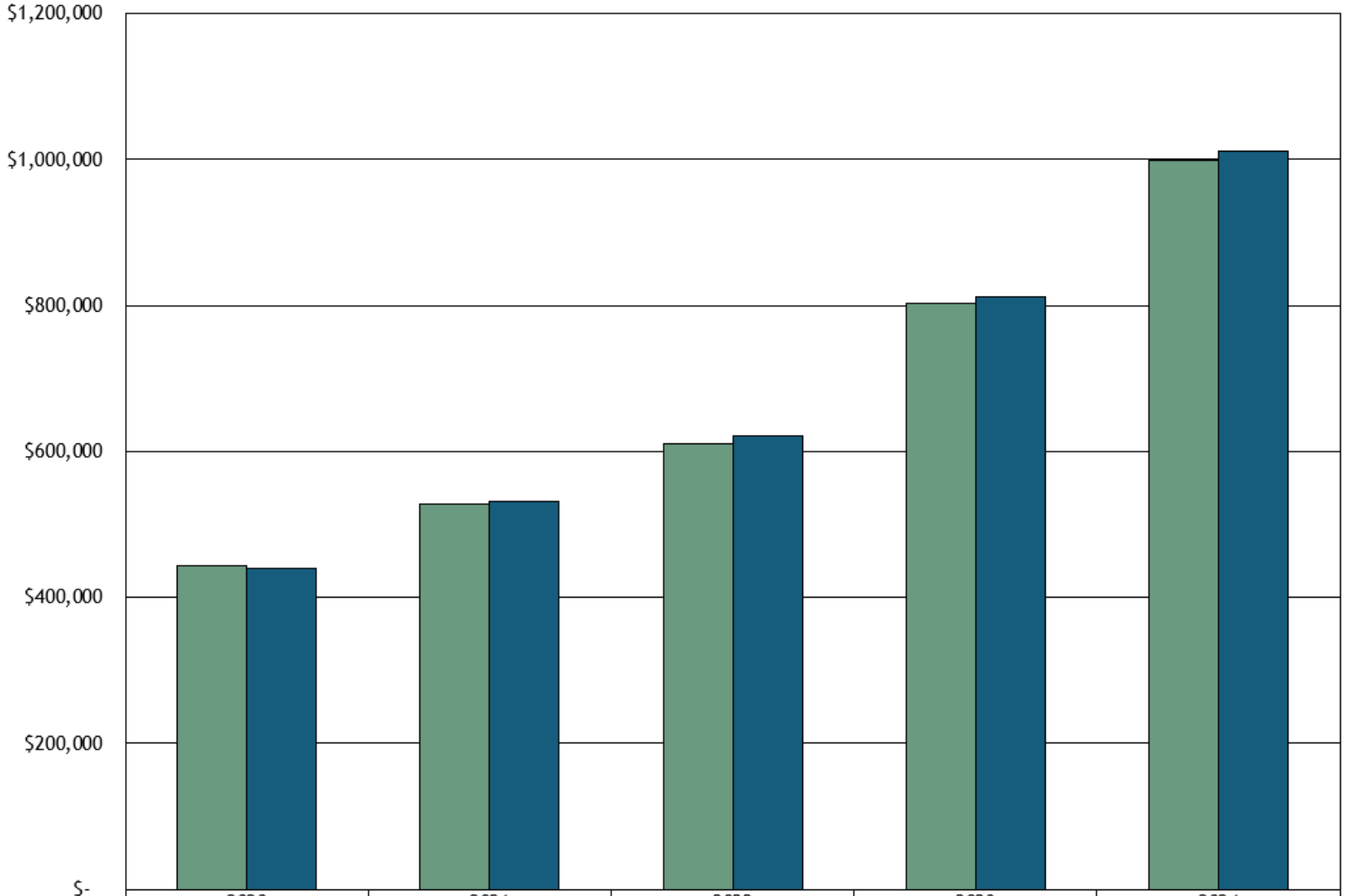
	2020	2021	2022	2023	2024
Cash and Investments	$13,476,183	$14,540,459	$8,078,281	$8,853,336	$10,149,395
Unrestricted Net Position	6,602,622	7,726,366	8,305,312	9,039,420	10,390,274

Garbage Operations



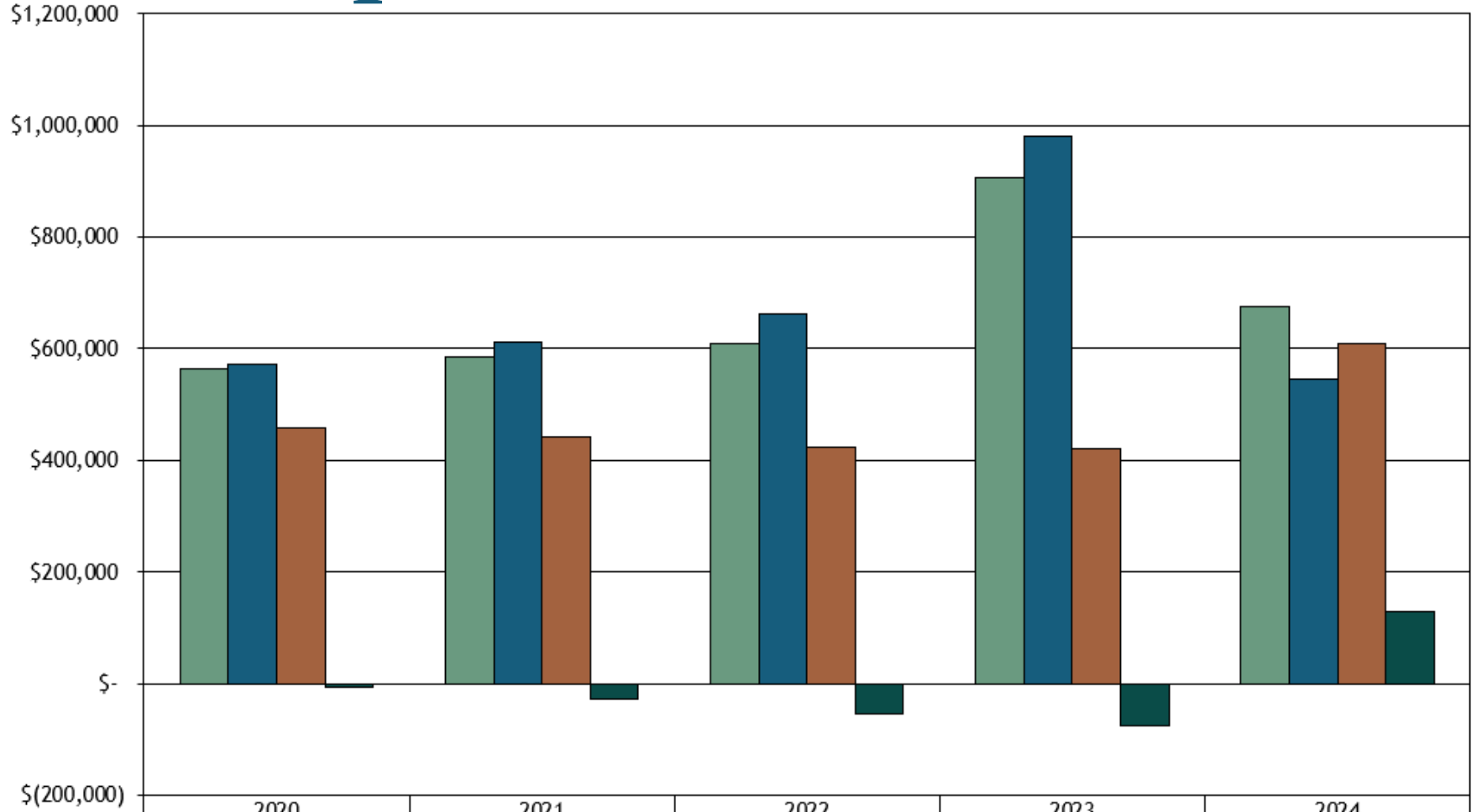
	2020	2021	2022	2023	2024
Operating Revenues	$1,686,664	$1,773,620	$1,889,247	$1,920,516	$1,964,435
Operating Expenses	1,565,482	1,623,785	1,670,454	1,702,811	1,738,242
Operating Income without Depreciation	121,182	149,835	218,793	217,705	226,193
Operating Income (Loss)	121,182	149,835	218,793	217,705	226,193

Garbage Fund



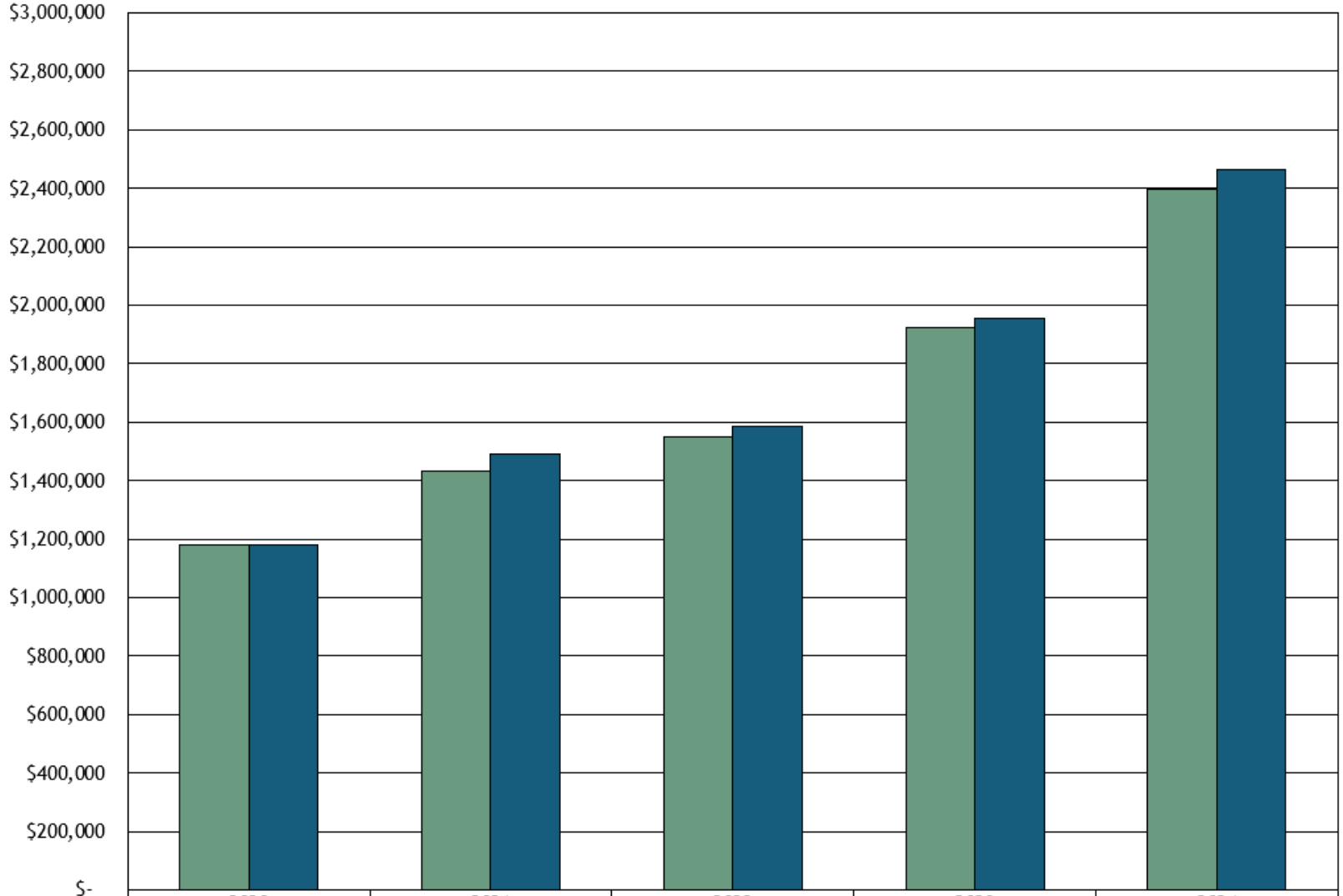
	2020	2021	2022	2023	2024
Cash and Investments	$442,825	$528,325	$610,952	$802,786	$999,419
Unrestricted Net Position	438,738	531,665	620,506	812,632	1,011,564

Storm Water Operations



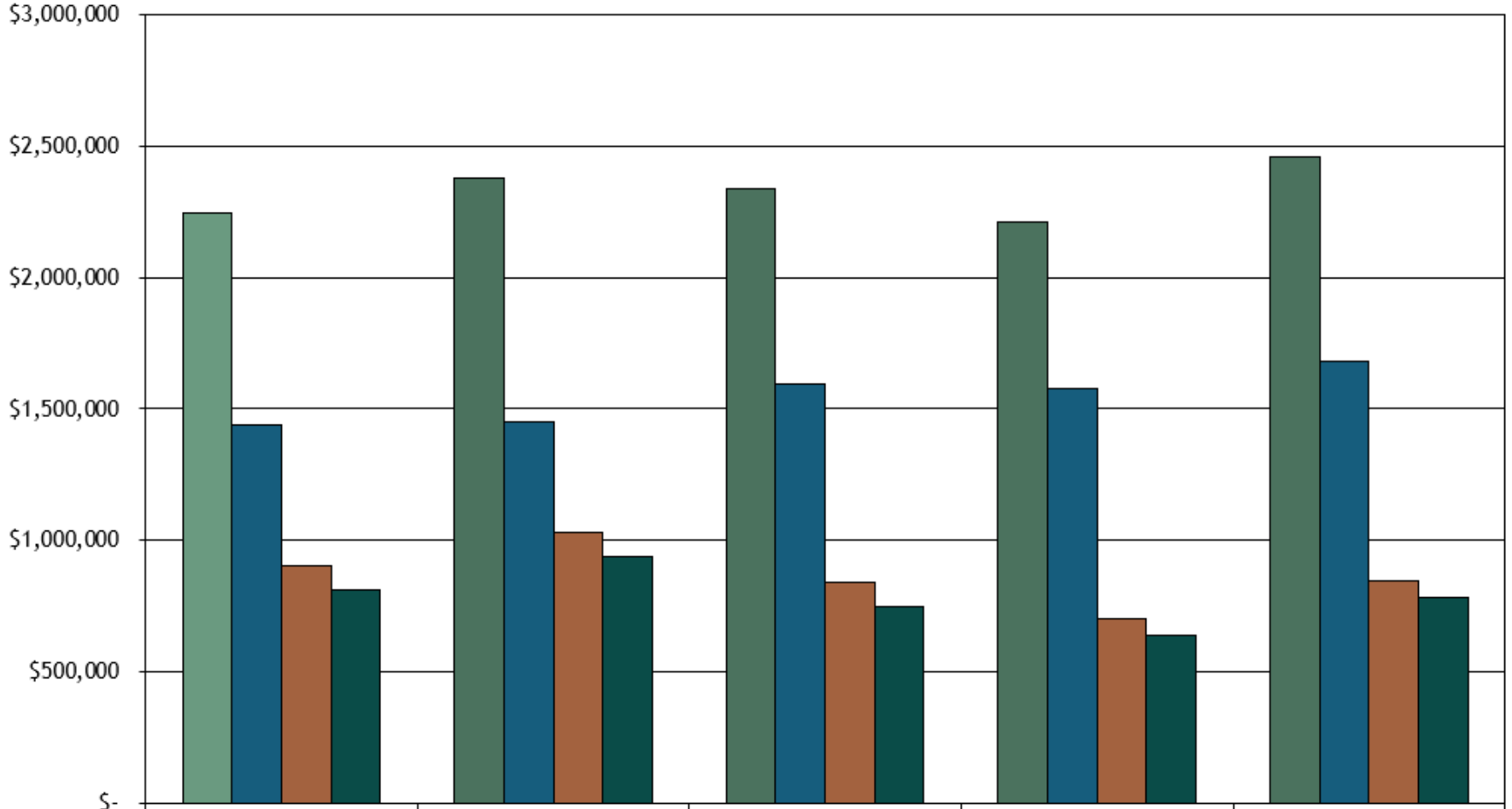
	2020	2021	2022	2023	2024
Operating Revenues	$564,699	$586,049	$609,101	$905,891	$674,854
Operating Expenses	571,170	612,527	663,420	980,969	546,318
Operating Income without Depreciation/Amortization	456,587	440,918	424,183	419,715	609,612
Operating Income (Loss)	(6,471)	(26,478)	(54,319)	(75,078)	128,536

Storm Water Fund



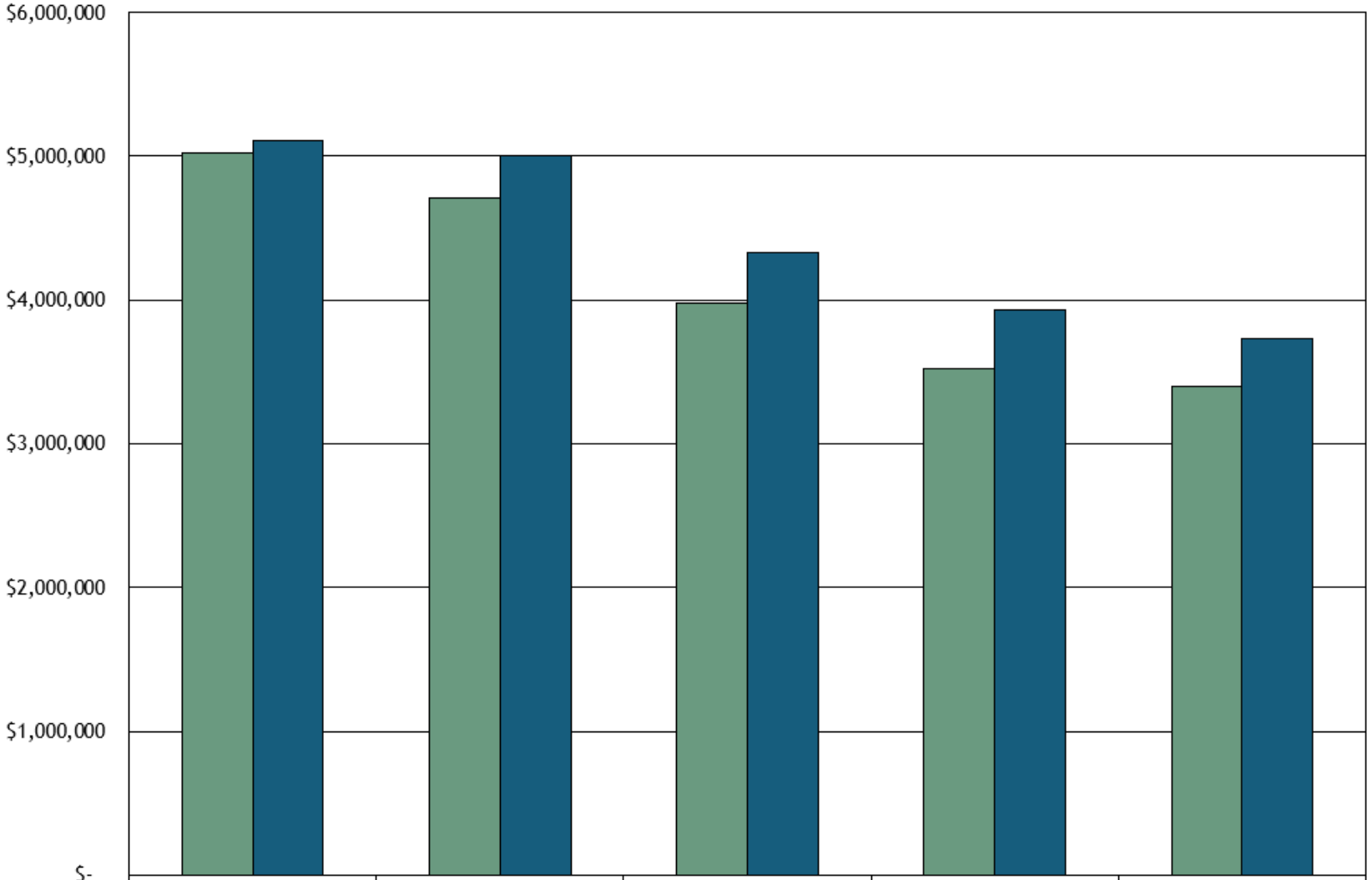
	2020	2021	2022	2023	2024
Cash and Investments	$1,179,754	$1,433,529	$1,548,347	$1,921,645	$2,396,833
Unrestricted Net Position	1,181,615	1,488,809	1,586,357	1,956,658	2,464,145

Municipal Liquor Operations



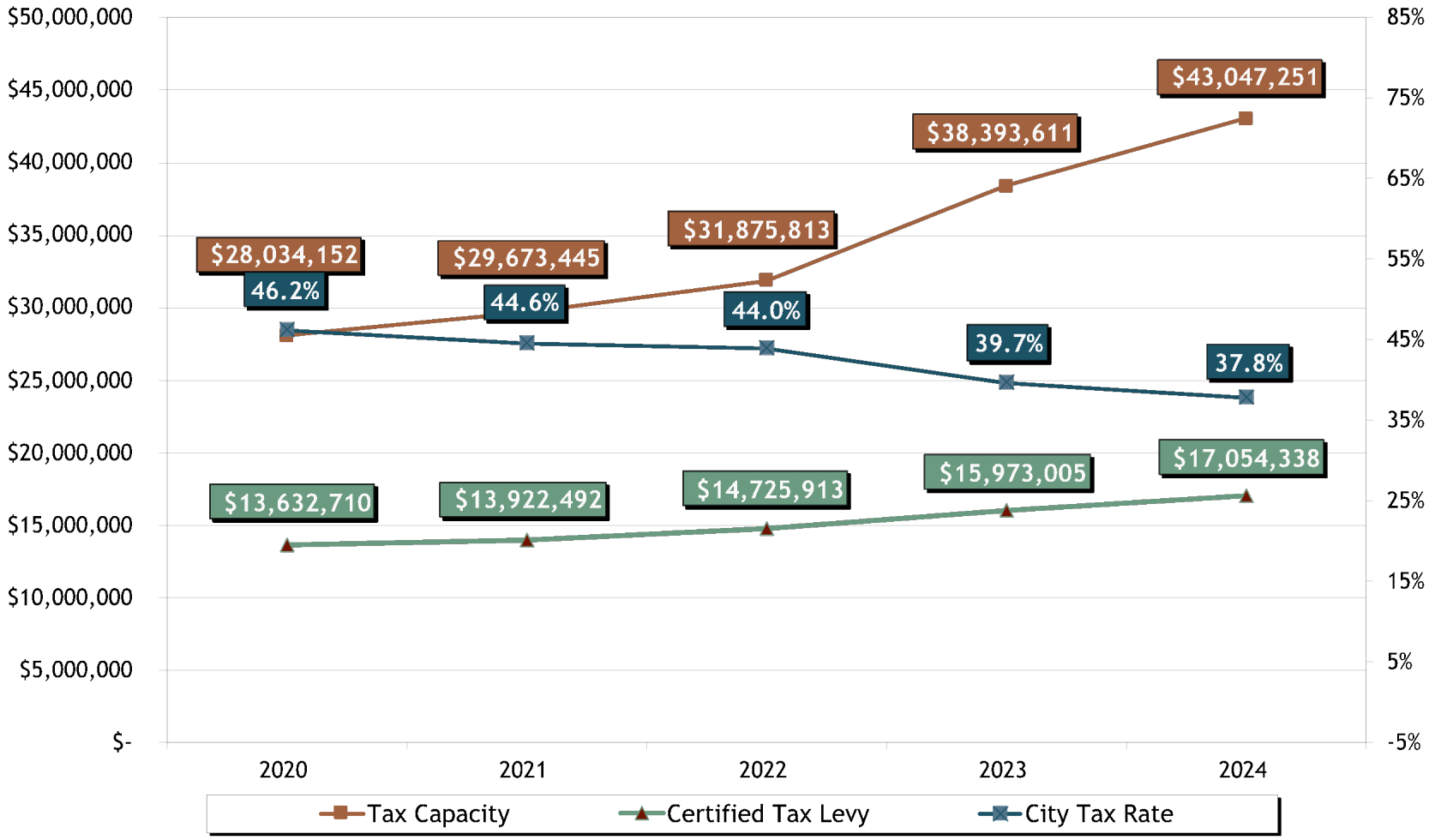
	2020	2021	2022	2023	2024
Gross Profit	$2,245,745	$2,379,769	$2,335,534	$2,211,533	$2,457,024
Operating Expenses	1,440,451	1,448,717	1,593,173	1,579,063	1,682,377
Operating Income without Depreciation/Amortization	904,042	1,031,887	840,546	699,193	843,412
Operating Income	808,044	936,948	746,731	637,163	779,675

Municipal Liquor Fund

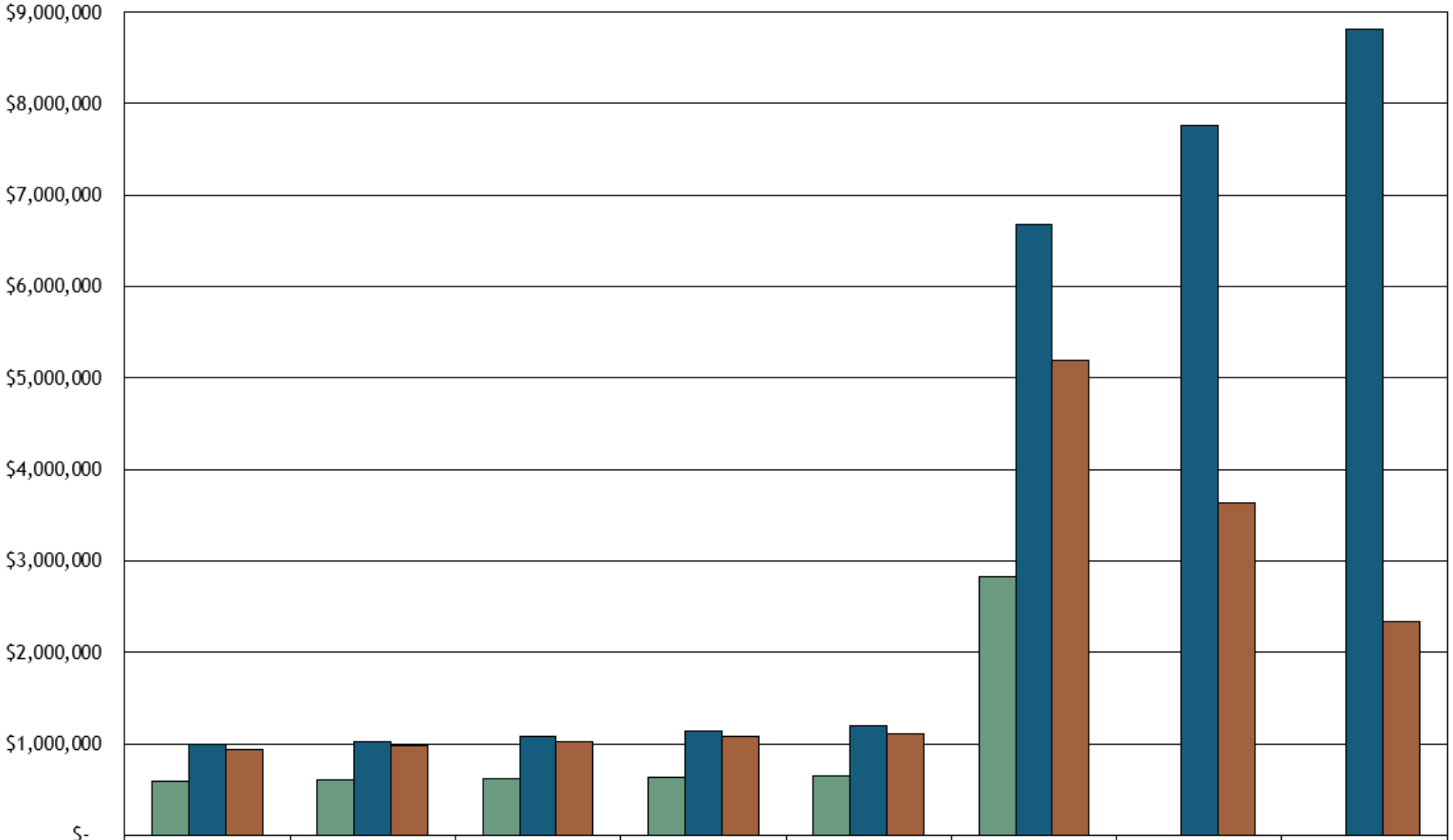


	2020	2021	2022	2023	2024
Cash and Investments	$5,023,743	$4,713,463	$3,978,266	$3,526,983	$3,398,275
Unrestricted Net Position	5,111,153	5,005,721	4,334,085	3,930,205	3,729,560

Tax Capacity, Certified Levy, and City Tax Rate



Debt Service Funds - Maturities



	2025	2026	2027	2028	2029	2030-2034	2035-2039	2040-2044
YMCA	$590,000	$605,000	$615,000	$630,000	$650,000	$2,820,000	$-	$-
Sales Tax	1,000,000	1,030,000	1,080,000	1,135,000	1,195,000	6,680,000	7,755,000	8,815,000
Govt Bldgs	940,000	985,000	1,025,000	1,075,000	1,115,000	5,195,000	3,640,000	2,330,000

Auditor

Andrew Grice

AUDIT SHAREHOLDER
952-563-6862
ANDY.GRICE@CREATIVEPLANNING.COM

Thank You

This commentary is provided for general information purposes only, should not be construed as investment, tax or legal advice, and does not constitute an attorney/client relationship. Past performance of any market results is no assurance of future performance. The information contained herein has been obtained from sources deemed reliable but is not guaranteed.

Request for Action

To
City Council

Item Number
7.1

Meeting Date
June 16, 2025

Prepared By
Chris Leeseberg, Senior Planner

Item Description
Interim Use Permit: Residential Occupation, MJ and Carl Johnson, 19289 Upland Street NW

Reviewed by
Zack Carlton
Cal Portner
Tina Allard

Action Requested
Approve the Interim Use Permit with the following conditions to satisfy the standards set forth in Section 30-654:

1. No more than two non-resident employees may be present during business hours.
2. Hours of operation shall be limited to 7:00 a.m. to 7:00 p.m., Monday through Saturday.
3. The applicant must maintain current professional licensure and liability insurance.
4. The Interim Use Permit must be recorded after a Certificate of Occupancy is issued, and the occupation shall not begin until the Interim Use Permit is recorded.
5. The Interim Use Permit will terminate when the property/home is sold.

Background/Discussion
The applicant is requesting an Interim Use Permit (IUP) to operate a residential-based aesthetic and wellness business, Northern Rose MedSpa, from her home located at 19289 Upland St. NW. The business will involve cosmetic and wellness services such as injectables, facials, and skincare consultations.

The property, approximately 5.5 acres in size, is zoned R3 (Townhouse/Multiple Family Residential) where residential occupations are either permitted administratively or require an IUP. This request is subject to being reviewed by the Planning Commission and City Council because the business will involve the use of equipment not typically found in a house.

Planning Commission
During the public hearing, one resident questioned if there would ever be a second residential occupation on the property as the proposed plan shows a large, detached accessory structure. They were concerned it might be for something like a landscaping business. Staff indicate any proposed residential occupation would also require a public hearing and follow the same public hearing process. Additionally, a landscaping business would likely require outdoor storage, which is prohibited in this zoning district.

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

Mission/Policy/Goal
Support the growth and development of the community.

Attachments
1. Planning Commission Memo dated 5-27-2025
2. IU 25-04 Recording Document
3. 7.1 Johnson IUP

Request for Action

To
Planning Commission

Item Number
4.1

Meeting Date
May 27, 2025

Prepared By
Chris Leeseberg, Senior Planner

Item Description
Interim Use Permit: Residential Occupation, MJ and Carl Johnson, 19289 Upland Street 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. No more than two non-resident employees may be present during business hours.
2. Hours of operation shall be limited to 7:00 a.m. to 7:00 p.m., Monday through Saturday.
3. The applicant must maintain current professional licensure and liability insurance.
4. The interim Use Permit will terminate when the home is sold.

Background/Discussion
The property, approximately 5.5 acres in size, is zoned R3 (Townhouse/Multiple Family Residential) where residential occupations are either permitted administratively or require an Interim Use Permit (IUP). This request is subject to a review by the Planning Commission and City Council because the business will involve the use of equipment not typically found in a house. By contrast, a home-based business such as a tax office, which uses standard office equipment, would be permitted without the need for an IUP.

The applicant is requesting an IUP to operate a residential-based aesthetic and wellness business, Northern Rose MedSpa, from the planned home located at 19289 Upland St. NW. The business will involve cosmetic and wellness services such as injectables, facials, and skincare consultations. The proposed use qualifies as a Residential Occupation under Section 30-801 of the Zoning Ordinance and the IUP is required to allow the use within the house.

The applicant anticipates approximately five (5) clients per day and will be seen one at a time. Client parking will occur in the driveway and not on the street. Prior to the property being rezoned to Residential, it was zoned Commercial, where significantly more traffic would have been generated. The ordinance limits the hours of operation to 7:00 a.m. – 7:00 p.m. Monday through Saturday with no operations on Sunday.

The city recognizes that introducing residential occupations in residential districts could be noticeable and strives to include approval conditions aimed at mitigating possible impacts.

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. The applicant acknowledges the temporary nature of the IUP. 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 inside the house. Upon termination, the space will revert to a standard residential use with no remediation needed.

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 R3 zoning district and remain secondary to the residential use of the property.

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.*

No public infrastructure or improvements are needed. If the public were to take over the property, no additional costs would be imposed on the public, as the proposed residential occupation will occur in the house 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. Based on the scale of the use, 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 public health, safety, or welfare.*

The proposed use will occur entirely within the house and, due to its low-impact nature, poses no known health or safety risks while preserving neighborhood harmony. Although the current exhibit depicting the house's proposed location is subject to change, the final siting and intended use are not anticipated to create any health or safety concerns.

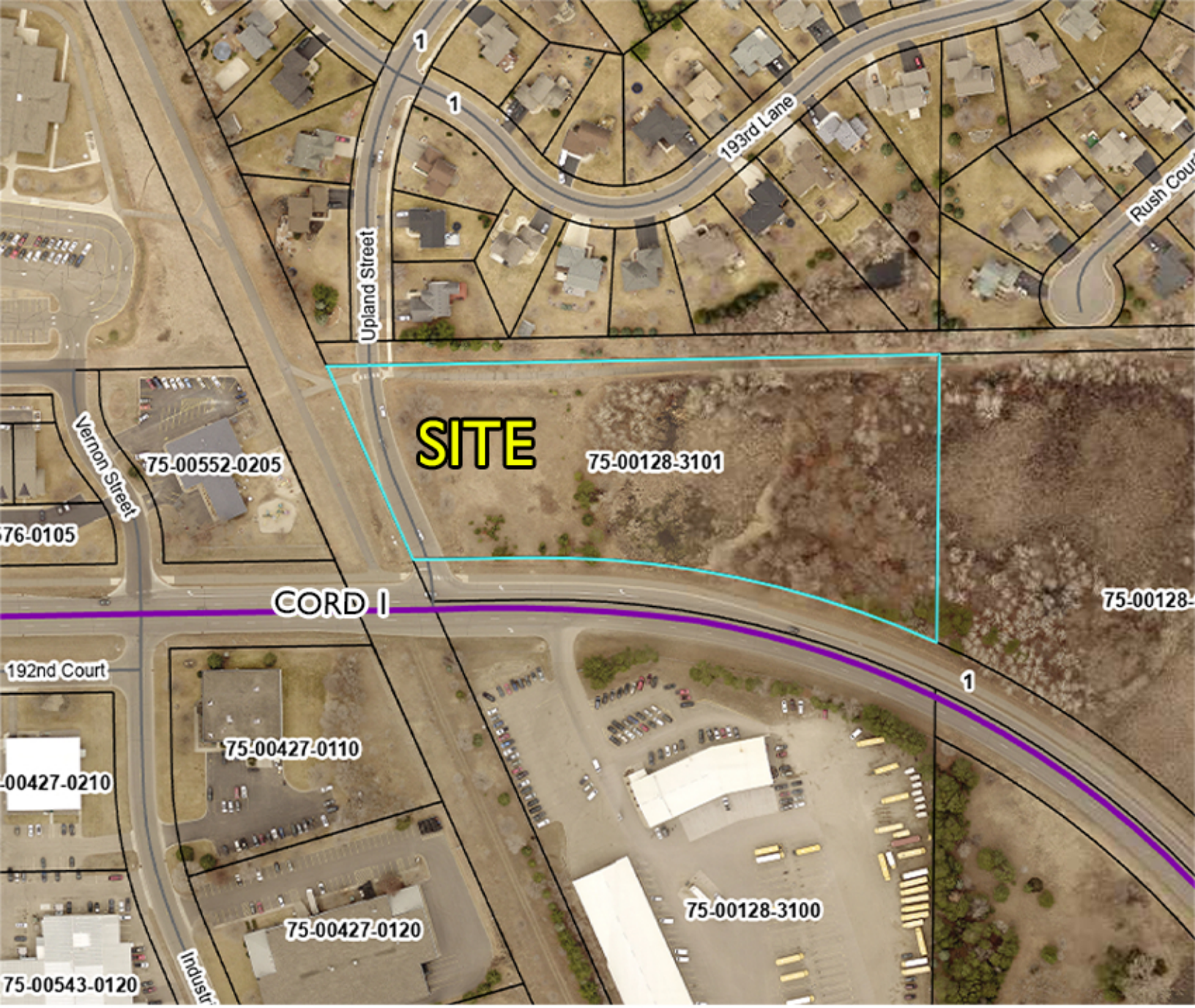
9. *The proposed interim use is consistent with the City of Elk River Comprehensive Plan and conforms to the city's zoning regulations.*

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

Financial Impact
None

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

Attachments
1. Location Map
2. Narrative
3. Site Plan - Draft Project Plan
4. Floor Plan



Project Location Map

MJ & Carl Johnson

Interim Use Permit

Case No: IU 25-04

IU 25-04 Narrative

Project Title: Residential MedSpa Clinic Addition

Project Overview:

This project involves incorporating a professional MedSpa clinic into the new home that is to be under construction soon. The clinic will feature one treatment room and potentially a variety of specialized equipment, creating a luxurious, therapeutic environment for aesthetic and wellness services. Designed to harmonize with the home's aesthetic, the MedSpa will offer both comfort and clinical functionality.

Project Goals:

1. Functional Integration: Design a MedSpa that operates as a dedicated clinic while blending with the residential architecture.

2. Ambiance and Comfort: Establish a sophisticated, serene atmosphere to enhance client experience.

3. Compliance and Safety: Construct the clinic to meet medical standards for sanitation, ventilation, and accessibility.

4. Efficiency and Flexibility: Design functional spaces to streamline workflow for staff, with a layout flexible for future service additions.

Key Features and Spaces:

- Reception Area: A small, yet welcoming reception with comfortable seating and a calm, modern aesthetic. (This feature has not yet been decided on.)

- One Treatment Room: Private, soundproofed treatment room equipped with necessary equipment for a range of aesthetic services.

- Sterilization and Storage: Dedicated area for equipment sterilization and storage, maintaining a clean and organized workspace.

- Client Amenities: High-end finishes, adjustable lighting, soundproofing, and climate control for an enhanced client experience.

Common MedSpa Equipment:

- Adjustable Treatment Tables: Ergonomic, height-adjustable tables for client comfort during treatments.

- Potential for FUTURE Laser Machines: For hair removal, skin resurfacing, and various skin treatments.

- Microdermabrasion Devices: For exfoliating and rejuvenating skin.
- LED Light Therapy Machines: Used for skin rejuvenation and acne treatment.
- Ultrasound and Radiofrequency Devices: Non-invasive options for skin tightening and contouring.
- Injectable Coolers and Storage: Temperature-controlled storage for injectables.
- Autoclave or Sterilization Equipment: For safe sterilization of reusable instruments.
- Medical-Grade Lighting: Adjustable lighting for precise treatments.
- Possible FUTURE Oxygen Therapy/ProNox Machines.

Timeline:

- Design Phase: Complete architectural and equipment planning within 2-3 months.
- Construction Phase: Coordinate MedSpa build-out with overall house construction, aiming to complete within 6-8 months.

Applicant will send final design and site plans as they are completed. All attached documents are PRELIMINARY drafts. Please let me know if there are any questions or concerns.

City of Elk River – Home Occupation Compliance Statement
Prepared for: Northern Rose MedSpa
Prepared by: MJ Johnson Aesthetic RN, BSN, PHN
Date: April 29, 2025

I. Business Overview

Business Name: Northern Rose MedSpa
Business Address: 19289 Upland St. NW, Elk River, MN 55330
Zoning District: R3? Please confirm with Planning Department.
Business Type: Aesthetic and wellness services (e.g., cosmetic injectables, facials, skincare consultations)
Owner/Operator: MJ Johnson
Contact Information: 320-292-0866 (mj@northernrosemedspa.com)

II. Purpose

This document is provided to demonstrate that Northern Rose MedSpa, operating from a residential property, meets all City of Elk River requirements for a home occupation under **Zoning Ordinance Section 30-1033 (Home Occupations)**.

III. Home Occupation Compliance Checklist

Requirement	Description	Compliance
Business conducted entirely within the dwelling	All business activities (consultations and treatments) are conducted in a dedicated room inside the home. No detached structures are used.	☑ Yes
Residential character preserved	No external alterations have been or will be made that alter the residential appearance of the home.	☑ Yes
No exterior evidence of business	There will not be excessive business signage, product display, or obnoxious lighting on the exterior of the home.	☑ Yes
Limited traffic	Clients are seen by appointment only, with sufficient time between clients to avoid traffic or parking issues.	☑ Yes
Parking accommodated on-site	The property has a driveway with adequate parking for client vehicles. No street parking will be used.	☑ Yes

Requirement	Description	Compliance
No more than two non-resident employee	Only the resident operator and the potential for 1-2 licensed &/or unlicensed assistants may be present in the future during business hours.	✅ Yes
No sale of goods on premises	Retail sales (e.g., skincare products) are conducted mainly only. Only products relevant to services rendered will be available for purchase on site.	✅ Yes
No noise, odor, vibration, glare, or electrical interference	All equipment used (e.g., medical-grade facial equipment) operates quietly and does not emit odors or disruptive sounds.	✅ Yes
Licensing and certification	The business owner holds all required professional certifications (e.g., RN or NP license), and a Minnesota Tax ID is maintained.	✅ Yes
Building safety and accessibility	The treatment area meets local building and safety codes. Clients can access the treatment space without navigating hazardous or steep steps.	✅ Yes

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IV. Supporting Documents (Available Upon Request)

- Floor plan showing business area (within residence)
- Proof of professional licensure
- Liability insurance certificate
- Property ownership or lease agreement
- Proposed hours of operation
- Client intake and scheduling policies
- Product MSDS sheets (if applicable)

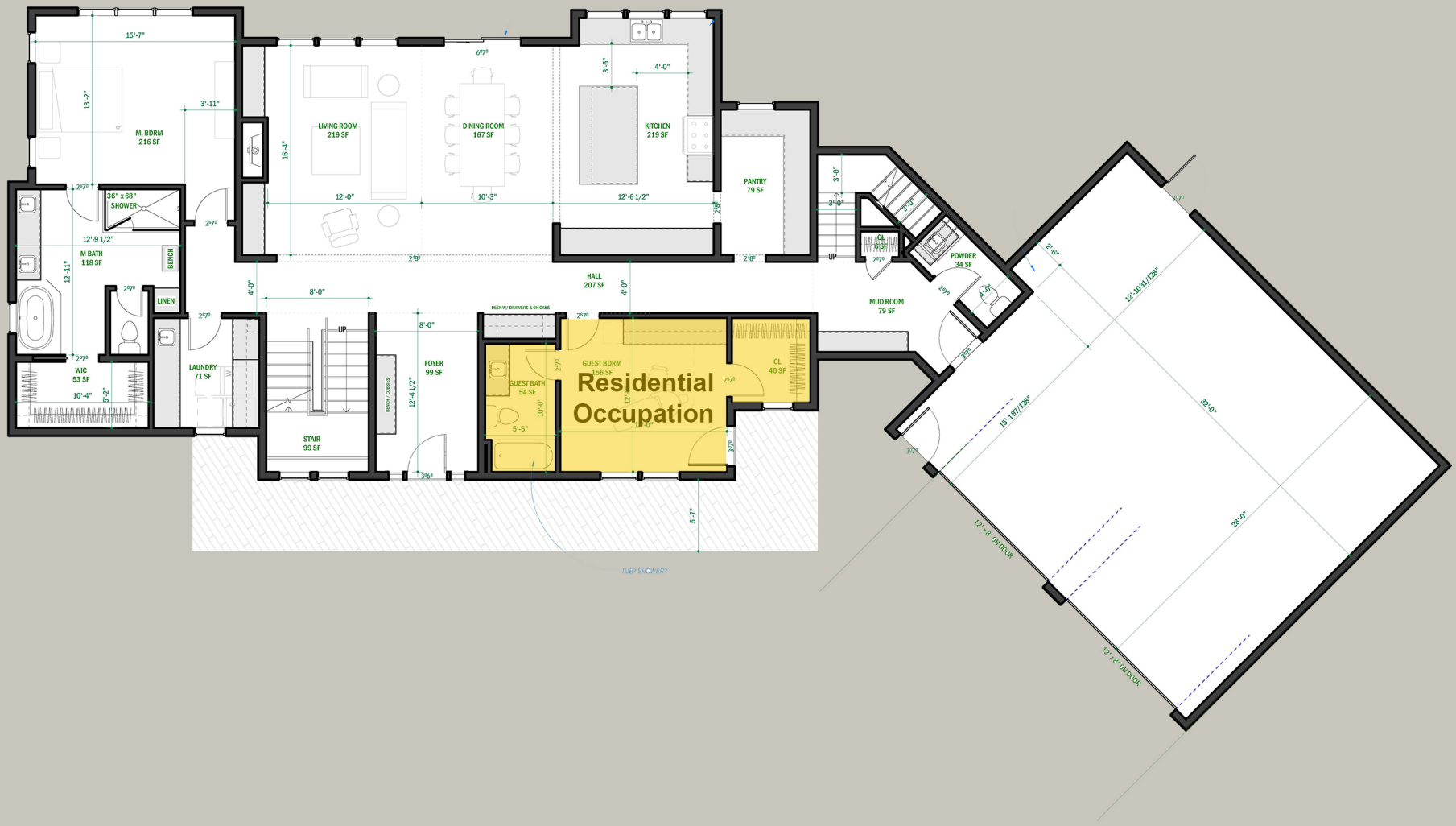
V. Conclusion

Northern Rose MedSpa fully complies with the City of Elk River's ordinances governing home occupations. All operations are designed to maintain the quiet, residential character of the neighborhood, prioritize client safety, and adhere to all local and state regulations.

This statement is submitted in support of any necessary approvals or applications related to a Home Occupation Permit or Conditional/Interim Use Permit.

Prepared by:
MJ Johnson Aesthetic RN, BSN, PHN
Owner, Northern Rose MedSpa
320-292-0866 | northernrose.aesthetics@gmail.com

APPX PROPERTY LINE
WALKING PATH
APPX SETBACK LINE
Potential Future Outbuilding
DRAFT
House Placement Subject to Change
Residential Occupation
UPLAND ST NW
APPX PROPERTY LINE
ELK LAKE RD NW


M. BDRM
216 SF
M BATH
118 SF
36" x 68"
SHOWER
BENCH
LINEN
WIC
53 SF
LAUNDRY
71 SF
LIVING ROOM
219 SF
DINING ROOM
167 SF
KITCHEN
219 SF
PANTRY
79 SF
HALL
207 SF
FOYER
99 SF
STAIR
99 SF
GUEST BDRM
156 SF
GUEST BATH
54 SF
CL
40 SF
CL
9 SF
POWDER
34 SF
MUD ROOM
79 SF
Residential
Occupation
UP
UP
12'-0"
10'-3"
12'-6 1/2"
8'-0"
8'-0"
4'-0"
4'-0"
3'-0"
3'-0"
3'-0"
12'-4 1/2"
5'-7"
30'-0"
28'-0"
12'-10 1/2"
15'-11 7/8"
12' x 8' OH DOOR
12' x 8' OH DOOR

CITY OF ELK RIVER
SHERBURNE COUNTY

INTERIM USE PERMIT
Case No. IU 25-04

Permit. Subject to the terms and conditions set forth herein, the City of Elk River hereby grants an Interim Use Permit ("Permit") requested by **MJ and Carl Johnson** for the following use:

Interim Use Permit of a Residential Occupation to operate a cosmetic and wellness services business, Northern Rose Medical Wellness, at 19289 Upland St. NW, Elk River

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

That part of the Northeast Quarter of the Southwest Quarter (NE1/4 of SW ¼), of Section Twenty-eight (28), Township Thirty-three (33) North, Range Twenty-six (26) West, Sherburne County, Minnesota, lying northerly of the northerly line of the right-of-way of County State Aid Highway No. 1 and lying easterly of the easterly line of the right-of-way of the Burlington Northern Inc. Railroad, subject to that part thereof taken for Township Roads.

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

Carl Edward Johnson and Mary Jane Johnson, owner

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

1. **No more than two non-resident employees may be present during business hours.**
2. **Hours of operation shall be limited to 7:00 a.m. to 7:00 p.m., Monday through Saturday.**
3. **The applicant must maintain current professional licensure and liability insurance.**
4. **The Interim Use Permit must be recorded after a Certificate of Occupancy is issued, and the occupation shall not begin until the Interim Use Permit is recorded.**

5. **The Interim Use Permit will terminate when the property/home is sold.**

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.

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

MJ & Carl Johnson
Interim Use Permit

1
193rd Lane
Upland Street
Rush Court
Vernon Street
75-00552-0205
75-00128-3101
76-0105
CORD I
75-00128-
192nd Court
1
75-00427-0110
00427-0210
75-00128-3100
75-00427-0120

Background

- 5.5 acres
- Zoned R3
- Residential MedSpa clinic
  - In future home

Background

- Aesthetic and wellness services
  - Cosmetic injectables
  - Facials
  - Skincare consultations
- All activities conducted in a dedicated room
- Appointment only
- ~5 clients per day
- Parking on driveway
- No more than two non-resident employees

APPX PROPERTY LINE
WALKING PATH
APPX SETBACK LINE
Potential
Future
Outbuilding
DRAFT
House Placement
Subject to Change
Residential
Occupation
UPLAND ST NW
APPX PROPERTY LINE
ELK LAKE RD NW

15'-7"
13'-2"
M. BDRM
216 SF
3'-11"
36" x 68"
SHOWER
12'-9 1/2"
M BATH
118 SF
BENCH
12'-11"
LINEN
WIC
53 SF
10'-4"
5'-2"
LAUNDRY
71 SF
STAIR
99 SF
UP
FOYER
99 SF
BENCH / CUBBIES
12'-4 1/2"
8'-0"
4'-0"
LIVING ROOM
219 SF
12'-0"
DINING ROOM
167 SF
10'-3"
KITCHEN
219 SF
12'-6 1/2"
3'-6"
4'-0"
PANTRY
79 SF
18'-4"
HALL
207 SF
DESK W/ DRAWERS & OH CABS
GUEST BATH
54 SF
5'-6"
10'-0"
GUEST BDRM
156 SF
12'-0"
13'-0"
CL
40 SF
5'-7"
3'-0"
UP
CL
9 SF
POWDER
34 SF
MUD ROOM
79 SF
2'-6"
12'-10 1/2"
15'-11 1/2"
30'-0"
28'-0"
12' x 8' OH DOOR
12' x 8' OH DOOR
TUB? SHOWER?

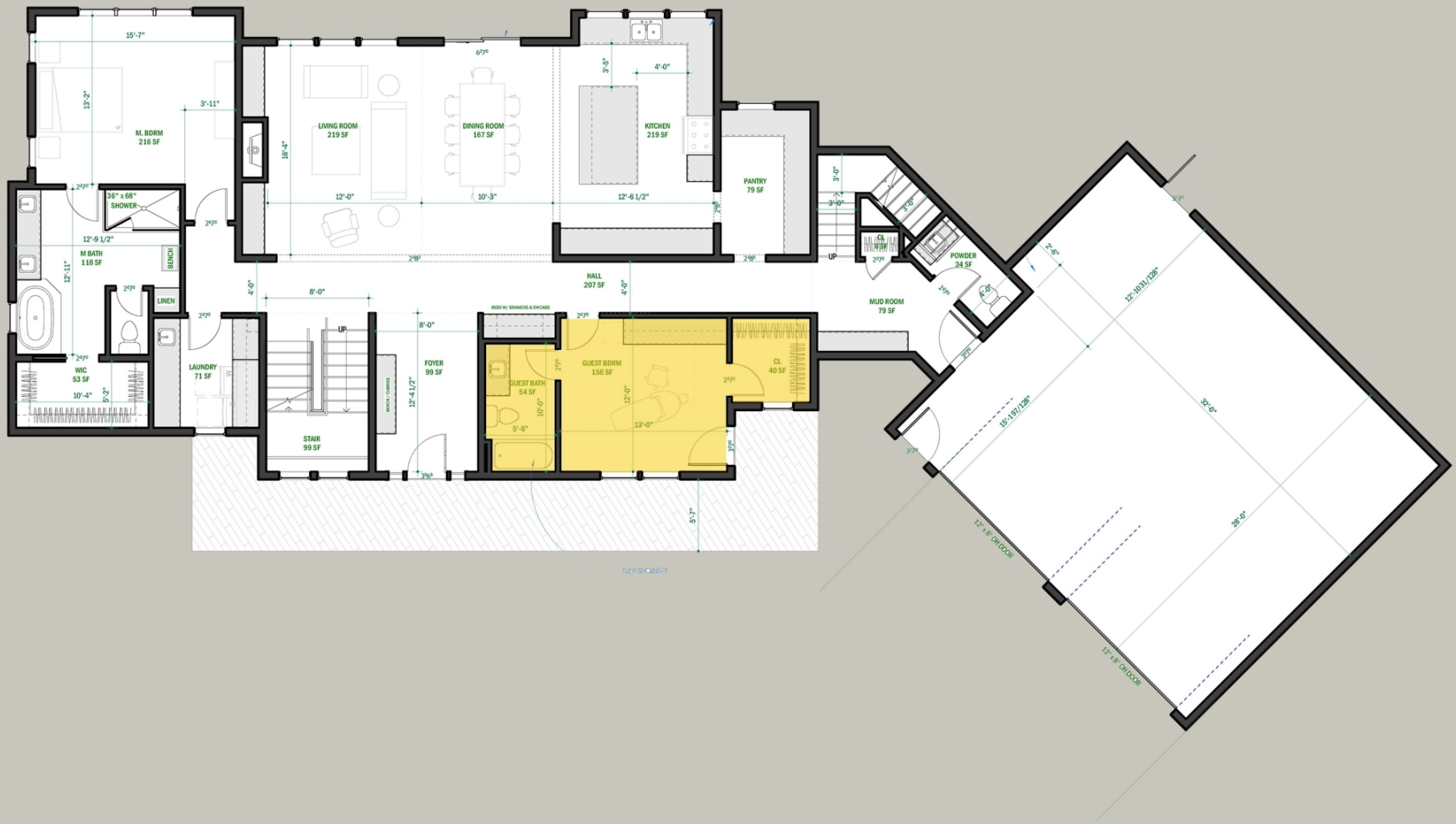
Planning Commission

- One resident spoke
  - Concerned a second occupation could occur
- No additional comments since PC meeting
- PC had no questions or concerns
  - Unanimously recommended approval

Action Requested

- Approve, by motion, the IUP with the 5 conditions outlined in the memo

APPX PROPERTY LINE
WALKING PATH
APPX SETBACK LINE
Potential
Future
Outbuilding
DRAFT
House Placement
Subject to Change
Residential
Occupation
UPLAND ST NW
APPX PROPERTY LINE
ELK LAKE RD NW


15'-7"
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DINING ROOM
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12'-6 1/2"
18'-4"
HALL
207 SF
8'-0"
UP
FOYER
99 SF
STAIR
99 SF
BENCH / CUBBIES
12'-4 1/2"
DESK W/ DRAWERS & OH CABS
GUEST BATH
54 SF
GUEST BDRM
156 SF
CL
40 SF
5'-6"
13'-0"
5'-7"
CL
9 SF
POWDER
34 SF
MUD ROOM
79 SF
12'-10 1/2"
30'-0"
28'-0"
12' x 8' OH DOOR
12' x 8' OH DOOR
TUB? SHOWER?

Request for Action

To
City Council

Item Number
7.2

Meeting Date
June 16, 2025

Prepared By
Chris Leeseberg, Senior Planner

Item Description
Conditional Use Permit: Commercial Recreational Facility, Pickle Paradise, 550 Freeport Ave. NW

Reviewed by
Zack Carlton
Cal Portner
Tina Allard

Action Requested
Approve, by motion, the Conditional Use Permit as the standards set forth in Section 30-654 have been met.

Background/Discussion
The 5.69-acre parcel is zoned Mixed Use – Elk River Plaza (MU-ERP) where commercial recreational facilities require a Conditional Use Permit (CUP) to operate. The applicant has requested approval of a CUP to allow construction of an indoor pickleball club within 21,750 sq.ft. of the existing 40,000 sq.ft. structure at 570 Freeport Ave.

Pickle Paradise will feature seven indoor pickleball courts, a small pro shop, a snack bar, lounge, elevated mezzanine viewing area, and a flexible-use event space.

The applicant anticipates approximately 700–900 visitors per week, with hours of operation from 6 a.m. to 10 p.m., seven days a week, and limited closures on major holidays. The facility will typically be staffed by 2–3 employees during regular hours and up to six during peak periods and events.

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

Mission/Policy/Goal
Meet changing needs - agile
Support the growth and development of the community

Attachments

1. Planning Commission Memo dated 5-27-2025
2. CU 25-04 Recording Document
3. 7.2 Pickle Paradise

Request for Action

To
Planning Commission

Item Number
4.2

Meeting Date
May 27, 2025

Prepared By
Chris Leeseberg, Senior Planner

Item Description
Conditional Use Permit: Commercial Recreational Facility, Pickle Paradise, 550 Freeport Ave. NW

Reviewed by
Zack Carlton

Action Requested
Recommend, by motion, approval of the Conditional Use Permit as the standards set forth in Section 30-654 have been met.

Background/Discussion
The 5.69 acre parcel is zoned Mixed Use – Elk River Plaza (MU-ERP) where commercial recreational facilities require a Conditional Use Permit (CUP) to operate. The applicant has requested approval of a CUP to allow construction of an indoor pickleball club within 21,750 sq.ft. of the existing 40,000 sq.ft. structure at 570 Freeport Ave.

Pickle Paradise will feature seven indoor pickleball courts, a small pro shop, a snack bar, lounge, elevated mezzanine viewing area, and a flexible-use event space.

The applicant anticipates approximately 700-900 visitors per week, with hours of operation from 6 a.m. to 10 p.m., seven days a week, with limited closures on major holidays. The facility will typically be staffed by 2-3 employees during regular hours and up to 6 during peak periods and events.

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.*

Commercial Recreational Facilities are allowed with a CUP in the subject property zoning district and because the use is entirely contained within a building and there is ample parking, the use will not endanger, injure or detrimentally affect the use and enjoyment of other property in the immediate vicinity or the public health, safety, morals, comfort, convenience or general welfare of the neighborhood or the city.

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

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

The property is guided for Highway Business uses. The highway business category primarily consists of a mix of auto-oriented retail and service businesses, restaurants, and community and regional-scale shopping centers. Highway business uses are located along Highway 169 and Highway 10 and have high visibility from these corridors. The use is consistent with the Comprehensive Plan.

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

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

The area is fully developed and, as there are no vacant lots, the proposed use will not affect the development of the surrounding area.

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

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

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

The subject parcel and the adjacent parcel previously operated as a movie theater complex, which generated significantly more traffic and patron activity than the proposed use is expected to. With seven courts and four players per court, approximately 28 vehicles will be on-site during play, with an additional 28 vehicles likely waiting for the next time slot. Therefore, an estimated 56 vehicles per hour may be present on the site.

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

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

The activities and equipment associated with a commercial recreational facility should not detrimentally affect nearby properties. The use 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.

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

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

There are no natural, scenic or historic features of major importance on the subject parcel.

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

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

The use will fully comply with all other requirements of this Code, including any applicable requirements and

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

All applicable commercial building, plumbing, mechanical, and electrical permits shall be obtained from the city and state.

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

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

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

Financial Impact
None

Mission/Policy/Goal
Meet changing needs - agile.

Attachments
1. Location Map
2. Applicant's Narrative
3. Site Survey
4. Floor Plan

Project Location Map

Pickle Paradise - Julie Russo

Conditional Use Permit

Case No: CU 25-04

CU 25-04 Narrative

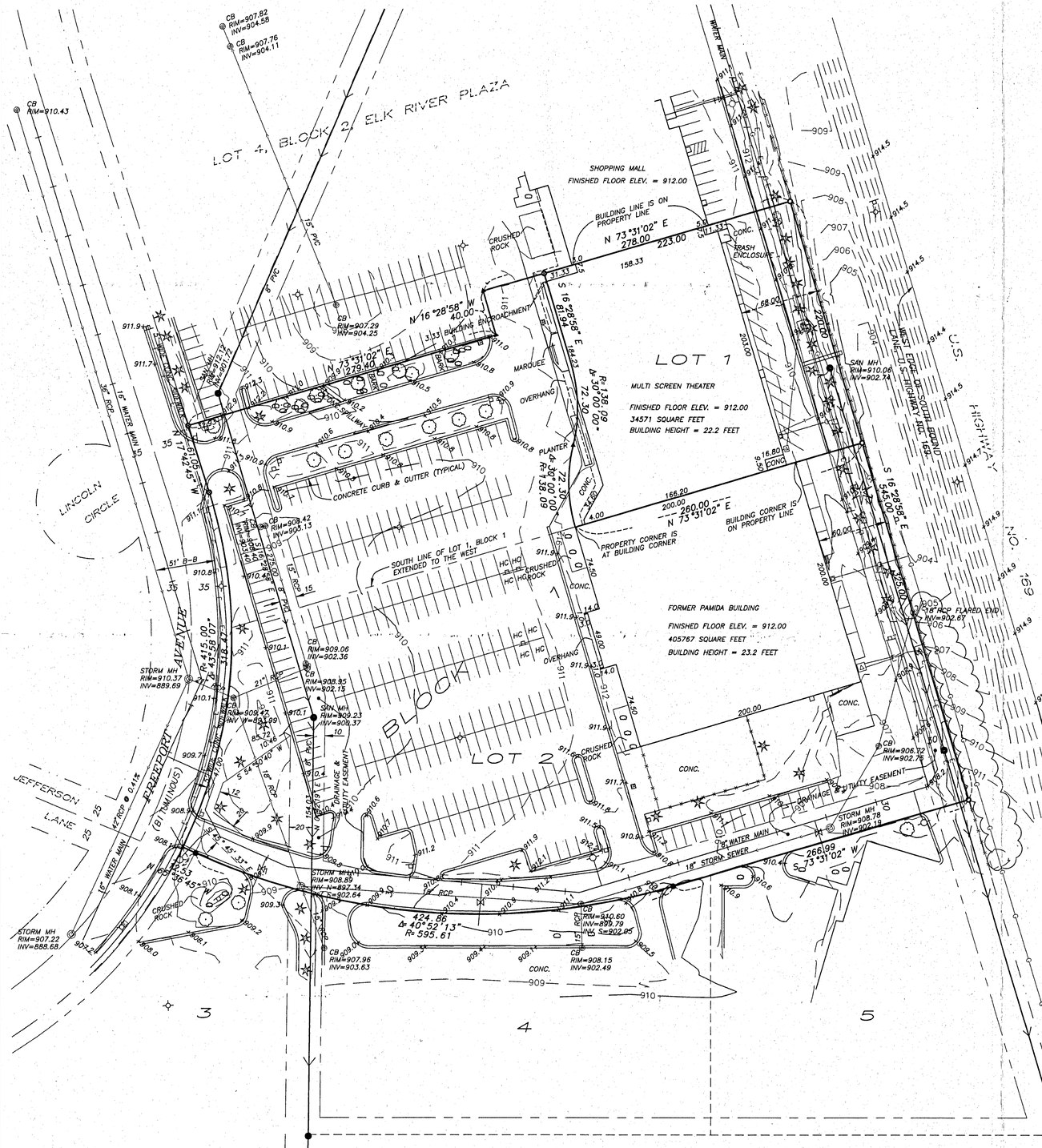
This application is for a Conditional Use Permit (CUP) for "Pickle Paradise," an indoor pickleball club in Elk River, MN. We are planning to lease 21,750 square feet of space at 570 Freeport Ave NW, Elk River, MN 55330, the former Marcus Cinema building, from Price Homes (owner: Adam Price). The property is zoned "mixed-use" and is well-suited for adaptive reuse as an indoor commercial recreational facility.

Pickle Paradise will feature seven indoor pickleball courts, a small pro shop, a snack bar, lounge, elevated mezzanine viewing area (public or private event space), and a flexible-use event space. Our goal is to provide a welcoming, active space for all ages and skill levels, while contributing positively to the character and economic vitality of the surrounding community.

With the growing popularity of pickleball and Minnesota's long winters, this facility addresses a year-round need for indoor recreational opportunities. We anticipate approximately 700-900 visitors per week, with those visitors spread out across the hours of operation. Pickle Paradise will operate from 6 AM to 10 PM, seven days a week, with limited closures on major holidays. The facility will typically be staffed by 2–3 employees during regular hours and up to 6 during peak periods and events.

The site offers ample parking and existing infrastructure that can comfortably support our projected traffic. We expect staggered traffic flow with minimal congestion due to the nature of the sport (typically only 4 players per court, per hour), court reservation and management systems, and event scheduling. All activities are indoors, minimizing any external noise or disruption to neighboring businesses or residential areas.

The building will be ADA compliant and outfitted with appropriate life-safety measures including emergency exits, security cameras, and clear signage, in coordination with the building owner, Price Homes.. Any exterior lighting or signage will meet Elk River's ordinances and maintain neighborhood compatibility. Pickle Paradise will bring health, wellness, and benefits to the community, offering programs for leagues, youth, seniors, and private groups.. We look forward to creating a positive and active destination that contributes to the commerce and vitality of Elk River.



CITY OF ELK RIVER
13065 ORONO PARKWAY
PO BOX 460
ELK RIVER, MN 55330
612 441-7420

ELK RIVER UTILITIES
322 KING AVE. NW
ELK RIVER, MN 55330
612 441-2020

MNDOT
395 IRELAND BLVD
ST. PAUL, MN
612 296-3221

US WEST COMMUNICATIONS
PO BOX 1301
MINNEAPOLIS,MN 55483
800 603-6000

MINNEGASCO
700 WEST LINDEN AVE.
PO BOX 1165
MINNEAPOLIS, MN 55440
612 321-5426

NUMBER OF PARKING SPACES = 301

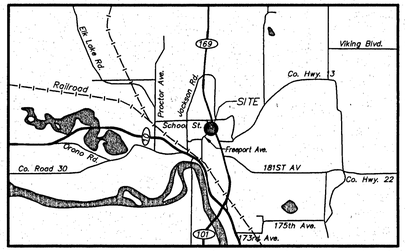
ZONING - P.U.D., SETBACKS NEGOTIATED BETWEEN DEVELOPER AND CITY

LOT AREAS - LOT 1, BLOCK 1, = 51,615 SQUARE FEET
LOT 2, BLOCK 1, = 247,708 SQUARE FEET

BENCHMARK FINISHED FLOOR OF FRONT ENTRANCE OF THE FORMER PAMIDA BUILDING. ELEVATION = 912.00 NGVD 1929

ALTA/ACSM LAND TITLE SURVEY
FOR
SCHERER BROTHERS LUMBER COMPANY

9110 83RD AVENUE NORTH
BROOKLYN PARK, MN 55445
PH. (612) 379-9633



VICINITY MAP

N

0 50 100 150

GRAPHIC SCALE IN FEET

- DENOTES IRON MONUMENT SET #7439
- ⊗ DENOTES DRILL HOLE SET IN CONCRETE
- ▲ DENOTES NAIL SET IN BITUMINOUS
- ● DENOTES IRON MONUMENT FOUND #7439

LEGEND

- FIRE HYDRANT
- GATE VALVE
- SHRUB
- DECIDUOUS TREE
- CONIFEROUS TREE
- FENCE
- LIGHT POLE
- UTILITY POLE
- SIGN
- CATCH BASIN
- SANITARY SEWER MANHOLE
- TELEPHONE RISER
- UNDERGROUND GAS MAIN
- UNDERGROUND ELECTRIC
- UNDERGROUND TELEPHONE
- TREE LINE
- SANITARY SEWER
- WATER MAIN
- GAS METER
- POWER BOX
- IRRIGATION VALVE
- ELECTRIC MANHOLE

SURVEYOR'S NOTE

A Title Commitment was not provided for Lot 2, Block 1, Elk River Plaza Second Addition.

PROPERTY

Lot 1, Block 1, Elk River Plaza Second Addition, according to the plat therof on file and of record in the office of the County Recorder in and for Sherburne County, Minnesota.
Together with an easement for utilities, ingress, egress, drainage and parking over that part of Lot 2, Block 1, Elk River Plaza Second Addition lying northerly of the South line of said Lot 1, Block 1, Elk River Plaza Second Addition, as extended to the west and west of the westerly line of said Lot 1, Block 1, Elk River Plaza Second Addition.

Lot 2, Block 1, Elk River Plaza Second Addition, according to the plat thereof on file and of record in the office of the County Recorder in and for Sherburne County, Minnesota.

SURVEYOR'S CERTIFICATE

This survey is made for the benefit of B & G Realty, Inc., Old Republic National Title Insurance Company and all lenders that lend money secured by the Property (as defined below) within one (1) year of the date hereof, and their respective successors and assigns.

The undersigned hereby certifies to the aforesaid parties, as of the date set forth below, that:

A. This survey is an accurate representation of the premises described in Old Republic National Title Insurance Company Commitment No. 5-TLS 18021-F, dated March 13, 1998 (the "Property"), that was made on the ground as per the field notes shown hereon in accordance with the "Minimum Standard Detail Requirements for ALTA/ACSM Land Title Surveys" jointly established as revised by A.C.S.M. and A.L.T.A. in 1992, and includes items 1 through 11 and 13 of Table A thereof, was prepared in accordance with the Accuracy Standards of an Urban Survey, and correctly shows the boundary lines and dimensions and area of the Property and each individual parcel thereof, correctly shows the distance to the nearest intersection street and the point of reference from which the Property and each individual parcel thereof is measured in the record description, correctly shows the size, type and location of all buildings, structures and other improvements on the Property, and correctly shows the location and dimensions of all alleys, streets, roads, rights-of-way, setback lines and easements and other matters of record affecting the Property of which the undersigned has been advised, whether or not visible, according to the legal description of such rights-of-way, setback lines, easements and other matters (with instrument, volume and page numbers as indicated).

B. Except as shown, there are no visible easements, roads or rights-of-way across the Property or any other easements or rights-of-way of which the undersigned has been advised, no party walls, no encroachments on adjoining premises, easements, streets or alleys by and of said buildings, structures or other improvements, and no encroachments on the Property by buildings, structures or other improvements situated on adjoining premises.

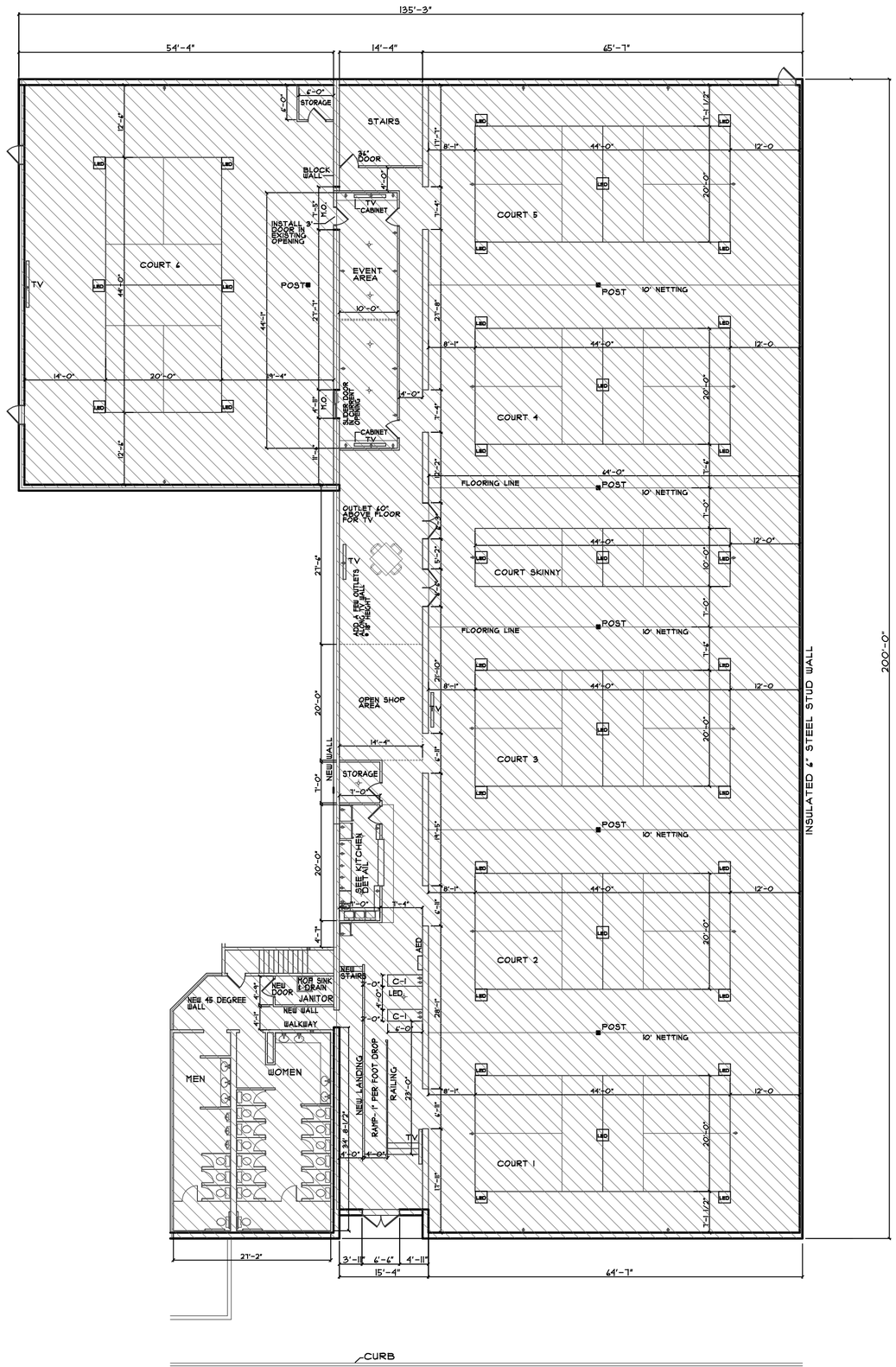
C. The right-of-way line(s) for road(s) is/are completely contiguous to the perimeter lines of the premises along the entire right-of-way, and said right-of-way(s) is/are dedicated and accepted by the (City/County).

D. The Property is located in Federal Flood Zone X. Community Panel Number 270 436 00200 dated 2-19-1992.

Robert J. Rohlin
Licensed Land Surveyor No. 7439
in the State of Minnesota
Date: 3-19-98

MEYER-ROHLIN, INC
ENGINEERS-LAND SURVEYORS
1111 Hwy. 25N., Buffalo, MN 55313
612 682-1781

REVISIONS 5-4-98, 3-31-98
DATE 3-19-98
DRAWN BY RMB
BOOK 301 PAGE 3
SHEET 1 OF 1 SHEETS
FILE NO. 98126



RESTROOMS/
STAIRS AREA
1,371 SQ FT

TOTAL SQUARE FOOTAGE
SHADED AREA=21,175 SQ FT

PICKLEBALL CENTER
SCALE: 1/16" = 1'-0"

CITY OF ELK RIVER
SHERBURNE COUNTY

CONDITIONAL USE PERMIT
Case No. CU 25-04

Permit. Subject to the terms and conditions set forth herein, the City of Elk River hereby grants a Conditional Use Permit ("Permit") requested by **Julie Russo representing Pickle Paradise LLC**, for the following use:

Conditional Use Permit to operate an Indoor Commercial Recreational Facility at 550 Freeport Avenue NW

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

Lot 2, Block 1, Elk River Plaza Second Addition, Sherburne County, Minnesota

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

Price Freeport Elk River LLC, owner

Conditions. None.

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: June 16, 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.

_____
Notary Public

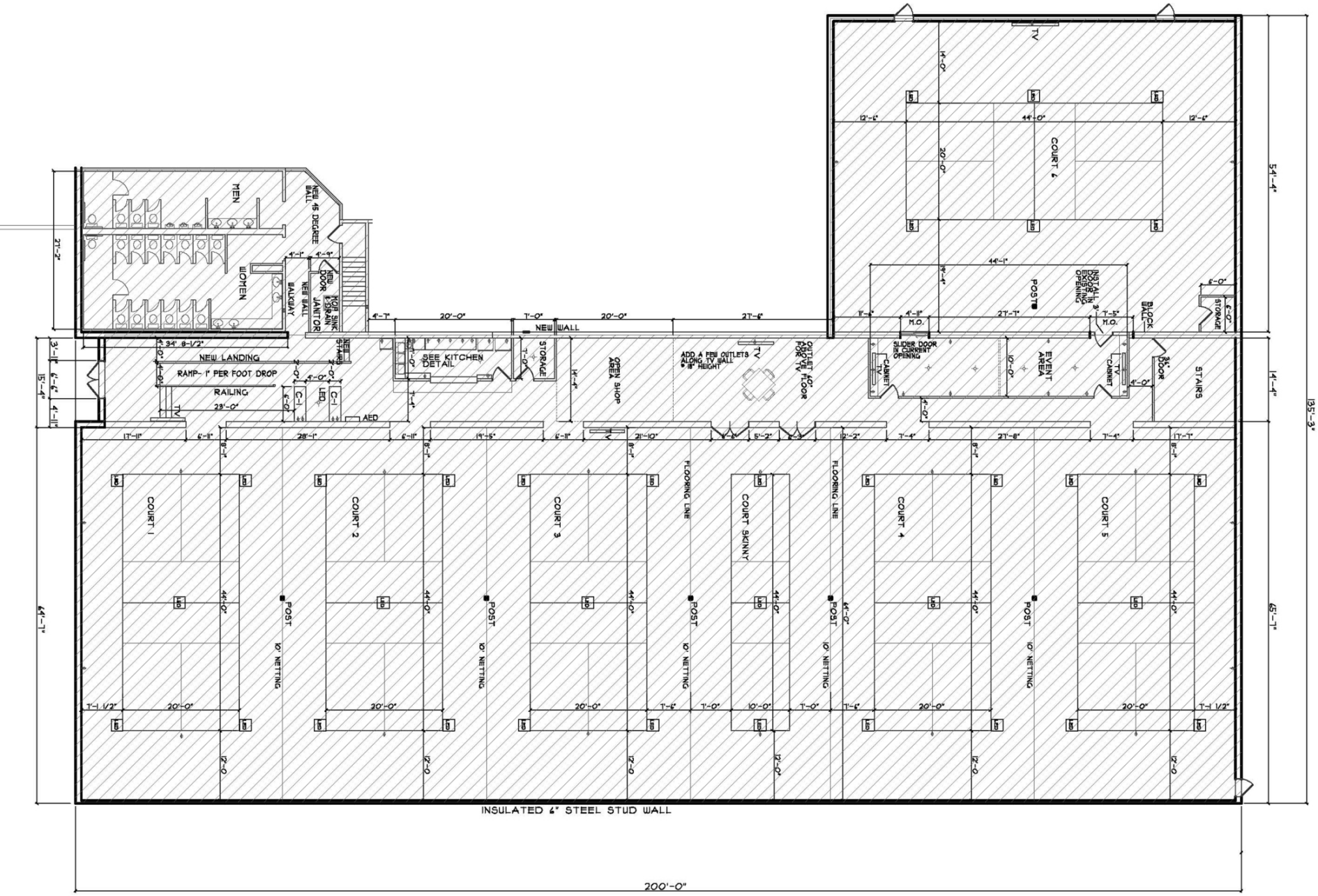
DRAFTED BY:
City of Elk River
13065 Orono Parkway
Elk River, MN 55330
763-635-1032

Pickle Paradise
Conditional Use Permit

Freeport Avenue
80
1
1
n Circle
75-00447-0110
SITE
75-00447-0120

Background

- Indoor pickleball club
  - Small pro shop
  - Flexible-use event space
- ~22,000 sq.ft of the existing 40,000 sq.ft. structure
- 700-900 visitors per week
- Ample parking


MEN
WOMEN
NEW WALL
45 DEGREE
JANITOR
MOP SINK & DRAIN
NEW DOOR
NEW LANDING
RAMP- 1" PER FOOT DROP
RAILING
AED
SEE KITCHEN DETAIL
STORAGE
NEW WALL
OPEN AREA
SHOP
ADD 4 FEW OUTLETS ALONG TV WALL @ 18" HEIGHT
TV
OUTLET 60" ABOVE FLOOR FOR TV
SLIDER DOOR IN CURRENT OPENING
CABINET
EVENT AREA
TV CABINET
BLOCK WALL
STORAGE
STAIRS
COURT 6
INSTALL NEW DOOR IN EXISTING OPENING
COURT 1
COURT 2
COURT 3
COURT SKINNY
COURT 4
COURT 5
FLOORING LINE
FLOORING LINE
POST
10' NETTING
INSULATED 6" STEEL STUD WALL
200'-0"
64'-7"
65'-7"
54'-4"
14'-4"
135'-3"

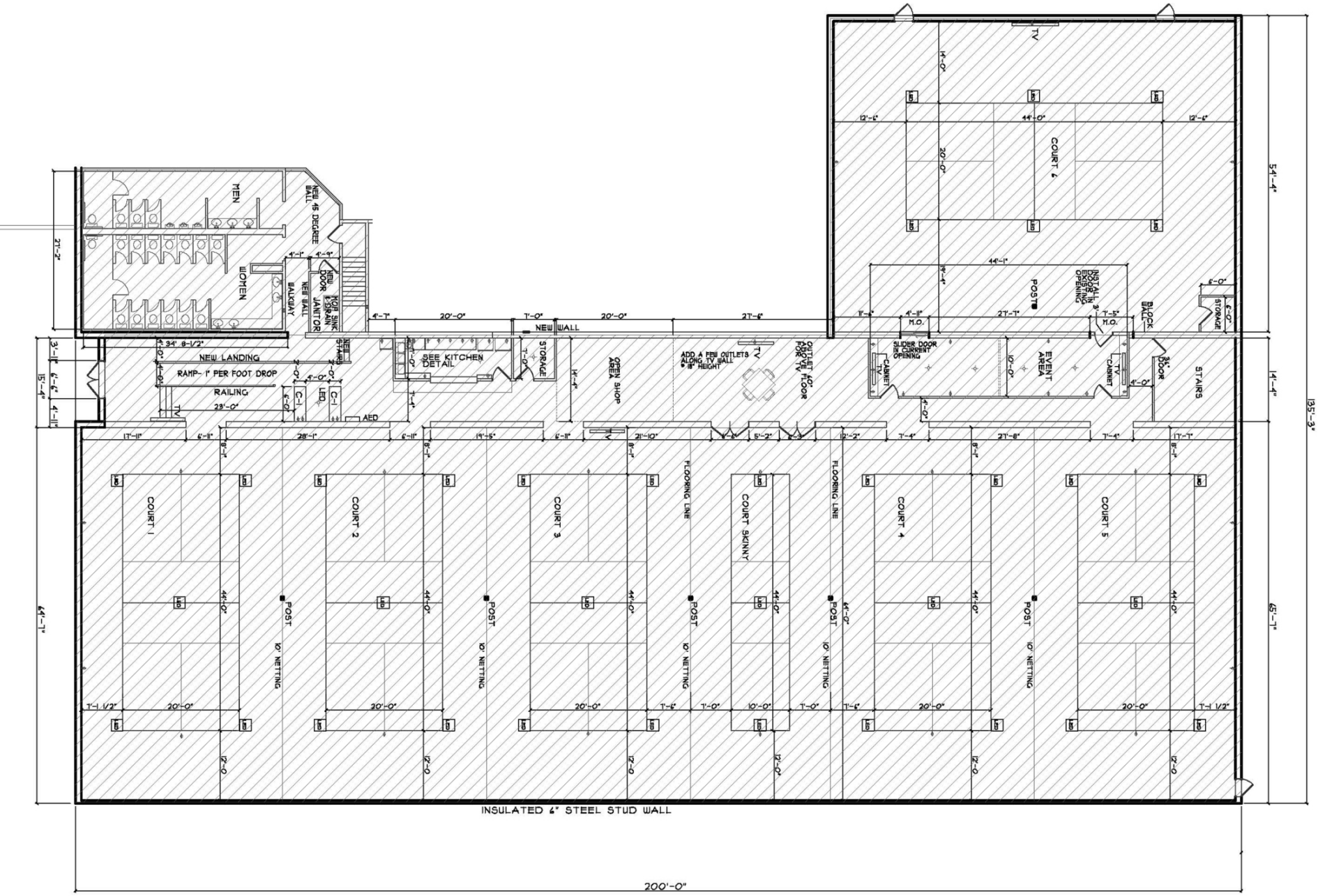
Freeport Avenue
80
1
1
n Circle
75-00447-0110
SITE
75-00447-0120

Planning Commission

- PH - No one spoke for or against the request
- Staff have not received any comments since PC
- PC had no questions or concerns
- Unanimously recommended approval

Action Requested

- Approve, by motion, the CUP as the standards set forth in Section 30-654 have been met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34' 8-1/2"
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SEE KITCHEN DETAIL
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ADD 4 FEW OUTLETS ALONG TV WALL @ 18" HEIGHT
TV
OUTLET 60" ABOVE FLOOR FOR TV
SLIDER DOOR IN CURRENT OPENING
CABINET
EVENT AREA
TV CABINET
INSTALL NEW DOOR IN EXISTING OPENING
POST
BLOCK WALL
STORAGE
36" DOOR
STAIRS
COURT 6
COURT 1
COURT 2
COURT 3
COURT SKINNY
COURT 4
COURT 5
FLOORING LINE
FLOORING LINE
POST
10' NETTING
INSULATED 6" STEEL STUD WALL
200'-0"
135'-3"
65'-7"
64'-7"
54'-4"
14'-4"

Freeport Avenue
80
1
1
n Circle
75-00447-0110
SITE
75-00447-0120

Request for Action

To
City Council

Item Number
7.3

Meeting Date
June 16, 2025

Prepared By
Chris Leeseberg, Senior Planner

Item Description
Conditional Use Permit Revocation: Carnova, 17242 Ulysses St NW

Reviewed by
Zack Carlton
Cal Portner
Tina Allard

Action Requested
Conduct a hearing and receive evidence and testimony regarding the possible revocation of the Conditional Use Permit (CU 23-02), issued to Omar Alnuaimi (CARNOVA LLC) for 17242 Ulysses St. NW.

At the conclusion of the hearing, adopt two motions: first, a motion to continue the hearing to the July 21, 2025, council meeting and direct staff to prepare a resolution revoking Conditional Use Permit (CU 23-02) for consideration at that meeting; and second, a motion to give the property owner the opportunity to avoid revocation of the CUP by doing one of the following, either submitting a new Conditional Use Permit application by June 30, 2025, or removing the excess vehicles from the property by July 14, 2025.

Background/Discussion
Conditional Use Permit (CU 23-02) was approved on April 3, 2023, with specific conditions regulating the storage of damaged or inoperable vehicles on the property. One of the conditions explicitly requires that such vehicles be stored only within the building or within a designated, fenced storage area limited to 900 square feet.

Summary of Compliance Issues:

- **First Violation Notification:**
  A notification letter was issued on **February 11, 2025**, documenting that damaged vehicles were not being stored within the approved 900-square-foot fenced area. Instead, they were observed stored across a substantial portion of the property, in some areas stacked up to three vehicles deep.
  First Deadline to Comply: March 7, 2025

- **Second Violation Notification:**
  A follow-up letter was sent on **March 5, 2025**, reiterating that multiple violations of the Conditional Use Permit (CUP) conditions that remained unresolved. The letter advised that continued non-compliance could impact the ability to maintain operations under the existing CUP.
  Revised Deadline to Comply: April 7, 2025

- **Request for Extension:**
  The applicant's attorney requested an additional 60-day extension. City staff expressed that compliance remains a priority, and such an extension is not feasible. However, in an effort to support voluntary compliance, the city granted **a third and final extension through April 30, 2025**.

Despite the final extension, staff's review of the site indicates that a substantial number of vehicles continue to be stored outside the approved storage area. Given the ongoing non-compliance, staff informed the applicant that an agenda item would be included on the May 5, 2025, City Council meeting to discuss possible revocation of CUP 23-02.

During the May 5, 2025, meeting, the City Council stated they were willing to give an extension one last time and explained that we are not trying to put them out of business, but want to help Mr. Alnuaimi comply with the conditions of the CUP.

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

As of June 11, 2025, the site had not been brought into compliance. A hearing to consider revocation of the CUP was scheduled for June 16, 2025. Notices of the public hearing were sent by certified mail to the applicant on May 30, 2025. Mailed notices of the public hearing were sent on May 30, 2025, to owners of properties within 500 feet of 17242 Ulysses St. NW. The public hearing was advertised in the Star News on May 31, 2025.

On June 10, 2025, staff were informed by the property owner, Brian Cain, that Mr. Alnuaimi has filed for bankruptcy and has moved out of the state. Mr. Cain wants to work with the two operators that were subleasing from Mr. Alnuaimi to bring the property into CUP compliance and apply for an amendment to the CUP to include a larger fenced-in storage area.

City staff recommend allowing additional time for the property owner to either remove the vehicles from the property or submit a new Conditional Use Permit (CUP) application by June 30, 2025. If an application is not received by that date, all damaged and inoperable vehicles must be removed by July 14, 2025. If neither the application is submitted nor the vehicles are removed by their respective deadlines, a resolution of denial will be presented to the City Council for adoption at its July 21, 2025, meeting.

Financial Impact
None

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

Attachments
1. Mr Cain Email 6-10-2025

From: brian.cain@visionmold.net
To: Chris Leeseberg
Subject: RE: Vehicles?
Date: Tuesday, June 10, 2025 5:19:45 PM

Chris,
Good afternoon
I wanted to let you know that Omar left and moved to Detroit Michigan, the bankruptcy is still ongoing .The lot is much better now that he left.
Adam and Mhammed have been getting things into compliance, I wanted to be at the city council the 16 but my work is sending me to Chicago for the week, and I cannot get out of it.
If possible, I want to work with Adam and Mhammed to bring everything up to the cities specification and work within the CUP at 17242 Ulysses st.
And apply to have the fence made larger to avoid any future problems.
Please advise if you can.
Thank you very much.
Brian L Cain

Request for Action

To
City Council

Item Number
7.4

Meeting Date
June 16, 2025

Prepared By
Zack Carlton, Community Development Director

Item Description
Preliminary Plat, Resolution 25-30 for Final Plat, and Ordinance Amendment 25-10: Supporting The Villas at Fillmore Third Addition

Reviewed by
Chris Leeseberg
Cal Portner
Tina Allard

Action Requested
Adopt Ordinance 25-10 codifying and updating the PUD for The Villas at Fillmore, subject to City Council's approval of the Preliminary and Final Plat for The Villas at Fillmore Third Addition.

Approve the preliminary plat for The Villas at Fillmore Third Addition, with the following conditions:
1. Council approval of the ordinance amendment approving the PUD changes.
2. A Water Availability Charge for each lot must be paid before connection to the municipal water system.
3. Compliance with the City of Elk River Engineering Design Standards is mandatory for all planning and construction activities.
4. The development agreement must include a prorated cost share for the water main extension that was installed along Fillmore Street in 2022 and was paid for by Elk River Municipal Utilities (ERMU) in the amount of $44,590.
5. The sanitary sewer will be privately owned/maintained.
6. The storm pipe will be privately owned/maintained as it captures only storm water from the private street.
7. Electrical service for the lift station is considered commercial. The developer will need to provide a secondary electric service.

Adopt Resolution 25-30 approving the final plat of The Villas at Fillmore Third Addition, with the following conditions:
1. Council approval of a Development Agreement outlining the responsibilities of the developer.
2. Water Availability Charge shall be paid in the amount required by the city when the final plat is released for recording (currently $390/plumbing unit).
3. A Letter of Credit shall be provided to the city in the amount of 100% of the costs of the public improvements.
4. Upon completion of all improvements and acceptance by the city, a security or warranty in a form acceptable to the public works director must be secured.
5. The Development Plan shall be approved by the public works director prior to the issuance of building permits.
6. Staff approval of all site, civil, and landscaping plans.
7. Park dedication shall be paid for six low-density parcels at the rate applicable at the time of recording.
8. Any item or condition found that indicates the site is likely to yield information important to pre-history or history shall be reported to the city immediately. Further, the city reserves the right to stop work authorized

in its approval until the site is appropriately investigated and work is authorized.

Background/Discussion
The applicant is proposing to update the previous approval for the third addition and complete the final phase of The Villas at Fillmore. The proposal includes six single-family lots located on a private drive. The site has limited development potential due to existing wetlands, storm water features, sanitary sewer limitations, and large overhead powerlines. These factors contributed to the developers' decision to construct the project on a private street.

Site Plan
The project includes a private drive that provides access to all six parcels, which are generally 60-feet wide. Additional parking, beyond the driveway areas, is provided on one side of the private drive. The homes will be a minimum of 10-feet apart and maintenance will be addressed with a Homeowners Association (HOA).

Public Utilities
All six homes will be connected to city sewer and water. However, the sewer service requires a private lift station to convey the effluent to the city's system. The city will not maintain this lift station, and the development will connect to the public system near the intersection of 177th Ave and Fillmore Street.

The water main is located beneath the trail on the west side of Fillmore Street and the developer is proposing a new service line for each home, which connects directly to the main.

The water main providing service to this phase was installed by the developer with the first phase of this subdivision, but ERMU reimbursed the developer as the extension was for a looped service at the time. ERMU has requested reimbursement for this cost as the extension is now providing service for this phase. These types of utility services are generally installed at the developer's expense.

Park and Recreation Commission
The Commission reviewed the project and recommended park dedication be paid for six low-density residential parcels. The developer had installed the trail along Fillmore with their first and second additions. The trail was installed by the developer, but the city funded the trail through park dedication funds.

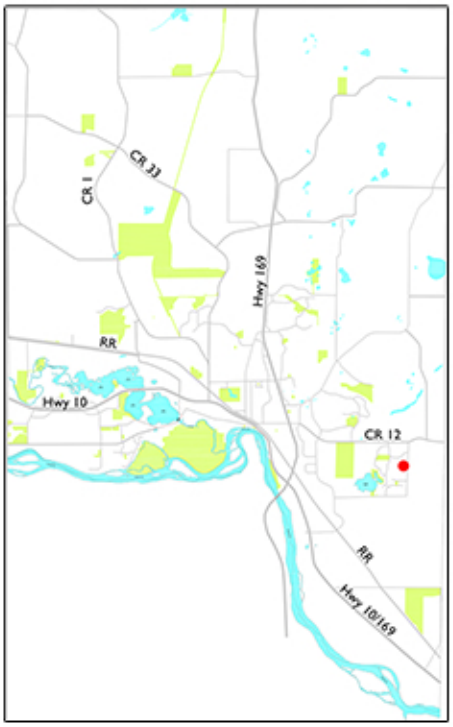
Planning Commission
The Planning Commission held a public hearing on May 27, 2025, to review the ordinance amendment and preliminary plat. No one spoke for or against the request and the commission unanimously recommended approval of the ordinance amendment and preliminary plat.

Financial Impact
None

Mission/Policy/Goal
Support the growth and development of the community.
Opportunity to live, work, and play.

Attachments
1. Location Map
2. Planning Commission Memo May 27, 2025
3. Preliminary Plat

4. Civil Plans dated April 23, 2025
5. Final Plat
6. Final Plat Resolution
7. PUD Ordinance Update
8. 7.4 Villas Third UPDATE Presentation



Project Location Map

Riverside Development

Preliminary Plat (P 25-10)
Final Plat (P 25-11)

Request for Action

To
Planning Commission

Item Number
4.3

Meeting Date
May 27, 2025

Prepared By
Zack Carlton, Community Development Director

Item Description
Preliminary Plat and Ordinance Amendment (PUD): The Villas at Fillmore Third Addition, PID 75-00931-0030, Riverside Development

Reviewed by
Chris Leeseberg

Action Requested
Recommend, by motion, approval of an ordinance amendment codifying and updating the PUD for The Villas at Fillmore.

Recommend, by motion, approval of the preliminary plat for The Villas at Fillmore Third Addition, with the following conditions:

1. Council approval of the ordinance amendment approving the PUD changes.
2. A Water Availability Charge for each lot must be paid before connection to the municipal water system.
3. Compliance with the City of Elk River Engineering Design Standards is mandatory for all planning and construction activities.
4. The development agreement must include a prorated cost share for the water main extension that was installed along Fillmore Street in 2022 and was paid for by Elk River Municipal Utilities (ERMU) in the amount of $44,590.
5. The sanitary sewer will be privately owned/maintained.
6. The storm pipe will be privately owned/maintained as it captures only storm water from the private street.
7. Electrical service for the lift station is considered commercial. The developer will need to provide a secondary electric service.

Background/Discussion
The applicant is proposing to update the previous approval for the third addition and complete the final phase of The Villas at Fillmore. The proposal includes six single-family lots located on a private drive. The site has limited development potential due to existing wetlands, storm water features, sanitary sewer limitations, and large overhead powerlines. These factors contributed to the developers' decision to construct the project on a private street.

Site Plan

The project includes a private drive that provides access to all six parcels, which are generally 60-feet wide. Additional parking, beyond the driveway areas, is provided on one side of the private drive. The homes will be a minimum of 10-feet apart and maintenance will be addressed with a Homeowners Association (HOA).

Public Utilities
All six homes will be connected to city sewer and water. However, the sewer service requires a private lift station to convey the effluent to the city's system. The city will not maintain this lift station, and the development will connect to the public system near the intersection of 177th Ave and Fillmore Street.

The water main is located beneath the trail on the west side of Fillmore Street and the developer is proposing a new service line for each home, which connects directly to the main.

The water main providing service to this phase was installed by the developer with the first phase of this subdivision, but ERMU reimbursed the developer as the extension was for a looped service at the time. ERMU has requested reimbursement for this cost as the extension is now providing service for this phase. These types of utility services are generally installed at the developer's expense.

Ordinance Amendment
The proposed ordinance amendment will take the place of a PUD agreement. The standards of the previous PUD agreement will be codified into city ordinances, providing more clarity and transparency for the public. The only changes proposed are for the inclusion of the third phase and memorializing the private street and utility items.

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 property was rezoned to Planned Unit Development with the first phases of this subdivision. With the PUD designation, the development will follow its own development standards, as approved in the ordinance amendment for the PUD.

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.
As the property was rezoned to PUD and is guided for residential uses by the Comprehensive 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 are suitable for the type and density of development and uses contemplated.

4. The proposed subdivision makes adequate provision for water supply, storm drainage, sewage transportation, erosion control and all other services, facilities and improvements otherwise required in this article.
The subdivision will include infrastructure to meet city requirements. The sanitary service and required lift station will be privately owned and maintained, but will become public after making the connection to existing services. The water service also requires reimbursement for previous work paid for by ERMU, but that now serves the current development phase. Finally, additional permits required to comply with erosion control standards are required and will be secured prior to building permit issuance. These concerns have been included as conditions of approval.

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

Although there will be site grading, the subdivision will not cause substantial environmental damage.

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

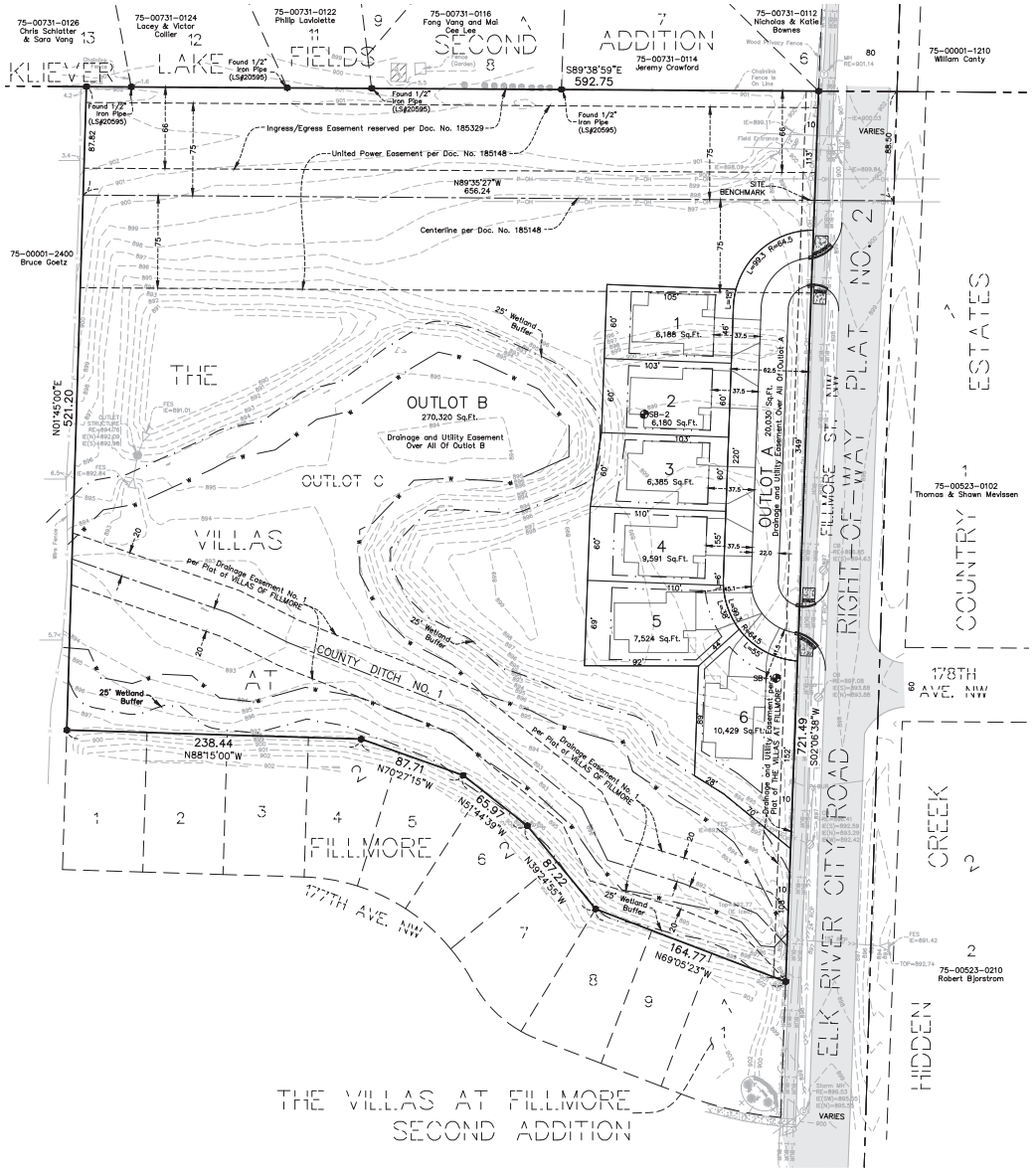
7. The proposed subdivision will not have an undue and adverse impact on the reasonable development of neighboring land.
The only undeveloped property is one similarly sized and shaped directly to the west of the subject parcel. The proposed subdivision will not impact reasonable development of neighboring land.

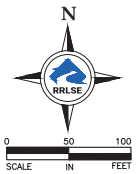
8. The proposed subdivision is not premature. A subdivision is premature if any of the following exists:
   a. Lack of adequate stormwater drainage.
   b. Lack of adequate roads.
   c. Lack of adequate sanitary sewer systems.
   d. Lack of adequate off-site public improvements or support systems.
The subdivision is not premature as the above conditions have been provided for.

Financial Impact
None

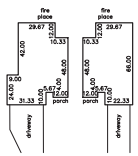
Mission/Policy/Goal
Support the growth and development of the community.
Responsibly grow.

Attachments
1. Location Map
2. Preliminary Plat
3. Civil Plans dated April 23, 2025





TYPICAL HOUSE



LEGEND

- ● = DENOTES FOUND 1/2" X 14" IRON PIPE WITH PLASTIC CAP MARKED "RLS 49138" UNLESS OTHERWISE NOTED
- 980 = DENOTES EXISTING CONTOUR (1 FOOT INTERVAL)
- = DENOTES BUILDING SETBACK LINE
- = DENOTES 25' WETLAND BUFFER
- W = DENOTES EDGE OF DELINEATED WETLAND PER PLAT OF THE VILLAS AT FILLMORE
- SBI = DENOTES SOIL BORING BY OTHERS
- = DENOTES SANITARY SEWER LINE
- = DENOTES CATCHBASIN
- = DENOTES FES
- = DENOTES STORM SEWER LINE
- = DENOTES UTILITY POLE
- P-OH = DENOTES OVERHEAD UTILITY LINES
- T-BUR = DENOTES BURIED TELECOMMUNICATIONS
- = DENOTES TELECOMMUNICATIONS MANHOLE
- = DENOTES SIGN
- = DENOTES DECIDUOUS TREE (DIAMETER)
- = DENOTES CONIFEROUS TREE (DIAMETER)
- = SHRUB
- = BITUMINOUS SURFACE
- = CONCRETE SURFACE

DESCRIPTION OF PROPERTY TO BE PLATTED:
(PID NO. 75-00931-0030)

Outlot C, THE VILLAS AT FILLMORE, Sherburne County, Minnesota.

NOTES:

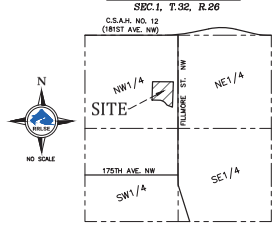
1. The professional surveyor has made no investigation or independent search for easements of record, encumbrance, restrictive covenants, ownership title evidence, or any other facts that an accurate and current title search may disclose.
2. The underground utilities shown are depicted per observed evidence. The surveyor makes no guarantees that the underground utilities shown comprise all such utilities in the area, either in service or abandoned. The surveyor further does not warrant that the underground utilities shown are in the exact location indicated although he does certify that they are located as accurately as possible from information available. The surveyor has not physically located the underground utilities. Prior to any excavation, contact Gopher State One Call for an on-site location (651-454-0002). The subsurface utility information on this survey is utility quality level D. This quality level was determined according to the guidelines of CI/ASCE 38-2, entitled "Standard Guidelines for the Collection and Depiction of Existing Subsurface Utility Data.
3. Project Benchmark: MnDOT Monument No. POWER MNDT AZ MK. Elevation = 902.23 feet (NGVD 1929)

   Site Benchmark: Railroad Spike in East Face of Power Pole on the West side of Fillmore Street NW, 400 feet North of the intersection with 178th Ave. NW. Elevation = 899.85 feet (NGVD 1929)

Municipality:	City of Elk River	Proposed Building Setbacks:	Front yard: 37.5 feet (From Road Edge) Side yard: 25 feet (Street) Rear yard: 20 feet Side yard: 5 feet (Interior)
Existing Zoning:	R1c – Single Family Residential		
Proposed Zoning:	Planned Unit Development	Lot Summary:	6 – Single Family Residential Lots 2 – Outlots
Road Mileage:	300 LF or 0.06 Miles (Private)		
Proposed Utilities:	Sewer: Municipal Water: Municipal	Owner/Subdivider:	Riverside Development Company of Princeton 19230 Evans St. NW Suite 115 Elk River, MN 55330 Marty Glines – (218) 360-4188
Street Lighting:	As Required		
Plat Area:	Total Area: 346,310 Sq.Ft. = 7.950 Acres Proposed ROW: 0 Sq.Ft. = 0.00 Acres Park Area: 0 Sq.Ft. = 0.00 Acres	Surveyor:	Rum River Land Surveyors & Engineers PO Box 1044 Princeton, MN 55371 (763) 389-4476 3601 Thurston Ave. Anoka, MN 55303 (763) 427-5860 brian@roa-inc.com

VICINITY MAP

SEC. 1, T.32, R.26



DATE	REVISION
04/25/2025	New Lot Layout

Apr 25, 2025 – 9:33am
K:\cad_surv\Land Desktop 2008\P-2135.36 VILLAS 3rd\dwg\P-2135.36 PRE PLAT.dwg

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

Brian Person, PLS
Date 04/25/2025 Lic. No. 49138

DESIGNED BY:	SMM
DRAWN BY:	JJ
CHECKED BY:	BP
DATE:	04/25/2025
FILE NO.	P-2135.36

RUM RIVER
LAND SURVEYORS ✦ ENGINEERS
505 First Street, Princeton, MN 55371
O - 763.389.4476 RRLSE.com

THE VILLAS AT FILLMORE 3RD ADDITION

PRELIMINARY PLAT
FOR
RIVERSIDE DEVELOPMENT COMPANY OF PRINCETON
SHERBURNE COUNTY, MINNESOTA

SHEET 1 OF 1 SHEETS

THE VILLAS AT FILLMORE THIRD ADDITION

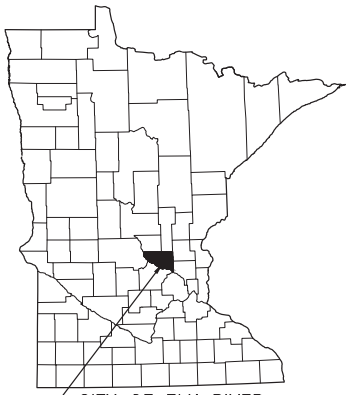
CITY OF ELK RIVER, MINNESOTA

PROJECT LEGEND

- EXISTING CONTOUR
- PROPOSED CONTOUR
- PROJECT PROPERTY LINE
- SURROUNDING PROPERTY LINE
- RIGHT OF WAY LINE
- EASEMENT LINE
- FO-BUR — BURIED FIBER OPTIC CABLE
- T-BUR — BURIED TELEPHONE CABLE
- G — GAS MAIN
- P-BUR — BURIED ELECTRIC CABLE
- P-OH — OVERHEAD ELECTRIC CABLE
- UTILITY PEDESTAL
- POWER POLE
- GUY WIRE
- LIGHT POLE
- SIGNAL POLE
- STORM SEWER
- STORM SEWER MANHOLE
- CATCH BASIN
- FES
- WATERMAIN
- WATERMAIN MANHOLE
- HYDRANT
- GATE/BUTTERFLY VALVE
- WATER SERVICE
- SANITARY SEWER
- SANITARY SEWER MANHOLE
- SANITARY CLEANOUT
- SEWER SERVICE
- TRUNCATED DOMES
- CONCRETE CURB & GUTTER
- SIGN
- MAILBOX
- DETAIL NUMBER
- SHEET NUMBER
- SAWCUT BITUMINOUS OR CONCRETE
- DELINEATED WETLAND
- EXISTING TREELINE
- SB1 — SOIL BORING
- CONIFEROUS TREE
- DECIDUOUS TREE
- CSP — CITY STANDARD PLATE

N

SCALE 300 0 300 600 IN FEET



CITY OF ELK RIVER, SHERBURNE COUNTY, MINNESOTA

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-2, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

RUM RIVER
LAND SURVEYORS ✦ ENGINEERS
505 First Street, Princeton, MN 55371
O 763.389.4476 RRLSE.com

GOVERNING SPECIFICATIONS

THE "CITY OF ELK RIVER ENGINEERING DESIGN STANDARDS" SHALL APPLY. WHEN THE "CITY OF ELK RIVER ENGINEERING DESIGN STANDARDS" CONFLICT WITH OTHER SPECIFICATIONS, THE "CITY OF ELK RIVER ENGINEERING DESIGN STANDARDS" SHALL GOVERN.

THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL APPLY.

THE 2023 EDITION OF THE CITY ENGINEERS ASSOCIATION OF MINNESOTA (CEAM) STANDARD SPECIFICATIONS SHALL APPLY.

ALL FEDERAL, STATE AND LOCAL LAWS, REGULATIONS, AND ORDINANCES SHALL BE COMPLIED WITH IN THE CONSTRUCTION OF THIS PROJECT.

ALL TRAFFIC CONTROL DEVICES AND SIGNING SHALL CONFORM TO THE LATEST EDITION OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MMUTCD), INCLUDING THE LATEST FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.

ALL REQUIREMENTS OF THE PROJECT MANUAL FOR THE THE VILLAS AT FILLMORE THIRD ADDITION.

SHEET INDEX

THIS PLAN CONTAINS 21 SHEETS

SHEET NO.	DESCRIPTION
1	TITLE SHEET
2	CONSTRUCTION NOTES AND ESTIMATED QUANTITIES
3–6	DETAILS
7	TYPICAL LOT SECTIONS, SOIL NOTES, AND DETAILS
8	EXISTING CONDITIONS, REMOVALS, AND TRAFFIC CONTROL PLAN
9	GRADING AND EROSION CONTROL PLAN
10	WATERMAIN AND SANITARY SEWER PLAN
11	STREET AND STORM SEWER PLAN
12	RESTORATION PLAN
13	PEDESTRIAN RAMP CONSTRUCTION PLAN
14	FORCEMAIN CONSTRUCTION PLAN
15	LIFT STATION LAYOUT AND CONTROL PANEL
16–21	MNDOT PEDESTRIAN CURB RAMP DETAILS

APPROVED

_____ DATE _____

JUSTIN FEMRITE, P.E.
CITY ENGINEER

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.

_____ 23461 DATE 4/23/25

CRAIG J. JOCHUM, P.E. LIC. NO.
HAKANSON ANDERSON
DESIGN ENGINEER

DATE	REVISION

SHEET 1 OF 21 SHEETS

P-2135.36

Apr 29, 2025 - 8:51am
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GENERAL CONSTRUCTION NOTES:

1. SAWCUT AND MILL WHEN PLACING NEW PAVEMENT ADJACENT TO INPLACE PAVEMENT AND AT TERMINI OF CONSTRUCTION TO ENSURE A UNIFORM JOINT.
2. BITUMINOUS AND CONCRETE ITEMS DISTURBED BY CONSTRUCTION SHALL BECOME THE PROPERTY OF THE CONTRACTOR AND SHALL BE DISPOSED OF IN ACCORDANCE WITH MN/DOT SPEC. 2104.
3. USE TACK COAT BETWEEN ALL BITUMINOUS MIXTURES. THE BITUMINOUS TACK COAT MATERIAL SHALL BE APPLIED AT A UNIFORM RATE OF 0.05 GAL/SY TO 0.07 GAL/SY BETWEEN BITUMINOUS LAYERS. THE APPLICATION RATES ARE FOR UNDILUTED EMULSIONS.
4. PERFORMANCE GRADED (PG) ASPHALT BINDER PG 58H-34, SPEC. 3151, SHALL BE USED FOR ALL BITUMINOUS MIXES ON THIS PROJECT. SPECIFIC PG GRADES ARE SHOWN AT THE END OF THE MIX DESIGNATION NUMBER SHOWN ON THE TYPICAL SECTION.
5. THE BITUMINOUS MIXTURES SHALL MEET THE REQUIREMENTS OF SPECIFICATIONS 2360 AND 3139.
6. CONTRACTOR SHALL SCHEDULE CONSTRUCTION IN COOPERATION WITH UTILITY RELOCATIONS IF ANY ARE NECESSARY. INSTALLATION OF NEW CONDUITS WILL BE REQUIRED. THE UTILITY COMPANY WILL FURNISH THE CONDUIT AND CONTRACTOR SHALL INSTALL THEM. EACH CROSSING WILL HAVE MULTIPLE CONDUITS. THE TRENCH WIDTH WILL NEED TO BE WIDE ENOUGH TO SEPARATE EACH UTILITY CONDUIT. A TOTAL OF TWO CROSSINGS ARE ANTICIPATED. THIS WORK SHALL BE PAID AS ITEM 2503 UTILITY CROSSINGS.
7. ALL STORM SEWER SHALL BE REINFORCED CONCRETE PIPE UNLESS OTHERWISE NOTED.
8. HYDRANTS SHALL MEET THE REQUIREMENTS OF CSP 3401.
9. PIPE BEDDING SHALL BE PER CSP 3406.
10. SUBGRADE PREPARATION FOR ALL TRAILS AND WALKS SHALL BE INCIDENTAL.
11. CONCRETE CURB AND GUTTER SHALL BE THE 28" SURMOUNTABLE DESIGN SHOWN IN CSP 2000.
12. THE BITUMINOUS WEARING COURSE SHALL NOT BE PLACED UNTIL THE YEAR 2026.
13. CONCRETE MAT SHALL BE CABLE CONCRETE CC35 MANUFACTURED BY IECS, INC., FLEXAMAT PLUS MANUFACTURED BY MOTZ ENTERPRISES, INC., OR APPROVED EQUAL.
14. CONTRACTOR SHALL CLEAN AND SWEEP THE BITUMINOUS SURFACE PRIOR TO CONSTRUCTING THE WEAR COURSE. THIS WORK SHALL BE INCIDENTAL.
15. SEGMENTS OF THE FORCEMAIN WILL NEED AN OPEN CUT TRENCH. ALL FORCEMAIN CONSTRUCTION WILL BE PAID PER ITEM 2.0" HDPE FORCEMAIN DIRECTIONALLY DRILLED NO MATTER WHAT METHOD IS USED FOR INSTALLATION. ALL REQUIRED FORCEMAIN FITTINGS SHALL BE INCIDENTAL.

GENERAL EROSION CONTROL NOTES:

1. PRIOR TO ANY CONSTRUCTION ACTIVITIES THE CONTRACTOR SHALL ACQUIRE THE NECESSARY MPCA-NPDES STORMWATER PERMIT.
2. THE CONTRACTOR SHALL INSTALL EROSION AND SEDIMENT CONTROL FACILITIES (BMP'S) PRIOR TO GRADING AND REMOVAL ACTIVITIES. BMP'S SHALL BE MAINTAINED FOR THE DURATION OF CONSTRUCTION ACTIVITIES AND POTENTIAL FOR EROSION HAS PASSED.
3. THE CONTRACTOR SHALL SCHEDULE THEIR OPERATIONS TO MINIMIZE THE AMOUNT OF DISTURBED AREA AT ANY GIVEN TIME.
4. BMP'S SHALL BE INSPECTED DAILY BY THE CONTRACTOR AND DOCUMENTED IN THE SWPPP INSPECTION LOG. SWPPP SHALL BE PROVIDED TO THE CITY.
5. ALL EROSION AND SEDIMENT CONTROL MEASURES SHALL BE PROPERLY DISPOSED OF BY THE CONTRACTOR WITHIN THIRTY (30) DAYS AFTER FINAL SITE STABILIZATION IS APPROVED BY THE ENGINEER AND THE CITY OF ELK RIVER. THIS WORK SHALL BE INCIDENTAL.
6. THE CONTRACTOR SHALL FILE NOTICE OF TERMINATION (NOT) WITH THE MPCA WHEN FINAL STABILIZATION IS APPROVED BY THE ENGINEER.
7. SILT FENCE & BLANKET SHALL BE INSTALLED BEHIND THE CURB DURING CONSTRUCTION BEFORE CLASS 5 AGGREGATE BASE IS CONSTRUCTED.
8. ALL TEMPORARY SOIL STABILIZATION AND SEEDING NECESSARY TO MEET THE REQUIREMENTS OF THE PROJECT MANUAL, MPCA NPDES CONSTRUCTION PERMIT AND MN/DOT STANDARD SPECIFICATION SHALL BE INCIDENTAL.
9. THE CONTRACTOR SHALL POST THE SWPPP ON SITE. THE METHOD OF POSTING SHALL BE APPROVED BY THE ENGINEER.

CITY STANDARD PLATES

PLATE NO.	DESCRIPTION	SHEET NUMBER
2000	SURMOUNTABLE AND B618 CONCRETE CURB AND GUTTER	3
2009	STANDARD SILT FENCE	3
2015	ROCK CONSTRUCTION ENTRANCE BUILDING PERMIT	3
2500	SHALLOW CATCH BASIN	3
2503	CONCRETE PIPE JOINT TIES	4
2504	TRASH GUARD	4
2507	STANDARD INLET CASTING	4
2511	CATCH BASIN INLET PROTECTION	4
2513	CONCRETE EROSION MAT OUTLET INSTALLATION DETAIL	4
3400	TYPICAL WATER LAYOUT	4
3401	PACER HYDRANT DETAIL	4
3402	HYDRANT RESTRAINT DETAIL	4
3403	TYPICAL SERVICE DETAIL	5
3404	WATERMAIN CROSSING	5
3406	CLASS B PIPE BEDDING	5
3408	TRACER WIRE DETAIL	5
3409	TRACER WIRE LAYOUT DETAIL	5
4000	STANDARD MANHOLE	5
4007	TYPICAL HOUSE SERVICE	5

ITEM NO.	MnDOT SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY
1	2021.501	MOBILIZATION	LUMP SUM	1
2	2104.503	SAWING BITUMINOUS PAVEMENT - FULL DEPTH	LIN FT	214
3	2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	215
4	2104.601	REMOVE LANDSCAPING	LUMP SUM	1
5	2106.601	DEWATERING	LUMP SUM	1
6	2106.507	EXCAVATION - COMMON	CU YD	1,850
7	2106.607	SALVAGE TOPSOIL (P)	CU YD	1,050
8	2112.519	SUBGRADE PREPARATION	ROAD STATION	3.5
9	2211.509	AGGREGATE BASE CLASS 5	TON	429
10	2232.504	MILL BITUMINOUS SURFACE (1.5")	SQ YD	18
11	2301.504	CONCRETE PAVEMENT 6"	SQ YD	15.1
12	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GALLONS	47
13	2360.504	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C) 2.5" THICK	SQ YD	40
14	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C)	TON	71
15	2360.509	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,C)	TON	118
16	2501.502	12" RC PIPE APRON	EACH	1
17	2501.502	15" RC PIPE APRON	EACH	2
18	2501.602	TRASH GUARD FOR 12" PIPE APRON	EACH	1
19	2501.602	TRASH GUARD FOR 15" PIPE APRON	EACH	2
20	2503.503	8" PVC PIPE SEWER SDR 35	LIN FT	244
21	2503.503	12" RC PIPE SEWER DESIGN 3006 CLASS V	LIN FT	40
22	2503.503	15" RC PIPE SEWER DESIGN 3006 CLASS V	LIN FT	48
23	2503.601	TRACER WIRE SYSTEM - SEWER FORCEMAIN	LUMP SUM	1
24	2503.602	CONNECT TO EXISTING SANITARY SEWER	EACH	1
25	2503.602	8"X4" PVC WYE SDR 26	EACH	6
26	2503.602	UTILITY CROSSING	EACH	2
27	2503.603	CLEAN AND VIDEO TAPE PIPE SEWER	LIN FT	244
28	2503.603	4" PVC SANITARY SERVICE PIPE SDR 26	LIN FT	250
29	2503.603	2.0" HDPE FORCEMAIN (DIRECTIONALLY DRILLED)	LIN FT	382
30	2504.601	TRACER WIRE SYSTEM - WATER SYSTEM	LUMP SUM	1
31	2504.602	CONNECT TO EXISTING WATERMAIN	EACH	1
32	2504.602	HYDRANT	EACH	1
33	2504.602	1" CORPORATION STOP	EACH	6
34	2504.602	2" CORPORATION STOP	EACH	1
35	2504.602	6" GATE VALVE AND BOX	EACH	1
36	2504.602	1" CURB STOP AND BOX	EACH	6
37	2504.602	2" CURB STOP AND BOX	EACH	1
38	2504.603	1" IPS SIDR 7 HDPE	LIN FT	744
39	2504.603	2" IPS SIDR 7 HDPE	LIN FT	154
40	2504.603	6" WATERMAIN DUCTILE IRON CL 52	LIN FT	52
41	2504.604	4" POLYSTYRENE INSULATION	SQ YD	7.1
42	2506.502	CASTING ASSEMBLY	EACH	3
43	2506.503	CONSTRUCT SANITARY STRUCTURE DESIGN 4007	LIN FT	15.9
44	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 27 DESIGN H	EACH	1
45	2506.601	INSTALL LIFT STATION	LUMP SUM	1
46	2511.604	CONCRETE MAT	SQ YD	32
47	2521.518	5" CONCRETE WALK	SQ FT	607
48	2531.503	CONCRETE CURB AND GUTTER SURMOUNTABLE	LIN FT	76
49	2531.618	TRUNCATED DOMES	SQ FT	98
50	2563.601	TRAFFIC CONTROL	LUMP SUM	1
51	2564.502	SIGN TYPE C	SQ FT	6.3
52	2564.502	SIGN TYPE D	SQ FT	12
53	2564.602	WETLAND BUFFER SIGN	EACH	3
54	2573.501	STABILIZED CONSTRUCTION EXIT	LUMP SUM	1
55	2573.502	STORM DRAIN INLET PROTECTION	EACH	4
56	2573.503	SILT FENCE, TYPE MS	LIN FT	2,977
57	2574.507	COMMOM TOPSOIL BORROW (CV)	CU YD	150
58	2574.508	FERTILIZER TYPE 1	POUND	630
59	2575.504	ROLLED EROSION PREVENTION CATEGORY 25	SQ YD	3,745
60	2575.505	SEEDING	ACRE	2.1
61	2575.509	SEED, SOUTHERN BOULEVARD	POUND	336
62	2575.509	MULCH MATERIAL TYPE 1 - DISK ANCHORED	TON	2.9

DATE	REVISION

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.

CRAIG J. JOCHUM, P.E.
Date 4/23/25 Lic. No. 23461

DESIGNED BY: CJJ
DRAWN BY: SGJ
CHECKED BY: TAE

RUM RIVER
LAND SURVEYORS + ENGINEERS
505 First Street, Princeton, MN 55371
O-763.389.4476 RRLSE.com

THE VILLAS AT FILLMORE THIRD ADDITION

CONSTRUCTION NOTES AND ESTIMATED QUANTITIES

CITY OF ELK RIVER, MINNESOTA

SHEET 2 OF 21 SHEETS

P-2135.36

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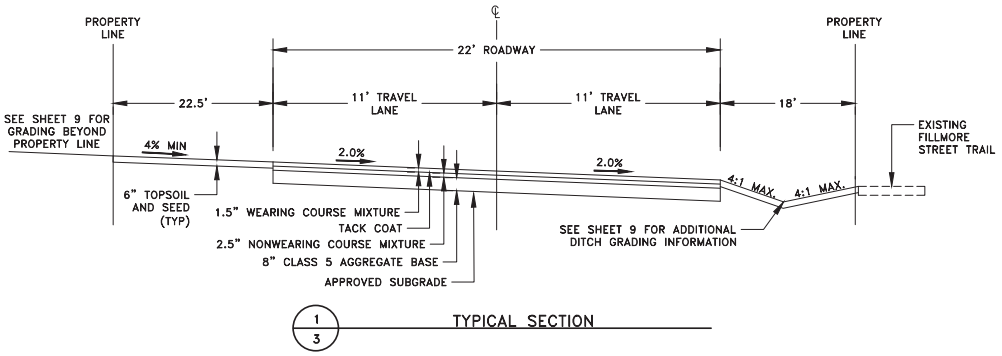
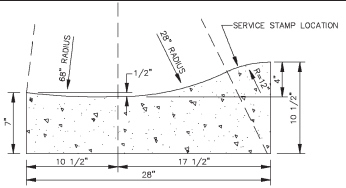
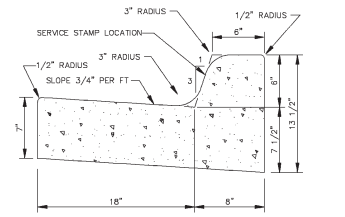


1/3 TYPICAL SECTION



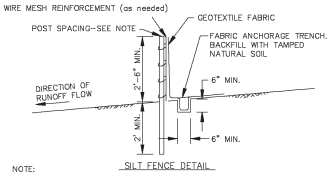
28" SURMOUNTABLE CONCRETE CURB AND GUTTER



B618 CONCRETE CURB AND GUTTER

REV: 3/2006

SURMOUNTABLE AND B618 CONCRETE CURB AND GUTTER — STANDARD PLATE NO. 2000

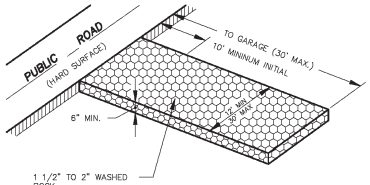


SILT FENCE DETAIL

NOTE:
1. SILT FENCES CONSTRUCTED WITH SUPPORT FENCES, POSTS SHALL BE SPACED AT 10' OR LESS, AND DRIVEN AT LEAST 2' INTO THE GROUND.
2. SILT FENCES CONSTRUCTED WITHOUT SUPPORT FENCES, POST SHALL BE SPACED AT 4' OR LESS, AND DRIVEN AT LEAST 3' INTO THE GROUND.

REV: 7/2007

STANDARD SILT FENCE — STANDARD PLATE NO. 2009



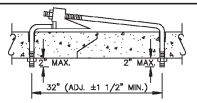
NOTE:

ROCK ENTRANCE NEEDS TO BE INPLACE (MIN 10' IN LENGTH) WITH ENOUGH MATERIAL ON HAND AT SITE TO COMPLETE TO GARAGE AFTER BACKFILL IN ORDER TO PASS INITIAL INSPECTION.

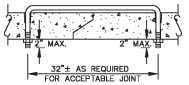
REV: 7/2007

ROCK CONSTRUCTION ENTRANCE BUILDING PERMIT — STANDARD PLATE NO. 2015

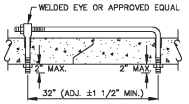
PIPE SIZE	THREAD DIAMETER
12 15 18 21 24 27	5/8" ROLLED THREADS (SEE NOTE 4)
30 33 36 42 48 54 60 66	3/4" CUT OR ROLLED
72 78 84 90 96 102 108 120 132	1" CUT OR ROLLED



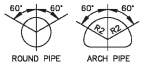
CANOPY TIE

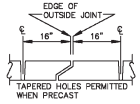


U BOLT TIE



EYE BOLT TIE



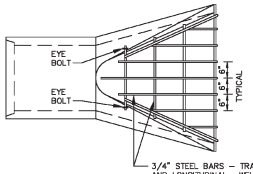


PLACEMENT OF HOLES

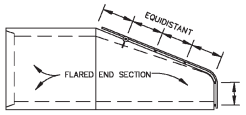
NOTE:
1. HOLES SHALL BE CAST-IN OR DRILLED 16" FROM OUTSIDE EDGE OF JOINT.
2. NUTS AND WASHERS ARE NOT REQUIRED ON INSIDE OF PIPE WITH 27" DIAMETER OR LESS.
3. TIES ARE NOT REQUIRED FOR BELL PIPE 24" AND SMALLER. ON OTHER SIZES, TIE MAY BE INSERTED FROM INSIDE.
4. CUT THREADS MAY BE USED IF WASHER AND NUT ARE USED.
5. PIPE SIZES LISTED ARE INSIDE DIAMETER OF ROUND PIPE OR EQUIVALENT DIAMETER OF PIPE ARCH.

REV: 3/2006

CONCRETE PIPE JOINT TIES — STANDARD PLATE NO. 2503



PLAN



ELEVATION

REV: 3/2006

TRASH GUARD — STANDARD PLATE NO. 2504

DATE	REVISION

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CRAIG J. JOCHUM, P.E. Lic. No. 23461

Date 4/23/25

DESIGNED BY: CJJ
DRAWN BY: SGJ
CHECKED BY: TAE

RUM RIVER LAND SURVEYORS + ENGINEERS
505 First Street, Princeton, MN 55371
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THE VILLAS AT FILLMORE THIRD ADDITION

DETAILS

CITY OF ELK RIVER, MINNESOTA

SHEET 3 OF 21 SHEETS

P-2135.36

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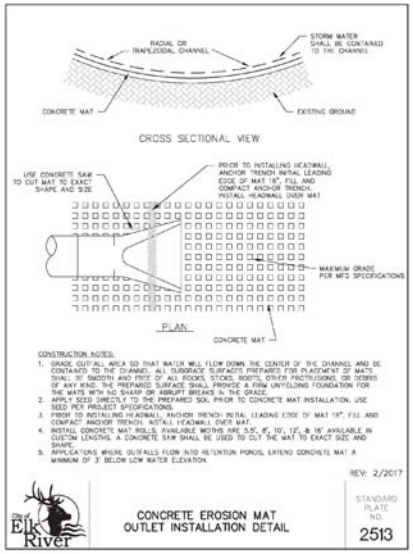

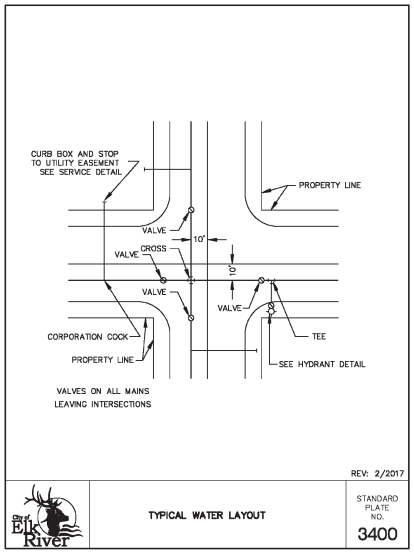

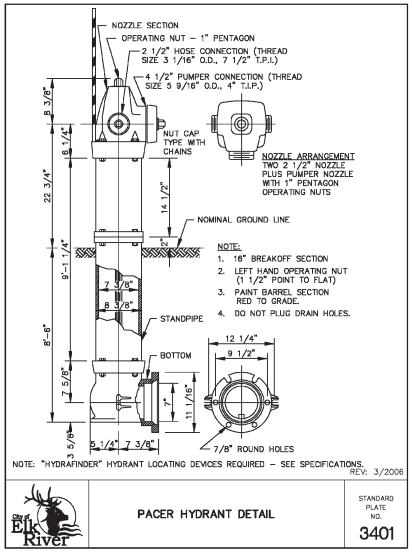

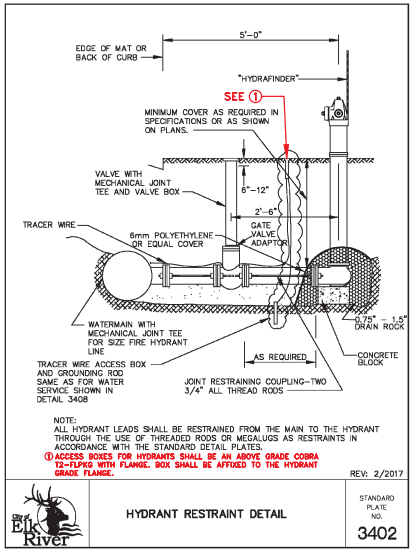

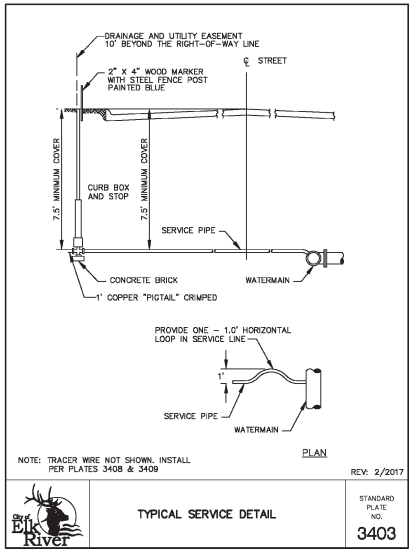

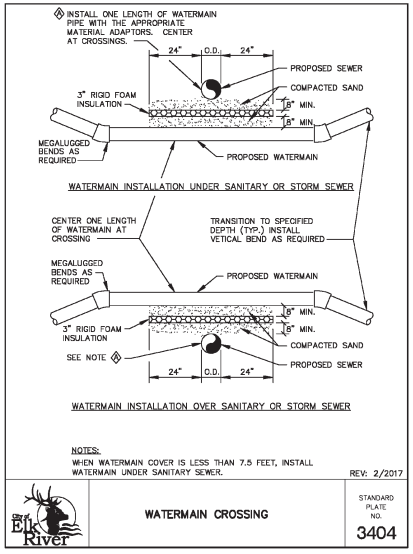

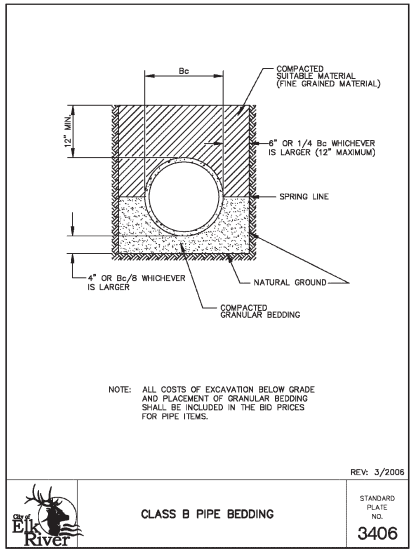

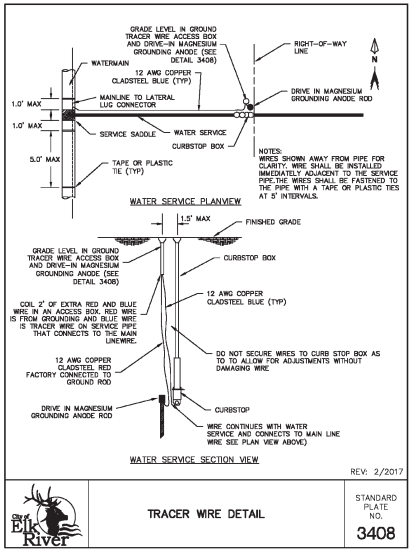

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Date 4/23/25

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DRAWN BY: SGJ
CHECKED BY: TAE

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THE VILLAS AT FILLMORE THIRD ADDITION

DETAILS

CITY OF ELK RIVER, MINNESOTA

SHEET 4 OF 21 SHEETS

P–2135.36

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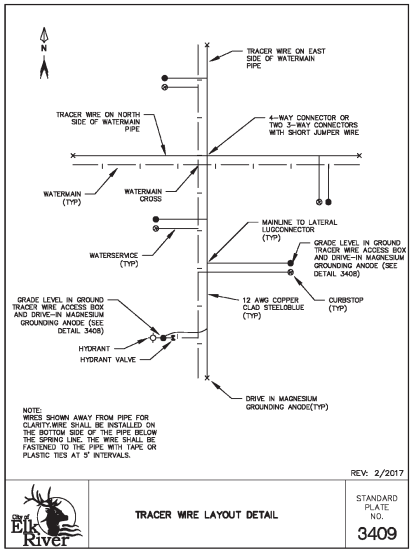
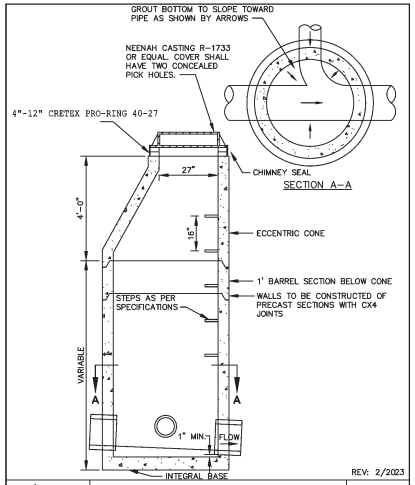


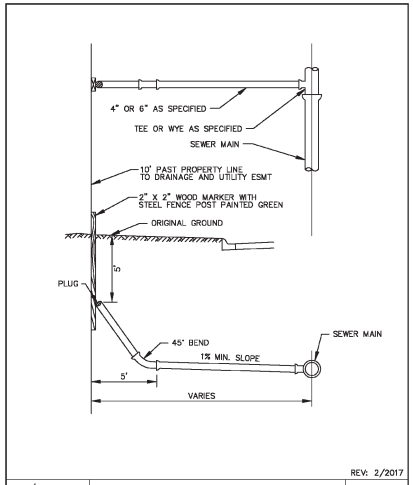
REV: 2/2017

City of Elk River	TRACER WIRE LAYOUT DETAIL	STANDARD PLATE NO. 3409



REV: 2/2023

City of Elk River	STANDARD MANHOLE	STANDARD PLATE NO. 4000



REV: 2/2017

City of Elk River	TYPICAL HOUSE SERVICE	STANDARD PLATE NO. 4007

DATE	REVISION

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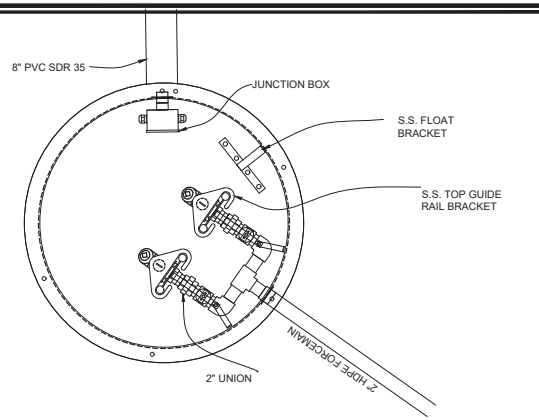

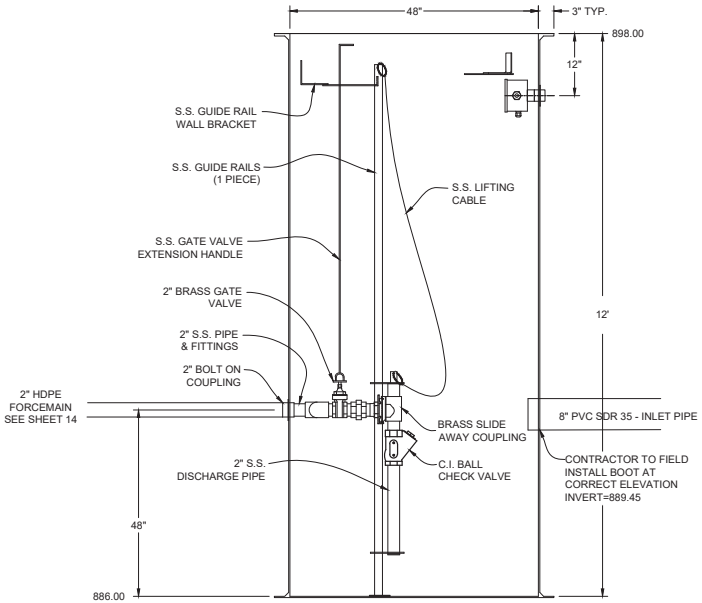

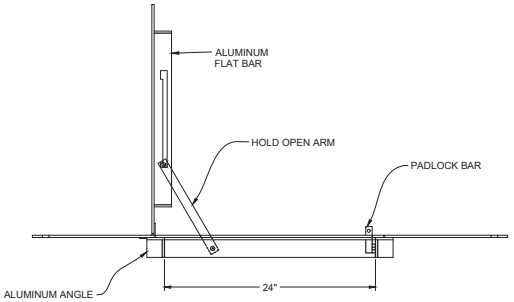

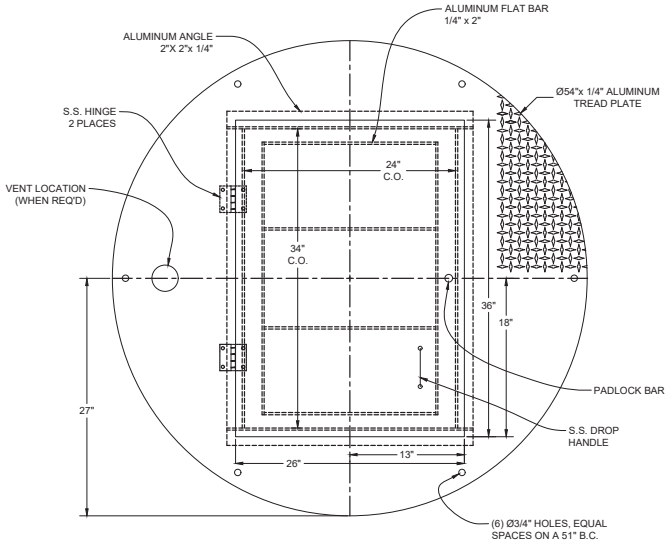

-300 PSF LOAD RATING

GENERAL NOTES:
1. SEE SHEET 10 FOR SANITARY SEWER PLAN
2. OWNER WILL FURNISH THE LIFT STATION AND LIFT STATION COVER. CONTRACTOR SHALL INSTALL LIFT STATION AND LIFT STATION COVER.

STEELE PLASTICS, LLC
1280 Sturgis Road
Conway, AR 72034
(501) 327-5122 Fax (501) 327-0807

TITLE
PROJECT
JOB NO.
P.O. NO.
CUSTOMER
DWG. NO.

STEELE PLASTICS, LLC
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THE VILLAS AT FILLMORE THIRD ADDITION

DETAILS

CITY OF ELK RIVER, MINNESOTA

SHEET 6 OF 21 SHEETS

P-2135.36

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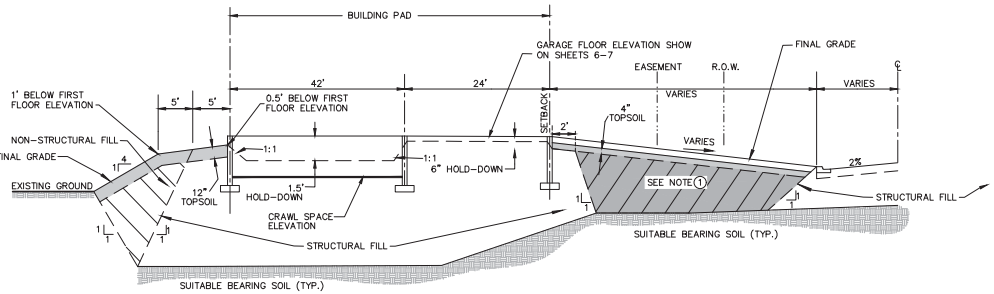


1/7 TYPICAL LOT SECTION

GENERAL SOIL NOTES:

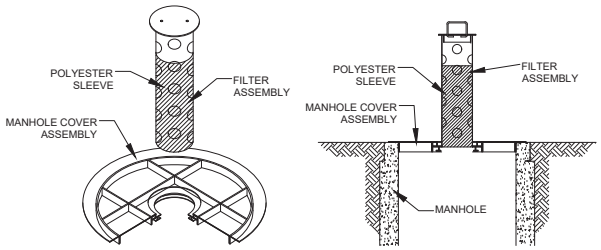
1. STRIP AND REUSE ALL INPLACE TOPSOIL IN AREAS TO BE DISTURBED BY CONSTRUCTION.
2. STREET AND LOT FILL SHALL BE CONSTRUCTED WITH STRUCTURAL FILL. ALL STRUCTURAL FILL SHALL BE CONSTRUCTED UNDER THE DIRECTION OF A GEOTECHNICAL ENGINEER. STRUCTURAL FILL FOR THIS PROJECT IS DEFINED IN THE GEOTECHNICAL REPORT. CONTRACTOR SHALL ONLY USE SOIL CLASSIFIED AS SP OR SP-SM IN THE ROAD CORE.
3. THE FINAL GRADES SHOWN ASSUME A 10 PERCENT SOIL COMPACTION FACTOR ON THE TOTAL FILL. IF THE ACTUAL COMPACTION FACTOR IS GREATER OR LESS THAN 10 PERCENT, THE CONTRACTOR SHALL WORK WITH THE ENGINEER DURING THE GRADING OPERATION TO ADJUST THE FINAL GRADES AS NECESSARY TO BALANCE THE EARTHWORK. ADJUSTMENT TO FUTURE LOT GRADES AND STREETS WILL BE MADE AS NECESSARY.
4. THE CONTRACTOR SHALL STRIP AND TEMPORARILY STOCKPILE ALL EXISTING TOPSOIL FOR REUSE. SALVAGING TOPSOIL SHALL BE PAID PER ITEM 2106 SALVAGE TOPSOIL. PLACING SALVAGED TOPSOIL OVER THE DISTURBED AREAS AS SHOWN AND PLACING FILL IN OTHER AREAS SHALL BE INCIDENTAL.
5. SHEET 9 SHOWS THE FINAL GRADING PLAN AFTER THE HOME CONSTRUCTION IS COMPLETE. THESE GRADES REPRESENT THE SURFACE LABELED AS THE FINAL GRADE ON THE TYPICAL LOT SECTION ON SHEET 7. IN GENERAL THIS PROJECT INCLUDES GRADING THE SITE TO THE HOLD-DOWN GRADES THROUGH THE BUILDING PADS AS SHOW ON THE TYPICAL LOT SECTIONS ON SHEET 7 AND GRADING TO THE FINAL GRADES OUTSIDE THE BUILDING PADS, UNLESS OTHERWISE NOTED, AS SHOWN ON THE TYPICAL LOT SECTIONS ON SHEET 7. NOT ALL THE LOTS FOLLOW THE TYPICAL SECTION.

REFERENCE NOTES:

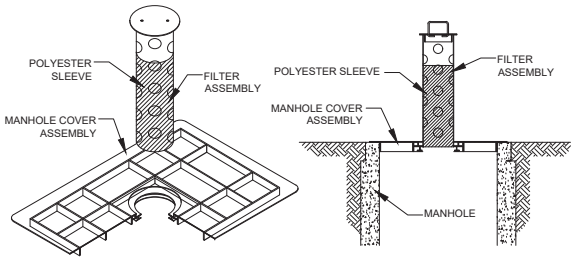
① ONSITE SILTY/SANDY TOPSOIL WITH LESS THAN 5% ORGANICS CAN BE USED AS FILL IN THESE AREAS.

② ALL WORK AND MATERIAL SHALL BE INCIDENTAL TO ITEM 2504 CONNECT TO EXISTING WATERMAIN. ITEM 2504 CONNECT TO EXISTING WATERMAIN WILL BE MEASURED AS (1) ONE UNIT PER CONNECTION LOCATION.

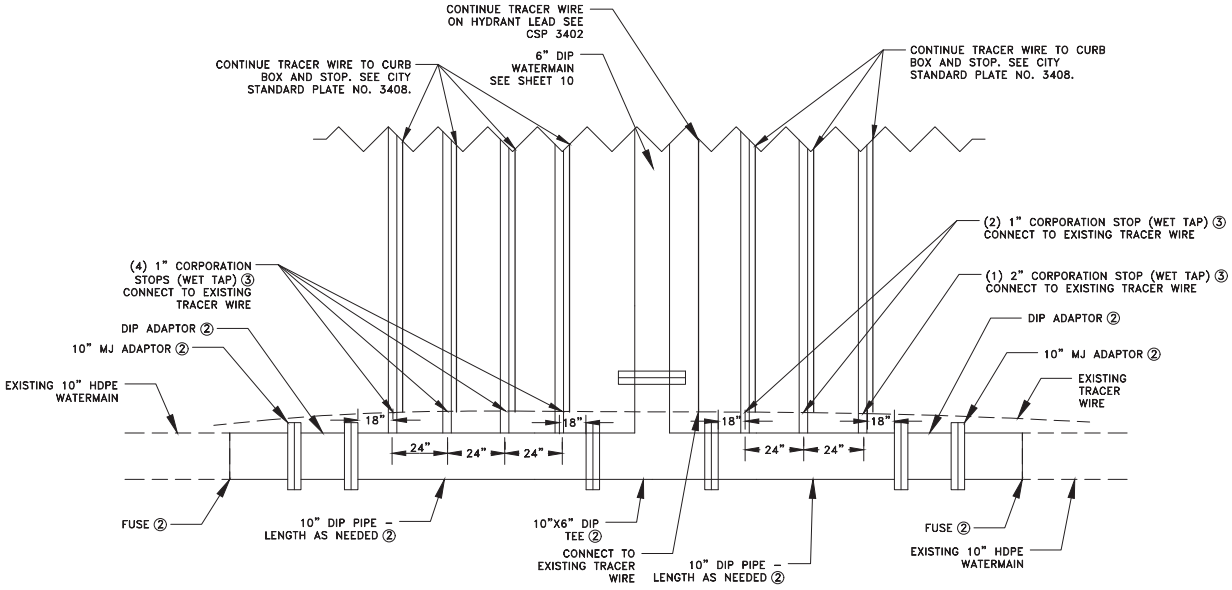
③ SERVICE DETAIL SEE CITY STANDARD PLATE 3403. NO SPLICES ARE ALLOWED IN THE SERVICE PIPE FROM THE CORPORATION STOP TO THE CURB BOX AND STOP.



2/7 STORM DRAIN INLET PROTECTION



3/7 STORM DRAIN INLET PROTECTION TYPE 1
PRE-CURB



4/7 WATERMAIN CONNECTION

DATE	REVISION

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Date 4/23/25

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THE VILLAS AT FILLMORE THIRD ADDITION

TYPICAL LOT SECTIONS, SOIL NOTES, AND DETAILS

CITY OF ELK RIVER, MINNESOTA

SHEET 7 OF 21 SHEETS

P-2135.36

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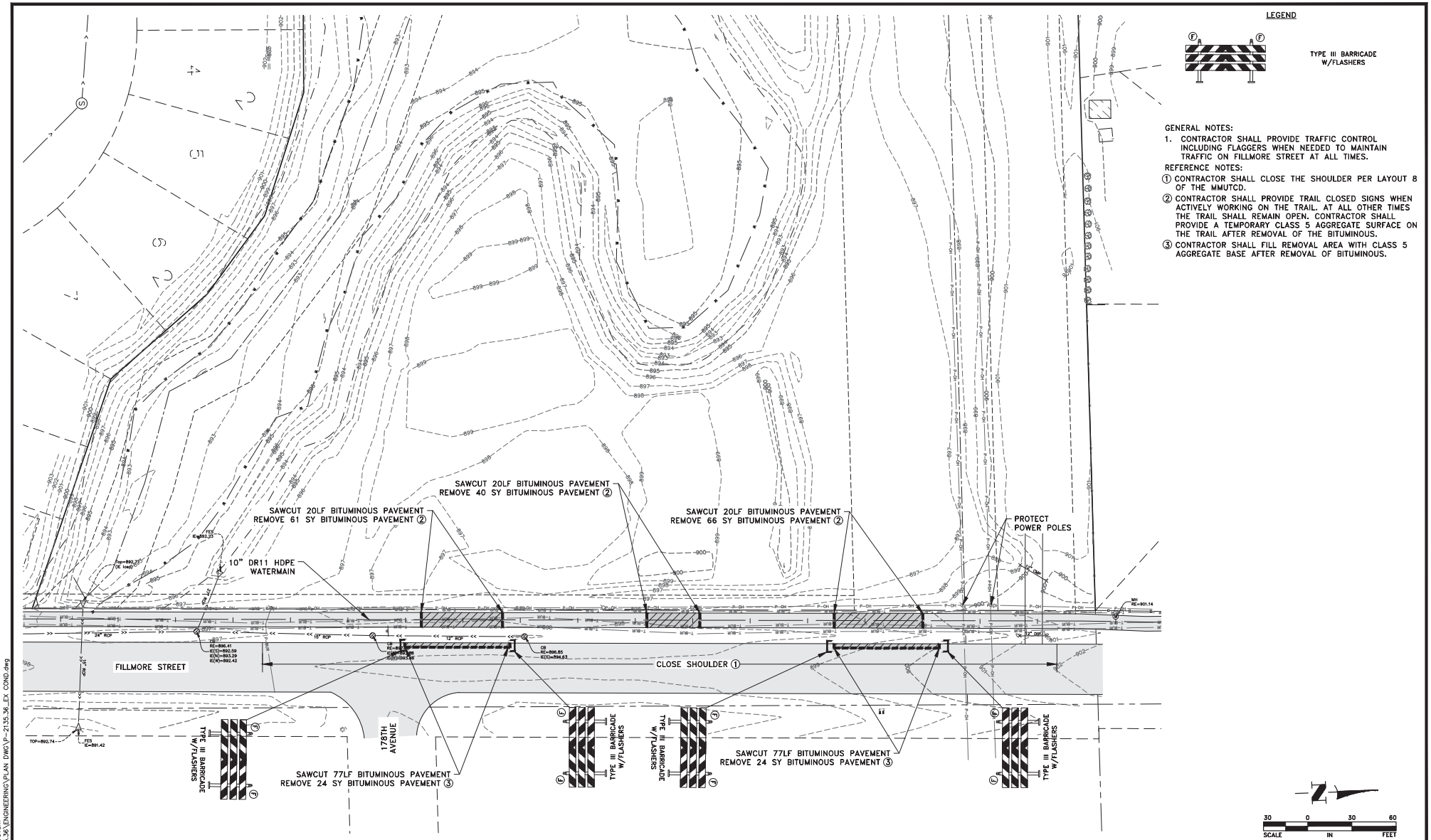

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THE VILLAS AT FILLMORE THIRD ADDITION

EXISTING CONDITIONS, REMOVALS, AND TRAFFIC CONTROL PLAN

CITY OF ELK RIVER, MINNESOTA

SHEET 8 OF 21 SHEETS

P-2135.36

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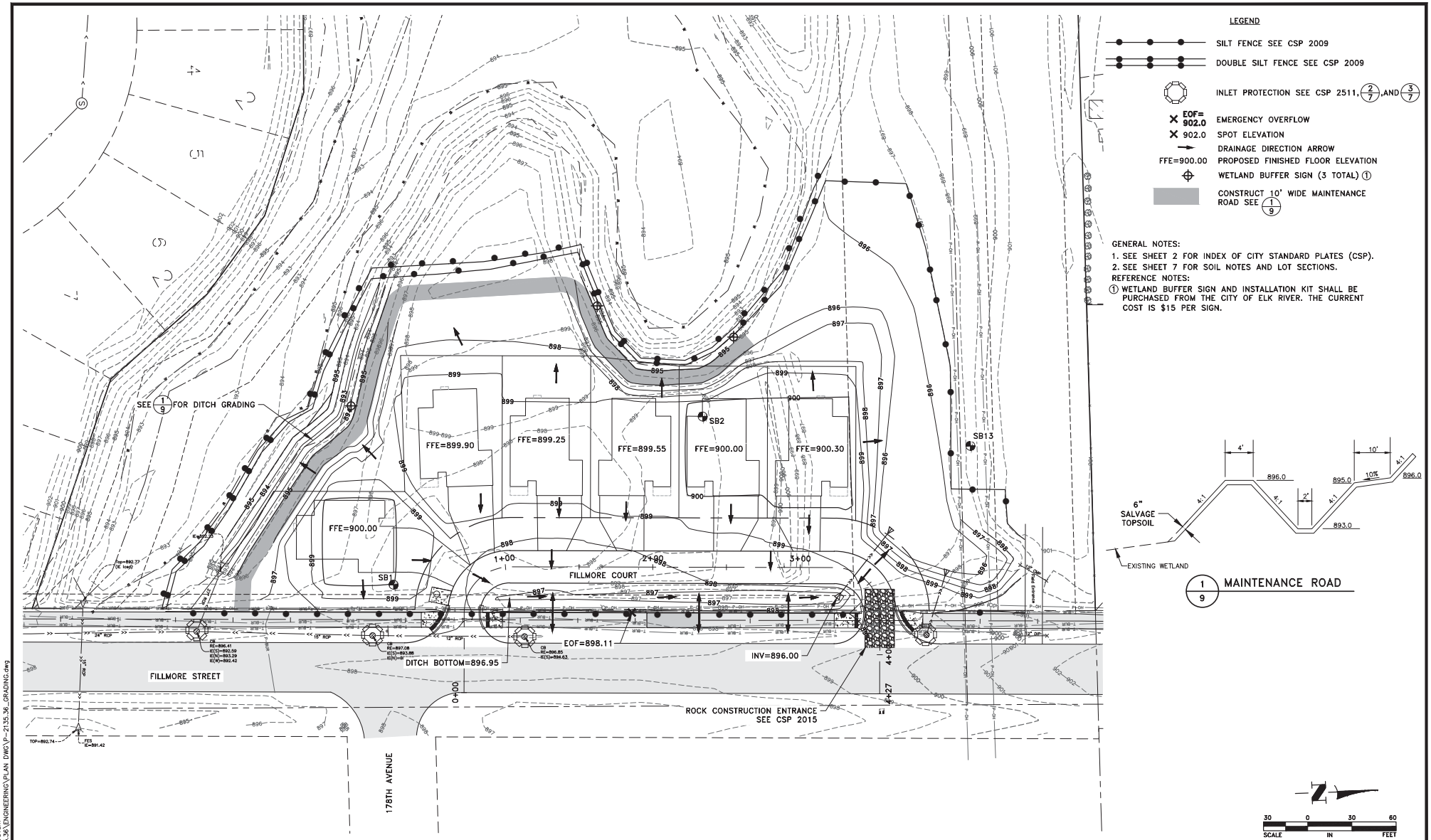

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THE VILLAS AT FILLMORE THIRD ADDITION

GRADING AND EROSION CONTROL PLAN

CITY OF ELK RIVER, MINNESOTA

SHEET 9 OF 21 SHEETS

P-2135.36

Apr 28, 2025 - 8:51am
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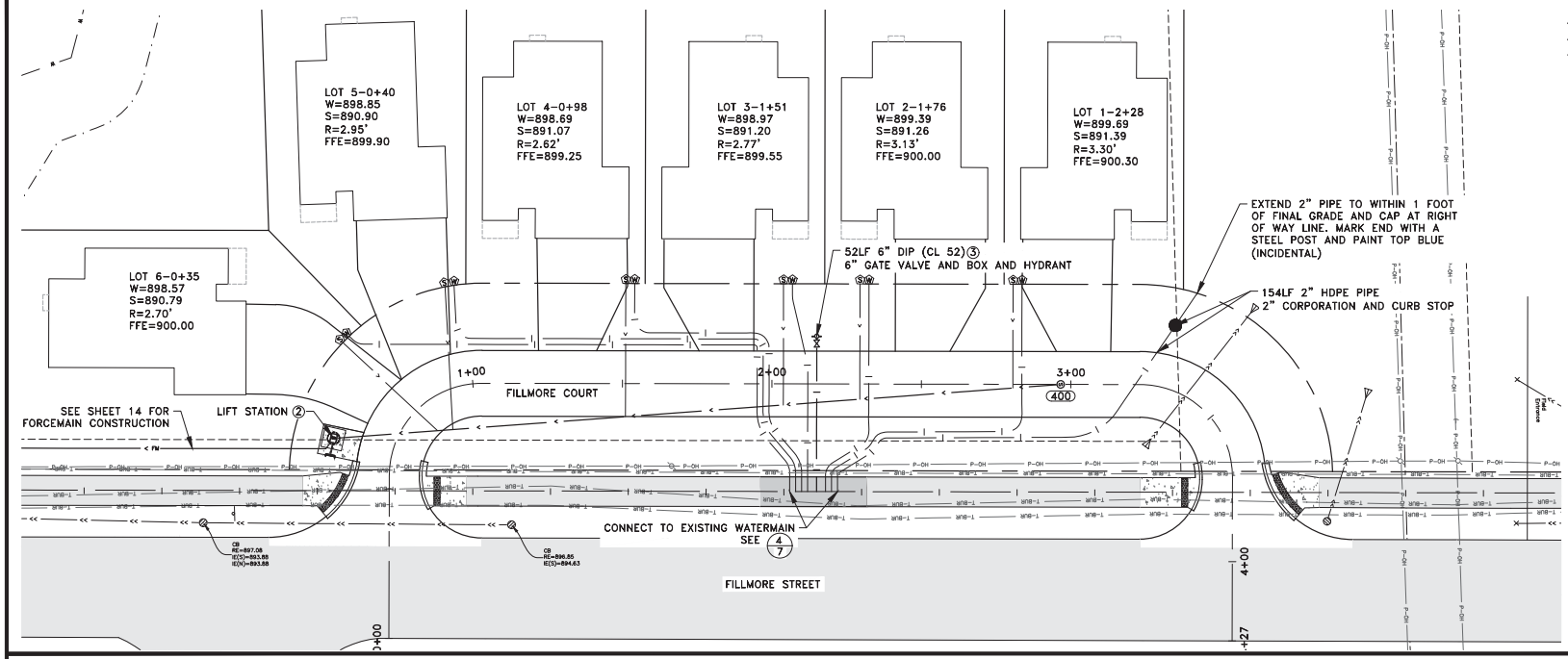
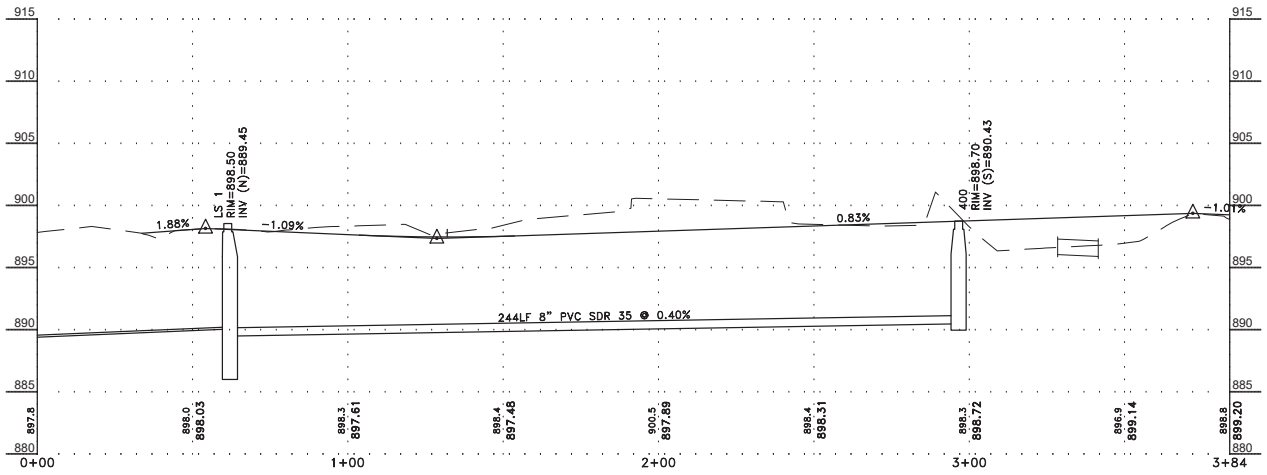


LEGEND

— I —	WATERMAIN
— > —	SANITARY SEWER
—>> —	STORM SEWER
Ⓢ	SANITARY MANHOLE ①
	HYDRANT AND VALVE ③
Ⓢ	SANITARY SEWER SERVICE ④
Ⓦ	WATER SERVICE ⑤
LOT 1-0+96	PROPERTY LOT NUMBER AND WYE LOCATION FROM DOWNSTREAM MANHOLE
W=899.55	TOP OF CURB STOP ELEVATION
S=891.51	INVERT ELEVATION OF SEWER SERVICE AT END OF SERVICE LINE (NOT INCLUDING RISER)
R=3.04'	RISER LENGTH FOR SANITARY SEWER SERVICE

SCALE 20 0 20 40 IN FEET



GENERAL NOTES:

1. WATERMAIN AND SANITARY SEWER SHALL BE BEDDED PER CSP 3406.
2. SEE SHEET 2 FOR INDEX OF CITY STANDARD PLATES (CSP).
3. ALL WATERMAIN TRUNK, WATER SERVICES, AND HYDRANTS WILL REQUIRE TRACER WIRE. SEE CSP 3402, 3408, AND 3409 FOR ADDITIONAL INFORMATION.

REFERENCE NOTES:

① CONSTRUCT MANHOLE PER CSP 4000.
② SEE SHEET 6 AND 15 FOR LIFT STATION DETAILS AND LAYOUTS.
③ CONSTRUCT HYDRANT PER CSP 3401 AND 3402.
④ CONSTRUCT SANITARY SEWER SERVICE PER CSP 4007.
⑤ CONSTRUCT WATER SERVICE PER CSP 3403.

DATE	REVISION

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CRAIG J. JOCHUM, P.E. Lic. No. 23461
Date 4/23/25

DESIGNED BY: CJJ
DRAWN BY: SGJ
CHECKED BY: TAE

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THE VILLAS AT FILLMORE THIRD ADDITION

WATERMAIN AND SANITARY SEWER PLAN

FILLMORE COURT
CITY OF ELK RIVER, MINNESOTA

SHEET 10 OF 21 SHEETS

P-2135.36

Apr 28, 2025 - 8:51am
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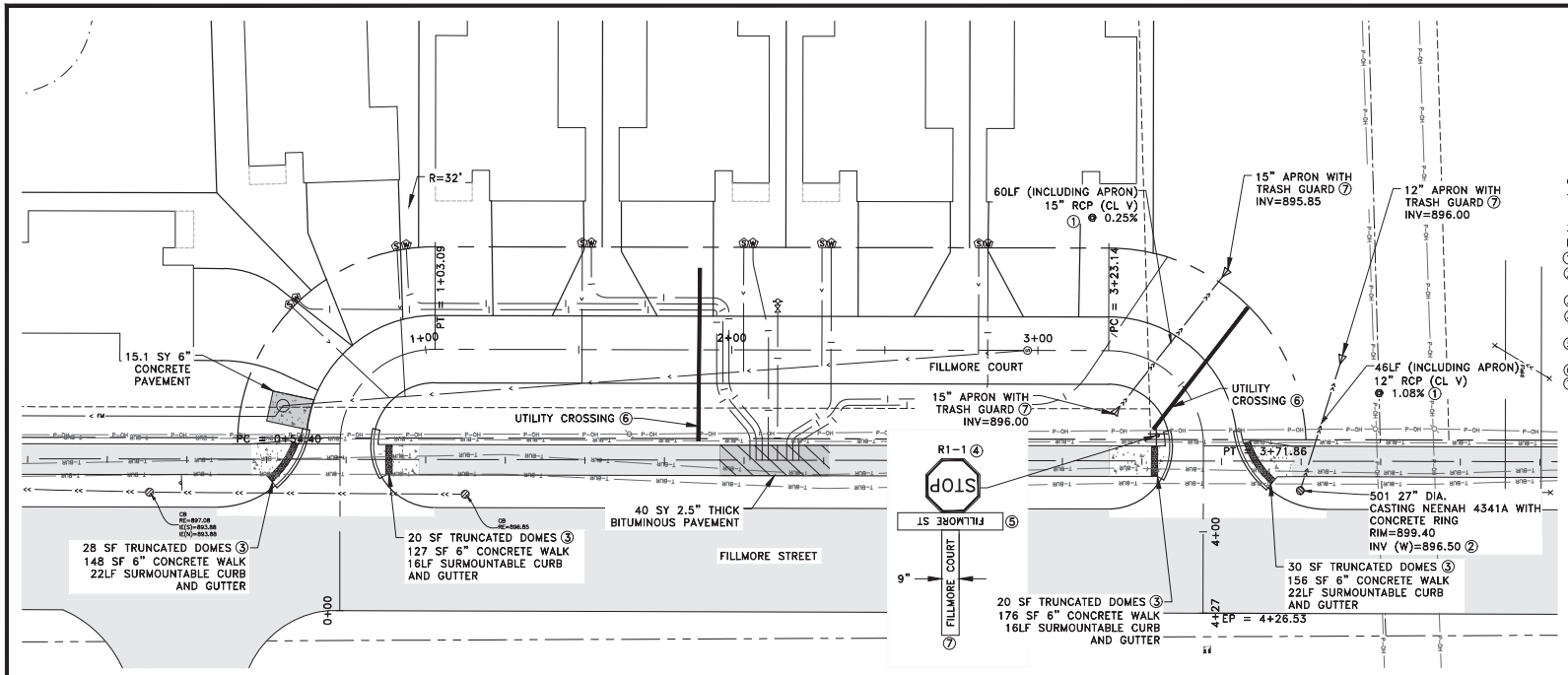


LEGEND

- BITUMINOUS TRAIL PATCH SEE (1/11)
- 6" CONCRETE PAVEMENT SEE (2/11)
- 6" CONCRETE WALK SEE (3/11)
- EXISTING BITUMINOUS PAVEMENT

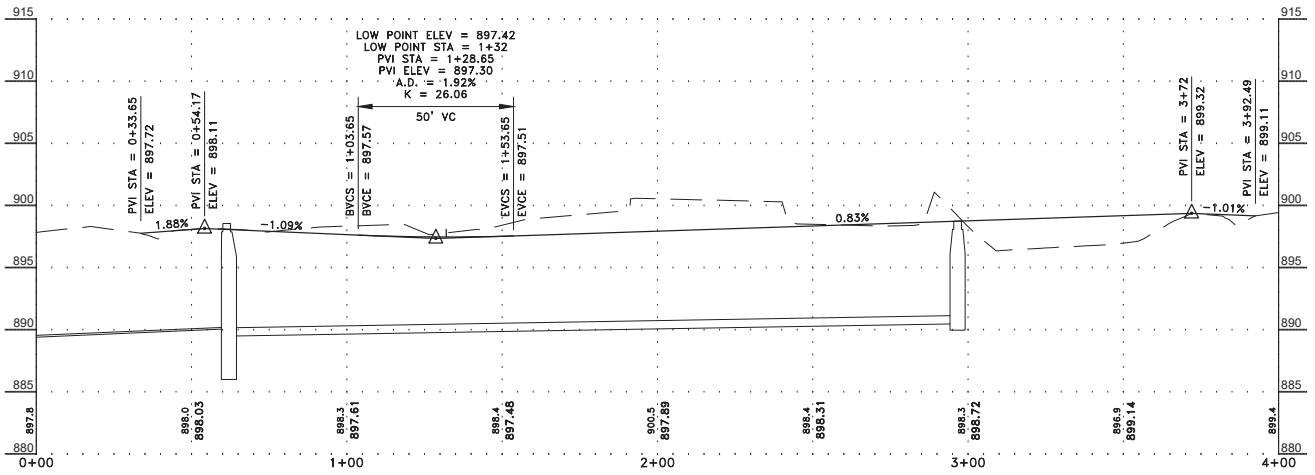
GENERAL NOTES:

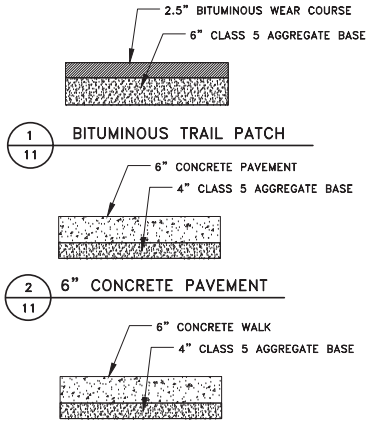
1. SEE (1/3) AND CSP 2000 FOR STREET CONSTRUCTION.
2. SEE SHEET 2 FOR INDEX OF CITY STANDARD PLATES (CSP).

REFERENCE NOTES:

① ALL PIPE JOINTS SHALL BE TIED PER CSP 2503.
② CONSTRUCT STRUCTURE PER MNDOT STANDARD PLATE 4006L DESIGN H.
③ SHEETS 13 AND 16-21 FOR PEDESTRIAN CURB RAMP DETAILS.
④ VERIFY SIGN LOCATION WITH CITY. PAID PER ITEM 2564 SIGN TYPE C.
⑤ VERIFY SIGN LOCATION AND LAYOUT WITH CITY PRIOR TO FABRICATING SIGN. PAID AS ITEM 2564 TYPE D.
⑥ SEE NOTE 6 ON SHEET 2.
⑦ SEE CSP 2504 FOR TRASH GUARD CONSTRUCTION. A CONCRETE MAT SHALL BE CONSTRUCTED WITH THE APRON. MAT SHALL BE 12' BY 14' (15" RCP) AND 10' BY 12' (12" RCP). SEE CSP 2513 FOR CONSTRUCTION DETAILS AND NOTE 15 ON SHEET 4.

SCALE IN FEET: 20 0 20 40





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THE VILLAS AT FILLMORE THIRD ADDITION

STREET AND STORM SEWER PLAN

FILLMORE COURT
CITY OF ELK RIVER, MINNESOTA

SHEET 11 OF 21 SHEETS

P-2135.36

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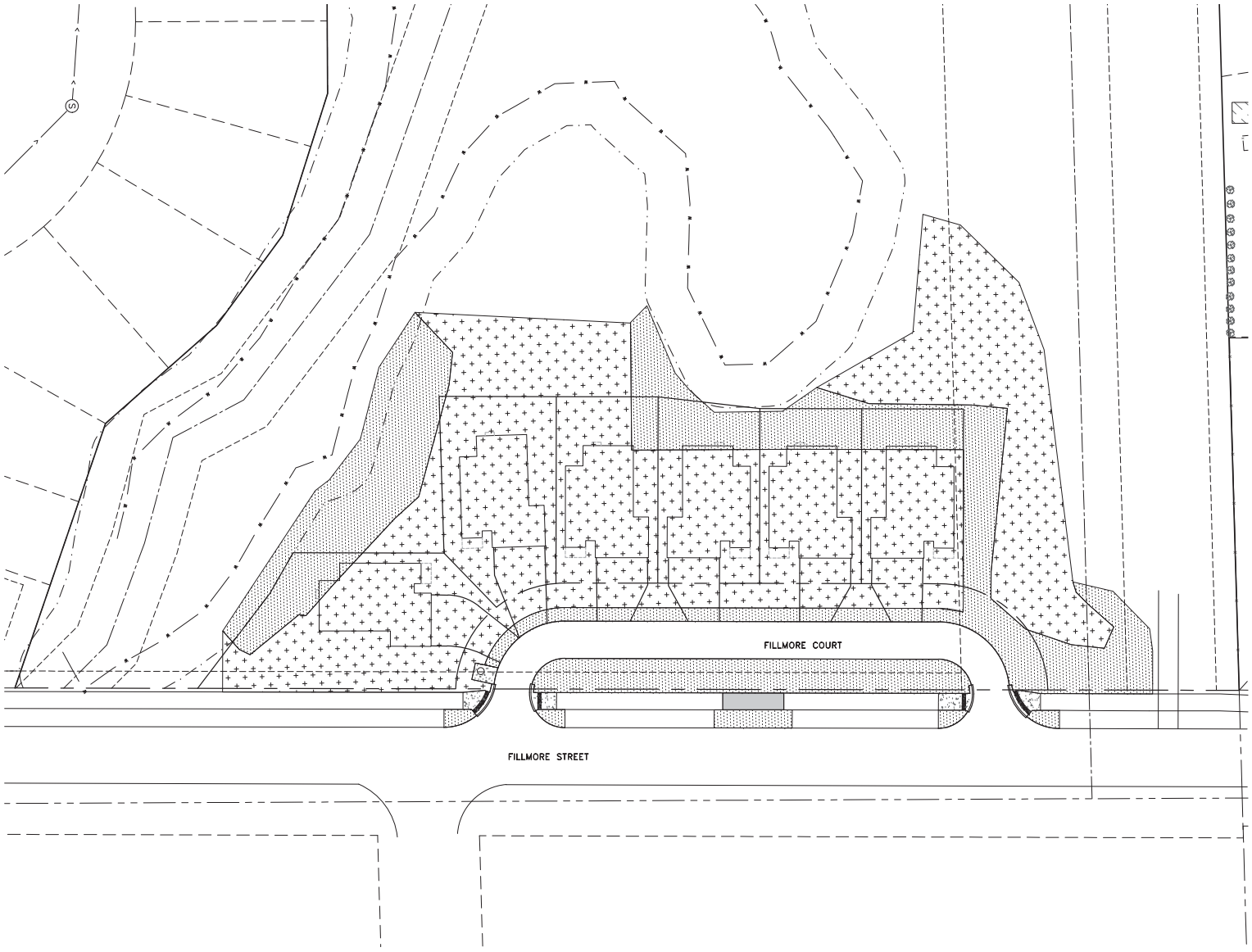

LEGEND

SEED SOUTHERN BOULEVARD (160 POUNDS/ACRE)
TYPE 1 FERTILIZER (300 POUNDS/ACRE)
MULCH TYPE 1 – DISK ANCHOR (2 TONS/ACRE)

SEED SOUTHERN BOULEVARD (160 POUNDS/ACRE)
TYPE 1 FERTILIZER (300 POUNDS/ACRE)
ROLLED EROSION PREVENTION CATEGORY 25

30 0 30 60
SCALE IN FEET

DATE	REVISION

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THE VILLAS AT FILLMORE THIRD ADDITION

RESTORATION PLAN

CITY OF ELK RIVER, MINNESOTA

SHEET 12 OF 21 SHEETS

P-2135.36

Apr 28, 2025 - 8:51am
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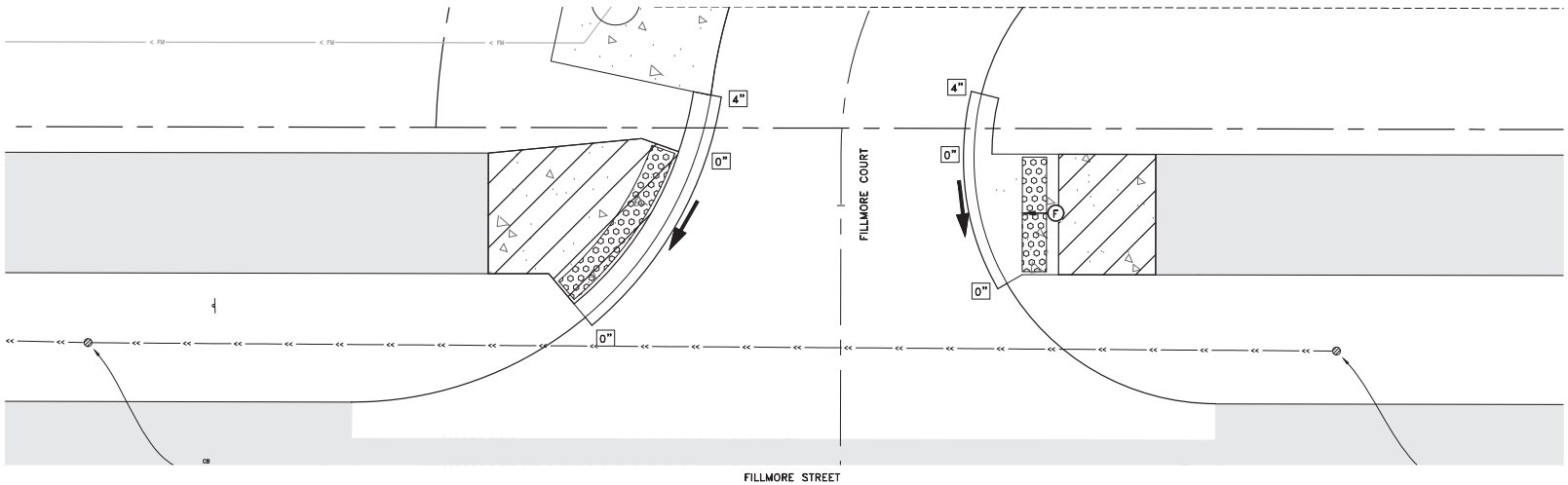
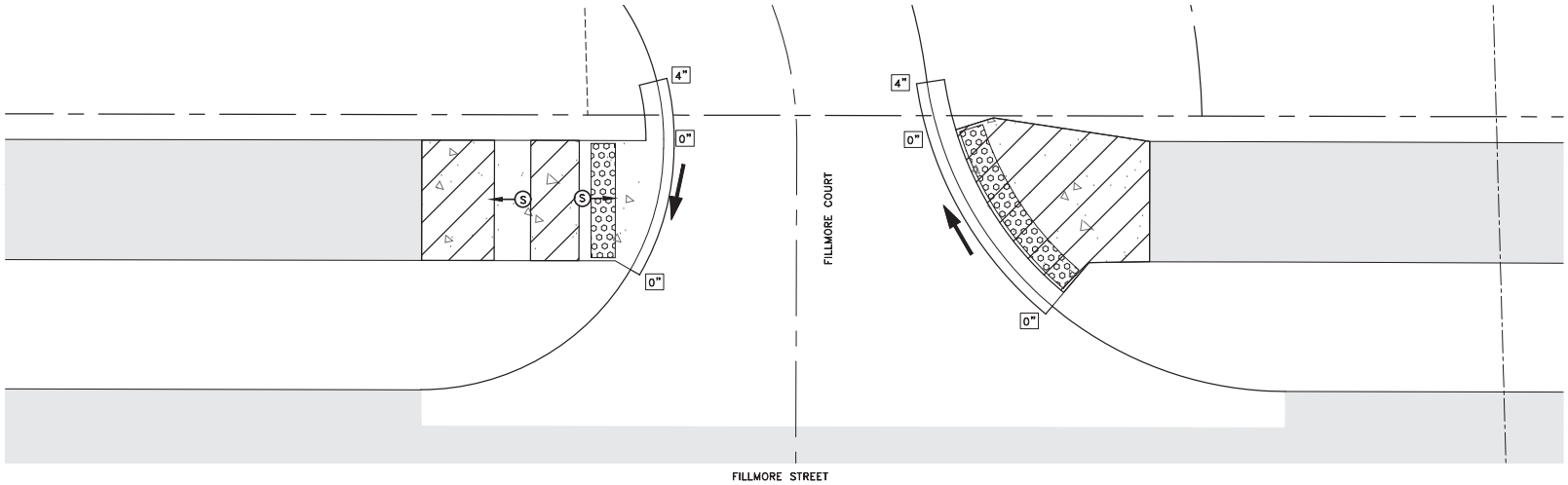


SOUTH END



NORTH END

LEGEND

- LANDING AREA – 4'X4' MIN. DIMENSIONS. MAX. 2.0% CROSS SLOPE IN ALL DIRECTIONS.
- (S) INDICATES PEDESTRIAN RAMP – SLOPE SHALL BE BETWEEN 5.0% MIN. AND 8.3% MAX. IN THE DIRECTION SHOWN AND CROSS SLOPE SHALL NOT EXCEED 2.0%.
- (F) INDICATES PEDESTRIAN RAMP – SLOPE SHALL BE GREATER THAN 2.0% AND LESS THAN 5.0% IN THE DIRECTION SHOWN AND CROSS SLOPE SHALL NOT EXCEED 2.0%.
- [X"] CURB HEIGHT
- DRAINAGE AREA

GENERAL NOTES:

1. SEE SHEETS 16–21 FOR PEDESTRIAN CURB RAMP DETAILS.

SCALE IN FEET: 5 0 5 10

DATE	REVISION

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THE VILLAS AT FILLMORE THIRD ADDITION

PEDESTRIAN RAMP CONSTRUCTION PLAN

CITY OF ELK RIVER, MINNESOTA

SHEET 13 OF 21 SHEETS

P-2135.36

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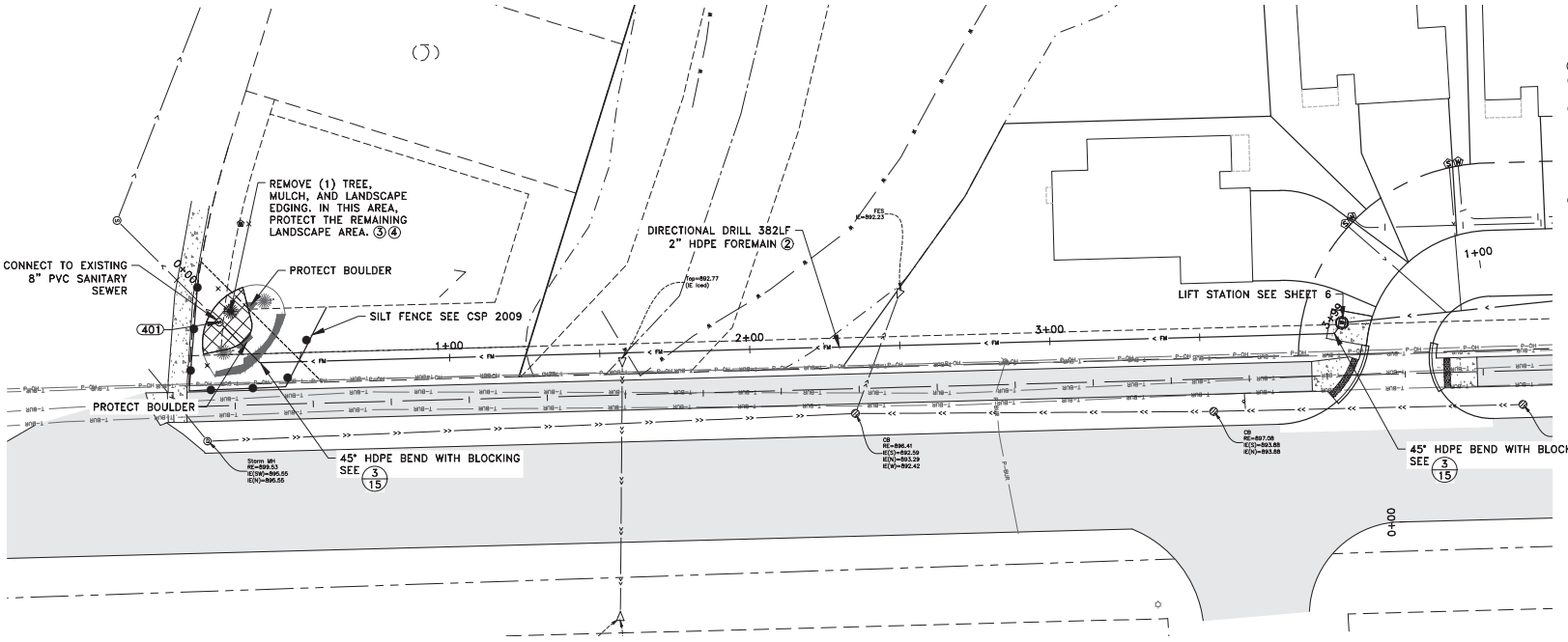


GENERAL NOTES:

1. SEE SHEET 2 FOR INDEX OF CITY STANDARD PLATES (CSP).

REFERENCE NOTES:

① CONSTRUCT MANHOLE PER CSP 4000.

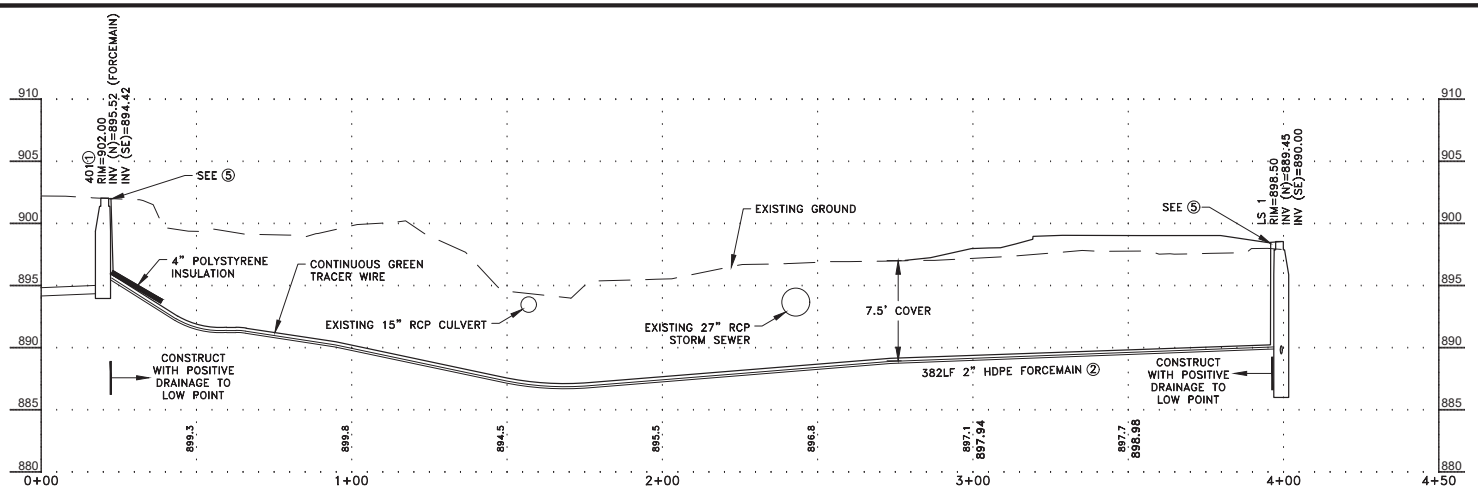
② MATERIAL FOR FORCEMAIN PIPE SHALL BE HDPE, ANSI DR 11.0, 200 PSI, IPS (ASTM D3350).

③ ALL GREEN SPACE THAT IS DISTURBED IN THIS AREA DURING CONSTRUCTION SHALL BE RESTORED WITH 4" OF TOPSOIL, SEED SOUTHERN BOULEVARD, TYPE 1 FERTILIZER, AND MULCH TYPE 1. SEE SHEET 12 FOR RATE APPLICATIONS.

④ REMOVAL OF THE LANDSCAPING SHALL BE PAID PER ITEM 2104 REMOVE LANDSCAPING.

⑤ GRADE LEVEL IN GROUND TRACER WIRE ACCESS BOX AND DRIVE-IN MAGNESIUM GROUNDING ANODE. SEE CSP 3408. COLOR OF BOX AND WIRE SHALL BE GREEN (SEWER).

SCALE IN FEET 20 0 20 40



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THE VILLAS AT FILLMORE THIRD ADDITION

FORCEMAIN CONSTRUCTION PLAN

CITY OF ELK RIVER, MINNESOTA

SHEET 14 OF 21 SHEETS

P-2135.36

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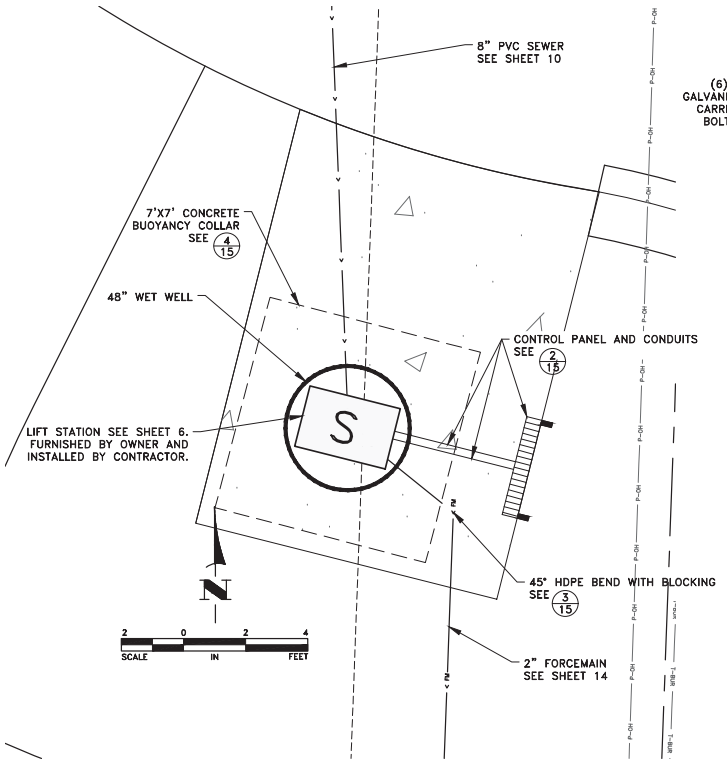
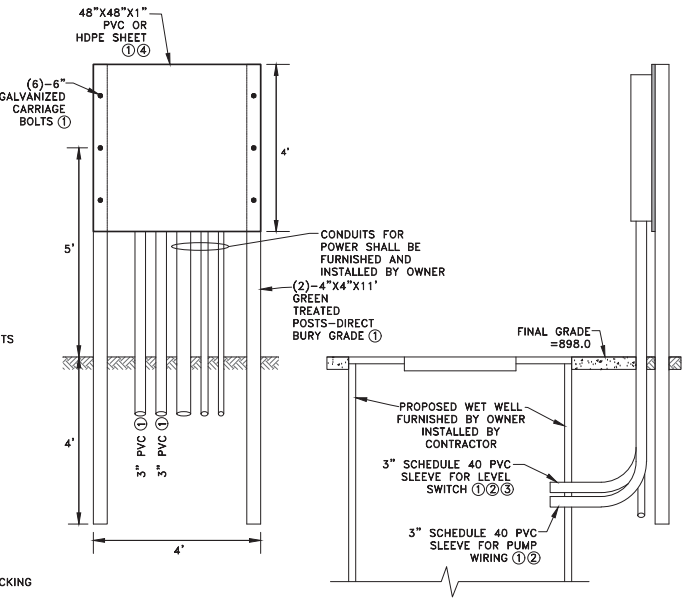
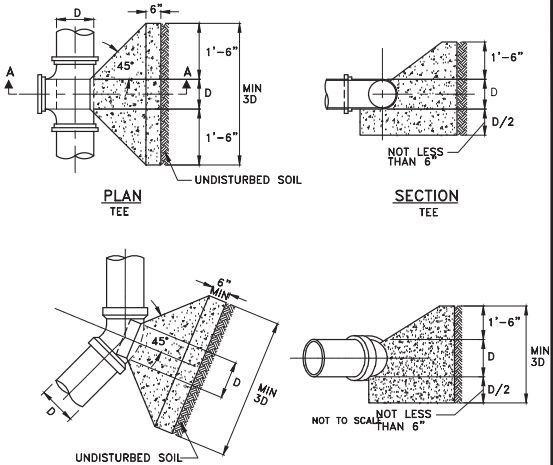


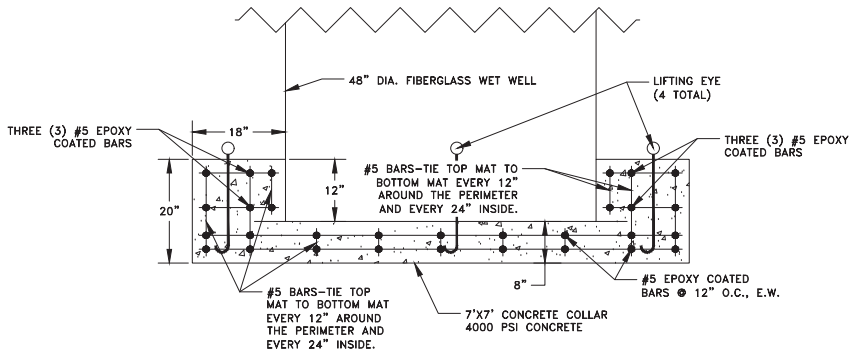
1/15 LIFT STATION LAYOUT



2/15 LIFT STATION CONTROL PANEL CONDUIT AND MOUNTING BOARD DETAIL



3/15 FORCEMAIN THRUST BLOCKING DETAIL
NOT TO SCALE



4/15 BUOYANCY COLLAR

GENERAL NOTES:

1. SEE SHEET 2 FOR INDEX OF CITY STANDARD PLATES (CSP).
2. CONTRACTOR SHALL COORDINATE ALL WORK WITH OWNERS ELECTRICIAN.
3. ALL MATERIAL AND WORK REQUIRED FOR THE CONSTRUCTION OF THE OWNER PROVIDED LIFT STATION SHALL BE INCLUDED IN ITEM 2503 INSTALL LIFT STATION.
4. THE CONTRACTOR SHALL INSTALL THE TWO RUBBER BOOTS FOR THE 3 INCH CONDUITS AND THE RUBBER BOOT FOR THE 8 INCH PVC SEWER PIPE. THE BOOTS WILL BE PROVIDED BY THE OWNER.
5. THE CONTRACTOR SHALL PROVIDE ALL LABOR, EQUIPMENT, AND MATERIAL TO CONSTRUCT THE BUOYANCY COLLAR. THIS WORK SHALL BE INCIDENTAL TO ITEM 2506 INSTALL LIFT STATION.

REFERENCE NOTES:

① FURNISH AND INSTALLED BY CONTRACTOR.

② CONTRACTOR SHALL RUN THE PUMP WIRES AND THE LEVEL SWITCH WIRES FROM THE LIFT STATION TO THE CONTROL PANEL. THE WIRE AND LEVEL SWITCHES WILL BE PROVIDED BY THE OWNER. THE OWNER WILL FURNISH AND INSTALL THE ABOVE GROUND CONDUIT AT THE CONTROL PANEL AND RUN THE WIRES INTO THE CONTROL PANEL. AFTER COMPLETION OF ALL WORK THE CONTRACTOR SHALL SET THE LEVEL SWITCHES AND ASSIST THE OWNER WITH THE LIFT STATION START UP. THE CONTRACTOR SHALL PROVIDE WATER FOR THE LIFT STATION START UP AND TESTING.

③ CONTRACTOR SHALL INSTALL FOUR FLOATS TO BE USED FOR LEVEL CONTROL. OWNER SHALL PROVIDE FLOATS.

④ PVC SHEET SHALL BE CERTAINTEED SAINT GOBAIN OR APPROVED EQUAL. HDPE SHEET SHALL BE BY ePLASTICS OR APPROVED EQUAL.

DATE	REVISION

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THE VILLAS AT FILLMORE THIRD ADDITION

LIFT STATION LAYOUT AND CONTROL PANEL

CITY OF ELK RIVER, MINNESOTA

SHEET 15 OF 21 SHEETS

P-2135.36

Apr 08, 2025 - 8:52am
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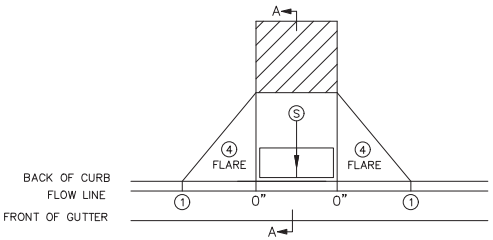
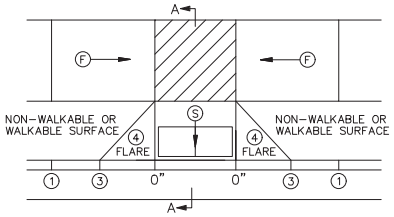
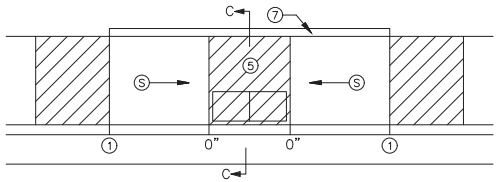


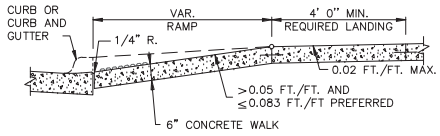
PERPENDICULAR



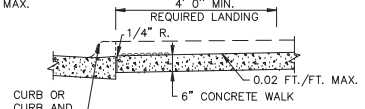
TIERED PERPENDICULAR



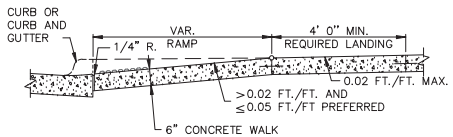
PARALLEL



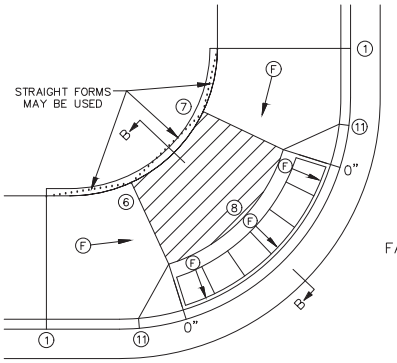
SECTION A–A
PERPENDICULAR/TIERED/DIAGONAL



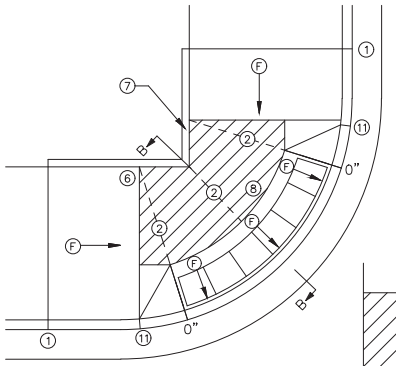
SECTION C–C
PARALLEL/DEPRESSED CORNER



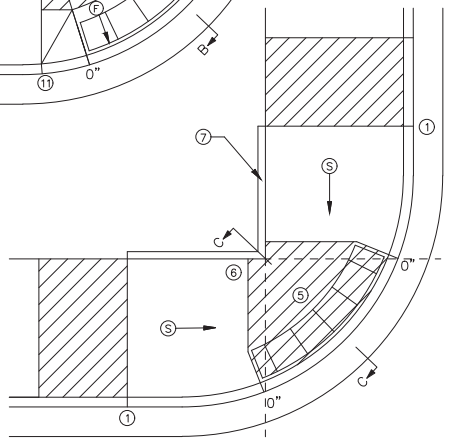
SECTION B–B
FAN



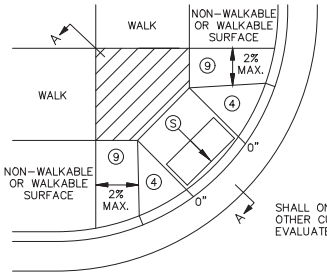
FAN (10)



MODIFIED FAN (10)
USED WHEN RIGHT–OF–WAY IS CONSTRAINED



DEPRESSED CORNER



DIAGONAL
SHALL ONLY BE USED AFTER ALL OTHER CURB RAMP TYPES HAVE BEEN EVALUATED AND DEEMED IMPRACTICAL

NOTES:

LANDINGS SHALL BE LOCATED ANYWHERE THE PEDESTRIAN ACCESS ROUTE (PAR) CHANGES DIRECTION, AT THE TOP OF RAMPS THAT HAVE RUNNING SLOPES GREATER THAN 5.0%, AND IF THE APPROACHING WALK IS INVERSE GRADE GREATER THAN 2%.

INITIAL CURB RAMP LANDINGS SHALL BE CONSTRUCTED WITHIN 15' FROM THE BACK OF CURB, WITH 6' FROM THE BACK OF CURB BEING THE PREFERRED DISTANCE, ONLY APPLICABLE WHEN THE INITIAL RAMP RUNNING SLOPE IS OVER 5.0%.

SECONDARY CURB RAMP LANDINGS ARE REQUIRED FOR EVERY 30" OF VERTICAL RISE WHEN THE LONGITUDINAL RUNNING SLOPE IS GREATER THAN 5.0%.

CONTRACTION JOINTS SHALL BE CONSTRUCTED ALONG ALL GRADE BREAKS WITHIN THE PAR. 1/4" DEEP VISUAL JOINTS SHALL BE USED AT THE TOPS OF CONCRETE FLARES ADJACENT TO WALKABLE SURFACES.

ALL GRADE BREAKS WITHIN THE PAR SHALL BE PERPENDICULAR TO THE PATH OF TRAVEL, THUS BOTH SIDES OF A SLOPED WALKING SURFACE MUST BE EQUAL LENGTH. (EXCEPT AS STATED IN (6) BELOW.

TO ENSURE RAMPS AND LANDINGS ARE PROPERLY CONSTRUCTED, ALL INITIAL LANDINGS AT A TOP OF A RAMPED SURFACE (RUNNING SLOPE GREATER THAN 2%) SHALL BE FORMED AND PLACED SEPARATELY IN AN INDEPENDENT CONCRETE POUR. FOLLOW SIDEWALK REINFORCEMENT DETAILS ON SHEET 6 OF 6 FOR ALL SEPARATELY POURED INITIAL LANDINGS.

WHEN SIDEWALK IS AT BACK OF CURB, TOP OF CURB SHALL MATCH PROPOSED ADJACENT WALK GRADE.

MAINTAIN POSITIVE BOULEVARD DRAINAGE TO TOP OF CURB.

ALL RAMP TYPES SHOULD HAVE A MINIMUM 3' LONG RAMP LENGTH.

4' MINIMUM WIDTH OF DETECTABLE WARNING IS REQUIRED FOR ALL RAMPS. DETECTABLE WARNINGS SHALL CONTINUOUSLY EXTEND FOR A MIN. OF 24" IN THE PATH OF TRAVEL. DETECTABLE WARNING TO COVER THE ENTIRE PAR WIDTH OF SHARED–USE PATHS AND THE ENTIRE PAR WIDTH OF THE WALK WITH THE EXCEPTION OF 3" MAXIMUM ON EACH OUTSIDE EDGE WHICH ENSURES THE DETECTABLE WARNINGS ARE ENCASED IN CONCRETE WHEN ADJACENT TO TURF. WHEN ADJACENT TO CONCRETE FLARES 0" – 3" OFFSET IS ALLOWED.

WHEN DESIGNING OR ORDERING RECTANGULAR DETECTABLE WARNING SURFACES SHOULD BE 6" LESS THAN THE INCOMING PAR. ARC LENGTH OF THE RADIAL DETECTABLE WARNINGS SHOULD NOT BE GREATER THAN 20 FEET.

RECTANGULAR DETECTABLE WARNINGS SHALL BE SETBACK 3" FROM THE BACK OF CURB. RADIAL DETECTABLE WARNINGS SHALL BE SETBACK 3" MINIMUM TO 6" MAXIMUM FROM THE BACK OF CURB.

(1) MATCH FULL HEIGHT CURB.

(2) 4' MINIMUM DEPTH LANDING REQUIRED ACROSS TOP OF RAMP.

(3) 3" HIGH CURB WHEN USING A 3' LONG RAMP, 4" HIGH CURB WHEN USING A 4' LONG RAMP.

(4) SEE SHEET 4 OF 6, TYPICAL SIDE TREATMENT OPTIONS, FOR DETAILS ON FLARES AND RETURNED CURBS.

(5) DETECTABLE WARNINGS MAY BE PART OF THE 4' X 4' MIN. LANDING AREA IF IT IS NOT FEASIBLE TO CONSTRUCT THE LANDING OUTSIDE OF THE DETECTABLE WARNING AREA.

(6) THE GRADE BREAK SHALL BE PERPENDICULAR TO THE BACK OF WALK. THIS WILL ENSURE THAT THE GRADE BREAK IS PERPENDICULAR TO THE DIRECTION OF TRAVEL. (TYPICAL FOR ALL)

(7) WHEN ADJACENT TO GRASS, GRADING SHALL ALWAYS BE USED WHEN FEASIBLE. V CURB, IF USED, SHALL BE PLACED OUTSIDE THE SIDEWALK LIMITS WHEN RIGHT OF WAY ALLOWS. WHEN ADJACENT TO PARKING LOTS, CONCRETE OR BITUMINOUS TAPERS LESS THAN 5% RUNNING SLOPE SHOULD BE USED OVER V CURB TO REDUCE TRIPPING HAZARDS AND FACILITATE SNOW & ICE REMOVAL.

(8) A 7' MIN TOP RADIUS GRADE BREAK IS REQUIRED TO BE CONSTRUCTIBLE.

(9) PAVE FULL WALK WIDTH.

(10) "S" SLOPES ON FANS SHALL ONLY BE USED WHEN ALL OTHER FEASIBLE OPTIONS HAVE BEEN EVALUATED AND DEEMED IMPRACTICAL.

(11) INTERMEDIATE CURB HEIGHTS TAPER SHALL RISE AT 8–10% TO A MINIMUM 3" CURB HEIGHT. REDUCE INTERMEDIATE CURB HEIGHT TO 2+ INCHES IF NECESSARY TO MATCH ADJACENT BOULEVARD OR SIDEWALK GRADES.

LEGEND

THESE LONGITUDINAL SLOPE RANGES SHALL BE THE STARTING POINT. IF SITE CONDITIONS WARRANT, LONGITUDINAL SLOPES UP TO 8.3% OR FLATTER ARE ALLOWED.

(S) INDICATES PEDESTRIAN RAMP – SLOPE SHALL BE BETWEEN 5.0% MINIMUM AND 8.3% MAXIMUM IN THE DIRECTION SHOWN AND THE CROSS SLOPE SHALL NOT EXCEED 2.0%.

(F) INDICATES PEDESTRIAN RAMP – SLOPE SHALL BE GREATER THAN 2.0% AND LESS THAN 5.0% IN THE DIRECTION SHOWN AND CROSS SLOPE SHALL NOT EXCEED 2.0%.

LANDING AREA – 4' X 4' MIN. (5' X 5' MIN. PREFERRED) DIMENSIONS AND MAX 2.0% SLOPE IN ALL DIRECTIONS. LANDING SHALL BE FULL WIDTH OF INCOMING PARS.

X" CURB HEIGHT

REVISION:

APPROVED: 11–04–2021
JEFFREY PERKINS
OPERATIONS DIVISION

MINNESOTA DEPARTMENT OF TRANSPORTATION

STANDARD PLAN 5–297.250 | 1 OF 6

APPROVED: 11–04–2021
REVISED:
THOMAS STYRBICKI
STATE DESIGN ENGINEER

PEDESTRIAN CURB RAMP DETAILS

SHEET NO. 16 OF 21 SHEETS

Apr 28, 2025 – 8:52am
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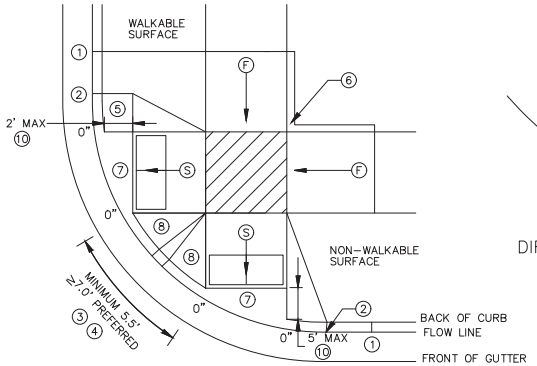
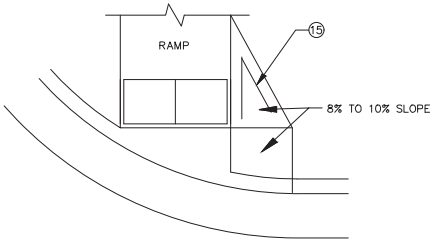
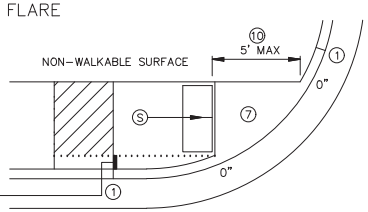


COMBINED DIRECTIONAL

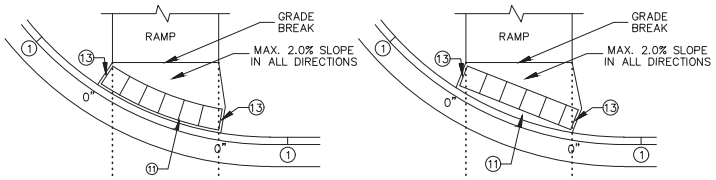


DIRECTIONAL RAMP WALKABLE FLARE



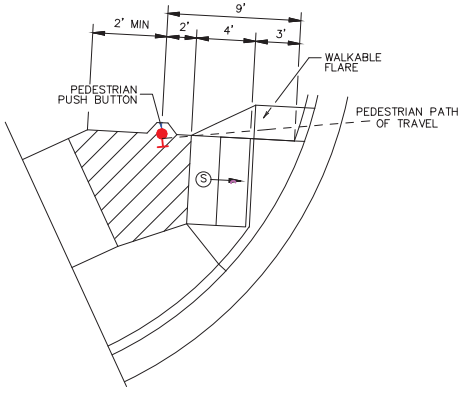
IF NON-CONCRETE BLVD. IS CONSTRUCTED AND IS LESS THAN 2' IN WIDTH AT TOP OF CURB TRANSITION, PAVE CONCRETE RAMP WIDTH TO ADJACENT BACK OF CURB.

STANDARD ONE-WAY DIRECTIONAL ⑨



DETECTABLE WARNING PLACEMENT WHEN SETBACK CRITERIA IS EXCEEDED ⑫

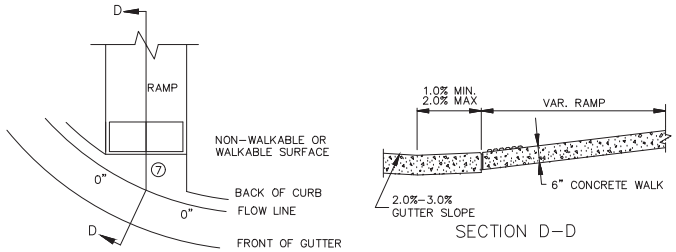
ONE-WAY DIRECTIONAL WITH DETECTABLE WARNING AT BACK OF CURB



SEMI-DIRECTIONAL RAMP ③④⑨

3' DOME SETBACK, 4' LONG RAMP AND PUSH BUTTON 9' FROM THE BACK OF CURB

PRIMARILY USED FOR APS APPLICATIONS WHERE THE PAR DOES NOT CONTINUE PAST THE PUSH BUTTON (DEAD-END SIDEWALK)



SECTION D-D

CURB FOR DIRECTIONAL RAMPS ⑭

NOTES:

LANDINGS SHALL BE LOCATED ANYWHERE THE PEDESTRIAN ACCESS ROUTE (PAR) CHANGES DIRECTION, AT THE TOP OF RAMPS THAT HAVE RUNNING SLOPES GREATER THAN 5.0%, AND IF THE APPROACHING WALK IS INVERSE GRADE.

INITIAL CURB RAMP LANDINGS SHALL BE CONSTRUCTED WITHIN 15' FROM THE BACK OF CURB, WITH 6' FROM THE BACK OF CURB BEING THE PREFERRED DISTANCE, ONLY APPLICABLE WHEN THE INITIAL RAMP RUNNING SLOPE IS OVER 5.0%.

SECONDARY CURB RAMP LANDINGS ARE REQUIRED FOR EVERY 30" OF VERTICAL RISE WHEN THE LONGITUDINAL SLOPE IS GREATER THAN 5.0%.

CONTRACTION JOINTS SHALL BE CONSTRUCTED ALONG ALL GRADE BREAKS WITHIN THE PAR. 1/4" DEEP VISUAL JOINTS SHALL BE USED AT THE TOP GRADE BREAK OF CONCRETE FLARES ADJACENT TO WALKABLE SURFACES.

ALL GRADE BREAKS WITHIN THE PAR SHALL BE PERPENDICULAR TO THE PATH OF TRAVEL. THUS BOTH SIDES OF A SLOPED WALKING SURFACE MUST BE EQUAL LENGTH.

TO ENSURE INITIAL RAMPS AND INITIAL LANDINGS ARE PROPERLY CONSTRUCTED, LANDINGS SHALL BE CAST SEPARATELY. FOLLOW SIDEWALK REINFORCEMENT DETAILS ON SHEET 6 AND THE ADA SPECIAL PROVISION (PROSECUTION OF WORK).

TOP OF CURB SHALL MATCH PROPOSED ADJACENT WALK GRADE.

WHEN THE BOULEVARD IS 4' WIDE OR LESS, THE TOP OF CURB TAPER SHALL MATCH THE RAMP SLOPES TO REDUCE NEGATIVE BOULEVARD SLOPES FROM THE TOP BACK OF CURB TO THE PAR.

ALL RAMP TYPES SHOULD HAVE A MINIMUM 3' LONG RAMP LENGTH.

4' MINIMUM WIDTH OF DETECTABLE WARNING IS REQUIRED FOR ALL RAMPS. DETECTABLE WARNINGS SHALL CONTINUOUSLY EXTEND FOR A MIN. OF 24" IN THE PATH OF TRAVEL. DETECTABLE WARNING TO COVER THE ENTIRE PAR WIDTH OF SHARED-USE PATHS AND THE ENTIRE PAR WIDTH OF THE WALK WITH THE EXCEPTION OF 3" MAXIMUM ON EACH OUTSIDE EDGE WHICH ENSURES THE DETECTABLE WARNINGS ARE ENCASED IN CONCRETE WHEN ADJACENT TO TURF. WHEN ADJACENT TO CONCRETE FLARES 0" – 3" OFFSET IS ALLOWED.

WHEN DESIGNING OR ORDERING RECTANGULAR DETECTABLE WARNING SURFACES SHOULD BE 6" LESS THAN THE INCOMING PAR. ARC LENGTH OF THE RADIAL DETECTABLE WARNINGS SHOULD NOT BE GREATER THAN 20 FEET.

RADIAL DETECTABLE WARNINGS SHALL BE SETBACK 3" MINIMUM TO 6" MAXIMUM FROM THE BACK OF CURB. SEE NOTES ⑩ & ⑪ FOR INFORMATION REGARDING RECTANGULAR DETECTABLE WARNING PLACEMENT.

① MATCH FULL CURB HEIGHT.

② 3" HIGH CURB WHEN USING A 3' LONG RAMP
4" HIGH CURB WHEN USING A 4' LONG RAMP.

③ 3" MINIMUM CURB HEIGHT (5.5' MIN. DISTANCE REQUIRED BETWEEN DOMES)
4" PREFERRED (7' MIN. DISTANCE REQUIRED BETWEEN DOMES).

④ THE "BUMP" IN BETWEEN THE RAMPS SHOULD NOT BE IN THE PATH OF TRAVEL FOR COMBINED DIRECTIONAL RAMPS. IF THIS OCCURS MODIFY THE RAMP LOCATION OR SWITCH RAMP TO A FAN/DEPRESSED CORNER.

⑤ WHEN USING CONCRETE PAVED FLARES ON THE OUTSIDE OF DIRECTIONAL RAMPS, AND ADJACENT TO A WALKABLE SURFACE, DIRECTIONAL RAMP FLARES SHALL BE USED. SEE THE DETAIL ON THIS SHEET.

⑥ GRADING SHALL ALWAYS BE USED WHEN FEASIBLE. V CURB, IF USED, SHALL BE PLACED OUTSIDE THE SIDEWALK LIMITS WHEN RIGHT OF WAY ALLOWS. WHEN ADJACENT TO PARKING LOTS, CONCRETE OR BITUMINOUS TAPERS SHOULD BE USED OVER V CURB TO REDUCE TRIPPING HAZARDS AND FACILITATE SNOW & ICE REMOVAL.

⑦ MAX. 2.0% SLOPE IN ALL DIRECTIONS IN FRONT OF GRADE BREAK AND DRAIN TO FLOW LINE. SHALL BE CONSTRUCTED INTEGRAL WITH CURB AND GUTTER.

⑧ 8% TO 10% WALKABLE FLARE.

⑨ PLACE DOMES AT THE BACK OF CURB WHEN ALLOWABLE SETBACK CRITERIA IS EXCEEDED.

⑩ FRONT EDGE OF DETECTABLE WARNING SHALL BE SET BACK 2' MAXIMUM WHEN ADJACENT TO WALKABLE SURFACE, AND 5' MAXIMUM WHEN ADJACENT TO NON-WALKABLE SURFACE WITH ONE CORNER SET 3" FROM BACK OF CURB. A WALKABLE SURFACE IS DEFINED AS A PAVED SURFACE ADJACENT TO A CURB RAMP WITHOUT RAISED OBSTACLES THAT COULD MISTAKENLY BE TRAVERSED BY A USER WHO IS VISUALLY IMPAIRED.

⑪ RECTANGULAR DETECTABLE WARNINGS MAY BE SETBACK UP TO 9" FROM THE BACK OF CURB WITH CORNERS SET 3" FROM BACK OF CURB. IF 9" SETBACK IS EXCEEDED USE RADIAL DETECTABLE WARNINGS.

⑫ FOR DIRECTIONAL RAMPS WITH THE DETECTABLE WARNINGS PLACED AT THE BACK OF CURB, THE DETECTABLE WARNINGS SHALL COVER THE ENTIRE WIDTH OF THE WALK/PATH. THIS ENSURES A DETECTABLE EDGE AND HELPS ELIMINATE THE CURB TAPER OBSTRUCTING THE PATH OF PEDESTRIAN TRAVEL.

⑬ THE CONCRETE WALK SHALL BE FORMED AND CONSTRUCTED PERPENDICULAR TO THE BACK OF CURB. MAINTAIN 3" BETWEEN EDGE OF DOMES AND EDGE OF CONCRETE.

⑭ TO BE USED FOR ALL DIRECTIONAL RAMPS, EXCEPT WHERE DOMES ARE PLACED ALONG THE BACK OF CURB.

⑮ PLACE 2 NO. 4 BARS 4 INCHES FROM SIDE OF FORMS WITH A MINIMUM 2 INCHES OF CONCRETE COVER ALONG EACH SIDE OF FLARE (INCIDENTAL).

LEGEND

THESE LONGITUDINAL SLOPE RANGES SHALL BE THE STARTING POINT. IF SITE CONDITIONS WARRANT, LONGITUDINAL SLOPES UP TO 8.3% OR FLATTER ARE ALLOWED.

(S) INDICATES PEDESTRIAN RAMP – SLOPE SHALL BE BETWEEN 5.0% MINIMUM AND 8.3% MAXIMUM IN THE DIRECTION SHOWN AND THE CROSS SLOPE SHALL NOT EXCEED 2.0%.

(F) INDICATES PEDESTRIAN RAMP – SLOPE SHALL BE GREATER THAN 2.0% AND LESS THAN 5.0% IN THE DIRECTION SHOWN AND CROSS SLOPE SHALL NOT EXCEED 2.0%.

LANDING AREA – 4' X 4' MIN. (5' X 5' MIN. PREFERRED) DIMENSIONS AND MAX 2.0% SLOPE IN ALL DIRECTIONS. LANDING SHALL BE FULL WIDTH OF INCOMING PARS.

X" CURB HEIGHT

REVISION:

APPROVED: 11-04-2021
JEFFREY PERKINS
OPERATIONS DIVISION

MINNESOTA DEPARTMENT OF TRANSPORTATION

STANDARD PLAN 5-297.250 | 2 OF 6

APPROVED: 11-04-2021
REVISED:

THOMAS STYRBICKI
STATE DESIGN ENGINEER

SP VALUE

PEDESTRIAN CURB RAMP DETAILS

SHEET NO. 17 OF 21 SHEETS

Apr 28, 2025 - 8:52am
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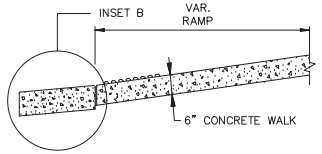
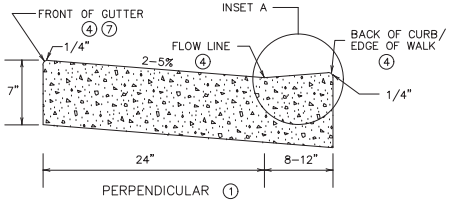
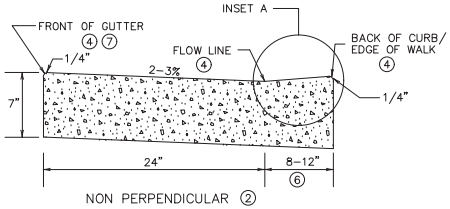
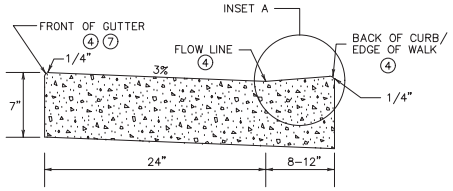




PERPENDICULAR ①

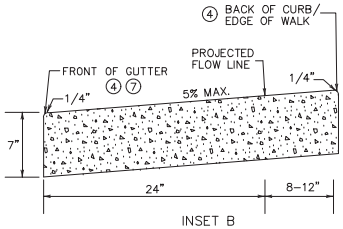


NON PERPENDICULAR ②

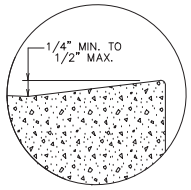


FOR CURB MACHINE PLACEMENT AROUND RADIUS ③
(REGARDLESS OF RAMP TYPE)

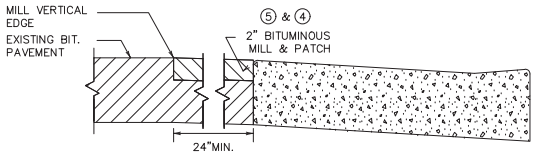
PEDESTRIAN ACCESS ROUTE CURB & GUTTER DETAIL

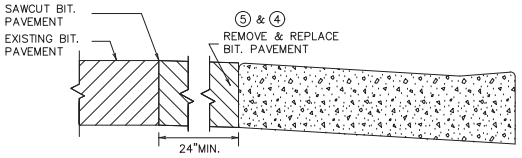


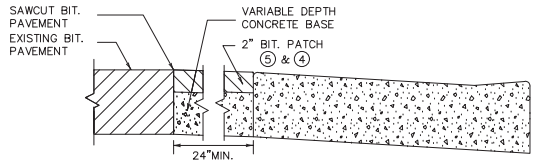
INSET B
OUTFLOW GUTTER ⑧



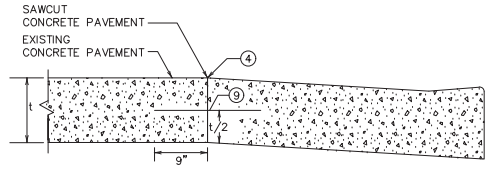
INSET A



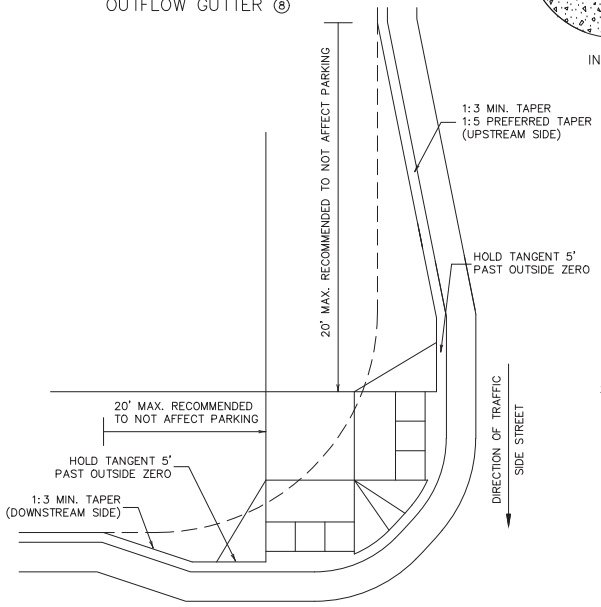




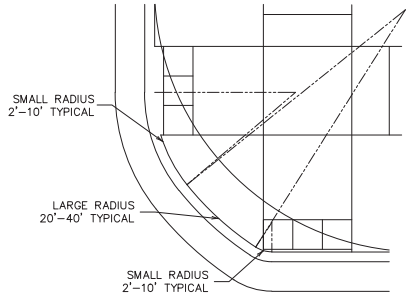
ONLY ALLOWED PER ENGINEER'S APPROVAL



PAVEMENT TREATMENT OPTIONS IN FRONT OF CURB & GUTTER
FOR USE ON CURB RAMP RETROFITS



ADA CURB EXTENSION WITH COMPOUND RADIUS (BUMP OUT) ⑪



COMBINED DIRECTIONAL ⑩
(COMPOUND RADIUS)

NOTES:

POSITIVE FLOW LINE DRAINAGE SHALL BE MAINTAINED THROUGH THE PEDESTRIAN ACCESS ROUTE (PAR) AT A 2% MAXIMUM.

NO PONDING SHALL BE PRESENT IN THE PAR.

ANY VERTICAL LIP THAT OCCURS AT THE FLOW LINE SHALL NOT BE GREATER THAN 1/4 INCH.

① FOR USE AT CURB CUTS WHERE THE PEDESTRIAN'S PATH OF TRAVEL IS ASSUMED PERPENDICULAR TO THE GUTTER FLOW LINE. RAMP TYPES INCLUDE: PERPENDICULAR, TIERED PERPENDICULAR, PARALLEL, AND DIAGONAL RAMPS.

② FOR USE AT CURB RAMPS WHERE THE PEDESTRIAN'S PATH OF TRAVEL IS ASSUMED NON PERPENDICULAR TO THE GUTTER FLOW LINE. RAMP TYPES INCLUDE: FANS & DEPRESSED CORNERS.

③ BEGIN GUTTER SLOPE TRANSITION 10' OUTSIDE OF ALL CURB RAMPS.

④ THERE SHALL BE NO VERTICAL DISCONTINUITIES GREATER THAN 1/4".

⑤ ELEVATION CHANGE TAKES PLACE FROM THE EXISTING TO NEW FRONT OF GUTTER. PATCH IS USED TO MATCH THE NEW GUTTER FACE INTO THE EXISTING ROADWAY.

⑥ VARIABLE WIDTH FOR DIRECTIONAL CURB APPLICATIONS. SEE SHEET 2 FOR DIRECTIONAL CURB SLOPE REQUIREMENTS.

⑦ TOP FRONT OF GUTTER SHALL BE CONSTRUCTED FLUSH WITH PROPOSED ADJACENT PAVEMENT ELEVATION. TOP 1.5" OF THE GUTTER FACE MUST BE A FORMED EDGE. PAR GUTTER SHALL NOT BE OVERLAID.

⑧ SHOULD BE USED AT VERTICALLY CONSTRAINED AREAS WHEN AT A DRAINAGE HIGH POINT OR SUPER ELEVATED ROADWAY SEGMENTS.

⑨ DRILL AND GROUT NO. 4 EPOXY–COATED 18" LONG TIE BARS AT 30" CENTER TO CENTER INTO EXISTING CONCRETE PAVEMENT 1' MINIMUM FROM ALL JOINTS.

⑩ HELPS PROVIDE TWO SEPARATE RAMPS, REDUCES THE DOME SETBACK LENGTH AND MINIMIZES DIRECTIONAL CURB. THIS RADIUS DESIGN CLOSELY FOLLOWS THE TURNING VEHICLE PATH WHILE OPTIMIZING CURB RAMP LENGTH.

⑪ CURB EXTENSIONS SHOULD BE USED IN VERTICALLY CONSTRAINED AREAS, USUALLY IN DOWNTOWN ROADWAY SEGMENTS WHERE ON–STREET PARKING IS AVAILABLE. CURB EXTENSIONS SHOULD BE CONSIDERED FOR APS INTERSECTIONS WHERE SPACE IS LIMITED. PUSH BUTTONS MUST MEET APS CRITERIA AS DESCRIBED IN THE PUSH BUTTON LOCATION DETAIL SHEET.

REVISION:
APPROVED: 11–04–2021
JEFFREY PERKINS OPERATIONS DIVISION

MINNESOTA DEPARTMENT OF TRANSPORTATION	STANDARD PLAN 5–297.250 | 3 OF 6	PEDESTRIAN CURB RAMP DETAILS
THOMAS STYRBICKI STATE DESIGN ENGINEER	APPROVED: 11–04–2021 REVISED:	
	SP VALUE	SHEET NO. 18 OF 21 SHEETS

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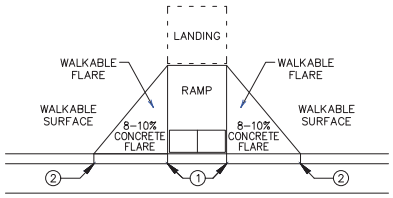
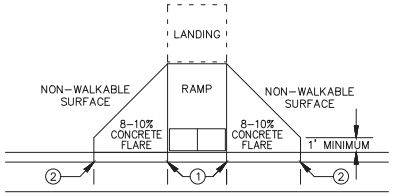
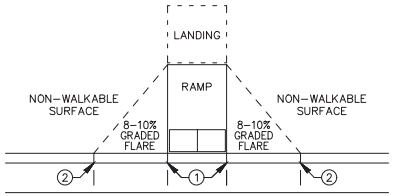


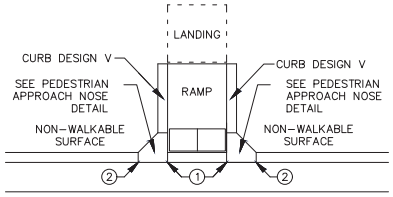
PAVED FLARES
ADJACENT TO WALKABLE SURFACE



PAVED FLARES
ADJACENT TO NON–WALKABLE SURFACE

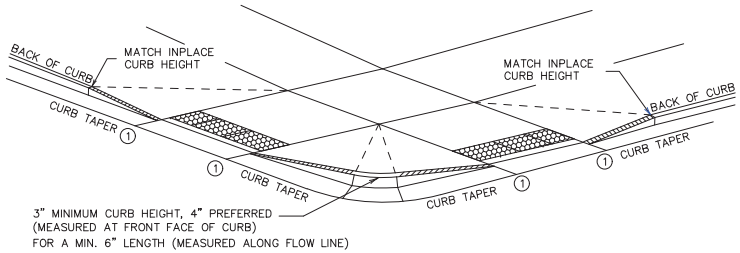


GRADED FLARES

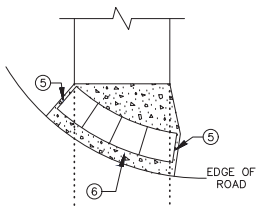


RETURNED CURB ④

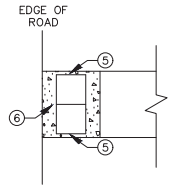
TYPICAL SIDE TREATMENT OPTIONS ③ ⑩



DETECTABLE EDGE WITH ⑦
CURB AND GUTTER

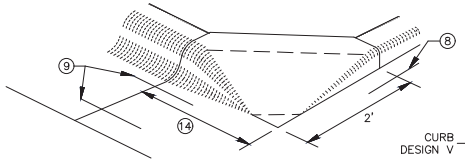


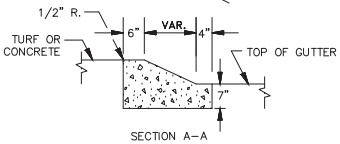
RADIAL DETECTABLE WARNING



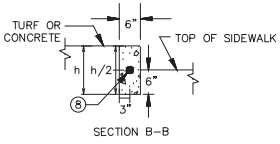
RECTANGULAR DETECTABLE WARNING

DETECTABLE EDGE WITHOUT CURB AND GUTTER

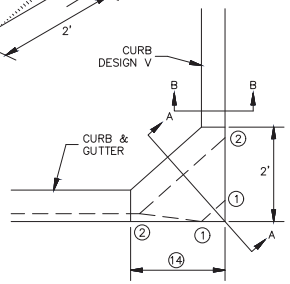




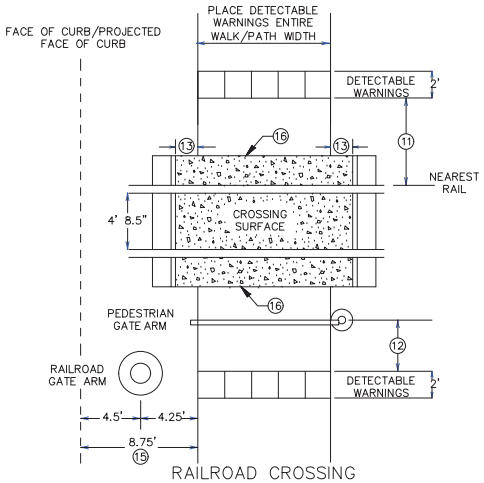
SECTION A–A



SECTION B–B



PEDESTRIAN APPROACH
NOSE DETAIL
(FOR RETURNED CURB
SIDE TREATMENT)



RAILROAD CROSSING
PLAN VIEW

NOTES:

INTERMEDIATE CURB HEIGHTS TAPER SHALL RISE AT 8–10% TO A MINIMUM 3 INCH CURB HEIGHT. INCREASE CURB TAPER LENGTH AT LESS THAN 8% OR REDUCE INTERMEDIATE CURB HEIGHT TO 2+ INCHES IF NECESSARY TO MATCH ADJACENT BOULEVARD OR SIDEWALK GRADES.

SEE STANDARD PLATE 7038 AND THIS SHEET FOR ADDITIONAL DETAILS ON DETECTABLE WARNING.

A WALKABLE SURFACE IS DEFINED AS A PAVED SURFACE ADJACENT TO A CURB RAMP WITHOUT RAISED OBSTACLES THAT COULD MISTAKENLY BE TRAVERSED BY A USER WHO IS VISUALLY IMPAIRED.

CONCRETE FLARE LENGTHS ADJACENT TO NON–WALKABLE SURFACES SHOULD BE LESS THAN 8' LONG MEASURED ALONG THE RAMPS FROM THE BACK OF CURB.

① 0" CURB HEIGHT. SEE INSET A ON SHEET 3 OF 6.

② FULL CURB HEIGHT.

③ SIDE TREATMENTS ARE APPLICABLE TO ALL RAMP TYPES AND SHOULD BE IMPLEMENTED AS NEEDED AS FIELD CONDITIONS DICTATE. THE ENGINEER SHALL DETERMINE THE RAMP SIDE TREATMENTS BASED ON MAINTENANCE OF BOTH ROADWAY AND SIDEWALK, ADJACENT PROPERTY CONSIDERATIONS, AND MITIGATING CONSTRUCTION IMPACTS.

④ TYPICALLY USED FOR MEDIANS AND ISLANDS.

⑤ WHEN NO CONCRETE FLARES ARE PROPOSED, THE CONCRETE WALK SHALL BE FORMED AND CONSTRUCTED PERPENDICULAR TO THE EDGE OF ROADWAY. MAINTAIN 3" MAX. BETWEEN EDGE OF DOMES AND EDGE OF CONCRETE.

⑥ IF NO CURB AND GUTTER IS PLACED IN RURAL SECTIONS, DETECTABLE WARNINGS SHALL BE PLACED 1' FROM THE EDGE OF BITUMINOUS ROADWAY AND/OR BITUMINOUS SHARED–USE PATH TO PROVIDE VISUAL CONTRAST.

⑦ ALL CONSTRUCTED CURBS MUST HAVE A CONTINUOUS DETECTABLE EDGE FOR THE VISUALLY IMPAIRED. THIS DETECTABLE EDGE REQUIRES DETECTABLE WARNINGS WHEREVER THERE IS ZERO–INCH HIGH CURB. CURB TAPERS ARE CONSIDERED A DETECTABLE EDGE WHEN THE TAPER STARTS WITHIN 3" OF THE EDGE OF THE DETECTABLE WARNINGS AND UNIFORMLY RISES TO A 3–INCH MINIMUM CURB HEIGHT. ANY CURB NOT PART OF A CURB TAPER AND LESS THAN 3 INCHES IN HEIGHT IS NOT CONSIDERED A DETECTABLE EDGE AND THEREFORE IS NOT COMPLIANT WITH ACCESSIBILITY STANDARDS.

⑧ DRILL AND GROUT 1 – NO. 4 12" LONG REINFORCEMENT BAR (EPOXY COATED) WITH 3" MIN. COVER. REINFORCEMENT BARS ARE NOT NEEDED IF THE APPROACH NOSE IS POURED INTEGRAL WITH THE V CURB.

⑨ DRILL AND GROUT 2 – NO. 4 12" LONG REINFORCEMENT BARS (EPOXY COATED) WITH 3" MIN. COVER. REINFORCEMENT BARS ARE NOT NEEDED IF THE APPROACH NOSE IS POURED INTEGRAL WITH THE CURB AND GUTTER.

⑩ SIDE TREATMENT EXAMPLES SHOWN ARE WHEN THE INITIAL LANDING IS APPROXIMATELY LEVEL WITH THE FULL HEIGHT CURB (I.E. 6' LONG RAMP FOR 6" HIGH CURB). WHEN THE INITIAL LANDING IS MORE THAN 1" BELOW FULL HEIGHT CURB REFER TO SHEETS 1 & 2 TO MODIFY THE CURB HEIGHT TAPERS AND MAINTAIN POSITIVE BOULEVARD DRAINAGE. CONSTRUCT THESE TAPER AT 0"–3" AT 8–10%, THEN LESS THAN 5% FROM 3" CURB TO FULL CURB HEIGHT.

⑪ NEAREST EDGE OF DETECTABLE WARNING SURFACES SHALL BE PLACED 12' MINIMUM TO 15' MAXIMUM FROM THE NEAREST RAIL. FOR SKEWED RAILWAYS IN NO INSTANCE SHALL THE DETECTABLE WARNING BE CLOSER THAN 12' MEASURED PERPENDICULAR TO THE NEAREST RAIL.

⑫ WHEN PEDESTRIAN GATES ARE PROVIDED, DETECTABLE WARNING SURFACES SHALL BE PLACED ON THE SIDE OF THE GATES OPPOSITE THE RAIL, 2' FORM THE APPROACHING SIDE OF THE GATE ARM. THIS CRITERIA GOVERNS OVER NOTE ⑪.

⑬ CROSSING SURFACE SHALL EXTEND 2' MINIMUM PAST THE OUTSIDE EDGE OF WALK OR SHARED–USE PATH.

⑭ 3' FOR MEDIANS AND SPLITTER ISLANDS. NOSE CAN BE REDUCED TO 2' ON FREE RIGHT ISLANDS.

⑮ SIDEWALK TO BE PLACED 8.75' MIN. FROM THE FACE OF CURB/PROJECTED FACE OF CURB. THIS ENSURES MIN. CLEARANCE BETWEEN THE SIDEWALK AND GATE ARM COUNTERWEIGHT SUPPORTS.

⑯ CONSTRUCT WITH EXPANSION MATERIAL PER MNDOT SPECIFICATION 3702 TYPES A–E. EXPANSION MATERIAL SHALL MATCH FULL HEIGHT OF ADJACENT CONCRETE.

REVISION:

APPROVED: 11–04–2021
JEFFREY PERKINS
OPERATIONS DIVISION

MINNESOTA DEPARTMENT OF TRANSPORTATION

STANDARD PLAN 5–297.250 | 4 OF 6

APPROVED: 11–04–2021
REVISED:

THOMAS STYRBICKI
STATE DESIGN ENGINEER

SP VALUE

PEDESTRIAN CURB RAMP DETAILS

SHEET NO. 19 OF 21 SHEETS

Apr 28, 2025 – 8:52am
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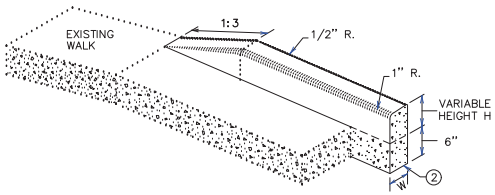
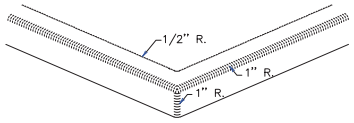
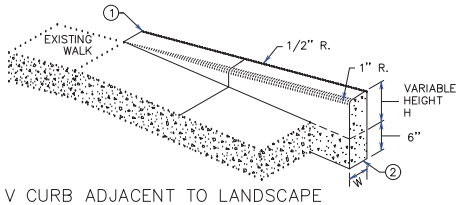


V CURB ADJACENT TO LANDSCAPE
CURB WITHIN SIDEWALK LIMITS

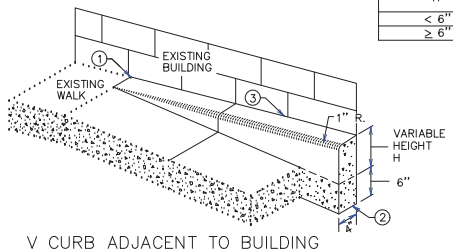


V CURB INTERSECTION

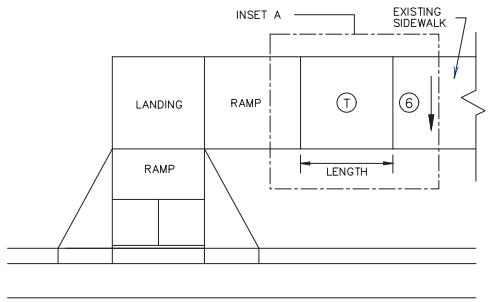
CONCRETE CURB DESIGN V	
CURB HEIGHT H	CURB WIDTH W
< 6"	4"
≥ 6"	6"



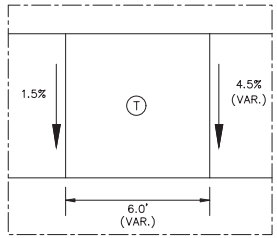
V CURB ADJACENT TO LANDSCAPE
CURB OUTSIDE SIDEWALK LIMITS



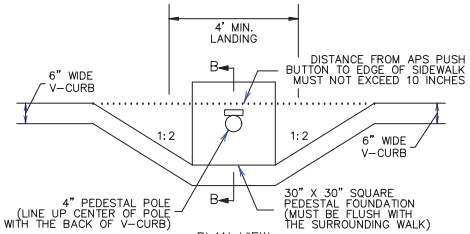
V CURB ADJACENT TO BUILDING
OR BARRIER



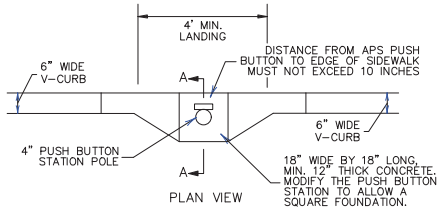
TRANSITION PANEL ④⑤



INSET A



PLAN VIEW



PLAN VIEW

NOTES:

A WALKABLE FLARE IS AN 8–10% CONCRETE FLARE THAT IS REQUIRED WHEN THE FLARE IS ADJACENT TO A WALKABLE SURFACE, OR WHEN THE PEDESTRIAN PATH OF TRAVEL OF A PUSH BUTTON TRAVERSES THE FLARE.

ALL V CURB CONTRACTION JOINTS SHALL MATCH CONCRETE WALK JOINTS.

WHERE RIGHT–OF–WAY ALLOWS, USE OF V CURB SHOULD BE MINIMIZED. GRADING ADJACENT TURF OR SLOPING ADJACENT PAVEMENT IS PREFERRED.

V CURB SHALL BE PLACED OUTSIDE THE SIDEWALK LIMITS WHEN RIGHT OF WAY ALLOWS.

V CURB NEXT TO BUILDING SHALL BE A 4" WIDTH AND SHALL MATCH PREVIOUS TOP OF SIDEWALK ELEVATIONS.

① END TAPERS AT TRANSITION SECTION SHALL MATCH INPLACE SIDEWALK GRADES.

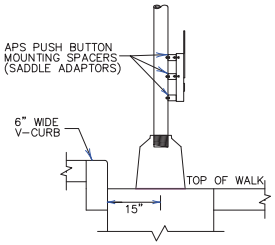
② ALL V CURB SHALL MATCH BOTTOM OF ADJACENT WALK.

③ CONSTRUCT USING APPROVED EXPANSION MATERIAL PER MNDOT TYPE A–E EXPANSION. LEAVE A MINIMUM 1/2" TOP GAP AND SEAL WITH MNDOT APPROVED SILICONE PER MNDOT SPEC 3722.

④ THE MAX. RATE OF CROSS SLOPE TRANSITIONING IS 1' LINEAR FOOT OF SIDEWALK PER HALF PERCENT CROSS SLOPE. WHEN PAR WIDTH IS GREATER THAN 6' OR THE RUNNING SLOPE IS GREATER THAN 5%, DOUBLE THE CALCULATED TRANSITION LENGTH.

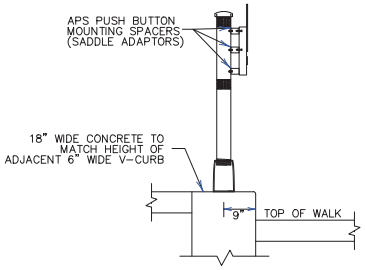
⑤ TRANSITION PANELS ARE TO ONLY BE USED AFTER THE RAMP, OR IF NEEDED, LANDING ARE AT THE FULL CURB HEIGHT (TYPICAL SECTION).

⑥ EXISTING CROSS SLOPE GREATER THAN 2.0%.



SECTION B–B

SIGNAL PEDESTAL & PUSH BUTTON (V–CURB)



SECTION A–A

PUSH BUTTON STATION (V–CURB)

LEGEND

THESE LONGITUDINAL SLOPE RANGES SHALL BE THE STARTING POINT. IF SITE CONDITIONS WARRANT, LONGITUDINAL SLOPES UP TO 8.3% OR FLATTER ARE ALLOWED.

Ⓢ INDICATES PEDESTRIAN RAMP – SLOPE SHALL BE BETWEEN 5.0% MINIMUM AND 8.3% MAXIMUM IN THE DIRECTION SHOWN AND THE CROSS SLOPE SHALL NOT EXCEED 2.0%.

LANDING AREA – 4' X 4' MIN. (5' X 5' MIN. PREFERRED) DIMENSIONS AND MAX 2.0% SLOPE IN ALL DIRECTIONS. LANDING SHALL BE FULL WIDTH OF INCOMING PARS.

Ⓣ TRANSITION PANEL(S) – TO BE USED FOR TRANSITIONING THE CROSS–SLOPE OF A RAMP TO THE EXISTING WALK CROSS–SLOPE. RATE OF TRANSITION SHOULD BE 0.5% PER 1 LINEAR FOOT OF WALK. SEE THIS SHEET FOR ADDITIONAL INFORMATION.

REVISION:

APPROVED: 11–04–2021
JEFFREY PERKINS
OPERATIONS DIVISION

MINNESOTA DEPARTMENT OF TRANSPORTATION

STANDARD PLAN 5–297.250 | 5 OF 6

APPROVED: 11–04–2021
REVISED:

THOMAS STYRBICKI
STATE DESIGN ENGINEER

SP VALUE

PEDESTRIAN CURB RAMP DETAILS

SHEET NO. 20 OF 21 SHEETS

Apr 28, 2025 – 8:52am
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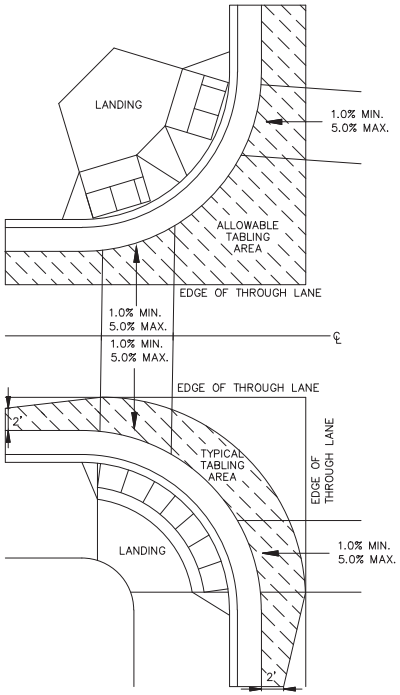
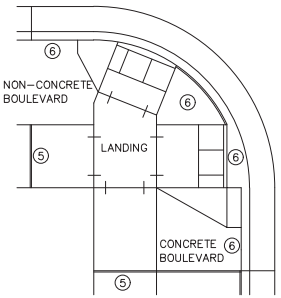
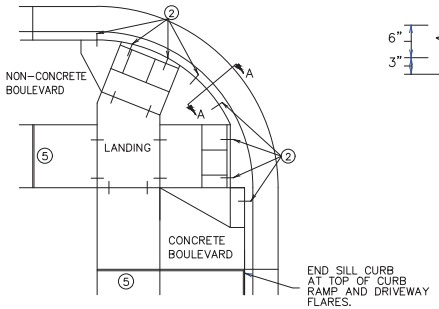


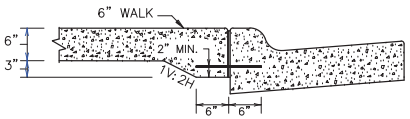
CURB LINE AND ROAD CROSSING ADJUSTMENTS



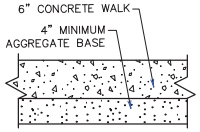
EXPANSION MATERIAL PLACEMENT FOR CONCRETE ROADWAYS



CURB LINE REINFORCEMENT ④ PLACEMENT ON BITUMINOUS ROADWAYS

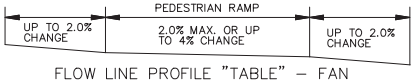


SECTION VIEW A–A
THICKENED SECTION
THROUGH CURB RAMP FLARES



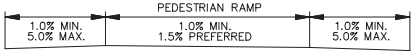
TYPICAL SIDEWALK SECTION
WITHIN INTERSECTION CORNER

FLOW LINE PROFILE "TABLE" – TWIN PERPENDICULARS

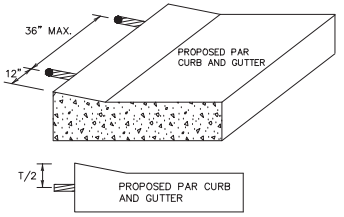


FLOW LINE PROFILE "TABLE" – FAN

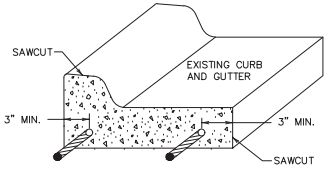
FLOW LINE PROFILE RAISE – TWIN PERPENDICULARS



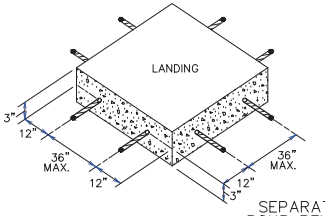
FLOW LINE PROFILE RAISE – FAN

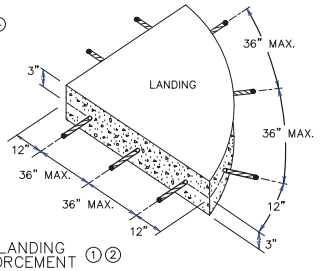


CURB RAMP REINFORCEMENT DETAILS ②④



CURB AND GUTTER REINFORCEMENT ③





SEPARATE LANDING POUR REINFORCEMENT ①②

GENERAL NOTES:

"TABLING" OF CROSSWALKS MEANS MAINTAINING LESS THAN 2% CROSS SLOPE WITHIN A CROSSWALK, IS REQUIRED WHEN A ROADWAY IS IN A STOP OR YIELD CONDITION AND THE PROJECT SCOPE ALLOWS.

RECONSTRUCTION PROJECTS: ON FULL PAVEMENT REPLACEMENT PROJECTS "TABLING" OF ENTIRE CROSSWALK SHALL OCCUR WHEN FEASIBLE.

MILL & OVERLAY PROJECTS: "TABLING" OF FLOW LINES, IN FRONT OF THE PEDESTRIAN RAMP, IS REQUIRED WHEN THE EXISTING FLOW LINE IS GREATER THAN 2%. WARPING OF THE BITUMINOUS PAVEMENT CAN NOT EXTEND INTO THE THROUGH LANE. TABLE THE FLOW LINE TO 2% OR AS MUCH AS POSSIBLE WHILE ADHERING TO THE FOLLOWING CRITERIA:

1) 1.0% MIN. CROSS-SLOPE OF THE ROAD
2) 5.0% MAX. CROSS-SLOPE OF THE ROAD
3) "TABLE" FLOW LINE UP TO 4% CHANGE FROM EXISTING SLOPE IN FRONT OF PEDESTRIAN RAMP
4) UP TO 2% CHANGE IN FLOW LINE FROM EXISTING SLOPE BEYOND THE PEDESTRIAN CURB RAMP

STAND-ALONE ADA RETROFITS: FOLLOW MILL & OVERLAY CRITERIA ABOVE HOWEVER ALL PAVEMENT WARPING IS DONE WITH BITUMINOUS PATCHING ON BITUMINOUS ROADWAYS AND FULL-DEPTH APRON REPLACEMENT ON CONCRETE ROADWAYS.

RAISING OF CURB LINES SHOULD OCCUR IN VERTICALLY CONSTRAINED AREAS. RAISE THE CURB LINES ENOUGH TO ALLOW COMPLIANT RAMPS OR AS MUCH AS POSSIBLE WHILE ADHERING TO THE FOLLOWING CRITERIA:

1) 1.0% MIN. AND 5.0% MAXIMUM CROSS-SLOPE OF THE ROAD
2) 1.0% MIN. FLOW LINE (ON EITHER SIDE OF PEDESTRIAN RAMP) TO MAINTAIN POSITIVE DRAINAGE
3) 5.0% RECOMMENDED MAX. FLOW LINE
4) LONGITUDINAL THROUGH LANE ROADWAY TAPERS SHOULD BE 1" VERTICAL PER 15' HORIZONTAL

NOTES:

① TO ENSURE RAMPS AND LANDINGS ARE PROPERLY CONSTRUCTED, ALL INITIAL LANDINGS AT A TOP OF A RAMPED SURFACE (RUNNING SLOPE GREATER THAN 2%) SHALL BE FORMED AND PLACED SEPARATELY IN AN INDEPENDENT CONCRETE POUR. FOLLOW SIDEWALK REINFORCEMENT DETAILS ON THIS SHEET FOR ALL SEPARATELY POURED INITIAL LANDINGS.

② DRILL AND GROUT NO. 4 12" LONG REINFORCEMENT BARS (EPOXY COATED) AT 36" MAXIMUM CENTER TO CENTER MINIMUM 12" SPACING FROM CONSTRUCTION JOINTS. BARS TO BE ADJUSTED TO MATCH RAMP GRADE. BARS TO BE PAID BY EACH.

③ DRILL AND GROUT 2 – NO. 4 X 12" LONG (6" EMBEDDED) REINFORCEMENT BARS (EPOXY COATED). REINFORCEMENT REQUIRED FOR ALL CONSTRUCTION JOINTS. BARS TO BE PAID BY EACH.

④ THIS CURB LINE REINFORCEMENT DETAIL SHALL BE USED ON BITUMINOUS ROADWAYS. FOR CONCRETE ROADWAYS, SEE NOTE 6.

⑤ CONSTRUCT WITH EXPANSION MATERIAL PER MNDOT SPECIFICATION 3702 TYPES A–E. EXPANSION MATERIAL SHALL MATCH FULL HEIGHT OF ADJACENT CONCRETE.

⑥ USE AN APPROVED TYPE F (1/4 INCH THICK) SEPARATION MATERIAL. SEPARATION MATERIAL SHALL MATCH FULL HEIGHT DIMENSION OF ADJACENT CONCRETE.

REVISION:

APPROVED: 11-04-2021
JEFFREY PERKINS
OPERATIONS DIVISION

MINNESOTA DEPARTMENT OF TRANSPORTATION

STANDARD PLAN 5-297.250 | 6 OF 6

APPROVED: 11-04-2021
REVISED:

THOMAS STYRBICKI
STATE DESIGN ENGINEER

SP VALUE

PEDESTRIAN CURB RAMP DETAILS

SHEET NO. 21 OF 21 SHEETS

Apr 28, 2025 - 8:52am
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THE VILLAS AT FILLMORE THIRD ADDITION

KNOW ALL PERSONS BY THESE PRESENTS: That Riverside Development Company of Princeton, a Minnesota Corporation, fee owner of the following described property situated in the County of Sherburne, State of Minnesota, to wit:

Outlot C, THE VILLAS AT FILLMORE, Sherburne County, Minnesota.

Has caused the same to be surveyed and platted as THE VILLAS AT FILLMORE THIRD 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 Riverside Development Company of Princeton has caused these presents to be signed by its proper officer this _____ day of _____, 202___.

RIVERSIDE DEVELOPMENT COMPANY OF PRINCETON

_____ Its _____
(Signature) (Title)

_____
(Print Name)

STATE OF MINNESOTA

COUNTY OF _____

The forgoing instrument was acknowledged before me this _____ day of _____, 202___ by _____, _____ of Riverside Development Company of Princeton, a Minnesota Corporation, on behalf of the Corporation.

_____
Notary Public, 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 this plat as THE VILLAS AT FILLMORE THIRD 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, or will be correctly set within 1 year; 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, Section 505.01, Subd. 3.

_____
Brian Person, Licensed Land Surveyor
Minnesota License No. 49138

STATE OF MINNESOTA
COUNTY OF ANOKA

This instrument was acknowledged before me this _____ day of _____, 202___ by Brian Person, a Licensed Land Surveyor, Minnesota License No. 49138.

_____
Notary Public, Minnesota
My commission expires _____

Approved and accepted by the City Council of the City of Elk River, Sherburne County, Minnesota at a meeting held the _____ day of _____, 202___.

_____
Mayor

_____
Clerk

Pursuant to Sherburne County Ordinance Number 006, I hereby certify that this plat has been checked and approved as to compliance with Chapter 505, Minnesota Statutes this _____ day of _____, 202___.

_____
Sherburne County Surveyor

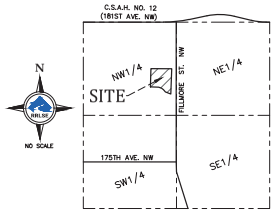
I hereby certify taxes payable in the year _____ on lands herein described are paid in full, and there are no delinquent taxes, and that transfer was entered this _____ day of _____, 202___.

_____
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 _____, 202___, at ___ o'clock ___.M. and was duly recorded as Document Number _____.

_____
Sherburne County Recorder

VICINITY MAP
SEC.1, T.32, R.26



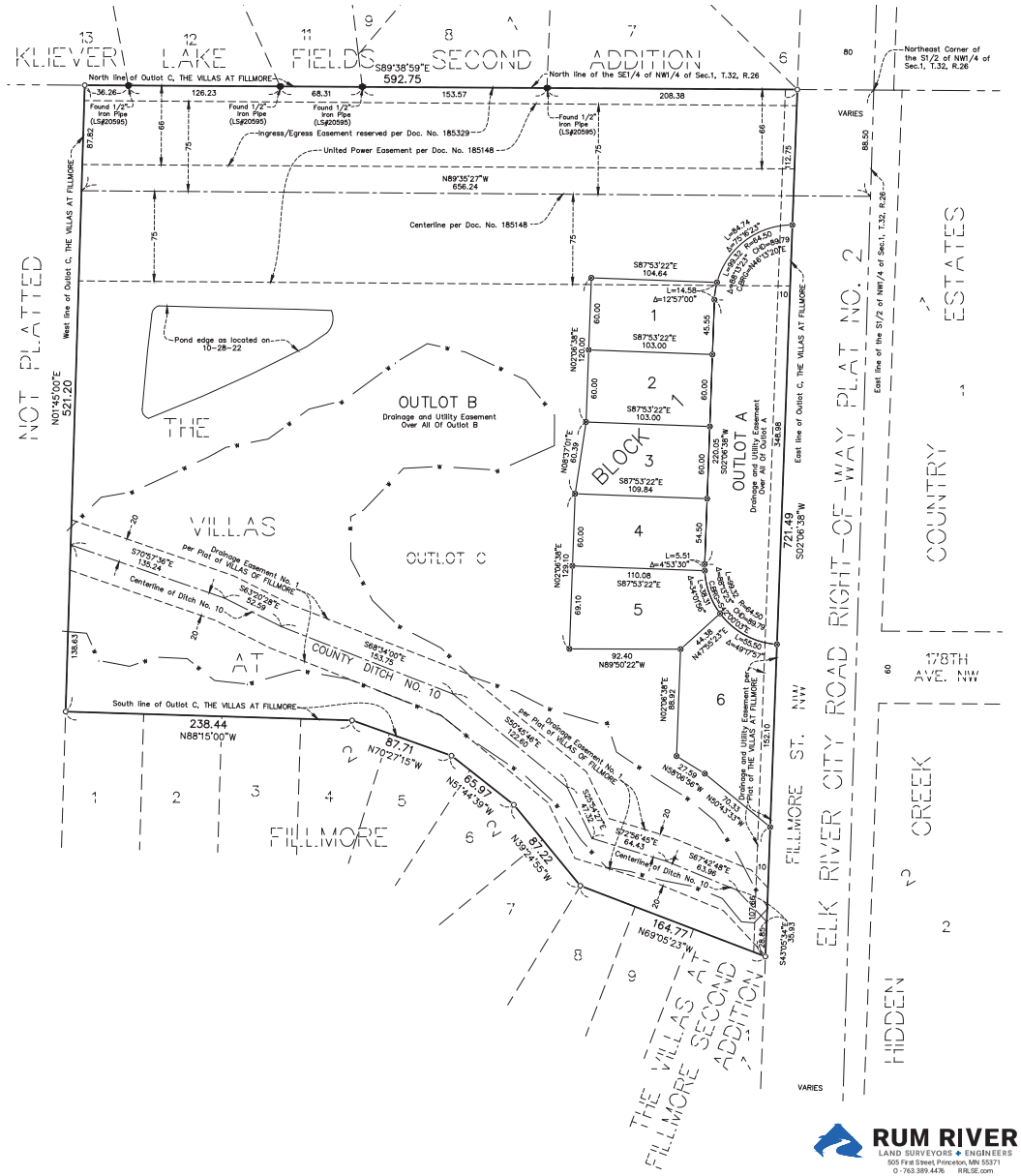
Denotes a 1/2 inch by 14 inch iron monument set with a plastic cap marked R.L.S. No. 49138 to be set within one year of the date of recording

Denotes a found 1/2 inch by 14 inch iron monument with a plastic cap marked R.L.S. No. 49138

Denotes an iron monument found

— W — Denotes Edge of Delineated Wetland per plat of THE VILLAS OF FILLMORE

For the purposes of this plat the East line of Outlot C, THE VILLAS AT FILLMORE is assumed to bear South 02°06'38" West.


KLIEVER LAKE FIELDS SECOND ADDITION
NOT PLATTED
THE VILLAS AT FILLMORE
COUNTRY ESTATES
HIDDEN CREEK
ELK RIVER CITY ROAD RIGHT-OF-WAY PLAT NO. 2
FILLMORE ST. NW
178TH AVE. NW
THE VILLAS AT FILLMORE SECOND ADDITION
North line of Outlot C, THE VILLAS AT FILLMORE
S89°38'59"E 592.75
North line of the SE1/4 of NW1/4 of Sec.1, T.32, R.26
Northeast Corner of the S1/2 of NW1/4 of Sec.1, T.32, R.26
East line of the S1/2 of NW1/4 of Sec.1, T.32, R.26
West line of Outlot C, THE VILLAS AT FILLMORE
N01°45'00"E 521.20
East line of Outlot C, THE VILLAS AT FILLMORE
S02°06'38"W 721.49
Found 1/2" Iron Pipe (LS#20595)
Ingress/Egress Easement reserved per Doc. No. 185329
United Power Easement per Doc. No. 185148
N89°35'27"W 656.24
Centerline per Doc. No. 185148
Pond edge as located on 10-28-22
OUTLOT A
Drainage and Utility Easement Over All Of Outlot A
OUTLOT B
Drainage and Utility Easement Over All Of Outlot B
OUTLOT C
BLOCK 1
BLOCK 2
BLOCK 3
BLOCK 4
BLOCK 5
BLOCK 6
S87°53'22"E 104.64
L=14.58
Δ=12°57'00"
S87°53'22"E 103.00
S87°53'22"E 103.00
S87°53'22"E 109.84
L=5.51
Δ=4°53'30"
110.08
S87°53'22"E
92.40
N89°50'22"W
Drainage Easement No. 1 per Plat of VILLAS OF FILLMORE
Centerline of Ditch No. 10
COUNTY DITCH NO. 10
S70°27'36"E 155.24
S68°20'58"E 52.58
S68°34'00"E 153.75
S50°45'46"E 122.80
South line of Outlot C, THE VILLAS AT FILLMORE
238.44
N88°15'00"W
87.71
N70°27'15"W
65.97
N51°44'39"W
87.22
N39°24'55"W
164.77
N69°05'23"W
S43°05'34"E 35.93
Drainage and Utility Easement per Plat of THE VILLAS AT FILLMORE
S27°56'45"E 64.43
S87°47'48"E 63.98
N60°43'32"W 70.33
N88°06'56"W 21.59
N02°06'38"E 88.92
N02°06'38"E 129.10
N02°06'38"E 120.00
S02°06'38"W 220.05
N08°37'01"E 62.39
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Resolution 25-30

A Resolution of the City of Elk River Granting Final Plat Approval for The Villas at Fillmore Third Addition Case No. P 25-11

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 June 16, 2025; 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 16th day of June 2025.

_____
John J. Dietz, Mayor

ATTEST:

_____
Tina Allard, City Clerk

EXHIBIT A
LEGAL DESCRIPTION

Outlot C, The Villas at Fillmore, Sherburne County, Minnesota

EXHIBIT B

CONDITIONS OF APPROVAL

1. Council approval of a Development Agreement outlining the responsibilities of the developer.
2. Water Availability Charge shall be paid in the amount required by the city when the final plat is released for recording (currently $390/plumbing unit).
3. A Letter of Credit shall be provided to the city in the amount of 100% of the costs of the public improvements.
4. Upon completion of all improvements and acceptance by the city, a security or warranty in a form acceptable to the public works director must be secured.
5. The Development Plan shall be approved by the public works director prior to the issuance of building permits.
6. Staff approval of all site, civil, and landscaping plans.
7. Park dedication shall be paid for six low-density parcels at the rate applicable at the time of recording.
8. Any item or condition found that indicates the site is likely to yield information important to pre-history or history shall be reported to the city immediately. Further, the city reserves the right to stop work authorized in its approval until the site is appropriately investigated and work is authorized.

~~Strikethroughs~~ to be removed
Underlines to be added

Ordinance 25-10

An Ordinance Amending Section 30-1602, Villas on Fillmore PUD, of the City of Elk River, Minnesota, City Code

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

SECTION 1. That **Chapter 30, Division 9, Subdivision III. Approved Planned Unit Development Districts, Section 30-1602 (c)** of the City of Elk River Code of Ordinances shall be amended to add the following Section:

Section 30-1602. – Villas ~~on~~ at Fillmore PUD

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

Plan A – Preliminary Plat of The Villas on Fillmore as approved by the Elk River City Council on July 18, 2022, and subject to all conditions of approval.

Plan B – Street and Utility Construction Plans prepared by Rum River Land Surveyors and Engineers and dated January 23, 2023.

Plan C – The Preliminary Plat of The Villas on Fillmore Third Addition as approved by the Elk River City Council on June 16, 2025, and subject to all conditions of approval.

Plan D – Street and Utility Construction Plans for the Third Addition prepared by Rum River Land Surveyors and Engineers and dated April 23, 2025.

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 16th day of June, 2025.

_____
John J. Dietz, Mayor

ATTEST:

_____
Tina Allard, City Clerk

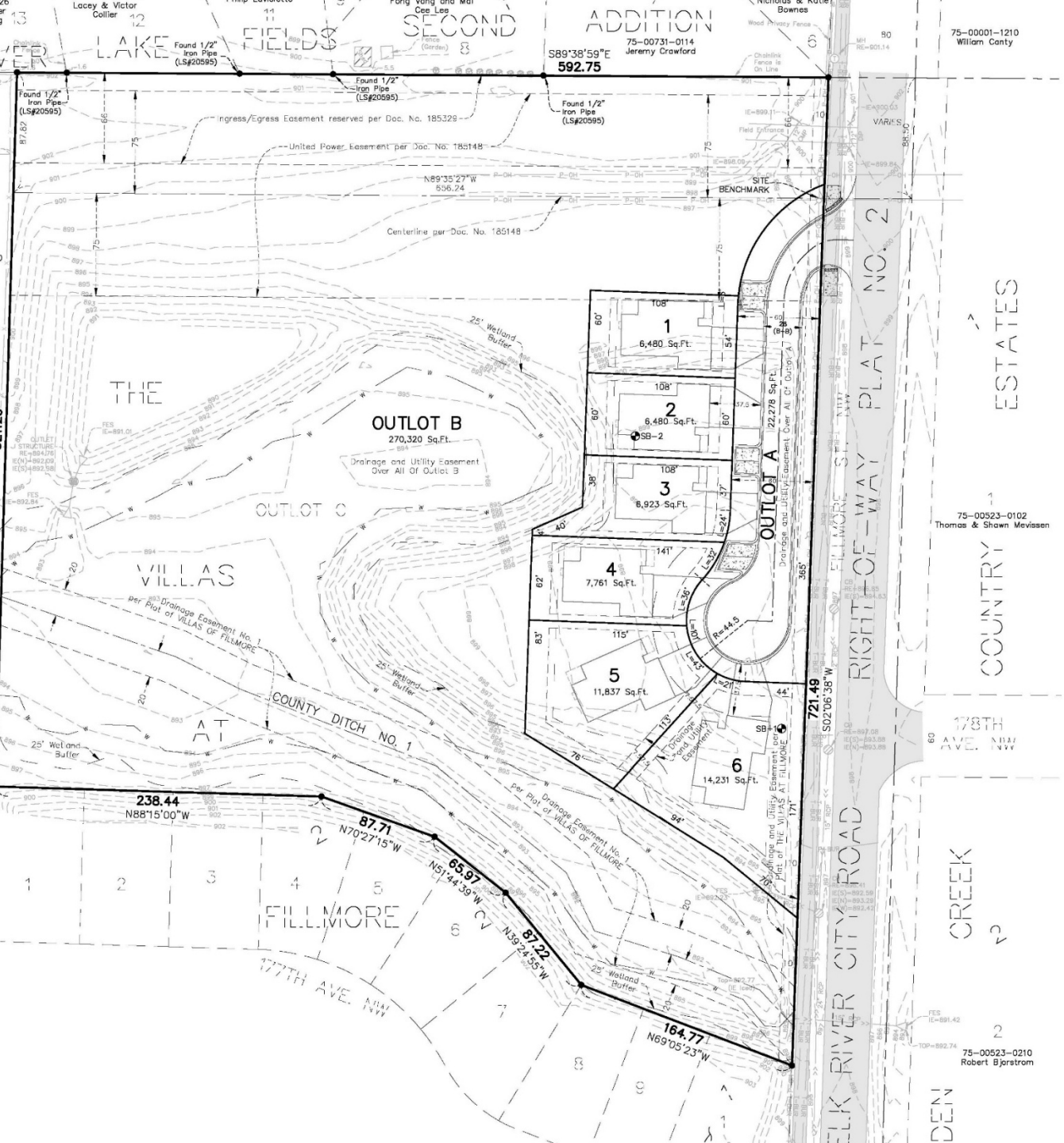
Villas on Fillmore Third

Plat and Ordinance/PUD

SITE
75-00931-0030
75-00523-0102
75-00523-0104
178th Avenue
75-00001-2400
177th Avenue
75-00523-0210
75-00523-
Fillmore Street
Hoover Street
177th Circle
75-00523-0205
75-00523-027

Background

- Plat the third phase of the subdivision
  - 6-lots with a private street
  - 60-foot lots with homes 10-feet apart
  - Narrow developable area due to wetlands
- Property currently zoned PUD
  - Update to recent 6-lot approval.
  - Minimizing utility work.

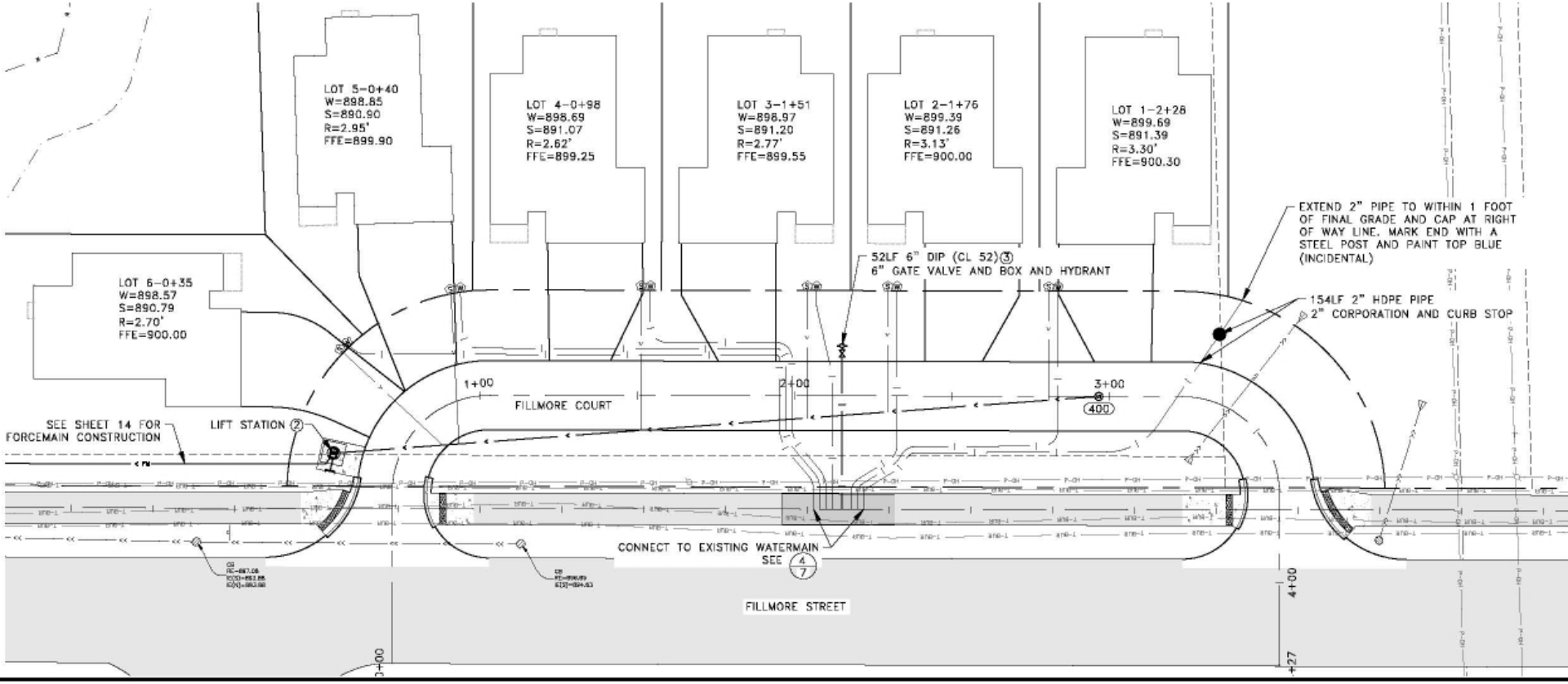


LEGEND

- ● = DENOTES FOUND 1/2" X 14" IRON PIPE WITH PLASTIC CAP MARKED "RLS 49138" UNLESS OTHERWISE NOTED
- 980 = DENOTES EXISTING CONTOUR (1 FOOT INTERVAL)
- = DENOTES BUILDING SETBACK LINE
- = DENOTES 25' WETLAND BUFFER
- W = DENOTES EDGE OF DELINEATED WETLAND PER PLAT OF THE VILLAS AT FILLMORE
- SB1 = DENOTES SOIL BORING BY OTHERS
- = DENOTES SANITARY SEWER LINE
- = DENOTES CATCHBASIN
- = DENOTES FES
- = DENOTES STORM SEWER LINE
- = DENOTES UTILITY POLE
- P-OH = DENOTES OVERHEAD UTILITY LINES
- T-BUR = DENOTES BURIED TELECOMMUNICATIONS
- = DENOTES TELECOMMUNICATIONS MANHOLE
- = DENOTES SIGN
- = DENOTES DECIDUOUS TREE (DIAMETER)
- = DENOTES CONIFEROUS TREE (DIAMETER)
- = SHRUB
- = BITUMINOUS SURFACE
- = CONCRETE SURFACE

Municipality:	City of Elk River	Proposed Building Setbacks:
Existing Zoning:	R1c – Single Family Residential	
Proposed Zoning:	Planned Unit Development	
Road Mileage:	300 LF or 0.06 Miles (Private)	Lot Summary: 6 – Single Fa

KLIEVER LAKE FIELDS SECOND ADDITION
Found 1/2" Iron Pipe (LS#20595)
S89°38'59"E 592.75
75-00731-0114 Jeremy Crawford
75-00001-1210 William Canty
Ingress/Egress Easement reserved per Doc. No. 185329
United Power Easement per Doc. No. 185148
N89°35'27"W 656.24
SITE BENCHMARK
Centerline per Doc. No. 185148
75-00001-2400 Bruce Goetz
N01°45'00"E 521.20
THE VILLAS AT FILLMORE
OUTLOT B 270,320 Sq.Ft.
Drainage and Utility Easement Over All Of Outlot B
OUTLOT C
OUTLOT A 20,039 Sq.Ft.
Drainage and Utility Easement Over All Of Outlot A
1 6,188 Sq.Ft.
2 SB-2 6,180 Sq.Ft.
3 6,385 Sq.Ft.
4 9,591 Sq.Ft.
5 7,524 Sq.Ft.
6 10,429 Sq.Ft.
25' Wetland Buffer
Drainage Easement No. 1 per Plat of VILLAS OF FILLMORE
COUNTY DITCH NO. 1
Drainage and Utility Easement per Plat of THE VILLAS AT FILLMORE
238.44 N88°15'00"W
87.71 N70°27'15"W
65.97 N51°44'39"W
87.22 N39°24'55"W
164.77 N69°05'23"W
721.49 S02°06'38"W
FILLMORE
177TH AVE. NW
178TH AVE. NW
FILLMORE ST. NW
RIGHT-OF-WAY VARIES
PLAT NO. 2
COUNTRY ESTATES
75-00523-0102 Thomas & Shawn Mevissen
75-00523-0210 Robert Bjorstrom
RIVER CITY ROAD
CREEK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R=2.95'
FFE=899.90
LOT 4-0+98
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R=2.62'
FFE=899.25
LOT 3-1+51
W=898.97
S=891.20
R=2.77'
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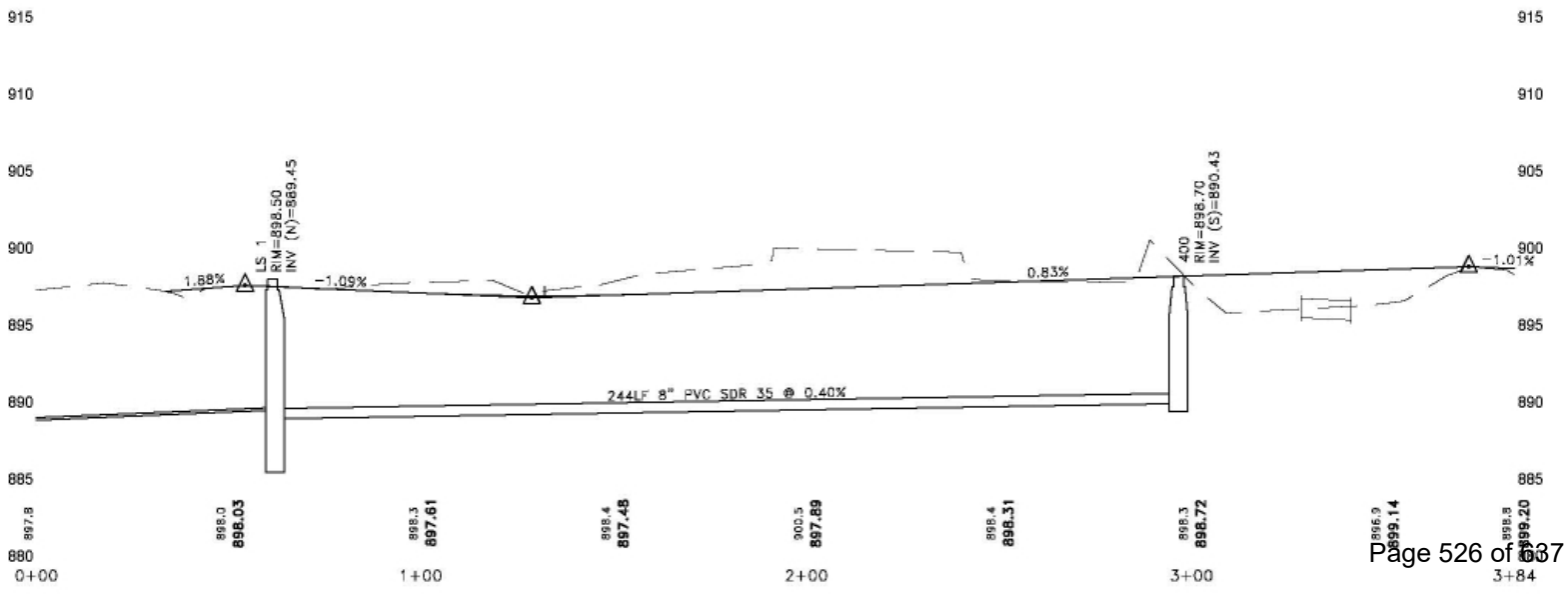
LOT 2-1+76
W=899.39
S=891.26
R=3.13'
FFE=900.00
LOT 1-2+26
W=899.69
S=891.39
R=3.30'
FFE=900.30
LOT 6-0+35
W=898.57
S=890.79
R=2.70'
FFE=900.00
52LF 6" DIP (CL 52) (3)
6" GATE VALVE AND BOX AND HYDRANT
EXTEND 2" PIPE TO WITHIN 1 FOOT OF FINAL GRADE AND CAP AT RIGHT OF WAY LINE. MARK END WITH A STEEL POST AND PAINT TOP BLUE (INCIDENTAL)
154LF 2" HDPE PIPE
2" CORPORATION AND CURB STOP
1+00
2+00
3+00
400
FILLMORE COURT
SEE SHEET 14 FOR FORCEMAIN CONSTRUCTION
LIFT STATION (2)
CONNECT TO EXISTING WATERMAIN SEE 4/7
FILLMORE STREET
4+00
3+00
+27


915
910
905
900
895
890
885
880
LS 1
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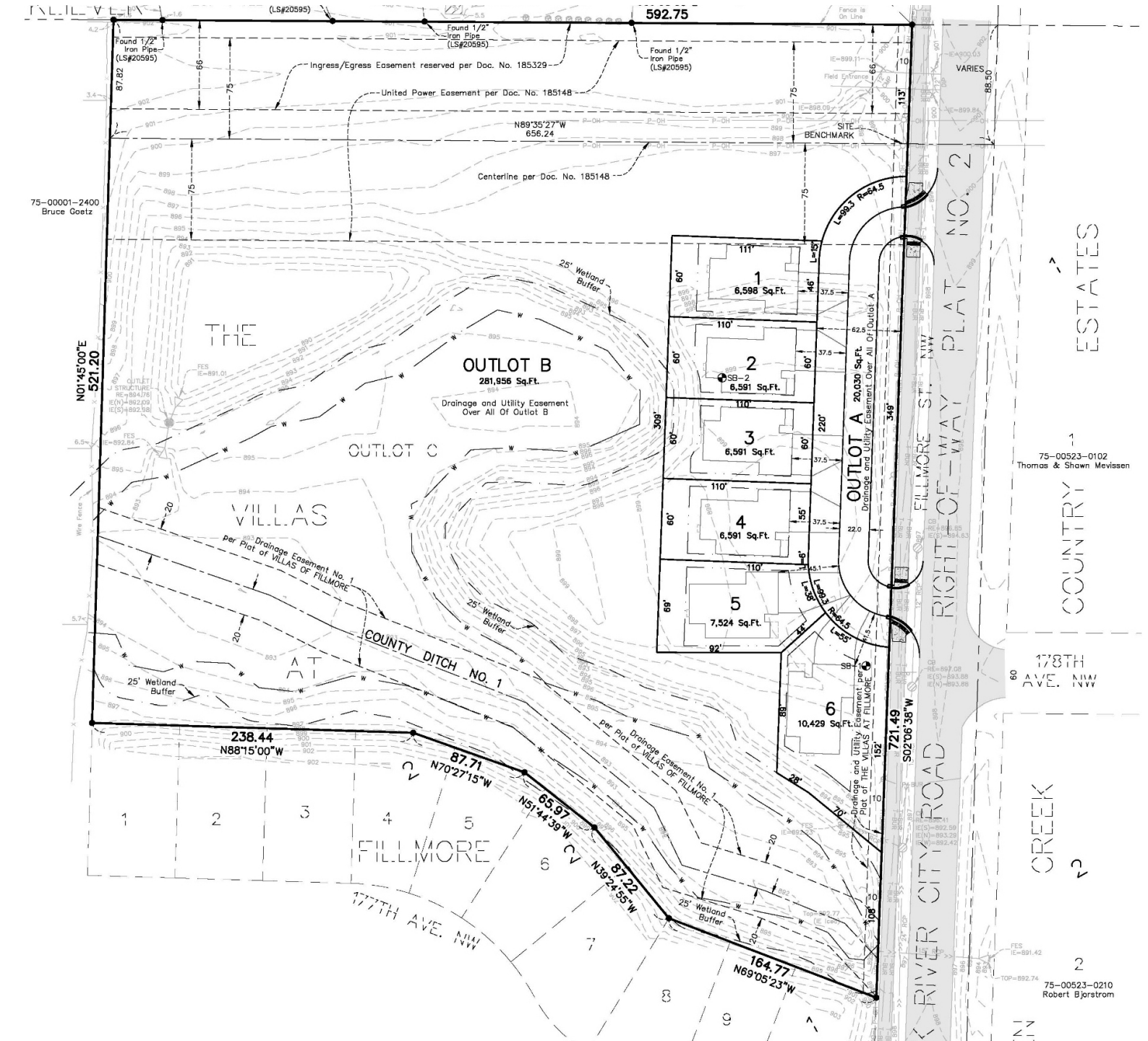
INV (N)=889.45
400
RIM=898.70
INV (S)=890.43
1.88%
-1.09%
0.83%
-1.01%
244LF 8" PVC SDR 35 @ 0.40%
897.8
898.0
898.03
898.3
897.61
898.4
897.48
900.5
897.89
898.4
898.31
898.3
898.72
896.9
899.14
898.8
899.20
0+00
1+00
2+00
3+00
3+84

Planning Commission

- PC held public hearing on May 27, 2025
  - No one spoke during hearing
  - No comments before or after

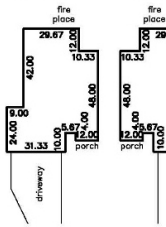
- Staff received an updated layout, adjusting the rear lot lines for parcels 1-3.
  - Does not impact wetland setbacks.
  - Straightens out the rear lot lines.
  - No concerns from staff



RRLSE

SCALE 0 50 IN

TYPICAL HOU



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- = DENOTES UTILITY POLE
- P-OH = DENOTES OVERHEAD UTI
- T-BUR = DENOTES BURIED TELECO
- = DENOTES TELECOMMUNIC
- = DENOTES SIGN
- = DENOTES DECIDUOUS TR
- = DENOTES CONIFEROUS T
- = SHRUB
- = BITUMINOUS SURFACE
- = CONCRETE SURFACE

Municipality: City of Elk R
Existing Zoning: R1c – Single

Actions Requested

Adopt ordinance 25-10 updating and codifying the PUD for Villas on Fillmore

Approve the preliminary plat of Villas at Fillmore Third Addition, with the conditions noted in the memo.

Adopt resolution 25-30 approving the Final Plat, with the conditions noted in the memo.

KLIEVER LAKE FIELDS SECOND ADDITION
Found 1/2" Iron Pipe (LS#20595)
S89°38'59"E 592.75
75-00731-0114 Jeremy Crawford
75-00001-1210 William Canty
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OUTLOT B 270,320 Sq.Ft.
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25' Wetland Buffer
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5 7,524 Sq.Ft.
6 10,429 Sq.Ft.
OUTLOT A 20,039 Sq.Ft. Drainage and Utility Easement Over All Of Outlot A
FILLMORE ST. RIGHT-OF-WAY PLAT NO. 2
COUNTRY ESTATES
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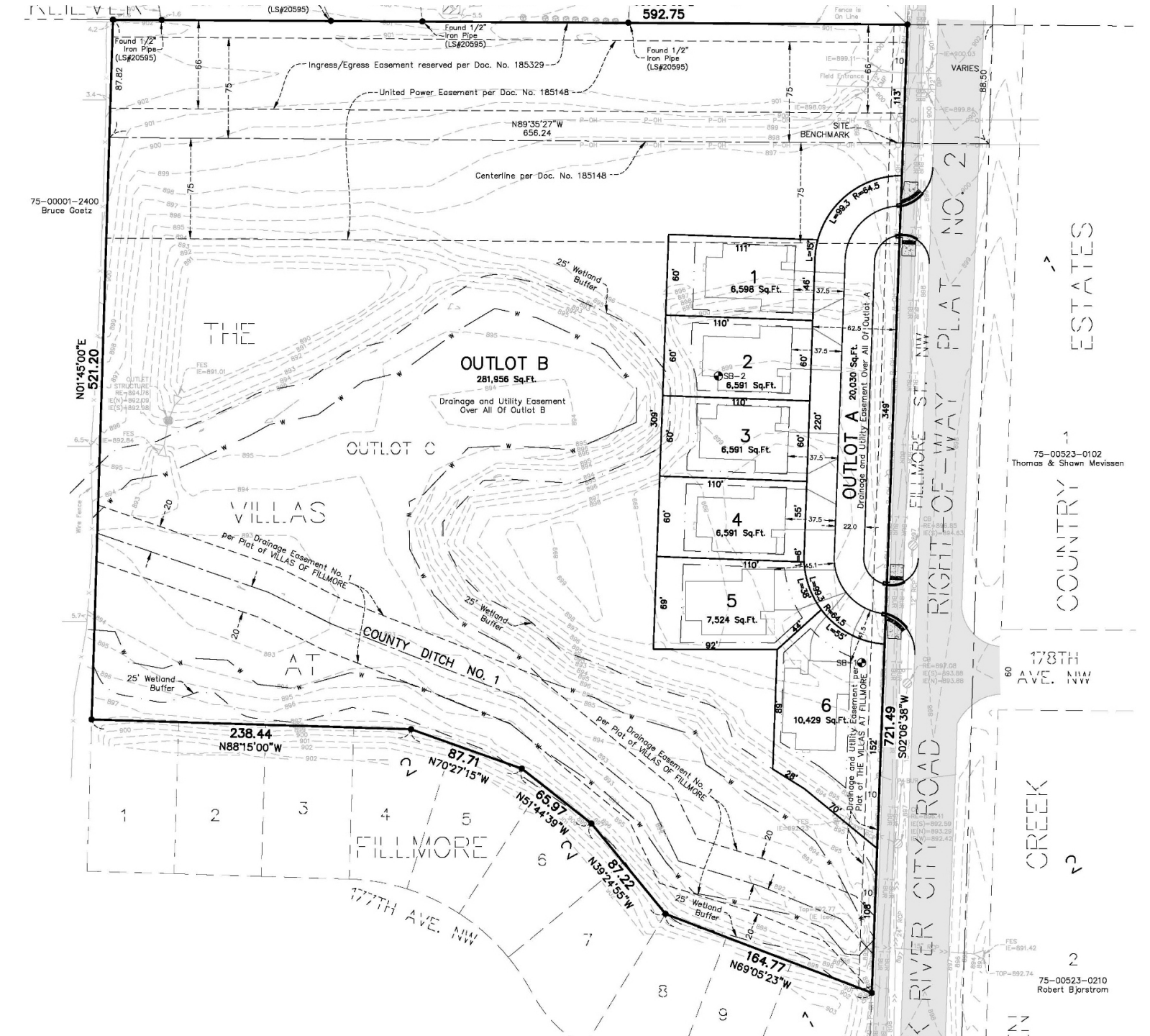

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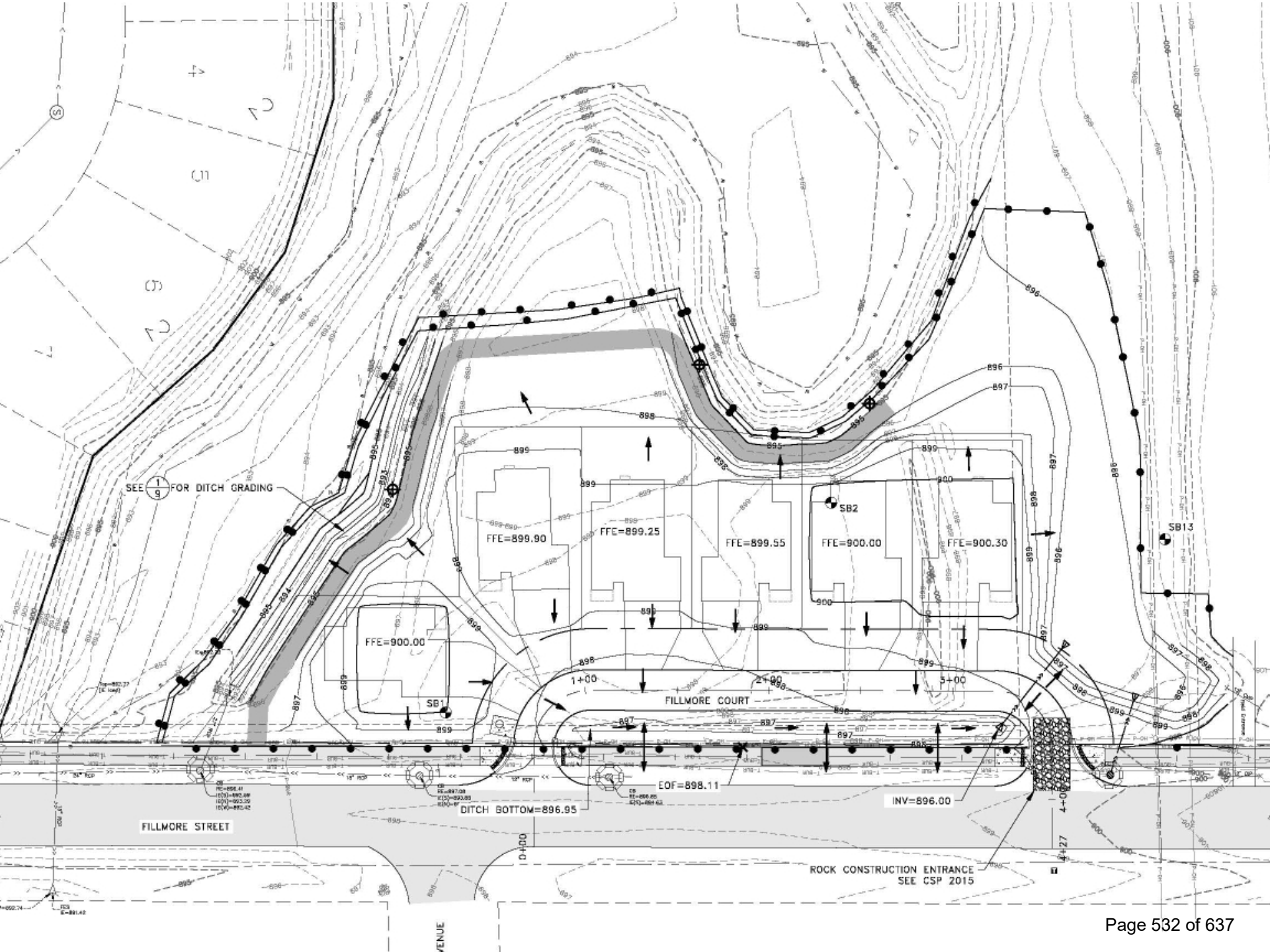
Municipality: City of Elk R
Existing Zoning: R1c – Single


SEE 1/9 FOR DITCH GRADING
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FFE=900.00
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FFE=900.00
SB1
SB2
SB13
1+00
2+00
3+00
FILLMORE COURT
EOF=898.11
INV=896.00
DITCH BOTTOM=896.95
FILLMORE STREET
0+00
4+00
4+27
ROCK CONSTRUCTION ENTRANCE
SEE CSP 2015

Request for Action

To
City Council

Item Number
7.5

Meeting Date
June 16, 2025

Prepared By
Zack Carlton, Community Development Director

Item Description
Ordinance Amendment 25-11: PUD Amendment for Tall Pines Second Addition

Reviewed by
Cal Portner
Tina Allard

Action Requested
Adopt Ordinance 25-11 codifying and amending the PUD agreement for Tall Pines, subject to the following conditions:
1. Staff approval of all civil plans identifying infrastructure improvements required to meet post-construction stormwater requirements.
2. All improvements must be completed by July 31, 2025.
3. The ordinance amending the PUD will not be recorded until the improvements have been completed, and the city has verified that the pond meets post-construction stormwater requirements.
4. The 25-foot wetland buffer, requiring establishment and maintenance of the vegetation within the setback. The area should not be mowed or otherwise altered.

Background/Discussion
The Tall Pines Planned Unit Development (PUD) was approved in phases between 2017 and 2020 and included a number of deviations from city ordinances, including reduced setbacks from stormwater ponds. During the construction process, city engineering staff noted that a proposed pond was not functioning as designed. The pond was holding water, although it was designed as a dry pond. This change in functionality impacts the required pond setbacks for multiple homes within the PUD. These encroachments were not approved as part of the original PUD reviews.

In order for the property to come into compliance with city processes, the pond needs to be updated to function as intended, or the developer must receive approval for additional structures within the required setback. The developer has requested approval of additional encroachments into the required pond setbacks. This change also requires modifications to the existing pond to ensure compliance with state stormwater standards. Staff included a number of conditions of approval requiring the pond improvements prior to the PUD amendment being recorded.

Planning Commission
The Commission held a public hearing regarding the proposed PUD amendment on May 27, 2025. During the public hearing, the applicant spoke in support of their request, and noted that he understood the requirement to bring the pond into compliance with state standards. Additionally, multiple residents spoke in support of the proposed change to a pond as they enjoyed the scenery and wildlife habitat it provided. They also submitted photos and a petition outlining their support for the change.

The Planning Commission unanimously recommended approval of the amendment.

Since the meeting, staff have added one condition to the recommendation for approval, requiring the first 25-feet around the pond (the buffer strip required in Sec. 30-1852) to be maintained as natural vegetation - limiting mowing or other practices. The ordinance establishes a 45-foot protective area around wetlands and wet ponds. The first 25-feet are meant to be left as natural vegetation. The next 20 feet, the subject of the PUD amendment, prohibits structures and impervious surfaces. The amendment allows the existing encroachments on the second 20-foot buffer strip.

Financial Impact
None

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

Attachments
1. Location Map
2. Applicant's Narrative
3. Stormwater Pond Exhibit
4. PUD Ordinance Document
5. Public Hearing Submittal
6. 7.5 Tall Pines PUD Presentation

Project Location Map

Roger Derrick -Tall Pines 2nd

Ordinance Amendment

Case No: OA 25-06

NARRATIVE

We are requesting approval of the designation change of our pond from a "dry pond" to a "wet pond", together with approval of two structures and trails that encroach upon the 25-foot pond setback (as shown on the attached exhibit).

In 2021, the pond was part of our Tall Pines townhouse project. At that time, it was to be a "wet pond" with a waterproof liner. The liner was necessary because of the pond's proximity to a City well. The pond was dug in the fall of 2021 as part of the grading of Tall Pines. In the spring of 2022, after the pond was dug but before the liner was installed, it was discovered that the City well was not too close after all, so the liner was not required.

During that time, the title company had a title objection because there was a shed situated partially on our property and partially on the vacant property next door. I tracked down the owners of the property to obtain their approval to remove the shed. They were three young people from Russia in their 30s. The man had been adamant that he wanted to develop the property himself and started building a house, which was immediately condemned because he didn't bother to get a building permit. (Evidently, building permits are not required in Russia.) I managed to reach his wife by phone. She spoke English but her husband and his brother only spoke Russian. She told me he had a stroke, at 37 years, and now could not develop their property. Everyone seemed to want this property developed along with ours because it was a long, narrow, difficult piece with a wetland in the middle. You will recall that we discussed various land uses. It was determined that townhouse use would be the best. We submitted a couple different plans before we got one that really worked. Then, our engineer told us that the addition of this small parcel to the pond runoff makes the pond too small based on the engineer manual calculations. Our engineer redesigned the pond to make it a "dry pond", which now conformed with the engineer's manual. Once everything was completed, it was discovered that the pond water did not percolate down to the water table as required for a "dry pond". Because the pond does not perc but stays full of water during the wet season, it seems a "wet pond" designation is appropriate after all.

Thank you.

LEGEND:

20' SETBACK TO BUFFER
(PER CITY ORDINANCE)

25' BUFFER FROM STORMWATER POND HIGHWATER LEVEL
(PER CITY ORDINANCE)

GENERAL NOTES:

Sec. 30-1852. - Performance standards.

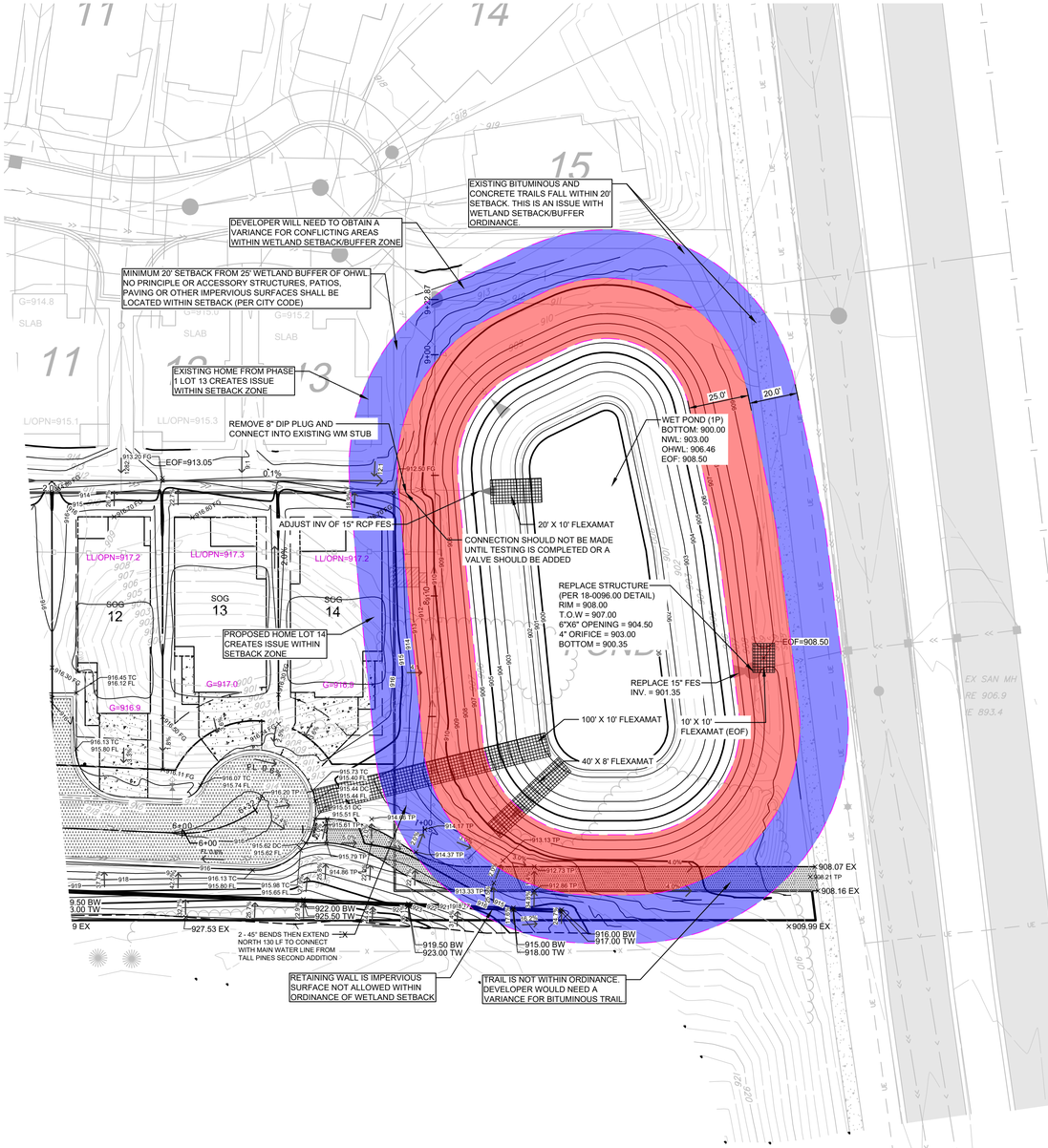
a. Wetland buffer strip. A minimum 25-foot buffer strip from the delineated boundary of a wetland or ordinary highwater level of a stormwater pond is hereby established. Wetland buffer strips shall meet the following standards:
   1. No principle or accessory structures, patios, paving, or other impervious surfaces shall be permitted within the wetland buffer strip.
   2. Alterations are prohibited within the wetland and wetland buffer strip, unless a vegetation management plan or other approval is granted by the city.
   3. The applicant shall establish and maintain wetland and wetland buffer strip vegetation in accordance with the requirements found in section 30-1853.
   4. The applicant shall maintain the required wetland buffer strip monuments at each lot line where it crosses a wetland buffer strip and at 200-foot intervals along the edge of the wetland buffer strip. Each monument shall state "Wetland Buffer: Under the City Code, no mowing, clearing or removal of vegetation in the buffer area is allowed. Call the City of Elk River for more information." The city reserves the right to eliminate this requirement if it deems it impractical.
   5. The city, at its sole discretion, following the city's master park trail plan, may allow nature trails comprised of natural materials, to be located within the wetland buffer strip.
   6. Leisure activities such as hiking, nature studies, canoeing, boating and horseback riding,including facilities such as nature trails and docks which allow for such activities are permitted in the wetland buffer strip.
   7. Final plats for all subdivisions shall provide an easement over all wetlands and wetland buffer strips for the purposes of identification and protection.
   8. Properties platted prior to June 19, 2006, shall be exempt from the vegetation management requirements described in subsections ii—iv above.

b. Wetland buffer strip setback. A minimum 20-foot setback from wetland buffer strips is hereby established by the city.
   1. No principle or accessory structures, patios, paving, or other impervious surface shall be located within this setback.
   2. Nature trails, at the city's approval, may be located within the wetland buffer strip setback.
   3. On property that was platted prior to June 19, 2006, uncovered decks and permeable pavement can be located within this setback.

c. Exceptions. Properties platted prior to adoption of the wetland buffer strip and wetland buffer strip setback performance standards set forth in this section may not be configured to accommodate the required performance standards. For this reason, exceptions to the performance standards for properties platted prior to June 19, 2006, may be approved by the planning manager pursuant to the site plan review process. Applicants for site plan review shall pay the fee specified in the city's fee schedule. Site plan approvals and required conditions shall be made by the planning manager on a case by case basis, with the goal of maintaining consistency with the performance standards to the maximum extent reasonably possible. Appeals from staff determinations and conditions may be made pursuant to the appeal procedures set forth in section 30-634.

d. Fences. Fences may encroach into the wetland buffer strip setback, but at no time shall they be allowed within the wetland buffer strip or in delineated wetlands. Properties platted prior to June 19, 2006, shall be exempt from this requirement.

(Ord. No. 06-07, § 2, 6-19-2006; Ord. No. 16-24, § 1, 11-21-2016; Ord. No.17-07, § 1, 4-17-2017; Ord. No. 18-12,§ 1, 7-16-2018)



0 30'
SCALE: 1" = 30'

REV NO.	DATE	DESCRIPTION

DATE: 03/27/2024
DESIGN BY: MJM, DML
DRAWN BY: DML
CHECKED BY: CJD
DWG FILE: WET POND
FILE NO.: 21-0092.07

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.

Signed: Christopher J. Dahn Lic. No. 58628
Date:

BOGART, PEDERSON & ASSOCIATES, INC.
LAND SURVEYING
CIVIL ENGINEERING
ENVIRONMENTAL SERVICES
13076 FIRST STREET, BECKER, MN 55308-9322
TEL: 763-262-9822 FAX: 763-262-9844

STORMWATER POND REDESIGN
EVERGREEN TOWNHOMES, LLC.
City of ELK RIVER, Sherburne County, MN

WET POND REDESIGN OPTION

SHEET NO.

OPTION 3

3/27/2024 8:44 AM N:\Projects Current\21-0092.07 Stormwater Pond Redesign\ELTRATION STORM WATER POND\HydroCAD - Wet Pond\Grading & Utility - Wet Pond-3.18.2024.dwg

~~Strikethroughs~~ to be removed
Underlines to be added

Ordinance 25-11

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

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

SECTION 1. That **Chapter 30, Division 9, Subdivision III. Approved Planned Unit Development Districts** of the City of Elk River Code of Ordinances shall be amended to add the following Section:

Section 30-1605. – Tall Pines PUD

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

Lots 1 – 15, Block 1, Lots 1 – 13, Block 2, and Outlots A – B, TALL PINES P.U.D. SECOND ADDITION, Sherburne County, Minnesota.

AND

Lots 1-14, Block 1, and Outlot A, EVERGREEN TOWNHOMES, Sherburne County, Minnesota.

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

(1) Uses

a. Permitted Uses

1. Residential, single family.
2. Model homes in compliance with section 30-800;
3. Public parks, playgrounds and open space;
4. State licensed residential facilities or a housing with services establishment registered under chapter 144D serving six or fewer persons, a licensed day care facility serving 12 or fewer persons, and a group family day care facility licensed under Minnesota Rules, parts 9502.0315 to 9502.0445 to serve 14 or fewer children shall be considered a permitted single family residential use of property for the purposes of zoning, except that a residential facility whose primary purpose is to treat juveniles who have violated criminal statutes relating to sex offenses or have been adjudicated delinquent on the basis of conduct in violation

of criminal statutes relating to sex offenses shall not be considered a permitted use.

b. Accessory Uses
   a. Residential occupations.
   b. Signs (as permitted in section 30-851 et seq.).

(2) Lot Size
   a. The PUD permits lot sizes as follows:

Lot Type	Minimum Lot Width	Minimum Dwelling Width	Minimum Lot Depth
Residential Lot	40’ – 0”	30' - 0"	90' - 0"

(3) Setbacks
   1. Primary Structures

Front Setback (right-of-way)	30' - 0"
Front Setback (private street)	20’-0”
Side Setback	5' - 0"
Rear Setback	10' - 0"

(4) Additional Development Standards:
   a. Unit Construction and Design Standards
      1. Facades shall consist of at least two materials (brick, siding, stone, shakes, or other materials approved by the city)
      2. No more than three adjacent homes will have the same roof/facade style.
      3. Façade materials or colors will not repeat between adjacent homes. Significant variation in materials and/or colors is encouraged.
      4. Each townhome must have a minimum of five shrubs along the front foundation.
   b. Common Areas
      Common areas shall be under the ownership and control of the property owners' association, which shall be responsible for the maintenance, and repair of the common areas.
   c. The area identification sign (monument sign)
      1. The area identification sign (monument sign) must be located on a buildable lot, not an outlot.
      2. The sign shall meet setback and height standards described in the ordinance.
      3. A box drawn around the lettering on the sign shall not exceed 16 square feet.
   d. Residential structures, patios, and other impervious surfaces are permitted to encroach into the 20-foot stormwater pond buffer setback.
      1. The 25-foot stormwater pond buffer must remain in compliance with city ordinances

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

(c) Development Plans. The PUD shall be developed in accordance with the following plans, as amended from time to time, on file at city hall.
Plan A – Preliminary Plat of Tall Pines Second Addition as approved by the Elk River City Council on June 1, 2020, and subject to all conditions of approval.
Plan B – Street and Utility Construction Plans prepared by Bogart Pederson and Associates and dated July 22, 2020.
Plan C – Stormwater pond construction plans prepared by Bogart Pederson and Associates and reviewed by the City Council on June 16, 2025.

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

Passed and adopted by the City Council of the City of Elk River this 16th day of June, 2025.

_____
John J. Dietz, Mayor

ATTEST:

_____
Tina Allard, City Clerk

Petition to Elk River City Council

Date : 07/19/2024

Petition organizers: Tall Pines One, Tall Pines Two and Evergreen Developments

Address : 184th Circle Elk River ,MN

Contact Bruce Jones (612-840-0639. Beth Merwin (763-286-3729)

We the undersigned petition council to address the issue of Wet vs. Dry pond in our community.

		WET	DRY
1.			
2.	Joan E Jones	X	
3.	Mary L Richardson	X	
4.	Lee Ann Simenson	X	
5.		X	
6.		X	
7.		X	

			WET	DRY
8	Arlene Tauko		X	
9	Judy Tauko		X	
10	Gary Simerson		X	
11	Wendy Kiely	Ronnie Kiely	XX	
12	Terry Klepper	Pam Klepper	~~X~~ XX	
13	Jerry Ryan		X	
14	Ronni Finical	Steve Finical	XX	
15	Sue ~~Hilton~~ Cunningham	Dan Cunningham	XX	
16	Nancy Lundstrom	~~Nancy~~ Dan Lundstrom	X X	
17	Christine Merrill		X	
18	Wallace J Logan	Cindy R Logan	XX	
19	Karen Evans		X	
20	Lenora Dupont	Mary Dupont	XX	
21	Betty Seibert		X	
22	Bill Seibert		X	
23	Tammy Hyde	Lee Snyder	XX	
24	Marjorie Hellen	Marjorie Hellen	XX	
25	Nancy S Miller	Wayne Miller	XX	
26	Dan Gemelli	Elizabeth Gemelli	XXXX	
27				
28				
29				
30				

Tall Pines PUD

Ordinance/PUD Update

75-00902-0255
75-00902-0260
75-00902-0265
75-00923-0165
75-00923-0170
75-00902-0010
SITE
75-00862-0010

Background

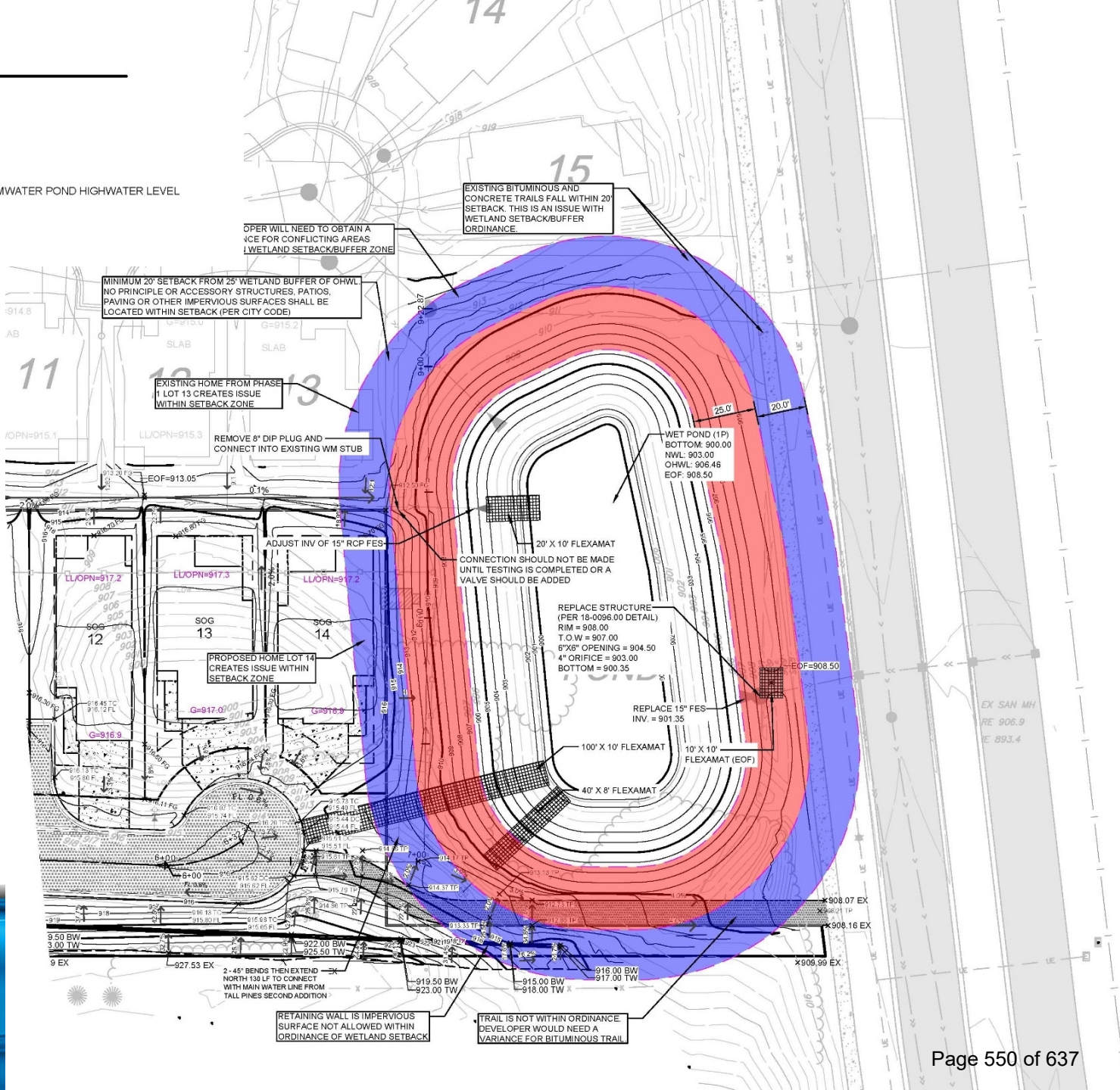
- The Tall Pines PUD developments were approved between 2017 and 2020.
  - Villa style townhomes on narrower lots and private road.
  - Variances given for lot sizes and setbacks.
- Post construction, staff noted the pond was not operating designed.
  - Pond holding water, but should be dry between rain events
  - Impacts setbacks for two nearby homes.
  - Working with developer for a few years to find solution and get pond to drain.
- Final option is to apply for a PUD amendment to allow homes within the required setback.

City of Elk River

LEGEND:

20' SETBACK TO BUFFER
(PER CITY ORDINANCE)

25' BUFFER FROM STORMWATER POND HIGHWATER LEVEL
(PER CITY ORDINANCE)



City of Elk River

Engineering Updates

- Conversion to a wet pond requires multiple updates to the pond.
  - Replace rate control structures and adjust other features.
  - Changes required to meet state permitting standards.

- These have been included in the recommendation.

Planning Commission

- PC held a public hearing on May 27, 2025
  - Applicant spoke and outlined the request
  - Multiple residents spoke in support of the change to a wet pond
  - Submitted a petition from the neighborhood showing support for the change

- PC unanimously recommended approval.

Actions Requested

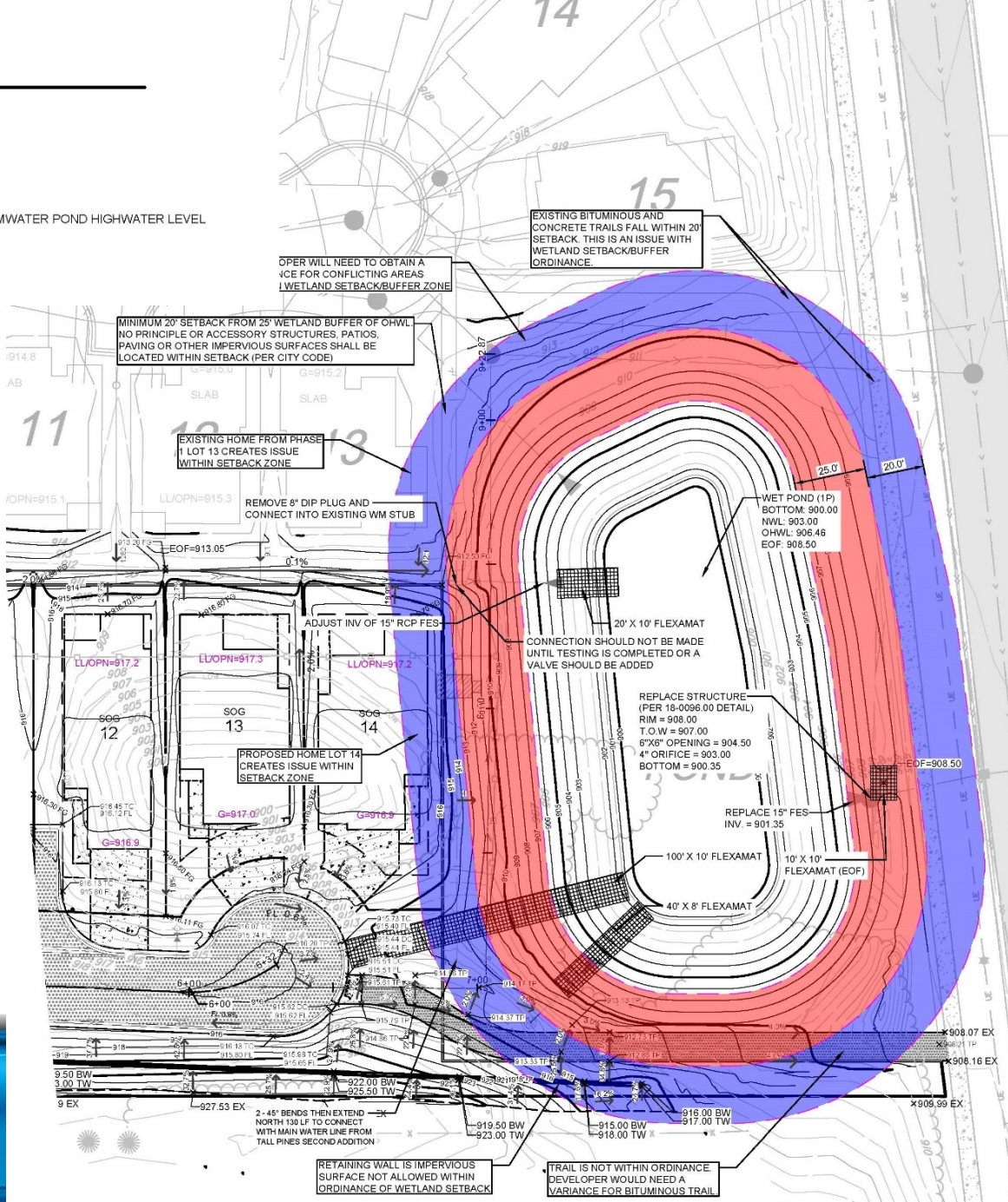
Adopt ordinance 25-11 updating and codifying the PUD for Tall Pines PUD, subject to the conditions noted in the memo.

- Staff added one condition clarifying the setback encroachment. The first 25-feet around the pond should be left to grow naturally.

LEGEND:

20' SETBACK TO BUFFER
(PER CITY ORDINANCE)

25' BUFFER FROM STORMWATER POND HIGHWATER LEVEL
(PER CITY ORDINANCE)



Request for Action

To
City Council

Item Number
7.6

Meeting Date
June 16, 2025

Prepared By
Zack Carlton, Community Development Director

Item Description
Resolution 25-31: Alteration and Relocation of Legal Nonconforming Signs (Billboards).

Reviewed by
Cal Portner
Tina Allard

Action Requested
Adopt Resolution 25-31 approving the request to relocate and alter legal nonconforming advertising signs (billboards) in accordance with Sec. 30-857 (d), and subject to the following conditions:
1. The city does not require the demolition or relocation of a billboard until the land beneath the structure is included in a final plat.
2. Billboards must be removed from property included in a final plat and designated as public right-of-way prior to releasing the plat for recording.
3. Billboards relocated and constructed on the north side of Highway 10 must be evenly spaced, no closer than 350 feet, to improve compliance with current city codes.
4. At no time shall there be an increase in the total number of billboard structures, faces, or sign area on the subject properties.

Background/Discussion
The subject property is in the same location as the proposed Oakwater Ridge/Specht Farm subdivision proposed by Capstone homes. This request seeks approval from the city to move existing billboards on the land slated for residential development. The proposal will support the residential subdivision by removing the billboards from the area proposed for a future frontage road as the property is developed.

The subject properties currently have 21 billboard structures along Trunk Highway 10, 14 of which are located on the south side of Trunk Highway 10 and seven are located on the north side of Trunk Highway 10. The existing billboards vary in size, height, and spacing and are considered legal nonconforming structures as they were in place prior to the current ordinance. The current ordinance prohibits all billboards on residentially-zoned properties, and limits billboards to commercial and industrial lots of at least 1-acre, with each billboard requiring its own lot.

The proposal removes all 14 billboards from the south side of Highway 10 to support the Oakwater Ridge subdivision and replaces the seven structures on the north side of the highway with four new double-sided billboards. The new billboards would be spaced further apart to improve compliance with city codes, which require 1,200 feet between billboard structures.

City ordinance Sec. 30-854(d) states:
(d) Relocation or alteration. The city council may, upon application of a property owner, permit the alteration or

relocation of a legal nonconforming sign if, after a public hearing by the planning commission and city council, the council determines that total compliance with the current sign regulations is not reasonable but the alteration or relocation of the nonconforming signs is in greater conformity with the existing sign regulations and is in the best interest of the community.

While the proposal does not bring the property into full compliance with city codes, it does move the property significantly closer to compliance. Additionally, it will improve the visual appearance of the Highway 10 corridor by reducing sign clutter and supporting the proposed Oakwater Ridge subdivision.

Planning Commission
The Planning Commission held a public hearing on May 27, 2025, where the applicant spoke in support of the application. A letter was provided to the Planning Commission before the meeting, and is attached for the record. The letter is an email from Community Development Director Zack Carlton and addressed to Erwin Specht. The letter expands on when the billboards will be removed, noting that billboards are permitted to stay in place until the land beneath the billboard is included in a final plat of the phased Oakwater Ridge subdivision.

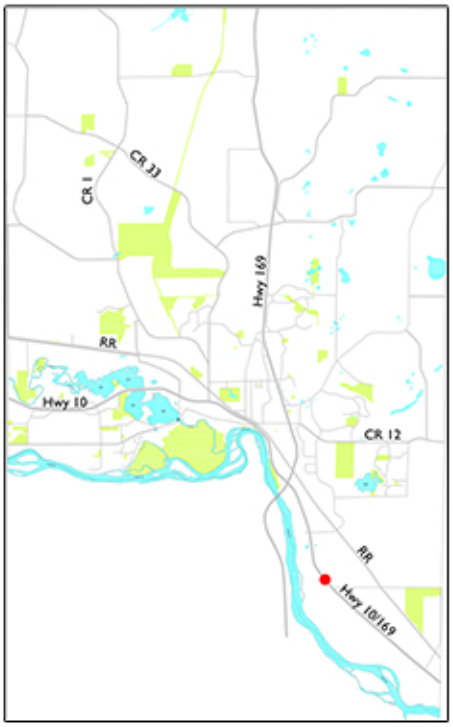
One Commissioner asked if the proposed billboard spacing of 350 feet, well below the ordinance requirement of 1,200-foot separation but an improvement from the current ~220 feet of separation, would create a precedent that others may ask for. Staff believe that this is a unique situation and would not create a precedent that would bind the city in the future.

The commission had no additional questions and unanimously recommended approval of the request.

Financial Impact
None

Mission/Policy/Goal
Support the growth and development of the community.
Appropriately govern in an ever-changing environment.

Attachments
1. Location Map
2. Applicant's Narrative
3. Application Exhibits
4. Nonconforming Sign Resolution
5. Public Hearing Submittal
6. 7.6 Specht Billboards Presentation



Project Location Map

Specht

General Planning Permit

Case No: GP 25-05

Larkin Hoffman

8300 Norman Center Drive
Suite 1000
Minneapolis, MN 55437-1060
General: 952-835-3800
Fax: 952-896-3333
www.larkinhoffman.com

April 28, 2025

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

Via Email and Online
zcarlton@ElkRiverMN.gov

Re: Change of Nonconforming Use – 16723 US-10

Dear Mr. Carlton:

We represent Security Bank and Trust, Trustee of the Doris Specht and the Erwin T. Specht Trust (the "Applicant"), the owner of the parcel at 16723 US-10 ("Property"). On behalf of the Applicant, we are seeking City Council approval to alter and relocate certain legal nonconforming signs on the Property located along Highway 10 near Specht Lane in Elk River, Minnesota ("Project").

The billboards are currently legally nonconforming due to their proximity to one another, which does not comply with the current sign regulations. The Project seeks to substantially reduce the number of signs on and around the Property and reconstruct a smaller number of modern, uniform signs in greater conformity with the City Code and community standards.

Proposed Project

There are currently 21 billboard structures around the Property along Highway 10, 14 of which are located on the south side of Highway 10 and seven are located on the north side of Highway 10 on the Property. The billboards vary in size, height, and spacing, creating a cluttered and inconsistent visual appearance along the highway corridor.

The Project proposes to remove all 14 sign structures on the south side of the highway and replace the seven sign structures on the north side with four new back-to-back billboards on the Property, evenly spaced. The new signs would have a smaller footprint and a more streamlined design. The Project would result in a net reduction of 17 sign structures, 20 sign faces, and 4,291 square feet of signage. The new sign structures would be spaced approximately 350 feet from one another, instead of the current spacing which ranges from 219 to 227 feet on the north side of Highway 10.

The Project brings the nonconforming use of the billboards to greater conformity with the City's sign regulations and promotes the intent of the ordinance to reduce visual clutter, enhance safety and aesthetics, and support the character of the highway corridor.

Applicable Standards and Considerations

The City Code under Section 30-854(d) allows the City Council, following a public hearing, to approve the alteration or relocation of a legal nonconforming sign if total compliance is not reasonable and the proposed change brings the signs into greater conformity and serves the

community's best interest. The following factors support approval of the Project under the City Code:

- Total compliance is not reasonable due to the long-standing legal nonconforming status of the signs and physical limitations of the Property.
- The proposed signs are fewer in number, more uniform in appearance, better spaced, and significantly reduce overall signage, supporting the City's goals for sign regulation.
- The proposed changes improve the visual landscape, reduce visual clutter for highway users, and promote compatibility with adjacent land uses (which include agricultural, commercial, and industrial uses).

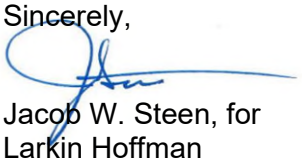
Further, under Section 30-697, legally nonconforming uses may continue through repair, replacement, maintenance, or improvement, and Section 30-698 permits limited expansion provided that the cost does not exceed 25 percent of the assessed value of the improvements and that the expansion does not reduce compatibility with surrounding properties. The Project complies with these provisions by modernizing the signage design, reducing the number and size of signs, and improving compatibility with adjacent land uses.

Conclusion

Based on the above analysis, the Project meets the criteria set forth in Section 30-854(d) of the City Code for the alteration and relocation of legal nonconforming signs, as full compliance with current sign regulations is not reasonable, and the proposed changes bring the signage into greater conformity with those regulations. The Project is also consistent with the purpose and intent of the City's sign ordinance and comprehensive plan, and supports community goals related to visual quality, safety, and land use compatibility. The Project is also consistent with Sections 30-697 and 30-698 of the City Code, as it involves the improvement of a longstanding legal nonconforming use, remains within the allowable limits for modifications, and does not reduce compatibility with adjacent uses.

We respectfully request City Council approval of the proposed modifications. Please do not hesitate to reach out with any questions. Thank you for your time and consideration.

Sincerely,



Jacob W. Steen, for
Larkin Hoffman

Direct Dial: 952-896-3239
Direct Fax: 952-842-1738

Email: jsteen@larkinhoffman.com

Enclosure

4922-3226-4239, v. 2

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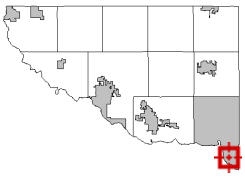
Overview



Legend

Public Water Inventory

- Not Classified
- General Development
- Natural Environment
- Recreational Development
- **Parcels**
- **Streams**

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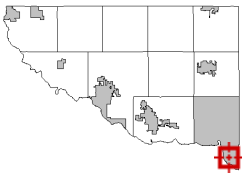
2004 Prior to Rebuild

Beacon™ Sherburne County, MN

Overview



Legend

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Parcels

Streams

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Existing Rebuilds

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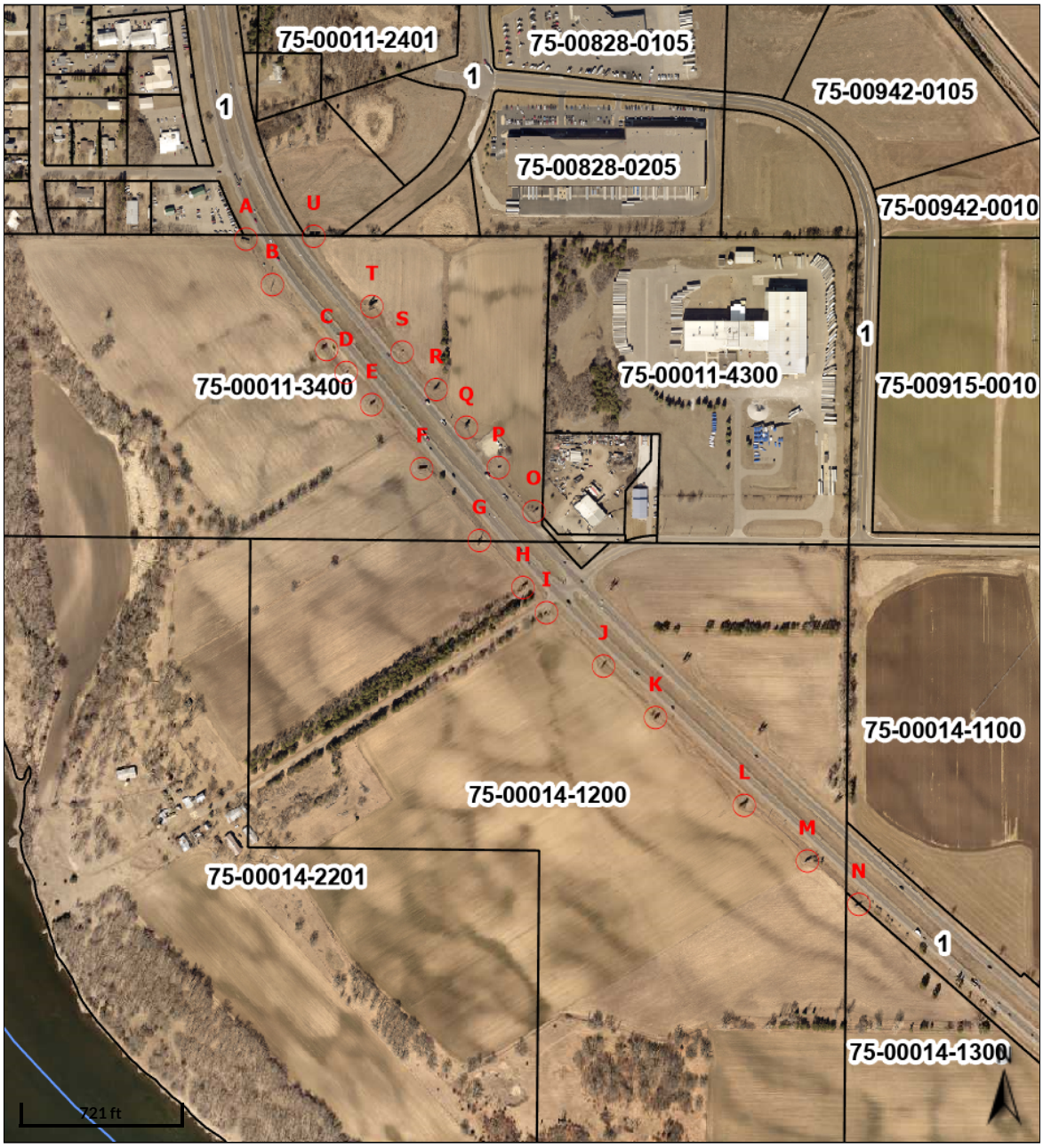
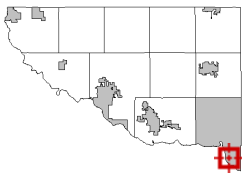


Overview



Legend

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Parcels

Streams

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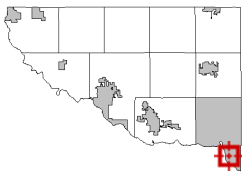
Overview



Legend

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- Recreational Development

Parcels

Streams

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Rebuild Using Even Spacing

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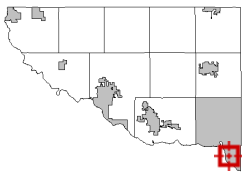
Overview



Legend

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- General Development
- Natural Environment
- Recreational Development

Parcels

Streams

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City of Elk River
City Council

Resolution 25-31

A Resolution of the City Council of the City of Elk River Approving the Alteration and Relocation of Legal Nonconforming Signs

WHEREAS, Larkin Hoffman, representing Security Bank and Trust, Trustee of the Doris Specht and the Erwin T. Trust (the "Applicant") has submitted an application seeking approval to alter and relocate legal nonconforming signs on the property managed by the trust at 16330 US Highway 10(the "Property"); and

WHEREAS, there are currently 21 billboard structures of varying size, height, and spacing on the Property creating a cluttered and inconsistent visual appearance along the highway corridor; and

WHEREAS, the Applicant proposes to remove 14 structures on the south side of US Highway 10 and replace seven signs on the north side with four new evenly spaced two-sided billboards, resulting in a net reduction of 17 sign structures, 20 signs, and 4,291 square feet of signage (the "Project"); and

WHEREAS, alteration and relocation of legal nonconforming signs is permitted under Sec. 30-854 (d) of the city code after the Planning Commission and City Council hold a public hearing and find the request is in greater conformity with the existing sign regulations and is in the best interest of the community; and

WHEREAS, the Planning Commission held a public hearing to review the Project on May 27, 2025, received comments from the public, and found the request to be in greater conformity with the existing sign regulations, recommending approval to the City Council; and

WHEREAS, a public hearing on said Project was held on June 16, 2025, before the City Council of the City of Elk River after published and posted notice had ben given, and all persons interested were given an opportunity to be heard at the public hearing.

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

1. The City Council finds that, under the circumstances, total compliance with the sign regulations is not reasonable but that the proposed alteration and relocation of the nonconforming signs, the Project, is in greater conformity with the existing sign regulations and is in the best interest of the community.

2. The Project is approved, subject to the conditions described in Exhibit A.

Passed and adopted this 16th day of June 2025.

_____
John J. Dietz, Mayor

ATTEST:

_____
Tina Allard, City Clerk

Exhibit A

1. The city does not require the demolition or relocation of a billboard until the land beneath the structure is included in a final plat.
2. Billboards must be removed from property included in a final plat and designated as public right-of-way prior to releasing the plat for recording.
3. Billboards relocated and constructed on the north side of Highway 10 must be evenly spaced, no closer than 350 feet, to improve compliance with current city codes.
4. At no time shall there be an increase in the total number of billboard structures, faces, or sign area on the subject properties.

4.5

Gmail

Too Tall <mnstootall@gmail.com>

Fwd: Billboards

1 message

Erwin Specht <espspecht@gmail.com>
To: Too Tall <mnstootall@gmail.com>
Tue, May 27, 2025 at 10:14 AM

Billboard email from Zack Carlton April 2025

---------- Forwarded message ---------
From: **Zachary Carlton** <zcarlton@elkrivermn.gov>
Date: Thu, Apr 10, 2025 at 4:45 PM
Subject: Re: Billboards
To: Erwin Specht <espspecht@gmail.com>
Cc: Cal Portner <CPortner@elkrivermn.gov>

Good afternoon, Erwin.

John forwarded your email and asked me to respond on his behalf and include all of the Council members, who are also copied on this email.

You and I have spoken, and I understand your concerns regarding the timing of the billboard removal - most notable, the revenue your family receives from them. The timing of the billboard removal will coincide with the recording of a final plat and not the approval of a preliminary plat (approval of a preliminary plat will not immediately require the removal of the billboards). The element of the final plat requiring removal of the billboards, is the right-of-way dedication for the future frontage road. We cannot permit a billboard to remain within a street right-of-way. Billboards on land not included in a final plat would not be required to be removed.

Final plat phasing and configuration is generally outside of the city's role, short of ensuring public facilities and access are accounted for in each addition. The phasing will depend on the purchase agreement and Capstone's phasing plan. Sections of the property not sold to Capstone would likely not be part of a final plat, would not dedicate right-of-way, and would not require the removal of billboards.

I expect that billboard removal will occur in phases as Capstone purchases land and final plats those areas.

I hope this helps clear things up. I am also happy to talk through this further with you.

Zack Carlton, AICP
City of Elk River – Community Development Director
13065 Orono Parkway, Elk River, MN 55330
763.635.1035 ElkRiverMN.gov

From: Erwin Specht <espspecht@gmail.com>
Sent: Thursday, April 10, 2025 6:29:01 AM
To: John Dietz <John.Dietz@ElkRiverMN.gov>
Subject: Billboards

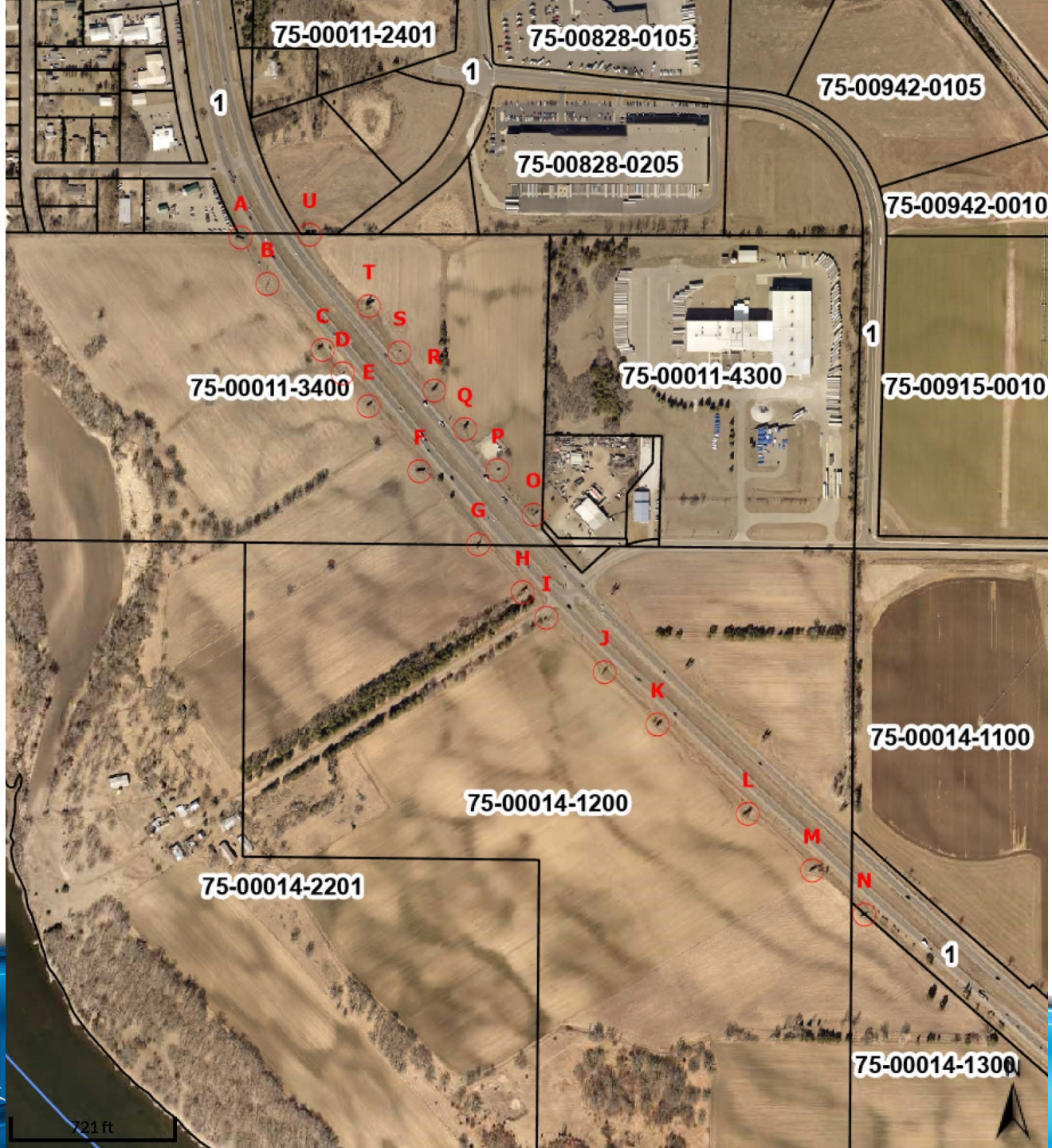
Modification of a Non-Conforming Signs

SITE
75-00011-3400
75-00011-4300
75-00942-0010
75-00915-0010
75-00012-330
75-00014-1200
SITE
75-00014-2201
75-00014-1100
75-00014-1300

Background

- Applicant seeking approval to consolidate and replace existing billboards.
- Subject properties have 21 billboards located along both sides of HWY 10, mostly within the Oakwater Ridge development.
- All signs are considered legal non-conforming.

- Proposal requests reducing the total number of billboards to 4 double sided signs (8 total faces) in NE parcel.
  - New signs would not meet existing zoning ordinance.
  - Alteration and relocation is in greater conformity
    - 21 billboards down to 4(8).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75-00915-0010
75-00014-1100
75-00014-1200
75-00014-2201
75-00014-1300
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721 ft

SITE DATA
Liberty Homes (50' Lot) 175
Classic Homes (65' Lot) 293
Bluff Homes (75' Lot) 48
River Homes (100' Lot) 20
Total Residential Lots 536
Open Space 51.98 ac.
Future Commercial 5.17 ac.
Future Frontage Road ROW 10.53 ac.
Net Residential Area 179.97 ac.
Total Site Area 247.65 ac.
167th Ave. NW
Yale St. NW
Twin Lakes Parkway (Future)
FUTURE COMMERCIAL
RIVER HOMES
Future Overpass
HIGHWAY 10
Gateway Rd. NW
Existing Trees
Floodplain Forest
Backwater Channel
Trail
Wetland
Pond
Public Riverfront Park
Private HOA Park
BLUFF HOMES
CLASSIC SINGLE FAMILY HOMES
Infiltration Basin
Landscape Berm
Gasline Easement
165th Ave. NW
Interim Full Access Intersection
Oak Overlook
CLASSIC SINGLE FAMILY HOMES
LIBERTY SINGLE FAMILY HOMES
MISSISSIPPI RIVER
Infiltration
CLASSIC SINGLE FAMILY HOMES
OLIVER KELLEY FARM

Existing
75-00828-0020
1
2
3
4
227.1
219.6
221.7
75-00011-3400
75-00014-1200
360 ft

Proposed
75-00828-0020
1
2
3
4
350.1
350
350
75-00011-3400
75-00014-1200
360 ft

City Code

Sec. 30-854 (d)

Relocation or alteration. The city council may, upon application of a property owner, permit the alteration or relocation of a legal nonconforming sign if, after a public hearing by the planning commission and city council, the council determines that total compliance with the current sign regulations is not reasonable but the alteration or relocation of the nonconforming signs is in greater conformity with the existing sign regulations and is in the best interest of the community.

Implementation

- The proposed work to reduce, relocate, and modify the existing billboards will take place over time and in conjunction with the Oakwater Ridge Subdivision.
- Billboards may remain in place until an individual billboard is included in a final plat for the subdivision and includes R/W dedication.
- A plat will not be released for recording until the billboards within the plat are removed.

Planning Commission

- The Commission held a public hearing on May 27, 2025
  - Prior to the meeting, a member of the family provided the commissioners with a letter from city staff.
  - Durin the hearing, the applicant spoke and outlined the request.
  - Franklin Outdoor Advertising described the signs that would be built, if approved.
    - 10.5 feet by 36 feet (378 SF) – ordinance limit of 400 SF
    - Not electronic/digital
- PC asked about setting a precedent – very unique request
- Unanimously recommended approval.

Action Requested

- Adopt resolution 25-31 approving the modification and relocation of legal nonconforming billboards as the proposal is in greater conformity with city codes, and subject to the conditions noted in the memo.

SITE DATA
Liberty Homes (50' Lot) 175
Classic Homes (65' Lot) 293
Bluff Homes (75' Lot) 48
River Homes (100' Lot) 20
Total Residential Lots 536
Open Space 51.98 ac.
Future Commercial 5.17 ac.
Future Frontage Road ROW 10.53 ac.
Net Residential Area 179.97 ac.
Total Site Area 247.65 ac.
167th Ave. NW
Yale St. NW
Twin Lakes Parkway (Future)
FUTURE COMMERCIAL
RIVER HOMES
Future Overpass
HIGHWAY 10
Gateway Rd. NW
Existing Trees
Floodplain Forest
Backwater Channel
Trail
Wetland
Pond
Public Riverfront Park
Private HOA Park
BLUFF HOMES
CLASSIC SINGLE FAMILY HOMES
Infiltration Basin
Landscape Berm
Gasline Easement
165th Ave. NW
Interim Full Access Intersection
Oak Overlook
CLASSIC SINGLE FAMILY HOMES
LIBERTY SINGLE FAMILY HOMES
MISSISSIPPI RIVER
Infiltration
CLASSIC SINGLE FAMILY HOMES
OLIVER KELLEY FARM
N

Request for Action

To
City Council

Item Number
8.1

Meeting Date
June 16, 2025

Prepared By
Zack Carlton, Community Development Director

Item Description
Resolution 25-32: Final Plat of Meadowsweet Bend

Reviewed by
Cal Portner
Tina Allard

Action Requested
Adopt Resolution 25-32 approving the final plat of Meadowsweet Bend, subject to the following conditions:

1. Council approval of a Development Agreement outlining the responsibilities of the city and developer.
2. A Letter of Credit shall be provided to the city in the amount of 100% of the costs of the public improvements.
3. Upon completion of all improvements and acceptance by the city, a security or warranty in a form acceptable to the public works director must be secured.
4. The Development Plan shall be approved by the public works director prior to the issuance of building permits.
5. Staff approval of all site, civil, and landscaping plans.
6. Park Dedication Fee will be paid at a prorated amount based on the land dedication outlined in the preliminary plat approval.
7. The developer shall deed Outlot C to the city as park dedication.
8. The typical street section shall be updated to include the sidewalk along the edge of the street.
9. Any item or condition found that indicates the site is likely to yield information important to pre-history or history shall be reported to the city immediately. Further, the city reserves the right to stop work authorized in its approval until the site is appropriately investigated and work is authorized.

Background/Discussion
The preliminary plat of Meadowsweet Bend was approved on September 16, 2024, and included 104 single-family lots. All the lots will connect to the city's sewer system, but will have their own private wells. The applicant, Twin City Land Development, is seeking approval of the first phase, which will plat 33 new single-family lots and establish the first intersection with County Road 33. The intersection will align with Joplin Street and construct new right and left-turn lanes into the subdivision.

This first phase is consistent with the preliminary plat approval, but staff have requested one change to the street section to simplify maintenance of the required sidewalk. The development is being constructed using a rural section, which has drainage ditches rather than curbing and pipes to convey stormwater. This pushed the sidewalk further into the front yards due to the drainage ditches. This is not inherently a problem.

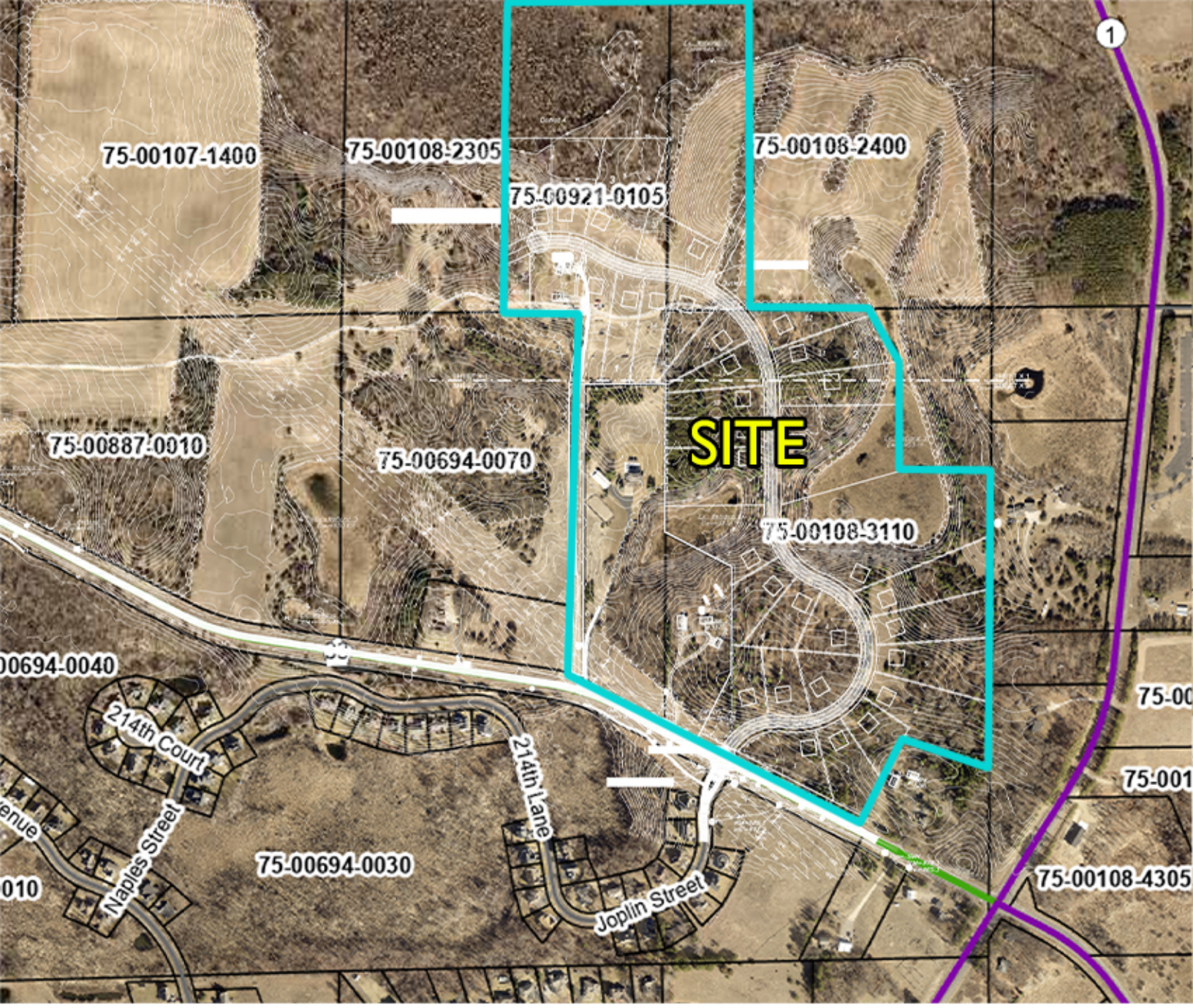
However, city ordinance requires the adjacent property owners to clear snow from sidewalks along their properties. Some of these properties will have hundreds of feet of sidewalk as these are larger lots than normal. Additionally, the city will need to maintain the sidewalk on certain parcels that will be owned by the city. A typical 10-foot trail could be maintained with a pick-up truck and a plow, but the parks commission recommended a 5-foot sidewalk instead of the trail due to the number of driveways. The plans approved with the preliminary plat included a 5-foot sidewalk separated from the main roadway by a drainage ditch.

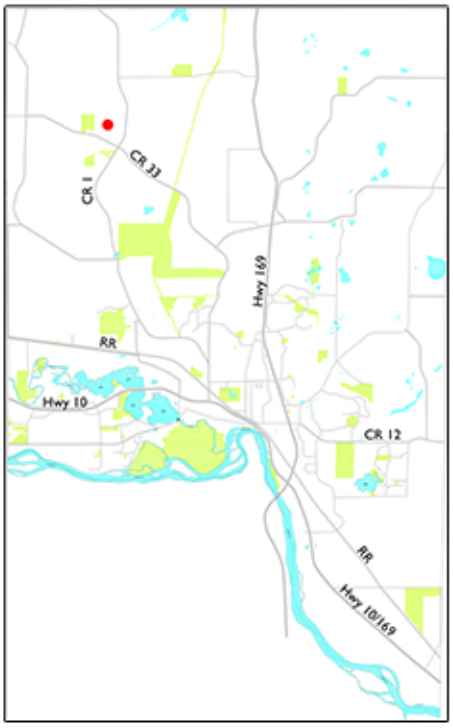
Staff recommend widening the roadway section to include the sidewalk along the edge of the road and delineating the sidewalk area using pavement striping. This will reduce the maintenance burden for residents as they will not need to maintain the longer than usual sidewalk sections, and it will reduce the city's maintenance costs as the walking area will be cleared at the same time as the streets are plowed.

Financial Impact
None

Mission/Policy/Goal
Support the growth and development of the community.
Improve citizen quality of life.

Attachments
1. Location Map
2. Overall Site Plan
3. Final Plat
4. Civil Plans dated May 27, 2025
5. Final Plat Resolution
6. Updated Roadway Section
7. 8.1 Meadowsweet Bend Final Presentation Plat





Project Location Map

Meadowsweet Bend

Final Plat

Case No: P 25-18

Outlot A
TEMPORARY CUL-DE-SAC & ROAD END (PHASE 1)
ROAD END (PHASE 1)
Outlot B
Outlot C
Outlot D
SHEET X.1
SHEET X.2
SHEET X.1
SHEET X.2
MONUMENT SIGN LOCATION
ROAD START (PHASE 1)
Ex. Wetland 7
Elev=945.4'
Ex. Wetland 5
Elev=950.6'
Septic To

MEADOWSWEET BEND

CITY OF ELK RIVER
SHERBURNE COUNTY, MN

KNOW ALL PERSONS BY THESE PRESENTS: That TCLD–LF5 Meadowsweet, LLC., A Minnesota Limited Liability Company, owner of the following described property situated in the County of Sherburne, State of Minnesota, to wit:

Lot 1, Block 1, MEADOWSWEET HILLS, Sherburne County, Minnesota

AND

The East Half of the Southwest Quarter of Section 8, Township 33, Range 26, Sherburne County, Minnesota lying northerly of the centerline of County Road No. 33. EXCEPT the following described tracts of land

1.) That part of the East Half of the Southwest Quarter of Section 8, Township 33, Range 26, Sherburne County, Minnesota, described as follow: Commencing at the Southwest corner of said East Half of the Southwest Quarter; thence on an assumed bearing of North 0 degrees 15 minutes 37 seconds East along the West line of said East Half of the Southwest Quarter, a distance of 947.80 feet to intersect with the centerline of County Road No. 33; thence South 62 degrees 35 minutes 50 seconds East along said centerline, a distance of 877.62 feet to the point of beginning of the land to be described; thence North 27 degrees 24 minutes 10 seconds East, a distance of 412.49 feet; thence South 72 degrees 29 minutes 56 seconds East, a distance of 385.81 feet to the east line of said East Half of the Southwest Quarter; thence South 0 degrees 18 minutes 13 seconds West along said east line, a distance of 534.02 feet to said centerline of County Road No. 33; thence North 62 degrees 35 minutes 50 seconds West along said centerline a distance of 603.62 feet to the point of beginning.

2.) That part of the following described property lying northwesterly of a described LINE A.

Said property described as follows:

All that part of the East Half of the Southwest Quarter of Section 8, Township 33, Range 26, Sherburne County, Minnesota, described as commencing at the southwest corner of said East half of the Southwest Quarter; thence North 0 degrees 15 minutes 37 seconds East, assumed bearing, along the west line of said East Half of the Southwest Quarter, a distance of 947.80 feet to intersect the centerline of County Road No. 33, also known as Ranch Road, said point of intersection also being the actual point of beginning of the tract to be hereby described; thence South 62 degrees 35 minutes 50 seconds East along said centerline, a distance of 305.00 feet, more or less, to intersect the east line of the West 271.41 feet of said East Half of the Southwest Quarter; thence North 0 degrees15 minutes 37 seconds East parallel with said west line of the East half of the Southwest Quarter, a distance of 802.57 feet; thence North 62 degrees 35 minutes 50 seconds West, a distance of 305.00 feet to intersect said west line of the East half of the Southwest Quarter; thence southerly along said west line, a distance of 802.57 feet to the point of beginning.

Said LINE A described as follows:

Commencing at the southwest corner of said East Half of the Southwest Quarter; thence northerly along the west line of said East Half of the Southwest Quarter, a distance of 1181.35 feet; thence easterly deflecting to the right 90 degrees 00 minutes 00 seconds to the point of intersection with the east line of the West 271.41 feet of said East Half of the Southwest Quarter, said point being the point of beginning of said LINE A; thence southwesterly deflecting to the right 117 degrees 02 minutes 16 seconds to said centerline of County Road No. 33 and said LINE A there terminating.

Has caused the same to be surveyed and platted as MEADOWSWEET BEND 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 TCLD–LF5 Meadowsweet, LLC., A Minnesota Limited Liability Company, has caused these presents to be signed by its proper officer to be here unto affixed this _____ day of _____, 20_____.

TCLD–LF5 Meadowsweet, LLC.

_____
Benjamin Schmidt – President

STATE OF MINNESOTA COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____, by Benjamin Schmidt, President, of TCLD–LF5 Meadowsweet, LLC., A Minnesota Limited Liability Company.

_____
(Signature) Notary Public, _____ County, Minnesota

_____ My Commission Expires _____
(Printed Name)

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

_____
Craig Wensmann, Land Surveyor
Minnesota License No. 47466

STATE OF MINNESOTA COUNTY OF _____

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

_____ Notary Public, _____ County, Minnesota
(Signature)

_____ My Commission Expires _____

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

_____ Attest:_____
Mayor City 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 that this plat has been reviewed by the office of the County Highway Engineer. Dated this_____ day of _____, 20____.

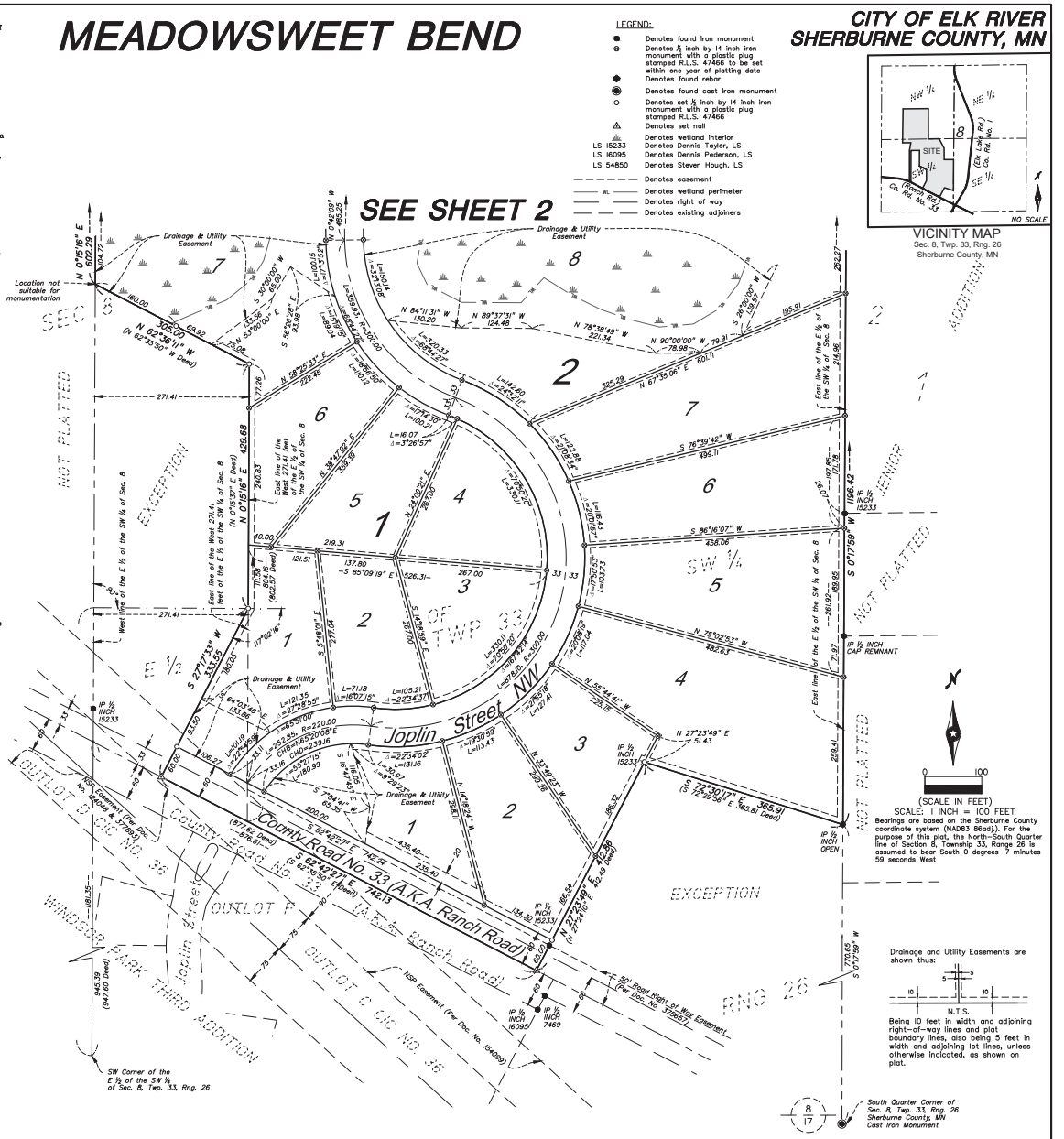
_____
Sherburne County Highway Engineer

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

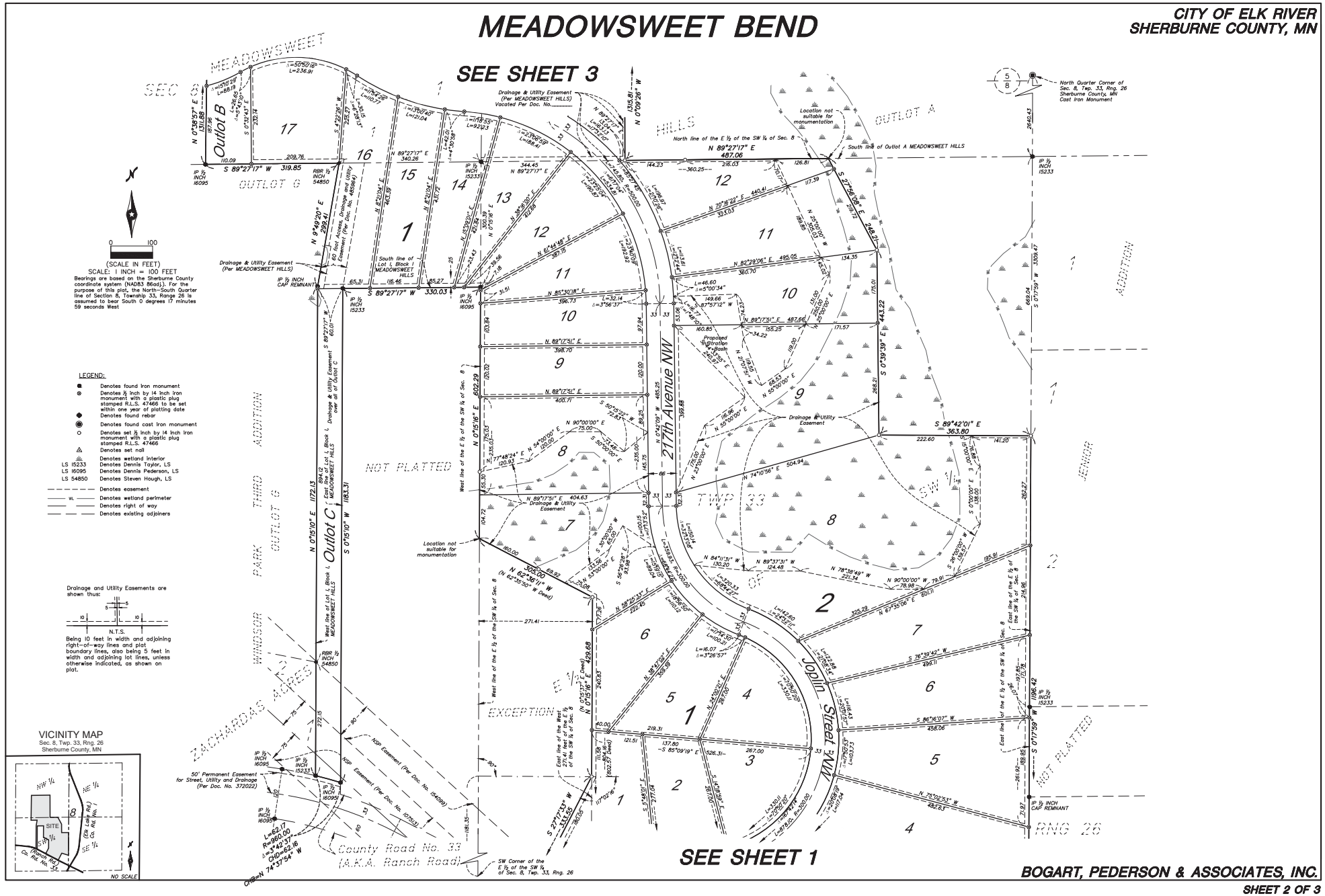


BOGART, PEDERSON & ASSOCIATES, INC.

SHEET 1 OF 3

MEADOWSWEET BEND

CITY OF ELK RIVER
SHERBURNE COUNTY, MN

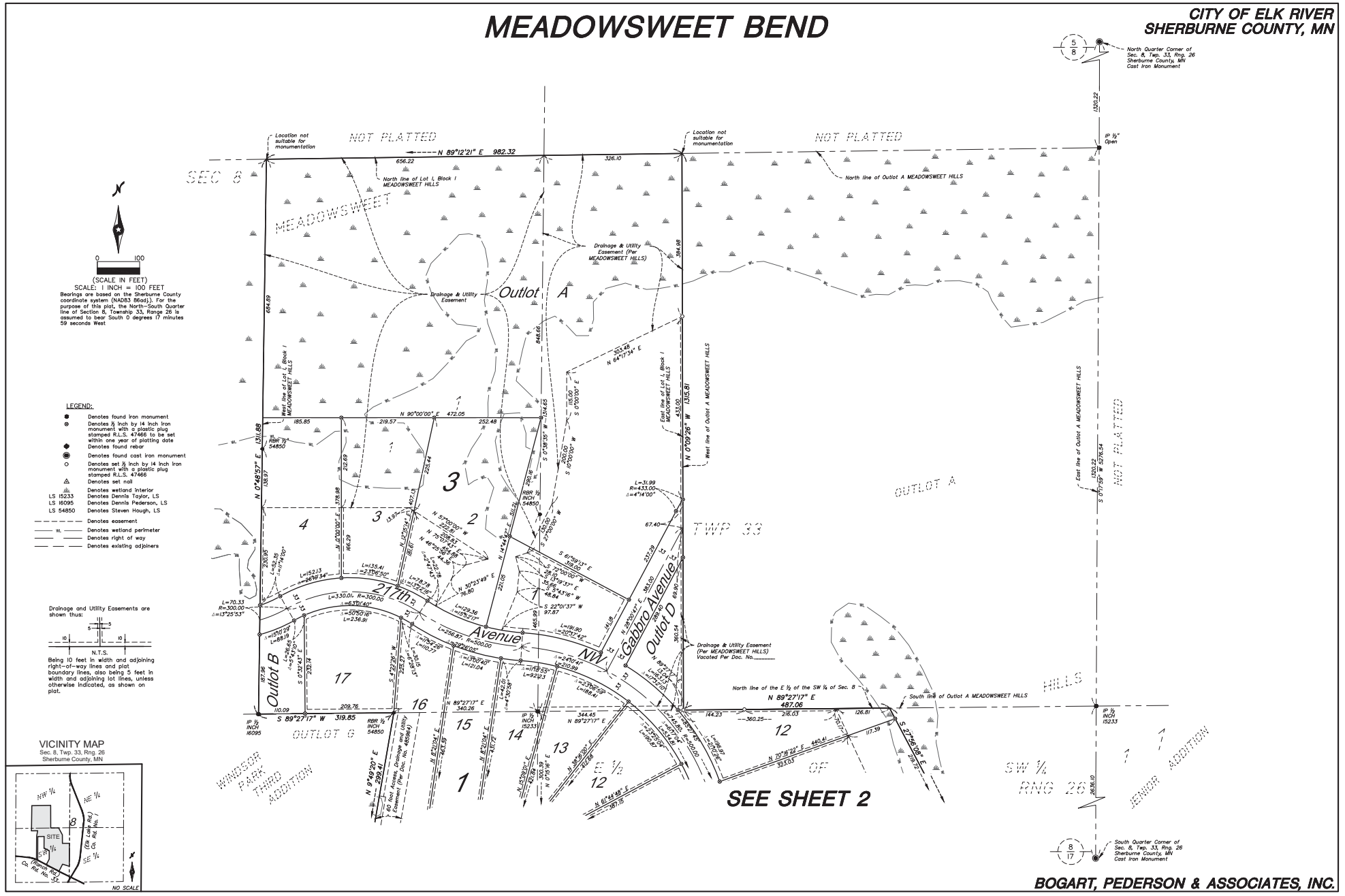


BOGART, PEDERSON & ASSOCIATES, INC.

SHEET 2 OF 3

MEADOWSWEET BEND

CITY OF ELK RIVER
SHERBURNE COUNTY, MN



0 100

(SCALE IN FEET)
SCALE: 1 INCH = 100 FEET

Bearings are based on the Sherburne County coordinate system (NAD83 86adj). For the purpose of this plat, the North–South Quarter line of Section 8, Township 33, Range 26 is assumed to bear South 0 degrees 17 minutes 59 seconds West

LEGEND:

- Denotes found iron monument
- Denotes ½ inch by 14 inch iron monument with a plastic plug stamped R.L.S. 47466 to be set within one year of platting date
- Denotes found rebar
- Denotes found cast iron monument
- Denotes set ½ inch by 14 inch iron monument with a plastic plug stamped R.L.S. 47466
- Denotes set nail
- Denotes wetland interior
- LS 15233 Denotes Dennis Taylor, LS
- LS 16095 Denotes Dennis Pederson, LS
- LS 54850 Denotes Steven Hough, LS
- Denotes easement
- WL Denotes wetland perimeter
- Denotes right of way
- Denotes existing adjoiners

Drainage and Utility Easements are shown thus:

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

VICINITY MAP
Sec. 8, Twp. 33, Rng. 26
Sherburne County, MN

BOGART, PEDERSON & ASSOCIATES, INC.

SHEET 3 OF 3

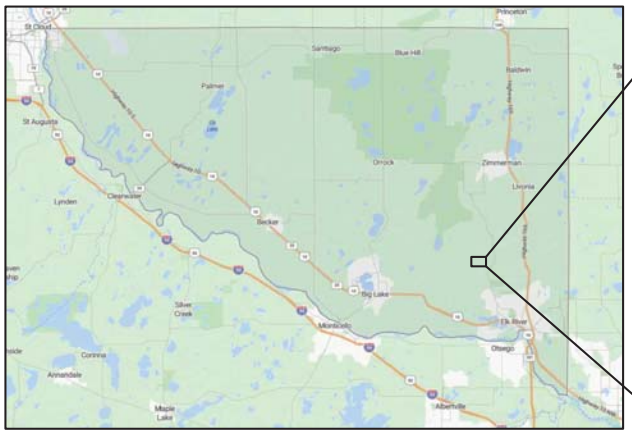
MEADOWSWEET BEND 1ST ADDITION
TWIN CITIES LAND DEVELOPMENT, LLC.
RANCH ROAD NW (CR 33)
CITY OF ELK RIVER, SHERBURNE COUNTY, MN
MAY 2025
FINAL PLANS

CIVIL & SURVEY PLANS PREPARED BY:

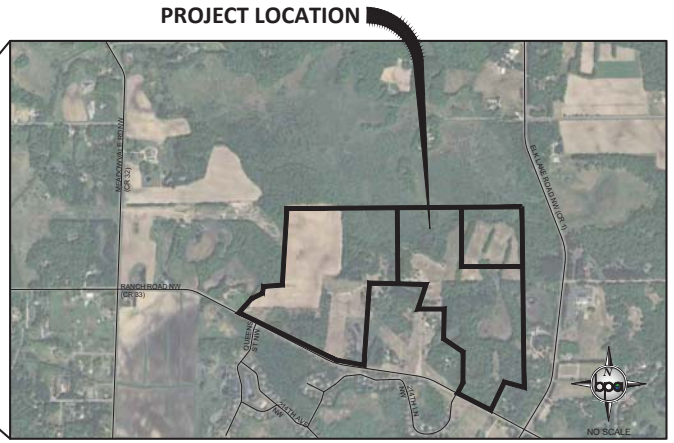
Bogart, Pederson & Associates, Inc.
CIVIL ENGINEERING
LAND SURVEYING
ENVIRONMENTAL SERVICES
Traditional Values · Creative Solutions

REFERENCED STANDARDS:
- ELK RIVER DESIGN STANDARDS (2023)
- MNDOT ROAD DESIGN MANUAL (2023)
- MNDOT STANDARD PLATES
- MPCA STORMWATER MANUAL
- CEAM SPECIFICATIONS (2013)
- MUTCD (2023)

PRIVATE UTILITIES SHOWN ARE QUALITY LEVEL D.
QUALITY LEVEL D PROVIDES THE MOST BASIC LEVEL OF INFORMATION. IT INVOLVES COLLECTING DATA FROM EXISTING UTILITY RECORDS. RECORDS MAY INCLUDE AS-BUILT DRAWINGS, DISTRIBUTION AND SERVICES MAPS, EXISTING GEOGRAPHIC INFORMATION SYSTEM DATABASES, CONSTRUCTION PLANS, ETC.



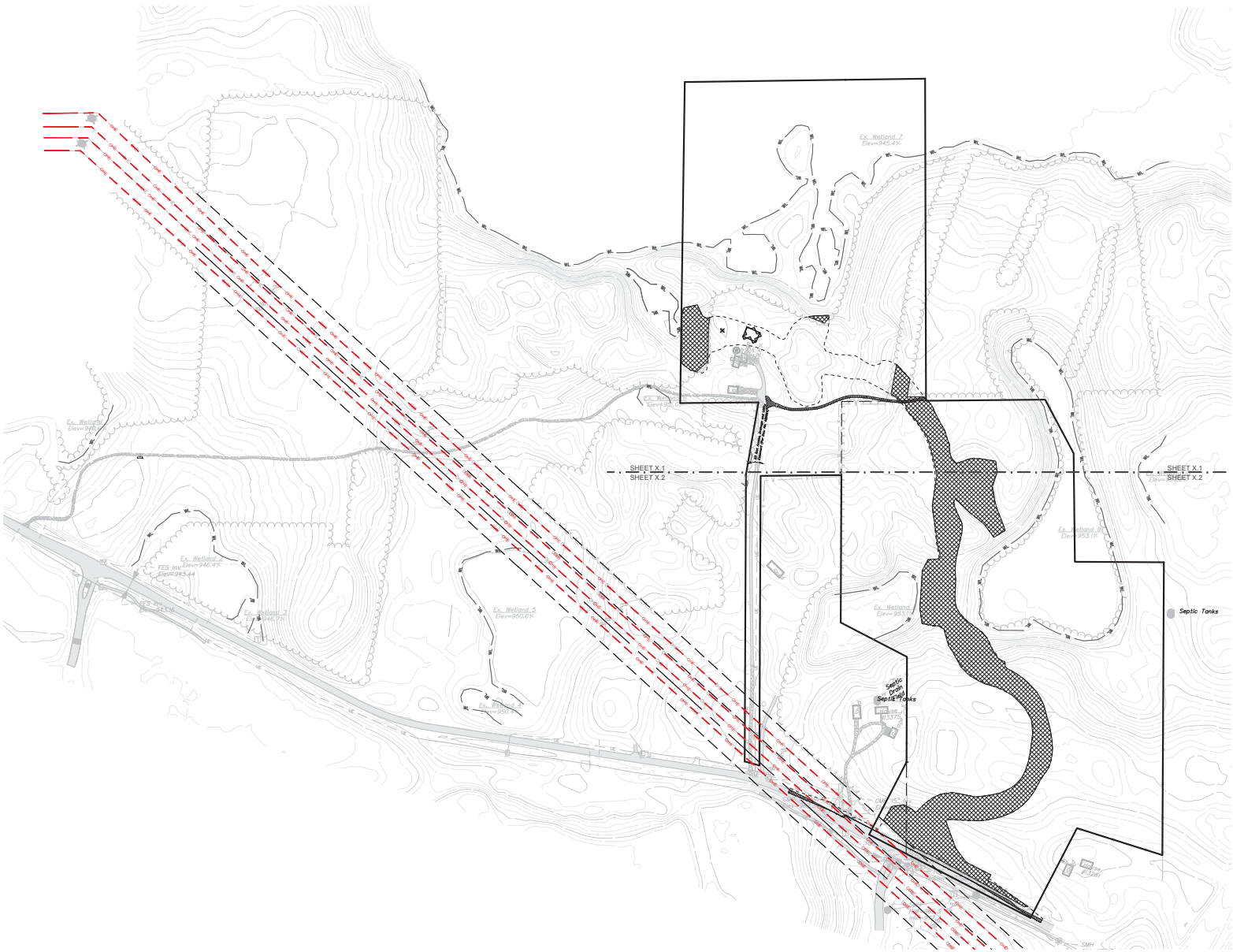
SHERBURNE COUNTY, MINNESOTA



VICINITY MAP

Sheet List Table	
Sheet Number	Sheet Title
-	Cover
C1.0	Overall Removals Plan
C1.1	North Removals Plan
C1.2	South Removals Plan
C2.0	Overall Site Plan
C2.1	North Site Plan
C2.2	South Site Plan
C2.3	Lot Tables
C3.0	Overall Grading Plan
C3.1	North Grading Plan
C3.2	South Grading Plan
C4.1	217th Ave NW Plan & Profile
C4.2	Joplin St NW Plan & Profile
C4.3	Joplin St NW Plan & Profile
C4.4	Joplin St NW Plan & Profile
C4.5	Gabbro Ave Plan & Profile
C5.1	Turn Lane Plan
C6.0	Full Erosion Control Plan
C6.1	North Erosion Control Plan
C6.2	South Erosion Control Plan
C7.0	SWPPP Narrative
C7.1	City Details
C7.2	Site Details
C7.3	Sanitary Details
C8.0	Overall Landscape Plan
C8.1	North Landscape Plan
C8.2	South Landscape Plan

REV NO.	DATE	DESCRIPTION
1	05/27/2025	1ST ADDITION PLANS



0' 200' 400'

SCALE: 1"=200'

LEGEND:

- REMOVE PAVEMENT SECTION
- REMOVE EXISTING TREES
- REMOVE FEATURE
- SALVAGE
- SAW-CUT
- GRADING EXTENTS

DEMOLITION GENERAL NOTES:

1. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO PERFORM OR COORDINATE ALL UTILITY CONNECTIONS AND RELOCATIONS FROM EXISTING UTILITY LOCATIONS TO THE PROPOSED BUILDING, AS WELL AS TO ALL ON-SITE AMENITIES. THESE CONNECTIONS INCLUDE BUT ARE NOT LIMITED TO WATER, SANITARY SEWER, UNDERGROUND GAS, ETC.
2. THE CONNECTIONS SHALL BE PERFORMED IN ACCORDANCE WITH STATE AND LOCAL STANDARD SPECIFICATIONS FOR CONSTRUCTION. UTILITY CONNECTIONS (UNDERGROUND GAS, WATERMAIN, AND STORM SEWER) MAY REQUIRE A PERMIT FROM THE CITY.
3. THE CONTRACTOR SHALL VERIFY THE ELEVATIONS AT PROPOSED CONNECTIONS TO EXISTING UTILITIES PRIOR TO ANY DEMOLITION.
4. CONTRACTOR SHALL COORDINATE WITH THE CITY OF ELK RIVER FOR ALL UTILITY DISCONNECTIONS, SERVICE TERMINATIONS AND REMOVALS. CONTRACTOR SHALL COORDINATE UTILITY DISCONNECTIONS AND RELOCATIONS WITH THE UTILITY PROVIDERS PRIOR TO THE START OF CONSTRUCTION. ALL SERVICE CONNECTIONS/DISCONNECTIONS SHALL BE PERFORMED IN ACCORDANCE WITH STATE AND LOCAL STANDARD SPECIFICATIONS FOR CONSTRUCTION. CONTRACTOR SHALL OBTAIN ALL NECESSARY STATE AND LOCAL PERMITS NECESSARY FOR UTILITY CONSTRUCTION AND WORK WITHIN ADJACENT RIGHT-OF-WAYS.
5. IF DEWATERING IS REQUIRED FOR THIS PROJECT, THE PUMP DISCHARGE SHALL BE TREATED PRIOR TO BEING DISCHARGED OFF-SITE OR INTO A SURFACE WATER. THE DISCHARGE SHALL BE VISUALLY CHECKED TO ENSURE THAT IT IS VISIBLY CLEAN WATER.
6. CONTRACTOR SHALL PROTECT UTILITIES, STRUCTURES AND TREES (NOTED AND NOT NOTED) TO REMAIN AND SHALL BE RESPONSIBLE TO REPAIR DAMAGES TO ANY FEATURES TO REMAIN.
7. TREES 6" AND LARGER AND OTHER NOTABLE VEGETATION WERE IDENTIFIED AND LOCATED DURING THE COURSE OF THE SURVEY. CONTRACTOR SHALL FIELD VERIFY THE EXISTING CONDITIONS OF THE PROJECT AREA AND REMOVE ALL TREES NOT DESIGNATED TO BE SAVED AND PROTECTED. ALL TREES, DEBRIS, ROOTS, BOULDERS AND TOPSOIL SHALL BE REMOVED FROM THE SITE.

CALL 48 HOURS BEFORE DIGGING:
GOPHER STATE ONE CALL
TWIN CITY AREA 651-454-0002
MINNESOTA TOLL FREE 1-800-252-1166

REV NO.	DATE	DESCRIPTION
1.	09/27/2025	1ST ADDITION PLANS

DATE: 09/27/2025
DESIGN BY: MJM
DRAWN BY: MJM
CHECKED BY: MJM, CJD
DWG FILE: SITE BASE
FILE NO.: 24-0120.00

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.

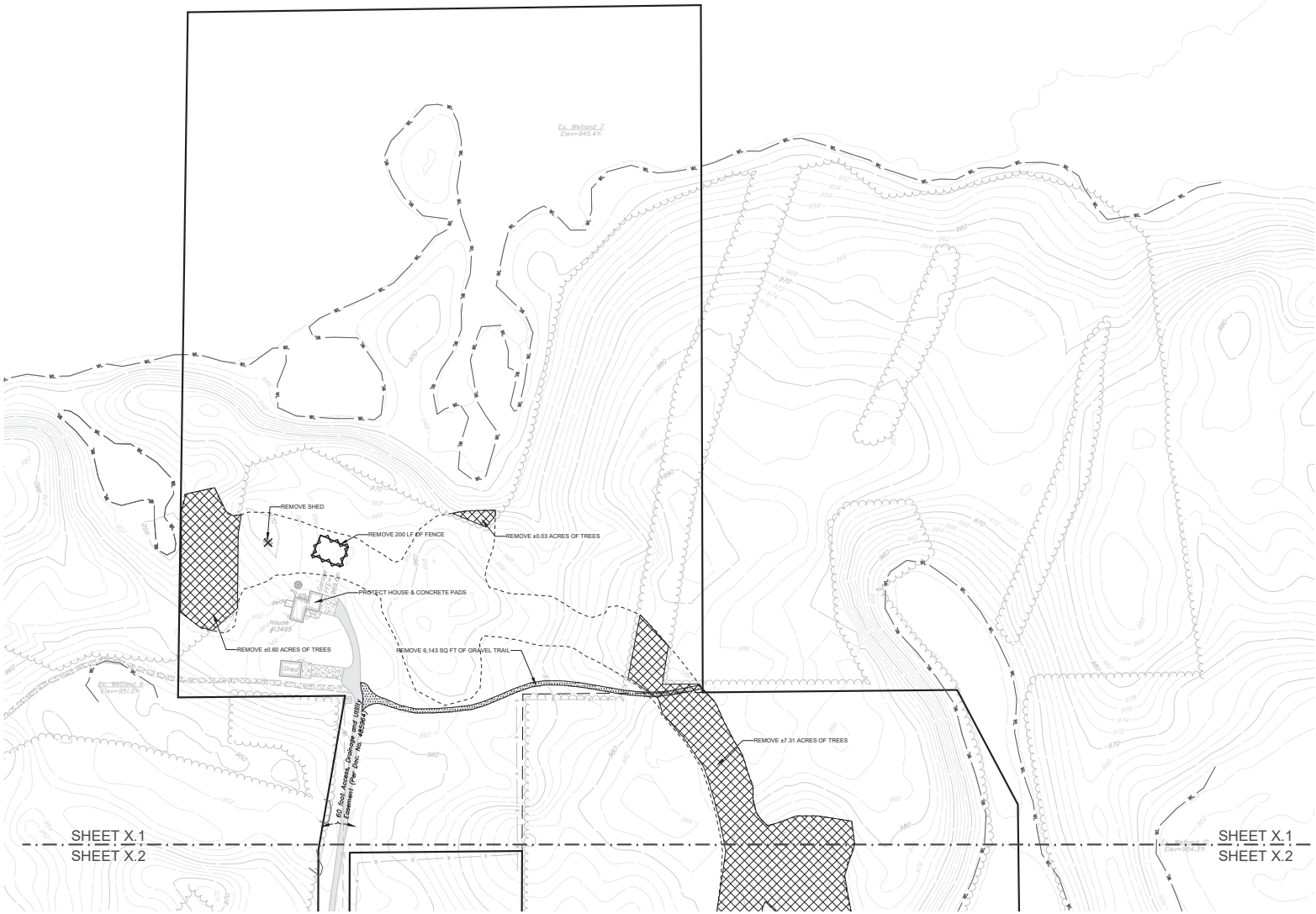
Signed: Christopher J. Dahm
Date: 09/27/2025
Lic. No. 58628

BOGART, PEDERSON & ASSOCIATES, INC.
LAND SURVEYING
CIVIL ENGINEERING
ENVIRONMENTAL SERVICES
13179 FIRST STREET, BECKER, MN 55308-9322
TEL: 763-262-9822 FAX: 763-262-9844

MEADOWSWEET BEND
DEVELOPMENT 1ST ADDITION
City of Elk River, Sherburne County, MN

OVERALL REMOVALS PLAN

SHEET NO.
C1.0



0' 100' 200'
SCALE: 1"=100'

LEGEND:

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GOPHER STATE ONE CALL
TWIN CITY AREA 651-454-0002
MINNESOTA TOLL FREE 1-800-252-1166

REV NO.	DATE	DESCRIPTION
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DRAWN BY: MJM
CHECKED BY: MJM, CJD
DWG FILE: SITE BASE
FILE NO.: 24-0120.00

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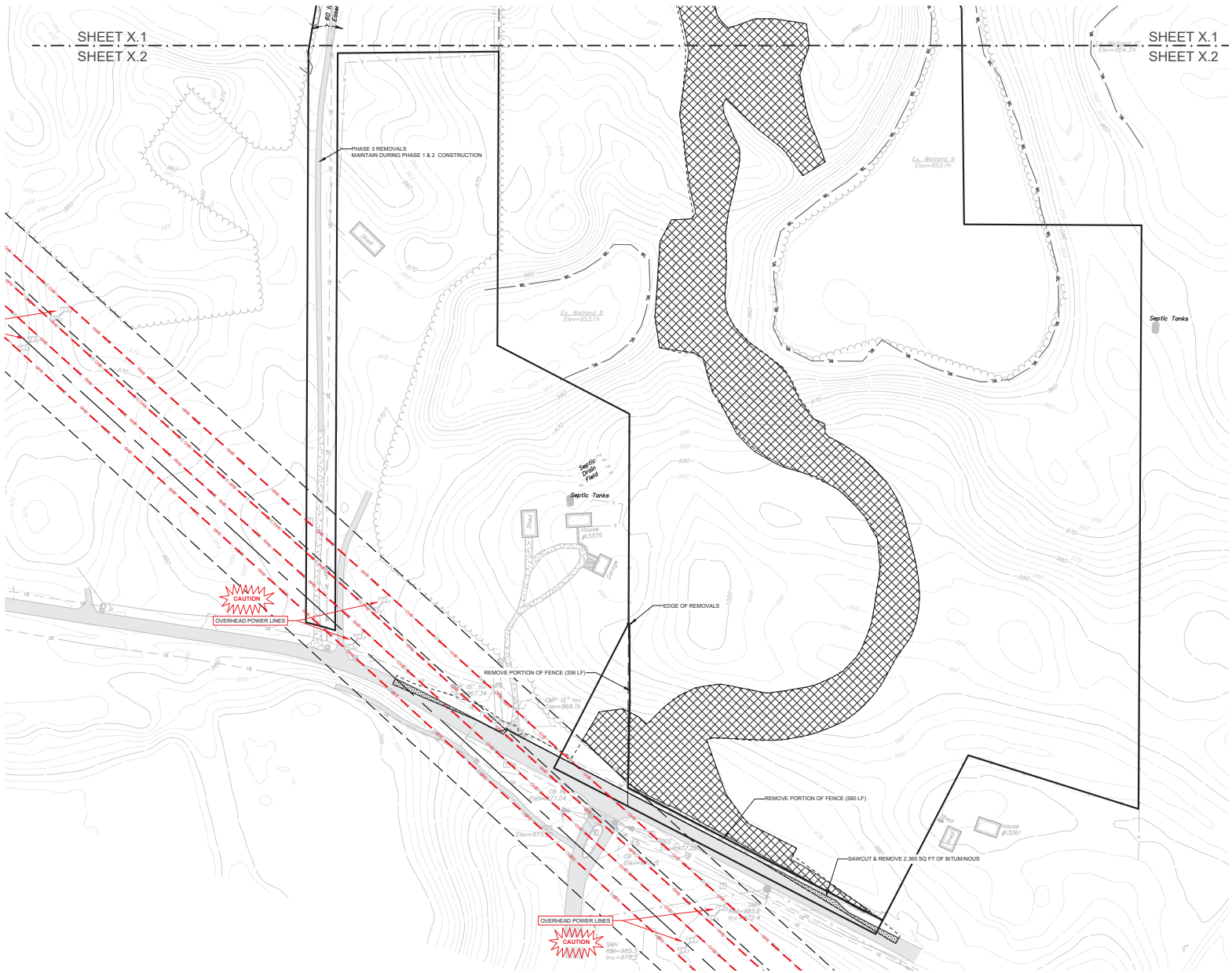
TEL: 763-262-9822 FAX: 763-262-9844

MEADOWSWEET BEND
DEVELOPMENT 1ST ADDITION
City of Elk River, Sherburne County, MN

NORTH REMOVALS PLAN

SHEET NO.
C1.1



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6. CONTRACTOR SHALL PROTECT UTILITIES, STRUCTURES AND TREES (NOTED AND NOT NOTED) TO REMAIN AND SHALL BE RESPONSIBLE TO REPAIR DAMAGES TO ANY FEATURES TO REMAIN.
7. TREES 6" AND LARGER AND OTHER NOTABLE VEGETATION WERE IDENTIFIED AND LOCATED DURING THE COURSE OF THE SURVEY. CONTRACTOR SHALL FIELD VERIFY THE EXISTING CONDITIONS OF THE PROJECT AREA AND REMOVE ALL TREES NOT DESIGNATED TO BE SAVED AND PROTECTED. ALL TREES, DEBRIS, ROOTS, BOULDERS AND TOPSOIL SHALL BE REMOVED FROM THE SITE.

CALL 48 HOURS BEFORE DIGGING:
GOPHER STATE ONE CALL
TWIN CITY AREA 651-454-0002
MINNESOTA TOLL FREE 1-800-252-1166

REV NO.	DATE	DESCRIPTION
1	05/27/2025	1ST ADDITION PLANS

DATE: 05/27/2025
DESIGN BY: MJM
DRAWN BY: MJM
CHECKED BY: MJM, CJD
DWG FILE: SITE BASE
FILE NO.: 24-0120.00

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.

Signed: Christopher J. Dahm
Date: 05/27/2025
Lic. No. 58628

BOGART, PEDERSON & ASSOCIATES, INC.
LAND SURVEYING
CIVIL ENGINEERING
ENVIRONMENTAL SERVICES
13179 FIRST STREET, BECKER, MN 55308-9322
TEL: 763-262-9822 FAX: 763-262-9844

MEADOWSWEET BEND
DEVELOPMENT 1ST ADDITION
City of Elk River, Sherburne County, MN

SOUTH REMOVALS PLAN

SHEET NO.
C1.2

0' 200' 400'

SCALE: 1"=200'

LEGEND:

- PROPOSED ASPHALT PAVEMENT
- PROPOSED GRAVEL SURFACING
- PROPOSED CONCRETE PAVEMENT
- APPROXIMATE LOCATION & SIZE OF HOUSE (SEE GRADING PLAN FOR SUGGESTED HOUSE TYPE)

SITE PLAN NOTES:

1. ALL CONCRETE RAMPS, SIDEWALKS AND ACCESSIBLE HANDICAPPED PARKING STALLS TO CONFORM TO CURRENT A.D.A. REQUIREMENTS.
2. CONTRACTOR SHALL FIELD VERIFY HORIZONTAL AND VERTICAL LOCATION OF EXISTING UTILITIES PRIOR TO START OF CONSTRUCTION.
3. CONTRACTOR SHALL INSTALL EROSION CONTROL MEASURES PRIOR TO THE START OF CONSTRUCTION.
4. CONSTRUCTION SHALL BE IN ACCORDANCE WITH APPLICABLE CITY, COUNTY AND STATE REGULATIONS.
5. SITE SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE PLANS APPROVED BY THE CITY.
6. SEE PRELIMINARY PLAT FOR LOT STANDARDS, SETBACK INFORMATION, ETC.
7. THERE WILL BE A $1,000 SURCHARGE ON PATCHES IN BASE COURSE PAVEMENT, NO PATCHES ARE ALLOWED IN WEAR COURSE PER ELK RIVER.

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MINNESOTA TOLL FREE 1-800-252-1166

REV NO.	DATE	DESCRIPTION
1	11/13/2024	REVISION PER CITY REVIEW
2	1/22/2025	LOT ADJUSTMENT
3	2/26/2025	PHASING PLAN

DATE: 2/26/2025
DESIGN BY: MJM
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MEADOWSWEET BEND DEVELOPMENT
City of Elk River, Sherburne County, MN

OVERALL SITE PLAN

SHEET NO.
C2.0

LEGEND:

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- PROPOSED GRAVEL SURFACING
- PROPOSED CONCRETE PAVEMENT
- APPROXIMATE LOCATION & SIZE OF HOUSE (SEE GRADING PLAN FOR SUGGESTED HOUSE TYPE)

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REV NO.	DATE	DESCRIPTION
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3	2/26/2025	PHASING PLAN

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MEADOWSWEET BEND DEVELOPMENT
City of Elk River, Sherburne County, MN

NORTH SITE PLAN

SHEET NO.
C2.1

LEGEND:

- PROPOSED ASPHALT PAVEMENT
- PROPOSED GRAVEL SURFACING
- PROPOSED CONCRETE PAVEMENT
- APPROXIMATE LOCATION & SIZE OF HOUSE (SEE GRADING PLAN FOR SUGGESTED HOUSE TYPE)

SITE PLAN NOTES:

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MEADOWSWEET BEND DEVELOPMENT
City of Elk River, Sherburne County, MN

SOUTH SITE PLAN

SHEET NO.
C2.2

Block 1		
Lot #	Area (S.F.)	Area (Acre)
1	60,496	1.39
2	42,065	0.97
3	44,070	1.01
4	44,070	1.01
5	47,766	1.10
6	49,349	1.13
7	90,266	2.07
8	94,627	2.17
9	47,964	1.10
10	46,514	1.07
11	43,798	1.01
12	45,048	1.03
13	43,896	1.01
14	46,484	1.07
15	51,251	1.18
16	60,309	1.38
17	54,118	1.24
OUTLOT B	22,341	0.51
OUTLOT C	70,468	1.62

Block 2		
Lot #	Area (S.F.)	Area (Acre)
1	56,679	1.30
2	58,950	1.35
3	44,662	1.03
4	108,135	2.48
5	85,262	1.96
6	73,716	1.69
7	87,602	2.01
8	290,693	6.67
9	162,864	3.74
10	71,223	1.64
11	75,567	1.73
12	47,534	1.09
OUTLOT D	24,646	0.57

Block 3		
Lot #	Area (S.F.)	Area (Acre)
1	51,556	1.18
2	108,878	2.50
3	68,294	1.57
4	76,299	1.75
OUTLOT A	739,431	16.97

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1.	05/27/2025	1ST ADDITION PLANS

DATE: 05/27/2025
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DWG FILE: LOT TABLE
PROJECT NO.: 24-0120.00
FILE NO.:

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MEADOWSWEET BEND
DEVELOPMENT 1ST ADDITION
City of Elk River, Sherburne County, MN

LOT TABLES

SHEET NO.
C2.3

0' 200' 400'
SCALE 1"=200'

LEGEND:

- PROPOSED FLEXAMAT CONCRETE MAT
- 980.50 TP — NEW TOP OF PAVEMENT ELEVATION
- 980.50 TG — NEW TOP OF GRAVEL ELEVATION
- 980.50 FG — NEW FINISHED GRADE ELEVATION
- 980.50 EX — EXISTING ELEVATION
- 984 — PROPOSED CONTOUR
- PROPOSED SLOPE
- DW 5% — SUGGESTED DRIVEWAY SLOPE
- E.O.F. — EMERGENCY OVERFLOW
- PROPOSED STORM SEWER
- PROPOSED FLARED END SECITON

FBLO G=980.0 GLL=972.0 OPN=974.5 MIN=971.5

- SUGGESTED HOUSE TYPE
- SUGGESTED GARAGE ELEVATION
- SUGGESTED LOW LEVEL ELEVATION
- SUGGESTED LOW OPENING ELEVATION
- MINIMUM LOW OPENING ELEVATION FOR FREEBOARD

GRADING GENERAL NOTES:

1. THE CONTRACTOR SHALL NOTE ANY DISCREPANCIES BETWEEN EXISTING CONDITIONS IN THE FIELD REPRESENTED WITHIN THE PLANS AS SHOWN AND ALERT THE ENGINEER BEFORE BIDDING THE PROJECT AND BEGINNING CONSTRUCTION.
2. CONTRACTOR SHALL LOCATE AND VERIFY ALL UTILITIES WHICH MAY AFFECT THIS WORK AND NOTIFY THE OWNER OF ANY CHANGES. CONTACT LOCAL UTILITY COMPANIES FOR EXACT LOCATIONS PRIOR TO BIDDING THE PROJECT AND COMMENCING WORK.
3. CONTRACTOR SHALL TAKE NECESSARY PRECAUTIONS TO PREVENT SILT AND DEBRIS RUN-OFF DURING GRADING OPERATIONS (I.E. SILT FENCE, STRAW BALES, ETC.).
4. CONTRACTOR SHALL VERIFY CRITICAL ELEVATIONS TO ENSURE CONFORMANCE WITH GRADING PLAN, PARTICULARLY WITH EXISTING STRUCTURES AND/OR PAVEMENTS TO REMAIN. MEET EXISTING GRADES ALONG STREETS, PROPERTY LINES, AND DRIVEWAY ENTRANCES. RESTORE ALL PAVEMENTS THAT REMAIN TO THEIR ORIGINAL IF NOT BETTER CONDITION. NOTIFY OWNER OF ANY CONFLICTS PRIOR TO BIDDING THE PROJECT.
5. TURF ESTABLISHMENT AREAS SHALL RECEIVE MINIMUM OF 4" DEPTH AS MEASURED IN PLACE OF TOPSOIL. TOPSOIL SHALL BE FURNISHED AND INSTALLED BY THE CONTRACTOR. ALL GRADED SLOPES GREATER THAN OR EQUAL TO 5:1 SHALL BE HYDROSEEDED, EROSION CONTROL BLANKETED, OR MULCHED TO HELP STABILIZE THE SLOPES BY GENERAL CONTRACTOR.
6. PROPOSED SPOT ELEVATIONS ARE TO THE TOP OF CURB UNLESS NOTED OTHERWISE. ELEVATION OF FLOW LINE IS 6" BELOW TOP OF CURB UNLESS OTHERWISE SHOWN.
7. CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR DETERMINING QUANTITIES OF CUT, FILL AND WASTE MATERIALS TO BE HANDLED, AND FOR AMOUNT OF GRADING TO BE DONE IN ORDER TO COMPLETELY PERFORM ALL WORK INDICATED ON THE DRAWINGS. IMPORT SUITABLE MATERIAL AND EXPORT UNSUITABLE / EXCESS / WASTE MATERIAL AS REQUIRED. ALL COSTS ASSOCIATED WITH IMPORTING AND EXPORTING MATERIALS SHALL BE INCIDENTAL TO THE CONTRACT.
8. IT IS INTENDED THAT EARTHWORK (CUT VS. FILL) BALANCE ON SITE. THE CONTRACTOR SHALL SUBMIT THE QUANTITY OF MATERIAL AND AMOUNT OF ANTICIPATED GRADE ADJUSTMENT FOR REVIEW BY THE ENGINEER A MINIMUM OF FOUR WEEKDAYS PRIOR TO MAKING ADJUSTMENTS. ALL GRADE ADJUSTMENTS MUST BE APPROVED BY THE ENGINEER. NO ADDITIONAL COMPENSATION SHALL BE ALLOWED FOR WORK ASSOCIATED WITH GRADING ADJUSTMENTS, INCLUDING, BUT NOT LIMITED TO, EARTHWORK OPERATIONS, STORM SEWER PIPING AND STRUCTURE ADJUSTMENTS, CONSTRUCTION SURVEYING FOR ADJUSTING FEATURE LOCATIONS ACCORDINGLY, SILT FENCE, ETC.
9. FAILURE OF TURF DEVELOPMENT: IN THE EVENT THE CONTRACTOR FAILS TO PROVIDE AN ACCEPTABLE TURF, THE CONTRACTOR SHALL RE-SEED OR RE-SOD ALL APPLICABLE AREAS, AT NO ADDITIONAL COST TO THE OWNER, TO THE SATISFACTION OF THE ENGINEER.
10. ANY MANHOLE, CATCH BASIN, STORM SEWER, SANITARY SEWER, DRAINTILE, OR OTHER POTENTIAL SOURCE FOR CONTAMINATION SHALL BE INSTALLED AT LEAST 10 FEET HORIZONTALLY FROM ANY WATERMAIN PER MINNESOTA PLUMBING CODE. THIS ISOLATION DISTANCE SHALL BE MEASURED FROM THE OUTER EDGE OF THE PIPE TO THE OUTER EDGE OF THE CONTAMINATION SOURCE (OUTER EDGE OF STRUCTURES OR PIPING OR SIMILAR)
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12. SUGGESTED HOUSE TYPES SHOWN ARE NOT FINAL. OTHER HOUSE TYPES MAY BE USED AND DETERMINED BY THE HOUSE BUILDER. THE MINIMUM LOW FLOOR ELEVATIONS SHALL BE MAINTAINED UNLESS HOUSE IS BUILT IN A DIFFERENT LOCATION OUTSIDE OF THE GOVERNING HWL.
13. EACH LOT SHALL BE SERVICED BY INDIVIDUAL WELLS AND PUBLIC SANITARY FORCE MAIN SEWER. (PLAN PROVIDED BY OTHERS)
14. DRIVEWAY CULVERTS WITH SLOPES LESS THAN 2.0% SHALL BE 15 INCHES IN DIAMETER WITH A MINIMUM SLOPE OF 1.0%. DRIVEWAY CULVERTS WITH A SLOPE OVER 2.0% MAY BE 12 INCHES, UNLESS STATED OTHERWISE.

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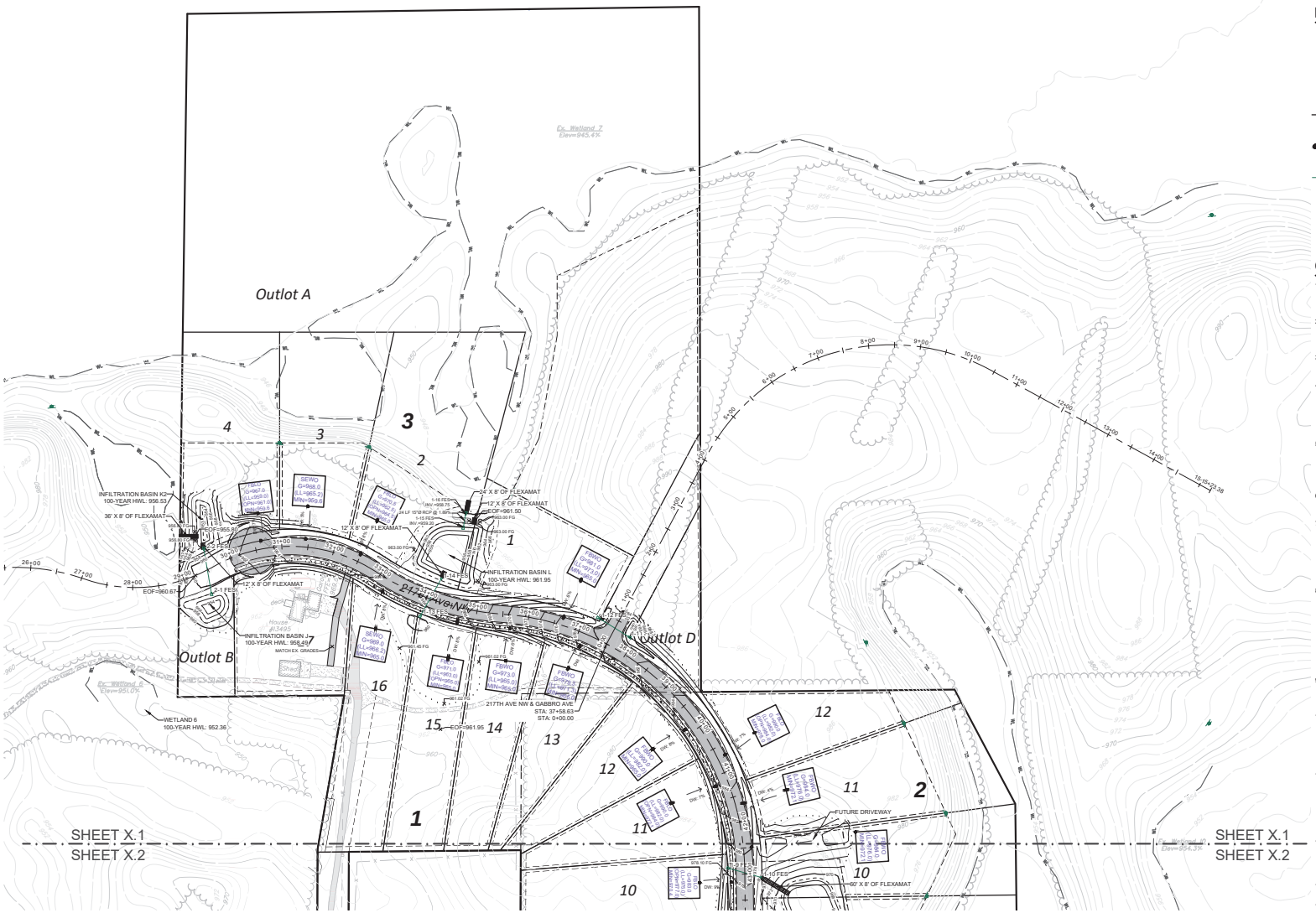
MEADOWSWEET BEND
DEVELOPMENT 1ST ADDITION
City of Elk River, Sherburne County, MN

OVERALL GRADING PLAN

SHEET NO.
C3.0



0' 100' 200'
SCALE 1"=100'

LEGEND:

- PROPOSED FLEXAMAT CONCRETE MAT
- 980.50 TP — NEW TOP OF PAVEMENT ELEVATION
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- 980.50 EX — EXISTING ELEVATION
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- PROPOSED SLOPE
- DW 5% — SUGGESTED DRIVEWAY SLOPE
- E.O.F. — EMERGENCY OVERFLOW
- PROPOSED STORM SEWER
- PROPOSED FLARED END SECITON
- FBLO G=980.0 (LL=972.0) OPN=974.5 MIN=971.4 — SUGGESTED HOUSE TYPE; SUGGESTED GARAGE ELEVATION; SUGGESTED LOW LEVEL ELEVATION; SUGGESTED LOW OPENING ELEVATION; MINIMUM LOW OPENING ELEVATION FOR FREEBOARD

GRADING GENERAL NOTES:

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MEADOWSWEET BEND
DEVELOPMENT 1ST ADDITION
City of Elk River, Sherburne County, MN

NORTH GRADING PLAN

SHEET NO.
C3.1

LEGEND:

- PROPOSED FLEXAMAT CONCRETE MAT
- 980.50 TP — NEW TOP OF PAVEMENT ELEVATION
- 980.50 TG — NEW TOP OF GRAVEL ELEVATION
- 980.50 FG — NEW FINISHED GRADE ELEVATION
- 980.50 EX — EXISTING ELEVATION
- 984 — PROPOSED CONTOUR
- PROPOSED SLOPE
- DW 5% — SUGGESTED DRIVEWAY SLOPE
- E.O.F. — EMERGENCY OVERFLOW
- PROPOSED STORM SEWER
- PROPOSED FLARED END SECITON
- FB/LO — SUGGESTED HOUSE TYPE
  G=980.0 — SUGGESTED GARAGE ELEVATION
  (LL=972.0) — SUGGESTED LOW LEVEL ELEVATION
  OPN=974.0 — SUGGESTED LOW OPENING ELEVATION
  MIN=971.6 — MINIMUM LOW OPENING ELEVATION FOR FREEBOARD

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3. CONTRACTOR SHALL TAKE NECESSARY PRECAUTIONS TO PREVENT SILT AND DEBRIS RUN-OFF DURING GRADING OPERATIONS (I.E. SILT FENCE, STRAW BALES, ETC.).
4. CONTRACTOR SHALL VERIFY CRITICAL ELEVATIONS TO ENSURE CONFORMANCE WITH GRADING PLAN, PARTICULARLY WITH EXISTING STRUCTURES AND/OR PAVEMENTS TO REMAIN. MEET EXISTING GRADES ALONG STREETS, PROPERTY LINES, AND DRIVEWAY ENTRANCES. RESTORE ALL PAVEMENTS THAT REMAIN TO THEIR ORIGINAL IF NOT BETTER CONDITION. NOTIFY OWNER OF ANY CONFLICTS PRIOR TO BIDDING THE PROJECT.
5. TURF ESTABLISHMENT AREAS SHALL RECEIVE MINIMUM OF 4" DEPTH AS MEASURED IN PLACE OF TOPSOIL. TOPSOIL SHALL BE FURNISHED AND INSTALLED BY THE CONTRACTOR. ALL GRADED SLOPES GREATER THAN OR EQUAL TO 5:1 SHALL BE HYDROSEEDED, EROSION CONTROL BLANKETED, OR MULCHED TO HELP STABILIZE THE SLOPES BY GENERAL CONTRACTOR.
6. PROPOSED SPOT ELEVATIONS ARE TO THE TOP OF CURB UNLESS NOTED OTHERWISE. ELEVATION OF FLOW LINE IS 6" BELOW TOP OF CURB UNLESS OTHERWISE SHOWN.
7. CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR DETERMINING QUANTITIES OF CUT, FILL AND WASTE MATERIALS TO BE HANDLED, AND FOR AMOUNT OF GRADING TO BE DONE IN ORDER TO COMPLETELY PERFORM ALL WORK INDICATED ON THE DRAWINGS. IMPORT SUITABLE MATERIAL AND EXPORT UNSUITABLE / EXCESS / WASTE MATERIAL AS REQUIRED. ALL COSTS ASSOCIATED WITH IMPORTING AND EXPORTING MATERIALS SHALL BE INCIDENTAL TO THE CONTRACT.
8. IT IS INTENDED THAT EARTHWORK (CUT VS. FILL) BALANCE ON SITE. THE CONTRACTOR SHALL SUBMIT THE QUANTITY OF MATERIAL AND AMOUNT OF ANTICIPATED GRADE ADJUSTMENT FOR REVIEW BY THE ENGINEER A MINIMUM OF FOUR WEEKDAYS PRIOR TO MAKING ADJUSTMENTS. ALL GRADE ADJUSTMENTS MUST BE APPROVED BY THE ENGINEER. NO ADDITIONAL COMPENSATION SHALL BE ALLOWED FOR WORK ASSOCIATED WITH GRADING ADJUSTMENTS, INCLUDING, BUT NOT LIMITED TO, EARTHWORK OPERATIONS, STORM SEWER PIPING AND STRUCTURE ADJUSTMENTS, CONSTRUCTION SURVEYING FOR ADJUSTING FEATURE LOCATIONS ACCORDINGLY, SILT FENCE, ETC.
9. FAILURE OF TURF DEVELOPMENT: IN THE EVENT THE CONTRACTOR FAILS TO PROVIDE AN ACCEPTABLE TURF, THE CONTRACTOR SHALL RE-SEED OR RE-SOD ALL APPLICABLE AREAS, AT NO ADDITIONAL COST TO THE OWNER, TO THE SATISFACTION OF THE ENGINEER.
10. ANY MANHOLE, CATCH BASIN, STORM SEWER, SANITARY SEWER, DRAINTILE, OR OTHER POTENTIAL SOURCE FOR CONTAMINATION SHALL BE INSTALLED AT LEAST 10 FEET HORIZONTALLY FROM ANY WATERMAIN PER MINNESOTA PLUMBING CODE. THIS ISOLATION DISTANCE SHALL BE MEASURED FROM THE OUTER EDGE OF THE PIPE TO THE OUTER EDGE OF THE CONTAMINATION SOURCE (OUTER EDGE OF STRUCTURES OR PIPING OR SIMILAR)
11. CONTRACTOR SHALL MAINTAIN DRAINAGE FROM EXISTING BUILDING AT ALL TIMES. PROVIDE TEMPORARY STORM SEWER (INCLUDING, BUT NOT LIMITED TO, CATCH BASINS, MANHOLES, PIPING, ETC.) AS REQUIRED. EXISTING STORM SEWER SHALL NOT BE REMOVED UNTIL TEMPORARY OR PERMANENT STORM SEWER IS INSTALLED AND FUNCTIONAL. COORDINATE ALL REMOVALS WITH APPROPRIATE TRADES (SITE UTILITY CONTRACTOR, MECHANICAL CONTRACTOR, ETC.) AS REQUIRED.
12. SUGGESTED HOUSE TYPES SHOWN ARE NOT FINAL. OTHER HOUSE TYPES MAY BE USED AND DETERMINED BY THE HOUSE BUILDER. THE MINIMUM LOW FLOOR ELEVATIONS SHALL BE MAINTAINED UNLESS HOUSE IS BUILT IN A DIFFERENT LOCATION OUTSIDE OF THE GOVERNING HWL.
13. EACH LOT SHALL BE SERVICED BY INDIVIDUAL WELLS AND PUBLIC SANITARY FORCE MAIN SEWER. (PLAN PROVIDED BY OTHERS)
14. DRIVEWAY CULVERTS WITH SLOPES LESS THAN 2.0% SHALL BE 15 INCHES IN DIAMETER WITH A MINIMUM SLOPE OF 1.0%. DRIVEWAY CULVERTS WITH A SLOPE OVER 2.0% MAY BE 12 INCHES, UNLESS STATED OTHERWISE.

REV NO.	DATE	DESCRIPTION
1	05/27/2025	1ST ADDITION PLANS

DATE: 05/27/2025
DESIGN BY: MJM
DRAWN BY: MJM
CHECKED BY: MJM, CJD
DWG FILE: GRADING
FILE NO.: 24-0120.00

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.

Signed: Christopher J. Dahm
Date: 05/27/2025
Lic. No. 58628

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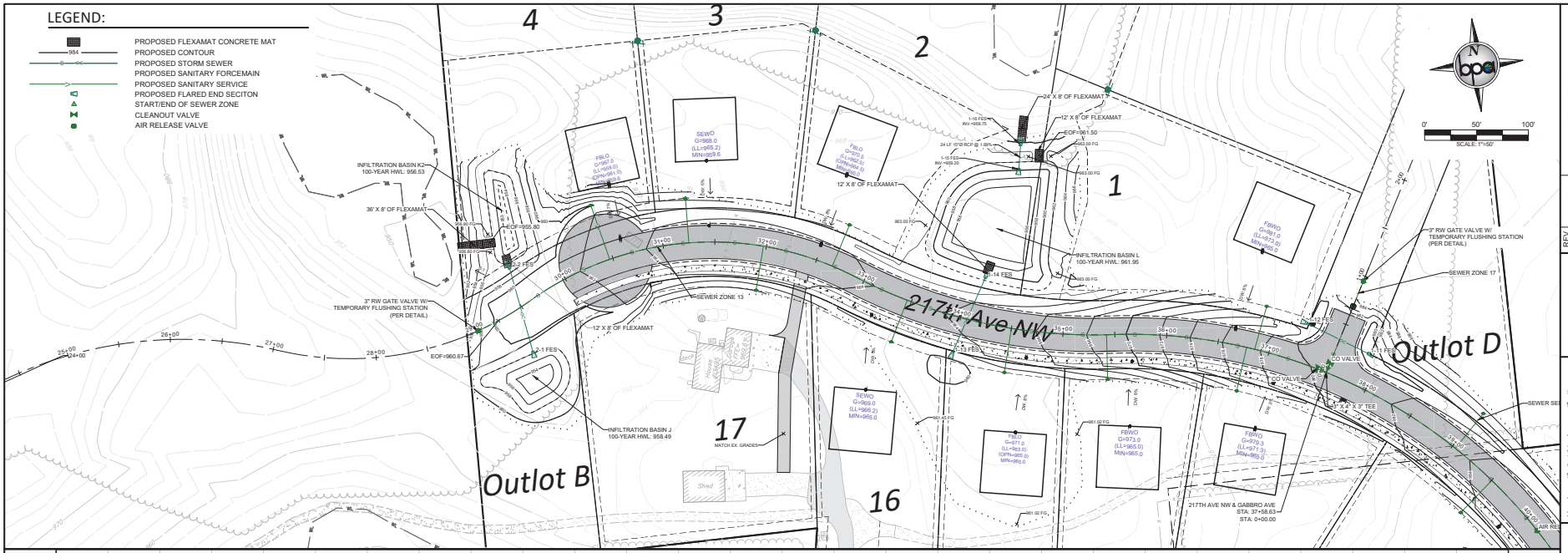
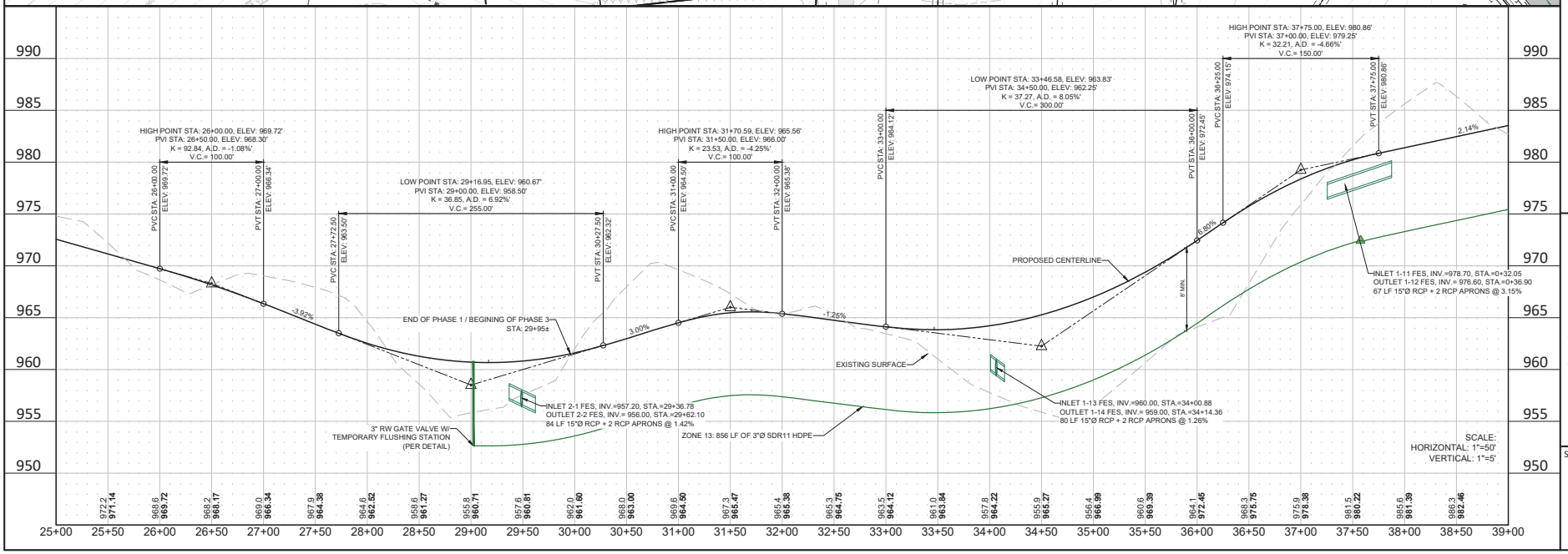
MEADOWSWEET BEND
DEVELOPMENT 1ST ADDITION
City of Elk River, Sherburne County, MN

SOUTH GRADING PLAN

SHEET NO.
C3.2





DESCRIPTION: 1ST ADDITION PLANS
DATE: 05/27/2025
REV NO.: 1

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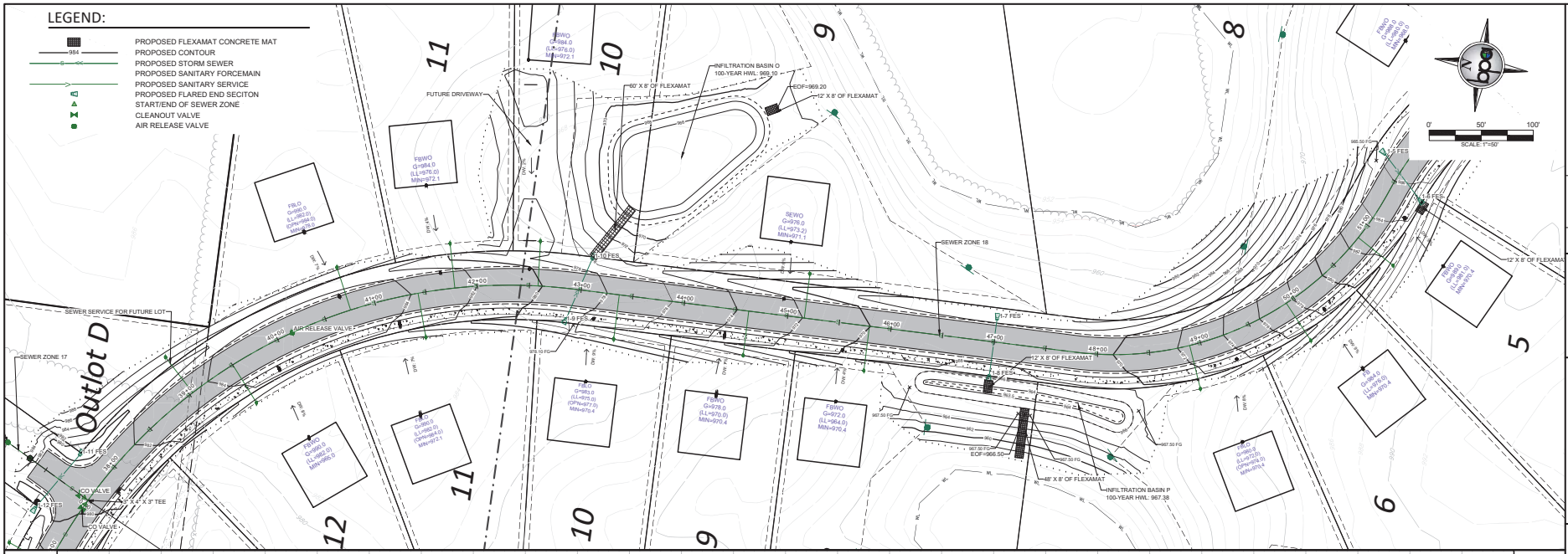
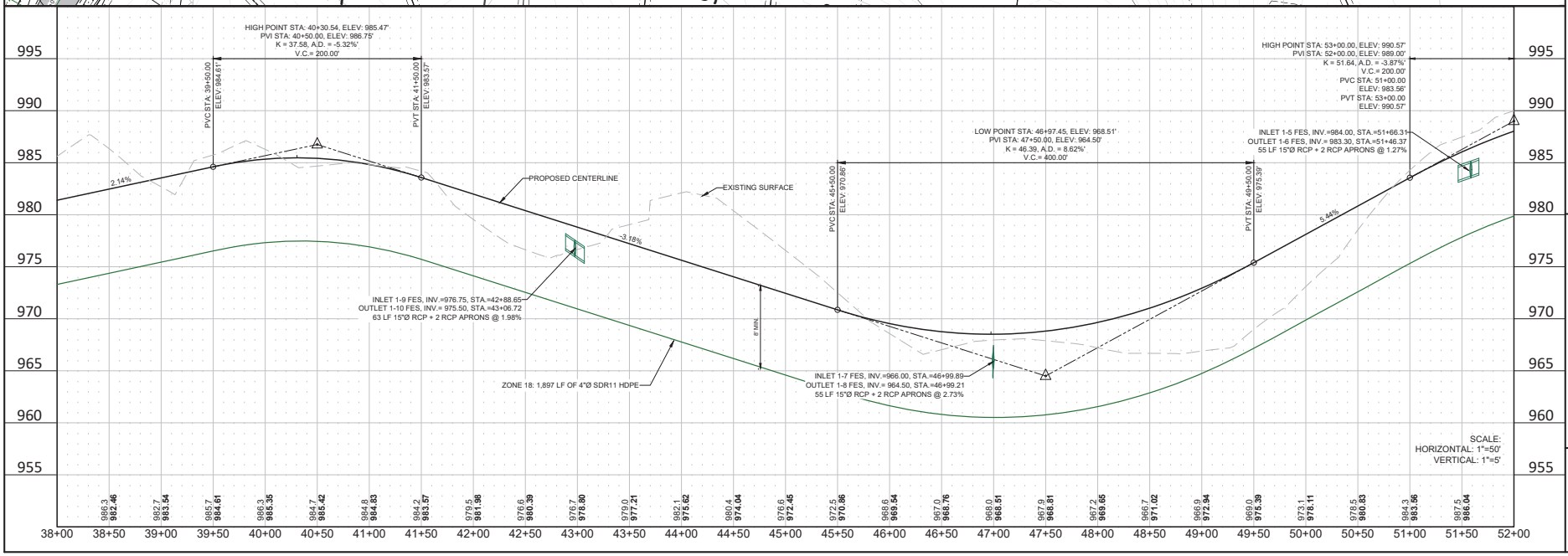
MEADOWSWEET BEND
DEVELOPMENT 1ST ADDITION
City of Elk River, Sherburne County, MN

217TH AVE NW PLAN & PROFILE

SHEET NO.
C4.1





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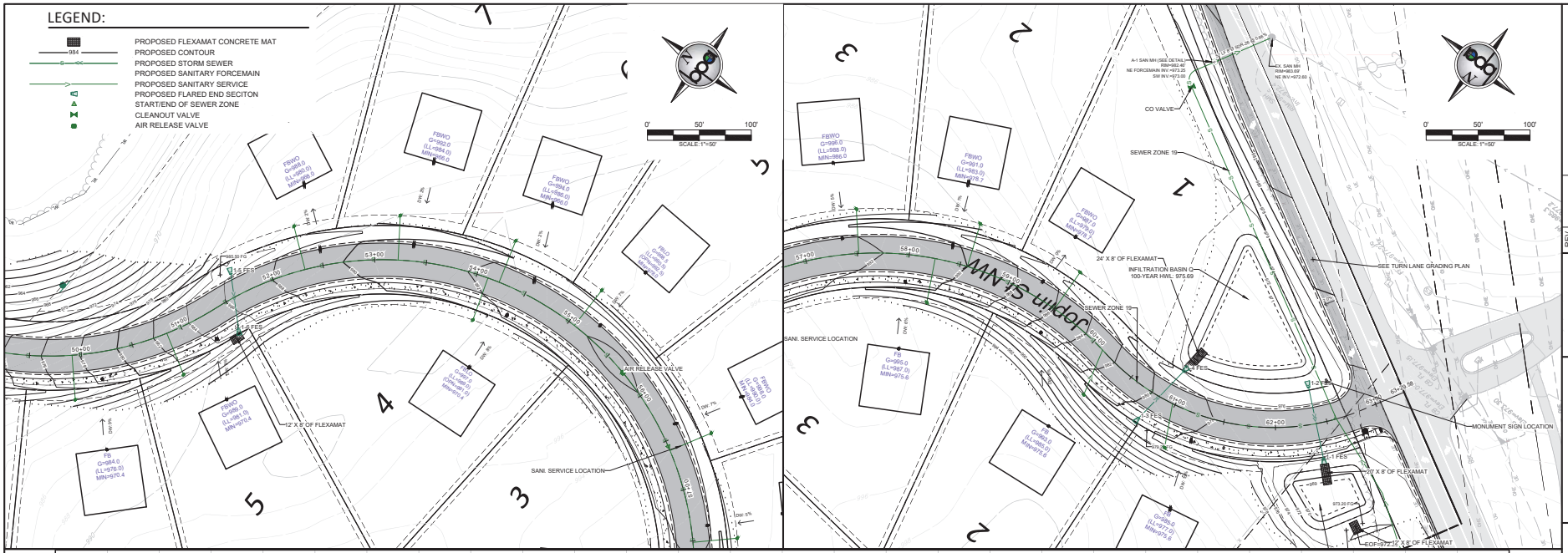
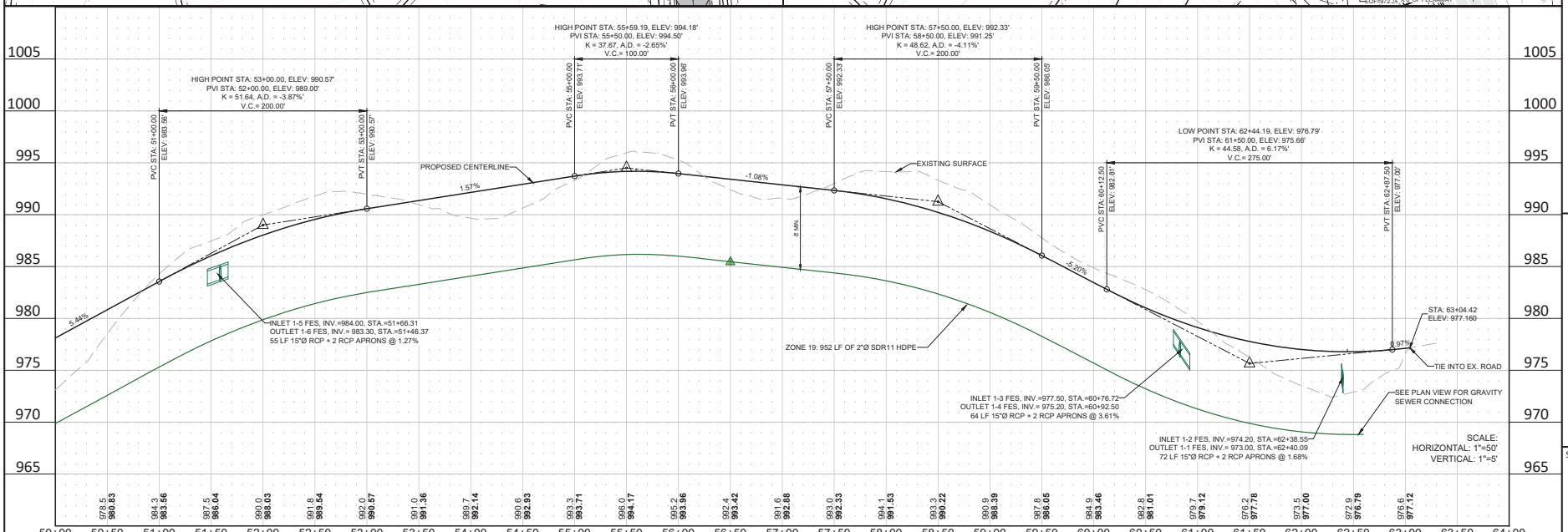
MEADOWSWEET BEND
DEVELOPMENT 1ST ADDITION
City of Elk River, Sherburne County, MN

JOPLIN ST NW PLAN & PROFILE

SHEET NO.
C4.2





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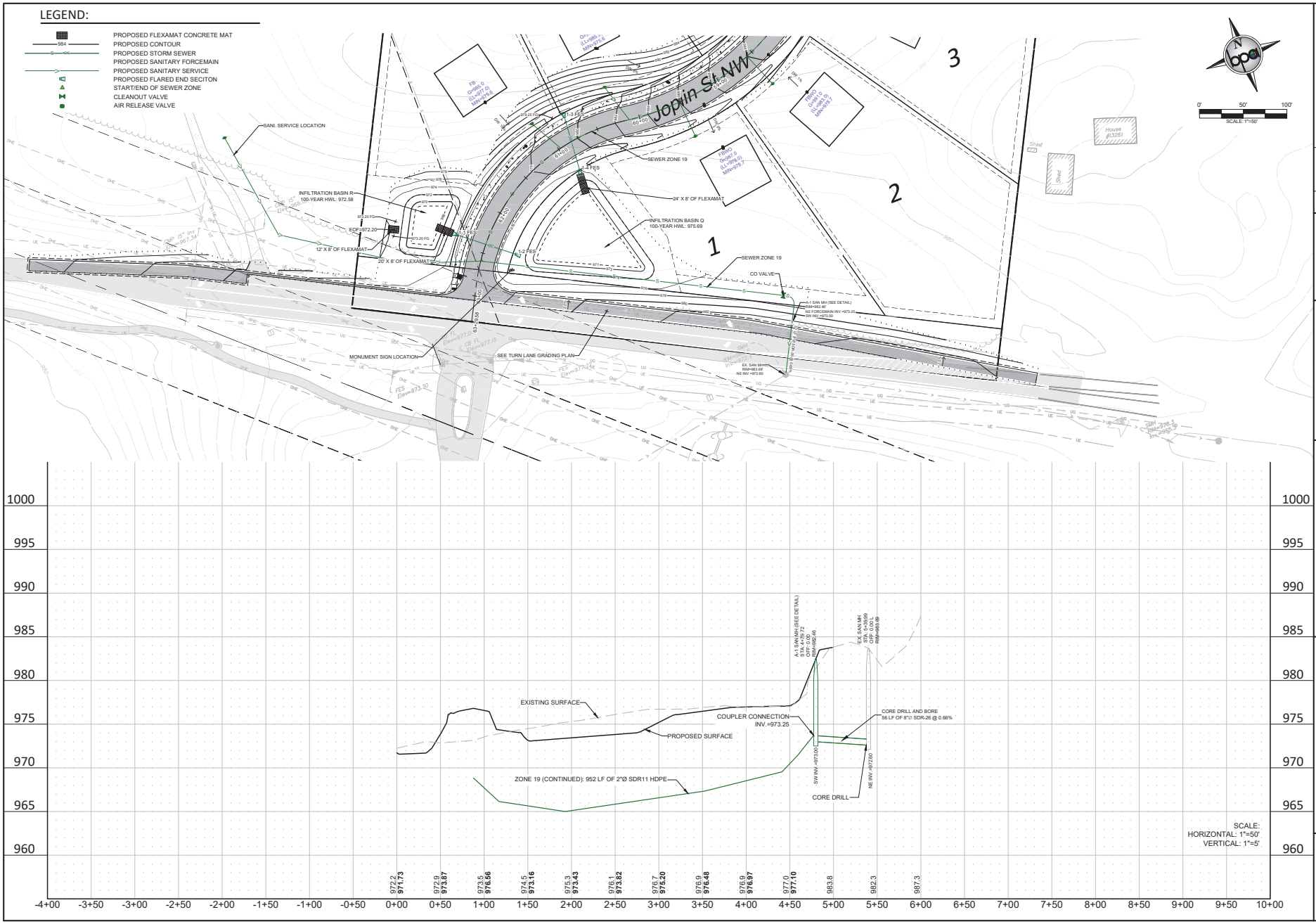
MEADOWSWEET BEND DEVELOPMENT 1ST ADDITION

City of Elk River, Sherburne County, MN

JOPLIN ST NW PLAN & PROFILE

SHEET NO.

C4.3



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DATE: 05/27/2025
REV NO.: 1

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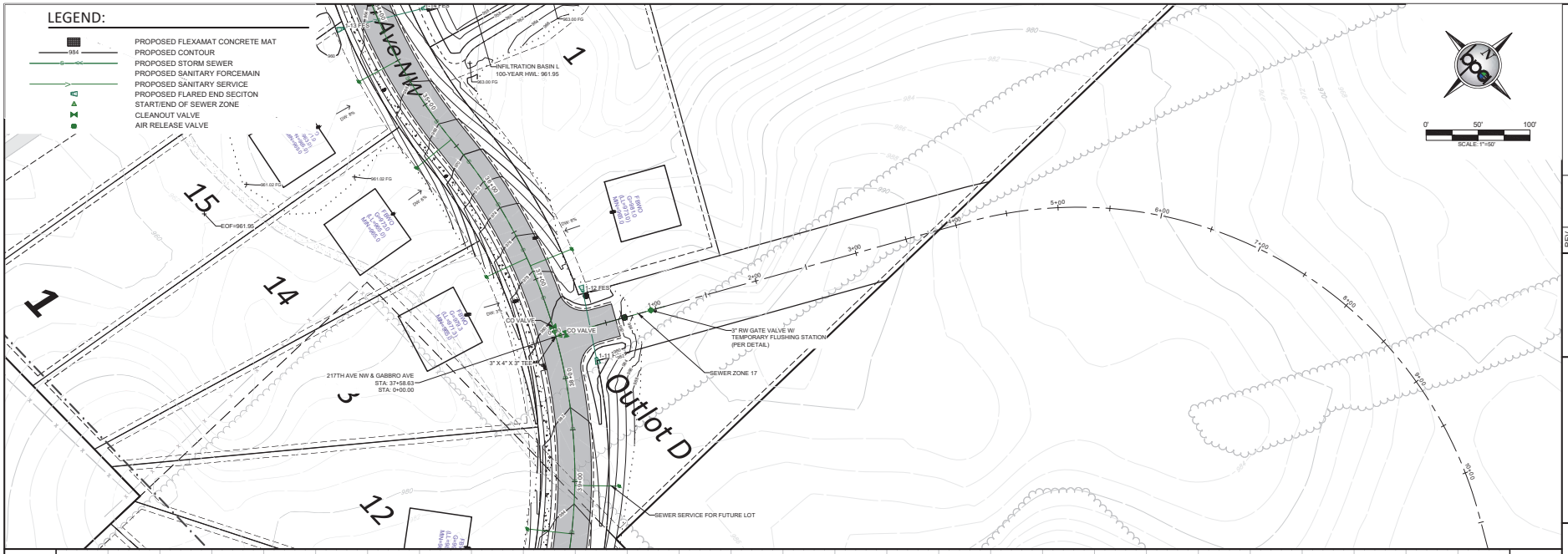
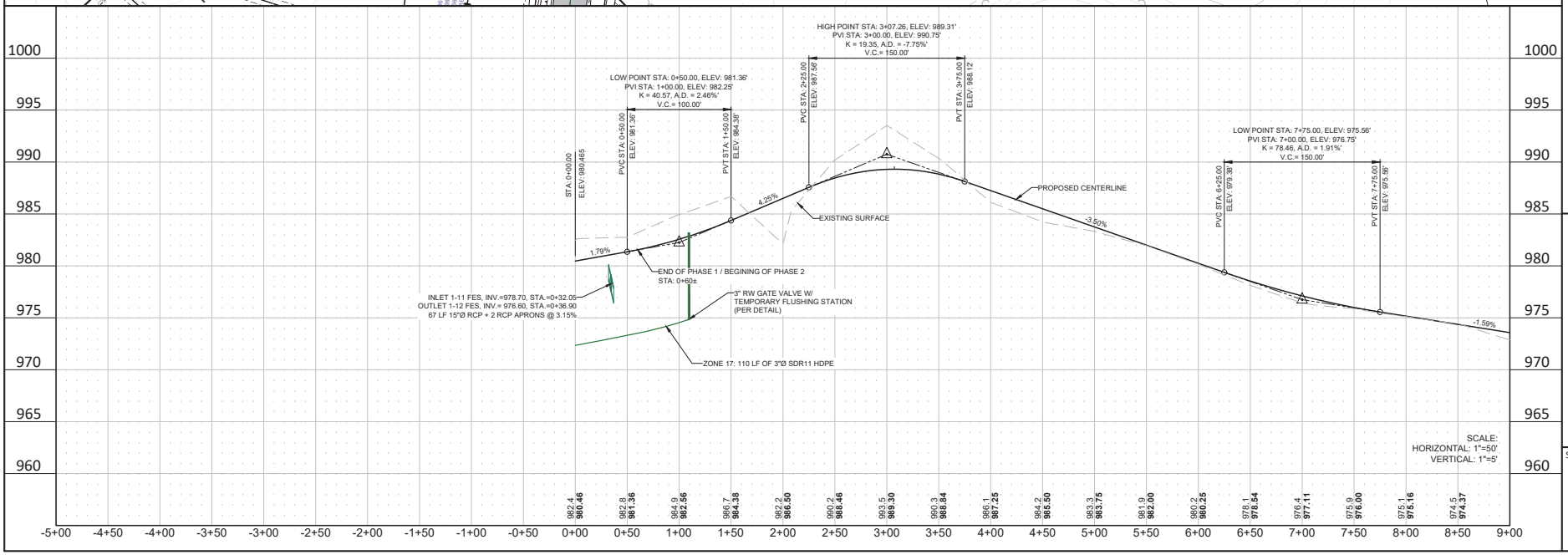
MEADOWSWEET BEND
DEVELOPMENT 1ST ADDITION
City of Elk River, Sherburne County, MN

JOPLIN ST NW PLAN & PROFILE

SHEET NO.
C4.4





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MEADOWSWEET BEND
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City of Elk River, Sherburne County, MN

GABBRO AVE PLAN & PROFILE

SHEET NO.
C4.5

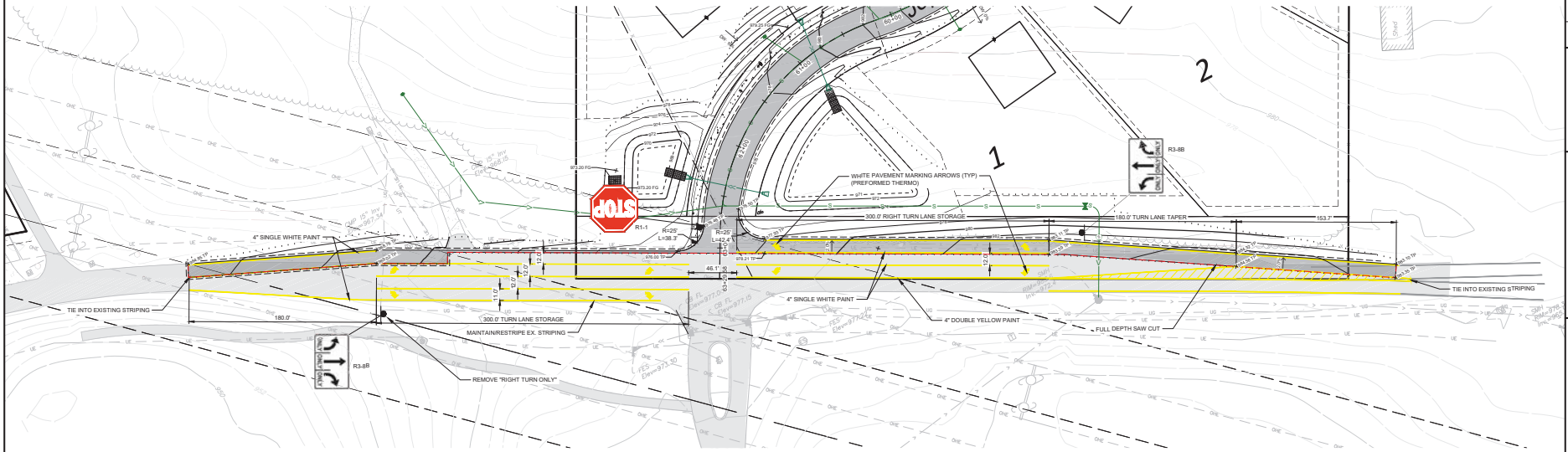
LEGEND:

- SAWCUT LOCATION (FULL DEPTH)
- TURN ARROW (TYPICAL)
- STRAIGHT ARROW (TYPICAL)
- PERMANENT SIGNAGE
- 980.50 TP — NEW TOP OF PAVEMENT ELEVATION

TURN LANE NOTES:

1. THE CONTRACTOR SHALL NOTE ANY DISCREPANCIES BETWEEN EXISTING CONDITIONS IN THE FIELD REPRESENTED WITHIN THE PLANS AS SHOWN AND ALERT THE ENGINEER BEFORE BIDDING THE PROJECT AND BEGINNING CONSTRUCTION.
2. CONTRACTOR SHALL LOCATE AND VERIFY ALL UTILITIES WHICH MAY AFFECT THIS WORK AND NOTIFY THE OWNER OF ANY CHANGES. CONTACT LOCAL UTILITY COMPANIES FOR EXACT LOCATIONS PRIOR TO BIDDING THE PROJECT AND COMMENCING WORK.
3. CONTRACTOR SHALL TAKE NECESSARY PRECAUTIONS TO PREVENT SILT AND DEBRIS RUN-OFF DURING GRADING OPERATIONS (I.E. SILT FENCE, STRAW BALES, ETC.).
4. CONTRACTOR SHALL VERIFY CRITICAL ELEVATIONS TO ENSURE CONFORMANCE WITH GRADING PLAN, PARTICULARLY WITH EXISTING STRUCTURES AND/OR PAVEMENTS TO REMAIN. MEET EXISTING GRADES ALONG STREETS, PROPERTY LINES, AND DRIVEWAY ENTRANCES. RESTORE ALL PAVEMENTS THAT REMAIN TO THEIR ORIGINAL IF NOT BETTER CONDITION. NOTIFY OWNER OF ANY CONFLICTS PRIOR TO BIDDING THE PROJECT.
5. LONGITUDINAL PAVEMENT MARKINGS SHALL BE LATEX PAINT. THE TURN ARROWS SHALL BE PREFORMED THERMO.
6. EXISTING CONFLICTING PAVEMENT MARKINGS WILL NEED TO BE REMOVED BEFORE FINAL PERMANENT STRIPING IS PLACED.
7. DURING CONSTRUCTION, CONFLICTING PAVEMENT MARKINGS WILL NEED TO BE COVERED WITH BLACK REMOVABLE LANE TAPE OR WATER BLASTED AND THEN HAVE PAVEMENT MARKINGS INSTALLED FOR TEMPORARY CENTERLINE DURING CONSTRUCTION.

0' 50' 100'
SCALE: 1"=50'



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MEADOWSWEET BEND
DEVELOPMENT 1ST ADDITION
City of Elk River, Sherburne County, MN

TURN LANE PLAN

SHEET NO.
C5.1

Outlot A
Outlot B
Outlot C
Outlot D
SHEET X.1
SHEET X.2
SHEET X.1
SHEET X.2
Ex. Wetland 7
Elev=945.4'
Ex. Wetland 8
Elev=953.7'
Ex. Wetland 5
Elev=950.6'
Ex. Wetland 6
Elev=946.4'
Ex. Wetland 4
Elev=946.4'
Ex. Wetland 3
Elev=945.4'
Ex. Wetland 2
Elev=945.4'
Ex. Wetland 1
Elev=945.4'
Septic Tanks
Septic Tanks
Septic Tanks

0' 100' 200'
SCALE: 1"=100'

LEGEND:

- TEMP. ROCK CONSTRUCTION ENTRANCE
- EROSION CONTROL BLANKET (CAT. 20)
- STANDARD SEED MIX
- INFILTRATION BASIN SEED MIX
- SF — GRADING LIMITS AND PROPOSED TEMPORARY SILT FENCE
- FIBER-LOG ROLLS
- PROPOSED RIP RAP
- 984 — PROPOSED CONTOUR
- E.O.F. — EMERGENCY OVERFLOW

EROSION CONTROL NOTES:

1. CONTRACTOR SHALL CONFINE CONSTRUCTION OPERATIONS TO THE CONSTRUCTION/GRADING LIMITS SHOWN.
2. ALL WORK SHALL CONFORM TO THE MINNESOTA POLLUTION CONTROL AGENCY'S STORM WATER PERMIT REQUIREMENTS. CONTRACTOR SHALL OBTAIN ALL PERMITS AND COMPLY WITH ALL PERMIT REQUIREMENTS.
3. THE SITE SOIL EROSION AND SEDIMENT CONTROL FACILITIES SHALL BE INSTALLED PRIOR TO ANY DEMOLITION OR GRADING OPERATIONS AND MAINTAINED TO CONFORM WITH THE STANDARDS SPECIFIED BY THE PERMIT.
4. INSTALL PERIMETER SILT FENCE AROUND INFILTRATION BASINS WITHIN 48 HOURS OF FINAL GRADING OF RESPECTIVE BASIN.
5. CONTRACTOR SHALL INSPECT TEMPORARY EROSION CONTROL MEASURES ON THE ENTIRE SITE AT LEAST EVERY 7 DAYS AND WITHIN 24 HOURS OF ANY MEASURABLE RAINSTORM. DAMAGED SILT FENCE OR OTHER EROSION CONTROL DEVICES OR PRACTICES SHALL BE REPAIRED IMMEDIATELY. INSPECTION AND MAINTENANCE OF DEVICES SHALL CONTINUE UNTIL THE SITE HAS UNDERGONE FINAL STABILIZATION AND A NOTICE OF TERMINATION IS SUBMITTED TO THE MPCA.
6. ALL GRADING OPERATIONS SHALL BE CONDUCTED IN A MANNER TO MINIMIZE THE POTENTIAL FOR SITE EROSION.
7. THE SITE SOIL EROSION AND SEDIMENT CONTROL FACILITIES SHALL BE INSTALLED AND MAINTAINED TO CONFORM WITH THE STANDARDS SPECIFIED BY THE CITY OF ELK RIVER AND THE MPCA.
8. EROSION CONTROL MEASURES SHALL BE INSTALLED PRIOR TO THE DISTURBANCE OF ANY AREAS AND MAINTAINED UNTIL ALL TRIBUTARY DISTURBED AREAS ARE RESTORED.
9. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE REMOVAL OF ALL EROSION CONTROL MEASURES, INCLUDING SILT FENCE AND BALES, UPON ESTABLISHMENT OF PERMANENT VEGETATION IN SAID AREAS.
10. ALL SOILS TRACKED ONTO PAVEMENT OR ANY OTHER OFF-SITE AREA SHALL BE REMOVED DAILY.
11. THE SITE SEDIMENT CONTROL FACILITIES FOR THE PROJECT MUST BE INSTALLED PRIOR TO ANY GRADING OPERATION.
12. ALL AREAS DISTURBED DURING CONSTRUCTION SHALL BE RESTORED AND VEGETATED AS SOON AS POSSIBLE. ANY FINISHED AREAS SHALL BE SEEDED AND MULCHED WITHIN 7 DAYS AFTER FINISHED GRADING IS COMPLETED IN ACCORDANCE TO MN/DOT 2575.
13. ALL DISTURBED AREAS SHALL BE REVEGETATED WITH MN/DOT SEED MIX, MULCHED, FERTILIZED & DISK ANCHORED, PER THE FOLLOWING SCHEDULE:

STANDARD SEED MIX 25-131:	220 LB/AC.
INFILTRATION BASIN SEED MIX 33-261:	35 LB/AC.
FERTILIZER 22-5-10:	350 LB/AC.
MULCH TYPE 3:	2 TONS/AC.

14. CONTRACTOR SHALL INSTALL TEMPORARY SEDIMENT BMP'S SHOWN AND NOT SHOWN ON PLANS DURING PHASING ON PROJECT TO COMPLY WITH MPCA, CITY INSPECTOR AND DEVELOPER REQUEST.

EROSION CONTROL DEVICES

- SILT FENCE: 15,100 LF
- BIOLOG: 1,020 LF
- ROCK CONSTRUCTION EXIT: 1 EACH
- EROSION CONTROL BLANKET (CAT. 20): 12,470 S.Y.

REV NO.	DATE	DESCRIPTION
1.	05/27/2025	1ST ADDITION PLANS

DATE: 05/27/2025
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MEADOWSWEET BEND
DEVELOPMENT 1ST ADDITION
City of Elk River, Sherburne County, MN

NORTH EROSION CONTROL PLAN

SHEET NO.
C6.1

LEGEND:

- TEMP. ROCK CONSTRUCTION ENTRANCE
- EROSION CONTROL BLANKET (CAT. 20)
- STANDARD SEED MIX
- INFILTRATION BASIN SEED MIX
- SF — GRADING LIMITS AND PROPOSED TEMPORARY SILT FENCE
- FIBER-LOG ROLLS
- PROPOSED RIP RAP
- 964 — PROPOSED CONTOUR
- E.O.F. — EMERGENCY OVERFLOW

EROSION CONTROL NOTES:

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4. INSTALL PERIMETER SILT FENCE AROUND INFILTRATION BASINS WITHIN 48 HOURS OF FINAL GRADING OF RESPECTIVE BASIN.
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TEL: 763-262-9822 FAX: 763-262-9844

MEADOWSWEET BEND
DEVELOPMENT 1ST ADDITION
City of Elk River, Sherburne County, MN

SOUTH EROSION CONTROL PLAN

SHEET NO.
C6.2

STORM WATER POLLUTION PREVENTION PLAN NARRATIVE:

GENERAL INFORMATION

THIS STORMWATER POLLUTION PREVENTION PLAN IS PREPARED IN ACCORDANCE TO THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM PERMIT NO. MN R1000001 FOR STORMWATER DISCHARGES ASSOCIATED WITH CONSTRUCTION ACTIVITY.
PROJECT NAME: MEADOWSWEET BEND
LOCATION: RANCH ROAD (COUNTY ROAD 33), ADJACENT TO 13569 RANCH ROAD, ELK RIVER, MN 55330
SHERBURNE COUNTY
LAT/LONG: 45.36578/-93.61491

DESCRIPTION OF CONSTRUCTION ACTIVITY:

DEVELOPMENT CONSISTS OF ROAD AND INFILTRATION BASIN GRADING, UTILITY INSTALLATION, ROAD CONSTRUCTION, HOUSE BUILDING, AND EROSION CONTROL.

PROJECT CONTACTS

TWIN CITIES LAND DEVELOPMENT, LLC AND THE CONTRACTOR ARE RESPONSIBLE FOR IMPLEMENTATION OF THE SWPPP AND THE INSTALLATION, INSPECTION, AND MAINTENANCE OF THE EROSION PREVENTION AND SEDIMENT CONTROL BMP'S BEFORE AND DURING CONSTRUCTION.

SWPPP PREPARATION:
SWPPP PREPARER: CHRISTOPHER DAHN
-BOGART, PEDERSON & ASSOCIATES
TRAINING: ENGINEER AND SWPPP DESIGNER (EXP 2025)
ADDRESS: 13076 FIRST STREET
BECKER, MN 53308
TELEPHONE: 763-262-8822
EMAIL: CDAHN@BOGART-PEDERSON.COM

OWNER:
OWNER CONTACT: _____
ADDRESS: _____
TELEPHONE: _____
EMAIL: _____

CONTRACTOR (TO BE FILLED OUT BY THE CONTRACTOR):
BUSINESS NAME _____
OWNER NAME _____
MAILING ADDRESS _____
CITY _____
TELEPHONE _____
EMAIL _____
CONTACT NAME _____
MAILING ADDRESS _____
CITY _____
TELEPHONE _____
EMAIL _____

ESTIMATED DATES OF CONSTRUCTION:

START DATE __/__/____ (TO BE FILLED IN BY CONTRACTOR)
COMPLETION DATE __/__/____ (TO BE FILLED IN BY CONTRACTOR)

PERMANENT STORMWATER DESIGN CALCULATIONS:

SEE THE STORM WATER MANAGEMENT REPORT FOR MORE INFORMATION. CONTACT BOGART, PEDERSON & ASSOCIATES FOR REPORT. PROPOSED FLOW RATE IS LIMITED THROUGH THE CONSTRUCTION OF 18 INFILTRATION BASINS. THESE ARE DESIGNED TO TREAT AND HOLD A 1.1 INCH DEPTH OF RUNOFF FROM THE IMPERVIOUS SURFACES. THE 2, 10, AND 100-YEAR STORM PEAK RATES OUT OF THE SITE ARE LIMITED.
SOIL GROUP: A

DESCRIPTION OF EROSION CONTROL ACTIVITY:

EROSION CONTROL CONSISTS OF SILT FENCE PERIMETER CONTROL, TURF ESTABLISHMENT THROUGH SEEDING AND EROSION CONTROL BLANKET, AND ROCK CONSTRUCTION ENTRANCE PLACEMENT.

CUMULATIVE IMPERVIOUS SURFACES:

AREA OF DISTURBANCE:	11.2	ACRES
PRE-CONSTRUCTION IMPERVIOUS AREA:	1.0	ACRES
POST CONSTRUCTION IMPERVIOUS AREA:	11.1	ACRES
NEW IMPERVIOUS AREA:	10.1	ACRES

RECEIVING WATERS:

STORM WATER FROM THIS SITE WILL BE DISCHARGED TO VARIOUS WETLANDS THROUGHOUT THE SITE AFTER BEING HELD AND TREATED IN THE 7 INFILTRATION BASINS PROPOSED.

PLANS AND SPECIFICATIONS

THE PLAN SHEETS OF THIS PLAN SET INDICATE THE FOLLOWING ITEMS:
- THE PROJECT LOCATION AND CONSTRUCTION LIMITS.
- LOCATIONS OF IMPERVIOUS SURFACES.
- LOCATIONS OF AREAS NOT TO BE DISTURBED (E.G., BUFFER ZONES, WETLANDS, ETC.).
- STEEP SLOPE LOCATIONS.
- LOCATIONS OF ALL TEMPORARY AND PERMANENT EROSION AND SEDIMENT CONTROL BMP'S TO BE INSTALLED ON THE PROJECT.
- THE DETAIL SHEETS INDICATE EROSION AND SEDIMENT CONTROL BMPS TO BE INSTALLED ON THE PROJECT.
- IF DEWATERING IS REQUIRED FOR THIS PROJECT, THE PUMP DISCHARGE SHALL BE TREATED PRIOR TO BEING DISCHARGED OFF-SITE OR INTO A SURFACE WATER. THE DISCHARGE SHALL BE VISUALLY CHECKED TO ENSURE THAT IT IS VISIBLY CLEAN WATER.

TEMPORARY SEDIMENT CONTROL PRACTICES

DOWN GRADIENT SILT FENCE AND SEDIMENT LOG INSTALLATIONS ARE TO BE INPLACE PRIOR TO THE COMMENCEMENT OF ANY EARTHWORK OPERATIONS.

TOPSOIL IS TO BE WINDROWED ALONG THE CONSTRUCTION LIMITS AND PLACED AS SLOPE DRESSING IMMEDIATELY FOLLOWING COMPLETION OF THE GRADING OPERATIONS, AS THE GRADING OPERATIONS PROCEED.

TOPSOIL PLACEMENT ALONG THE EMBANKMENT SLOPES THOUGH THE WETLANDS AREA IS TO BE SPREAD BY A LOW IMPACT CRAWLER TRACTOR OPERATING UP AND DOWN THE SLOPES SO AS TO PROVIDE TRACK PRINTS PARALLEL WITH THE CONTOURS.

INSTALLATION OF MN/DOT CATEGORY 3 EROSION CONTROL BLANKET ALONG THE EMBANKMENT SLOPES ADJACENT THE WETLANDS AREA.

ALL TEMPORARY SOILS STOCKPILES WILL REQUIRE AN EFFECTIVE MEANS OF SEDIMENT CONTROL SUCH AS AN EROSION CONTROL BLANKET COVERING OR SILT FENCE INSTALLATION ALONG THE TOE OF SLOPE.

ALL COMPLETED SWALES SLOPES AND BOTTOMS NOT DRAINING TOWARDS WETLAND AREAS ARE TO BE STABILIZED WITHIN 7 DAYS.

TEMPORARY STABILIZATION WILL BE REQUIRED IN AREAS WHERE GRADING OPERATIONS ARE SUSPENDED OR CEASED FOR A PERIOD OF 7 DAYS OR GREATER.

A ROCK CONSTRUCTION ENTRANCE FOR SEDIMENT CONTROL IS TO BE PROVIDED AT THE PROJECT ENTRANCE ON RANCH ROAD.

STREET SWEEPING OF THE PAVED SURFACES SHALL BE REQUIRED AS DIRECTED BY THE ENGINEER.

TIMING OF EROSION CONTROL:

SILT FENCE AND SEDIMENT LOGS SHALL BE INSTALLED PRIOR TO CONSTRUCTION.

RIPRAP AND FILTER BLANKET SHALL BE PLACED AT THE OUTLETS WITHIN 24 HOURS OF THE OUTLET PLACEMENT.

THE CONTRACTOR MUST STABILIZE ALL EXPOSED SOIL AREAS IMMEDIATELY FOLLOWING CONSTRUCTION WHEREVER CONSTRUCTION SHALL NOT OCCUR FOR A PERIOD GREATER THAN OR EQUAL TO 7 DAYS.

STABILIZATION WORK MUST BE COMPLETE WITHIN 7 CALENDAR DAYS AFTER THE CONSTRUCTION WORK IN THAT AREA HAS TEMPORARILY OR PERMANENTLY CEASED.

AREAS THAT ARE WITHIN 200 FT OF A PUBLIC WATER MUST BE STABILIZED WITHIN 24 HOURS OF COMPLETING CONSTRUCTION DURING PERIODS OF "WORK IN WATER RESTRICTIONS" FOR TIME PERIODS DECLARED BY THE DNR.

THE CONTRACTOR IS RESPONSIBLE TO MAINTAIN THE DISTURBED AREA UNTIL VEGETATION IN ESTABLISHED.

ONCE VEGETATION IS ESTABLISHED AND CONSTRUCTION IS COMPLETE, THE SILT FENCE AND ANY OTHER TEMPORARY EROSION CONTROL THAT IS NOT BIODEGRADABLE SHALL BE REMOVED.

STREET SWEEPING TO BE PROVIDED AS DIRECTED BY THE ENGINEER OR OWNER. THE CITY REQUIRES STREET SWEEPING TO OCCUR WITHIN 8 HOURS OF NOTICE FROM THE CITY.

APPLYING MULCH, HYDROMULCH, TACKIFIER, POLYACRYLAMIDE OR SIMILAR EROSION PREVENTION PRACTICES IS NOT ACCEPTABLE STABILIZATION IN ANY PART OF A TEMPORARY OR PERMANENT DRAINAGE DITCH OR SWALE. BLANKETS OR OTHER APPROVED, BY THE ENGINEER, METHOD SHALL BE USED.

INSPECTION AND MAINTENANCE ACTIVITIES

THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING AND SCHEDULING THE WORK OF ALL OPERATIONS, INCLUDING SUBCONTRACTORS AND UTILITY COMPANIES, SUCH THAT EROSION AND SEDIMENT CONTROL MEASURES ARE FULLY EXECUTED FOR EACH OPERATION AND IN A TIMELY MANNER OVER THE DURATION OF THE PROJECT. OPERATORS HAVE DAILY ACCESS TO THE PROJECT SITE. THE CONTRACTOR SHALL BE FULLY RESPONSIBLE FOR THE SWPPP IMPLEMENTATION UNTIL THE ENTIRE SITE HAS UNDERGONE FINAL STABILIZATION AND N.O.T HAS BEEN SUBMITTED TO THE MPCA.

THE CONTRACTOR IS TO PROVIDE A TRAINED INDIVIDUAL RESPONSIBLE FOR THE IMPLEMENTATION, INSPECTION AND MAINTENANCE OF THE EROSION AND SEDIMENT CONTROL BMPS ON THE PROJECT. THAT INDIVIDUAL IS TO BE IDENTIFIED AT THE PRE-CONSTRUCTION CONFERENCE AND LISTED IN THE MINUTES THEREOF.

THE APPOINTED INDIVIDUAL IS TO PERFORM A ROUTINE INSPECTION OF THE ENTIRE SITE AT LEAST ONCE EVERY SEVEN DAYS DURING CONSTRUCTION OPERATIONS AND WITHIN 24 HOURS AFTER A RAINFALL EVENT GREATER THAN 0.5 INCHES IN 24 HOURS.

A INSPECTION FORM SHALL BE PROVIDED BY THE CONTRACTOR. ANY DEFICIENCIES IN THE EROSION AND SEDIMENT CONTROL BMPS ARE TO BE NOTED ON THE INSPECTION FORM AND CORRECTED BY THE END OF THE NEXT BUSINESS DAY.

PERIMETER CONTROL DEVICES ARE TO BE REPAIRED OR REPLACED WHEN THEY ARE NO LONGER EFFECTIVE OR WHEN THE SEDIMENT REACHES ONE-HALF THE HEIGHT OF THE DEVICE.

TRAINING DOCUMENTATION:
SWPPP IMPLEMENTATION, REVISING, AMENDING, AND INSPECTING (TO BE FILLED IN BY THE CONTRACTOR)
NAME OF INDIVIDUAL
OVERSEEING & INSPECTING _____
DATE OF TRAINING _____
NAME OF INSTRUCTOR _____
ENTITY PROVIDING TRAINING _____
CONTENT OF TRAINING _____
TOTAL HOURS OF TRAINING _____

BMP INSTALLATION, MAINTENANCE, AND REPAIR (TO BE FILLED IN BY THE CONTRACTOR)
NAME OF INDIVIDUAL
OVERSEEING & INSPECTING _____
DATE OF TRAINING _____
NAME OF INSTRUCTOR _____
ENTITY PROVIDING TRAINING _____
CONTENT OF TRAINING _____
TOTAL HOURS OF TRAINING _____

POLLUTION PREVENTION

FERTILIZERS ARE TO BE APPLIED ONLY IN THE AMOUNTS AS SPECIFIED AND WORKED INTO THE SOIL TO MINIMIZE EXPOSURE TO STORMWATER RUNOFF.

ONSITE REFUELING OPERATIONS ARE TO BE CONDUCTED WITH CARE. ANY INADVERTENT SPILLAGE OF FUEL OR CHEMICALS IS TO BE IMMEDIATELY CLEANED UP, REMOVED FROM THE SITE AND DISPOSED OF IN ACCORDANCE TO STATE AND LOCAL REGULATIONS. MAJOR SPILLS ARE TO BE REPORTED TO THE MPCA 24 HOUR NOTIFICATION NETWORK AT 800 422 0798. ALL VEHICLES ON-SITE ARE TO BE MONITORED FOR LEAKS AND SUBJECT TO ROUTINE PREVENTIVE MAINTENANCE EFFORTS TO REDUCE THE LIKELIHOOD OF LEAKAGE AND OR SPILLS.

PORTABLE SANITARY WASTE FACILITIES ARE TO BE PROVIDED ONSITE AND EMPTIED ON A BI-WEEKLY BASIS.

CONCRETE BATCH TRUCKS SHALL NOT BE ALLOWED TO DISCHARGE DRUM AND CHUTE WASHOUT DIRECTLY ON THE GROUND. A PORTABLE WASHOUT RECEPTACLE IS TO BE PROVIDED BY THE CONTRACTOR AT THE LOCATION AS PROVIDED BY THE OWNER.

FINAL STABILIZATION

FINAL STABILIZATION OCCURS WHEN 70 PERCENT OF THE PERVIOUS AREA IS COVERED WITH UNIFORM, PERMANENT VEGETATION.

ALL TEMPORARY EROSION AND SEDIMENT CONTROL FEATURES ARE TO BE REMOVED AND THE NPDES NOTICE OF TERMINATION IS TO BE PREPARED AND SUBMITTED TO THE MPCA.

LOCATION OF SWPPP REQUIREMENTS IN PROJECT PLAN

DESCRIPTION	TITLE	LOCATION
EROSION CONTROL DETAILS	CONSTRUCTION DETAILS	C7.1-C7.2
EROSION CONTROL LOCATIONS	EROSION CONTROL LOCATIONS	C6.0-C6.2

24 HOUR MPCA EMERGENCY NOTIFICATION:
TELEPHONE NUMBERS: 651-649-5451
800-422-0798

ESTIMATED QUANTITIES:

THE FOLLOWING QUANITITES IS AN ESTIMATED PRELIMINARY AMOUNT REQUIRED FOR SEDIMENT CONTROL BMP'S AT THE START OF THE PROJECT. THIS ESTIMATE IS PROVIDED AS REQUIRED BY THE MINNESOTA POLLUTION CONTROL AGENCY GENERAL STORMWATER PERMIT FOR CONSTRUCTION ACTIVITY. ANY ADDITIONAL AND/OR REPLACEMENT BMP'S QUANTITIES SHALL BE FURNISHED AND INSTALLED BY THE CONTRACTOR AT NO ADDITIONAL COST TO THE OWNER.

ESTIMATED PRELIMINARY QUANTITIES AT START OF PROJECT:

ITEM	UNIT	ESTIMATED INITIAL QUANTITY
TEMPORARY CONSTRUCTION EXIT	EA	1
TEMPORARY SEDIMENT FILTER	EA	-
TEMPORARY CONCRETE WASHOUT	EA	-
TEMPORARY PUMP SEDIMENT CONTROL DEVICE	EA	1
TEMPORARY SEDIMENT LOGS	LF	12,470
TEMPORARY SILT FENCE	LF	15,100
EROSION CONTROL BLANKET (CAT. 20)	SY	12,470

TEMPORARY EROSION AND SEDIMENT CONTROL SPECIFICATIONS

PART 1 GENERAL

1.01 SECTION INCLUDES
A. PREVENTION OF SEDIMENTATION OF WATERWAYS, OPEN DRAINAGE WAYS, AND STORM AND SANITARY SEWERS DUE TO CONSTRUCTION ACTIVITIES.

1.02 REFERENCE STANDARDS
A. GENERAL PERMIT AUTHORIZATION TO DISCHARGE STORM WATER ASSOCIATED WITH CONSTRUCTION ACTIVITY UNDER THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM. MINNESOTA PERMIT NO: MN R100001.

1.03 PERFORMANCE REQUIREMENTS
A. COMPLY WITH ALL REQUIREMENTS OF THE MINNESOTA POLLUTION CONTROL AGENCY FOR EROSION AND SEDIMENT CONTROL.
B. DO NOT BEGIN CLEARING, GRADING, OR OTHER WORK INVOLVING DISTURBANCE OF GROUND SURFACE COVER UNTIL APPLICABLE PERMITS HAVE BEEN OBTAINED; FURNISH ALL DOCUMENTATION REQUIRED TO OBTAIN APPLICABLE PERMITS.
   1. OBTAIN AND PAY FOR PERMITS REQUIRED BY AUTHORITY HAVING JURISDICTION.
C. TIMING: PUT PREVENTIVE MEASURES IN PLACE PRIOR TO DISTURBANCE OF SURFACE COVER AND BEFORE PRECIPITATION OCCURS.
D. EROSION OFF SITE: PREVENT EROSION OF SOIL AND DEPOSITION OF SEDIMENT ON OTHER PROPERTIES CAUSED BY WATER LEAVING THE PROJECT SITE DUE TO CONSTRUCTION ACTIVITIES FOR THIS PROJECT.
   1. PREVENT TRACKING OF MUD ONTO PUBLIC ROADS OUTSIDE SITE.
   2. PREVENT MUD AND SEDIMENT FROM FLOWING ONTO PAVEMENTS.
E. SEDIMENTATION OF WATERWAYS OFF SITE: PREVENT SEDIMENTATION OF WATERWAYS OFF THE PROJECT SITE, INCLUDING RIVERS, STREAMS, LAKES, PONDS, OPEN DRAINAGE WAYS, STORM SEWERS, AND SANITARY SEWERS.
   1. IF SEDIMENTATION OCCURS, INSTALL OR CORRECT PREVENTIVE MEASURES IMMEDIATELY AT NO COST TO OWNER; REMOVE DEPOSITED SEDIMENTS; COMPLY WITH REQUIREMENTS OF AUTHORITIES HAVING JURISDICTION.
F. MAINTENANCE: MAINTAIN TEMPORARY PREVENTIVE MEASURES UNTIL PERMANENT MEASURES HAVE BEEN ESTABLISHED.

PART 2 PRODUCTS

2.01 MATERIALS
A. TEMPORARY SILT FENCE: WOVEN POLYPROPYLENE GEOTEXTILE RESISTANT TO COMMON SOIL CHEMICALS, MILDEW, AND INSECTS; NON-BIODEGRADABLE; IN LONGEST LENGTHS POSSIBLE; FABRIC INCLUDING SEAMS WITH THE FOLLOWING MINIMUM AVERAGE ROLL LENGTHS:
   1. AVERAGE OPENING SIZE: 20 U.S. STD. SIEVE, MAXIMUM, WHEN TESTED IN ACCORDANCE WITH ASTM D4751.
   2. PERMITTIVITY: 0.05 SEC^-1, MINIMUM, WHEN TESTED IN ACCORDANCE WITH ASTM D4491.
   3. ULTRAVIOLET RESISTANCE: RETAINING AT LEAST 70 PERCENT OF TENSILE STRENGTH, WHEN TESTED IN ACCORDANCE WITH ASTM D4355/D4355M AFTER 500 HOURS EXPOSURE.
   4. TENSILE STRENGTH: 100 LB-F, MINIMUM, IN CROSS-MACHINE DIRECTION; 124 LB-F, MINIMUM, IN MACHINE DIRECTION; WHEN TESTED IN ACCORDANCE WITH ASTM D4632.
   5. ELONGATION: 15 TO 30 PERCENT, WHEN TESTED IN ACCORDANCE WITH ASTM D4632.
   6. TEAR STRENGTH: 55 LB-F, MINIMUM, WHEN TESTED IN ACCORDANCE WITH ASTM D4533.
   7. COLOR: MANUFACTURER'S STANDARD, WITH EMBEDMENT AND FASTENER LINES PREPRINTED.
   8. SILT FENCE POSTS: ONE OF THE FOLLOWING, MINIMUM 5 FEET LONG:
      a. STEEL U- OR T-SECTION, WITH MINIMUM MASS OF 1.33 LB PER LINEAR FOOT.
      b. SOFTWOOD, 4 BY 4 INCHES IN CROSS SECTION.
      c. HARDWOOD, 2 BY 2 INCHES IN CROSS SECTION.
B. TEMPORARY SEDIMENT LOGS: FILTER LOGS SHALL CONSIST OF TYPE WOOD FIBER BIOROLLS AND THE REQUIREMENTS OF MNDOT SPEC. 3897.
   1. SHALL BE ONE OF THE FOLLOWING.
      a. SHALL BE SILTSOXX PERIMETER CONTROL BY FILTREXX, INC., OR EQUAL.
C. TEMPORARY SEDIMENT FILTER.
   1. SHALL BE ONE OF THE FOLLOWING.
      a. DROP-IN SEDIMENT FILTER UNIT THAT INSERTS INTO THE INLET.
         1) SHALL BE FLEXSTORM PURE: PERMANENT INLET FILTER BY ADS, INC., OR EQUAL.
            (a)PROVIDE CURB OPENING PROTECTION FOR EXISTING INLETS WITH CURB OPENINGS.
D. TEMPORARY ROCK CONSTRUCTION ENTRANCE.
   1. ROCK SHALL BE CLEAN 1 TO 2 INCH WASHED ROCK.
E. TEMPORARY SLOPE EROSION PROTECTION.
   1. SHALL BE ONE OF THE FOLLOWING.
      a. EROSION CONTROL BLANKET.
         1) SHALL CONSIST OF A UNIFORM WEB OF INTERLOCKING STRAW OR WOOD FIBERS SANDWICHED BETWEEN AN ATTACHED TOP AND BOTTOM LAYER OF NET BACKING.
         2) THE NETTING SHALL BE BIODEGRADABLE CONTAINING SUFFICIENT UV STABILIZATION FOR BREAKDOWN TO OCCUR WITHIN A NORMAL GROWING SEASON.
         3) STAPLES USED TO ANCHOR THE BLANKETS SHALL BE U-SHAPED, 11 GAUGE OR HEAVIER STEEL WIRE HAVING A SPAN WIDTH OF 1 INCH AND A LENGTH OF 8 INCHES OR MORE FROM TOP TO BOTTOM AFTER BENDING.
         4) THE EROSION CONTROL BLANKETS ACCEPTABLE FOR USE ON THIS PROJECT INCLUDE:
            (a)GEO-SYNTHETICS, INC., - LANDLOK 52.
            (b)NORTH AMERICAN GREEN - S150.
            (c)OR EQUAL.
      b. BONDED FIBER MATRIX.
         1) THE FIBERS SHALL BE COMPOSED OF 100% WOOD OR WOOD BY-PRODUCTS. A MINIMUM OF 25% OF THE FIBERS SHALL AVERAGE 10.16 MM (0.4 INCHES) IN LENGTH AND 50% OR MORE SHALL BE RETAINED ON A CLARK FIBER CLASSIFIER 24 MESH SCREEN. FIBERS SHALL BE COLORED WITH A WATER SOLUBLE, NON-TOXIC DYE, TO AID IN UNIFORM APPLICATION OVER THE SITE.
         2) THE BINDER SHALL BE A HYDRO COLLOID BASED (GUAR GUM) WITH ADDED SLOW-RELEASE AND AGRICULTURAL BASED FERTILIZERS. THE BINDER SHALL NOT DISSOLVE OR DISPERSE UPON REWETTING.
         3) THE BFM SLURRY SHALL DRY TO FORM A CRUST APPROXIMATELY 3-6 MM (1/8 TO 1/4 INCHES) THICK ADHERING TO THE SOIL SURFACE.
         4) THE MOISTURE CONTENT OF THE MATRIX SHALL BE 12% +/- 3% BY WEIGHT.
         5) THE MATRIX SHALL CONSIST OF MATERIALS THAT ARE 100% BIODEGRADABLE AND 100% BENEFICIAL TO PLANT LIFE.
         6) THE MATRIX SHALL PROVIDE 100% CONTINUOUS COVERAGE AND SHALL HAVE NO HOLES GREATER THAN 1MM IN SIZE.
         7) THE HYDRATED MIXTURE DENSITY SHALL BE APPROXIMATED BY A SLUMP TEST PRIOR TO APPLICATION.
         8) THE BFM MULCH: WATER RATIO SHALL BE AS MANUFACTURER RECOMMENDATIONS. THE MINIMUM BFM MULCH TO WATER RATIO IS 50LBS BFM MULCH AND 100 GALLONS WATER. THE WATER RATE SHALL VARY BETWEEN 100 GALLONS AND 125 GALLONS PER 50LBS, DEPENDING ON WHICH OF THE PRODUCTS IS USED.
         9) THE BONDED FIBER MATRIX MULCH PRODUCTS ACCEPTABLE FOR USE ON THIS PROJECT INCLUDE.
            (a)ECOAEGIS - MANUFACTURED BY CANFOR.
            (b)SOIL GUARD - MANUFACTURED BY MAT, INC.
            (c)CONWED 3000 - MANUFACTURED BY CONWED FIBERS, INC.
F. TEMPORARY PUMPED SEDIMENT CONTROL DEVICE.
   1. NON-WOVEN GEOTEXTILE FABRIC SEWN INTO A BAG USING A DOUBLE NEEDLE MACHINE AND HIGH STRENGTH THREAD.
      a. SEAMS SHALL HAVE AN AVERAGE WIDTH STRENGTH OF 60LB/INCH AS PER ASTM D4883 AND MEET OR EXCEED THE FOLLOWING.
         1) GRAB TENSILE OF 205 LBS AS PER ASTM D 4632.
         2) PUNCTURE OF 110 LBS AS PER ASTM D 4833.
         3) FLOW RATE OF 95 GAL/MIN/SF AS PER ASTM D 4491.
         4) PERMITTIVITY OF 1.5 SEC-1 AS PER ASTM D 4491.
         5) MULLEN BURST STRENGTH OF 350 PSI AS PER ASTM D 3786.
         6) AOS% OF 80% US SIEVE AS PER ASTM D 4751.
   2. SPOUT LARGE ENOUGH TO ACCOMMODATE A 4 INCH DISCHARGE HOSE WITH STRAP TO TIE UNIT CLOSED.
   3. SHALL BE ONE OF THE FOLLOWING.
      a. DIRTBAG.
         1) ACF ENVIRONMENTAL, INC., 2831 CARDWELL ROAD, RICHMOND, VIRGINIA 23234, 800-448-3636.
      b. DANDY DEWATERING BAG.
         1) DANDY PRODUCTS, INC., P.O. BOX 1980, WESTERVILLE, OHIO 43086, 800-591-2284.
      c. OR EQUAL.

PART 3 EXECUTION

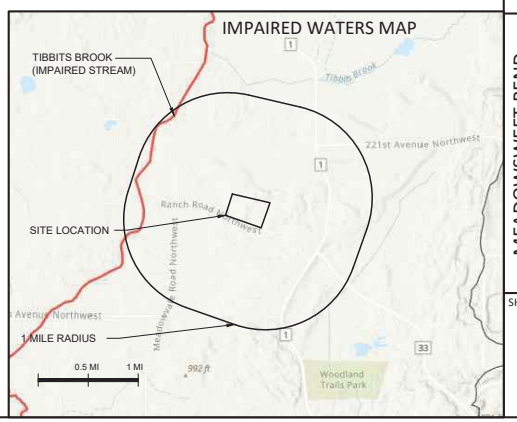
3.01 PREPARATION
A. SCHEDULE WORK SO THAT SOIL SURFACES ARE LEFT EXPOSED FOR THE MINIMUM AMOUNT OF TIME.
B. THE CONSTRUCTION SITE OPERATOR SHALL FOLLOW ALL REQUIREMENTS OF THE MINNESOTA STORMWATER PERMIT NO. MN R100001.
C. THE CONTRACTOR SHALL COMPLETE AND SIGN THE NOTICE OF INTENT, OBTAIN THE OWNER'S SIGNATURE, AND SUBMIT TO THE MPCA.
   1. PROVIDE A SIGNED COPY TO THE OWNER.

3.03 INSTALLATION
A. TEMPORARY ROCK CONSTRUCTION ENTRANCE.
   1. THE ROCK AREA SHALL BE A MINIMUM OF 6 INCHES DEEP, EXTEND THE FULL WIDTH OF THE EGRESS AREA AND SHALL BE AT LEAST 50FT LONG, HOWEVER, LONGER ENTRANCES MAY BE REQUIRED TO ADEQUATELY CLEAN THE TIRES.
   2. GEOTEXTILE FABRIC MAY BE USED TO PREVENT MIGRATION OF MUD FROM THE UNDERLYING SOIL INTO THE ROCK.
B. TEMPORARY SILT FENCES:
   1. STORE AND HANDLE FABRIC IN ACCORDANCE WITH ASTM D4873.
   2. USE NOMINAL 30 INCH HIGH BARRIERS, MINIMUM 60 INCH LONG POSTS SPACED AT 6 FEET MAXIMUM SPACING.
   3. EMBED BOTTOM OF FABRIC IN A TRENCH ON THE UPSLOPE SIDE OF FENCE, WITH 6 INCHES OF FABRIC LAID FLAT ON BOTTOM OF TRENCH FACING UPSLOPE; BACKFILL TRENCH AND COMPACT.
   4. MINIMUM POST EMBEDMENT.
      a. STEEL POST = 24 INCHES, MINIMUM.
      b. WOOD POST = 18 INCHES, MINIMUM.
   5. DO NOT SPLICE FABRIC WIDTH; MINIMIZE SPLICES IN FABRIC LENGTH; SPLICE AT POST ONLY, OVERLAPPING AT LEAST 18 INCHES, WITH EXTRA POST.
   6. FASTEN FABRIC TO WOOD POSTS USING ONE OF THE FOLLOWING:
      a. FOUR NAILS PER POST WITH 3/4 INCH DIAMETER FLAT OR BUTTON HEAD, 1 INCH LONG, AND 14 GAGE, 0.083 INCH SHANK DIAMETER.
      b. FIVE STAPLES PER POST WITH AT LEAST 17 GAGE, 0.0453 INCH WIRE, 3/4 INCH CROWN WIDTH AND 1/2 INCH LONG LEGS.
   7. FASTEN FABRIC TO STEEL POSTS USING WIRE, NYLON CORD, OR INTEGRAL POCKETS.
C. TEMPORARY SEDIMENT LOGS:
   1. PERIMETER CONTROL SHOULD BE INSTALLED PARALLEL TO THE BASE OF THE SLOPE OR OTHER DISTURBED AREA.
   2. STAKES SHOULD BE INSTALLED THROUGH THE MIDDLE OF THE PERIMETER CONTROL ON 10 FT CENTERS, USING 2 IN BY 2 IN BY
      3 FT WOODEN STAKES. IN THE EVENT STAKING IS NOT POSSIBLE, I.E., WHEN PERIMETER CONTROL IS USED ON PAVEMENT, HEAVY CONCRETE BLOCKS SHALL BE USED BEHIND THE PERIMETER CONTROL TO HELP STABILIZE DURING RAIN EVENTS.
D. TEMPORARY SEDIMENT FILTERS.
   1. DROP-IN SEDIMENT TRAP.
      a. PLACE AS RECOMMENDED BY THE MANUFACTURER.
E. TEMPORARY PUMPED SEDIMENT CONTROL DEVICE.
   1. INSTALL AS PER MANUFACTURER'S RECOMMENDATIONS.
F. TEMPORARY SLOPE EROSION PROTECTION.
   1. PLACE AT ANY AND ALL FINISH SLOPES THAT ARE STEEPER THAN 10H:1V.
   2. SEED AND FERTILIZE PER SPECIFICATION 32 9219 PRIOR TO INSTALLING TEMPORARY SLOPE EROSION PROTECTION.
   3. BONDED FIBER MATRIX.
      a. INSTALL THE BFM AS PER THE MANUFACTURER'S INSTRUCTIONS WITH THE FOLLOWING MINIMUM GUIDELINES.
         1) THE BFM SHALL BE APPLIED WITH HYDRAULIC SPRAY EQUIPMENT BY A MANUFACTURER'S CERTIFIED APPLICATOR.
         2) APPLICATION SHALL BE DONE AT LEAST 24 HOURS IN ADVANCE OF PROJECTED RAINFALL TO ALLOW THE BFM MULCH ADEQUATE TIME TO DRY.
         3) THE BFM MULCH SHALL BE APPLIED IN TWO STAGES (ONE-HALF RATE) WITH AMPLE TIME TO DEWATER THE FIRST APPLICATION.
         4) THE BFM MULCH SHALL BE APPLIED FROM AT LEAST TWO ALTERNATE DIRECTIONS, PREFERABLY 90 DEGREES APART, IF POSSIBLE, TO ENSURE ALL SOIL FACES ARE COVERED.
         5) THE INSTALLATION RATE OF THE BFM MULCH SHALL BE 3500 LBS PER ACRE, MINIMUM AND 100% COVERAGE.
   4. EROSION CONTROL BLANKET.
      a. INSTALL AS PER MANUFACTURER'S RECOMMENDATIONS.

3.04 MAINTENANCE
A. INSPECT PREVENTIVE MEASURES WEEKLY, WITHIN 24 HOURS AFTER THE END OF ANY STORM THAT PRODUCES 0.5 INCHES OR MORE RAINFALL AT THE PROJECT SITE, AND DAILY DURING PROLONGED RAINFALL.
B. REPAIR DEFICIENCIES IMMEDIATELY.
C. TEMPORARY SILT FENCES:
   1. PROMPTLY REPLACE FABRIC THAT DETERIORATES UNLESS NEED FOR FENCE HAS PASSED.
   2. REMOVE SILT DEPOSITS THAT EXCEED ONE-THIRD OF THE HEIGHT OF THE FENCE.
   3. REPAIR FENCES THAT ARE UNDERCUT BY RUNOFF OR OTHERWISE DAMAGED, WHETHER BY RUNOFF OR OTHER CAUSES.
D. TEMPORARY CONSTRUCTION EXIT.
   1. PERIODIC ADDITION OF ROCK, OR REMOVAL AND REPLACEMENT OF PAD SHALL BE PROVIDED AS VOIDS BECOME FILLED WITH SOIL.
E. TEMPORARY PUMPED SEDIMENT CONTROL DEVICE.
   1. REPLACE THE UNIT WHEN 1/2 FULL OF SEDIMENT OR WHEN SEDIMENT HAS REDUCED THE FLOW RATE OF THE PUMP DISCHARGE TO AN IMPRACTICAL RATE.
F. PLACE SEDIMENT IN APPROPRIATE LOCATIONS ON SITE; DO NOT REMOVE FROM SITE.

3.05 CLEAN UP
A. REMOVE TEMPORARY MEASURE AFTER PERMANENT VEGETATION HAS BEEN ESTABLISHED.
B. WHERE REMOVAL OF TEMPORARY MEASURES WOULD LEAVE EXPOSED SOIL, SHAPE SURFACE TO AN ACCEPTABLE GRADE AND FINISH TO MATCH ADJACENT GROUND SURFACES.

END OF SECTION



REV NO.	DATE	DESCRIPTION
1	05/27/2025	1ST ADDITION PLANS

DATE: 05/27/2025
DESIGN BY: MJM
DRAWN BY: MJM
CHECKED BY: MJM, CJD
DWG FILE: SWPPP
FILE NO.: 24-0120.00

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.

Signed: Christopher J. Dahn
Date: 05/27/2025
Lic. No. 58628

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

MEADOWSWEET BEND
DEVELOPMENT 1ST ADDITION
City of Elk River, Sherburne County, MN

SWPPP NARRATIVE

SHEET NO.
C7.0

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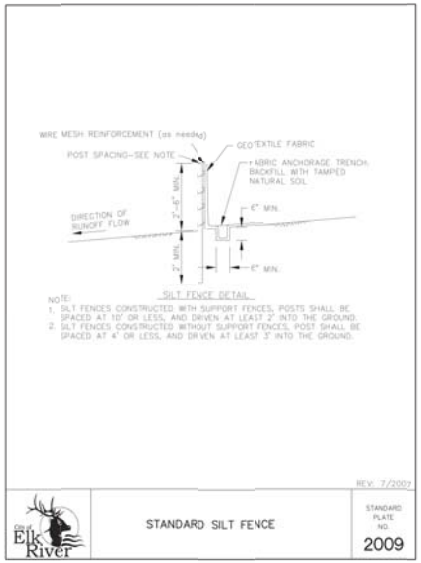

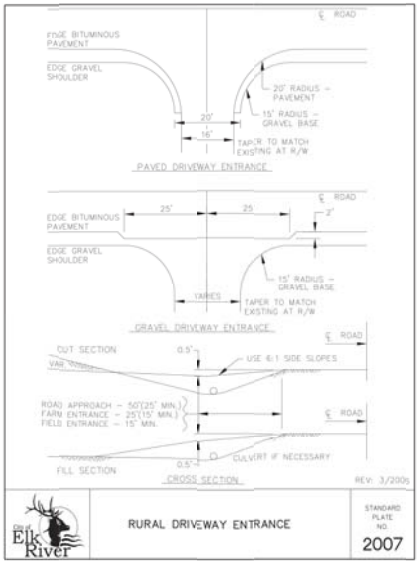

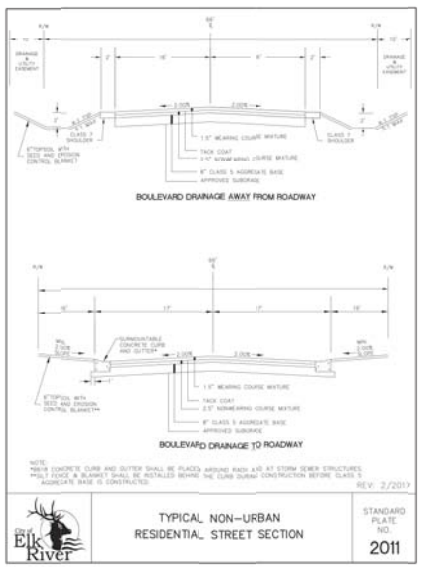

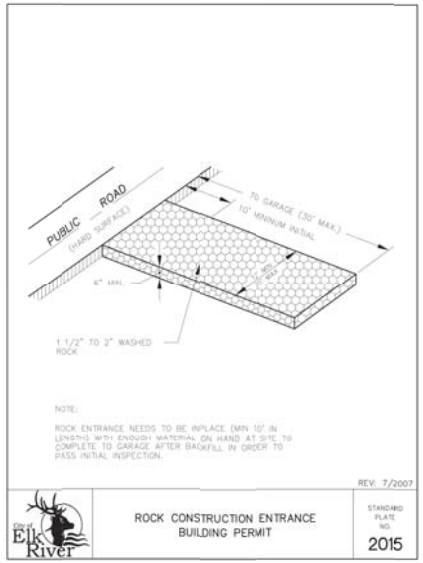

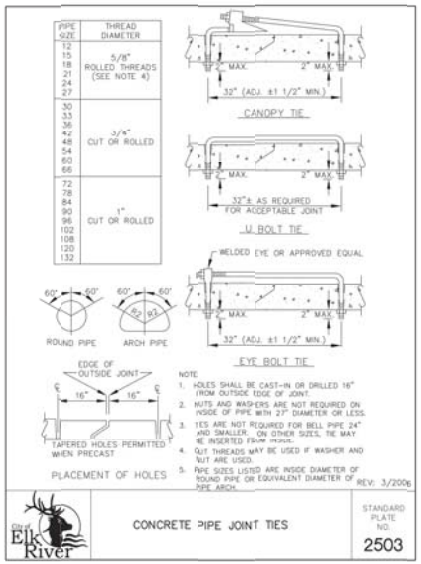

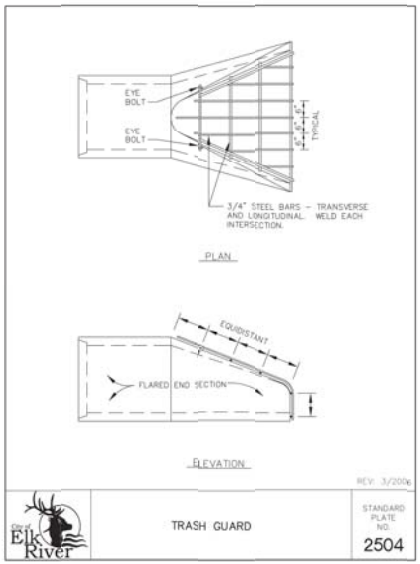

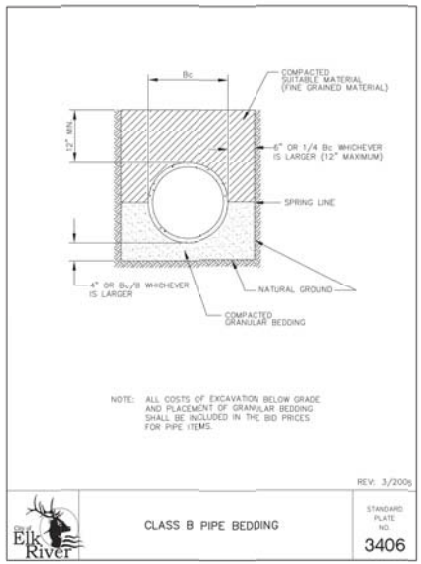

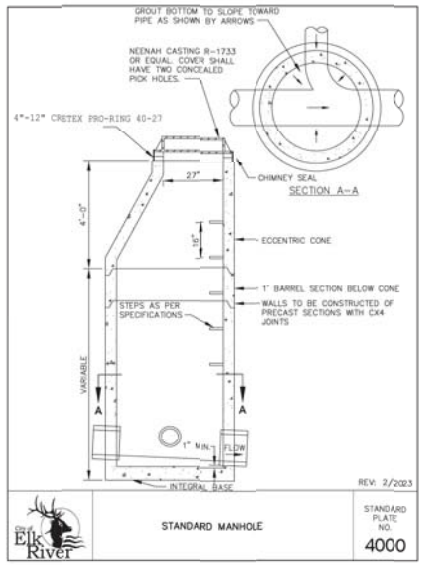

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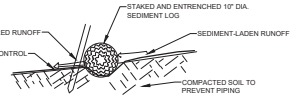
MEADOWSWEET BEND
DEVELOPMENT 1ST ADDITION
City of Elk River, Sherburne County, MN

CITY DETAILS

SHEET NO.
C7.1

1. THE SEDIMENT LOGS SHALL BE TRENCHED 4" INTO THE GROUND AND SHALL BE STAKED BY STEEL FENCE POSTS OR 2"X 2" WOOD STAKES.
2. SOIL SHALL BE COMPACTED ON THE UPSLOPE SIDE OF LOGS.



SEDIMENT LOG INSTALLATION

TEMPORARY SEDIMENT LOGS
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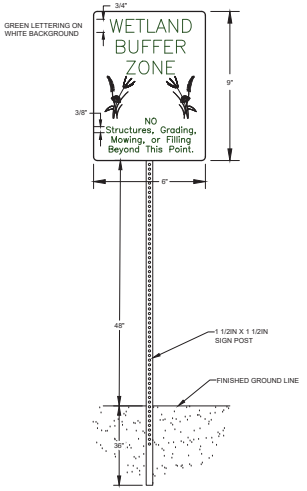


WETLAND BUFFER SIGN
N.T.S.

CONSTRUCTION SEQUENCING:

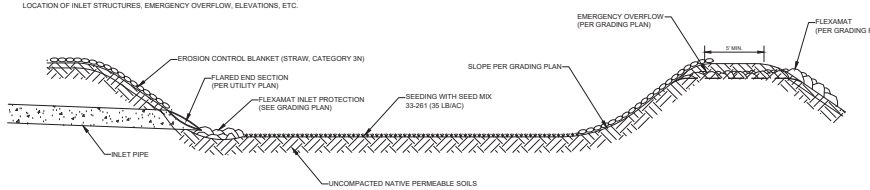
1. PERFORM CONTINUOUS INSPECTIONS OF EROSION CONTROL PRACTICES.
2. INSTALL SILT FENCE ALONG THE PERIMETER OF THE SITE TO PREVENT SEDIMENT FROM LEAVING THE SITE DURING THE CONSTRUCTION PROCESS.
3. ALL DOWNGRADIENT PERIMETER SEDIMENT-CONTROL BMPS MUST BE IN PLACE BEFORE ANY UP GRADIENT LAND-DISTURBING ACTIVITY BEGINS.
4. REMOVE TOPSOIL FROM THE SITE AND PLACE IN TEMPORARY STOCKPILE LOCATION. TEMPORARY SEED THE STOCKPILE.
5. INSTALL UNDERGROUND UTILITIES (WATER, SANITARY SEWER, ELECTRIC AND PHONES) TAKING THE LOCATION AND FUNCTION OF STORM WATER BMPS INTO CONSIDERATION.
7. SEED AND MULCH DISTURBED AREAS ON SITE.
8. CONSTRUCT THE ROADS TAKING THE LOCATION AND FUNCTION OF STORM WATER BMPS INTO CONSIDERATION.
9. PERFORM ALL OTHER SITE IMPROVEMENTS TAKING THE LOCATION AND FUNCTION OF THE STORM WATER BMPS INTO CONSIDERATION.
10. FINAL GRADE THE SITE.
11. STABILIZE THE SITE BY IMPLEMENTING THE NATIVE SEEDING AND PLANTING PORTION OF THE LANDSCAPING PLAN.
12. INSTALL THE EROSION CONTROL BLANKET
13. REMOVE THE SILT FENCE AFTER THE SITE IS STABILIZED PER PROJECT ENGINEER APPROVAL.

GENERAL NOTES:

1. INSTALL ALL TEMPORARY EROSION CONTROL MEASURES (IN ACCORDANCE WITH MnDOT GENERAL CONDITIONS 2573) PRIOR TO THE START OF ANY CONSTRUCTION OPERATION THAT MAY CAUSE ANY SEDIMENTATION OR SILTATION AT THE SITE.
2. INSTALL STORM DRAIN INLET PROTECTION TO PREVENT CLOGGING OF THE STORM SEWER AND SEDIMENT LOADS TO DOWNSTREAM STORM WATER FACILITIES OR WATERBODIES.
3. IF THE STORMWATER BMP IS BEING DESIGNED TO SERVE AS A TEMPORARY SEDIMENT BASIN, GRADE THE BMP TO WITHIN THREE (3) FEET OF FINAL GRADE TO PROTECT THE UNDERLYING MATERIAL FROM CLOGGING. ONCE CONSTRUCTION IN THE CONTRIBUTING DRAINAGE AREA HAS BEEN COMPLETED AND THE SITE IS STABILIZED, EXCAVATE THE INFILTRATION BASIN TO FINAL GRADE AND COMPLETE CONSTRUCTION OF THE BMP.
4. GRADING OF THE INFILTRATION BASIN SHALL BE ACCOMPLISHED USING LOW-IMPACT EARTH-MOVING EQUIPMENT TO PREVENT COMPACTION OF THE UNDERLYING SOILS. SMALL TRACKED DOZERS AND BOBCATS WITH RUNNER TRACKS ARE RECOMMENDED.
5. EXCAVATE THE INFILTRATION BASIN TO THE SPECIFIED DEPTH (ELEVATION). IT IS RECOMMENDED THAT ALL SUB MATERIAL BELOW THE SPECIFIED ELEVATION SHALL BE LEFT UNDISTURBED, UNLESS OTHERWISE DIRECTED BY THE ENGINEER.
6. GRADE TO THE DEPTH (ELEVATION) SPECIFIED IN THE CONSTRUCTION DOCUMENTS UNLESS OTHERWISE DIRECTED BY THE ENGINEER.
7. IN THE EVENT THAT SEDIMENT IS INTRODUCED INTO THE BMP DURING OR IMMEDIATELY FOLLOWING EXCAVATION, THIS MATERIAL WILL NEED TO BE REMOVED FROM THE BASIN PRIOR TO INITIATING THE NEXT STEP IN THE CONSTRUCTION PROCESS. SEDIMENT THAT HAS BEEN WASHED INTO THE BASIN DURING THE EXCAVATION PROCESS CAN SEAL THE PERMEABLE MATERIAL, SIGNIFICANTLY REDUCING THE INFILTRATION CAPACITY OF THE SOILS.
8. SEEDING AND INSTALLATION OF EROSION CONTROL BLANKET SHALL BE COMPLETED WITHIN 48 HOURS OF FINAL GRADING.
9. INFILTRATION AREA SHALL BE STAKED OFF DURING CONSTRUCTION TO RESTRICT HEAVY EQUIPEMENT TRAFFIC FROM COMPACTING NATIVE SOILS.

NOTE:

SEE GRADING AND EROSION CONTROL PLANS FOR ADDITIONAL INFORMATION ON LOCATION OF INLET STRUCTURES, EMERGENCY OVERFLOW, ELEVATIONS, ETC.



INFILTRATION BASIN
N.T.S.

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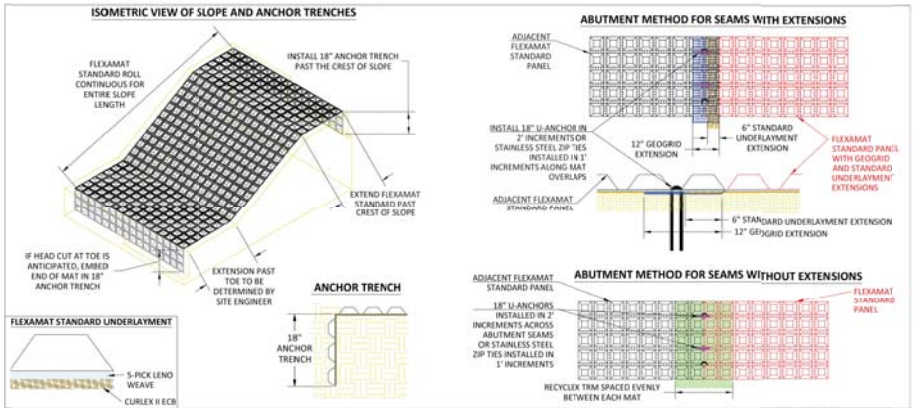

FLEXAMAT STANDARD - SLOPE ARMORING

CONSTRUCTION NOTES:

1. AN ENGINEER OR MANUFACTURERS REFRESENTATIVE SHALL BE ONSITE FOR THE START OF THE INSTALLATION.
2. ALL SUBGRADE SURFACES PREPARED FOR PLACEMENT OF MATS SHALL BE SMOOTH AND FREE OF ALL ROCKS, STICKS, ROOTS, OTHER PROTRUSIONS, OR DEBRIS OF ANY KIND.
3. PRIOR TO FLEXAMAT STANDARD INSTALLATION SEED AND FERTILIZE SUBGRADE WITH SITE SPECIFIC SEED MIX IN ACCORDANCE WITH THE PROJECT PLANS AND SPECIFICATIONS.
4. INSTALL FLEXAMAT STANDARD ROLLS THAT ARE CONTINUOUS FOR ENTIRE SLOPE LENGTH. FOR SLOPES LONGER THAN 16', USE MATS WITH EXTENSIONS CUT TO THE LENGTH OF THE SLOPE. INSTALL MATS TO THAT THE MATTING EXTENDS PAST THE CREST OF SLOPE AND INTO AN 18" ANCHOR TRENCH.
   - 4.1. FOR ARMORED SLOPE LENGTHS ;6' OR LESS, INSTALL A TRM SEAM EQUALLY UNDER ADJACENT MATS.
   - 4.2. ARMORED SLOPE LENGTHS LONGER THAN 16', INSTALL NEXT MAT OVER EXTENSIONS.
5. INSTALL SUBSEQUENT MATS OVER THE GEOGRID EXTENSION AND STANDARD UNDERLAYMENT EXTENSION OF THE PREVIOUSLY INSTALLED MAT. ENSURE THE GEOGRID AND STANDARD UNDERLAYMENT EXTENSIONS ARE LAYING FLAT ON THE SUBGRADE BEFORE INSTALLING ADJACENT MAT OVER THE EXTENSIONS.
6. INSTALL #3 REBAR 18" U-ANCHORS IN 2' INCREMENTS ACROSS THE GEOGRID AND STANDARD EXTENSION ABUTMENT. INSTALL ANCHORS PERPENDICULAR TO THE SLOPE DIRECTLY BEHIND FIRST ROW OF BLOCKS ON THE ADJACENT MAT.
7. AT THE END OF THE ARMORED SLOPE, IF HEAD CUT IS ANTICIPATED, EMBED THE MAT 18" IN A TERMINATION TRENCH. FILL AND COMPACT TERMINATION TRENCH WITH SUITABLE FILL.

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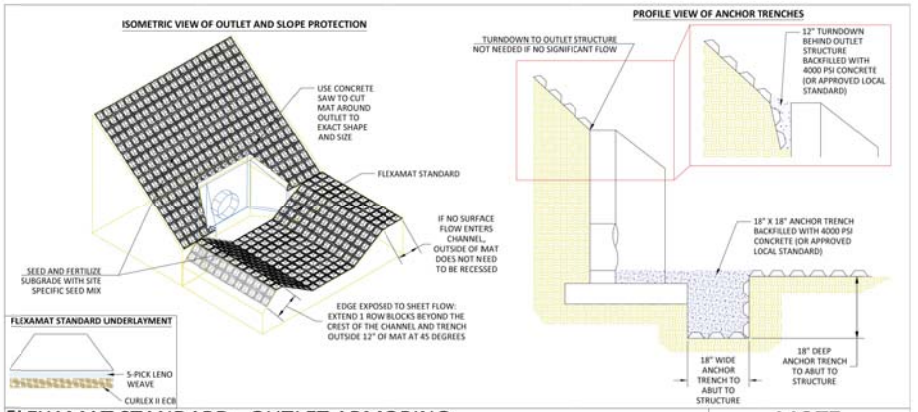
REV - 1



FLEXAMAT STANDARD - OUTLET ARMORING

CONSTRUCTION NOTES:

1. GRADE CHANNEL SO THAT WATER WILL FLOW DOWN CENTER OF THE CHANNEL AND BE CONTAINED TO THE CHANNEL. ALL SUBGRADE SURFACES PREPARED FOR PLACEMENT OF MATS SHALL BE SMOOTH AND FREE OF ALL ROCKS, STICKS, ROOTS, OTHER PROTRUSIONS, OR DEBRIS OF ANY KIND. THE PREPARED SURFACE SHALL PROVIDE A FIRM UNYIELDING FOUNDATION FOR THE MATS.
2. PRIOR TO FLEXAMAT STANDARD INSTALLATION, SEED AND FERTILIZER SUBGRADE WITH SITE SPECIFIC SEED MIX IN ACCORDANCE WITH THE PROJECT PLANS AND SPECIFICATIONS.
3. INSTALL FLEXAMAT ROLLS. AVAILABLE WIDTHS ARE 4', 5.5', 8', 10', 12', AND 16' AVAILABLE IN CUSTOM LENGTHS. FOR WIDTHS WIDER THAN 16', INSTALL 15.5' WIDE MAT WITH 12" GEOGRID EXTENSION AND 6" UNDERLAYMENT EXTENSION.
   - 3.1. WHERE POSSIBLE AVOID LONGITUDINAL ABUTMENT SEAMS IN CHANNEL BOTTOM.
   - 3.2. FOR OUTLET PROTECTION WIDER THAN 16' SEE CHANNEL PARALLEL TO FLOW INSTALLATION DETAIL.
   - 3.3. FOR OUTLET PROTECTION THAT REQUIRES MORE THAN 1 MAT IN LENGTH TO COVER CHANNEL SEE CHANNEL PARALLEL TO FLOW INSTALLATION DETAIL.
4. AT THE BEGINNING OF CHANNEL, THE INITIAL LEADING EDGE OF FLEXAMAT EXPOSED TO CONCENTRATED FLOW SHALL BE EMBEDDED 18" VERTICALLY INTO ANCHOR TRENCH. THE TRENCH SHALL BE FILLED WITH 4,000 PSI CONCRETE.
5. AT THE END OF THE ARMORED CHANNEL, EMBED THE MAT 18" IN A TERMINATION TRENCH. FILL AND COMPACT TERMINATION TRENCH WITH A COHESIVE FILL.

GUIDANCE TABLE FOR STORMWATER OUTFALL PROTECTION

PIPE DIAMETER		FLEXAMAT WIDTH	FLEXAMAT LENGTH (*MIN)
12"	8 CFS	5.5'	5'
18"	20 CFS	8'	8'
24"	30 CFS	8'	10'
36"	75 CFS	12'	16'
48"	100 CFS	16'	20'
60"	150 CFS	20'	25'

*CONSULT MANUFACTURER FOR GUIDANCE IF DESIGN DISCHARGE VARIES SIGNIFICANTLY FROM VALUES LISTED IN TABLE.
*LENGTH OF PROTECTION WILL VARY ON THE LENGTH OF THE SLOPE, DEGREE OF SLOPE, OR IF IT IS DISCHARGING ONTO A FLAT AREA. OUTFALLS DISCHARGING ONTO SLOPES, IT IS RECOMMENDED TO EXTEND FLEXAMAT PLUS THE LENGTH OF THE SLOPE AND 3' PAST THE TOE.

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REV - 1

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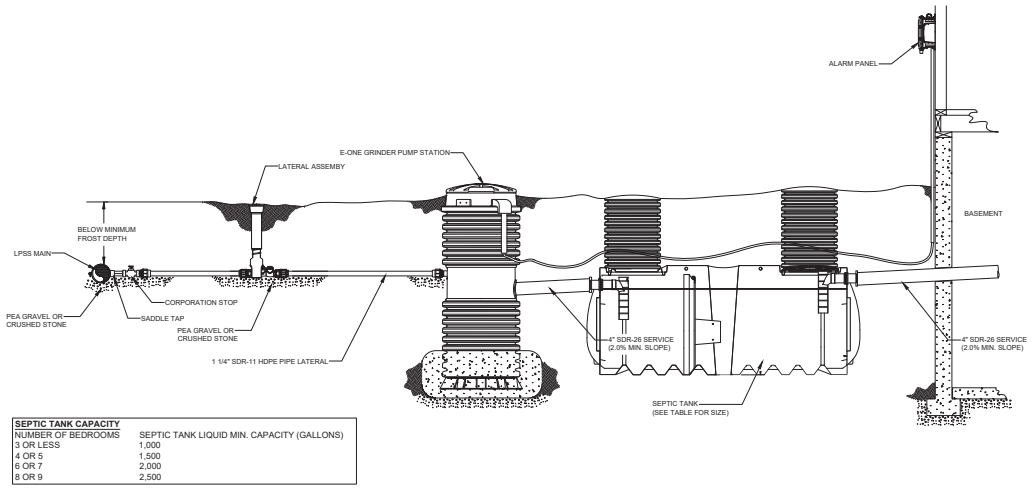
MEADOWSWEET BEND
DEVELOPMENT 1ST ADDITION
City of Elk River, Sherburne County, MN

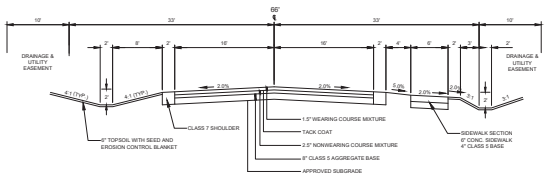
SITE DETAILS

SHEET NO.
C7.2

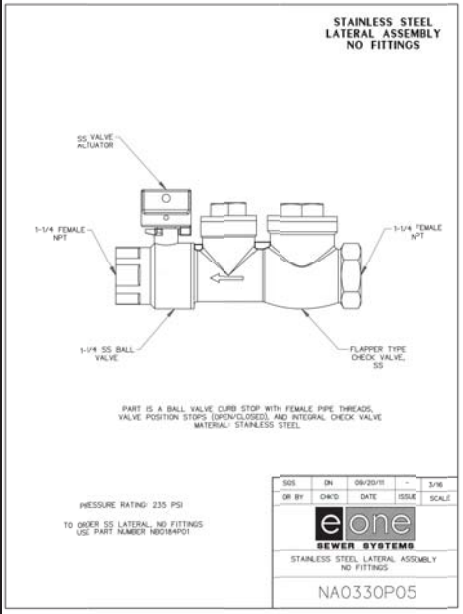


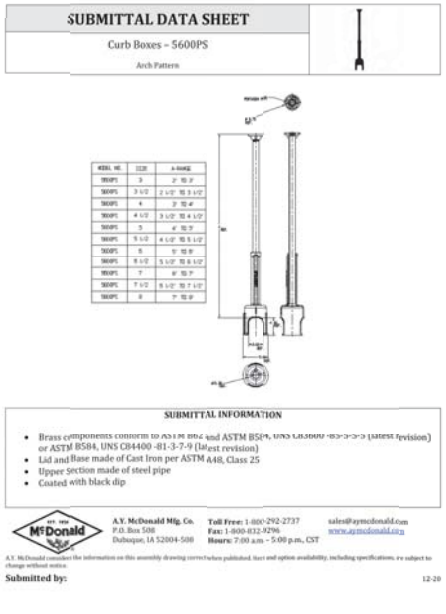
SEPTIC TANK CAPACITY	
NUMBER OF BEDROOMS	SEPTIC TANK LIQUID MIN. CAPACITY (GALLONS)
3 OR LESS	1,000
4 OR 5	1,500
6 OR 7	2,000
8 OR 9	2,500

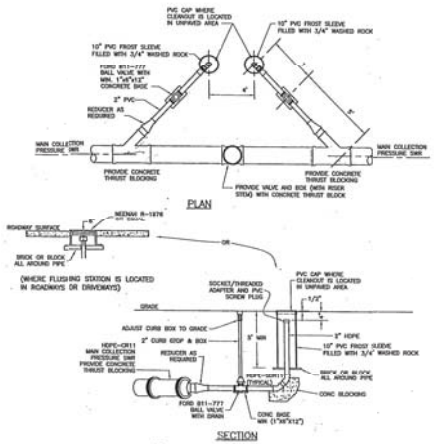
TYPICAL LATERAL INSTALLATION
N.T.S.



ROADWAY WITH SIDEWALK
N.T.S.







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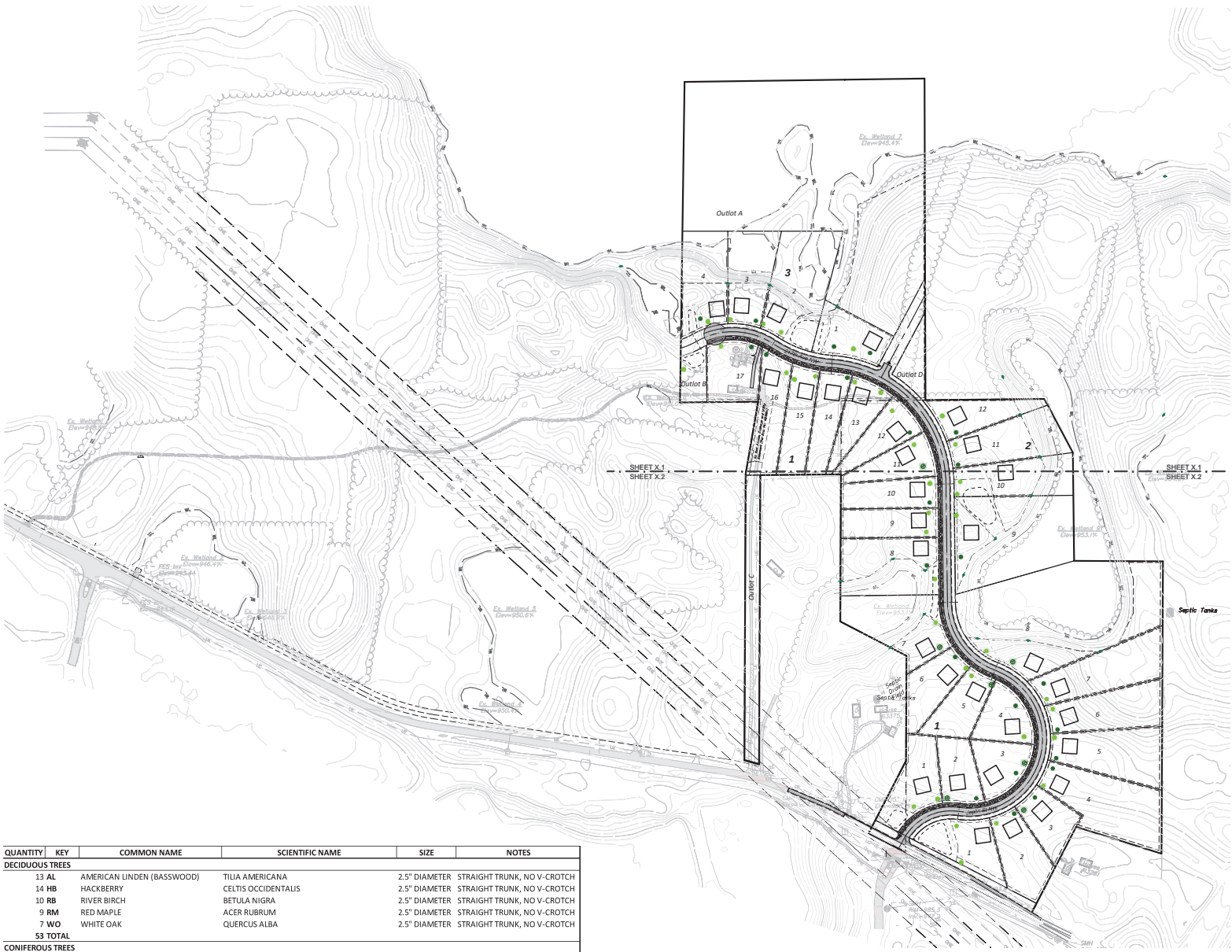
MEADOWSWEET BEND
DEVELOPMENT 1ST ADDITION
City of Elk River, Sherburne County, MN

SANITARY DETAILS

SHEET NO.
C7.3



0' 200' 400'
SCALE: 1"=200'

LEGEND:

- PROPOSED ASPHALT PAVEMENT
- PROPOSED CONCRETE SIDEWALK
- PROPOSED TREE CLEARING
- PROPOSED DECIDUOUS TREE
- PROPOSED CONIFEROUS TREE

LANDSCAPE REQUIREMENTS:

PER CITY OF ELK RIVER ZONING ORDINANCE:
ALL LANDSCAPING INCORPORATED IN SAID PLAN SHALL CONFORM TO THE FOLLOWING STANDARDS AND CRITERIA:

A. ALL PLANTS MUST AT LEAST EQUAL THE FOLLOWING MINIMUM SIZE:

	BALLED & BURLAPPED
DECIDUOUS TREES	2 INCH DIAMETER
EVERGREEN	6 FEET HIGH

B. MINIMUM REQUIREMENTS. ALL OPEN AREAS OF A LOT WHICH ARE NOT USED AND IMPROVED SHALL BE LANDSCAPED WITH A COMBINATION OF OVERSTORY TREES, ORNAMENTAL TREES, CONIFEROUS TREES, SHRUBS, FLOWERS, AND TURF OR PERMITTED GROUND COVER MATERIALS. THE MINIMUM NUMBER OF TREES IN THE FRONT YARD IS TWO.

B.A. LOCATION OF REQUIRED FRONT YARD TREES.1.ONE TREE MUST BE LOCATED IN THE BOULEVARD AREA AND SHALL BE AN OVERSTORY TYPE TREE.

B.B. SECOND TREE SHALL BE LOCATED IN THE FRONT YARD AREA. OVERSTORY, EVERGREEN, AND ORNAMENTAL TREE SPECIES ARE PERMITTED.

RESIDENTIAL REQUIREMENTS.

1. ALL REQUIRED LANDSCAPING SHALL BE LOCATED ON THE LOT OCCUPIED BY THE USE, BUILDING, FACILITY, OR STRUCTURES. NO LANDSCAPING SHALL BE LOCATED WITHIN ANY PUBLIC RIGHT-OF-WAY UNLESS APPROVED BY THE CITY.
2. PLANT MATERIALS SHALL BE LOCATED TO PROVIDE REASONABLE ACCESS TO ALL UTILITIES.
3. AT ALL INTERSECTIONS, SIGHT VISIBILITY TRIANGLES SHALL BE KEPT CLEAR OF LANDSCAPE MATERIALS THAT WOULD OBSTRUCT THE SIGHT LINES OF MOTORISTS AT INTERSECTING STREETS.
4. ALL LANDSCAPE IMPROVEMENTS REQUIRED BY THIS SUBSECTION SHALL BE INSTALLED BY THE OWNER NO LATER THAN ONE YEAR AFTER THE ISSUANCE OF A BUILDING PERMIT FOR THE SUBJECT PROPERTY. REPLACEMENT OF ANY DEAD TREES, SHRUBS, GROUND COVERS AND SODDING SHALL BE RESPONSIBILITY OF THE PROPERTY OWNER.
5. AREAS OF TREE REMOVAL SHALL BE LIMITED AS MUCH AS POSSIBLE FOR ROAD PLACEMENT, BASIN GRADING, AND HOUSE AND DRIVEWAY CONSTRUCTION.

(SEE CITY ORDINANCE, SECTION 15, FOR FULL REQUIREMENTS)

QUANTITY	KEY	COMMON NAME	SCIENTIFIC NAME	SIZE	NOTES
DECIDUOUS TREES					
13	**AL**	AMERICAN LINDEN (BASSWOOD)	TILIA AMERICANA	2.5" DIAMETER	STRAIGHT TRUNK, NO V-CROTCH
14	**HB**	HACKBERRY	CELTIS OCCIDENTALIS	2.5" DIAMETER	STRAIGHT TRUNK, NO V-CROTCH
10	**RB**	RIVER BIRCH	BETULA NIGRA	2.5" DIAMETER	STRAIGHT TRUNK, NO V-CROTCH
9	**RM**	RED MAPLE	ACER RUBRUM	2.5" DIAMETER	STRAIGHT TRUNK, NO V-CROTCH
7	**WO**	WHITE OAK	QUERCUS ALBA	2.5" DIAMETER	STRAIGHT TRUNK, NO V-CROTCH
53	**TOTAL**				
CONIFEROUS TREES					
14	**BHS**	BLACK HILLS SPRUCE	PICEA GLAUCA VAR. DENSATA	6' HIGH	
ALL TREES					
67	**TOTAL**				

CALL 48 HOURS BEFORE DIGGING:
GOPHER STATE ONE CALL
TWIN CITY AREA 651-454-0002
MINNESOTA TOLL FREE 1-800-252-1166

REV NO.	DATE	DESCRIPTION
1	09/27/2025	1ST ADDITION PLANS

DATE: 09/27/2025
DESIGN BY: MJM
DRAWN BY: MJM
CHECKED BY: MJM, CJD
DWG FILE: LANDSCAPE
FILE NO.: 24-0120.00

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.

Signed: Christopher J. Dahm
Date: 09/27/2025
Lic. No. 58628

BOGART, PEDERSON & ASSOCIATES, INC.
LAND SURVEYING
CIVIL ENGINEERING
ENVIRONMENTAL SERVICES
13179 FIRST STREET, BECKER, MN 55308-9322
TEL: 763-262-9822 FAX: 763-262-9844

MEADOWSWEET BEND
DEVELOPMENT 1ST ADDITION
City of Elk River, Sherburne County, MN

OVERALL LANDSCAPE PLAN

SHEET NO.
C8.0

0' 100' 200'
SCALE: 1"= 100'

LEGEND:

- PROPOSED ASPHALT PAVEMENT
- PROPOSED CONCRETE SIDEWALK
- PROPOSED TREE CLEARING
- PROPOSED DECIDUOUS TREE
- PROPOSED CONIFEROUS TREE

CALL 48 HOURS BEFORE DIGGING:
GOPHER STATE ONE CALL
TWIN CITY AREA 651-454-0002
MINNESOTA TOLL FREE 1-800-252-1166

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ENVIRONMENTAL SERVICES
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TEL: 763-262-9822 FAX: 763-262-9844

MEADOWSWEET BEND
DEVELOPMENT 1ST ADDITION
City of Elk River, Sherburne County, MN

NORTH LANDSCAPE PLAN

SHEET NO.
C8.1

N

0' 100' 200'

SCALE: 1"= 100'

LEGEND:

- PROPOSED ASPHALT PAVEMENT
- PROPOSED CONCRETE SIDEWALK
- PROPOSED TREE CLEARING
- PROPOSED DECIDUOUS TREE
- PROPOSED CONIFEROUS TREE

CALL 48 HOURS BEFORE DIGGING:
GOPHER STATE ONE CALL
TWIN CITY AREA 651-454-0002
MINNESOTA TOLL FREE 1-800-252-1166

REV NO.	DATE	DESCRIPTION
1	09/27/2025	1ST ADDITION PLANS

DATE: 09/27/2025
DESIGN BY: MJM
DRAWN BY: MJM
CHECKED BY: MJM, CJD
DWG FILE: LANDSCAPE
FILE NO.: 24-0120.00

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.

Signed: Christopher J. Dahm
Date: 09/27/2025
Lic. No. 58628

BOGART, PEDERSON & ASSOCIATES, INC.
LAND SURVEYING
CIVIL ENGINEERING
LAND DEVELOPMENT SERVICES
1370 FIRST STREET, BECKER, MN 55308-9322
TEL: 763-262-8822 FAX: 763-262-8844

MEADOWSWEET BEND
DEVELOPMENT 1ST ADDITION
City of Elk River, Sherburne County, MN

SOUTH LANDSCAPE PLAN

SHEET NO.
C8.2

Resolution 25-32

A Resolution of the City of Elk River Granting Final Plat Approval for Meadowsweet Bend Case No. P 25-18

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 September 16, 2024; 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 16th day of June 2025.

_____
John J. Dietz, Mayor

ATTEST:

_____
Tina Allard, City Clerk

EXHIBIT A
LEGAL DESCRIPTION

Lot 1, Block 1, MEADOWSWEET HILLS, Sherburne County, Minnesota

AND

The East Half of the Southwest Quarter of Section 8, Township 33, Range 26, Sherburne County, Minnesota lying northerly of the centerline of County Road No. 33. EXCEPT the following described tracts of land

1.) That part of the East Half of the Southwest Quarter of Section 8, Township 33, Range 26, Sherburne County, Minnesota, described as follows: Commencing at the Southwest corner of said East Half of the Southwest Quarter; thence on an assumed bearing of North 0 degrees 15 minutes 37 seconds East along the West line of said East Half of the Southwest Quarter, a distance of 947.60 feet to intersect with the centerline of County Road No. 33; thence South 62 degrees 35 minutes 50 seconds East along said centerline, a distance of 877.62 feet to the point of beginning of the land to be described; thence North 27 degrees 24 minutes 10 seconds East, a distance of 412.49 feet; thence South 72 degrees 29 minutes 56 seconds East, a distance of 365.81 feet to the east line of said East Half of the Southwest Quarter; thence South 0 degrees 18 minutes 13 seconds West along said east line, a distance of 534.02 feet to said centerline of County Road No. 33; thence North 62 degrees 35 minutes 50 seconds West along said centerline a distance of 603.62 feet to the point of beginning.

2.) That part of the following described property lying northwesterly of a described LINE A.
Said property described as follows:
All that part of the East Half of the Southwest Quarter of Section 8, Township 33, Range 26, Sherburne County, Minnesota, described as commencing at the southwest corner of said East half of the Southwest Quarter; thence North 0 degrees 15 minutes 37 seconds East, assumed bearing, along the west line of said East Half of the Southwest Quarter, a distance of 947.60 feet to intersect the centerline of County Road No. 33, also known as Ranch Road, said point of intersection also being the actual point of beginning of the tract to be hereby described; thence South 62 degrees 35 minutes 50 seconds East along said centerline, a distance of 305.00 feet, more or less, to intersect the east line of the West 271.41 feet of said East Half of the Southwest Quarter; thence North 0 degrees15 minutes 37 seconds East parallel with said west line of the East half of the Southwest Quarter, a distance of 802.57 feet; thence North 62 degrees 35 minutes 50 seconds West, a distance of 305.00 feet to intersect said west line of the East half of the Southwest Quarter; thence southerly along said west line, a distance of 802.57 feet to the point of beginning.

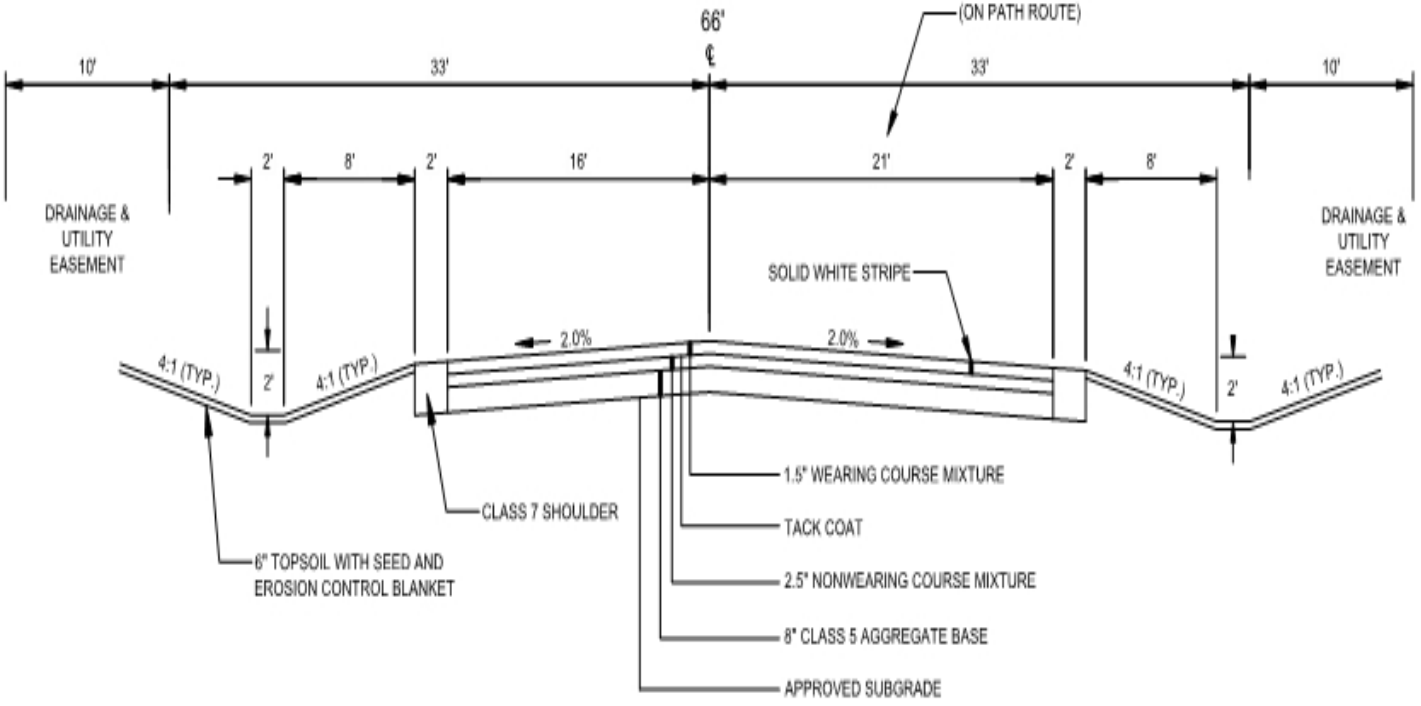
Said LINE A described as follows:
Commencing at the southwest corner of said East Half of the Southwest Quarter; thence northerly along the west line of said East Half of the Southwest Quarter, a distance of 1181.35 feet; thence easterly deflecting to the right 90 degrees 00 minutes 00 seconds to the point of intersection with the east line of the West 271.41 feet of said East Half of the Southwest Quarter, said point being the point of beginning of said LINE A; thence southwesterly deflecting to the right 117 degrees 02 minutes 16 seconds to said centerline of County Road No. 33 and said LINE A there terminating.

POWERED BY NATURE

EXHIBIT B

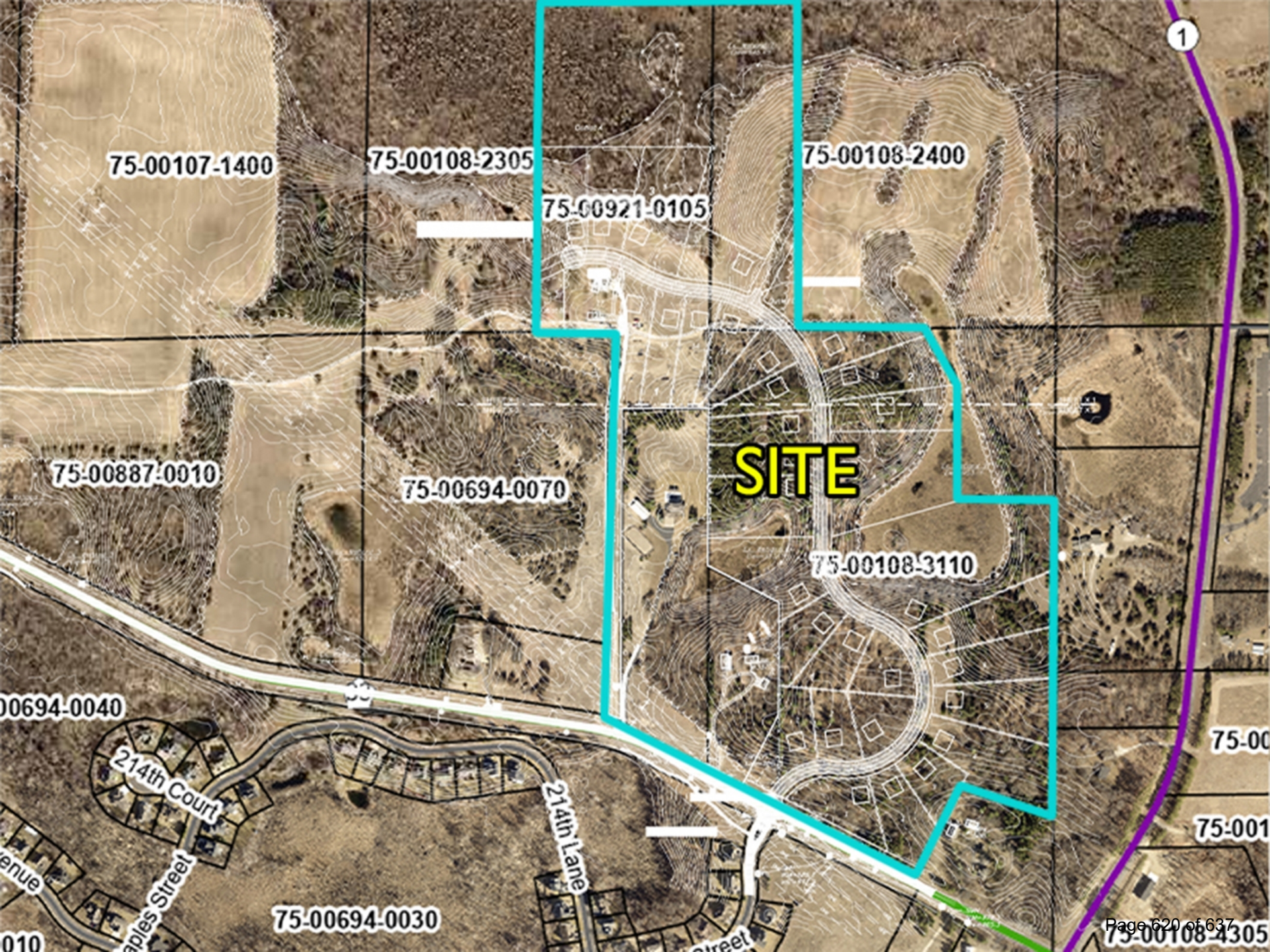
CONDITIONS OF APPROVAL

1. Council approval of a Development Agreement outlining the responsibilities of the city and developer.
2. A Letter of Credit shall be provided to the city in the amount of 100% of the costs of the public improvements.
3. Upon completion of all improvements and acceptance by the city, a security or warranty in a form acceptable to the Public Works Director must be secured.
4. The Development Plan shall be approved by the public works director prior to issuance of building permits.
5. Staff approval of all site, civil, and landscaping plans.
6. Park dedication will be paid at a prorated amount based on the land dedication outlined in the preliminary plat approval.
7. The developer shall deed Outlot C to the city as park dedication.
8. The typical street section shall be updated to include the sidewalk along the edge of the street.
9. Any item or condition found that indicates the site is likely to yield information important to pre-history or history shall be reported to the city immediately. Further, the city reserves the right to stop work authorized in its approval until the site is appropriately investigated and work is authorized.


66'
℄
(ON PATH ROUTE)
10'
33'
33'
10'
2'
8'
2'
16'
21'
2'
8'
DRAINAGE &
UTILITY
EASEMENT
DRAINAGE &
UTILITY
EASEMENT
SOLID WHITE STRIPE
2.0%
2.0%
4:1 (TYP.)
2'
4:1 (TYP.)
4:1 (TYP.)
2'
4:1 (TYP.)
1.5" WEARING COURSE MIXTURE
CLASS 7 SHOULDER
TACK COAT
6" TOPSOIL WITH SEED AND
EROSION CONTROL BLANKET
2.5" NONWEARING COURSE MIXTURE
8" CLASS 5 AGGREGATE BASE
APPROVED SUBGRADE

Meadowsweet Bend

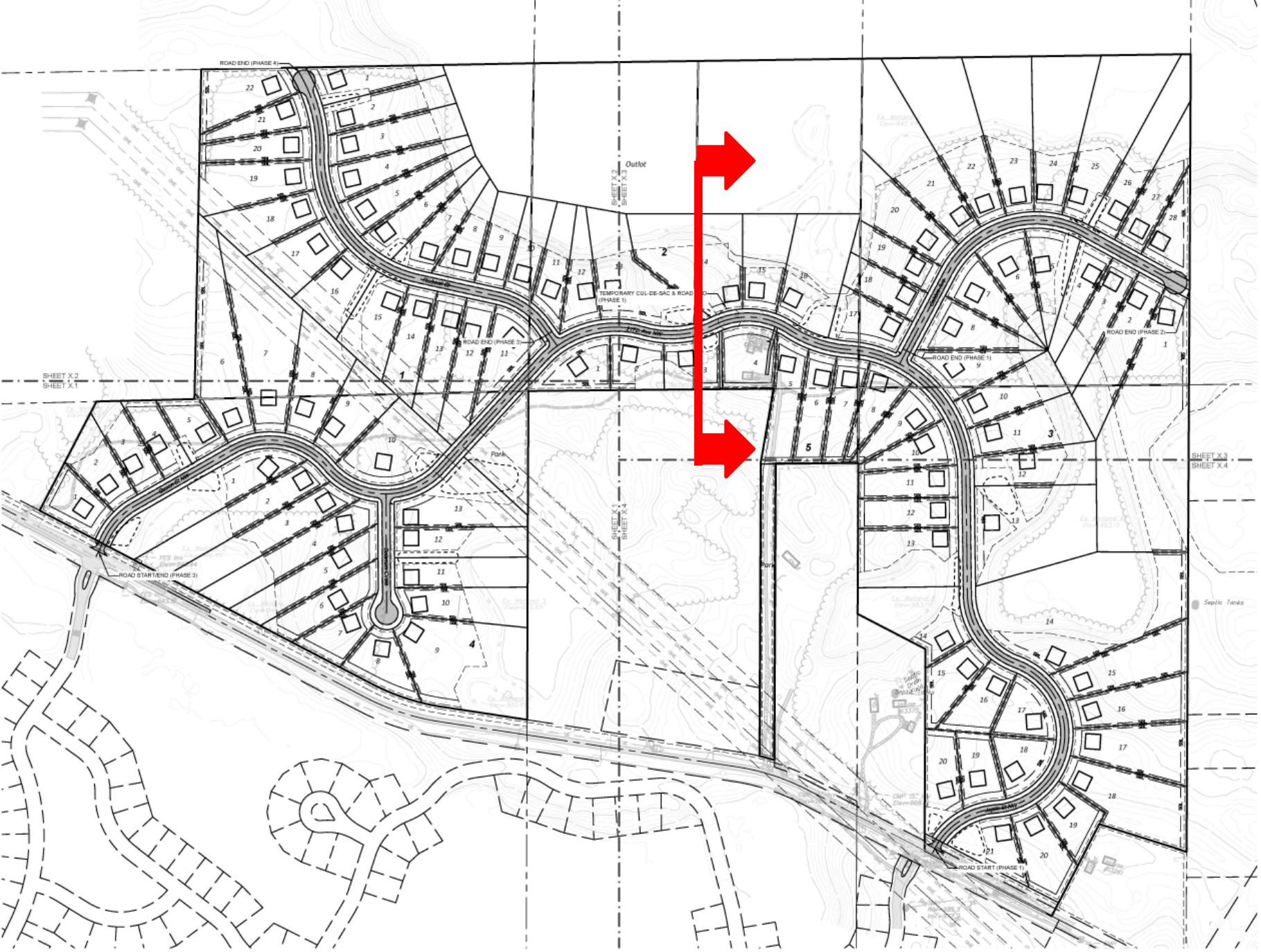
Final Plat


75-00107-1400
75-00108-2305
75-00921-0105
75-00108-2400
SITE
75-00887-0010
75-00694-0070
75-00108-3110
00694-0040
214th Court
214th Lane
enue
ples Street
75-00694-0030
010
75-00
75-001
75-00108-4305
1

Background

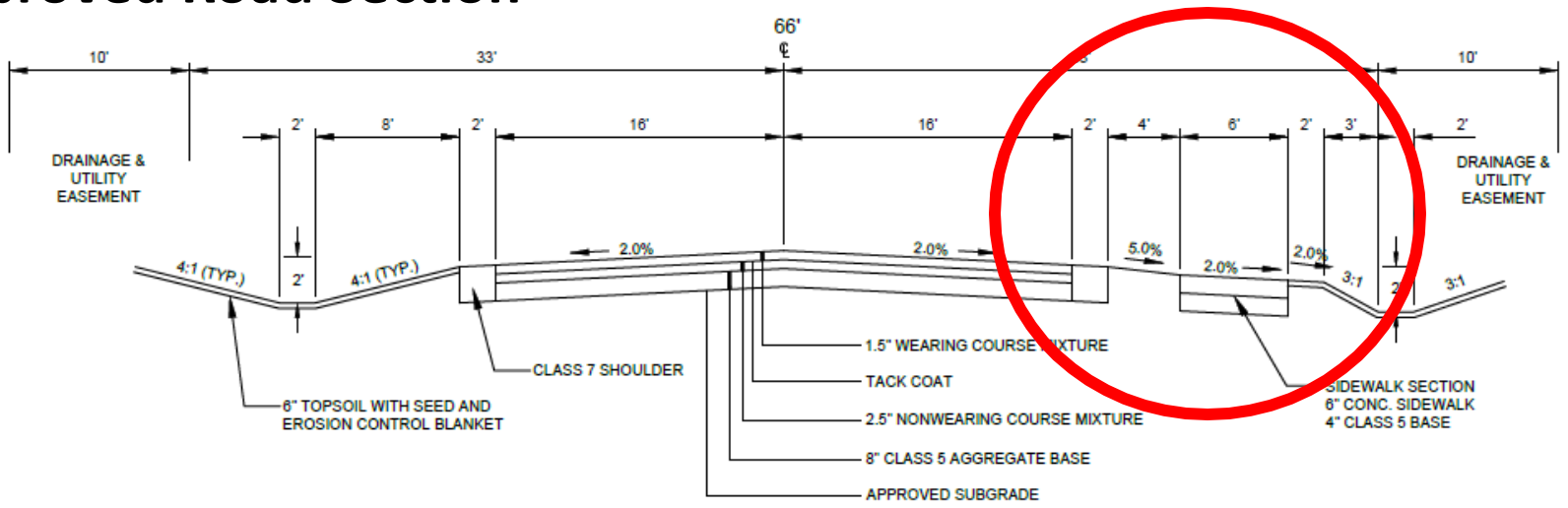
- Applicant request approval of the first phase of Meadowsweet Bend.
- CC approved the 104-lot preliminary plat on September 16, 2024
- Proposed addition plats 33 single-family lots
  - Connection to city sewer, private well

- Approval included a sidewalk and a boulevard along the city street.
- Staff propose modifying the sidewalk placement to ease maintenance concerns for residents and the city.

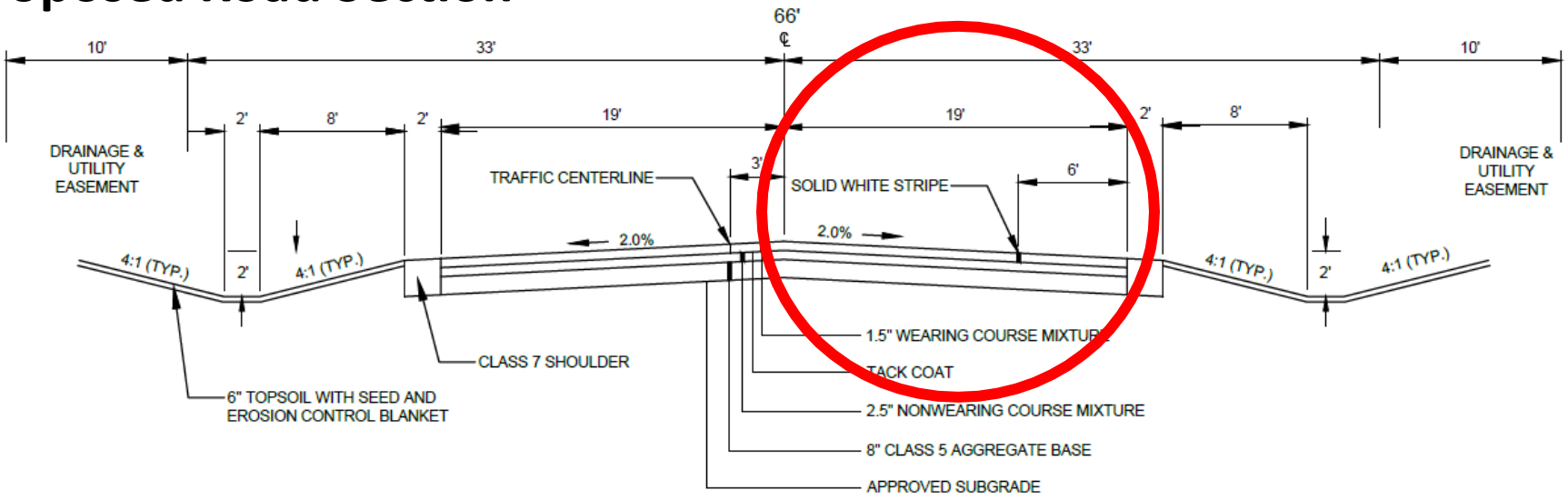

LEGEND:
SITE PLAN N
ROAD END (PHASE 4)
ROAD END (PHASE 3)
ROAD START/END (PHASE 3)
TEMPORARY CUL-DE-SAC & ROAD (PHASE 1)
ROAD END (PHASE 1)
ROAD END (PHASE 2)
ROAD START (PHASE 1)
Outlot
Park
Septic Tanks
SHEET X.1
SHEET X.2
SHEET X.3
SHEET X.4

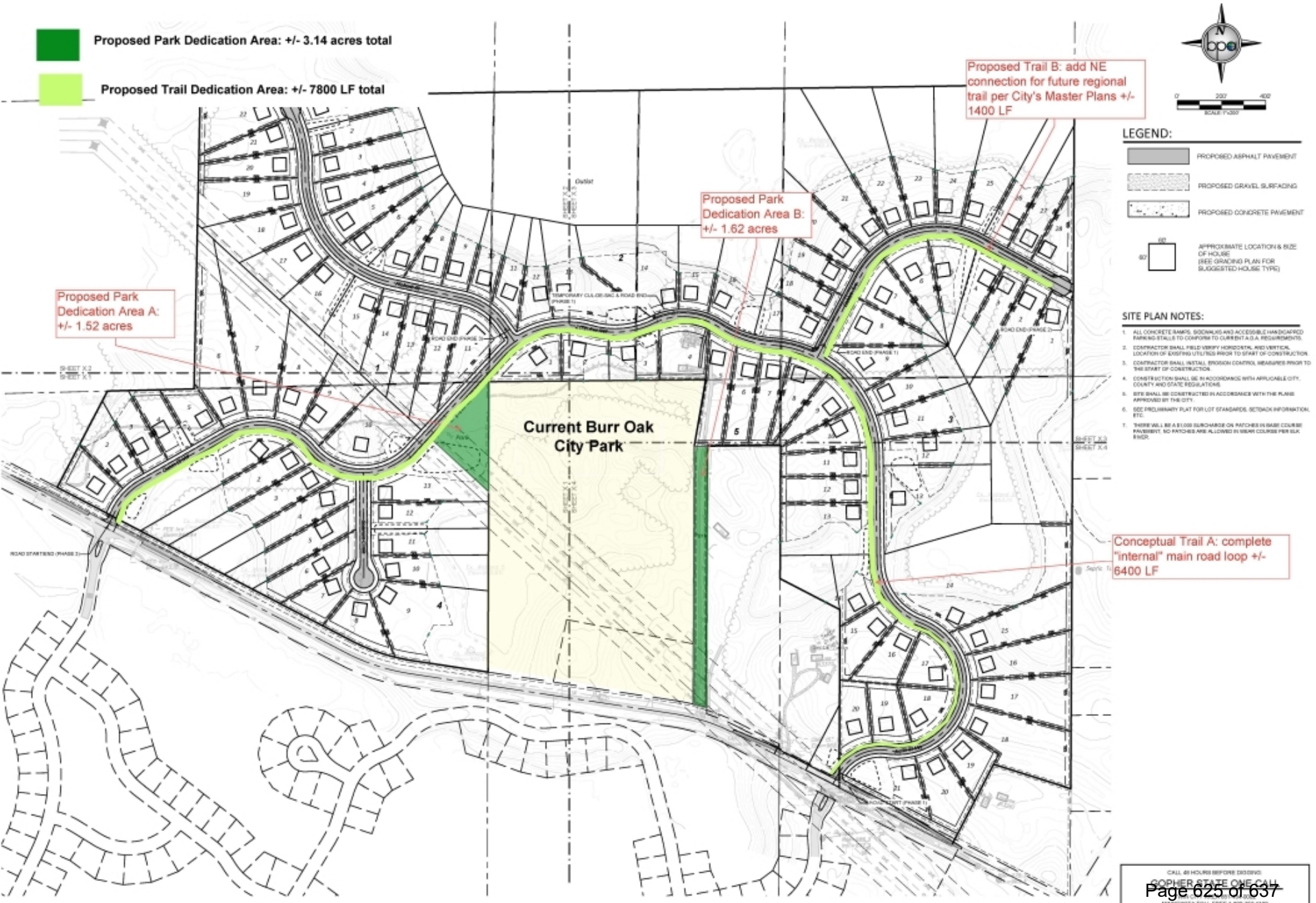
Outlot A
TEMPORARY CUL-DE-SAC & ROAD END (PHASE 1)
ROAD END (PHASE 1)
Outlot B
Outlot D
Outlot C
SHEET X.1
SHEET X.2
MONUMENT SIGN LOCATION
ROAD START (PHASE 1)

Approved Road Section



Proposed Road Section




Proposed Park Dedication Area: +/- 3.14 acres total
Proposed Trail Dedication Area: +/- 7800 LF total
Proposed Trail B: add NE connection for future regional trail per City's Master Plans +/- 1400 LF
Proposed Park Dedication Area B: +/- 1.62 acres
Proposed Park Dedication Area A: +/- 1.52 acres
Current Burr Oak City Park
Conceptual Trail A: complete "internal" main road loop +/- 6400 LF
LEGEND:
PROPOSED ASPHALT PAVEMENT
PROPOSED GRAVEL SURFACING
PROPOSED CONCRETE PAVEMENT
APPROXIMATE LOCATION & SIZE OF HOUSE (SEE GRADING PLAN FOR SUGGESTED HOUSE TYPE)
SITE PLAN NOTES:
1. ALL CONCRETE RAMPS, SIDEWALKS AND ACCESSIBLE HANDICAPPED PARKING STALLS TO CONFORM TO CURRENT A.D.A. REQUIREMENTS.
2. CONTRACTOR SHALL FIELD VERIFY HORIZONTAL AND VERTICAL LOCATION OF EXISTING UTILITIES PRIOR TO START OF CONSTRUCTION.
3. CONTRACTOR SHALL INSTALL EROSION CONTROL MEASURES PRIOR TO THE START OF CONSTRUCTION.
4. CONSTRUCTION SHALL BE IN ACCORDANCE WITH APPLICABLE CITY, COUNTY AND STATE REGULATIONS.
5. SITE SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE PLANS APPROVED BY THE CITY.
6. SEE PRELIMINARY PLAT FOR LOT STANDARDS, SETBACK INFORMATION, ETC.
7. THERE WILL BE A $1,000 SURCHARGE ON PATCHES IN BASE COURSE PAVEMENT. NO PATCHES ARE ALLOWED IN WEAR COURSE PER SLK RMDI.
CALL 48 HOURS BEFORE DIGGING
GOPHER STATE ONE CALL
MINNESOTA TOLL FREE 1-800-252-1166

Actions Requested

Adopt resolution 25-32 approving the final plat of Meadowsweet Bend, subject to the conditions included in the memo.

- Condition 8 updates the typical section for the project.

Request for Action

To
City Council

Item Number
8.2

Meeting Date
June 16, 2025

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

Item Description
Resolution 25-33: Establish Cannabis Enterprise Fund

Reviewed by
Lori Stich
Cal Portner
Tina Allard

Action Requested
Approve, by motion, Resolution 25-33 establishing the Cannabis Enterprise Fund and authorizing a transfer in the amount of $500,000 from the Liquor Fund to the Cannabis Fund.

Background/Discussion
This resolution will transfer $500,000 from the Liquor Fund to a newly created Cannabis Fund. This will provide start-up funds necessary to launch Cannabound. Store architect fees, payroll, etc. will begin to draw down funds as the Cannabis Business Plan is implemented.

Financial Impact
$500,000 will be transferred from the Liquor Fund to establish the Cannabis Fund.

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

Attachments
1. Resolution 25-33 to Establish Cannabis Fund

City of Elk River
City Council

Resolution 25-33

A Resolution of the City Council of the City of Elk River Establishing a Cannabis Fund and Authorizing a Transfer from the Liquor Fund to the Cannabis Fund.

WHEREAS, Minnesota Statute Chapter 3545.0900 Fund Accounting states that a fund is an independent accounting entity having its own assets, liabilities, obligations, revenues, expenditures, reserves, and equity balances and funds must be established for the purpose of accounting for those specific resources provided for the attainment of particular public objectives, as designated by statute or rule; and,

WHEREAS, the City of Elk River wishes to establish an Enterprise Fund to account for all cannabis related revenues, expenses, etc.; and,

WHEREAS, the Cannabis Fund may be used to pay staff wages, store architect fees, construction costs, and any business operating expenses necessary; and,

WHEREAS, the Cannabis Fund will need a startup investment to cover staff wages, store architect fees, construction costs, etc. until revenues exceed expenses and the startup investment can be repaid in the future; and,

WHEREAS, the Liquor Fund will transfer $500,000 to the Cannabis Fund to create the positive fund balance necessary to implement the Cannabis Business Plan; and,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Elk River, Minnesota, as follows**:** that the City Council of the City of Elk River, Minnesota establishes a Cannabis Fund to be used for operating a municipal cannabis store and authorizes a transfer in the amount of $500,000 from the Liquor Fund to the Cannabis Fund.

Passed and adopted this 16th day of June 2025.

_____
John J. Dietz, Mayor

ATTEST:

_____
Tina Allard, City Clerk

Request for Action

To
City Council

Item Number
10.1

Meeting Date
June 16, 2025

Prepared By
Justin Femrite, Public Works Director/Chief Engineer

Item Description
Trunk Hwy 10 Access Improvements at 165th Avenue

Reviewed by
Cal Portner
Tina Allard

Action Requested
Continuing discussion relating to costs associated with access changes at the TH 10 and 165th Avenue intersection.

Background/Discussion
Since the last meeting, staff has further gained clarification that Tax Increment Financing is not a suitable or available tool that can be used to help pay for the improvements.

We are in a position where an agreement surrounding cost participation needs to be reached.

Financial Impact
None

Mission/Policy/Goal
Meet Changing Needs

Attachments
None

Request for Action

To
City Council

Item Number
10.2

Meeting Date
June 16, 2025

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

Item Description
2026 Budget Planning

Reviewed by
Lori Stich
Cal Portner
Tina Allard

Action Requested
Discuss the 2026 Budget.

Background/Discussion
2026 Budget Considerations:

- Cost of Living – Peers/neighbors at 3.5-4%
- Market Rate Adjustment – Compensation plan update
- Eliminate cell phone reimbursements with market rate adjustment.
- Health Insurance – 2026 rate cap of 19%
- Union contracts expire 12/31/25 (Patrol and Police Clerical)
- Property/Casualty insurance increases (2025 audit).
- Legislated Parental and Sick Leave mandate (estimated $80,000 citywide)
- Cannabis Retail Age Compliance Inspections
- Personnel Requests
- Cannabound/Northbound store construction and start-up.

Financial Impact
These factors guide staffs preparation of the annual budget.

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

Attachments
None

Request for Action

To
City Council

Item Number
12.1

Meeting Date
June 16, 2025

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

Item Description
Financial Report - May

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 the month of May, actual revenues (excluding property taxes and transfers-in) and expenditures should run about 42% of the annual budget. It is natural for some of the items to vary from month to month, such as exceeding budget for Supplies but being below budget for Services. This is not considered serious as long as the total expenditure budget amount is not overspent. Significant variances from budget are highlighted below, accompanied by a general discussion of the variance.

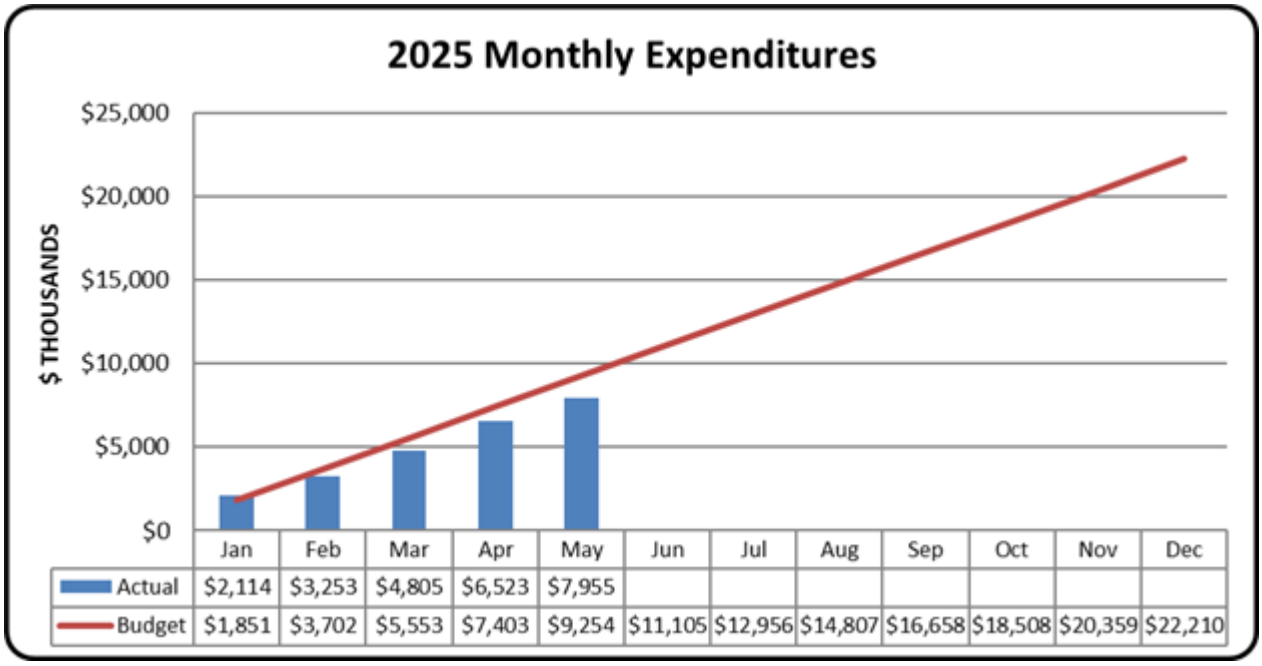
General Fund

Revenues:

- Property taxes, our largest revenue source, are received in July and December.
- License and permit collections are 57% of budget estimates, consisting primarily of building-related permits and liquor licenses.
- Charges for services are about 53% of estimates with plan check fees and recreation fees making up the majority of May collections.
- Transfers-in consist of ERMU's 4% April monthly electric revenues. The remaining transfers-in will be recorded mid-year.

Expenditures:

- Total departmental expenditures are about 36% of budget. Most departments are within or below budget estimates.



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actual	$2,114	$3,253	$4,805	$6,523	$7,955							
Budget	$1,851	$3,702	$5,553	$7,403	$9,254	$11,105	$12,956	$14,807	$16,658	$18,508	$20,359	$22,210

FT Center

Through the end of May, revenues of $766,033 exceeded expenditures of $660,571 by $105,462. The majority of May collections consist of ice rent, sponsorships, and concessions, while expenditures are primarily attributable to personal services, and service charges such as utilities.

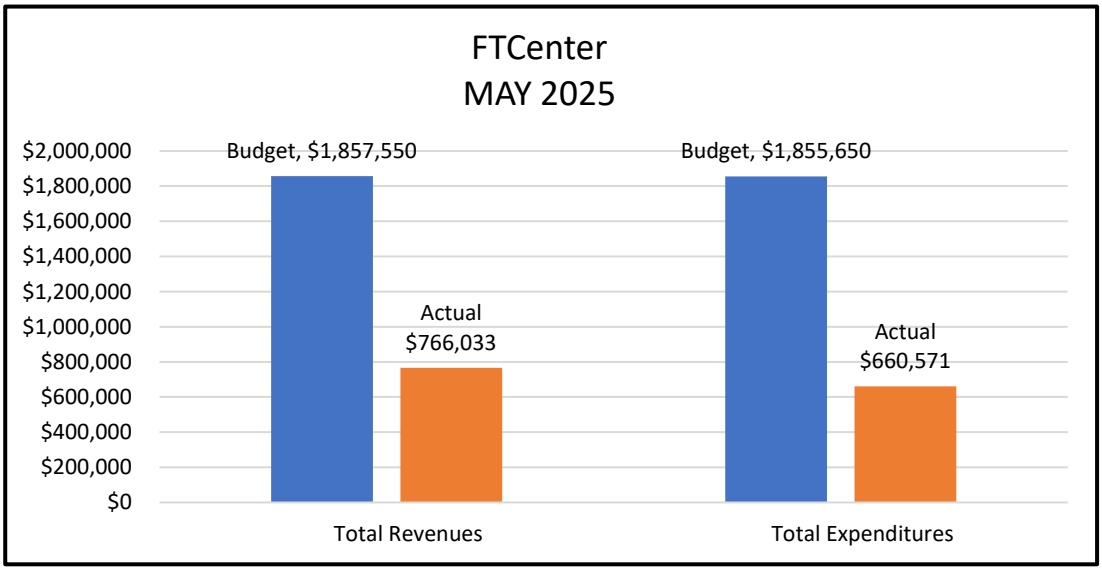
Financial Impact
None

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

Attachments
1. Community Event Center - May Financial Report
2. 2025 Enterprise Funds - May Financial Report
3. 05-2025 General Fund

CITY OF ELK RIVER
FTCENTER - BUDGET TO ACTUAL
MONTH ENDED MAY 31, 2025

	Current Budget	Year to Date Actual	% of Budget
Revenues:			
Ice Rental	$861,000	$333,049	38.68%
Admissions	6,000	12,488	208.13%
Dry Floor Events/Craft Shows	0	0	0.00%
Facility Rental	245,400	73,405	29.91%
Advertising/Naming Rights/Sponsorships	192,550	81,725	42.44%
Recreation fees (Skating/Hockey)	160,000	76,077	47.55%
Concessions/catering/vending	363,000	180,823	49.81%
Other Revenues (interest, etc.)	29,600	8,468	28.61%
Total Revenues	$1,857,550	$766,033	41.24%
Operating expenses:			
Personal services	$930,900	$374,545	40.23%
Supplies	197,550	88,564	44.83%
Other service charges	585,450	197,462	33.73%
Capital Outlay	141,750	0	0.00%
Total Expenditures	$1,855,650	$660,571	35.60%
Revenues over/(under) expenditures	$1,900	$105,462	



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

	Liquor			Sewer			Garbage			Stormwater		
	Current Budget	Year to Date Actual	% of Budget	Current Budget	Year to Date Actual	% of Budget	Current Budget	Year to Date Actual	% of Budget	Current Budget	Year to Date Actual	% of Budget
Sales and cost of sales:												
Sales	$ 8,640,000	$ 3,311,103	38.32%									
Cost of sales	(6,235,750)	(2,160,734)	34.65%									
Gross profit	2,404,250	1,150,369	47.85%									
Operating revenues:												
User charges	-	-	-	$ 2,745,000	$ 972,687	35.43%	$ 2,070,000	$ 659,323	31.85%	$ 675,000	$ 227,365	33.68%
Delinquency collections	-	-	-	1,500	-	0.00%	-	-	-	-	-	-
Other	9,000	1,947	21.63%	195,000	60,039	30.79%	-	-	-	-	-	-
Total operating revenues	9,000	1,947	21.63%	2,941,500	1,032,726	35.11%	2,070,000	659,323	31.85%	675,000	227,365	33.68%
Operating expenses:												
Personal services	1,268,300	458,741	36.17%	901,300	328,616	36.46%	29,900	6,377	21.33%	-	-	-
Supplies	31,500	5,997	19.04%	334,900	92,617	27.66%	23,250	647	2.78%	1,000	-	0.00%
Other service charges	397,650	195,032	49.05%	1,007,950	322,035	31.95%	1,844,550	605,658	32.84%	302,950	6,734	2.22%
Depreciation *	70,000	-	0.00%	1,710,000	-	0.00%	-	-	-	500,000	-	0.00%
Total operating expenses	1,767,450	659,770	37.33%	3,954,150	743,268	18.80%	1,897,700	612,682	32.29%	803,950	6,734	0.84%
Operating income (loss)	**645,800**	**492,547**	**76.27%**	**(1,012,650)**	**289,458**	**-28.58%**	**172,300**	**46,641**	**27.07%**	**(128,950)**	**220,631**	**-171.10%**
Nonoperating revenues (expenses):												
Interest income	135,000	30,278	22.43%	135,000	90,599	67.11%	10,000	9,387	93.87%	30,000	22,680	75.60%
Interest expense/agent fees	-	-	-	(77,550)	(39,818)	51.34%	-	-	-	-	-	-
Total nonoperating revenues (expenses)	135,000	30,278	22.43%	57,450	50,782	88.39%	10,000	9,387	93.87%	30,000	22,680	75.60%
Income (loss) before contributions & transfers	**780,800**	**522,825**	**66.96%**	**(955,200)**	**340,240**	**-35.62%**	**182,300**	**56,029**	**30.73%**	**(98,950)**	**243,311**	**-245.89%**
Contributions - connection fees	-	-	-	1,000,000	633,000	63.30%	-	-	-	-	-	-
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)**	**522,825**	**-163.79%**	**(135,200)**	**973,240**	**-719.85%**	**122,300**	**56,029**	**45.81%**	**(223,950)**	**243,311**	**-108.65%**
Items reclassified to balance sheet at year end:												
Bond Proceeds				-		-						
Capital Outlay	-	-	-	(343,000)	(169,256)	-	-	-	-	(150,000)	-	-
Bond Payment	-	-	-	(530,000)	(530,000)	-	-	-	-	-	-	-
Revenues over/(under) expenditures	**(319,200)**	**522,825**		**(1,008,200)**	**273,984**		**122,300**	**56,029**		**(373,950)**	**243,311**	

* Recorded at year-end

General Fund

As of: 5/31/2025 **42.00% 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	15,289.91	6.80%	209,710.09
101-3-0000-3131	Penalties/Interest	0.00	666.98	0.00%	(666.98)
	Total Taxes	15,851,050.00	15,289.91	0.10%	15,835,760.09
Licenses & Permits					
101-3-0000-3211	Liquor License	82,000.00	76,181.25	92.90%	5,818.75
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	15,550.00	23.92%	49,450.00
101-3-0000-3216	Mining License	26,000.00	4,859.20	18.69%	21,140.80
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	6,500.00	40.63%	9,500.00
101-3-0000-3229	NPDES Permit	23,000.00	8,400.00	36.52%	14,600.00
101-3-0000-3231	Building Permit	550,000.00	292,669.30	53.21%	257,330.70
101-3-0000-3232	Plumbing/Heating Permit	175,000.00	115,598.89	66.06%	59,401.11
101-3-0000-3233	Permit Surcharge	700.00	2,888.43	412.63%	(2,188.43)
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	30,144.24	120.58%	(5,144.24)
	Total Licenses & Permits	974,200.00	554,196.31	56.89%	420,003.69
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	28,113.55	58.57%	19,886.45
101-3-0000-3330	Other State Grants	0.00	12,013.00	0.00%	(12,013.00)
	Total Intergovernmental Revenue	778,000.00	40,126.55	5.16%	737,873.45
Charges for Services					
101-3-0000-3412	Planning & Zoning Fees	25,000.00	18,753.32	75.01%	6,246.68
101-3-0000-3413	Plan Check Fee	230,000.00	138,497.54	60.22%	91,502.46
101-3-0000-3415	Special Assessment Search	500.00	90.00	18.00%	410.00
101-3-0000-3417	Copies	1,500.00	564.30	37.62%	935.70
101-3-0000-3430	Lockout Fees	3,500.00	700.00	20.00%	2,800.00
101-3-0000-3431	Police Services	46,000.00	3,030.00	6.59%	42,970.00
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	500.00	100.00%	0.00
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	15,813.75	45.18%	19,186.25
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	32,409.39	61.73%	20,090.61
101-3-0000-3462	Sr Center Activities	47,500.00	24,731.46	52.07%	22,768.54
101-3-0000-3463	Farmer's Market	15,000.00	27,653.00	184.35%	(12,653.00)
101-3-0000-3469	Elk RiverFest	20,000.00	5,005.00	25.03%	14,995.00
101-3-0000-3472	Park Use Fee	76,900.00	37,532.80	48.81%	39,367.20
101-3-0000-3483	Sewer Inspection Fee	15,000.00	5,370.00	35.80%	9,630.00

General Fund

As of: 5/31/2025 **42.00% OF YEAR COMPLETED**

REVENUES		Budget	YTD Actual	% of budget	Budget Balance
101-3-0000-3484	Contractor License Check	1,200.00	475.00	39.58%	725.00
	Total Charges for Services	1,243,850.00	663,766.06	53.36%	580,083.94
Fines & Forfeits					
101-3-0000-3510	Court Fines	155,000.00	53,493.12	34.51%	101,506.88
101-3-0000-3512	Ordinance Violations	0.00	0.00	0.00%	0.00
	Total Fines & Forfeits	155,000.00	53,493.12	34.51%	101,506.88
Other Revenue					
101-3-0000-3621	Interest Income	175,000.00	69,522.56	39.73%	105,477.44
101-3-0000-3625	Refunds & Reimbursements	150,000.00	43,347.13	28.90%	106,652.87
101-3-0000-3626	Contributions	26,000.00	26,000.00	100.00%	0.00
101-3-0000-3629	Miscellaneous Revenue	10,000.00	5,097.92	50.98%	4,902.08
	Total Other Revenue	361,000.00	143,967.61	39.88%	217,032.39
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	456,130.34	31.46%	993,869.66
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	456,130.34	16.02%	2,390,869.66
TOTAL GENERAL FUND REVENUES		**22,210,100.00**	**1,926,969.90**	**8.68%**	**20,283,130.10**

General Fund **As of: 5/31/2025** **42.00% OF YEAR COMPLETED**

EXPENDITURE SUMMARY

		Budget	YTD Actual	% of budget	Budget Balance
General Government					
	City Council	233,000.00	84,962.64	36.46%	148,037.36
	Communications	522,150.00	184,344.86	35.30%	337,805.14
	Administrative Services	727,050.00	266,183.62	36.61%	460,866.38
	Human Resources	456,150.00	157,194.84	34.46%	298,955.16
	Elections	6,800.00	6,305.86	92.73%	494.14
	Finance	850,250.00	383,204.57	45.07%	467,045.43
	Information Technology	748,200.00	222,583.42	29.75%	525,616.58
	Legal	300,000.00	86,231.79	28.74%	213,768.21
	Community Development	0.00	21.95	0.00%	(21.95)
	Planning	504,750.00	214,378.60	42.47%	290,371.40
	Building Maintenance	1,151,350.00	402,058.20	34.92%	749,291.80
	Total General Government	5,499,700.00	2,007,470.35	36.50%	3,492,229.65
Public Safety					
	Police Administration	1,257,000.00	539,743.48	42.94%	717,256.52
	Patrol	3,992,500.00	1,385,667.83	34.71%	2,606,832.17
	Investigations	1,523,350.00	597,721.60	39.24%	925,628.40
	Police Support Services	1,002,750.00	341,705.08	34.08%	661,044.92
	Police Reserves	16,550.00	665.00	4.02%	15,885.00
	Public Safety Building	236,150.00	64,594.09	27.35%	171,555.91
	Fire Administration	1,405,400.00	453,320.86	32.26%	952,079.14
	Fire Operations	658,900.00	241,426.83	36.64%	417,473.17
	Emergency Management	32,150.00	7,976.36	24.81%	24,173.64
	Building Safety	648,400.00	238,638.13	36.80%	409,761.87
	Code Enforcement	132,900.00	49,276.41	37.08%	83,623.59
	Environmental	57,800.00	23,175.82	40.10%	34,624.18
	Total Public Safety	10,963,850.00	3,943,911.49	35.97%	7,019,938.51
Public Works					
	Street Maintenance	1,778,350.00	556,574.53	31.30%	1,221,775.47
	Snow Removal	380,650.00	222,257.82	58.39%	158,392.18
	Equipment Services	428,700.00	161,982.82	37.78%	266,717.18
	Engineering	382,100.00	137,932.04	36.10%	244,167.96
	Total Public Works	2,969,800.00	1,078,747.21	36.32%	1,891,052.79
Culture & Recreation					
	Parks Department	1,736,000.00	555,332.36	31.99%	1,180,667.64
	Parks & Rec Admin	576,100.00	210,416.63	36.52%	365,683.37
	Recreation Programs	146,550.00	34,797.52	23.74%	111,752.48
	Farmers Market	61,850.00	20,799.35	33.63%	41,050.65
	Sr Citizen Programs	216,050.00	82,721.63	38.29%	133,328.37
	Total Culture & Recreation	2,736,550.00	904,067.49	33.04%	1,832,482.51
Economic Development					
	Economic Development	0.00	21,124.72	0.00%	(21,124.72)
	Energy City	40,200.00	0.00	0.00%	40,200.00
	Total Economic Development	40,200.00	21,124.72	52.55%	19,075.28
TOTAL GENERAL FUND EXPENDITURES		22,210,100.00	7,955,321.26	35.82%	14,254,778.74
REVENUES OVER/(UNDER) EXPENDITURES		0.00	(6,816,443.56)		6,816,443.56