



City Council

Monday, July 7, 2025

6:30 PM

Elk River City Hall

Regular Meeting, Work Session & Closed Meetings Agenda

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

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 16, 2025, Minutes

4.2 Check Register

4.3 Amendment #2 to Agreement 19-15: Reciprocal Easement with ISD #728

4.4 Agreement 25-15: 2025-26 Ice Rate Contract with ISD #728

4.5 Resolution 25-34: Authorize Transfer from the Liquor Fund to the Park Improvement Fund

4.6 Resolution 25-35: Acknowledge Donation to Police Department

4.7 Resolution 25-36: Acknowledge Donation to the Community Center

4.8 Temporary On-Sale Liquor License: Saint Andrew Catholic Church

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

4.10 Temporary On-Sale Liquor License: F.O.E Aerie 3264

4.11 Liquor Premises Extension: Eagles Club, F.O.E. Aerie 3264

4.12 Separation Agreement and Release: Keast

4.13 Separation Agreement and Release: Walz

4.14 Separation Agreement and Release: Strand

4.15 Change Order #2: 2025 Street Improvements

4.16 Change Order #1: Rivers Edge Renovations

4.17 Accept Bids and Award Contract for Yale Court and Line Avenue Realignment

4.18 Accept Bids and Award Contract for Mississippi Road Trail Improvements

4.19 Vehicle Purchase: F-250 Truck for Parks Division

4.20 Hire Street Maintenance Operator

4.21 Call Special Budget Meetings

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 2025 Beverage Dynamics Top 100 Retailer Award

6.2 Introduction of New Employees

7. PUBLIC HEARINGS

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

7.1 Resolution 25-37: Simple Plat, Kingdom Estates Fourth Addition, PID 75-00781-0010

7.2 Resolution 25-38: Drainage and Utility Easement Vacation, Daniel Pufahl, 19942 Irving St. NW

8. GENERAL BUSINESS

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

8.1 Resolution 25-39: Final Plat of Meadowsweet Bend and Development Agreement 25-17

8.2 Agreement 25-16: Cost Sharing for the TH 10 and 165th Avenue Intersection Improvements with Capstone

8.3 Discuss Work Session Items

9. COUNCIL LIAISON UPDATES

9.1 Council Liaison Updates

10. MOTION TO ADJOURN REGULAR MEETING

11. WORK SESSION

Work Sessions are less formal meetings to encourage dialog. Official action or votes are not typically taken. At the conclusion of a discussion, a simple consensus provides staff direction for execution of the item. This portion of the agenda is audio recorded but not video recorded or broadcast. Work Sessions are open to the public; however, visitors who wish

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to provide input must be invited by the presiding officer, assume a seat at the discussion table and provide their full name and address for the official record.

11.1 Downtown Street and Parking Lot Rehabilitation

11.2 Yard Waste Transfer Facility

11.3 Sister City

12. MOTION TO ADJOURN

13. CLOSED MEETING - PID 75-00566-0220

13.1 Statement to be read by the Mayor:

"The City Council will be holding a closed meeting per MN Statute 13D.05, subd. 3(c) to consider offers or counteroffers for the purchase of real property at 75-00566-0220."

13.2 Motion Calling Closed Meeting

13.3 Hold Closed Meeting

13.4 Motion to Adjourn Closed Meeting

14. CLOSED MEETING - SECURITY

14.1 Statement to be read by the Mayor:

"The City Council will be holding a closed meeting per MN Statute 13D.05, subd. 3(d) to discuss security recommendations regarding public services, infrastructure and facilities."

14.2 Motion Calling Closed Meeting

14.3 Hold Closed Meeting

14.4 Motion to Adjourn Closed Meeting

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**Meeting of the City Council
Held at the Elk River City Hall
Monday, June 16, 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, City Attorney Jared Shepherd, Senior Planner Chris Leeseberg, Business Services Director/Assistant City Administrator Joe Stremcha, Public Works Director/Chief Engineer Justin Femrite, Community Development Director Zack Carlton, Fire Chief Mark Dickinson, Finance Manager Lori Stich, and Deputy Clerk Jolene Richter.

1. CALL MEETING TO ORDER

Pursuant to due call and notice thereof, the meeting was called to order at 6:17 p.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. CONSIDER AGENDA

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

4. CONSENT AGENDA

Councilmember Wagner stated in the June 2 meeting minutes, regarding Item 8.2 on the downtown parking, that she was quoted as saying, "she felt that the loss of parking on Main Street would be okay." However, she wanted to clarify that she thinks it would be okay if the additional parking agreements are in place. She also wanted to clarify on Item 4.10 Aegir Brewing Company Temporary Liquor License that they knew about the condition of the property taxes for the location that needed to be paid currently. Ms. Richter stated, yes they did know of the condition, but they have paid them to date, since the packet was published.

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

4.1 June 2, 2025, Minutes

4.2 Check Register

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- 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

Eric Lucero, Minnesota State Senator, expressed his sympathy for the current tragedy involving Representative Hortman and Senator Hoffman and thanked all the law enforcement involved. He continued to give an overview of the legislative session that recently concluded.

Mayor Dietz stated that he saw a post on Facebook recently and asked if Representative Novotny was endorsed for the vacant senate seat in 30A, and asked what that was about. Senator Lucero explained that it was a memory that came up on Facebook from a couple of years ago at an endorsing convention for that seat.

Mayor Dietz expressed his concern regarding the Representative Hortman tragedy and expressed his concern that the person involved was dressed as law enforcement. Senator Lucero concurred and stated that as the threats evolve, we will have to evolve with them and keep our guard up to stay safe.

Senator Lucero shared his contact information sen.eric.lucero@mnsenate.gov

6. PRESENTATIONS, AWARDS, AND RECOGNITION

6.1 City of Elk River Volunteer of the Month

Mayor Dietz presented the June Volunteer of the Month award to Carole Boelter. He highlighted the following:

- Team captain for breakfast at WHY church services
- Scripture reader, communion minister, and Sunday school teacher at WHY Church
- Registered kids for the summer reading program at the Elk River Library with the 1,000 Books Before Kindergarten program
- Served on the Elk River Library Board for 6 years
- Race day volunteer at the annual Thumbs Up 5K
- Past member of St. Andrew's School Board of Education, and also served two terms on St. Andrew's Parish Council
- Worked with women of the Towing Association of America to establish college scholarships for students. She also helped raise funds for those scholarships.

6.2 Fire Department Oath of Office

Chief Dickinson introduced Lieutenant Trent Collins, who was being promoted to captain.

Mayor Dietz administered the oath of office.

6.3 Fire Department Citizen Award

Chief Dickinson introduced and recognized the life-saving efforts made by Elk River Fire and community member, Terry Elliot.

Mayor Dietz presented the Citizen Awards to Terry Elliot.

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

Ms. Stich thanked the Finance Department for their efforts on the audit. She then introduced Mr. **Andrew Grice, Bergan KDV**, who presented the Annual Comprehensive Financial Report for the year ended December 31, 2024. They have issued a clean, unmodified opinion, the best they can issue. There were no deficiencies or material weaknesses to report. They also had no findings to report on Minnesota legal compliance.

Mayor Dietz asked for an explanation regarding the five items on page 68 of the audit in the Notes to Basic Financial Statements - Deposits and Investments section, showing that the city has \$72 million in investments. Mr. Grice explained each item; he explained that the 4M is the 4M investments; the other government-backed securities are items like Fanny Mae, which are non-treasury-related government-backed securities; the municipal bonds are the local government securities for any in school districts or other municipalities; the certificates of deposits are any broker certificates of deposit. Mayor Dietz clarified that municipal bonds are investments that the city invests its cash into municipal bonds. Mr. Grice stated that that was correct.

Mayor Dietz asked for clarification regarding the long-term debt and asked Mr. Portner if they started with \$35 million for the sales tax for the Active Elk River program. Mr. Portner stated that the bond sales were \$35 million. Mayor Dietz wondered why it does not show more paid back. Mr. Portner explained that they are paying interest as well. Mayor Dietz asked what certain items were in the long-term debt section. It was explained that the G.O. Capital Improvement Bonds, Series 2020A, \$8,745,000, were for Station 2 and the police station, and the G.O. Capital Improvement Refunding Bonds, Series 2020B, \$3,235,000, were for public works.

Mayor Dietz asked Mr. Grice to compare the city's debt to other cities and asked how we are standing in that comparison. Mr. Grice stated that, as for the street component of finance that it is more favorable for those types of activities. Mr. Grice explained that the debt limit calculation is on the back of the statistical section, which explains what is available for debt. Mr. Grice stated he does not have any financial health concerns to report; however, he suggested monitoring the level of support the other funds provide to the General Fund.

Moved by Councilmember Wagner and seconded by Councilmember Beyer to accept, by motion, the Annual Comprehensive Financial Report for the City of Elk River for the year ended December 31, 2024. Motion Carried 5-0.

7. PUBLIC HEARINGS

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

The staff report was presented.

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

Councilmember Grupa asked if the entire house needed to be built to handicap codes. Mr. Leeseberg stated, no, per building code.

Moved by Councilmember Beyer and seconded by Councilmember Wagner to 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.**

Motion 5-0.

7.2 Conditional Use Permit: Commercial Recreational Facility, Pickle Paradise, 550 Freeport Ave. NW
The staff report was presented.

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

Moved by Councilmember Wagner and seconded by Councilmember Calva to approve, by motion, the Conditional Use Permit as the standards set forth in Section 30-654 have been met. Motion Carried 5-0.

7.3 Conditional Use Permit Revocation: Carnova, 17242 Ulysses St NW
The staff report was presented.

Mr. Leeseberg handed out adjusted recommendations.

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

Moved by Councilmember Wagner and seconded by Councilmember Beyer to approve, to continue the public hearing to the July 21, 2025, Council meeting. Motion carried 5-0.

Moved by Councilmember Wagner and seconded by Councilmember Grupa to direct staff to prepare a resolution revoking CU 23-02, to be presented at the July 21, 2025, Council meeting if the property has not been brought into full compliance or an application is not received by June 30, 2025. Motion 5-0.

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

The staff report was presented.

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

Councilmember Wagner asked if they could build a deck or patio with the updated 45-foot setback on lots 1-3. Mr. Carlton stated that it limits any impervious surface in the back; they would not be able to put a patio or deck off the back. He stated it would not be available for lots 2 and 3, but lots 1,4,5, and 6 would have space.

Councilmember Wagner asked if the buyer would know the setbacks regarding lots 2 and 3. Mr. Carlton stated it is being made known with the plat, and it is an HOA, so they would be knowledgeable about the lot situations.

Moved by Councilmember Beyer and seconded by Councilmember Calva to 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. Motion Carried 5-0.

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

- 1. Council approval of the ordinance amendment approving the PUD changes.**
- 2. A Water Availability Charge for each lot must be paid before connection to the municipal water system.**
- 3. 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.**

Motion Carried 5-0.

Moved by Councilmember Wagner and seconded by Councilmember Beyer to 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.**

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- 4. Upon completion of all improvements and acceptance by the city, a security or warranty in a form acceptable to the public works director must be secured.**
 - 5. The Development Plan shall be approved by the public works director prior to the issuance of building permits.**
 - 6. Staff approval of all site, civil, and landscaping plans.**
 - 7. Park dedication shall be paid for six low-density parcels at the rate applicable at the time of recording.**
 - 8. Any item or condition found that indicates the site is likely to yield information important to pre-history or history shall be reported to the city immediately. Further, the city reserves the right to stop work authorized in its approval until the site is appropriately investigated and work is authorized.**
- Motion Carried 5-0.**

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

The staff report was presented.

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

Mayor Dietz asked if there was drainage in the area that would have to be changed regarding the pond. Mr. Carlton stated they would have to replace some of the overflow control structures to manage water levels to meet state requirements, and the developers' engineers would be responsible for this.

Moved by Councilmember Beyer and seconded by Councilmember Grupa to 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 the establishment and maintenance of vegetation within the setback. The area should not be mowed or otherwise altered.**

Motion Carried 5-0.

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

The staff report was presented.

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

Moved by Councilmember Calva and seconded by Councilmember Grupa to 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.. Motion Carried 5-0.**

8. GENERAL BUSINESS

8.1 Resolution 25-32: Final Plat of Meadowsweet Bend

The staff report was presented.

Mayor Dietz asked if the plows would damage the sidewalk. Mr. Portner stated the sidewalk would be the same material as the road.

Councilmember Wagner asked if it allowed for parking. Mr. Carlton answered that they could sign that side of the street as no parking to keep the sidewalk area clear, or they could park up to the pavement marking, which would be on the sidewalk.

Councilmember Grupa asked why you would call it a sidewalk. Mr. Carlton answered, saying originally it was proposed as a trail, but the Parks and Recreation Commission had concerns about putting it in as a trail due to the number of driveways, so they went down to a 6-foot sidewalk instead.

Councilmember Wagner explained that sidewalks are important to her and that safety is getting people off the roadway onto a sidewalk, but she does not think this scenario makes sense as a sidewalk, and she cannot support this proposal as it currently is.

Mr. Carlton asked what if it went back to a 10-foot wide trail.

Carla Dunham, Twin Cities Land, explained that if it were to go back to a 10-foot trail that the developer would install, then there would be park dedication credits that would have to be discussed further. Ms. Dunham agreed a trail would make sense. They are open to whether it is a concrete sidewalk or a 10-foot trail. She explained they view this as a rural section and wouldn't anticipate any other traffic other than the residents in the community using the road.

Councilmember Wagner asked the developer if they had a concern for the homeowners to provide snow removal if it were a sidewalk. Ms. Dunham stated that yes, it would be a valid concern due to the length of some of the homeowner's property.

Mayor Dietz asked if it were a trail if there would be a separation of the street and the trail. Mr. Carlton stated yes, whether it was a boulevard area or a ditch that they looked at options.

Mayor Dietz asked to postpone this until the next meeting. Mr. Carlton stated yes, if the proposed drawing didn't have the support, then he would suggest going back to the developer and bringing it back to the next meeting.

Councilmember Calva suggested that having a different visual, such as an illustration, would be helpful.

Ms. Dunham asked if there was a general interest in moving away from the sidewalk, and if there was a desire to make it separate. The Council confirmed that it was the desire.

Moved by Councilmember Wagner and seconded by Councilmember Calva to continue Item 8.1 Final Plat of Meadowsweet Bend to the July 7, 2025, Council meeting. Motion Carried 5-0.

8.2 Resolution 25-33: Establish Cannabis Enterprise Fund

The staff report was presented.

Mayor Dietz asked for clarification if the two funds would be separated, and then would be part of the liquor fund. Mr. Stremcha explained that they will be part of a retail operation fund as an umbrella, but they will be two separate funds.

Councilmember Wagner asked if the new manager would be responsible for the budget or would Mr. Stremcha be responsible for the budget. Mr. Stremcha stated that the new manager will be responsible for helping craft, prepare, and implement, but they will ultimately report to Mr. Audette, who would then report to Mr. Stremcha.

Moved by Councilmember Wagner and seconded by Councilmember Grupa to adopt 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. Motion Carried 5-0.

9. MOTION TO ADJOURN REGULAR MEETING

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

The regular meeting adjourned at 7:53 p.m. Mayor Dietz called the work session to order at 7:59 p.m.

10. WORK SESSION

10.1 Trunk Hwy 10 Access Improvements at 165th Avenue

The staff report was presented.

Matt Barker from Capstone stated that this is MnDOT's project, and they hoped MnDOT would step forward and do this last intersection, but they left this one off, and it is a source of frustration, but there is a lot more to that answer, and now we are trying to find a solution. He referred to the intersection control summary for this intersection, which explains the addition of the lanes and the safety impact. He continued to explain that they are bringing water and sewer down along 165th, which would bring opportunity for expansion in the commercial district. Mr. Barker mentioned the state aid funds for intersection improvements that are available. He finished by saying they wished MnDOT had

done their service on this, but they are in this position that they have to come together on a partnership to make something happen, and that's why they are willing to partner and cover half of the intersection improvement costs.

Councilmember Beyer asked if MnDOT was done with their projects for 26-27. Mr. Femrite explained that MnDOT projects out five years. Councilmember Beyer asked when they think the intersection improvement would get started if this is approved. Mr. Femrite stated, from a development standpoint, they would be looking next year to start and end by the end of 2026. He continued in order to achieve that, they would need authorization by the next meeting or so to give the design work and topographic engineering work started for putting those plans together.

Councilmember Beyer asked when the expense would affect us. Mr. Femrite answered that the construction piece pay estimate would most likely be expected around September 2026.

Mr. Barker stated that MnDOT had said that in order for Capstone to move forward, they need the permit issued.

Councilmember Calva confirmed that Capstone is still asking for 1.2 million. Mr. Barker stated Yes, 50% of the cost. Councilmember Calva asked if this money existed. Mr. Femrite stated Yes, there are funds with the state aid fund, and also explained that they didn't have the expenses from the Twin Lakes expansion to Highway 10, so they have funds from that as well.

Councilmember Beyer confirmed that the state aid fund comes every year. Mr. Femrite stated that it is correct. Councilmember Beyer asked if the funds could roll over every year. Mr. Femrite stated to a point, but there are rules that when they get too large a fund balance, they start making some negative adjustments, and the allocations would go down. He continued to explain that we are sitting at a healthy balance, noting that some of the funds are for Main Street and Jackson improvements, and improvements downtown; however, he does think it is a sufficient balance.

Councilmember Grupa wanted to talk about the Plants and Things Complex area. He stated that we have families crossing the highway, and he feels like it would be a help to the north side. He further explained that he is looking at it that the city now has a partner to develop the intersection, rather than the other way around. He said us helping them is helping us and thinks it would be wise to partner with them.

Councilmember Beyer agrees with Councilmember Grupa.

Councilmember Wagner explained her thoughts and stated it relates to the Plants and Things Complex and the amount of time and resources that have been put into the complex. She further explained that the investment in the intersection is ensuring the community is safe going to the athletic complex. She explained that she doesn't like the situation they have been put into, but given the situation, she is willing to split the cost and move forward. She stated that she would like the city to continue to look at the north side and possible zoning.

Mayor Dietz stated that it's not a matter of whether we have the money or not, but how we use the money. He thinks the developer should pay more than the city because, if it wasn't for the development, this wouldn't be coming up right now, and he would not support a 50/50 split.

Councilmember Calva explained that his position reflects the Mayor's thoughts, but stated that he does not like J-turns at all. He recollects that there would be fewer fatalities but not fewer accidents; his vote would be for \$500,000.

Councilmember Beyer asked what they were going to spend on the idea of putting the lights in before. Mr. Femrite doesn't remember off the top of his head, but did state they had some federal dollars that were to be used. He thinks that, between the federal dollars and the city matching those dollars, it was in excess of \$3 million. Mr. Femrite can get the information and have it at the next meeting. Councilmember Beyer stated that what he is trying to say is they wanted to do something in that area, and now we are being forced to do something, and now we would do it for less than what we would have paid for it before.

Mr. Femrite asked to add one more comment regarding the comment from Councilmember Calva regarding J-turns, and explained that Councilmember Calva was not alone with his opinion of J-turns, but that it is MnDOT's approach they are taking throughout the state for a solution, but that the J-turn solution doesn't carry a lot of local support.

Councilmember Beyer asked if there was still an opportunity to get some funding somewhere. Mr. Femrite answered, saying he won't say no, but they will look and evaluate anything that comes out that they could apply for, but the likelihood is slim.

Mr. Barker thanked everyone for the conversation and consideration.

The Council directed staff to bring an agreement back to the next Council meeting.

10.2 2026 Budget Planning

The staff report was presented.

Councilmember Wagner asked if he felt the city as a whole was running as tightly as it could. She referred to the bullet items and referenced the 3-4% cost of living increase, and explained that if they wanted to do that, they need to look at tightening up other areas.

Mr. Portner explained that there are two things you saw tonight and referenced the audit report for 2024. He explained the expenditures were within \$61,706 of what was budgeted the year before, which he hasn't seen one that tight before. He explained that it was with the vacancies they had in 2024. Councilmember Wagner asked without those vacancies, you wouldn't have that. Mr. Portner explained yes and no, with some of the vacancies, they used those funds for other things. He further explained that what they heard from the auditor was that they are using a lot of intergovernmental transfers to keep the tax rate down, and they are tapped out as a whole with the transfers. Mr. Portner continued, stating he would like to keep the cost of living number in a really good spot, but does know there are areas to adjust. He would like the Council to consider going back to the company that did the compensation plan to do a compensation study update.

Mayor Dietz discussed having the reserves at 43%, and explained that the number could go down to 42% or 41% if they needed to use some of that money. He continued saying that it would not be fair to go up 4% for union staff and not for non-union staff.

Councilmember Wagner asked about the unassigned fund balance and said the city policy stated that it should maintain between 40-45%. She asked if that was a city policy or a federal policy. Mr. Portner stated that it is a city policy.

Mayor Dietz asked if they could do a survey of other cities to see what they have as a reserve. Mr. Portner stated, Yes, that it would be very easy to do since everyone has an audit.

Councilmember Wagner asked what is good practice for that number. Mr. Portner stated that when bonding, you want to be at a 45% rate.

Mayor Dietz asked if they would have to bond for the fire station in the next couple of years. Mr. Portner said Yes.

Mr. Portner explained that the city has seen growth in property valuations, and they will see more with the new developments.

Mayor Dietz stated he talked to the county, and the county said they are looking at a 6-7% levy increase.

The Council confirmed the budget dates will be Monday, July 28, 2025, and Monday, August 25, 2025.

Councilmember Grupa requested to add a work session item for front desk security and council chambers security.

11. MOTION TO ADJOURN

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

The meeting adjourned at 8:37 a.m.

Minutes prepared by Jolene Richter.

12. INFORMATION

12.1 Financial Report - May

John J. Dietz, Mayor

Tina Allard, City Clerk



Request for Action

To
City Council

Item Number
4.2

Meeting Date
July 7, 2025

Prepared By
Amy Stangler, Accounting Clerk

Item Description
Check Register

Reviewed by
Lori Stich
Joe Stremcha
Cal Portner
Tina Allard

Action Requested
Approve, by motion, the check registers for the period ending July 7, 2025.

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

Total for All Funds	\$1,443,114.81
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Financial Impact
N/A

Mission/Policy/Goal
N/A

- Attachments**
1. 4.2 at1 Check Register
 2. 4.2 at2 Check Register
 3. 4.3 at3 Check Register- City Cr Card

The Elk River Vision

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

Report Criteria:

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

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

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

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
A T & T MOBILITY						
101						
X06282025	1	IPAD	Invoice	06/20/2025	37.98	101-4-1110-4321
101						
X06282025	2	TRAIL CAMERA 1	Invoice	06/20/2025	22.97	101-4-2130-4433
101						
X06282025	3	TRAIL CAMERA 2	Invoice	06/20/2025	22.97	101-4-2130-4433
101						
X07032025	1	FIRSTNET WIRELESS SVCS-ADMIN	Invoice	06/25/2025	38.23	101-4-1210-4321
101						
X07032025	2	FIRSTNET WIRELESS SVCS-IT	Invoice	06/25/2025	84.69	101-4-1350-4321
101						
X07032025	3	FIRSTNET WIRELESS SVCS-BLD MT	Invoice	06/25/2025	127.99	101-4-1600-4321
101						
X07032025	4	FIRSTNET WIRELESS SVCS-POLICE	Invoice	06/25/2025	3,123.20	101-4-2110-4321
101						
X07032025	5	FIRSTNET WIRELESS SVCS-FIRE	Invoice	06/25/2025	1,216.62	101-4-2310-4321
602						
X07032025	6	FIRSTNET WIRELESS SVCS-WW	Invoice	06/25/2025	44.88	602-4-9010-4321
Total 10138 A T & T MOBILITY:					4,719.53	
ANDREW ZABEE						
101						
6-14-2025 AZ	1	REIMB UNIF ALLOWANCE - ZABEE	Invoice	06/14/2025	249.99	101-4-2150-4217
Total 36670 ANDREW ZABEE:					249.99	
ASPEN MILLS						
101						
355912	1	UNIFORMS - O'KONEK	Invoice	06/13/2025	576.72	101-4-2130-4217
101						
356268	1	UNIFORMS - CORRIER	Invoice	06/19/2025	323.70	101-4-2120-4217
101						
356343	1	UNIFORMS - GARCIA	Invoice	06/20/2025	129.90	101-4-2120-4217
Total 10749 ASPEN MILLS:					1,030.32	
BRAND MANUFACTURING						
101						
74880	1	SUPPLIES-TRAIL GATE	Invoice	06/27/2025	7,625.00	101-4-5110-4219
Total 12438 BRAND MANUFACTURING:					7,625.00	
DON BIRDSALL						
101						
6132025 DB	1	REIMB PER DIEM 6/8-6/11 BIRDSALL	Invoice	06/13/2025	189.00	101-4-2130-4331
Total 12212 DON BIRDSALL:					189.00	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
FLAGSHIP RECREATION LLC						
101						
F23654	1	PLAYGROUND SUPPLIES	Invoice	06/23/2025	243.00	101-4-5110-4219
101						
F23669	1	SUPPLIES ORONO PARK	Invoice	06/25/2025	11,743.55	101-4-5110-4219
Total 12035 FLAGSHIP RECREATION LLC:					11,986.55	
H & L MESABI						
101						
14912	1	SUPPLIES - SNOW	Invoice	06/16/2025	3,218.00	101-4-3130-4219
Total 10904 H & L MESABI:					3,218.00	
HUBBARD ELECTRIC						
101						
20250618-6965	1	ELECTRICAL WORK - TROTT BROOK	Invoice	06/18/2025	236.99	101-4-5110-4409
Total 13803 HUBBARD ELECTRIC:					236.99	
MIDWAY FORD						
602						
888703	1	PARTS #552	Invoice	06/10/2025	16.07	602-4-9020-4219
Total 11156 MIDWAY FORD:					16.07	
MOOSE LAKE BREWING CO LLC						
603						
MW27-009	1	BEER	Invoice	06/24/2025	108.00	603-4-9111-4252
Total 14292 MOOSE LAKE BREWING CO LLC:					108.00	
NORTHWESTERN POWER EQUIP						
602						
250180TE	1	SPLITTER BOX GATE	Invoice	06/19/2025	5,853.00	602-4-9020-4219
Total 28529 NORTHWESTERN POWER EQUIP:					5,853.00	
OLSEN CHAIN & CABLE INC						
602						
730311	1	SUPPLIES - CHAIN/CABLE	Invoice	06/17/2025	482.22	602-4-9020-4219
Total 13762 OLSEN CHAIN & CABLE INC:					482.22	
O'REILLY AUTOMOTIVE, INC						
101						
62825	1	PARTS	Invoice	06/28/2025	4.41	101-4-3150-4221
101						
62825	2	PARTS	Invoice	06/28/2025	4.41	101-4-3150-4221
101						
62825	3	PARTS	Invoice	06/28/2025	17.32	101-4-2320-4221
602						
62825	4	SUPPLIES	Invoice	06/28/2025	161.00	602-4-9020-4219
101						
62825	5	PARTS	Invoice	06/28/2025	7.03	101-4-2120-4221
101						
62825	6	PARTS	Invoice	06/28/2025	17.99	101-4-5110-4221

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
602						
62825	7	SUPPLIES	Invoice	06/28/2025	59.99	602-4-9020-4219
101						
62825	8	PARTS	Invoice	06/28/2025	22.05	101-4-2120-4221
101						
62825	9	PARTS	Invoice	06/28/2025	7.12	101-4-5110-4221
101						
62825	10	PARTS	Invoice	06/28/2025	8.82	101-4-3150-4221
602						
62825	11	SUPPLIES	Invoice	06/28/2025	12.28	602-4-9020-4219
101						
62825	12	SUPPLIES	Invoice	06/28/2025	13.58	101-4-3150-4219
101						
62825	13	PARTS	Invoice	06/28/2025	4.41	101-4-2120-4221
101						
62825	14	SUPPLIES	Invoice	06/28/2025	8.82	101-4-3150-4219
602						
62825	15	SUPPLIES	Invoice	06/28/2025	21.07	602-4-9020-4219
101						
62825	16	PARTS	Invoice	06/28/2025	4.41	101-4-2120-4221
101						
62825	17	PARTS	Invoice	06/28/2025	15.29	101-4-3120-4221
101						
62825	18	PARTS	Invoice	06/28/2025	6.35	101-4-3120-4221
602						
62825	19	SUPPLIES	Invoice	06/28/2025	11.67	602-4-9020-4219
Total 28937 O'REILLY AUTOMOTIVE, INC:					408.02	
PRINCETON RENTAL INC						
101						
1-574593	1	SUPPLIES	Invoice	06/16/2025	22.94	101-4-3120-4219
101						
1-574603	1	SUPPLIES	Invoice	06/16/2025	449.10	101-4-5110-4219
Total 10469 PRINCETON RENTAL INC:					472.04	
REGENTS OF THE UNIV OF MN						
101						
150022153	1	ENTERTAINMENT IN THE PARK 7/24/	Invoice	06/20/2025	505.00	101-4-5220-4409
Total 10181 REGENTS OF THE UNIV OF MN:					505.00	
RYAN COWLEY						
101						
6132025 RC	1	REIMB PER DIEM 6/8-6/11 COWLEY	Invoice	06/13/2025	189.00	101-4-2130-4331
Total 15242 RYAN COWLEY:					189.00	
SCR - CENTRAL						
603						
AW21951	1	COOLER REPAIRS	Invoice	06/17/2025	4,077.08	603-4-9112-4404
Total 31610 SCR - CENTRAL:					4,077.08	
STEP SAVER INC						

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
185044	1	BULK SALT -- POLICE DEPARTMENT	Invoice	06/18/2025	135.00	101-4-2190-4219
Total 13048 STEP SAVER INC:					135.00	
ADVANCED ENGINEERING AND						
406						
103276	1	NE SEWER SUB AREA STUDY	Invoice	06/10/2025	3,690.00	406-4-8010-4319
Total 14907 ADVANCED ENGINEERING AND:					3,690.00	
AERO MATERIAL HANDLING, INC						
602						
2250285 A	1	CABLE ASSEMBLY/HOOK/LATCH	Invoice	06/11/2025	1,556.20	602-4-9020-4219
Total 52425 AERO MATERIAL HANDLING, INC:					1,556.20	
AID ELECTRIC CORPORATION						
101						
1202589	1	TRAILER REPAIR	Invoice	06/12/2025	769.26	101-4-2320-4404
Total 10373 AID ELECTRIC CORPORATION:					769.26	
ALL TRAFFIC SOLUTIONS, INC						
101						
SIN044975	1	SPEED SIGNS	Invoice	06/09/2025	6,000.00	101-4-2110-4404
290						
SIN044975	2	SPEED SIGNS - PSAID	Invoice	06/09/2025	6,548.80	290-4-2330-4219
Total 14827 ALL TRAFFIC SOLUTIONS, INC:					12,548.80	
AMAZON CAPITAL SERVICES						
101						
14WG-MPFR-QDNH	1	PART RETURN #405	Invoice	06/25/2025	19.99-	101-4-2320-4221
101						
19DY-L6J4-XMVV	1	WIRELESS HEADSETS	Invoice	06/10/2025	615.44	101-4-1350-4219
101						
1C69-4C4P-YPHM	1	CRIME PREVENTION SUPPLIES	Invoice	06/10/2025	18.98	101-4-2150-4219
602						
1DF4-KN1V-1K4T	1	SUPPLIES	Invoice	06/10/2025	181.78	602-4-9020-4219
101						
1FVY-JHP4-9GYJ	1	SUMMER CAMP SUPPLIES	Invoice	06/23/2025	11.99	101-4-5220-4219
221						
1GTG-H6XW-KLDR	1	REPLACEMENT DOOR HANDLES	Invoice	06/24/2025	122.76	221-4-5400-4219
221						
1H7M-49MH-WP9T	1	ICE PACKS	Invoice	06/25/2025	34.99	221-4-5400-4219
101						
1J34-XJYC-WMGQ	1	SUPPLIES - EXTENSION CORD	Invoice	06/17/2025	11.99	101-4-5510-4219
101						
1JYF-XLVK-6JLT	1	COMPUTER MONITOR AND ACCESS	Invoice	06/23/2025	307.97	101-4-2110-4219
101						
1KJX-W913-CXWH	1	SIGN SUPPLIES - YARD SIGN STAKE	Invoice	06/11/2025	26.59	101-4-1120-4226
101						
1KTT-QTNT-VXRM	1	SUPPLIES	Invoice	06/13/2025	16.97	101-4-2310-4201
101						
1L73-7GW4-QLWQ	1	PHONE CASE	Invoice	06/28/2025	13.99	101-4-1350-4219

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
602						
1MR1-3MKL-VQ19	1	SUPPLIES-MAGNETIC LID LIFTER	Invoice	06/17/2025	699.99	602-4-9020-4219
411						
1RJN-YMHC-K6V9	1	CHROMEBOOKS	Invoice	06/16/2025	569.97	411-4-1350-4219
101						
1RM3-9MRY-7THL	1	OFFICE SUPPLIES	Invoice	06/11/2025	56.58	101-4-5210-4219
Total 13706 AMAZON CAPITAL SERVICES:					2,670.00	
ANTHONY MANSFIELD						
221						
1F6-145-026 5/5/25	1	RPZ TESTING	Invoice	05/05/2025	1,200.00	221-4-5400-4401
Total 15051 ANTHONY MANSFIELD:					1,200.00	
ARTISAN BEER COMPANY						
603						
3777203	1	BEER	Invoice	06/25/2025	220.00	603-4-9111-4252
603						
3777204	1	THC PRODUCTS	Invoice	06/25/2025	317.20	603-4-9111-4256
603						
3777205	1	BEER	Invoice	06/25/2025	198.40	603-4-9151-4252
Total 12167 ARTISAN BEER COMPANY:					735.60	
ASTLEFORD INTERNATIONAL						
101						
1P133021	1	SHOP STOCK	Invoice	06/25/2025	273.21	101-4-3150-4219
101						
1P133029	1	SHOP STOCK	Invoice	06/27/2025	455.35	101-4-3150-4219
Total 10762 ASTLEFORD INTERNATIONAL:					728.56	
BAUER SERVICES INC						
291						
2565	1	WALL REPAIR NB - LMC CP359841	Invoice	06/13/2025	10,150.28	291-4-7000-4409
Total 14578 BAUER SERVICES INC:					10,150.28	
BAYCOM INC						
410						
EQUIPINV_055980	1	SQUAD 611 COMPUTER	Invoice	06/09/2025	3,975.00	410-4-2110-4560
Total 11267 BAYCOM INC:					3,975.00	
BELLBOY CORP BAR SUPPLY						
603						
109929100	1	POP/MISC	Invoice	06/17/2025	106.00	603-4-9151-4255
603						
109929100	2	FREIGHT	Invoice	06/17/2025	3.04	603-4-9151-4332
Total 11810 BELLBOY CORP BAR SUPPLY:					109.04	
BELLBOY CORPORATION						
603						
207390000	1	LIQUOR CREDIT	Invoice	04/14/2025	116.00-	603-4-9151-4251

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
208049500	1	LIQUOR	Invoice	06/17/2025	427.00	603-4-9111-4251
603						
208049500	2	WINE	Invoice	06/17/2025	180.00	603-4-9111-4253
603						
208049500	3	FREIGHT	Invoice	06/17/2025	13.50	603-4-9111-4332
603						
208049800	1	LIQUOR	Invoice	06/17/2025	444.00	603-4-9151-4251
603						
208049800	2	FREIGHT	Invoice	06/17/2025	13.50	603-4-9151-4332
603						
208188400	1	LIQUOR	Invoice	06/30/2025	1,477.75	603-4-9111-4251
603						
208188400	2	FREIGHT	Invoice	06/30/2025	24.75	603-4-9111-4332
603						
300043700	1	THC PRODUCTS	Invoice	06/17/2025	216.00	603-4-9151-4256
603						
300043700	2	FREIGHT	Invoice	06/17/2025	1.65	603-4-9151-4332
603						
300082700	1	THC PRODUCTS	Invoice	06/30/2025	864.00	603-4-9111-4256
603						
300082700	2	FREIGHT	Invoice	06/30/2025	13.20	603-4-9111-4332
Total 11800 BELLBOY CORPORATION:					3,559.35	
BERGANKDV, LTD.						
101						
1261883	1	AUDIT SERVICES	Invoice	06/17/2025	3,500.00	101-4-1310-4301
602						
1261883	2	AUDIT SERVICES	Invoice	06/17/2025	1,050.00	602-4-9010-4301
603						
1261883	3	AUDIT SERVICES	Invoice	06/17/2025	875.00	603-4-9112-4301
603						
1261883	4	AUDIT SERVICES	Invoice	06/17/2025	875.00	603-4-9152-4301
605						
1261883	5	AUDIT SERVICES	Invoice	06/17/2025	350.00	605-4-9210-4301
607						
1261883	6	AUDIT SERVICES	Invoice	06/17/2025	350.00	607-4-9310-4301
Total 14652 BERGANKDV, LTD.:					7,000.00	
BERNICK'S						
603						
10368667	1	POP/MISC	Invoice	06/18/2025	105.24	603-4-9111-4255
603						
10368668	1	THC PRODUCTS	Invoice	06/18/2025	145.50	603-4-9111-4256
603						
10368669	1	BEER	Invoice	06/18/2025	3,747.30	603-4-9111-4252
603						
10368670	1	POP/MISC	Invoice	06/18/2025	86.76	603-4-9151-4255
603						
10368671	1	THC PRODUCTS	Invoice	06/18/2025	81.00	603-4-9151-4256
603						
10368672	1	BEER	Invoice	06/18/2025	665.35	603-4-9151-4252
603						
10371662	1	POP	Invoice	06/25/2025	182.12	603-4-9111-4255

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
10371663	1	THC PRODUCTS	Invoice	06/25/2025	335.00	603-4-9111-4256
603						
10371664	1	BEER	Invoice	06/25/2025	3,390.80	603-4-9111-4252
603						
10371665	1	BEER CREDIT	Invoice	06/25/2025	120.40-	603-4-9111-4252
603						
10371666	1	POP/MISC	Invoice	06/25/2025	193.06	603-4-9151-4255
603						
10371667	1	THC PRODUCTS	Invoice	06/25/2025	96.00	603-4-9151-4256
603						
10371668	1	BEER	Invoice	06/25/2025	1,848.00	603-4-9151-4252
Total 11950 BERNICK'S:					10,755.73	
BLACKHAWK PEST CONTROL, LLC						
221						
50984	1	PEST CONTROL-FTCENTER	Invoice	06/23/2025	125.00	221-4-5400-4401
101						
50985	1	PEST CONTROL - CITY HALL	Invoice	06/23/2025	125.00	101-4-1600-4401
101						
50986	1	PEST CONTROL - PUBLIC SAFETY	Invoice	06/23/2025	130.00	101-4-2190-4401
211						
50987	1	PEST CONTROL-LIBRARY	Invoice	06/23/2025	82.50	211-4-5600-4401
101						
50988	1	PEST CONTROL-FS 1	Invoice	06/23/2025	52.50	101-4-2310-4401
603						
50989	1	PEST CONTROL-WB	Invoice	06/23/2025	55.56	603-4-9152-4404
603						
50991	1	PEST CONTROL - NB	Invoice	06/23/2025	64.19	603-4-9112-4404
Total 14717 BLACKHAWK PEST CONTROL, LLC:					634.75	
BOLTON & MENK, INC						
401						
364785	1	2023 STREET IMPROVEMENTS	Invoice	06/12/2025	478.50	401-4-8080-4303
401						
364786	1	2025 STREET IMPROVEMENTS	Invoice	06/12/2025	44,962.50	401-4-8080-4303
403						
364787	1	LINE AVE CUL-DE-SAC	Invoice	06/12/2025	25,406.50	403-4-8440-4303
406						
364788	1	MEADOWWOODS VILLAGE - SEWER	Invoice	06/12/2025	10,222.00	406-4-8050-4303
225						
364790	1	MEGA LOOP TRAIL IMPROVEMENTS	Invoice	06/12/2025	25,248.22	225-4-8546-4303
403						
364791	1	YALE STREET EXTENSION	Invoice	06/12/2025	5,015.00	403-4-8440-4303
Total 11019 BOLTON & MENK, INC:					111,332.72	
BOURGET IMPORTS LLC						
603						
218650	1	WINE	Invoice	06/25/2025	276.00	603-4-9151-4253
603						
218650	2	FREIGHT	Invoice	06/25/2025	16.50	603-4-9151-4332
603						
218651	1	LIQUOR	Invoice	06/25/2025	225.00	603-4-9111-4251

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
218651	2	WINE	Invoice	06/25/2025	156.00	603-4-9111-4253
603						
218651	3	FREIGHT	Invoice	06/25/2025	16.50	603-4-9111-4332
Total 14411 BOURGET IMPORTS LLC:					690.00	
BREAKTHRU BEVERAGE MINNESOTA						
603						
121992688	1	LIQUOR	Invoice	06/19/2025	5,630.45	603-4-9151-4251
603						
121992688	2	FREIGHT	Invoice	06/19/2025	82.65	603-4-9151-4332
603						
121992690	1	WINE	Invoice	06/19/2025	240.00	603-4-9151-4253
603						
121992690	2	FREIGHT	Invoice	06/19/2025	4.35	603-4-9151-4332
603						
122107880	1	LIQUOR	Invoice	06/26/2025	.03	603-4-9151-4251
603						
122107880	2	FREIGHT	Invoice	06/26/2025	5.08	603-4-9151-4332
603						
122108577	1	WINE	Invoice	06/26/2025	1,032.00	603-4-9151-4253
603						
122108577	2	FREIGHT	Invoice	06/26/2025	14.50	603-4-9151-4332
603						
122108578	1	LIQUOR	Invoice	06/26/2025	8,870.85	603-4-9151-4251
603						
122108578	2	FREIGHT	Invoice	06/26/2025	100.89	603-4-9151-4332
Total 8002 BREAKTHRU BEVERAGE MINNESOTA:					15,980.80	
603						
121992807	1	LIQUOR	Invoice	06/19/2025	630.15	603-4-9111-4251
603						
121992807	2	FREIGHT	Invoice	06/19/2025	5.80	603-4-9111-4332
603						
121992808	1	WINE	Invoice	06/19/2025	1,240.00	603-4-9111-4253
603						
121992808	2	FREIGHT	Invoice	06/19/2025	15.95	603-4-9111-4332
603						
122107967	1	LIQUOR	Invoice	06/26/2025	120.44	603-4-9111-4251
603						
122107967	2	FREIGHT	Invoice	06/26/2025	2.18	603-4-9111-4332
603						
122107968	1	LIQUOR	Invoice	06/26/2025	135.00	603-4-9111-4251
603						
122107968	2	FREIGHT	Invoice	06/26/2025	1.45	603-4-9111-4332
603						
122107969	1	POP/MISC	Invoice	06/26/2025	171.93	603-4-9111-4255
603						
122107969	2	FREIGHT	Invoice	06/26/2025	7.25	603-4-9111-4332
603						
122108619	1	LIQUOR	Invoice	06/26/2025	360.00	603-4-9111-4251
603						
122108619	2	FREIGHT	Invoice	06/26/2025	2.90	603-4-9111-4332
603						
122108620	1	LIQUOR	Invoice	06/26/2025	5,254.21	603-4-9111-4251

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
122108620	2	FREIGHT	Invoice	06/26/2025	73.20	603-4-9111-4332
603						
122108621	1	WINE	Invoice	06/26/2025	560.00	603-4-9111-4253
603						
122108621	2	FREIGHT	Invoice	06/26/2025	8.70	603-4-9111-4332
603						
413663253	1	LIQUOR CREDIT	Invoice	06/17/2025	26.05-	603-4-9111-4251
603						
413663253	2	FREIGHT CREDIT	Invoice	06/17/2025	1.45-	603-4-9111-4332
603						
413663254	1	LIQUOR CREDIT	Invoice	06/17/2025	27.31-	603-4-9111-4251
603						
413663254	2	FREIGHT CREDIT	Invoice	06/17/2025	.24-	603-4-9111-4332
603						
413663255	1	LIQUOR CREDIT	Invoice	06/17/2025	5.18-	603-4-9111-4251
603						
413663255	2	FREIGHT CREDIT	Invoice	06/17/2025	.06-	603-4-9111-4332
603						
413663256	1	LIQUOR CREDIT	Invoice	06/17/2025	9.72-	603-4-9111-4251
603						
413663256	2	FREIGHT CREDIT	Invoice	06/17/2025	.06-	603-4-9111-4332
603						
413672593	1	LIQUOR CREDIT	Invoice	06/20/2025	4.06-	603-4-9111-4251
603						
413672593	2	FREIGHT CREDIT	Invoice	06/20/2025	.09-	603-4-9111-4332
Total 12893 BREAKTHRU BEVERAGE MINNESOTA:					8,514.94	
BRIAN WATERMAN						
101						
7-10-25 LEGACY	1	RIVERFRONT CONCERT LEGACY OF	Invoice	06/24/2025	2,550.00	101-4-5220-4409
Total 52326 BRIAN WATERMAN:					2,550.00	
C & L DISTRIBUTING CO						
603						
1839001373	1	BEER CREDIT	Invoice	06/25/2025	116.35-	603-4-9151-4252
603						
2118016	1	BEER CREDIT	Invoice	06/11/2025	213.85-	603-4-9151-4252
603						
2118153	1	THC PRODUCTS	Invoice	06/11/2025	489.96	603-4-9151-4256
603						
2118154	1	BEER	Invoice	06/11/2025	9,572.80	603-4-9151-4252
603						
2118189	1	LIQUOR CREDIT	Invoice	06/11/2025	117.00-	603-4-9151-4251
603						
2121467	1	BEER	Invoice	06/16/2025	3,708.55	603-4-9151-4252
603						
2122129	1	LIQUOR	Invoice	06/18/2025	742.50	603-4-9151-4251
603						
2122129	2	WINE	Invoice	06/18/2025	411.00	603-4-9151-4253
603						
2122131	1	BEER	Invoice	06/18/2025	2,321.87	603-4-9151-4252
603						
2122131	2	POP/MISC	Invoice	06/18/2025	30.00	603-4-9151-4255

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
2122132	1	BEER CREDIT	Invoice	06/18/2025	32.35-	603-4-9151-4252
603						
2126161	1	THC PROCUCTS	Invoice	06/25/2025	508.92	603-4-9151-4256
603						
2126324	1	BEER	Invoice	06/25/2025	6,439.10	603-4-9151-4252
603						
2127771	1	LIQUOR	Invoice	06/25/2025	2,250.00	603-4-9151-4251
Total 8003 C & L DISTRIBUTING CO:					25,995.15	
603						
2119063	1	THC PRODUCTS	Invoice	06/11/2025	640.00	603-4-9111-4256
603						
2119065	1	POP/MISC	Invoice	06/11/2025	70.00	603-4-9111-4255
603						
2119066	1	LIQUOR	Invoice	06/11/2025	972.52	603-4-9111-4251
603						
2119067	1	BEER	Invoice	06/11/2025	7,936.80	603-4-9111-4252
603						
2120878	1	POP/MISC	Invoice	06/16/2025	63.00	603-4-9111-4255
603						
2120880	1	BEER	Invoice	06/16/2025	11,876.40	603-4-9111-4252
603						
2123752	1	BEER CREDIT	Invoice	06/18/2025	236.65-	603-4-9111-4252
603						
2123811	1	LIQUOR	Invoice	06/18/2025	307.25	603-4-9111-4251
603						
2123812	1	BEER	Invoice	06/18/2025	3,780.75	603-4-9111-4252
603						
2124847	1	LIQUOR	Invoice	06/23/2025	90.00	603-4-9111-4251
603						
2124848	1	BEER	Invoice	06/23/2025	6,480.60	603-4-9111-4252
603						
2127308	1	LIQUOR	Invoice	06/25/2025	4,537.40	603-4-9111-4251
603						
2127709	1	BEER CREDIT	Invoice	06/25/2025	99.53-	603-4-9111-4252
603						
2127710	1	BEER	Invoice	06/25/2025	12,591.30	603-4-9111-4252
603						
2129244	1	LIQUOR	Invoice	06/30/2025	1,118.86	603-4-9111-4251
603						
2129244	2	BEER	Invoice	06/30/2025	1,079.70	603-4-9111-4252
603						
2129244	3	WINE	Invoice	06/30/2025	356.20	603-4-9111-4253
603						
2129373	1	BEER	Invoice	06/30/2025	8,355.25	603-4-9111-4252
Total 13375 C & L DISTRIBUTING CO:					59,919.85	
CAMPBELL KNUTSON P.A.						
101						
3237 MAY 25	1	MAY 25 GEN LEGAL	Invoice	05/31/2025	9,142.52	101-4-1400-4304
Total 12076 CAMPBELL KNUTSON P.A.:					9,142.52	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
CHARTER COMMUNICATIONS						
602						
175341701 JUN 25	1	PHONE LINE & TV CHGS-WW	Invoice	06/14/2025	165.80	602-4-9010-4321
Total 13954 CHARTER COMMUNICATIONS:					165.80	
CINTAS CORPORATION LOC 470						
602						
4233402660	1	UNIFORMS RENTAL/CLEANING	Invoice	06/11/2025	165.90	602-4-9020-4417
603						
4233748472	1	MATS, TOWELS, SCRAPERS, MOPS	Invoice	06/13/2025	47.02	603-4-9152-4404
603						
4233748644	1	MATS, TOWELS, SCRAPERS, MOPS	Invoice	06/13/2025	43.19	603-4-9112-4404
602						
4234154455	1	UNIFORMS RENTAL/CLEANING	Invoice	06/18/2025	153.88	602-4-9020-4417
603						
4234460698	1	MATS, TOWELS, SCRAPERS, MOPS	Invoice	06/20/2025	47.02	603-4-9152-4404
603						
4234460824	1	MATS, TOWELS, SCRAPERS, MOPS	Invoice	06/20/2025	52.31	603-4-9112-4404
602						
4234916436	1	UNIFORMS RENTAL/CLEANING	Invoice	06/25/2025	164.33	602-4-9020-4417
603						
4235166944	1	MATS, TOWELS, SCRAPERS, MOPS	Invoice	06/27/2025	47.02	603-4-9152-4404
603						
4235167244	1	MATS, TOWELS, SCRAPERS, MOPS	Invoice	06/27/2025	52.31	603-4-9112-4404
Total 14080 CINTAS CORPORATION LOC 470:					772.98	
CIVIC SYSTEMS LLC						
101						
INV-07579	1	CLOUD HOSTING/SUPPORT & MAIN	Invoice	07/01/2025	11,985.00	101-4-1310-4404
Total 52270 CIVIC SYSTEMS LLC:					11,985.00	
CIVICPLUS, LLC						
101						
334127	1	CIVICREC ANNUAL FEE	Invoice	06/21/2025	9,445.54	101-4-5210-4404
221						
334127	2	CIVICREC ANNUAL FEE	Invoice	06/21/2025	3,148.51	221-4-5400-4409
Total 11773 CIVICPLUS, LLC:					12,594.05	
CONTINENTAL RESEARCH CORP						
602						
63935	1	SUPPLIES	Invoice	06/12/2025	1,157.00	602-4-9020-4219
Total 14946 CONTINENTAL RESEARCH CORP:					1,157.00	
CRYSTAL SPRINGS ICE						
603						
2-501720	1	ICE	Invoice	06/17/2025	185.84	603-4-9111-4255
603						
2-501720	2	FREIGHT	Invoice	06/17/2025	4.00	603-4-9111-4332
603						
3-500479	1	ICE	Invoice	06/13/2025	58.32	603-4-9151-4255
603						
3-500479	2	FREIGHT	Invoice	06/13/2025	4.00	603-4-9151-4332

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
3-500545	1	ICE	Invoice	06/20/2025	98.32	603-4-9111-4255
603						
3-500545	2	FREIGHT	Invoice	06/20/2025	4.00	603-4-9111-4332
603						
3-500581	1	ICE	Invoice	06/24/2025	321.11	603-4-9111-4255
603						
3-500581	2	FREIGHT	Invoice	06/24/2025	4.00	603-4-9111-4332
603						
3-500585	1	ICE	Invoice	06/24/2025	228.00	603-4-9151-4255
603						
3-500585	2	FREIGHT	Invoice	06/24/2025	4.00	603-4-9151-4332
Total 52407 CRYSTAL SPRINGS ICE:					911.59	
CUB FOODS						
221						
104304132899	1	CONCESSIONS/CATERING FOOD	Invoice	06/17/2025	25.17	221-4-5430-4259
101						
104304133149	1	PROGRAM SUPPLIES	Invoice	06/18/2025	26.45	101-4-5510-4219
221						
104304134876	1	CATERING SUPPLIES	Invoice	06/25/2025	129.86	221-4-5430-4259
221						
104304135921	1	CONCESSIONS/CATERING FOOD	Invoice	06/30/2025	11.28	221-4-5430-4259
Total 15550 CUB FOODS:					192.76	
CYBER ADVISORS, INC.						
101						
136405	1	PHONE SERVICE TICKET	Invoice	06/22/2025	1,012.50	101-4-1350-4319
101						
136412	1	NETWORK SERVICE ORDER	Invoice	06/22/2025	847.75	101-4-1350-4319
Total 15723 CYBER ADVISORS, INC.:					1,860.25	
DACOTAH PAPER CO						
221						
55519	1	URINAL SCREENS/HAND SOAP	Invoice	06/19/2025	221.12	221-4-5400-4219
221						
55520	1	TO GO BOXES- LUNCHES	Invoice	06/19/2025	99.18	221-4-5430-4219
101						
57338	1	CAN LINERS	Invoice	06/24/2025	110.40	101-4-1600-4219
101						
57341	1	CAN LINERS, LAUNDRY DETERGEN	Invoice	06/24/2025	635.89	101-4-1510-4219
Total 15887 DACOTAH PAPER CO:					1,066.59	
DAHLHEIMER BEVERAGE, LLC						
603						
2492430	1	BEER	Invoice	06/12/2025	4,349.80	603-4-9151-4252
603						
2492442	1	BEER CREDIT	Invoice	06/09/2025	67.80-	603-4-9151-4252
603						
2494423	1	THC PRODUCTS	Invoice	06/12/2025	451.00	603-4-9151-4256
603						
2495048	1	BEER	Invoice	06/12/2025	108.00	603-4-9151-4252

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
2495049	1	LIQUOR	Invoice	06/12/2025	498.00	603-4-9151-4251
603						
2497101	1	BEER	Invoice	06/16/2025	9,193.50	603-4-9151-4252
603						
2497101	2	LIQUOR CREDIT	Invoice	06/16/2025	187.20-	603-4-9151-4251
603						
2497298	1	BEER CREDIT	Invoice	06/13/2025	9.20-	603-4-9151-4252
603						
2500334	1	BEER	Invoice	06/19/2025	28.80	603-4-9151-4252
603						
2500334	2	POP/MISC	Invoice	06/19/2025	85.00	603-4-9151-4255
603						
2500335	1	THC PRODUCTS	Invoice	06/19/2025	74.00	603-4-9151-4256
603						
2500336	1	LIQUOR	Invoice	06/19/2025	52.60	603-4-9151-4251
603						
2500337	1	BEER	Invoice	06/19/2025	2,766.45	603-4-9151-4252
603						
2500761	1	BEER CREDIT	Invoice	06/18/2025	65.60-	603-4-9151-4252
603						
2502889	1	LIQUOR	Invoice	06/23/2025	375.85	603-4-9151-4251
603						
2502890	1	BEER	Invoice	06/23/2025	6,246.25	603-4-9151-4252
603						
2503056	1	BEER CREDIT	Invoice	06/20/2025	129.60-	603-4-9151-4252
603						
976-00182	1	BEER CREDIT	Invoice	06/16/2025	30.00-	603-4-9151-4252
Total 8005 DAHLHEIMER BEVERAGE, LLC:					23,739.85	
603						
2494072	1	BEER	Invoice	06/12/2025	6,248.00	603-4-9111-4252
603						
2494958	1	THC PRODUCTS	Invoice	06/12/2025	148.00	603-4-9111-4256
603						
2496885	1	BEER	Invoice	06/16/2025	20,173.96	603-4-9111-4252
603						
2497115	1	THC PRODUCTS	Invoice	06/16/2025	444.00	603-4-9111-4256
603						
2500309	1	THC PRODUCTS	Invoice	06/19/2025	278.00	603-4-9111-4256
603						
2500310	1	BEER	Invoice	06/19/2025	4,924.85	603-4-9111-4252
603						
2502434	1	BEER	Invoice	06/23/2025	12,186.72	603-4-9111-4252
603						
2502870	1	THC PRODUCTS	Invoice	06/23/2025	83.00	603-4-9111-4256
603						
2503055	1	BEER CREDIT	Invoice	06/20/2025	82.50-	603-4-9111-4252
603						
2506473	1	THC PRODUCTS	Invoice	06/26/2025	148.00	603-4-9111-4256
603						
2506569	1	BEER	Invoice	06/26/2025	24,098.15	603-4-9111-4252
603						
976-00183	1	BEER CREDIT	Invoice	06/16/2025	30.00-	603-4-9111-4252

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 15900 DAHLHEIMER BEVERAGE, LLC:					68,620.18	
DEANO'S COLLISION SPEC INC						
291						
67623	1	VEHICLE REPAIRS #403	Invoice	06/27/2025	11,222.12	291-4-7000-4404
Total 16050 DEANO'S COLLISION SPEC INC:					11,222.12	
DELL MARKETING, L P						
411						
10808613340	1	DELL OPTIPLEX COMPUTERS	Invoice	04/07/2025	4,511.92	411-4-1350-4219
411						
10812660552	1	DELL LAPTOPS	Invoice	04/30/2025	3,425.18	411-4-1350-4219
101						
10813975110	1	FARMERS MARKET LAPTOP	Invoice	05/08/2025	680.29	101-4-5230-4219
411						
10818621170	1	DELL MONITORS & DOCKING STATI	Invoice	06/06/2025	2,124.64	411-4-1350-4219
411						
10820157611	1	DELL LAPTOPS - PD	Invoice	06/16/2025	4,365.36	411-4-1350-4219
Total 16250 DELL MARKETING, L P:					15,107.39	
E C M PUBLISHERS INC						
101						
1052748	1	BUSINESS CARDS-REAK	Invoice	06/12/2025	37.00	101-4-2110-4201
101						
1052837	1	PH NOTICE - BAILON VARIANCE	Invoice	06/14/2025	120.40	101-4-1510-4359
101						
1052838	1	PH NOTICE - LAMAR DIGITAL BILLBO	Invoice	06/14/2025	103.20	101-4-1510-4359
101						
1052839	1	PH NOTICE - KINGDOM ESTATES	Invoice	06/14/2025	86.00	101-4-1510-4359
101						
1052840	1	PH NOTICE - WEBER/SHERBURNE C	Invoice	06/14/2025	111.80	101-4-1510-4359
101						
1052841	1	PH NOTICE - HELD VARIANCE AND P	Invoice	06/14/2025	120.40	101-4-1510-4359
101						
1052842	1	PH NOTICE - BARKER/OAKWATER RI	Invoice	06/14/2025	103.20	101-4-1510-4359
101						
1053019	1	ELK RIVERFEST ADVERTISING	Invoice	06/15/2025	170.00	101-4-1110-4409
101						
1053020	1	ELK RIVERFEST ADVERTISING	Invoice	06/15/2025	380.00	101-4-1110-4409
101						
1053762	1	PH NOTICE - PUFAHL EASEMENT VA	Invoice	06/21/2025	172.00	101-4-1510-4359
101						
1053763	1	PH NOTICE - VILLAS ON FILLMORE	Invoice	06/21/2025	120.40	101-4-1510-4359
101						
1053764	1	PH NOTICE - ROGER DERRICK TH O	Invoice	06/21/2025	412.80	101-4-1510-4359
101						
1053825	1	BUSINESS CARDS	Invoice	06/20/2025	37.00	101-4-2110-4201
101						
1053929	1	ELK RIVERFEST AD	Invoice	06/22/2025	170.00	101-4-1110-4409
101						
1053930	1	RIVERFRONT CONCERT ADS	Invoice	06/22/2025	310.00	101-4-5210-4349
Total 17000 E C M PUBLISHERS INC:					2,454.20	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
ELIZABETH SAGE						
604						
1296	1	CANNABOUND - STRATEGIC PLANNI	Invoice	06/16/2025	9,000.00	604-4-9410-4319
Total 52429 ELIZABETH SAGE:					9,000.00	
ELK RIVER COUNTRY CLUB, I						
101						
Lets Play Golf 2025	1	LETS PLAY GOLF CAMP-30	Invoice	06/25/2025	1,050.00	101-4-5220-4409
Total 14263 ELK RIVER COUNTRY CLUB, I:					1,050.00	
ELK RIVER MUNICIPAL UTILITIES						
101						
6-18-25 ERMU	1	ELECTRIC	Invoice	06/18/2025	64.32	101-4-2190-4389
101						
6-18-25 ERMU	2	ELECTRIC	Invoice	06/18/2025	327.71	101-4-2330-4389
101						
6-18-25 ERMU	3	WATER/ELECTRIC/SEWER/STMWTR	Invoice	06/18/2025	4,307.73	101-4-3120-4389
101						
6-18-25 ERMU	4	WATER/ELECTRIC	Invoice	06/18/2025	4,323.54	101-4-5110-4389
101						
6-18-25 ERMU	5	ELECTRIC	Invoice	06/18/2025	36.29	101-4-5110-4389
221						
6-18-25 ERMU	6	WATER/ELECTRIC/SEWER/STMWTR	Invoice	06/18/2025	28,929.68	221-4-5400-4389
602						
6-18-25 ERMU	7	ELECTRIC	Invoice	06/18/2025	1,126.00	602-4-9050-4389
603						
6-25-25 ERMU	1	WATER/ELECTRIC	Invoice	06/25/2025	2,911.26	603-4-9112-4389
101						
6-25-25 ERMU	2	WATER/ELECTRIC	Invoice	06/25/2025	1,162.92	101-4-5110-4389
602						
6-25-25 ERMU	3	ELECTRIC	Invoice	06/25/2025	747.89	602-4-9050-4389
101						
6-25-25 ERMU	4	ELECTRIC	Invoice	06/25/2025	173.00	101-4-2330-4389
101						
6-25-25 ERMU	5	ELECTRIC	Invoice	06/25/2025	1,529.81	101-4-2310-4389
Total 17700 ELK RIVER MUNICIPAL UTILITIES:					45,640.15	
440						
2388	1	WOODLAND TRAIL LIGHTS	Invoice	06/18/2025	2,158.14	440-4-5110-4409
Total 17701 ELK RIVER MUNICIPAL UTILITIES:					2,158.14	
ELK RIVER TRACK CLUB						
101						
Track Camp 2025	1	TRACK & FIELD CAMP	Invoice	06/25/2025	2,275.00	101-4-5220-4409
Total 14754 ELK RIVER TRACK CLUB:					2,275.00	
ELK RIVER WINLECTRIC						
101						
411874 02	1	SUPPLIES	Invoice	06/17/2025	64.88	101-4-2320-4221
Total 17890 ELK RIVER WINLECTRIC:					64.88	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
EMPIRE ENDEAVORS LLC						
101						
7/10/25 FM	1	FARMERS MARKET MUSIC 07-10-202	Invoice	02/11/2025	175.00	101-4-5230-4409
Total 15266 EMPIRE ENDEAVORS LLC:					175.00	
EXCEPTIONAL OUTDOORS LLC						
290						
2517	1	MOWING - 17688 TYLER ST NW	Invoice	06/23/2025	175.00	290-4-1210-4409
Total 52261 EXCEPTIONAL OUTDOORS LLC:					175.00	
FACTORY MOTOR PARTS CO						
101						
128-Z18282	1	PARTS ERMU	Invoice	06/25/2025	122.22	101-4-3150-4221
101						
6-1699358	1	PARTS #14	Invoice	06/25/2025	212.50	101-4-3150-4221
Total 18408 FACTORY MOTOR PARTS CO:					334.72	
FASTENAL COMPANY						
101						
MNELK142630	1	SUPPLIES - VENDING	Invoice	06/13/2025	113.11	101-4-5110-4219
101						
MNELK142630	2	SUPPLIES - VENDING	Invoice	06/13/2025	56.55	101-4-3120-4219
602						
MNELK142640	1	SUPPLIES	Invoice	06/12/2025	49.36	602-4-9020-4219
101						
MNELK142647	1	SUPPLIES - BATTERIES	Invoice	06/13/2025	49.35	101-4-2120-4219
221						
MNELK142763	1	DOOR HANDLE BOLTS	Invoice	06/20/2025	25.42	221-4-5400-4219
Total 18453 FASTENAL COMPANY:					293.79	
FLUID INTERIORS, LLC						
101						
97250	1	DESK CHAIRS	Invoice	06/23/2025	1,475.42	101-4-2190-4219
Total 15280 FLUID INTERIORS, LLC:					1,475.42	
GESTALT ENGINEERING LLC						
228						
1302	1	LANDFILL ASSIST - JUN	Invoice	07/01/2025	735.00	228-4-7000-4319
Total 14099 GESTALT ENGINEERING LLC:					735.00	
GLENN KUPHAL						
221						
90136650	1	VENDOR REFUND-KUPHAL	Invoice	06/27/2025	120.00	221-3-0000-3475
Total 52437 GLENN KUPHAL:					120.00	
GLOBAL RESERVE LLC - GRD						
603						
ORD-17766	1	THC PRODUCTS	Invoice	06/19/2025	668.00	603-4-9111-4256

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 15311 GLOBAL RESERVE LLC - GRD:					668.00	
GRACE O'KONEK						
101						
6132025 GO	1	REIM PER DIEM 06/08-06/11 - O'KON	Invoice	06/13/2025	189.00	101-4-2130-4331
Total 52400 GRACE O'KONEK:					189.00	
GRAINGER						
101						
9536534374	1	SUPPLIES	Invoice	06/11/2025	70.20	101-4-2190-4219
101						
9550028485	1	SHOP TOOLS	Invoice	06/23/2025	175.26	101-4-3150-4219
603						
9551180079	1	FILTER CARTRIDGE-WATER COOLE	Invoice	06/24/2025	197.68	603-4-9112-4404
602						
9551427686	1	SUPPLIES	Invoice	06/24/2025	148.72	602-4-9020-4219
101						
9551427694	1	SHOP TOOLS	Invoice	06/24/2025	197.22	101-4-3150-4219
101						
9552607047	1	SHOP TOOLS	Invoice	06/25/2025	10.98	101-4-3150-4219
602						
9552795693	1	SUPPLIES	Invoice	06/25/2025	29.57	602-4-9020-4219
Total 20300 GRAINGER:					829.63	
GRANITE CITY JOBBING CO						
603						
461877	1	POP/MISC	Invoice	06/13/2025	1,122.64	603-4-9111-4255
603						
461877	2	FREIGHT	Invoice	06/13/2025	5.00	603-4-9111-4332
603						
461877	3	SUPPLIES	Invoice	06/13/2025	118.46	603-4-9112-4219
603						
461885	1	FREIGHT	Invoice	06/13/2025	5.00	603-4-9151-4332
603						
461885	2	SUPPLIES	Invoice	06/13/2025	56.34	603-4-9152-4219
603						
461885	3	POP/MISC	Invoice	06/13/2025	798.52	603-4-9151-4255
603						
463319	1	POP/MISC	Invoice	06/20/2025	836.41	603-4-9111-4255
603						
463319	2	FREIGHT	Invoice	06/20/2025	5.00	603-4-9111-4332
603						
463319	3	SUPPLIES	Invoice	06/20/2025	102.23	603-4-9112-4219
603						
463320	1	POP/MISC	Invoice	06/20/2025	612.70	603-4-9151-4255
603						
463320	2	SUPPLIES	Invoice	06/20/2025	32.57	603-4-9152-4219
603						
463320	3	FREIGHT	Invoice	06/20/2025	5.00	603-4-9151-4332
603						
464728	1	POP/MISC	Invoice	06/27/2025	1,006.07	603-4-9111-4255
603						
464728	2	FREIGHT	Invoice	06/27/2025	5.00	603-4-9111-4332

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
464728	3	SUPPLIES	Invoice	06/27/2025	58.93	603-4-9112-4219
Total 10654 GRANITE CITY JOBBING CO:					4,769.87	
GREG BAKUN						
101						
6182025 GB 7/14/25	1	PRESENTER FEE 7/14/25	Invoice	06/18/2025	100.00	101-4-5510-4409
Total 52427 GREG BAKUN:					100.00	
GRIMCO, INC						
101						
34166897-01	1	SIGN MATERIALS	Invoice	06/11/2025	348.43	101-4-1120-4226
101						
34166897-02	1	SIGN MATERIALS	Invoice	06/13/2025	216.02	101-4-1120-4226
101						
34166897-03	1	SIGN MATERIALS	Invoice	06/17/2025	273.59	101-4-1120-4226
Total 14770 GRIMCO, INC:					838.04	
HAWKINS, INC.						
602						
7100201	1	SULFUR DIOXIDE	Invoice	06/15/2025	10.00	602-4-9020-4219
Total 21053 HAWKINS, INC.:					10.00	
HEARTLAND BUSINESS SYSTEMS, LLC						
101						
801606-H	1	HBS-FLEX-SERVICES	Invoice	06/10/2025	11,520.00	101-4-1350-4319
Total 14882 HEARTLAND BUSINESS SYSTEMS, LLC:					11,520.00	
HOISINGTON KOEGLER GROUP INC						
440						
24-031-9	1	PROF SVCS-RIVERS EDGE RENO	Invoice	06/15/2025	784.64	440-4-5110-4319
Total 21475 HOISINGTON KOEGLER GROUP INC:					784.64	
INSIGHT BREWING COMPANY, LLC						
603						
24902	1	BEER	Invoice	06/26/2025	378.33	603-4-9111-4252
603						
24903	1	BEER	Invoice	06/26/2025	47.79	603-4-9151-4252
Total 52377 INSIGHT BREWING COMPANY, LLC:					426.12	
INSIGHT PUBLIC SECTOR						
603						
1101281649	1	ADOBE ACROBAT PRO	Invoice	06/09/2025	40.09	603-4-9112-4404
603						
1101281649	2	ADOBE ACROBAT PRO	Invoice	06/09/2025	40.09	603-4-9152-4404
Total 22297 INSIGHT PUBLIC SECTOR:					80.18	
INTERNATIONAL CODE COUNCIL						

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
Q15.000032682	1	MEMBERSHIP #189040	Invoice	04/26/2025	170.00	101-4-2410-4433
Total 22353 INTERNATIONAL CODE COUNCIL:					170.00	
JANICE SMITH						
101						
89697711	1	PAVILION REFUND	Invoice	06/23/2025	150.00	101-3-0000-3472
101						
89697711	2	PAVILION REFUND	Invoice	06/23/2025	12.60	101-2080
Total 52434 JANICE SMITH:					162.60	
JENNIFER RUSS						
101						
7-17-25 ABBASOLUTEL	1	RIVERFRONT CONCERT ABBASOLU	Invoice	06/24/2025	5,000.00	101-4-5220-4409
Total 52329 JENNIFER RUSS:					5,000.00	
JENNIFER TORFIN						
101						
89123546	1	TROTT BROOK BARN - DAMAGE DE	Invoice	06/17/2025	100.00	101-3-0000-3472
Total 52431 JENNIFER TORFIN:					100.00	
JOHN DIETZ						
101						
6-2025 MNDOT	1	REIMB MILEAGE - REGION 7W MND	Invoice	06/13/2025	60.20	101-4-1110-4331
Total 50520 JOHN DIETZ:					60.20	
JOHNSON BROS LIQUOR						
603						
2783212 CR	1	THC PRODUCTS CREDIT	Invoice	06/18/2025	141.29-	603-4-9111-4256
603						
2813446	1	LIQUOR	Invoice	06/18/2025	125.91	603-4-9151-4251
603						
2813446	2	FREIGHT	Invoice	06/18/2025	5.22	603-4-9151-4332
603						
2813447	1	FREIGHT	Invoice	06/18/2025	1.74	603-4-9151-4332
603						
2813448	1	WINE	Invoice	06/18/2025	524.00	603-4-9151-4253
603						
2813448	2	FREIGHT	Invoice	06/18/2025	12.18	603-4-9151-4332
603						
2813449	1	LIQUOR	Invoice	06/18/2025	3,172.23	603-4-9151-4251
603						
2813449	2	FREIGHT	Invoice	06/18/2025	46.11	603-4-9151-4332
603						
2813450	1	WINE	Invoice	06/18/2025	464.00	603-4-9151-4253
603						
2813450	2	FREIGHT	Invoice	06/18/2025	15.66	603-4-9151-4332
603						
2813451	1	LIQUOR	Invoice	06/18/2025	2,380.00	603-4-9151-4251
603						
2813451	2	FREIGHT	Invoice	06/18/2025	17.40	603-4-9151-4332

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
2813452	1	LIQUOR	Invoice	06/18/2025	130.00	603-4-9151-4251
603						
2813452	2	FREIGHT	Invoice	06/18/2025	1.74	603-4-9151-4332
603						
2813876	1	LIQUOR	Invoice	06/18/2025	14,675.99	603-4-9111-4251
603						
2813876	2	FREIGHT	Invoice	06/18/2025	175.74	603-4-9111-4332
603						
2813877	1	LIQUOR	Invoice	06/18/2025	260.00	603-4-9111-4251
603						
2813877	2	FREIGHT	Invoice	06/18/2025	3.48	603-4-9111-4332
603						
2813878	1	LIQUOR	Invoice	06/18/2025	6,601.78	603-4-9111-4251
603						
2813878	2	FREIGHT	Invoice	06/18/2025	153.12	603-4-9111-4332
603						
2813879	1	WINE	Invoice	06/18/2025	3,530.67	603-4-9111-4253
603						
2813879	2	FREIGHT	Invoice	06/18/2025	99.18	603-4-9111-4332
603						
2813880	1	POP/MISC	Invoice	06/18/2025	79.95	603-4-9111-4255
603						
2813880	2	FREIGHT	Invoice	06/18/2025	3.48	603-4-9111-4332
603						
2813881	1	THC PRODUCTS	Invoice	06/18/2025	341.55	603-4-9111-4256
603						
2819767	1	LIQUOR	Invoice	06/25/2025	8,518.12	603-4-9111-4251
603						
2819767	2	FREIGHT	Invoice	06/25/2025	104.55	603-4-9111-4332
603						
2819768	1	WINE	Invoice	06/25/2025	3,724.09	603-4-9111-4253
603						
2819768	2	FREIGHT	Invoice	06/25/2025	132.39	603-4-9111-4332
603						
2819770	1	LIQUOR	Invoice	06/25/2025	3,895.30	603-4-9151-4251
603						
2819770	2	FREIGHT	Invoice	06/25/2025	34.80	603-4-9151-4332
603						
2819771	1	LIQUOR	Invoice	06/25/2025	6,096.00	603-4-9111-4251
603						
2819771	2	FREIGHT	Invoice	06/25/2025	67.86	603-4-9111-4332
603						
2819772	1	LIQUOR	Invoice	06/25/2025	3,294.00	603-4-9151-4251
603						
2819772	2	FREIGHT	Invoice	06/25/2025	99.18	603-4-9151-4332
603						
2819773	1	WINE	Invoice	06/25/2025	1,110.00	603-4-9151-4253
603						
2819773	2	FREIGHT	Invoice	06/25/2025	31.32	603-4-9151-4332
603						
2819774	1	LIQUOR	Invoice	06/25/2025	573.28	603-4-9151-4251
603						
2819774	2	FREIGHT	Invoice	06/25/2025	5.22	603-4-9151-4332
603						
2821993	1	LIQUOR	Invoice	06/27/2025	623.50	603-4-9151-4251

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
2821993	2	FREIGHT	Invoice	06/27/2025	8.70	603-4-9151-4332
Total 22775 JOHNSON BROS LIQUOR:					60,998.15	
JUNKYARD BREWING COMPANY						
603						
8047	1	BEER	Invoice	06/25/2025	71.00	603-4-9151-4252
603						
8047	2	THC PRODUCTS	Invoice	06/25/2025	420.00	603-4-9151-4256
Total 14086 JUNKYARD BREWING COMPANY:					491.00	
JUSTIN ENDE						
101						
061725	1	REIMB CELL PHONE APR-JUN-ENDE	Invoice	06/17/2025	45.00	101-4-5110-4321
Total 14664 JUSTIN ENDE:					45.00	
JUSTIN STRAYER						
603						
IN-26507	1	BEER	Invoice	06/18/2025	266.34	603-4-9151-4252
603						
IN-26507	2	THC PRODUCTS	Invoice	06/18/2025	74.50	603-4-9151-4256
Total 14415 JUSTIN STRAYER:					340.84	
KARI KRAFT						
101						
89123378	1	LIONS PARK - DAMAGE DEPOSIT RE	Invoice	06/17/2025	250.00	101-3-0000-3472
Total 52430 KARI KRAFT:					250.00	
KATHERINE SCHMIDT						
101						
770	1	TRAFFIC ENGINEERING SERVICES	Invoice	06/23/2025	3,000.00	101-4-3300-4303
Total 52435 KATHERINE SCHMIDT:					3,000.00	
M T I DISTRIBUTING INC						
101						
1474984-01	1	PARTS	Invoice	06/11/2025	51.87	101-4-5110-4221
101						
1477203-01	1	PARTS #728	Invoice	06/13/2025	683.94	101-4-5110-4221
101						
1477203-02	1	PARTS #728	Invoice	06/13/2025	21.80	101-4-5110-4221
101						
1477203-03	1	PARTS #728	Invoice	06/17/2025	21.69	101-4-5110-4221
101						
1479855-00	1	PARTS #722,723,725	Invoice	06/17/2025	1,967.49	101-4-5110-4221
101						
1480778-00	1	PARTS #721	Invoice	06/23/2025	566.20	101-4-5110-4221
101						
1480938-00	1	PARTS #724	Invoice	06/23/2025	1,023.32	101-4-5110-4221
Total 24475 M T I DISTRIBUTING INC:					4,336.31	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
MANSFIELD OIL CO						
101						
26658912	1	UNLEADED FUEL	Invoice	06/24/2025	18,099.96	101-4-3120-4212
Total 12310 MANSFIELD OIL CO:					18,099.96	
MARCO HOLDINGS LLC						
101						
INV13966009	1	REPLACEMENT BATTERY CARTRID	Invoice	06/10/2025	551.86	101-4-1350-4219
101						
INV13966863	1	SERVICE PLAN	Invoice	06/10/2025	13,181.25	101-4-1350-4319
101						
INV13985150	1	MARCO TECHNOLOGY ASSESSMEN	Invoice	06/16/2025	3,000.00	101-4-1350-4319
101						
INV14031078	1	OFFICE 365	Invoice	06/27/2025	4,740.01	101-4-1350-4404
101						
INV14032318	1	ACE365	Invoice	06/28/2025	6,390.00	101-4-1350-4404
101						
INV14042373	1	PALO ALTO RENEWAL PA-440	Invoice	07/01/2025	4,595.20	101-4-1350-4404
Total 24714 MARCO HOLDINGS LLC:					32,458.32	
MARCO TECHNOLOGIES LLC						
603						
558754867	1	COPIER LEASE/MAINT	Invoice	06/26/2025	212.59	603-4-9112-4404
603						
558754867	2	COPIER LEASE/MAINT	Invoice	06/26/2025	212.59	603-4-9152-4404
602						
558754867	3	COPIER LEASE/MAINT	Invoice	06/26/2025	510.02	602-4-9010-4404
221						
558754867	4	COPIER LEASE/MAINT	Invoice	06/26/2025	658.17	221-4-5400-4415
101						
558754867	5	COPIER LEASE/MAINT	Invoice	06/26/2025	2,114.82	101-4-1350-4404
Total 12332 MARCO TECHNOLOGIES LLC:					3,708.19	
MARY JACOBSON						
101						
6252025 MJ	1	REIMB GLOVES - M JACOBSON	Invoice	06/25/2025	45.97	101-4-1600-4219
Total 15031 MARY JACOBSON:					45.97	
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						
INV1648079	1	LIQUOR	Invoice	06/26/2025	450.00	603-4-9111-4251
603						
INV1648079	2	FREIGHT	Invoice	06/26/2025	3.00	603-4-9111-4332
603						
INV1648120	1	LIQUOR	Invoice	06/26/2025	316.02	603-4-9111-4251
603						
INV1648120	2	WINE	Invoice	06/26/2025	652.08	603-4-9111-4253
603						
INV1648120	3	FREIGHT	Invoice	06/26/2025	15.00	603-4-9111-4332

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
INV1648121	1	WINE	Invoice	06/26/2025	578.55	603-4-9151-4253
603						
INV1648121	2	LIQUOR	Invoice	06/26/2025	480.00	603-4-9151-4251
603						
INV1648121	3	FREIGHT	Invoice	06/26/2025	18.00	603-4-9151-4332
Total 14588 MAVERICK BEVERAGE CO MN LLC:					2,389.65	
MICHAEL CONRAD						
101						
2922	1	PSB PRESSURE WASH/WINDOW CL	Invoice	06/19/2025	2,615.00	101-4-2190-4401
Total 52424 MICHAEL CONRAD:					2,615.00	
MICHELLE BORUM						
101						
89101890	1	LIONS PARK - DAMAGE DEPOSIT RE	Invoice	06/17/2025	290.00	101-3-0000-3472
101						
89101890	2	LIONS PARK - DAMAGE DEPOSIT RE	Invoice	06/17/2025	3.15	101-2080
Total 52432 MICHELLE BORUM:					293.15	
MINNESOTA AG POWER INC						
101						
10523016	1	BROOM ASSEMBLY	Invoice	06/23/2025	718.32	101-4-5110-4219
Total 15260 MINNESOTA AG POWER INC:					718.32	
MN DEPT OF LABOR & INDUSTRY						
101						
ABR0351298X	1	BOILERS 132494 & 132495 - FS 3	Invoice	04/28/2025	20.00	101-4-2310-4401
101						
JUNE 2025 BP	1	BP SURCHARGE - JUN CONF #JUNE	Invoice	07/02/2025	2,920.89	101-3-0000-3233
Total 26180 MN DEPT OF LABOR & INDUSTRY:					2,940.89	
MN DEPT OF MOTOR VEHICLES						
410						
222772	1	2025 TAHOE #407 - 22772	Invoice	06/27/2025	29.00	410-4-2310-4560
Total 26190 MN DEPT OF MOTOR VEHICLES:					29.00	
MOBILE HEALTH SERVICES, LLC						
101						
47127	1	FIREFIGHTER PHYSICALS/FITNESS	Invoice	03/19/2025	390.00	101-4-2320-4409
Total 25085 MOBILE HEALTH SERVICES, LLC:					390.00	
MOBILE VEHICLE INTEGRATION						
410						
25-061345	1	BUILD NEW 2025 TAHOE 407	Invoice	06/11/2025	10,289.65	410-4-2310-4560
Total 11916 MOBILE VEHICLE INTEGRATION:					10,289.65	
NATHE VENTURES INC						

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
1-302795	1	SUPPLIES - FS #3	Invoice	06/13/2025	50.40	101-4-2310-4219
101						
1-302796	1	SUPPLIES - CITY HALL	Invoice	06/13/2025	151.44	101-4-1600-4219
101						
1-302797	1	SUPPLIES	Invoice	06/13/2025	179.90	101-4-5110-4219
101						
1-302798	1	SUPPLIES - FS #3	Invoice	06/18/2025	159.92	101-4-2310-4219
101						
1-302799	1	SUPPLIES	Invoice	06/23/2025	204.89	101-4-5110-4219
101						
1-302800	1	SUPPLIES	Invoice	06/25/2025	107.94	101-4-5110-4219
Total 28904 NATHE VENTURES INC:					854.49	
NORTH COUNTRY CHEVROLET						
410						
ELKRIVER25-103	1	2025 TAHOE 302691 - #611	Invoice	06/03/2025	53,090.28	410-4-2110-4560
Total 14406 NORTH COUNTRY CHEVROLET:					53,090.28	
NOTHING BUT HEMP						
603						
3829	1	THC PRODUCTS	Invoice	06/19/2025	552.00	603-4-9111-4256
Total 15262 NOTHING BUT HEMP:					552.00	
NUSS TRUCK & EQUIPMENT						
101						
PSO212716-1	1	PARTS #247	Invoice	06/11/2025	161.64	101-4-3120-4221
Total 10561 NUSS TRUCK & EQUIPMENT:					161.64	
NUTRIEN AG SOLUTIONS						
101						
57359457	1	SUPPLIES	Invoice	06/19/2025	375.90	101-4-3120-4219
Total 10424 NUTRIEN AG SOLUTIONS:					375.90	
OCCUPATIONAL HEALTH CENTERS						
101						
104203585	1	HEARING RETEST	Invoice	06/12/2025	89.00	101-4-5110-4409
101						
104203585	2	HEARING RETEST	Invoice	06/12/2025	89.00	101-4-3300-4319
Total 13789 OCCUPATIONAL HEALTH CENTERS:					178.00	
PAUSTIS WINE COMPANY						
603						
268507	1	WINE	Invoice	06/19/2025	1,201.00	603-4-9111-4253
603						
268507	2	FREIGHT	Invoice	06/19/2025	16.50	603-4-9111-4332
603						
268517	1	WINE	Invoice	06/19/2025	924.00	603-4-9151-4253
603						
268517	2	FREIGHT	Invoice	06/19/2025	12.00	603-4-9151-4332

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 29251 PAUSTIS WINE COMPANY:					2,153.50	
PERFECTION PLUS, INC.						
101						
316031	1	CLEANING SVCS - TROTT BARN	Invoice	07/01/2025	60.00	101-4-5210-4401
211						
316032	1	MONTHLY CONTRACT CLEANING - P	Invoice	07/01/2025	2,490.00	211-4-5600-4405
Total 12651 PERFECTION PLUS, INC.:					2,550.00	
PHILLIPS WINE & SPIRITS CO						
603						
5001694	1	FREIGHT	Invoice	06/27/2025	6.09	603-4-9151-4332
603						
5001694	2	WINE	Invoice	06/27/2025	252.00	603-4-9151-4253
603						
5001695	1	LIQUOR	Invoice	06/27/2025	3,530.64	603-4-9151-4251
603						
5001695	2	FREIGHT	Invoice	06/27/2025	70.47	603-4-9151-4332
603						
5001696	1	WINE	Invoice	06/27/2025	880.00	603-4-9151-4253
603						
5001696	2	FREIGHT	Invoice	06/27/2025	38.72	603-4-9151-4332
603						
5001697	1	WINE	Invoice	06/27/2025	88.00	603-4-9151-4253
603						
5001697	2	FREIGHT	Invoice	06/27/2025	1.74	603-4-9151-4332
603						
6977256 CR	1	FREIGHT CREDIT	Invoice	06/18/2025	3.48-	603-4-9111-4332
603						
6978229 CR	1	FREIGHT CREDIT	Invoice	06/18/2025	5.22-	603-4-9111-4332
603						
6995502	1	LIQUOR	Invoice	06/18/2025	260.00	603-4-9151-4251
603						
6995502	2	FREIGHT	Invoice	06/18/2025	3.48	603-4-9151-4332
603						
6995503	1	LIQUOR	Invoice	06/18/2025	462.94	603-4-9151-4251
603						
6995503	2	FREIGHT	Invoice	06/18/2025	5.22	603-4-9151-4332
603						
6995504	1	WINE	Invoice	06/18/2025	327.50	603-4-9151-4253
603						
6995504	2	FREIGHT	Invoice	06/18/2025	12.18	603-4-9151-4332
603						
6995505	1	POP/MISC	Invoice	06/18/2025	59.75	603-4-9151-4255
603						
6995505	2	FREIGHT	Invoice	06/18/2025	3.48	603-4-9151-4332
603						
6995506	1	THC PRODUCTS	Invoice	06/18/2025	392.00	603-4-9151-4256
603						
6995910	1	LIQUOR	Invoice	06/18/2025	2,508.28	603-4-9111-4251
603						
6995910	2	FREIGHT	Invoice	06/18/2025	53.94	603-4-9111-4332
603						
6995911	1	WINE	Invoice	06/18/2025	521.75	603-4-9111-4253

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
6995911	2	FREIGHT	Invoice	06/18/2025	19.14	603-4-9111-4332
603						
6995912	1	POP/MISC	Invoice	06/18/2025	326.65	603-4-9111-4255
603						
6995912	2	FREIGHT	Invoice	06/18/2025	14.92	603-4-9111-4332
603						
6997586	1	FREIGHT	Invoice	06/20/2025	10.50	603-4-9151-4332
603						
6999919	1	LIQUOR	Invoice	06/25/2025	2,467.88	603-4-9111-4251
603						
6999919	2	FREIGHT	Invoice	06/25/2025	48.72	603-4-9111-4332
603						
6999920	1	WINE	Invoice	06/25/2025	5,804.10	603-4-9111-4253
603						
6999920	2	FREIGHT	Invoice	06/25/2025	247.23	603-4-9111-4332
603						
6999921	1	POP/MISC	Invoice	06/25/2025	75.60	603-4-9111-4255
603						
6999921	2	FREIGHT	Invoice	06/25/2025	1.74	603-4-9111-4332
Total 29665 PHILLIPS WINE & SPIRITS CO:					18,485.96	
PLAISTED COMPANIES INC						
101						
83110	1	SUPPLIES	Invoice	06/09/2025	39.19	101-4-5110-4219
Total 29845 PLAISTED COMPANIES INC:					39.19	
PLASTICPLACE						
101						
INV968405	1	TRASH BAGS	Invoice	06/26/2025	6,032.82	101-4-5110-4219
Total 13310 PLASTICPLACE:					6,032.82	
POSTMASTER						
101						
6202025 PERMIT 120	1	BULK MAIL PERMIT 120	Invoice	06/20/2025	350.00	101-4-5510-4322
101						
6242025 POSTAGE	1	POSTAGE FEE - PERMIT 120	Invoice	06/24/2025	1,000.00	101-4-5510-4322
Total 30000 POSTMASTER:					1,350.00	
PRECISE MRM LLC						
101						
IN200-2006104	1	DATA PLAN 2 WAY RADIOS	Invoice	06/19/2025	456.00	101-4-3130-4219
Total 11804 PRECISE MRM LLC:					456.00	
PRO GRAPHICS ENT INC						
101						
8595	1	FARMERS MARKET TENT SIDE WALL	Invoice	06/20/2025	340.00	101-4-5230-4219
Total 13711 PRO GRAPHICS ENT INC:					340.00	
PRO-TEC DESIGN, INC						

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
119313	1	DOOR STRIKE	Invoice	06/13/2025	850.28	101-4-2190-4219
Total 30229 PRO-TEC DESIGN, INC:					850.28	
PVS TECHNOLOGIES INC						
602						
379754	1	FERRIC CHLORIDE SOLUTION	Invoice	06/10/2025	10,286.05	602-4-9020-4219
Total 14923 PVS TECHNOLOGIES INC:					10,286.05	
QUALITY FLOW SYSTEMS INC						
602						
49065	1	PUMP REPAIRS-HWY 10 LS	Invoice	06/11/2025	12,318.00	602-4-9050-4404
Total 30500 QUALITY FLOW SYSTEMS INC:					12,318.00	
QUICKSCORES LLC						
101						
251402	1	QUICKSCORES-SOCCER	Invoice	06/17/2025	56.00	101-4-5220-4409
Total 12654 QUICKSCORES LLC:					56.00	
RED BULL DISTRIBUTION COM						
603						
5017351477	1	POP/MISC	Invoice	06/18/2025	302.04	603-4-9151-4255
Total 12944 RED BULL DISTRIBUTION COM:					302.04	
SCHINDLER ELEVATOR CORP						
101						
8106947781	1	3RD QTR SERVICE-PUBLIC SAFETY	Invoice	07/01/2025	1,278.45	101-4-2190-4401
101						
8106947782	1	3RD QTR SERVICE - CITY HALL	Invoice	07/01/2025	639.24	101-4-1600-4401
Total 31890 SCHINDLER ELEVATOR CORP:					1,917.69	
SHANNON SINCLAIR						
101						
90036567	1	BARN DEPOSIT REFUND	Invoice	06/26/2025	100.00	101-3-0000-3472
Total 52436 SHANNON SINCLAIR:					100.00	
SHERWIN-WILLIAMS						
101						
7603-1	1	PAINT	Invoice	06/23/2025	31.67	101-4-1600-4219
101						
9166-1	1	SUPPLIES - PAINT	Invoice	06/11/2025	31.67	101-4-2310-4219
Total 32280 SHERWIN-WILLIAMS:					63.34	
SOUTHERN GLAZER'S WINE & SPIRITS OF MN						
603						
2637772	1	LIQUOR	Invoice	06/19/2025	103.49	603-4-9151-4251
603						
2637772	2	FREIGHT	Invoice	06/19/2025	.43	603-4-9151-4332

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
2637773	1	LIQUOR	Invoice	06/19/2025	3,087.98	603-4-9151-4251
603						
2637773	2	FREIGHT	Invoice	06/19/2025	29.70	603-4-9151-4332
603						
2637774	1	WINE	Invoice	06/19/2025	1,940.15	603-4-9151-4253
603						
2637774	2	FREIGHT	Invoice	06/19/2025	29.65	603-4-9151-4332
603						
2640453	1	LIQUOR	Invoice	06/26/2025	12,733.33	603-4-9151-4251
603						
2640453	2	FREIGHT	Invoice	06/26/2025	145.92	603-4-9151-4332
603						
2640454	1	WINE	Invoice	06/26/2025	282.88	603-4-9151-4253
603						
2640454	2	FREIGHT	Invoice	06/26/2025	8.96	603-4-9151-4332
603						
2640455	1	LIQUOR	Invoice	06/26/2025	537.99	603-4-9151-4251
603						
2640455	2	FREIGHT	Invoice	06/26/2025	1.28	603-4-9151-4332
603						
2640456	1	LIQUOR	Invoice	06/26/2025	63.00	603-4-9151-4251
603						
2640456	2	FREIGHT	Invoice	06/26/2025	.32	603-4-9151-4332
603						
2640457	1	FREIGHT	Invoice	06/26/2025	1.28	603-4-9151-4332
603						
2640458	1	FREIGHT	Invoice	06/26/2025	7.04	603-4-9151-4332
603						
5126327	1	LIQUOR	Invoice	06/19/2025	315.00	603-4-9151-4251
603						
5126327	2	FREIGHT	Invoice	06/19/2025	1.28	603-4-9151-4332
603						
9647200	1	WINE	Invoice	06/26/2025	10.00-	603-4-9151-4253
Total 8000 SOUTHERN GLAZER'S WINE & SPIRITS OF MN:					19,279.68	
603						
2637769	1	LIQUOR	Invoice	06/19/2025	103.49	603-4-9111-4251
603						
2637769	2	FREIGHT	Invoice	06/19/2025	.42	603-4-9111-4332
603						
2637770	1	LIQUOR	Invoice	06/19/2025	4,930.14	603-4-9111-4251
603						
2637770	2	FREIGHT	Invoice	06/19/2025	61.76	603-4-9111-4332
603						
2637771	1	WINE	Invoice	06/19/2025	1,380.20	603-4-9111-4253
603						
2637771	2	FREIGHT	Invoice	06/19/2025	25.72	603-4-9111-4332
603						
2640445	1	LIQUOR	Invoice	06/26/2025	866.49	603-4-9111-4251
603						
2640445	2	FREIGHT	Invoice	06/26/2025	1.87	603-4-9111-4332
603						
2640446	1	LIQUOR	Invoice	06/26/2025	103.49	603-4-9111-4251
603						
2640446	2	FREIGHT	Invoice	06/26/2025	.42	603-4-9111-4332

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
2640447	1	LIQUOR	Invoice	06/26/2025	21,464.82	603-4-9111-4251
603						
2640447	2	FREIGHT	Invoice	06/26/2025	235.16	603-4-9111-4332
603						
2640448	1	WINE	Invoice	06/26/2025	2,533.64	603-4-9111-4253
603						
2640448	2	FREIGHT	Invoice	06/26/2025	52.50	603-4-9111-4332
603						
2640449	1	LIQUOR	Invoice	06/26/2025	63.00	603-4-9111-4251
603						
2640449	2	FREIGHT	Invoice	06/26/2025	.31	603-4-9111-4332
603						
2640450	1	LIQUOR	Invoice	06/26/2025	449.95	603-4-9111-4251
603						
2640450	2	FREIGHT	Invoice	06/26/2025	1.25	603-4-9111-4332
603						
2640451	1	FREIGHT	Invoice	06/26/2025	1.25	603-4-9111-4332
603						
2640452	1	FREIGHT	Invoice	06/26/2025	6.87	603-4-9111-4332
603						
9645361	1	WINE CREDIT	Invoice	06/16/2025	120.00-	603-4-9111-4253
603						
9645577	1	FREIGHT CREDIT	Invoice	06/19/2025	.31-	603-4-9111-4332
603						
9646093	1	WINE CREDIT	Invoice	06/19/2025	72.00-	603-4-9111-4253
Total 11314 SOUTHERN GLAZER'S WINE & SPIRITS OF MN:					32,090.44	
SPEEDCUTTERS OUTDOOR MAINT LLC						
211						
28966	1	MOWING & FERTILIZER - LIBRARY	Invoice	06/18/2025	654.56	211-4-5600-4409
101						
28966	2	MOWING & FERTILIZER - RIVERS ED	Invoice	06/18/2025	314.47	101-4-5110-4409
101						
28966	3	MOWING & FERTILIZER - CITY HALL	Invoice	06/18/2025	589.94	101-4-1600-4401
101						
28966	4	MOWING & FERTILIZER - PUBLIC SA	Invoice	06/18/2025	760.88	101-4-2190-4401
101						
28966	5	MOWING & FERTILIZER - FIRE STATI	Invoice	06/18/2025	244.86	101-4-2310-4401
101						
28966	6	MOWING & FERTILIZER - PUBLIC W	Invoice	06/18/2025	1,544.17	101-4-5110-4409
101						
28966	7	MOWING & FERTILIZER - FIRE STATI	Invoice	06/18/2025	759.35	101-4-2310-4401
101						
28966	8	MOWING & FERTILIZER - JACKSON	Invoice	06/18/2025	244.86	101-4-1600-4401
603						
28968	1	MOWING & FERTILIZER - JUNE	Invoice	06/15/2025	576.02	603-4-9112-4404
603						
28968	2	MOWING & FERTILIZER - JUNE	Invoice	06/15/2025	565.08	603-4-9152-4404
Total 11661 SPEEDCUTTERS OUTDOOR MAINT LLC:					6,254.19	
STEPHEN J POREDA						
101						
4040 - 7/10/25	1	ENTERTAINMENT IN THE PARK 07/10	Invoice	07/10/2025	550.00	101-4-5220-4409

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
4042 - 7/17/25	1	ENTERTAINMENT IN THE PARK 07/17	Invoice	07/17/2025	465.00	101-4-5220-4409
Total 15030 STEPHEN J POREDA:					1,015.00	
STREICHER'S						
101						
I1767676	1	INITIAL ISSUE - NEW OFFICER - REA	Invoice	06/18/2025	254.97	101-4-2120-4217
101						
I1768161	1	INITIAL ISSUE - NEW CSO - JOHN SO	Invoice	06/19/2025	430.93	101-4-2150-4217
101						
I1768166	1	INITIAL ISSUE - NEW OFFICER - REA	Invoice	06/19/2025	201.96	101-4-2120-4217
101						
I1768223	1	UNIFORMS - VEST - PATULLO	Invoice	06/20/2025	345.00	101-4-2120-4217
Total 33300 STREICHER'S:					1,232.86	
STREICHER'S INC						
101						
I1768871	1	UNIFORM - WELSH	Invoice	06/24/2025	146.02	101-4-2120-4217
Total 52346 STREICHER'S INC:					146.02	
SUMMIT COMPANIES						
221						
3316854/40603156	1	FIRE EXTINGUISHER	Invoice	06/13/2025	668.00	221-4-5430-4219
221						
3345491/40603156	1	SEMI-ANNUAL MAINTENANCE	Invoice	06/27/2025	458.50	221-4-5400-4401
Total 33444 SUMMIT COMPANIES:					1,126.50	
SUSAN MONTAGUE						
101						
6-24-25 SM	1	INSTRUCTOR FEE-JUN	Invoice	06/24/2025	120.00	101-4-5510-4409
Total 14562 SUSAN MONTAGUE:					120.00	
SYSCO MINNESOTA INC						
221						
547984221	1	CATERING/CONCESSIONS FOOD	Invoice	06/26/2025	831.58	221-4-5430-4259
Total 12551 SYSCO MINNESOTA INC:					831.58	
THE AMERICAN BOTTLING CO						
603						
4847904764	1	POP	Invoice	06/17/2025	354.00	603-4-9111-4255
Total 10415 THE AMERICAN BOTTLING CO:					354.00	
THOMAS PAQUIN						
101						
7162025 - TP	1	PRESENTER FEE 7/16/25	Invoice	06/18/2025	175.00	101-4-5510-4409
Total 52426 THOMAS PAQUIN:					175.00	
UKG INC.						

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
101100025939	1	UKG MAY OVERAGE	Invoice	06/16/2025	2,763.41	101-4-1220-4404
Total 12920 UKG INC.:					2,763.41	
URBAN GROWLER BREWING COMPANY, LLC						
603						
E-40141	1	BEER	Invoice	06/30/2025	233.00	603-4-9151-4252
Total 52364 URBAN GROWLER BREWING COMPANY, LLC:					233.00	
VADA CONTRACTING, LLC						
296						
PAY APP 2 6-6-25	1	RIVERS EDGE PROJECT - PAY APP 2	Invoice	06/11/2025	43,148.10	296-4-7000-4530
Total 52296 VADA CONTRACTING, LLC:					43,148.10	
VIKING COCA-COLA CO						
603						
3699457	1	POP	Invoice	06/13/2025	412.90	603-4-9151-4255
603						
3699529	1	POP	Invoice	06/20/2025	976.90	603-4-9111-4255
603						
3714207	1	POP/MISC	Invoice	06/27/2025	436.60	603-4-9151-4255
Total 35725 VIKING COCA-COLA CO:					1,826.40	
VINOCOPIA						
603						
375274-IN	1	POP/MISC	Invoice	06/12/2025	240.00	603-4-9111-4255
603						
375274-IN	2	FREIGHT	Invoice	06/12/2025	21.00	603-4-9111-4332
603						
375546-IN	1	LIQUOR	Invoice	06/18/2025	612.75	603-4-9151-4251
603						
375546-IN	2	FREIGHT	Invoice	06/18/2025	12.50	603-4-9151-4332
603						
375547-IN	1	LIQUOR	Invoice	06/18/2025	270.50	603-4-9111-4251
603						
375547-IN	2	FREIGHT	Invoice	06/18/2025	2.50	603-4-9111-4332
Total 35763 VINOCOPIA:					1,159.25	
WALMAN OPTICAL						
602						
701214-1	1	SAFETY GLASSES-M STEVENS	Invoice	06/17/2025	273.00	602-4-9020-4219
Total 35960 WALMAN OPTICAL:					273.00	
WASTE MANAGEMENT CORP SVCS						
602						
49726-1706-4	1	RECERTIFICATION WASTE PROFILE	Invoice	06/17/2025	220.00	602-4-9020-4384
605						
49739-1706-7	1	MAY GARBAGE TIPPING FEES 6/3-6/	Invoice	06/17/2025	23,873.62	605-4-9210-4384
Total 36033 WASTE MANAGEMENT CORP SVCS:					24,093.62	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
WHITE CAP, LP						
101						
50031925272	1	SUPPLIES	Invoice	06/18/2025	26.80	101-4-2310-4219
Total 15018 WHITE CAP, LP:					26.80	
WSB & ASSOCIATES INC						
821						
R-028191-000-4	1	EAW SERVICES - CAPSTONE/SPECH	Invoice	06/16/2025	668.00	821-2200
Total 11334 WSB & ASSOCIATES INC:					668.00	
Total :					969,533.93	
Grand Totals:					969,533.93	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
101-2080	15.75	.00	15.75
101-3-0000-3233	2,920.89	.00	2,920.89
101-3-0000-3472	890.00	.00	890.00
101-4-1110-4321	37.98	.00	37.98
101-4-1110-4331	60.20	.00	60.20
101-4-1110-4409	720.00	.00	720.00
101-4-1120-4226	864.63	.00	864.63
101-4-1210-4321	38.23	.00	38.23
101-4-1220-4404	2,763.41	.00	2,763.41
101-4-1310-4301	3,500.00	.00	3,500.00
101-4-1310-4404	11,985.00	.00	11,985.00
101-4-1350-4219	1,181.29	.00	1,181.29
101-4-1350-4319	29,561.50	.00	29,561.50
101-4-1350-4321	84.69	.00	84.69
101-4-1350-4404	17,840.03	.00	17,840.03
101-4-1400-4304	9,142.52	.00	9,142.52
101-4-1510-4219	635.89	.00	635.89
101-4-1510-4359	1,350.20	.00	1,350.20
101-4-1600-4219	339.48	.00	339.48
101-4-1600-4321	127.99	.00	127.99
101-4-1600-4401	1,599.04	.00	1,599.04
101-4-2110-4201	74.00	.00	74.00
101-4-2110-4219	307.97	.00	307.97
101-4-2110-4321	3,123.20	.00	3,123.20
101-4-2110-4404	6,000.00	.00	6,000.00
101-4-2120-4217	1,401.55	.00	1,401.55
101-4-2120-4219	49.35	.00	49.35
101-4-2120-4221	37.90	.00	37.90
101-4-2130-4217	576.72	.00	576.72
101-4-2130-4331	567.00	.00	567.00
101-4-2130-4433	45.94	.00	45.94
101-4-2150-4217	680.92	.00	680.92
101-4-2150-4219	18.98	.00	18.98
101-4-2190-4219	2,530.90	.00	2,530.90

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
101-4-2190-4389	64.32	.00	64.32
101-4-2190-4401	4,784.33	.00	4,784.33
101-4-2310-4201	16.97	.00	16.97
101-4-2310-4219	268.79	.00	268.79
101-4-2310-4321	1,216.62	.00	1,216.62
101-4-2310-4389	1,529.81	.00	1,529.81
101-4-2310-4401	1,076.71	.00	1,076.71
101-4-2320-4221	82.20	19.99-	62.21
101-4-2320-4404	769.26	.00	769.26
101-4-2320-4409	390.00	.00	390.00
101-4-2330-4389	500.71	.00	500.71
101-4-2410-4433	170.00	.00	170.00
101-4-3120-4212	18,099.96	.00	18,099.96
101-4-3120-4219	455.39	.00	455.39
101-4-3120-4221	183.28	.00	183.28
101-4-3120-4389	4,307.73	.00	4,307.73
101-4-3130-4219	3,674.00	.00	3,674.00
101-4-3150-4219	1,134.42	.00	1,134.42
101-4-3150-4221	352.36	.00	352.36
101-4-3300-4303	3,000.00	.00	3,000.00
101-4-3300-4319	89.00	.00	89.00
101-4-5110-4219	27,456.82	.00	27,456.82
101-4-5110-4221	4,361.42	.00	4,361.42
101-4-5110-4321	45.00	.00	45.00
101-4-5110-4389	5,522.75	.00	5,522.75
101-4-5110-4409	2,184.63	.00	2,184.63
101-4-5210-4219	56.58	.00	56.58
101-4-5210-4349	310.00	.00	310.00
101-4-5210-4401	60.00	.00	60.00
101-4-5210-4404	9,445.54	.00	9,445.54
101-4-5220-4219	11.99	.00	11.99
101-4-5220-4409	12,451.00	.00	12,451.00
101-4-5230-4219	1,020.29	.00	1,020.29
101-4-5230-4409	175.00	.00	175.00
101-4-5510-4219	38.44	.00	38.44
101-4-5510-4322	1,350.00	.00	1,350.00
101-4-5510-4409	395.00	.00	395.00
211-4-5600-4401	82.50	.00	82.50
211-4-5600-4405	2,490.00	.00	2,490.00
211-4-5600-4409	654.56	.00	654.56
221-3-0000-3475	120.00	.00	120.00
221-4-5400-4219	404.29	.00	404.29
221-4-5400-4389	28,929.68	.00	28,929.68
221-4-5400-4401	1,783.50	.00	1,783.50
221-4-5400-4409	3,148.51	.00	3,148.51
221-4-5400-4415	658.17	.00	658.17
221-4-5430-4219	767.18	.00	767.18
221-4-5430-4259	997.89	.00	997.89
225-4-8546-4303	25,248.22	.00	25,248.22
228-4-7000-4319	735.00	.00	735.00
290-4-1210-4409	175.00	.00	175.00
290-4-2330-4219	6,548.80	.00	6,548.80
291-4-7000-4404	11,222.12	.00	11,222.12
291-4-7000-4409	10,150.28	.00	10,150.28
296-4-7000-4530	43,148.10	.00	43,148.10

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
401-4-8080-4303	45,441.00	.00	45,441.00
403-4-8440-4303	30,421.50	.00	30,421.50
406-4-8010-4319	3,690.00	.00	3,690.00
406-4-8050-4303	10,222.00	.00	10,222.00
410-4-2110-4560	57,065.28	.00	57,065.28
410-4-2310-4560	10,318.65	.00	10,318.65
411-4-1350-4219	14,997.07	.00	14,997.07
440-4-5110-4319	784.64	.00	784.64
440-4-5110-4409	2,158.14	.00	2,158.14
602-4-9010-4301	1,050.00	.00	1,050.00
602-4-9010-4321	210.68	.00	210.68
602-4-9010-4404	510.02	.00	510.02
602-4-9020-4219	21,008.97	.00	21,008.97
602-4-9020-4384	220.00	.00	220.00
602-4-9020-4417	484.11	.00	484.11
602-4-9050-4389	1,873.89	.00	1,873.89
602-4-9050-4404	12,318.00	.00	12,318.00
603-4-9111-4251	85,801.53	72.32-	85,729.21
603-4-9111-4252	127,576.91	569.08-	127,007.83
603-4-9111-4253	21,839.73	192.00-	21,647.73
603-4-9111-4255	6,215.78	.00	6,215.78
603-4-9111-4256	4,964.25	141.29-	4,822.96
603-4-9111-4332	1,783.40	10.91-	1,772.49
603-4-9112-4219	279.62	.00	279.62
603-4-9112-4301	875.00	.00	875.00
603-4-9112-4389	2,911.26	.00	2,911.26
603-4-9112-4404	5,315.46	.00	5,315.46
603-4-9151-4251	55,245.62	420.20-	54,825.42
603-4-9151-4252	48,065.00	664.75-	47,400.25
603-4-9151-4253	9,330.08	130.00-	9,200.08
603-4-9151-4255	3,409.65	.00	3,409.65
603-4-9151-4256	2,803.38	.00	2,803.38
603-4-9151-4332	959.67	3.00-	956.67
603-4-9152-4219	88.91	.00	88.91
603-4-9152-4301	875.00	.00	875.00
603-4-9152-4404	1,014.38	.00	1,014.38
604-4-9410-4319	9,000.00	.00	9,000.00
605-4-9210-4301	350.00	.00	350.00
605-4-9210-4384	23,873.62	.00	23,873.62
607-4-9310-4301	350.00	.00	350.00
821-2200	668.00	.00	668.00
Grand Totals:	971,757.47	2,223.54-	969,533.93

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
00/00	971,757.47	2,223.54-	969,533.93
Grand Totals:	971,757.47	2,223.54-	969,533.93

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
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Report Criteria:

Invoice Detail.GL account (3 Characters) = {<>} "920"
Invoice Detail.GL account (3 Characters) = {<>} "910"
Invoice Detail.Created by = {<>} "jdengerud"

Report Criteria:

Report type: Invoice detail

Vendor.Vendor number = {<>} 13164 {AND} {<>} 13165

Check.Type = {<>} "Adjustment"

Bank.Bank number = 1

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	Bank Number
130180										
06/25	06/25/2025	130180	10749	ASPEN MILLS	354344	101-4-2120-4219	.00	238.75	238.75	1
06/25	06/25/2025	130180	10749	ASPEN MILLS	354345	101-4-2110-4219	.00	184.95	184.95	1
06/25	06/25/2025	130180	10749	ASPEN MILLS	355670	101-4-2130-4217	.00	131.79	131.79	1
06/25	06/25/2025	130180	10749	ASPEN MILLS	355672	101-4-2320-4217	.00	58.80	58.80	1
06/25	06/25/2025	130180	10749	ASPEN MILLS	355972	101-4-2130-4217	.00	14.95	14.95	1
06/25	06/25/2025	130180	10749	ASPEN MILLS	CM5283	101-4-2130-4217	.00	223.20-	223.20-	1
Total 130180:							.00		406.04	
130181										
06/25	06/25/2025	130181	27050	CITY OF MONTICELLO	35694	101-4-2150-4409	.00	208.00	208.00	1
Total 130181:							.00		208.00	
130182										
06/25	06/25/2025	130182	18310	EULL'S MFG CO INC	67639	101-4-3120-4219	.00	317.00	317.00	1
Total 130182:							.00		317.00	
130183										
06/25	06/25/2025	130183	20525	GREENSCAPE COMPANIES, INC	27815	221-4-5400-4401	.00	352.72	352.72	1
Total 130183:							.00		352.72	
130184										
06/25	06/25/2025	130184	13507	KAREN KEAST	35400	101-4-1110-4440	.00	24.50	24.50	1
Total 130184:							.00		24.50	
130185										
06/25	06/25/2025	130185	12271	MN BWSR	1	101-4-2440-4331	.00	90.00	90.00	1

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	Bank Number
Total 130185:							.00		90.00	
130186										
06/25	06/25/2025	130186	12167	ARTISAN BEER COMPANY	3773729	603-4-9111-4252	.00	213.80	213.80	1
06/25	06/25/2025	130186	12167	ARTISAN BEER COMPANY	3773730	603-4-9111-4256	.00	297.55	297.55	1
06/25	06/25/2025	130186	12167	ARTISAN BEER COMPANY	3773731	603-4-9151-4252	.00	138.40	138.40	1
06/25	06/25/2025	130186	12167	ARTISAN BEER COMPANY	3773732	603-4-9151-4256	.00	297.55	297.55	1
06/25	06/25/2025	130186	12167	ARTISAN BEER COMPANY	3775746	603-4-9111-4252	.00	144.55	144.55	1
Total 130186:							.00		1,091.85	
130187										
06/25	06/25/2025	130187	10855	B & B HOFFMAN SOD FARMS	70077	101-4-5110-4219	.00	30.72	30.72	1
06/25	06/25/2025	130187	10855	B & B HOFFMAN SOD FARMS	70184	101-4-5110-4219	.00	40.00-	40.00-	1
06/25	06/25/2025	130187	10855	B & B HOFFMAN SOD FARMS	74385	101-4-5110-4219	.00	85.68	85.68	1
06/25	06/25/2025	130187	10855	B & B HOFFMAN SOD FARMS	74594	101-4-5110-4219	.00	36.72	36.72	1
Total 130187:							.00		113.12	
130188										
06/25	06/25/2025	130188	11950	BERNICK'S	10366099	603-4-9111-4255	.00	133.92	133.92	1
06/25	06/25/2025	130188	11950	BERNICK'S	10366100	603-4-9111-4255	.00	5.22-	5.22-	1
06/25	06/25/2025	130188	11950	BERNICK'S	10366101	603-4-9111-4256	.00	83.00	83.00	1
06/25	06/25/2025	130188	11950	BERNICK'S	10366102	603-4-9111-4252	.00	1,348.85	1,348.85	1
06/25	06/25/2025	130188	11950	BERNICK'S	10366103	603-4-9111-4252	.00	13.36-	13.36-	1
06/25	06/25/2025	130188	11950	BERNICK'S	10366104	603-4-9151-4255	.00	81.86	81.86	1
06/25	06/25/2025	130188	11950	BERNICK'S	10366105	603-4-9151-4256	.00	176.50	176.50	1
06/25	06/25/2025	130188	11950	BERNICK'S	10366106	603-4-9151-4252	.00	2,107.40	2,107.40	1
Total 130188:							.00		3,912.95	
130189										
06/25	06/25/2025	130189	12893	BREAKTHRU BEVERAGE MINNESOTA	121891376	603-4-9111-4332	.00	173.23	173.23	1
06/25	06/25/2025	130189	12893	BREAKTHRU BEVERAGE MINNESOTA	121891377	603-4-9111-4332	.00	7.30	7.30	1
06/25	06/25/2025	130189	12893	BREAKTHRU BEVERAGE MINNESOTA	121891378	603-4-9111-4332	.00	9,591.03	9,591.03	1
Total 130189:							.00		9,771.56	

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	Bank Number
130190										
06/25	06/25/2025	130190	8002	BREAKTHRU BEVERAGE MINNESOTA	121885366	603-4-9151-4251	.00	267.00	267.00	1
06/25	06/25/2025	130190	8002	BREAKTHRU BEVERAGE MINNESOTA	121891079	603-4-9151-4332	.00	98.90	98.90	1
06/25	06/25/2025	130190	8002	BREAKTHRU BEVERAGE MINNESOTA	121891080	603-4-9151-4332	.00	1,417.26	1,417.26	1
Total 130190:							.00		1,783.16	
130191										
06/25	06/25/2025	130191	52295	CNH ARCHITECTS LTD	3545	292-4-2310-4319	.00	20,705.35	20,705.35	1
Total 130191:							.00		20,705.35	
130192										
06/25	06/25/2025	130192	15576	CUMMINS SALES & SERVICE	E4-250624543	602-4-9050-4404	.00	595.98	595.98	1
06/25	06/25/2025	130192	15576	CUMMINS SALES & SERVICE	E4-250624544	602-4-9050-4404	.00	376.45	376.45	1
06/25	06/25/2025	130192	15576	CUMMINS SALES & SERVICE	E4-250625020	602-4-9050-4404	.00	821.44	821.44	1
06/25	06/25/2025	130192	15576	CUMMINS SALES & SERVICE	E4-250625592	602-4-9050-4404	.00	312.50	312.50	1
Total 130192:							.00		2,106.37	
130193										
06/25	06/25/2025	130193	15887	DACOTAH PAPER CO	50789	211-4-5600-4219	.00	345.75	345.75	1
06/25	06/25/2025	130193	15887	DACOTAH PAPER CO	50794	101-4-2190-4219	.00	473.60	473.60	1
06/25	06/25/2025	130193	15887	DACOTAH PAPER CO	50795	101-4-3120-4219	.00	288.62	288.62	1
06/25	06/25/2025	130193	15887	DACOTAH PAPER CO	50796	101-4-5110-4219	.00	812.00	812.00	1
06/25	06/25/2025	130193	15887	DACOTAH PAPER CO	50797	101-4-1600-4219	.00	474.40	474.40	1
06/25	06/25/2025	130193	15887	DACOTAH PAPER CO	51927	221-4-5400-4219	.00	390.20	390.20	1
Total 130193:							.00		2,784.57	
130194										
06/25	06/25/2025	130194	17760	ELK RIVER PRINTING & VENTURE	193048	101-4-2150-4219	.00	242.36	242.36	1
06/25	06/25/2025	130194	17760	ELK RIVER PRINTING & VENTURE	193049	101-4-2150-4219	.00	1,133.54	1,133.54	1
Total 130194:							.00		1,375.90	
130195										
06/25	06/25/2025	130195	18647	FINKEN'S WATER CENTERS	CS03057	101-4-3120-4401	.00	120.00	120.00	1
06/25	06/25/2025	130195	18647	FINKEN'S WATER CENTERS	CS03058	211-4-5600-4401	.00	304.95	304.95	1

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	Bank Number
Total 130195:							.00		424.95	
130196										
06/25	06/25/2025	130196	15302	IMPERIAL BAG & PAPER CO LLC	4390458	101-4-2190-4219	.00	93.30	93.30	1
Total 130196:							.00		93.30	
130197										
06/25	06/25/2025	130197	52340	INTERVISION SYSTEMS LLC	CW58813	101-4-1350-4319	.00	12,868.57	12,868.57	1
Total 130197:							.00		12,868.57	
130198										
06/25	06/25/2025	130198	52423	JANE HELGESTAD	2015	101-4-5510-4409	.00	120.00	120.00	1
Total 130198:							.00		120.00	
130199										
06/25	06/25/2025	130199	15117	JOHN SKOGMAN	18667	101-4-3150-4219	.00	224.95	224.95	1
Total 130199:							.00		224.95	
130200										
06/25	06/25/2025	130200	22775	JOHNSON BROS LIQUOR	136941	603-4-9111-4251	.00	19.42-	19.42-	1
06/25	06/25/2025	130200	22775	JOHNSON BROS LIQUOR	138003	603-4-9151-4253	.00	14.33-	14.33-	1
06/25	06/25/2025	130200	22775	JOHNSON BROS LIQUOR	138004	603-4-9151-4332	.00	301.20-	301.20-	1
06/25	06/25/2025	130200	22775	JOHNSON BROS LIQUOR	2808423	603-4-9111-4332	.00	2,388.65	2,388.65	1
06/25	06/25/2025	130200	22775	JOHNSON BROS LIQUOR	2808424	603-4-9111-4332	.00	4,314.12	4,314.12	1
06/25	06/25/2025	130200	22775	JOHNSON BROS LIQUOR	2808425	603-4-9111-4332	.00	182.18	182.18	1
06/25	06/25/2025	130200	22775	JOHNSON BROS LIQUOR	2808426	603-4-9111-4256	.00	429.00	429.00	1
06/25	06/25/2025	130200	22775	JOHNSON BROS LIQUOR	2808427	603-4-9151-4332	.00	.15	.15	1
06/25	06/25/2025	130200	22775	JOHNSON BROS LIQUOR	2808428	603-4-9151-4332	.00	2.18	2.18	1
06/25	06/25/2025	130200	22775	JOHNSON BROS LIQUOR	2808429	603-4-9111-4332	.00	1,307.08	1,307.08	1
06/25	06/25/2025	130200	22775	JOHNSON BROS LIQUOR	2808430	603-4-9151-4332	.00	287.48	287.48	1
06/25	06/25/2025	130200	22775	JOHNSON BROS LIQUOR	2808431	603-4-9151-4332	.00	1,273.52	1,273.52	1
06/25	06/25/2025	130200	22775	JOHNSON BROS LIQUOR	2808432	603-4-9151-4332	.00	1,014.12	1,014.12	1

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	Bank Number
Total 130200:							.00		10,863.53	
130201										
06/25	06/25/2025	130201	23555	LANGUAGE LINE SERVICES	11629151	101-4-2110-4319	.00	188.67	188.67	1
Total 130201:							.00		188.67	
130202										
06/25	06/25/2025	130202	26180	MN DEPT OF LABOR & INDUSTRY	ALR0176807X	221-4-5400-4401	.00	100.00	100.00	1
Total 130202:							.00		100.00	
130203										
06/25	06/25/2025	130203	26790	MN TACTICAL OFFICERS ASSOCIATIO	06232025	101-4-2120-4331	.00	3,500.00	3,500.00	1
Total 130203:							.00		3,500.00	
130204										
06/25	06/25/2025	130204	15006	NATIONAL TRAFFIC SIGNS IN	365175	101-4-3120-4226	.00	132.75	132.75	1
Total 130204:							.00		132.75	
130205										
06/25	06/25/2025	130205	11864	OFFICE FURNITURE SOLUTIONS INC	122048	221-4-5400-4219	.00	476.00	476.00	1
06/25	06/25/2025	130205	11864	OFFICE FURNITURE SOLUTIONS INC	122241	101-4-2190-4219	.00	150.00	150.00	1
Total 130205:							.00		626.00	
130206										
06/25	06/25/2025	130206	14954	OFFICE OF MNIT SERVICES	DV25050457	101-4-1350-4404	.00	191.00	191.00	1
Total 130206:							.00		191.00	
130207										
06/25	06/25/2025	130207	28850	OMANN BROS INC	18701*	101-4-3120-4219	.00	90.00	90.00	1
Total 130207:							.00		90.00	

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	Bank Number
130208										
06/25	06/25/2025	130208	29665	PHILLIPS WINE & SPIRITS CO	552096	603-4-9111-4253	.00	28.27-	28.27-	1
06/25	06/25/2025	130208	29665	PHILLIPS WINE & SPIRITS CO	552097	603-4-9151-4251	.00	18.00-	18.00-	1
06/25	06/25/2025	130208	29665	PHILLIPS WINE & SPIRITS CO	552098	603-4-9111-4251	.00	26.33-	26.33-	1
06/25	06/25/2025	130208	29665	PHILLIPS WINE & SPIRITS CO	552099	603-4-9111-4251	.00	15.00-	15.00-	1
06/25	06/25/2025	130208	29665	PHILLIPS WINE & SPIRITS CO	552101	603-4-9111-4253	.00	12.00-	12.00-	1
06/25	06/25/2025	130208	29665	PHILLIPS WINE & SPIRITS CO	552102	603-4-9151-4253	.00	2.80-	2.80-	1
06/25	06/25/2025	130208	29665	PHILLIPS WINE & SPIRITS CO	6977257CR	603-4-9151-4332	.00	6.96-	6.96-	1
06/25	06/25/2025	130208	29665	PHILLIPS WINE & SPIRITS CO	6991674	603-4-9111-4332	.00	4,191.95	4,191.95	1
06/25	06/25/2025	130208	29665	PHILLIPS WINE & SPIRITS CO	6991675	603-4-9111-4332	.00	512.15	512.15	1
06/25	06/25/2025	130208	29665	PHILLIPS WINE & SPIRITS CO	6991676	603-4-9111-4332	.00	35.50	35.50	1
06/25	06/25/2025	130208	29665	PHILLIPS WINE & SPIRITS CO	6991677	603-4-9111-4256	.00	776.00	776.00	1
06/25	06/25/2025	130208	29665	PHILLIPS WINE & SPIRITS CO	6993562	603-4-9151-4256	.00	63.00	63.00	1
06/25	06/25/2025	130208	29665	PHILLIPS WINE & SPIRITS CO	6993563	603-4-9151-4332	.00	2,595.78	2,595.78	1
06/25	06/25/2025	130208	29665	PHILLIPS WINE & SPIRITS CO	6993564	603-4-9151-4332	.00	688.80	688.80	1
06/25	06/25/2025	130208	29665	PHILLIPS WINE & SPIRITS CO	6993565	603-4-9151-4332	.00	84.00	84.00	1
06/25	06/25/2025	130208	29665	PHILLIPS WINE & SPIRITS CO	6993566	603-4-9151-4256	.00	384.00	384.00	1
Total 130208:							.00		9,221.82	
130209										
06/25	06/25/2025	130209	52428	RAMPART AUDIT LLC	2506013	101-4-2110-4319	.00	4,500.00	4,500.00	1
Total 130209:							.00		4,500.00	
130210										
06/25	06/25/2025	130210	15127	SAFETYFIRST SPECIALTY CON	9852	101-4-5110-4219	.00	2,407.50	2,407.50	1
Total 130210:							.00		2,407.50	
130211										
06/25	06/25/2025	130211	11314	SOUTHERN GLAZER'S WINE & SPIRIT	2635043	603-4-9111-4332	.00	7,225.96	7,225.96	1
06/25	06/25/2025	130211	11314	SOUTHERN GLAZER'S WINE & SPIRIT	2635044	603-4-9111-4332	.00	1,383.07	1,383.07	1
06/25	06/25/2025	130211	11314	SOUTHERN GLAZER'S WINE & SPIRIT	9644047	603-4-9111-4251	.00	17.35-	17.35-	1
06/25	06/25/2025	130211	11314	SOUTHERN GLAZER'S WINE & SPIRIT	9644048	603-4-9111-4251	.00	9.74-	9.74-	1
Total 130211:							.00		8,581.94	

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	Bank Number
130212										
06/25	06/25/2025	130212	8000	SOUTHERN GLAZER'S WINE & SPIRIT	2635045	603-4-9151-4332	.00	1,445.66	1,445.66	1
06/25	06/25/2025	130212	8000	SOUTHERN GLAZER'S WINE & SPIRIT	2635046	603-4-9151-4332	.00	636.20	636.20	1
06/25	06/25/2025	130212	8000	SOUTHERN GLAZER'S WINE & SPIRIT	9631599	603-4-9151-4253	.00	50.44-	50.44-	1
Total 130212:							.00		2,031.42	
130213										
06/25	06/25/2025	130213	33300	STREICHER'S	11764871	101-4-2150-4217	.00	11.99	11.99	1
06/25	06/25/2025	130213	33300	STREICHER'S	11764872	101-4-2150-4217	.00	11.99	11.99	1
06/25	06/25/2025	130213	33300	STREICHER'S	11764873	101-4-2120-4217	.00	11.99	11.99	1
06/25	06/25/2025	130213	33300	STREICHER'S	11766386	101-4-2120-4217	.00	719.88	719.88	1
06/25	06/25/2025	130213	33300	STREICHER'S	11766662	101-4-2150-4217	.00	61.98	61.98	1
Total 130213:							.00		817.83	
130214										
06/25	06/25/2025	130214	12551	SYSCO MINNESOTA INC	547787989 C	221-4-5430-4259	.00	12.30-	12.30-	1
06/25	06/25/2025	130214	12551	SYSCO MINNESOTA INC	547947779	221-4-5430-4259	.00	802.30	802.30	1
Total 130214:							.00		790.00	
130215										
06/25	06/25/2025	130215	33816	TAHO SPORTSWEAR, INC.	19507	101-4-5220-4219	.00	434.40	434.40	1
06/25	06/25/2025	130215	33816	TAHO SPORTSWEAR, INC.	19509	101-4-5220-4219	.00	298.20	298.20	1
06/25	06/25/2025	130215	33816	TAHO SPORTSWEAR, INC.	19511	101-4-5220-4219	.00	178.00	178.00	1
06/25	06/25/2025	130215	33816	TAHO SPORTSWEAR, INC.	19512	101-4-5220-4219	.00	458.00	458.00	1
Total 130215:							.00		1,368.60	
130216										
06/25	06/25/2025	130216	13946	T-MOBILE	965639928 06	603-4-9152-4321	.00	995.84	995.84	1
Total 130216:							.00		995.84	
130217										
06/25	06/25/2025	130217	15214	TOFT'S OUTDOOR SUPPLY LLC	7120	290-4-9220-4409	.00	19,681.43	19,681.43	1

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	Bank Number
Total 130217:							.00		19,681.43	
130218										
06/25	06/25/2025	130218	36425	WINE MERCHANTS	7522404	603-4-9111-4332	.00	.87	.87	1
06/25	06/25/2025	130218	36425	WINE MERCHANTS	7523290	603-4-9151-4332	.00	235.48	235.48	1
06/25	06/25/2025	130218	36425	WINE MERCHANTS	7523701	603-4-9111-4332	.00	458.50	458.50	1
Total 130218:							.00		694.85	
130219										
06/25	06/25/2025	130219	36900	ZIEGLER INC	IN001951087	101-4-3120-4221	.00	237.03	237.03	1
Total 130219:							.00		237.03	
1008205										
06/25	06/26/2025	1008205	11663	BEAUDRY OIL CO	2975326	602-4-9020-4219	.00	294.10	294.10	1
Total 1008205:							.00		294.10	
1008206										
06/25	06/26/2025	1008206	14717	BLACKHAWK PEST CONTROL, LLC	50615	101-4-2310-4401	.00	52.50	52.50	1
Total 1008206:							.00		52.50	
1008207										
06/25	06/26/2025	1008207	13954	CHARTER COMMUNICATIONS	175341301 JU	603-4-9112-4321	.00	1,511.44	1,511.44	1
Total 1008207:							.00		1,511.44	
1008208										
06/25	06/26/2025	1008208	13642	DANIELLE FAULHABER	94	101-4-2150-4409	.00	352.54	352.54	1
Total 1008208:							.00		352.54	
1008209										
06/25	06/26/2025	1008209	17700	ELK RIVER MUNICIPAL UTILITIES	06-11-25 ERM	101-4-2190-4389	.00	64,043.71	64,043.71	1

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	Bank Number
Total 1008209:							.00		64,043.71	
1008210										
06/25	06/26/2025	1008210	17701	ELK RIVER MUNICIPAL UTILITIES	2380	607-4-9310-4319	.00	3,707.23	3,707.23	1
Total 1008210:							.00		3,707.23	
1008211										
06/25	06/26/2025	1008211	18640	FINANCE & COMMERCE	745703188	225-4-5110-4219	.00	404.00	404.00	1
Total 1008211:							.00		404.00	
1008212										
06/25	06/26/2025	1008212	20113	GOODIN COMPANY	1442770-00	101-4-5110-4219	.00	247.21	247.21	1
Total 1008212:							.00		247.21	
1008213										
06/25	06/26/2025	1008213	52246	JENNIFER KATKE	6172025 JK	221-4-5430-4255	.00	31.96	31.96	1
06/25	06/26/2025	1008213	52246	JENNIFER KATKE	61725 MILEA	221-4-5400-4331	.00	55.16	55.16	1
Total 1008213:							.00		87.12	
1008214										
06/25	06/26/2025	1008214	22783	JOHNSON CONTROLS, INC.	1-1359285764	101-4-1600-4401	.00	1,708.00	1,708.00	1
Total 1008214:							.00		1,708.00	
1008215										
06/25	06/26/2025	1008215	14646	KIRI A FAUL	2413	603-4-9112-4319	.00	2,400.00	2,400.00	1
06/25	06/26/2025	1008215	14646	KIRI A FAUL	2414	101-4-2110-4319	.00	1,330.00	1,330.00	1
Total 1008215:							.00		3,730.00	
1008216										
06/25	06/26/2025	1008216	15055	LEAST SERVICES/COUNSELING	1729	101-4-2110-4319	.00	330.00	330.00	1

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	Bank Number
Total 1008216:							.00		330.00	
1008217										
06/25	06/26/2025	1008217	25085	MOBILE HEALTH SERVICES, LLC	47589	602-4-9020-4319	.00	3,722.50	3,722.50	1
Total 1008217:							.00		3,722.50	
1008218										
06/25	06/26/2025	1008218	10561	NUSS TRUCK & EQUIPMENT	ESA002269-1	410-4-3120-4560	.00	158,089.54	158,089.54	1
Total 1008218:							.00		158,089.54	
1008219										
06/25	06/26/2025	1008219	15211	SUPERIOR CAPITAL HOLDINGS	2505609	101-4-2320-4219	.00	47.00	47.00	1
Total 1008219:							.00		47.00	
1008220										
06/25	06/26/2025	1008220	35313	UNITED PARCEL SERVICE	6A85E7245	101-4-2110-4322	.00	34.69	34.69	1
Total 1008220:							.00		34.69	
1008221										
06/25	06/26/2025	1008221	36050	WATER LABORATORIES	10494	607-4-9310-4409	.00	146.20	146.20	1
Total 1008221:							.00		146.20	
620202520										
06/25	06/20/2025	620202520	26275	MN DEPT OF REVENUE	MAY 25 FUEL	101-4-3120-4212	.00	328.18	328.18	1
Total 620202520:							.00		328.18	
620202521										
06/25	06/20/2025	620202521	26300	MN DEPT. OF REVENUE	MAY 25 SALE	603-4-9152-4404	.00	89,235.00	89,235.00	1
Total 620202521:							.00		89,235.00	

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	Bank Number
Grand Totals:							.00		453,866.03	

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
101-2020	263.20	64,415.01-	64,151.81-
101-2080	568.91	.00	568.91
101-3-0000-3417	3.26	.00	3.26
101-3-0000-3625	769.33	.00	769.33
101-4-1110-4321	67.24	.00	67.24
101-4-1110-4440	24.50	.00	24.50
101-4-1120-4321	34.63	.00	34.63
101-4-1350-4319	13,067.10	.00	13,067.10
101-4-1350-4321	190.00	.00	190.00
101-4-1350-4404	191.00	.00	191.00
101-4-1600-4219	474.40	.00	474.40
101-4-1600-4321	152.90	.00	152.90
101-4-1600-4389	5,666.35	.00	5,666.35
101-4-1600-4401	1,708.00	.00	1,708.00
101-4-2110-4219	184.95	.00	184.95
101-4-2110-4319	6,398.30	.00	6,398.30
101-4-2110-4321	213.33	.00	213.33
101-4-2110-4322	34.69	.00	34.69
101-4-2120-4217	731.87	.00	731.87
101-4-2120-4219	238.75	.00	238.75
101-4-2120-4331	4,070.77	.00	4,070.77
101-4-2130-4217	146.74	223.20-	76.46-
101-4-2130-4319	124.08	.00	124.08
101-4-2150-4217	85.96	.00	85.96
101-4-2150-4219	1,375.90	.00	1,375.90
101-4-2150-4331	74.45	.00	74.45
101-4-2150-4409	560.54	.00	560.54
101-4-2190-4219	716.90	.00	716.90
101-4-2190-4389	8,351.10	.00	8,351.10
101-4-2310-4319	99.26	.00	99.26
101-4-2310-4321	383.89	.00	383.89

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
101-4-2310-4389	794.13	.00	794.13
101-4-2310-4401	52.50	.00	52.50
101-4-2320-4217	58.80	.00	58.80
101-4-2320-4219	47.00	.00	47.00
101-4-2320-4409	1,091.96	.00	1,091.96
101-4-2330-4389	120.31	.00	120.31
101-4-2410-4321	57.81	.00	57.81
101-4-2410-4331	74.45	.00	74.45
101-4-2420-4321	44.04	.00	44.04
101-4-2440-4331	90.00	.00	90.00
101-4-3120-4212	276.72	.00	276.72
101-4-3120-4219	695.62	.00	695.62
101-4-3120-4221	237.03	.00	237.03
101-4-3120-4226	132.75	.00	132.75
101-4-3120-4321	170.01	.00	170.01
101-4-3120-4389	89.00	.00	89.00
101-4-3120-4401	120.00	.00	120.00
101-4-3120-4409	198.53	.00	198.53
101-4-3150-4219	224.95	.00	224.95
101-4-3150-4321	24.77	.00	24.77
101-4-3150-4409	74.45	.00	74.45
101-4-3300-4319	49.63	.00	49.63
101-4-3300-4321	19.27	.00	19.27
101-4-5110-4219	3,619.83	40.00-	3,579.83
101-4-5110-4321	59.40	.00	59.40
101-4-5110-4389	7,490.59	.00	7,490.59
101-4-5110-4409	124.08	.00	124.08
101-4-5210-4321	154.91	.00	154.91
101-4-5220-4219	1,368.60	.00	1,368.60
101-4-5510-4321	24.77	.00	24.77
101-4-5510-4409	120.00	.00	120.00
211-2020	.00	3,631.59-	3,631.59-
211-4-5600-4219	345.75	.00	345.75
211-4-5600-4389	2,980.89	.00	2,980.89
211-4-5600-4401	304.95	.00	304.95
221-2020	12.30	8,854.82-	8,842.52-
221-2080	6,170.06	.00	6,170.06
221-4-5400-4219	866.20	.00	866.20
221-4-5400-4319	49.63	.00	49.63
221-4-5400-4321	426.79	.00	426.79

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
221-4-5400-4331	55.16	.00	55.16
221-4-5400-4401	452.72	.00	452.72
221-4-5430-4255	31.96	.00	31.96
221-4-5430-4259	802.30	12.30-	790.00
225-2020	.00	404.00-	404.00-
225-4-5110-4219	404.00	.00	404.00
290-2020	.00	19,681.43-	19,681.43-
290-4-9220-4409	19,681.43	.00	19,681.43
292-2020	.00	20,705.35-	20,705.35-
292-4-2310-4319	20,705.35	.00	20,705.35
410-2020	.00	158,089.54-	158,089.54-
410-4-3120-4560	158,089.54	.00	158,089.54
602-2020	.00	39,449.36-	39,449.36-
602-4-9010-4319	619.12	.00	619.12
602-4-9010-4321	103.01	.00	103.01
602-4-9020-4219	294.10	.00	294.10
602-4-9020-4319	148.90	.00	148.90
602-4-9020-4389	32,172.38	.00	32,172.38
602-4-9050-4212	51.46	.00	51.46
602-4-9050-4389	3,954.02	.00	3,954.02
602-4-9050-4404	2,106.37	.00	2,106.37
603-2020	540.42	136,191.72-	135,651.30-
603-2080	82,431.85	.00	82,431.85
603-4-9111-4251	24,408.83	87.84-	24,320.99
603-4-9111-4252	1,707.20	13.36-	1,693.84
603-4-9111-4253	6,549.90	40.27-	6,509.63
603-4-9111-4255	504.90	5.22-	499.68
603-4-9111-4256	1,585.55	.00	1,585.55
603-4-9111-4332	441.88	.00	441.88
603-4-9112-4219	20.66	.00	20.66
603-4-9112-4319	2,400.00	.00	2,400.00
603-4-9112-4321	29.99	.00	29.99
603-4-9112-4404	16.74	.00	16.74
603-4-9151-4251	6,942.18	297.50-	6,644.68
603-4-9151-4252	2,245.80	.00	2,245.80
603-4-9151-4253	2,844.24	80.57-	2,763.67
603-4-9151-4255	164.86	.00	164.86
603-4-9151-4256	921.05	.00	921.05
603-4-9151-4332	177.11	15.66-	161.45
603-4-9152-4219	6.78	.00	6.78

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
603-4-9152-4321	28.70	.00	28.70
603-4-9152-4389	2,746.76	.00	2,746.76
603-4-9152-4404	16.74	.00	16.74
605-2020	.00	2,244.22-	2,244.22-
605-4-9210-4319	2,244.22	.00	2,244.22
607-2020	.00	1,014.91-	1,014.91-
607-4-9310-4319	868.71	.00	868.71
607-4-9310-4409	146.20	.00	146.20
Grand Totals:	455,497.87	455,497.87-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
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Report Criteria:

Report type: Invoice detail
Vendor.Vendor number = {<>} 13164 {AND} {<>} 13165
Check.Type = {<>} "Adjustment"
Bank.Bank number = 1
[Report].Invoice GL Account = {<>} "1012040"

Report Criteria:

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	Bank Number
606202522										
06/25	06/06/2025	606202522	35099	US BANK	5262025 CITY	101-4-2150-4331	.00	19,714.85	19,714.85	1
Total 606202522:							.00		19,714.85	
Grand Totals:							.00		19,714.85	

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
101-2020	.00	16,151.10-	16,151.10-
101-4-1110-4331	13.98	.00	13.98
101-4-1120-4319	177.09	.00	177.09
101-4-1120-4331	946.73	.00	946.73
101-4-1220-4201	195.85	.00	195.85
101-4-1220-4319	62.50	.00	62.50
101-4-1310-4331	269.00	.00	269.00
101-4-1350-4404	24.00	.00	24.00
101-4-1600-4321	1,576.54	.00	1,576.54
101-4-2110-4331	308.26	.00	308.26
101-4-2110-4433	1,440.00	.00	1,440.00
101-4-2120-4219	849.64	.00	849.64
101-4-2120-4331	499.00	.00	499.00
101-4-2130-4219	149.58	.00	149.58
101-4-2130-4331	2,238.12	.00	2,238.12
101-4-2150-4331	308.26	.00	308.26
101-4-2190-4219	527.08	.00	527.08
101-4-2310-4212	64.46	.00	64.46
101-4-2310-4331	4,337.36	.00	4,337.36
101-4-2310-4359	172.96	.00	172.96

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
101-4-2320-4221	65.05	.00	65.05
101-4-3120-4212	53.07	.00	53.07
101-4-3120-4219	87.77	.00	87.77
101-4-3150-4219	16.75	.00	16.75
101-4-5110-4219	255.97	.00	255.97
101-4-5110-4221	1,030.43	.00	1,030.43
101-4-5110-4404	350.00	.00	350.00
101-4-5210-4349	98.26	.00	98.26
101-4-5220-4409	33.39	.00	33.39
221-2020	15.88	1,289.78-	1,273.90-
221-4-5400-4219	153.78	.00	153.78
221-4-5400-4259	114.64	.00	114.64
221-4-5400-4349	48.70	.00	48.70
221-4-5400-4409	700.00	.00	700.00
221-4-5430-4259	272.66	15.88-	256.78
228-2020	.00	126.60-	126.60-
228-4-7000-4219	90.00	.00	90.00
228-4-7000-4409	36.60	.00	36.60
602-2020	149.59	2,292.86-	2,143.27-
602-4-9020-4219	2,292.86	149.59-	2,143.27
603-2020	.00	19.98-	19.98-
603-4-9152-4349	19.98	.00	19.98
Grand Totals:	20,045.79	20,045.79-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Invoice detail

Vendor.Vendor number = 35099

Check.Type = {<>} "Adjustment"

Bank.Bank number = 1



Request for Action

To
City Council

Item Number
4.3

Meeting Date
July 7, 2025

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

Item Description
Amendment #2 to Agreement 19-15: Reciprocal
Easement with ISD #728

Reviewed by
Katie Harstad
Cal Portner
Tina Allard

Action Requested

Approve, by motion, Amendment #2 to Agreement 19-15: Reciprocal Easement with ISD 728

Background/Discussion

The FT Center will be installing a digital monument sign on School Street this fall and placing it on ISD 728 property as detailed in the amendment. The City and ISD 728 mutually agreed that a shared sign was not in the best interest of both parties.

In consideration of the use of ISD 728's property for the city's sign, the city will bear the cost of relocating electrical services for the district's sign to be replaced in a new location on district property. The city's relocation cost shall not exceed \$10,000. The district shall be responsible for any relocation costs that exceed \$10,000.

In its operation of the city sign, any content posted shall respect the district's 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. The city shall refrain from accepting any advertisement fee or sponsorship donation that would result in the display of content that is inconsistent with these posting and advertising guidelines. Permissible advertising content may include the following examples:

- Restaurant hours of operation, such as "The Overlook 21+ Lounge open today from 6–10 p.m."
- Sporting events, such as "Squash vs. ABC tonight at 7 p.m."

Financial Impact

The city's cost to relocate electrical services for ISD 728's future sign shall not exceed \$10,000.

Mission/Policy/Goal

Meet changing needs - agile

Attachments

The Elk River Vision

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

I. Amendment #2 to Reciprocal Easement with ISD 728

**SECOND AMENDMENT
TO
RECIPROCAL EASEMENT AGREEMENT**

THIS SECOND AMENDMENT TO RECIPROCAL EASEMENT AGREEMENT (“Second Amendment”) is made this 23 day of June, 2025, by and between the **CITY OF ELK RIVER**, a Minnesota municipal corporation (“City”) and **ELK RIVER INDEPENDENT SCHOOL DISTRICT NO. 728**, a Minnesota public corporation (“ISD”).

RECITALS

A. The City and the ISD entered into that certain **RECIPROCAL EASEMENT AGREEMENT** dated July 12, 1996, which was filed of record in the office of the Sherburne County Recorder on November 12, 1996 as Document No. 335340 (“Reciprocal Easement”);

B. The Reciprocal Easement was amended by that certain **FIRST AMENDMENT TO RECIPROCAL EASEMENT AGREEMENT** dated June 24, 2019, which is attached to this Agreement as **Exhibit A** (“First Amendment”);

C. The parties wish to revise Reciprocal Easement, as amended by the First Amendment, to provide for the installation and maintenance of a City monument sign on the ISD’s property;

NOW, THEREFORE, in consideration of the mutual covenants contained herein and other good and valuable consideration, receipt of which is hereby acknowledged, the parties agree as follows:

1. **Amendment to Article I.** Article I of the Reciprocal Easement is amended to add a new Section 1.5 as follows:

Section 1.5 Installation and Maintenance of City Monument Sign.

- (a) The ISD consents to the City’s installation of a monument sign on the ISD’s property along School Street, in the City of Elk River, County of Sherburne, State of Minnesota, in the location depicted on **Exhibit B** to this Second Amendment (the “City’s Sign”). The City’s Sign shall be used for the purpose of advertising and wayfinding to the City-owned community center, currently known as the Furniture and Things Community and Event Center (the “Community Center”).
- (b) The City shall bear the full cost of design, construction, installation, operation, and maintenance of the City’s Sign, including restoration of any property disturbance caused by the construction and installation of the City’s Sign.
- (c) Following the construction and installation of the City’s Sign, and restoration of the ISD’s property by the City, the ISD shall be responsible for the cost and completion of any mowing, turf maintenance, landscaping, and snow removal from the ISD’s property

on which the City's Sign is located, based on the ISD's standard property maintenance policies and practices.

- (d) As consideration for the use of the ISD's property for the City's Sign, the City will bear the cost to relocate electrical services for the ISD's sign to be replaced in a new location on the ISD property. The City's cost of such relocation shall not exceed \$10,000. The ISD shall be responsible for any relocation costs that exceed \$10,000.
- (e) In its operation of the City's Sign, any content posted on the City's Sign shall respect the ISD's 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. The City shall refrain from accepting any advertisement fee or sponsorship donation that would result in the display of content that is inconsistent with these posting and advertising guidelines. Permissible advertising content may include the following examples:
 - Restaurant hours of operation, such as, "The Overlook 21+ Lounge open today from 6p – 10p."
 - Sporting events, such as, "Squash vs. ABC tonight at 7p."

2. **Effect of Reciprocal Easement.** The Reciprocal Easement, as amended by the First Amendment, shall remain in full force and effect, with the additional terms and conditions set forth in this Second Amendment.

3. **Recording.** This Second Amendment shall be recorded in the Office of the Sherburne County Recorder, and shall run with the respective properties owned by the City and the ISD.

4. **Incorporation of Recitals and Exhibits.** The Recitals at the beginning of this Second Amendment, and the Exhibits attached to this Second Amendment, are each true and correct, and are incorporated into and made part of this Second Amendment, together with the Reciprocal Easement, as amended by the First Amendment.

IN WITNESS WHEREOF, the City and the ISD have executed this Second Amendment to be effective as the date first written above.

[Signature pages follow]

**CITY SIGNATURE PAGE
FOR SECOND AMENDMENT TO RECIPROCAL EASEMENT**

CITY OF ELK RIVER

By: _____
John J. Dietz, Mayor

And: _____
Tina Allard, 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 its City Council.

Notary Public

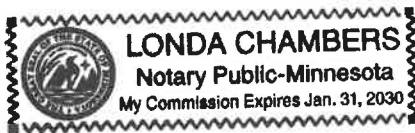
**ISD SIGNATURE PAGE
FOR SECOND AMENDMENT TO RECIPROCAL EASEMENT**

**ELK RIVER INDEPENDENT
SCHOOL DISTRICT NO. 728**

By: Ameh
Its: Superintendent

STATE OF MINNESOTA)
) ss
COUNTY OF SHERBURNE)

The foregoing instrument was acknowledged before me this 23rd day of June, 2025, by Andrew Almos, the Superintendent of the **Elk River Independent School District No. 728**, a Minnesota public corporation, on behalf of the corporation.



Londa Chambers
Notary Public

THIS INSTRUMENT WAS DRAFTED BY:

Campbell Knutson
Professional Association
Grand Oak Office Center I
860 Blue Gentian Road, Suite 290
Eagan, Minnesota 55121
Telephone: (651) 452-5000
JDS/AKLS

Exhibit A

First Amendment to Reciprocal Easement Agreement Dated June 24, 2019

Agreement 2019-16

FIRST AMENDMENT TO RECIPROCAL EASEMENT AGREEMENT

THIS FIRST AMENDMENT TO RECIPROCAL EASEMENT AGREEMENT ("Amendment") is made this 24th day of June, 2019, by and between the City of Elk River, a Minnesota municipal corporation (the "City") and Elk River Independent School District No. 728, a Minnesota public corporation ("ISD").

RECITALS

A. The City and ISD entered into a Reciprocal Easement Agreement dated July 12, 1996 and filed of record with the Sherburne County Recorded on November 12, 1996 as Document No. 335340 ("Reciprocal Easement");

B. The parties have exchanged portions of their properties identified in the Reciprocal Easement in order to facilitate certain parking improvements and building expansions that necessitate a revision to the legal descriptions contained in the Reciprocal Easement;

C. The parties also desire to revise the number of parking stalls dedicated to the City's use in connection with the expansion and improvement of the parking facilities located on ISD's property;

NOW, THEREFORE, in consideration of the mutual covenants contained herein and other good and valuable consideration, receipt of which is hereby acknowledged, the parties agree as follows:

1. **Amendment to Exhibit A of Reciprocal Easement.** Exhibit A is amended in its entirety as attached in Exhibit A-1 to this Amendment.

2. **Amendment to Exhibit B of Reciprocal Easement.** Exhibit B is amended in its entirety as attached in Exhibit B-1 to this Amendment.

3. **Amendment to Section 1.1 of Reciprocal Easement.** Section 1.1(a)(1) is amended to read as follows:

(1) easements to use the respective parking facilities on each Parcel for the parking of vehicles and passage by pedestrians, subject to the right of the owner of Parcel 1 to designate approximately 75 parking spaces on Parcel 2 for the exclusive use of the Users of Parcel 1 (the "Reserved Parking Area");

4. **Amendment to Section 3.6 of Reciprocal Easement.** Section 3.6 is amended in its entirety to read as follows:

Section 3.6 Notices. Any notice to be given hereunder by either of the parties hereto to the other may be personally delivered, delivered by contract carrier, or may be deposited in the United States mail, registered or certified, postage prepaid and return receipt requested, addressed to the party for whom intended as follows:

To the City: City of Elk River
 13065 Orono Parkway NW
 Elk River, Minnesota 55330
 Attention: City Administrator

To ISD: Elk River Independent School District No. 728
 11500 193rd Avenue NW
 Elk River, Minnesota 55330
 Attention: _____

Either party may changes its address at any time by notifying the other in writing, of such change. Service of any notice pursuant hereto shall be deemed complete at the time of delivery.

5. Effect of Reciprocal Easement. The Reciprocal Easement shall remain in full force and effect except as specifically amended herein,

*[Remainder of page intentionally left blank]
[Signature pages to follow]*

IN WITNESS WHEREOF, the parties hereto have executed this Amendment on the above date.

CITY OF ELK RIVER

By: 
John J. Dietz, Mayor

And: 
Tina Allard, City Clerk

STATE OF MINNESOTA)
) ss
COUNTY OF SHERBURNE)

The foregoing instrument was acknowledged before me this 7 day of July, 2019, 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.


Notary Public



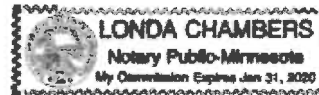
ELK RIVER INDEPENDENT
SCHOOL DISTRICT NO. 728

By: *Daniel Bittman*
Its: Superintendent

STATE OF MINNESOTA)
) ss
COUNTY OF SHERBURNE)

The foregoing instrument was acknowledged before me this 24th day of June,
2019, by *Daniel Bittman*, the Superintendent of the Elk River Independent
School District No. 728, a Minnesota public corporation, on behalf of the corporation.

Londa Chambers
Notary Public



THIS INSTRUMENT WAS DRAFTED BY:

Campbell Kautson
Professional Association
Grand Oak Office Center I
860 Blue Gentian Road, Suite 290
Eagan, Minnesota 55121
Telephone: (651) 452-5000
AMP

202422v1

**EXHIBIT A-1
TO
FIRST AMENDMENT TO
RECIPROCAL EASEMENT AGREEMENT**

Legal Description of City Property ("Parcel 1")

The North 289 feet of the West 383 feet, as measured along the west and north lines respectively, of the Northwest Quarter of the Northwest Quarter of Section 34, Township 33, Range 26, Sherburne County, Minnesota, lying westerly of a line described as commencing at the northwest corner of said Section 34; thence North 89 degrees 23 minutes 09 seconds East, assumed bearing, along said north line of the Northwest Quarter of the Northwest Quarter of Section 34 a distance of 242.57 feet to the point of beginning of the line to be described; thence South 00 degrees 02 minutes 29 seconds West parallel with said west line of the Northwest Quarter of the Northwest Quarter of Section 34 a distance of 289.00 feet to the south line of said North 289 feet, as measured along the west line of said Northwest Quarter of the Northwest Quarter of Section 34 and said line there terminating.

AND

That part of the Northwest Quarter of the Northwest Quarter of Section 34, Township 33, Range 26, Sherburne County, Minnesota, described as commencing at the northwest corner of said Section 34; thence North 89 degrees 23 minutes 09 seconds East, assumed bearing, along the north line of said Northwest Quarter of the Northwest Quarter of Section 34, a distance of 242.57 feet; thence South 00 degrees 02 minutes 29 seconds West, parallel with the west line of said Northwest Quarter of the Northwest Quarter of Section 34, a distance of 289.00 feet to the south line of the north 289 feet of said Northwest Quarter of the Northwest Quarter of Section 34, as measured along the west line of said Northwest Quarter of the Northwest Quarter of Section 34 and the point of beginning of the land to be described; thence South 89 degrees 23 minutes 09 seconds West, along said south line of the north 289 feet of the Northwest Quarter of the Northwest Quarter of Section 34 as measured along the west line of the Northwest Quarter of the Northwest Quarter of Section 34, a distance of 62.57 feet to the east line of the west 180.00 feet of said Northwest Quarter of the Northwest Quarter of Section 34; thence South 00 degrees 02 minutes 29 seconds West, along said east line of the west 180.00 feet of the Northwest Quarter of the Northwest Quarter of Section 34, a distance of 56.00 feet; thence North 47 degrees 51 minutes 00 seconds East 84.45 feet to the point of beginning.

AND

The North 345.00 feet of the East 278.90 feet, as measured along the east and north lines respectively, of the Northeast Quarter of the Northeast Quarter of Section 33, Township 33, Range 26, Sherburne County.

**EXHIBIT B-1
TO
FIRST AMENDMENT TO
RECIPROCAL EASEMENT AGREEMENT**

Legal Description of ISD Property ("Parcel 2")

The Northwest Quarter of the Northwest Quarter lying north of School Street, of Section 34, Township 33, Range 26, Sherburne County, Minnesota.

Except the north 289 feet of the West 383 feet, as measured along the West and North lines respectively, of said Northwest Quarter of the Northwest Quarter of Section 34.

Also except that part of the Northwest Quarter of the Northwest Quarter of Section 34, Township 33, Range 26, Sherburne County, Minnesota, described as commencing at the northwest corner of said Section 34; thence North 89 degrees 23 minutes 09 seconds East, assumed bearing along the north line of said Northwest Quarter of the Northwest Quarter of Section 34, a distance of 242.57 feet; thence South 00 degrees 02 minutes 29 seconds West, parallel with the west line of said Northwest Quarter of the Northwest Quarter of Section 34, a distance of 289.00 feet to the south line of the north 289 feet of said Northwest Quarter of the Northwest Quarter of Section 34, as measured along the west line of said Northwest Quarter of the Northwest Quarter of Section 34 and the point of beginning of the land to be described; thence South 89 degrees 23 minutes 09 seconds West, along said south line of the north 289 feet of the Northwest Quarter of the Northwest Quarter of Section 34 as measured along the west line of the Northwest Quarter of the Northwest Quarter of Section 34, a distance of 62.57 feet to the east line of the west 180.00 feet of said Northwest Quarter of the Northwest Quarter of Section 34; thence South 00 degrees 02 minutes 29 seconds West, along said east line of the west 180.00 feet of the Northwest Quarter of the Northwest Quarter of Section 34, a distance of 56.00 feet; thence North 47 degrees 51 minutes 00 seconds East 84.45 feet to the point of beginning.

AND

The North 289 feet of the West 383 feet, as measured along the west and north lines respectively, of the Northwest Quarter of the Northwest Quarter of Section 34, Township 33, Range 26, Sherburne County, Minnesota, lying easterly of a line described as commencing at the northwest corner of said Section 34; thence North 89 degrees 23 minutes 09 seconds East, assumed bearing, along said north line of the Northwest Quarter of the Northwest Quarter 242.57 feet to the point of beginning of the line to be described; thence South 00 degrees 02 minutes 29 seconds West, parallel with said west line of the Northwest Quarter of the Northwest Quarter 289.00 feet to the south line of said North 289 feet, as measured along the west line of said Northwest Quarter of the Northwest Quarter of Section 34 and said line there terminating.

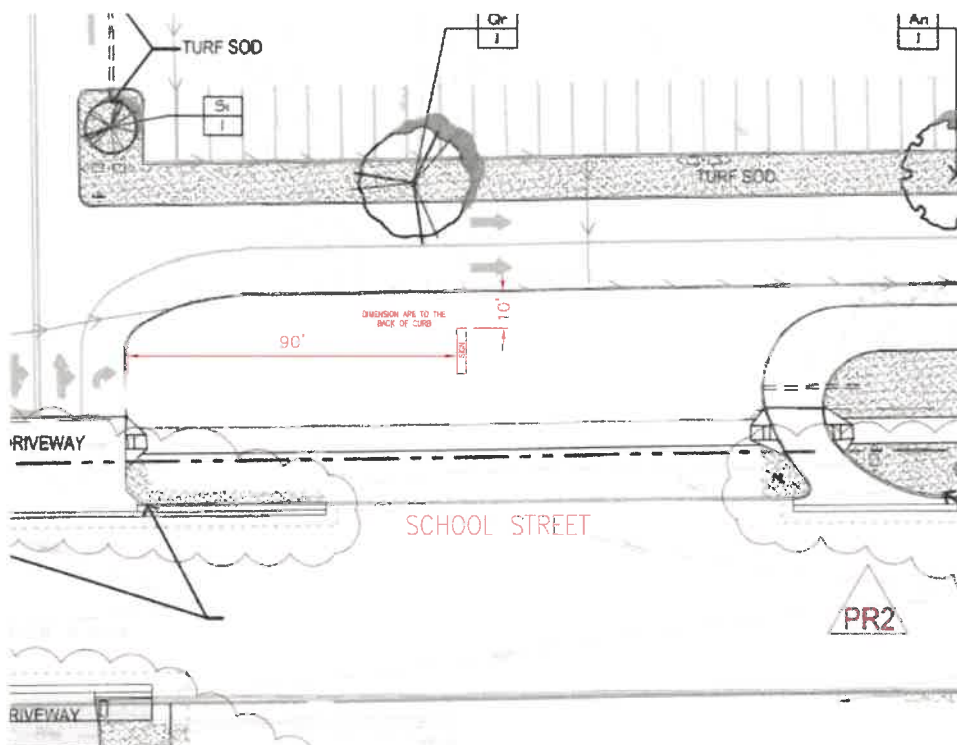
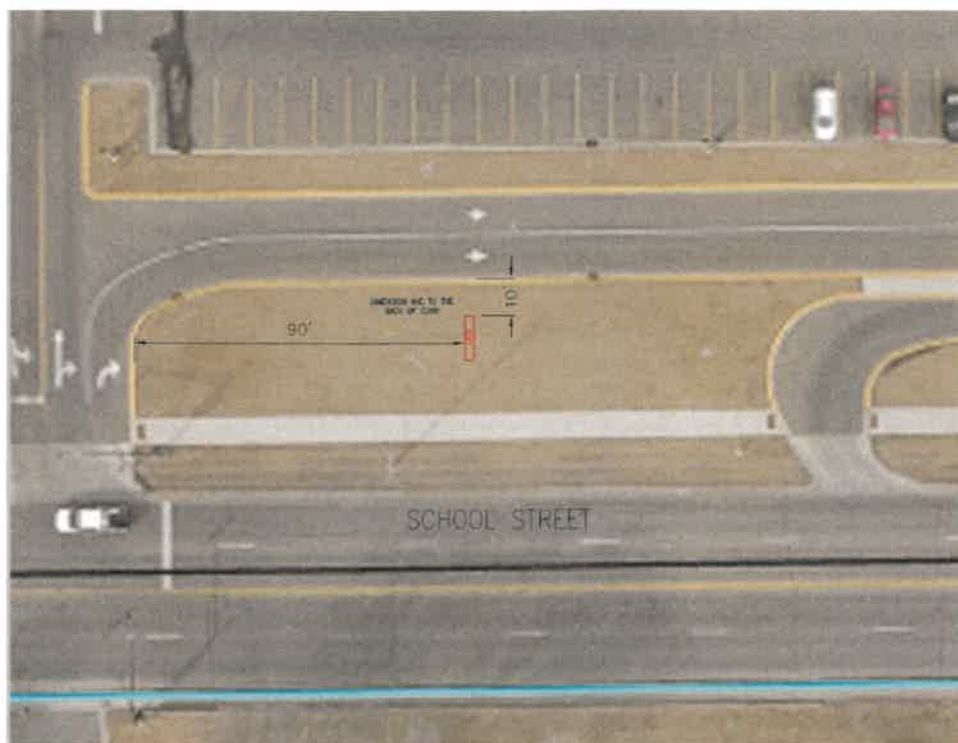
AND

The Northeast Quarter of the Northeast Quarter (NE $\frac{1}{4}$ of NE $\frac{1}{4}$) except the South Four Hundred Thirty-three (433) feet thereof; Section Thirty-three (33), Township Thirty-three (33), Range Twenty-six (26), Sherburne County, Minnesota.

EXCEPT The North 345.00 feet of the East 278.90 feet, as measured along the East and North lines respectively, of the Northeast Quarter of the Northeast Quarter of Section 33, Township 33, Range 26, Sherburne County, Minnesota.

Exhibit B

Depiction of Location of the City's Sign on the ISD's Property





Request for Action

To
City Council

Item Number
4.4

Meeting Date
July 7, 2025

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

Item Description
Agreement 25-15: 2025-26 Ice Rate Contract with
ISD #728

Reviewed by
Katie Harstad
Cal Portner
Tina Allard

Action Requested

Approve, by motion, Agreement 25-15 with ISD #728 for the 2025-26 season to memorialize the established facility rates.

Background/Discussion

ISD #728 needs to document their ice purchases on their Board-approved Lease Levy. This contract memorializes the established 2025 and 2026 rates and policies at the FT Center.

Financial Impact

Total revenue from ISD #728 2025-26 season game and practice ice purchases is estimated at \$76,400.

Mission/Policy/Goal

Responsible for every dollar - good stewards

Attachments

- I. ERHS Ice Contracts 25-26 FINAL

The Elk River Vision

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



FURNITURE AND THINGS COMMUNITY EVENT CENTER

CITY OF ELK RIVER

PRACTICE ICE RENTAL CONTRACT ELK RIVER HIGH SCHOOL 2025-26

THIS ICE FACILITY USE AGREEMENT (AGREEMENT) IS MADE AND ENTERED INTO THIS 20th DAY OF June ,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, 2025, to AUGUST 31, 2026.**

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. 2025-26 Season
 - a. RATES: USER agrees to pay the following rates for FT Center usage: **\$250/hour through 12/31/2025 and Silver rates from 1/1/26 through 8/31/26:**

Silver Level User – Organizations/Individuals that purchased 200+ total hours in FYE 2024:

 - o \$260/hr = Prime
 - o \$191/hr = Non-Prime (April 1 – August 31)
 - o \$133/hr = ISD 728 School Hours
 - b. Estimated number of practice hours reserved:

Beginning Date: 9/1/2025, through Ending Date: 12/31/2025.
Total number of estimated hours to reserve:
Girls 90
Boys 70

Beginning Date: 1/1/26, through Ending Date: 8/31/26. Silver Rates
Total number of estimated hours to reserve:
Girls 60
Boys 80

TOTAL HOURS	160 hours @ \$250/hour = \$40,000
	140 hours @ \$260/hour = \$36,400
	Total Estimated = \$76,400

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 FT Center 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 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 FT Center. 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 20, 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 2025-26

This ice facility use agreement (Agreement) is made and entered into this _____ day of _____, 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 (FT Center) located at 1000 School Street, Elk River, MN 55330 for the period of **September 1, 2025, to August 31, 2026.**

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. 2025-26 Season

- RATES: USER agrees to pay the following rates for FT Center usage: **\$250/hour through 12/31/2025 and Silver rates from 1/1/26 through 8/31/26:**

Silver Level User – Organizations/Individuals that purchased 200+ total hours in FYE 2024:

- o \$260/hr = Prime
- o \$191/hr = Non-Prime (April 1 – August 31)
- o \$133/hr = ISD 728 School Hours

- Estimated number of game hours reserved:

Beginning Date: 9/1/2025, through Ending Date: 12/31/2025.

Total number of estimated hours to reserve:

Girls 32

Boys 8

Beginning Date: 1/1/26, through Ending Date: 8/31/26. Silver Rates

Total number of estimated hours to reserve:

Girls 18

Boys 42

TOTAL HOURS

40 hours @ \$250/hour = \$10,000

60 hours @ \$260/hour = \$15,600

Total Estimated = \$25,600

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 FT Center. 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: _____

USER:

By: _____

Its: _____

Dated: _____

PROVIDER: CITY OF ELK RIVER

By: _____

Its: _____



Request for Action

To
City Council

Item Number
4.5

Meeting Date
July 7, 2025

Prepared By
Lori Stich, Finance Manager

Item Description
Resolution 25-34: Authorize Transfer from the Liquor Fund to the Park Improvement Fund

Reviewed by
Lori Stich
Joe Stremcha
Cal Portner
Tina Allard

Action Requested

Adopt, by motion, Resolution 25-34 authorizing the transfer from the Municipal Liquor Fund to the Park Improvement Fund

Background/Discussion

The Park Improvement Funding Policy allows for the transfer from the Municipal Liquor Fund of up to 45% of operating income less budgeted transfer or \$250,000, whichever is greater.

The goal is to provide long-term funding source stability and allow for planning of the replacement and maintenance of city park assets.

Based on the funding policy, the amount of the transfer from the Municipal Liquor Fund to the Park Improvement Fund will be \$250,000.

Financial Impact

The 2025 transfer amount of \$250,000 is budgeted for in the Municipal Liquor Fund.

Mission/Policy/Goal

Responsibly grow and develop a sustainable and prosperous community.

Attachments

- I. Resolution - Transfer from Liquor to PIF

The Elk River Vision

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



**City of Elk River
City Council**

Resolution 25-34

**A Resolution of the City Council of the City of Elk River Authorizing a
Transfer from the Liquor Fund to the Park Improvement Fund**

WHEREAS, The City Council approved the establishing of the Park Improvement Funding Policy on June 2, 2008 and revised the policy on June 21, 2021.

WHEREAS, The City Council has reviewed the request and determined it to be a sound financial practice.

WHEREAS, It has been determined that \$250,000 should be transferred out of the Liquor fund to provide funding for the Park Improvement fund.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Elk River, Minnesota, as follows: The transfer of \$250,000 from the Liquor fund to the Park Improvement fund.

Passed and adopted this 7th day of July 2025.

John J. Dietz, Mayor

ATTEST:

Tina Allard, City Clerk





Request for Action

To
City Council

Item Number
4.6

Meeting Date
July 7, 2025

Prepared By
Lindsay Brandner, Senior Administrative Assistant

Item Description
Resolution 25-35: Acknowledge Donation to Police Department

Reviewed by
David Kuhnly
Cal Portner
Tina Allard

Action Requested
Adopt, by motion, Resolution 25-35 accepting a donation to the police department from Lois Peterson.

Background/Discussion
The Police Department received a donation of \$20, intended to be used to purchase necessary items to support the police department.

Financial Impact
N/A

Mission/Policy/Goal
N/A

Attachments
I. Resolution Donations 2025-Peterson

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**City of Elk River
City Council**

Resolution 25-35

**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 \$20.00 donation from Lois Peterson with the intent it be used by Police for necessary items to support the department.

NOW, THEREFORE, BE IT RESOLVED by the City Council, by at least four-fifths vote, to acknowledge the support and commend Lois Peterson 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 7th day of July 2025.

John J. Dietz, Mayor

ATTEST:

Tina Allard, City Clerk





Request for Action

To
City Council

Item Number
4.7

Meeting Date
July 7, 2025

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

Item Description
Resolution 25-36: Acknowledge Donation to the
Community Center

Reviewed by
Katie Harstad
Cal Portner
Tina Allard

Action Requested

Adopt, by motion, Resolution 25-36 accepting a framed 2001 Boys State Hockey Tournament Program and signed Terrance Fogarty Official Print from the Weckman family with the intent that it be displayed at the Furniture & Things Community Event Center.

Background/Discussion
None

Financial Impact
None

Mission/Policy/Goal
Work with citizens to achieve goals

Attachments

1. FT Center Donation
2. Donation Resolution - Framed 2001 Boys State Hockey Tournament Program and Signed Terrance Fogarty Official Print

The Elk River Vision

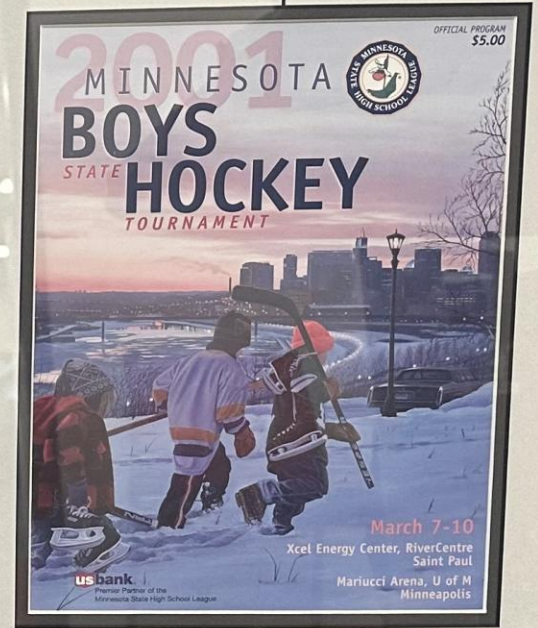
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267
J50

Coming Home
an Original Painting by
Terrence Fugerey

Terrence Fugerey



FROM THE WECKMANS
ER BOYS HOCKEY
STATE CHAMPIONS 2001



**City of Elk River
City Council**

Resolution 25-36

**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 framed 2001 Boys State Hockey Tournament Program and signed Terrance Fogarty Official Print from the Weckman family with the intent it be displayed at the Furniture & 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 the Weckman family 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 7th day of July 2025.

John J. Dietz, Mayor

ATTEST:

Tina Allard, City Clerk





Request for Action

To
City Council

Item Number
4.8

Meeting Date
July 7, 2025

Prepared By
Jolene Richter, Deputy Clerk

Item Description
Temporary On-Sale Liquor License: Saint Andrew
Catholic Church

Reviewed by
Cal Portner
Tina Allard

Action Requested

Approve, by motion, a Temporary On-Sale Liquor License for the Church of St. Andrew for their event scheduled for September 21, 2025, with the condition that wristband control is required for patrons 21 and older and a recommendation that alcohol should be confined to an area enclosed by a fence with secured, controlled access.

Background/Discussion

The Church of St. Andrew applied for a temporary On-Sale Liquor License for their event at the location of 566 4th Street NW.

Financial Impact
N/A

Mission/Policy/Goal
Elk River Mission

Attachments
None

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Request for Action

To
City Council

Item Number
4.9

Meeting Date
July 7, 2025

Prepared By
Jolene Richter, Deputy Clerk

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

Reviewed by
Cal Portner
Tina Allard

Action Requested

Approve, by motion, a Temporary On-Sale Liquor License to Davis-Darrow-Meyer American Legion Post 112 for July 17-20, 2025, with the condition that wristband control is required for patrons 21 and older and a recommendation that alcohol should be confined to an area enclosed by a fence with secured, controlled access.

Background/Discussion

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

Financial Impact
N/A

Mission/Policy/Goal
Elk River Mission

Attachments
None

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Request for Action

To
City Council

Item Number
4.10

Meeting Date
July 7, 2025

Prepared By
Jolene Richter, Deputy Clerk

Item Description
Temporary On-Sale Liquor License: F.O.E Aerie
3264

Reviewed by
Cal Portner
Tina Allard

Action Requested

Approve, by motion, a Temporary On-Sale Liquor License for the Fraternal Order of Eagles Aerie 3264 for their event scheduled for August 2, 2025, with the condition that wristband control is required for patrons 21 and older and a recommendation that alcohol should be confined to an area enclosed by a fence with secured, controlled access.

Background/Discussion

Fraternal Order of Eagles Aerie 3264 applied for a temporary On-Sale Liquor License for their event at the location of 824 Railroad Dr NW.

Financial Impact
N/A

Mission/Policy/Goal
Elk River Mission

Attachments
None

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Request for Action

To
City Council

Item Number
4.11

Meeting Date
July 7, 2025

Prepared By
Jolene Richter, Deputy Clerk

Item Description
Liquor Premises Extension: Eagles Club, F.O.E. Aerie
3264

Reviewed by
Cal Portner
Tina Allard

Action Requested

Approve, by motion, the extension of the liquor premises of Fraternal Order of Eagles - Eagles Club, 824 Railroad Drive NW, to include a patio area continuous from their building into the parking lot area.

Background/Discussion

The Fraternal Order of Eagles - Eagles Club, located at 824 Railroad Drive NW, has requested to extend its liquor premises to include a patio. They have submitted for and met all requirements. Once approved by the Council, it will be sent to the Department of Alcohol and Gambling Enforcement for approval.

Financial Impact
NA

Mission/Policy/Goal
Elk River Mission

Attachments
None

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Request for Action

To
City Council

Item Number
4.12

Meeting Date
July 7, 2025

Prepared By
Lauren Wipper, Human Resources Manager

Item Description
Separation Agreement and Release: Keast

Reviewed by
Cal Portner
Tina Allard

Action Requested
Approve, by motion, the Separation Agreement and Release with Human Resources Specialist Karen Keast.

Background/Discussion
Karen Keast retired on June 18, 2025. As part of the Severance Pay requirement, a release of claims must be executed. Ms. Keast returned her signed Agreement on June 18, 2025.

Financial Impact
As per the Severance Pay policy.

Mission/Policy/Goal
The Elk River Mission Statement.

Attachments
1. KKeast

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SEPARATION AGREEMENT AND RELEASE

1. Separation From Employment and Severance Payment.

I, Karen M. Keast, (referred to throughout this Separation and Release Agreement in the first person) understand that my last day of employment with the City of Elk River (the "City") will be June 18, 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 June 14, 2025, the amount of my unused sick and ESST leave is 480.9990 hours and my regular rate of pay at the time I gave notice to resign was \$40.68 per hour. If I satisfy the Release Condition and the Other Conditions, pursuant to the Severance Policy, the portion of my unused sick and ESST leave that I will receive is 50% up to 480 hours. Accordingly, the sum total of the cash payment that I will receive for my unused sick and ESST leave if I satisfy the Release Condition and the Other Conditions will be nine thousand seven hundred eighty-three dollars and fifty-two cents (\$9,783.52) 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 or ESST hours that I use between June 15, 2025, and the Separation Date (the "Severance"). The Severance will be paid on the first pay day following 18 days after I sign and return this Agreement, provided I sign and do not rescind the Agreement.

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

2. No Other Benefits.

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

3. Return of Property.

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

4. No Further Claim to Compensation.

This Agreement fully and completely satisfies any and all obligations between the City and me that arise out of or relate to my employment, except for my final paycheck to be paid on July 3, 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.

Karen M. Keast
EMPLOYEE NAME

Date: 6/18/2025

Karen M. Keast
EMPLOYEE SIGNATURE

Date: _____

THE CITY OF ELK RIVER

John J. Dietz, Mayor

ATTEST:

Tina Allard, City Clerk

GP:2771993 v1



Request for Action

To
City Council

Item Number
4.13

Meeting Date
July 7, 2025

Prepared By
Lauren Wipper, Human Resources Manager

Item Description
Separation Agreement and Release: Walz

Reviewed by
Cal Portner
Tina Allard

Action Requested
Approve, by motion, the Separation Agreement and Release with IT Specialist Jake Walz.

Background/Discussion
Jake Walz's last day with the city was June 20, 2025. As part of the Severance Pay requirements, a release of claims must be executed. Mr. Walz returned his signed Agreement on June 20, 2025.

Financial Impact
As per the Severance Pay policy.

Mission/Policy/Goal
The Elk River Mission Statement.

Attachments
1. JWalz

The Elk River Vision

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SEPARATION AGREEMENT AND RELEASE

1. Separation From Employment and Severance Payment.

I, Jacob C. Walz, (referred to throughout this Separation and Release Agreement in the first person) understand that my last day of employment with the City of Elk River (the "City") will be June 20, 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 June 14, 2025, the amount of my unused sick and ESST leave is 505.7290 hours and my regular rate of pay at the time I gave notice to resign was \$48.9442 per hour. If I satisfy the Release Condition and the Other Conditions, pursuant to the Severance Policy, the portion of my unused sick and ESST leave that I will receive is 50% up to 480 hours. Accordingly, the sum total of the cash payment that I will receive for my unused sick and ESST leave if I satisfy the Release Condition and the Other Conditions will be twelve thousand three hundred seventy-six dollars and twenty-five cents (\$12,376.25) 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 or ESST hours that I use between June 15, 2025, and the Separation Date (the "Severance"). The Severance will be paid on the first pay day following 18 days after I sign and return this Agreement, provided I sign and do not rescind the Agreement.

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

2. No Other Benefits.

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

3. Return of Property.

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

4. No Further Claim to Compensation.

This Agreement fully and completely satisfies any and all obligations between the City and me that arise out of or relate to my employment, except for my final paycheck to be paid on July 3, 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.

Jacob C. Walz

EMPLOYEE NAME

Date: 6/20/2025



EMPLOYEE SIGNATURE

Date: _____

THE CITY OF ELK RIVER

John J. Dietz, Mayor

ATTEST:

Tina Allard, City Clerk

GP:2771993 v1



Request for Action

To
City Council

Item Number
4.14

Meeting Date
July 7, 2025

Prepared By
Lauren Wipper, Human Resources Manager

Item Description
Separation Agreement and Release: Strand

Reviewed by
Cal Portner
Tina Allard

Action Requested
Approve, by motion, the Separation Agreement and Release with Multimedia Specialist Micaela Strand.

Background/Discussion
Micaela Strand's last day in the multimedia specialist position was June 13, 2025. As part of the Severance Pay requirements, a release of claims must be executed. Ms. Strand returned her signed Agreement on June 27, 2025.

Financial Impact
As per the Severance Pay policy.

Mission/Policy/Goal
The Elk River Mission Statement.

Attachments
1. MStrand

The Elk River Vision

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

SEPARATION AGREEMENT AND RELEASE

1. Separation From Employment and Severance Payment.

I, Micaela Strand, (referred to throughout this Separation and Release Agreement in the first person) understand that my last day of employment as a Multimedia Specialist with the City of Elk River (the "City") will be June 13, 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 31, 2025, the amount of my unused sick and ESST leave is 131.2972 hours and my regular rate of pay at the time I gave notice to resign was \$39.5606 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 cash payment that I will receive for my unused sick and ESST leave if I satisfy the Release Condition and the Other Conditions will be two thousand five hundred ninety-seven dollars and ten cents (\$2,597.10) 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 or ESST hours that I use between June 1, 2025, and the Separation Date (the "Severance"). The Severance will be paid on the first pay day following 18 days after I sign and return this Agreement, provided I sign and do not rescind the Agreement.

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

2. No Other Benefits.

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

3. Return of Property.

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

4. No Further Claim to Compensation.

This Agreement fully and completely satisfies any and all obligations between the City and me that arise out of or relate to my employment, except for my final paycheck to be paid on 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.

Date: 06/24/25

Micaela Strand
EMPLOYEE NAME


EMPLOYEE SIGNATURE

Date: _____ **THE CITY OF ELK RIVER**

John J. Dietz, Mayor

ATTEST:

Tina Allard, City Clerk

GP:2771993 v1



Request for Action

To
City Council

Item Number
4.15

Meeting Date
July 7, 2025

Prepared By
Ryan Sandhoefner, Engineering Project Manager

Item Description
Change Order #2: 2025 Street Improvements

Reviewed by
Justin Femrite
Cal Portner
Tina Allard

Action Requested
Approve, by motion, Change Order #2 for the 2025 Street Improvements.

Background/Discussion

The Deerfield Park Sport Court is scheduled for replacement due to failing pavement. Park Construction, the general contractor for the 2025 Street Improvements, is capable and willing to complete these improvements via change order. The scope of the change order is as follows:

- Remove the existing section, rebuild, and pave a new court
- Repaint the court similar to the existing layout
- Remove and replace basketball hoop (as needed)
- Install 10' chain link fence along the west side of the court
- Stump grinding in area 9 of the original contract
- Miscellaneous shouldering along area 7 of the original contract

Financial Impact

\$57,127.65 will be paid through the Park Improvement Fund. The remaining \$25,877.04 will be paid through the Street Improvement Fund.

Mission/Policy/Goal

Improve citizen quality of life.

Attachments

- I. Change Order #2

The Elk River Vision

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

Date of Issuance: June 27, 2025	Effective Date: July 8, 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:

1. Reconstruct Deerfield Hill Park Sport Court
 - A. Remove existing section, rebuild section, and pave sport court (3")
 - B. Repaint sport court similar to existing layout
 - C. Remove and replace basketball hoop (as needed)
2. Stump Grinding
 - A. Grind 3 existing stumps in the median of 171st Avenue NW
3. Screened Millings Shouldering
 - A. Install shouldering along area 7 edge of pavement where directed by engineer

Please see the attached quantity estimate sheet to include pricing for the proposed list of itemized improvements. This will serve as the basis for payment for these change order items.

Attachments:

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price:	Original Contract Times:
\$ <u>2,858,345.54</u>	Substantial Completion: November 14, 2025 Ready for Final Payment: December 19, 2025
[Increase] from previously approved Change Orders No. 1 to No. 1:	[Increase] [Decrease] from previously approved Change Orders No. ____ to No. ____:
\$ <u>378,540.29</u>	Substantial Completion: _____ Ready for Final Payment: _____
Contract Price prior to this Change Order:	Contract Times prior to this Change Order:
\$ <u>3,236,885.83</u>	Substantial Completion: _____ Ready for Final Payment: _____
[Increase] of this Change Order:	[Increase] [Decrease] of this Change Order:
\$ <u>83,004.69</u>	Substantial Completion: _____ Ready for Final Payment: _____
Contract Price incorporating this Change Order:	Contract Times with all approved Change Orders:
\$ <u>3,319,890.52</u>	Substantial Completion: November 14, 2025 Ready for Final Payment: December 19, 2025

RECOMMENDED:		ACCEPTED:		ACCEPTED:	
By: <u>Jean W. Cook</u>	By: <u>Ryan Sandhoefer</u>	By: <u>Dan Hake</u>			
Engineer (if required)	Owner (Authorized Signature)	Contractor (Authorized Signature)			
Title: <u>Project Manager</u>	Title: <u>Engineering PM</u>	Title: <u>PROJECT MANAGER</u>			
Date: <u>6/27/2025</u>	Date: <u>6/30/2025</u>	Date: <u>6-30-25</u>			

CHANGE ORDER 2

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
1) RECONSTRUCT DEERFIELD PARK SPORT COURT						
CO-2.1	MOBILIZATION		1	LS	\$22,000.00	\$22,000.00
CO-2.2	REMOVE SPORT COURT		1,800	SQ FT	\$1.35	\$2,430.00
CO-2.3	COMMON - EXCAVATION		56	CU YD	\$43.70	\$2,447.20
CO-2.4	AGGREGATE BASE		56	CU YD	\$82.70	\$4,631.20
CO-2.5	1.5" SPWEA240 B VIRGIN WEAR COURSE		17	TON	\$220.75	\$3,752.75
CO-2.6	1.5" SPNWB230 B BASE COURSE		17	TON	\$199.50	\$3,391.50
CO-2.7	COURT PAINT (GREEN)		1,800	SQ FT	\$2.90	\$5,220.00
CO-2.8	COURT STRIPING (WHITE)		200	LIN FT	\$5.20	\$1,040.00
CO-2.9	10' VINYL CHAIN LINK FENCE		100	LIN FT	\$154.50	\$15,450.00
CO-2.10	REMOVE & REPLACE HOOP		1	EACH	\$7,765.00	\$7,765.00
					SUBTOTAL COST:	\$ \$68,127.65
2) STUMP GRINDING						
CO-2.11	STUMP GRINDING		3	EACH	\$147.67	\$443.01
3) SCREENED MILLINGS SHOULDERING						
CO-2.12	SCREENED MILLINGS (SHOULDERING)		172.1	TON	\$83.87	\$14,434.03
					CHANGE ORDER 2 TOTAL COST:	\$ \$83,004.69



Request for Action

To
City Council

Item Number
4.16

Meeting Date
July 7, 2025

Prepared By
Ryan Sandhoefner, Engineering Project Manager

Item Description
Change Order #1: Rivers Edge Renovations

Reviewed by
Justin Femrite
Cal Portner
Tina Allard

Action Requested
Approve, by motion, Change Order #1 for the Rivers Edge Renovations.

Background/Discussion

As the Rivers Edge Renovations neared completion, minor changes to the contract quantities were required to meet project goals. The primary change to the work was concrete replacement adjacent to the lowest level of blocks, which helped to create continuity in the design.

Financial Impact

The net increase for this change order is \$8,959.09.

Mission/Policy/Goal

Meet changing needs - agile

Attachments

I. Change Order 1

The Elk River Vision

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

Change Order 1

OWNER City of Elk River

LANDSCAPE ARCHITECT HKGI inc.

CONTRACTOR Vada Contracting

THIS DOCUMENT HAS IMPORTANT LEGAL CONSEQUENCES; CONSULTATION WITH AN ATTORNEY IS ENCOURAGED WITH RESPECT TO ITS COMPLETION OR MODIFICATION.

PROJECT:

Elk River - 2024 Rivers Edge Renovation

CHANGE ORDER NUMBER:

1

DATE:

6.11.25

PROJECT NO:

HKGI 024-31

CONTRACT DATE:

9.4.2024

TO CONTRACTOR:

Vada Contracting

PO BOX 1082, Cokato, MN 55321

The Contract is changed as follows: (see page 2)

Not valid until signed by the Owner, Landscape Architect and Contractor.

The original (Contract Sum) was

\$ 201,021.55

Net change by previously authorized Change Orders

\$ -

The (Contract Sum) prior to this Change Order was

\$ 201,021.55

The (Contract Sum) will be **CHANGED** by the Change Order in the amount of

\$ 8,959.09

The new (Contract Sum) including this Change Order will be

\$ 209,980.64

This Change Order DOES NOT EFFECT Contract Time

The date of Substantial Completion as of the date of this Change Order therefore is **5.26.25**

LANDSCAPE ARCHITECT
Hoisington Koegler Group inc.

CONTRACTOR
Vada Contracting

OWNER
City of Elk River

800 Washington Ave. N., #207
Minneapolis, Minnesota 55401

PO BOX 1082, Cokato, MN 55321

13065 Orono Parkway, Elk River, MN 55330

Amy Bower

Arion Holo

Joe Stremcha

(print name)

(print name)

(print name)

Amy Bower
6.11.25

Arion Holo
6/11/2025

Joe Stremcha
6/11/2025

(signature and date)

(signature and date)

(signature and date)

Summary of Change Order No.1 - 6.11.25

You are directed to make the following changes in the Contract Documents:

<i>Descriptions:</i>	Unit	Qty	UnitCost	Total
Dec Shrub	EA	12	\$54.00	\$648.00
Paver Removal/Salvage	SF	12	\$9.32	\$111.84
Additional block	LF	4	\$ 125.00	\$500.00
Additional block stain	LF	4	\$ 3.25	\$13.00
Concrete replacement	LS	1	\$ 9,800.00	\$9,800.00
Deduct in pavers sand set replacement	SF	-95	\$ 22.25	-\$2,113.75
Net Contract change for Change Order				\$8,959.09

page 2 of 2



Request for Action

To
City Council

Item Number
4.17

Meeting Date
July 7, 2025

Prepared By
Ryan Sandhoefner, Engineering Project Manager

Item Description
Accept Bids and Award Contract for Yale Court and Line Avenue Realignment

Reviewed by
Justin Femrite
Cal Portner
Tina Allard

Action Requested

Approve, by motion, the low bid and authorize the execution of a contract with Max Steining, Inc. for the construction of the Yale Court and Line Avenue Realignment.

Background/Discussion

Staff advertised and received bids for the construction of the Yale Court and Line Avenue Realignment. The proposed project will complete connections/realignments in the following areas:

1. Yale Court - The cul-de-sac just south of 171st Avenue will be extended approximately 350' south to connect to 170th Avenue.
2. Line Avenue - 5th Street will be realigned to become one continuous route from Dodge Avenue to the roundabout located at Twin Lakes Road. Line Avenue will become a cul-de-sac just north of 184th Circle.

Six bids were received, ranging from \$1,094,186.28 to \$1,499,029.80. The low bid was submitted by Max Steining, Inc. Staff recommends award of the Yale Court and Line Avenue Realignment to Max Steining, Inc.

Financial Impact

Funding for the Yale Court and Line Avenue Realignment Project will be funded from our Municipal State Aid Account.

Mission/Policy/Goal

Improve citizen quality of life

Attachments

1. Bid Results

The Elk River Vision

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

Owner: City of Elk River
Solicitor: Bolton & Menk, Inc.
06/18/2025 01:00 PM CDT

Section Title	Line Item	Item Code	Item Description	UoM	Quantity	Engineer Estimate		Max Steininger, Inc. - Member		Park Construction Company		Northwest		New Look Contracting, Inc.		Asphalt Surface Technologies Corp J.R. Ferche, Inc.			
						Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
BASE BID							\$1,247,708.00		\$1,094,186.28		\$1,102,616.26		\$1,106,033.00		\$1,149,879.00		\$1,166,633.89		\$1,499,029.80
	1	2021.501	MOBILIZATION	LUMP SUM	1	\$85,000.00	\$85,000.00	\$237,021.66	\$237,021.66	\$105,701.95	\$105,701.95	\$85,570.82	\$85,570.82	\$85,000.00	\$85,000.00	\$150,000.00	\$150,000.00	\$170,225.00	\$170,225.00
	2	2101.502	CLEARING (TREE)	EACH	7	\$1,000.00	\$7,000.00	\$427.41	\$2,991.87	\$412.00	\$2,884.00	\$725.00	\$5,075.00	\$535.00	\$3,745.00	\$550.00	\$3,850.00	\$600.00	\$4,200.00
	3	2101.502	GRUBBING (TREE)	EACH	7	\$1,000.00	\$7,000.00	\$106.85	\$747.95	\$103.00	\$721.00	\$450.00	\$3,150.00	\$400.00	\$2,800.00	\$198.00	\$1,386.00	\$200.00	\$1,400.00
	4	2101.505	CLEARING	ACRE	0.45	\$10,000.00	\$4,500.00	\$10,685.23	\$4,808.35	\$10,300.00	\$4,635.00	\$16,000.00	\$7,200.00	\$16,740.00	\$7,533.00	\$17,600.00	\$7,920.00	\$17,500.00	\$7,875.00
	5	2101.505	GRUBBING	ACRE	0.45	\$10,000.00	\$4,500.00	\$5,342.62	\$2,404.18	\$5,150.00	\$2,317.50	\$8,000.00	\$3,600.00	\$16,740.00	\$7,533.00	\$14,300.00	\$6,435.00	\$17,500.00	\$7,875.00
	6	2104.502	REMOVE DRAINAGE STRUCTURE	EACH	2	\$1,000.00	\$2,000.00	\$646.46	\$1,292.92	\$266.65	\$533.30	\$850.00	\$1,700.00	\$1,050.00	\$2,100.00	\$550.00	\$1,100.00	\$1,000.00	\$2,000.00
	7	2104.502	REMOVE GATE VALVE AND BOX	EACH	2	\$500.00	\$1,000.00	\$323.76	\$647.52	\$475.79	\$951.58	\$950.00	\$1,900.00	\$525.00	\$1,050.00	\$550.00	\$1,100.00	\$1,200.00	\$2,400.00
	8	2104.502	REMOVE HYDRANT	EACH	1	\$500.00	\$500.00	\$502.21	\$502.21	\$371.22	\$371.22	\$1,200.00	\$1,200.00	\$1,025.00	\$1,025.00	\$880.00	\$880.00	\$1,200.00	\$1,200.00
	9	2104.502	REMOVE SIGN	EACH	15	\$50.00	\$750.00	\$42.74	\$641.10	\$25.75	\$386.25	\$28.00	\$420.00	\$28.25	\$423.75	\$27.50	\$412.50	\$50.00	\$750.00
	10	2104.502	SALVAGE SIGN	EACH	3	\$100.00	\$300.00	\$42.74	\$128.22	\$25.75	\$77.25	\$28.00	\$84.00	\$28.25	\$84.75	\$27.50	\$82.50	\$50.00	\$150.00
	11	2104.502	SALVAGE LIGHTING UNIT	EACH	1	\$1,000.00	\$1,000.00	\$2,353.96	\$2,353.96	\$2,845.89	\$2,845.89	\$1,250.00	\$1,250.00	\$4,050.00	\$4,050.00	\$5,000.00	\$5,000.00	\$2,700.00	\$2,700.00
	12	2104.502	SALVAGE MAIL BOX SUPPORT	EACH	2	\$100.00	\$200.00	\$186.99	\$373.98	\$515.00	\$1,030.00	\$250.00	\$500.00	\$500.00	\$1,000.00	\$220.00	\$440.00	\$150.00	\$300.00
	13	2104.503	REMOVE SEWER PIPE (STORM)	LIN FT	306	\$15.00	\$4,590.00	\$20.30	\$6,211.80	\$9.41	\$2,879.46	\$21.00	\$6,426.00	\$23.00	\$7,038.00	\$18.70	\$5,722.20	\$27.00	\$8,262.00
	14	2104.503	REMOVE WATER MAIN	LIN FT	108	\$20.00	\$2,160.00	\$19.23	\$2,076.84	\$10.46	\$1,129.68	\$24.00	\$2,592.00	\$30.00	\$3,240.00	\$13.20	\$1,425.60	\$25.00	\$2,700.00
	15	2104.503	REMOVE CURB AND GUTTER	LIN FT	1736	\$10.00	\$17,360.00	\$3.44	\$5,971.84	\$2.96	\$5,138.56	\$9.68	\$16,804.48	\$6.00	\$10,416.00	\$9.35	\$16,231.60	\$15.00	\$26,040.00
	16	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	500	\$10.00	\$5,000.00	\$4.96	\$2,480.00	\$10.74	\$5,370.00	\$6.30	\$3,150.00	\$9.00	\$4,500.00	\$12.98	\$6,490.00	\$15.00	\$7,500.00
	17	2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	7175	\$5.00	\$35,875.00	\$4.25	\$30,493.75	\$17.69	\$126,925.75	\$3.99	\$28,628.25	\$4.00	\$28,700.00	\$3.74	\$26,834.50	\$12.00	\$86,100.00
	18	2104.504	REMOVE CONCRETE PAVEMENT	SQ YD	152	\$10.00	\$1,520.00	\$17.22	\$2,617.44	\$10.11	\$1,536.72	\$12.85	\$1,953.20	\$18.00	\$2,736.00	\$14.30	\$2,173.60	\$20.00	\$3,040.00
	19	2104.602	RELOCATE COMMERCIAL SIGN	EACH	1	\$5,000.00	\$5,000.00	\$10,000.00	\$10,000.00	\$15,710.59	\$15,710.59	\$18,965.20	\$18,965.20	\$20,000.00	\$20,000.00	\$15,000.00	\$15,000.00	\$8,800.00	\$8,800.00
	20	2106.507	EXCAVATION - COMMON	CU YD	2705	\$20.00	\$54,100.00	\$16.24	\$43,929.20	\$26.36	\$71,303.80	\$29.36	\$79,418.80	\$38.00	\$102,790.00	\$22.11	\$59,807.55	\$52.50	\$142,012.50
	21	2106.507	EXCAVATION - SUBGRADE	CU YD	177	\$25.00	\$4,425.00	\$26.45	\$4,681.65	\$16.07	\$2,844.39	\$36.00	\$6,372.00	\$5.00	\$885.00	\$33.00	\$5,841.00	\$45.00	\$7,965.00
	22	2106.507	COMMON EMBANKMENT	CU YD	273	\$15.00	\$4,095.00	\$0.01	\$2.73	\$11.37	\$3,104.01	\$14.50	\$3,958.50	\$31.00	\$8,463.00	\$34.10	\$9,309.30	\$24.00	\$6,552.00
	23	2106.507	STABILIZING AGGREGATE	CU YD	177	\$30.00	\$5,310.00	\$30.64	\$5,423.28	\$91.77	\$16,243.29	\$42.55	\$7,531.35	\$15.00	\$2,655.00	\$66.00	\$11,682.00	\$60.00	\$10,620.00
	24	2118.507	AGGREGATE SURFACING CLASS 5	CU YD	25	\$55.00	\$1,375.00	\$72.42	\$1,810.50	\$63.89	\$1,597.25	\$56.00	\$1,400.00	\$65.00	\$1,625.00	\$60.50	\$1,512.50	\$85.00	\$2,125.00
	25	2211.509	AGGREGATE BASE CLASS 5	TON	4075	\$25.00	\$101,875.00	\$17.38	\$70,823.50	\$0.01	\$40.75	\$21.25	\$86,593.75	\$18.00	\$73,350.00	\$19.91	\$81,133.25	\$36.00	\$146,700.00
	26	2231.604	BITUMINOUS PATCH SPECIAL	SQ YD	1020	\$60.00	\$61,200.00	\$33.71	\$34,384.20	\$89.85	\$91,647.00	\$32.51	\$33,160.20	\$48.50	\$49,470.00	\$30.80	\$31,416.00	\$57.00	\$58,140.00
	27	2232.504	MILL BITUMINOUS SURFACE (1.5")	SQ YD	1950	\$1.50	\$2,925.00	\$6.99	\$13,630.50	\$3.00	\$5,850.00	\$2.06	\$4,017.00	\$3.75	\$7,312.50	\$3.85	\$7,507.50	\$7.50	\$14,625.00
	28	2360.509	TYPE SP 12.5 WEARING COURSE MIXTURE (3,C)	TON	730	\$90.00	\$65,700.00	\$103.87	\$75,825.10	\$84.75	\$61,867.50	\$86.30	\$62,999.00	\$109.75	\$80,117.50	\$97.79	\$71,386.70	\$112.00	\$81,760.00
	29	2360.509	TYPE SP 12.5 NON WEARING COURSE MIXTURE (3,C)	TON	911	\$85.00	\$77,435.00	\$98.93	\$90,125.23	\$84.70	\$77,161.70	\$84.48	\$76,961.28	\$104.50	\$95,199.50	\$92.84	\$84,577.24	\$107.00	\$97,477.00
	30	2501.502	15" RC PIPE APRON	EACH	2	\$2,000.00	\$4,000.00	\$2,157.35	\$4,314.70	\$2,195.94	\$4,391.88	\$3,290.30	\$6,580.60	\$2,700.00	\$5,400.00	\$1,650.00	\$3,300.00	\$3,200.00	\$6,400.00
	31	2503.503	12" RC PIPE SEWER CLASS V	LIN FT	88	\$65.00	\$5,720.00	\$64.11	\$5,641.68	\$62.74	\$5,521.12	\$77.77	\$6,843.76	\$85.00	\$7,480.00	\$71.50	\$6,292.00	\$120.00	\$10,560.00
	32	2503.503	15" RC PIPE SEWER CLASS V	LIN FT	190	\$85.00	\$16,150.00	\$71.59	\$13,602.10	\$67.97	\$12,914.30	\$82.00	\$15,580.00	\$91.00	\$17,290.00	\$79.20	\$15,048.00	\$140.00	\$26,600.00
	33	2503.602	CONNECT TO EXISTING STORM SEWER	EACH	6	\$1,500.00	\$9,000.00	\$924.28	\$5,545.68	\$1,568.53	\$9,411.18	\$850.00	\$5,100.00	\$1,100.00	\$6,600.00	\$2,420.00	\$14,520.00	\$5,000.00	\$30,000.00
	34	2504.602	VALVE BOX	EACH	4	\$1,500.00	\$6,000.00	\$1,162.56	\$4,650.24	\$995.21	\$3,980.84	\$815.00	\$3,260.00	\$1,400.00	\$5,600.00	\$4,950.00	\$19,800.00	\$650.00	\$2,600.00
	35	2504.602	INSTALL SPRINKLER HEAD	EACH	15	\$150.00	\$2,250.00	\$208.36	\$3,125.40	\$360.50	\$5,407.50	\$205.00	\$3,075.00	\$350.00	\$5,250.00	\$275.00	\$4,125.00	\$200.00	\$3,000.00
	36	2504.602	CONNECT TO EXISTING WATER MAIN	EACH	2	\$2,000.00	\$4,000.00	\$3,146.80	\$6,293.60	\$2,095.56	\$4,191.12	\$1,000.00	\$2,000.00	\$2,650.00					

58	2531.618	TRUNCATED DOMES	SQ FT	100	\$85.00	\$8,500.00	\$56.63	\$5,663.00	\$54.59	\$5,459.00	\$57.00	\$5,700.00	\$60.00	\$6,000.00	\$60.50	\$6,050.00	\$85.00	\$8,500.00
59	2540.602	RELOCATE MAIL BOX (SPECIAL)	EACH	1	\$1,000.00	\$1,000.00	\$1,068.53	\$1,068.53	\$2,060.00	\$2,060.00	\$2,162.50	\$2,162.50	\$500.00	\$500.00	\$1,320.00	\$1,320.00	\$400.00	\$400.00
60	2540.602	INSTALL MAIL BOX SUPPORT	EACH	2	\$250.00	\$500.00	\$267.13	\$534.26	\$515.00	\$1,030.00	\$295.00	\$590.00	\$1,300.00	\$2,600.00	\$385.00	\$770.00	\$350.00	\$700.00
61	2563.601	TRAFFIC CONTROL	LUMP SUM	1	\$35,000.00	\$35,000.00	\$8,761.89	\$8,761.89	\$5,562.00	\$5,562.00	\$16,450.00	\$16,450.00	\$7,500.00	\$7,500.00	\$8,800.00	\$8,800.00	\$17,000.00	\$17,000.00
62	2564.518	SIGN PANELS TYPE C	SQ FT	137	\$65.00	\$8,905.00	\$61.97	\$8,489.89	\$59.74	\$8,184.38	\$61.00	\$8,357.00	\$65.50	\$8,973.50	\$66.00	\$9,042.00	\$72.00	\$9,864.00
63	2564.602	INSTALL LIGHTING UNIT (SALVAGED)	EACH	1	\$2,000.00	\$2,000.00	\$7,634.60	\$7,634.60	\$3,983.01	\$3,983.01	\$7,960.00	\$7,960.00	\$10,500.00	\$10,500.00	\$10,000.00	\$10,000.00	\$8,500.00	\$8,500.00
64	2564.602	INSTALL SIGN (SALVAGED)	EACH	3	\$200.00	\$600.00	\$213.71	\$641.13	\$360.50	\$1,081.50	\$425.00	\$1,275.00	\$400.00	\$1,200.00	\$385.00	\$1,155.00	\$250.00	\$750.00
65	2573.501	STABILIZED CONSTRUCTION EXIT	LUMP SUM	1	\$2,000.00	\$2,000.00	\$1,250.00	\$1,250.00	\$0.01	\$0.01	\$5,200.00	\$5,200.00	\$3,000.00	\$3,000.00	\$3,300.00	\$3,300.00	\$10,000.00	\$10,000.00
66	2573.502	STORM DRAIN INLET PROTECTION	EACH	22	\$250.00	\$5,500.00	\$125.00	\$2,750.00	\$203.80	\$4,483.60	\$185.00	\$4,070.00	\$175.00	\$3,850.00	\$181.50	\$3,993.00	\$300.00	\$6,600.00
67	2573.503	SILT FENCE, TYPE MS	LIN FT	3458	\$3.50	\$12,103.00	\$2.00	\$6,916.00	\$1.91	\$6,604.78	\$2.50	\$8,645.00	\$3.50	\$12,103.00	\$2.75	\$9,509.50	\$2.60	\$8,990.80
68	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	LIN FT	100	\$3.50	\$350.00	\$2.59	\$259.00	\$2.32	\$232.00	\$6.00	\$600.00	\$10.00	\$1,000.00	\$3.30	\$330.00	\$3.00	\$300.00
69	2574.507	COMMON TOPSOIL BORROW	CU YD	1281	\$85.00	\$108,885.00	\$16.00	\$20,496.00	\$62.21	\$79,691.01	\$56.65	\$72,568.65	\$36.50	\$46,756.50	\$53.35	\$68,341.35	\$32.00	\$40,992.00
70	2574.508	FERTILIZER TYPE 3	POUND	488	\$5.00	\$2,440.00	\$0.80	\$390.40	\$0.77	\$375.76	\$1.00	\$488.00	\$2.00	\$976.00	\$1.10	\$536.80	\$1.00	\$488.00
71	2575.504	ROLLED EROSION PREVENTION CATEGORY 25	SQ YD	1140	\$2.50	\$2,850.00	\$2.15	\$2,451.00	\$2.06	\$2,348.40	\$3.62	\$4,126.80	\$3.50	\$3,990.00	\$2.97	\$3,385.80	\$3.00	\$3,420.00
72	2575.505	SEEDING	ACRE	1.4	\$2,000.00	\$2,800.00	\$484.26	\$677.96	\$463.50	\$648.90	\$950.00	\$1,330.00	\$1,200.00	\$1,680.00	\$1,320.00	\$1,848.00	\$750.00	\$1,050.00
73	2575.508	HYDRAULIC BONDED FIBER MATRIX	POUND	4880	\$2.25	\$10,980.00	\$1.41	\$6,880.80	\$1.34	\$6,539.20	\$2.85	\$13,908.00	\$1.50	\$7,320.00	\$1.65	\$8,052.00	\$1.60	\$7,808.00
74	2575.608	RESIDENTIAL TURFGRASS	POUND	420	\$10.00	\$4,200.00	\$3.20	\$1,344.00	\$2.98	\$1,251.60	\$6.00	\$2,520.00	\$5.00	\$2,100.00	\$4.40	\$1,848.00	\$3.50	\$1,470.00
75	2582.503	4" DOUBLE SOLID LINE MULTI-COMPONENT	LIN FT	2375	\$3.00	\$7,125.00	\$1.28	\$3,040.00	\$2.47	\$5,866.25	\$1.27	\$3,016.25	\$2.00	\$4,750.00	\$1.32	\$3,135.00	\$1.50	\$3,562.50
76	2582.503	24" SOLID LINE MULTI-COMPONENT	LIN FT	103	\$15.00	\$1,545.00	\$10.69	\$1,101.07	\$17.51	\$1,803.53	\$10.60	\$1,091.80	\$25.00	\$2,575.00	\$11.00	\$1,133.00	\$12.00	\$1,236.00
77	2582.518	CROSSWALK MULTI-COMPONENT	SQ FT	180	\$12.00	\$2,160.00	\$8.55	\$1,539.00	\$8.76	\$1,576.80	\$8.48	\$1,526.40	\$15.00	\$2,700.00	\$8.80	\$1,584.00	\$10.00	\$1,800.00
Base Bid Total:						\$1,247,708.00		\$1,094,186.28		\$1,102,616.26		\$1,106,033.00		\$1,149,879.00		\$1,166,633.89		\$1,499,029.80



Request for Action

To
City Council

Item Number
4.18

Meeting Date
July 7, 2025

Prepared By
Ryan Sandhoefner, Engineering Project Manager

Item Description
Accept Bids and Award Contract for Mississippi
Road Trail Improvements

Reviewed by
Justin Femrite
Cal Portner
Tina Allard

Action Requested

Approve, by motion, the low bid and authorize the execution of a contract with New Look Contracting for the construction of the Mississippi Road Trail Improvements.

Background/Discussion

Staff advertised and received bids for the construction of the Mississippi Road Trail Improvements. The proposed project will construct trail to fill gaps between Waco Street and Concord Street along Mississippi Road. There were a total of 5 bids ranging from \$385,454.50 to \$523,999.00. The low bid was submitted by New Look Contracting, which we recommend awarding the contract.

Financial Impact

The project will be funded through the Pavement Management Fund.

Mission/Policy/Goal

Improve citizen quality of life.

Attachments

- I. Bid Results

The Elk River Vision

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

Elk River, City of
Mississippi Trail Infill Improvements
OR1.129679 (#9738169)
Owner: City of Elk River
Solicitor: Bolton & Menk, Inc.
07/02/2025 01:00 PM CDT

Section Title	Line Item	Item Description	UoM	Engineer Estimate		New Look Contracting, Inc.		Park Construction Company		JL Theis, Inc.		Urban Companies		Veit & Company, Inc.		
				Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
BASE BID						\$319,005.00		\$385,454.50		\$406,589.90		\$434,511.25		\$447,409.00		\$523,999.00
	1	MOBILIZATION	LS	1	\$20,000.00	\$20,000.00	\$25,000.00	\$25,000.00	\$55,400.00	\$55,400.00	\$35,000.00	\$35,000.00	\$26,000.00	\$26,000.00	\$74,749.00	\$74,749.00
	2	CLEARING	EACH	24	\$750.00	\$18,000.00	\$550.00	\$13,200.00	\$422.00	\$10,128.00	\$894.00	\$21,456.00	\$700.00	\$16,800.00	\$468.00	\$11,232.00
	3	GRUBBING	EACH	24	\$500.00	\$12,000.00	\$450.00	\$10,800.00	\$282.00	\$6,768.00	\$494.00	\$11,856.00	\$300.00	\$7,200.00	\$312.00	\$7,488.00
	4	TREE TRIMMING	HOURL	20	\$500.00	\$10,000.00	\$1.00	\$20.00	\$257.00	\$5,140.00	\$594.00	\$11,880.00	\$200.00	\$4,000.00	\$284.00	\$5,680.00
	5	SALVAGE & REINSTALL MAILBOX SUPPORT	EACH	1	\$350.00	\$350.00	\$850.00	\$850.00	\$518.00	\$518.00	\$432.00	\$432.00	\$500.00	\$500.00	\$1,730.00	\$1,730.00
	6	REMOVE FENCE	LF	55	\$20.00	\$1,100.00	\$10.00	\$550.00	\$28.40	\$1,562.00	\$14.00	\$770.00	\$20.00	\$1,100.00	\$17.00	\$935.00
	7	REMOVE CURB & GUTTER	LF	80	\$10.00	\$800.00	\$20.00	\$1,600.00	\$19.90	\$1,592.00	\$13.00	\$1,040.00	\$12.00	\$960.00	\$6.80	\$544.00
	8	REMOVE BITUMINOUS PAVEMENT	SY	300	\$10.00	\$3,000.00	\$13.00	\$3,900.00	\$11.70	\$3,510.00	\$15.00	\$4,500.00	\$15.00	\$4,500.00	\$7.50	\$2,250.00
	9	REMOVE STORM SEWER PIPE	LF	35	\$15.00	\$525.00	\$35.00	\$1,225.00	\$42.40	\$1,484.00	\$38.00	\$1,330.00	\$50.00	\$1,750.00	\$62.00	\$2,170.00
	10	REMOVE EXISTING DRAINAGE STRUCTURE	EACH	2	\$600.00	\$1,200.00	\$1,250.00	\$2,500.00	\$779.00	\$1,558.00	\$500.00	\$1,000.00	\$500.00	\$1,000.00	\$645.00	\$1,290.00
	11	EXCAVATION - COMMON (P)	CY	507	\$20.00	\$10,140.00	\$45.00	\$22,815.00	\$58.10	\$29,456.70	\$88.00	\$44,616.00	\$32.00	\$16,224.00	\$188.00	\$95,316.00
	12	EXCAVATION - SUBGRADE	CY	50	\$25.00	\$1,250.00	\$45.00	\$2,250.00	\$45.20	\$2,260.00	\$33.00	\$1,650.00	\$60.00	\$3,000.00	\$190.00	\$9,500.00
	13	STABILIZING AGGREGATE	CY	50	\$25.00	\$1,250.00	\$65.00	\$3,250.00	\$90.50	\$4,525.00	\$46.00	\$2,300.00	\$25.00	\$1,250.00	\$94.00	\$4,700.00
	14	AGGREGATE BASE CLASS 5	CY	475	\$45.00	\$21,375.00	\$50.00	\$23,750.00	\$68.80	\$32,680.00	\$46.00	\$21,850.00	\$55.00	\$26,125.00	\$57.50	\$27,312.50
	15	AGGREGATE SURFACING CLASS 5	CY	26	\$55.00	\$1,430.00	\$100.00	\$2,600.00	\$102.00	\$2,652.00	\$55.00	\$1,430.00	\$75.00	\$1,950.00	\$82.00	\$2,132.00
	16	MILL BITUMINOUS SURFACE (1.5")	SY	4950	\$2.00	\$9,900.00	\$2.00	\$9,900.00	\$2.15	\$10,642.50	\$5.51	\$27,274.50	\$3.00	\$14,850.00	\$3.70	\$18,315.00
	17	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C)	TON	875	\$90.00	\$78,750.00	\$106.50	\$93,187.50	\$111.00	\$97,125.00	\$112.11	\$98,096.25	\$120.00	\$105,000.00	\$108.00	\$94,500.00
	18	BITUMINOUS PATCH SPECIAL	SY	300	\$35.00	\$10,500.00	\$80.00	\$24,000.00	\$44.50	\$13,350.00	\$50.61	\$15,183.00	\$60.00	\$18,000.00	\$37.00	\$11,100.00
	19	12" RC PIPE APRON (WITH TRASH GUARD)	EACH	5	\$1,750.00	\$8,750.00	\$2,600.00	\$13,000.00	\$2,190.00	\$10,950.00	\$3,000.00	\$15,000.00	\$2,000.00	\$10,000.00	\$2,530.00	\$12,650.00
	20	12" RC PIPE SEWER DES 3006 CL V	LF	119	\$65.00	\$7,735.00	\$98.00	\$11,662.00	\$71.40	\$8,496.60	\$112.00	\$13,328.00	\$100.00	\$11,900.00	\$76.00	\$9,044.00
	21	15" RC PIPE SEWER DES 3006 CL V	LF	28	\$75.00	\$2,100.00	\$115.00	\$3,220.00	\$83.70	\$2,343.60	\$117.00	\$3,276.00	\$125.00	\$3,500.00	\$98.00	\$2,744.00
	22	CONNECT TO EXISTING STORM SEWER	EACH	3	\$1,500.00	\$4,500.00	\$1,100.00	\$3,300.00	\$980.00	\$2,940.00	\$1,700.00	\$5,100.00	\$2,000.00	\$6,000.00	\$1,950.00	\$5,850.00
	23	CONST DRAINAGE STRUCTURE DESIGN 48-4020	LF	7.5	\$1,000.00	\$7,500.00	\$800.00	\$6,000.00	\$908.00	\$6,810.00	\$700.00	\$5,250.00	\$1,250.00	\$9,375.00	\$1,084.00	\$8,130.00
	24	CONST DRAINAGE STRUCTURE DESIGN SPECIAL (2'x3')	LF	7.5	\$750.00	\$5,625.00	\$750.00	\$5,625.00	\$662.00	\$4,965.00	\$700.00	\$5,250.00	\$1,000.00	\$7,500.00	\$917.00	\$6,877.50
	25	RELOCATE SPRINKLER SYSTEM	EACH	2	\$1,500.00	\$3,000.00	\$5,000.00	\$10,000.00	\$777.00	\$1,554.00	\$700.00	\$1,400.00	\$5,000.00	\$10,000.00	\$5,730.00	\$11,460.00
	26	REPLACE SPRINKLER HEADS	EACH	6	\$200.00	\$1,200.00	\$550.00	\$3,300.00	\$255.00	\$1,530.00	\$250.00	\$1,500.00	\$200.00	\$1,200.00	\$459.00	\$2,754.00
	27	CASTING ASSEMBLY	EACH	2	\$850.00	\$1,700.00	\$850.00	\$1,700.00	\$1,260.00	\$2,520.00	\$1,500.00	\$3,000.00	\$1,500.00	\$3,000.00	\$580.00	\$1,160.00
	28	ADJUST FRAME AND RING CASTING	EACH	3	\$500.00	\$1,500.00	\$1,600.00	\$4,800.00	\$1,070.00	\$3,210.00	\$455.00	\$1,365.00	\$1,500.00	\$4,500.00	\$1,220.00	\$3,660.00
	29	6" CONCRETE WALK/DRIVEWAY	SF	1600	\$12.00	\$19,200.00	\$12.00	\$19,200.00	\$16.10	\$25,760.00	\$14.00	\$22,400.00	\$20.00	\$32,000.00	\$17.25	\$27,600.00
	30	CONCRETE CURB & GUTTER DESIGN B618	LF	80	\$30.00	\$2,400.00	\$92.00	\$7,360.00	\$74.40	\$5,952.00	\$49.00	\$3,920.00	\$80.00	\$6,400.00	\$75.50	\$6,040.00
	31	TRUNCATED DOMES	SF	300	\$65.00	\$19,500.00	\$62.00	\$18,600.00	\$68.00	\$20,400.00	\$56.00	\$16,800.00	\$80.00	\$24,000.00	\$75.50	\$22,650.00
	32	TRAFFIC CONTROL	LS	1	\$10,000.00	\$10,000.00	\$6,700.00	\$6,700.00	\$6,110.00	\$6,110.00	\$6,400.00	\$6,400.00	\$18,000.00	\$18,000.00	\$6,760.00	\$6,760.00
	33	RELOCATE SIGN	EACH	2	\$250.00	\$500.00	\$650.00	\$1,300.00	\$595.00	\$1,190.00	\$270.00	\$540.00	\$625.00	\$1,250.00	\$659.00	\$1,318.00
	34	STORM DRAIN INLET PROTECTION	EACH	12	\$250.00	\$3,000.00	\$210.00	\$2,520.00	\$145.00	\$1,740.00	\$250.00	\$3,000.00	\$400.00	\$4,800.00	\$201.00	\$2,412.00
	35	SILT FENCE, TYPE MS	LF	2200	\$2.50	\$5,500.00	\$3.00	\$6,600.00	\$2.45	\$5,390.00	\$3.00	\$6,600.00	\$5.00	\$11,000.00	\$3.40	\$7,480.00
	36	SEDIMENT CONTROL LOG TYPE WOOD FIBER	LF	150	\$3.00	\$450.00	\$10.00	\$1,500.00	\$3.60	\$540.00	\$4.00	\$600.00	\$7.00	\$1,050.00	\$2.70	\$405.00
	37	COMMON TOPSOIL BORROW (LV)	CY	27	\$60.00	\$1,620.00	\$75.00	\$2,025.00	\$62.10	\$1,676.70	\$55.00	\$1,485.00	\$65.00	\$1,755.00	\$21.00	\$567.00
	38	FERTILIZER TYPE 3	LB	210	\$3.00	\$630.00	\$2.00	\$420.00	\$0.78	\$163.80	\$0.90	\$189.00	\$3.00	\$630.00	\$1.60	\$336.00
	39	SEEDING	ACRE	0.6	\$1,000.00	\$600.00	\$2,000.00	\$1,200.00	\$1,450.00	\$870.00	\$2,000.00	\$1,200.00	\$22,000.00	\$13,200.00	\$1,380.00	\$828.00
	40	HYDRAULIC BONDED FIBER MATRIX	LB	2100	\$1.50	\$3,150.00	\$2.00	\$4,200.00	\$1.60	\$3,360.00	\$3.00	\$6,300.00	\$2.50	\$5,250.00	\$1.60	\$3,360.00
	41	ROLLED EROSION PREVENTION, CAT 2E	SY	300	\$2.00	\$600.00	\$5.00	\$1,500.00	\$2.05	\$615.00	\$3.00	\$900.00	\$3.00	\$900.00	\$3.50	\$1,050.00
	42	RESIDENTIAL TURFGRASS	LB	180	\$10.00	\$1,800.00	\$5.00	\$900.00	\$3.10	\$558.00	\$8.00	\$1,440.00	\$10.00	\$1,800.00	\$3.50	\$630.00
	43	24" SOLID LINE MULTI-COMPONENT	LF	45	\$15.00	\$675.00	\$25.00	\$1,125.00	\$19.20	\$864.00	\$12.10	\$544.50	\$22.00	\$990.00	\$22.00	\$990.00
	44	CROSSWALK BLOCKS MULTI-COMPONENT	SF	600	\$7.00	\$4,200.00	\$10.50	\$6,300.00	\$9.55	\$5,730.00	\$10.10	\$6,060.00	\$12.00	\$7,200.00	\$10.50	\$6,300.00
Base Bid Total:						\$319,005.00		\$385,454.50		\$406,589.90		\$434,511.25		\$447,409.00		\$523,999.00



Request for Action

To
City Council

Item Number
4.19

Meeting Date
July 7, 2025

Prepared By
Mitchell Litfin, Street and Park Superintendent

Item Description
Vehicle Purchase: F-250 Truck for Parks Division

Reviewed by
Justin Femrite
Cal Portner
Tina Allard

Action Requested

Approve, by motion, the 2025 Parks Division equipment replacement purchase as scheduled in the Capital Improvement Plan.

Background/Discussion

The Parks Division is requesting authorization to purchase a new F-250 truck to replace its current vehicle. This replacement is essential for carrying out key operations, including the maintenance of parks, trails, and ice rinks.

Financial Impact

\$53,714.35 from 2025 Equipment Replacement Fund utilizing pricing per MNDOT Contract# 258169 and 259180 Release T-642(5)

Mission/Policy/Goal

Responsibly/grow

Attachments

I. Quote

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MIDWAY

COMMERCIAL

Fax # 651-604-2936

Standard

40/20/40 Vinyl Front Seat
Standard Base Upholstery
4-Wheel ABS Brakes
Air Conditioning
LT245/75R17 E All Season Tires
Shift on Fly 4x4
Power Windows

Front Tow Hooks
Rubber Floor Covering
Black Bumpers w/Rear Step
Matching Full Size Spare Tire
6.8L V8
Rear View Camera
Power Locks

Page 135 of 309



Request for Action

To
City Council

Item Number
4.20

Meeting Date
July 7, 2025

Prepared By

Item Description
Hire Street Maintenance Operator

Reviewed by
Cal Portner
Tina Allard

Action Requested

Approve, by motion, the hiring of Matt Braun to the position of street maintenance operator effective July 29, 2025.

Background/Discussion

Staff went to market to fill the vacant position of street maintenance operator. We received 52 applications and interviewed 10 candidates. Following second interviews and background, reference, and pre-employment checks, we recommend Matt Braun for the position.

Mr. Braun worked for 10 years for Local 49 as a heavy equipment operator. He worked for various employers, including MnDOT, City of Bloomington Parks Department, Northern Pipeline Lakeville, and C.S. McCrossan. He is currently working as the assistant store manager at Ace Hardware in Otsego. Mr. Braun holds a Class A CDL. He has also worked as a fighter and EMT for the City of Brooklyn Park.

Mr. Braun will start at pay step A of the IUOE Local 49 contract for this position. All pay and benefits will be consistent with the union contract and city policy.

Financial Impact

This is a budgeted position.

Mission/Policy/Goal

The Elk River Mission Statement.

Attachments

None

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Request for Action

To
City Council

Item Number
4.21

Meeting Date
July 7, 2025

Prepared By
Tina Allard, City Clerk

Item Description
Call Special Budget Meetings

Reviewed by
Cal Portner
Tina Allard

Action Requested

Approve, by motion, special meetings for Monday, July 28 and Monday, August 25 at 4:00 p.m., to review the 2026 budget.

Background/Discussion

The City Council is asked to call two special meetings in order to review the 2026 budget.

- Monday, July 28, 4:00 p.m.
- Monday, August 25, 4:00 p.m.

Financial Impact
N/A

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

Attachments
None

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Request for Action

To
City Council

Item Number
6.1

Meeting Date
July 7, 2025

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

Item Description
2025 Beverage Dynamics Top 100 Retailer Award

Reviewed by
Joe Audette
Cal Portner
Tina Allard

Action Requested

Presentation of the Award and recap of the conference to be provided by Retail Operations Manager and Original Government Ganjier Joe Audette.

Background/Discussion

Mr. Audette recently attended the Beverage Alcohol Retailers Conference in Annapolis, MD to accept the 2025 Beverage Dynamics Top 100 retailers award.

Financial Impact
None

Mission/Policy/Goal
Timeless

Attachments
I. ERLS Presentation

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BEVERAGE WEEK 2025

A heartfelt *Thank You*
to our sponsors and
guests for making
this year a success
in Annapolis!

We look forward
to seeing you
next year in
Minneapolis,
Minnesota!



BEVERAGE ALCOHOL
RETAILERS
CONFERENCE



ACTIVATE
NATIONAL ACCOUNTS MEETING



2025 TOP 100 WINNERS LIST



Amanti Vino	Montclair, NJ	Liquor World	Las Vegas, NV
Banks Wine & Spirits	Millville, DE	Lizz's Wine & Spirits	Oak Ridge, TN
Bellevue Wine & Spirits	Newport, RI	M&R Liquors	South Windsor, CT
Beverage King	Norwalk, CT	Maggie's Attic	Mount Dora, FL
Boone's Wine & Spirits	Eagle, CO	Mayfair Liquors	Denver, CO
Bo's Wine Depot	Eugene, OR	Mega-Bev	Battle Creek, MI
Bourbon Street Wine & Spirits	Lebanon, NJ	Moonlight Liquor	Gardner, KS
Boxcar Liquors	Tracy, MN	OHLQ Ohio Liquor	Reynoldsburg, OH
Broadway Spirits	New York, NY	Olivia Municipal Liquor Store	Olivia, MN
Broudy's Liquors	St. Augustine, FL	Peco's Liquor Store	Wilmington, DE
Cellar Door Wine & Spirits	Murray, KY	Pioppi's Package Store	Plymouth, MA
Chilly's Liquors	Greenfield, IN	Plaza Package	Barrington, MA
Colonial Wines & Spirits	Little Rock, AR	Ralston Discount Liquors	Houston, TX
Compass Wines	Anacortes, WA	Rogers Wine & Spirits	Rogers, MN
Conti's Wines & Spirits	Southington, CT	Socialize Liquors & Wine Bar	Baltimore, MD
Cordially Yours Wine & Spirits	Depew, NY	Speakeasy Liquors	Marion, IL
Court Liquors	Long Branch, NJ	Spec's Wines, Spirits and Finer Foods	Houston, TX
DCanter Wine Boutique	Washington, DC	Star Liquors	Durango, CO
East Branch Organics	Keene, NY	Surdyk's Liquor & Cheese Shop	Minneapolis, MN
Elk River Liquor Stores	Elk River, MN	Tallgrass Liquor	Marshall, MN
Exit 9 Wine & Liquor Warehouse	Halfmoon, NY	The Fridge Wholesale Liquor	Manhattan, KS
Fine Wine & Good Spirits (PLCB)	Harrisburg, PA	The Good Pour	Maitland, FL
Firehall Liquors	Barnesville, MN	The Wine Cellar	Depere, WI
Flanagan's Stop and Shop	Appleton, WI	The Wine Store	Westerly, RI
Frugal MacDoogal	Nashville, TN	Timers Beverage Center	Racine, WI
Gator Beverage	Gainesville, FL	Tower Beer, Wine & Spirits	Atlanta, GA
Gold's Wine & Spirits	Middletown, RI	Tri State Liquors	Claymont, DE
Half Time Beverage	Poughkeepsie, NY	Van's Liquors	East Dubuque, IL
Helen Cellar Package Store	Helen, GA	Vern's Retail Liquor	Topeka, KS
Hugo's Wine and Spirits	Grand Forks, ND	Village Liquor	Houston, TX
Jacob Liquor Exchange	Wichita, KS	Virginia ABC	Richmond, VA
Joe's Liquor & Bar	Rock Springs, WY	Viscount Wines & Liquor	Wappingers Falls, NY
Jubilation Wine & Spirits	Santa Fe, NM	WB Liquors	San Antonio, TX
Khoury's Fine Wine & Spirits	Las Vegas, NV	Wells Discount Liquor	Baltimore, MD
Kirby Wine & Liquors	Memphis, TN	Williquors	Bismarck, ND
Lakeside Wine and Spirits	Long Lake, MN	Wine, Beer, and Spirits	Omaha, NE
Lakeville Liquors	Lakeville, MN	WineStyles Tasting Station	West Des Moines, IA
Liquor Cabinet Wine and Spirits	Windsor, CO	Wyatt's Wet Goods	Longmont, CO
Liquor Factory	Landing, NJ	Yankee Spirits	Attleboro, MA
Liquor Locker	Ceres, CA	Zipps Liquors	Minneapolis, MN

CONGRATULATIONS TO ALL OF THIS YEAR'S WINNERS!



Joe Audette

RETAIL OPERATIONS MANAGER
ORIGINAL GOVERNMENT GANJIER
(OGG)

JAudette@ElkRiverMN.gov
763.635.1381

WESTBOUND ♦ NORTHBOUND ♦ CANNABOUND



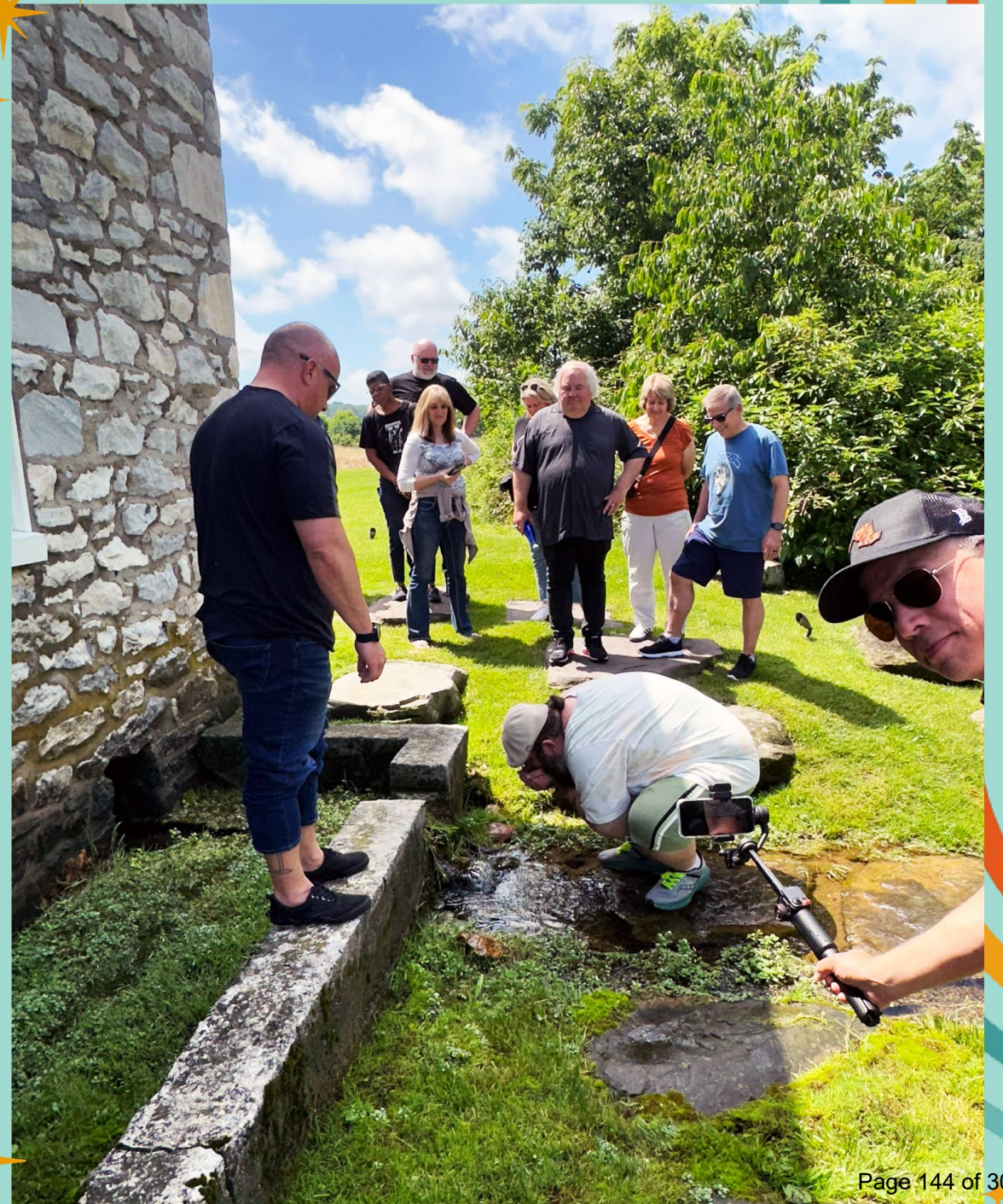


SAGAMORE SPIRIT



SAGAMORE SPIRIT
VI







Request for Action

To
City Council

Item Number
6.2

Meeting Date
July 7, 2025

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

Item Description
Introduction of New Employees

Reviewed by
Joe Audette
Cal Portner
Tina Allard

Action Requested

Cannabound Manager Jacqara Jackson and IT Network Specialist Jake Tourville will be introduced to the City Council.

Background/Discussion

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.

Mr. Tourville holds an AAS in Networking and Data Services from South Central College in Mankato where he also worked as an 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.

Financial Impact

None

Mission/Policy/Goal

Together we win

Attachments

None

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Request for Action

To
City Council

Item Number
7.1

Meeting Date
July 7, 2025

Prepared By
Chris Leeseberg, Senior Planner

Item Description
Resolution 25-37: Simple Plat, Kingdom Estates
Fourth Addition, PID 75-00781-0010

Reviewed by
Zack Carlton
Cal Portner
Tina Allard

Action Requested

Adopt, by motion, Resolution 25-37 approving the final plat of Kingdom Estates Fourth Addition with the following conditions:

1. Park dedication shall be paid for one dwelling unit at the rate applicable when the subdivision is released for recording.
2. A trail easement along 221st Avenue to support a future trail shall be prepared by the applicant and recorded against the property. The width of the final easement will be determined by city staff.

Background/Discussion

The subject property is a 2.51-acre parcel located north of County Road 33 on Olson Street. The lot is zoned Single Family Residential (R1a), which has a minimum lot size requirement of 2.5 acres. The proposed plat converts Outlot A of Kingdom Estates Third Addition into one buildable lot, which is eligible for Park Dedication.

Parks and Recreation Commission

During their June 11, 2025, meeting, the Park and Recreation Commission recommended that Park Dedication be cash for one dwelling unit and a trail easement.

Applicable Regulations

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

1. The proposed subdivision is consistent with the zoning regulations (Article VI of this chapter) and conforms in all respects with all requirements of this Code, including the zoning regulations and this article. The proposed subdivision is consistent with all zoning regulations. The lot size and lot width meet the ordinance requirements.
2. The proposed subdivision is consistent with all applicable general and specialized city, county, and regional plans, including, but not limited to, the city's comprehensive development plan. The

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subdivision is consistent with all applicable plans. 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.

3. The proposed subdivision makes adequate provision for water supply, storm drainage, sewage transportation, erosion control and all other services, facilities, and improvements otherwise required in this article. The subdivision includes infrastructure to meet city requirements.
4. The proposed subdivision will not cause substantial environmental damage. The subdivision will not cause substantial environmental damage.
5. The proposed subdivision will not conflict with easements of record or with easements established by the judgment of a court. The proposed subdivision will not conflict with easements of record or with easements established by the judgment of a court.
6. The proposed subdivision will not have an undue and adverse impact on the reasonable development of neighboring land. This is the last undeveloped parcel in the subdivision. The proposed subdivision will not impact the reasonable development of neighboring land.
7. The proposed subdivision is not premature. A subdivision is premature if any of the following exists:
 1. Lack of adequate stormwater drainage.
 2. Lack of adequate roads.
 3. Lack of adequate sanitary sewer systems.
 4. Lack of adequate off-site public improvements or support systems.
 5. The subdivision is not premature as the above conditions have been provided for.

Financial Impact

None

Mission/Policy/Goal

Opportunity to live, work, and play.

Attachments

1. Location Map
2. Final Plat
3. Certificate of Survey
4. Resolution
5. PowerPoint Presentation

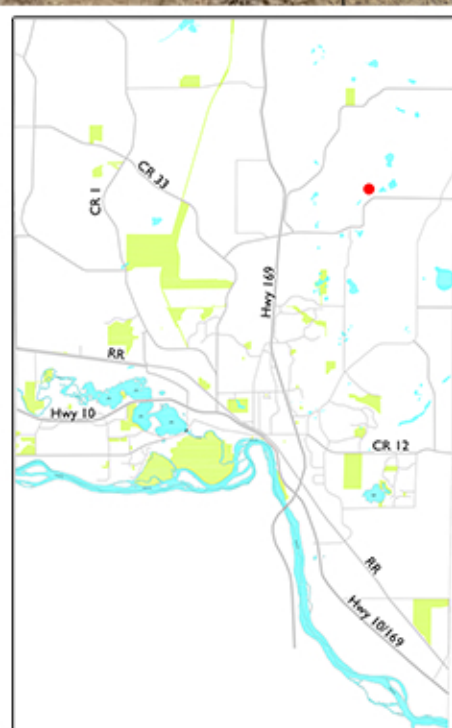


Project Location Map

Stephanie Zaczkowski

Final Plat

Case No: P 25-13



**CITY OF ELK RIVER
SHERBURNE COUNTY, MN**

OUTLOT A, KINGDOM ESTATES THIRD ADDITION, according to the recorded plat thereof, Sherburne County, Minnesota

[illegible]

Stephanie A. Zaczekowski

STATE OF MINNESOTA
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by Jan
Stephenie A. Zaczowski, husband and wife.

Notary Public, _____ County, Minnesota

My Commission Expires

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 and true copy of the original, and that the same is in accordance with the laws of this State relating to the surveying of water boundaries and wet lands, as defined in Minnesota Statutes 600.01, 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.

Richard M. Thompson, Land Surveyor
Minnesota License No. 62953

STATE OF MINNESOTA
COUNTY OF _____

The foregoing surveyor's certificate was acknowledged before me this _____ day of _____, 20____, by Richard M. Thompson, Land Surveyor, Minnesota License Number 62953.

Notary Public, _____ County, Minnesota

My Commission Expires

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

Attest: _____
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 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. _____.

Gherburne County Recorder



(SCALE IN FEET)
SCALE: 1 INCH = 40 FEET

LEGEND:

- Denotes found iron monument
Denotes drainage and utility easement
KINGDOM ESTATES FOURTH ADDITION
Denotes easements per
KINGDOM ESTATES THIRD ADDITION
Denotes existing adjoiners
Denotes delineated wetland edge

Property Description (Last Recording Plat Check Doc. No. 637469):
OUTLOT A, KINGDOM ESTATES THIRD ADDITION, Sherburne County, Minnesota.

Survey Notes:

1. This survey was performed without the benefit of a title report. Limited search for restrictions or easements was made by the surveyor.
2. Reference 2022 survey for Stephanie Zaczkowski by Bogart, Pederson and Associates, Inc.; File No. 22-0281.00
3. Contours were created using MNDNR MN/Topo Lidar (NAVD 88) and are for reference purposes only.
4. Wetland Delineation completed by Sierra Cotter, BWSR #1456.
5. Additional Drainage and Utility Easements will be needed to encompass the current delineated wetland and 45 foot wetland buffer.

REFERENCE and PROJECT BENCHMARK

A double spike in the south face of a 12" oak tree, located 291 feet north of 294 feet west of the SE corner of Lot 2, Block II, KINGDOM ESTATES THIRD ADDITION
Elevation = 947.22 feet (Plat Datum)

Certificate of Survey

for

Stephanie Zaczkowski

OUTLOT A, KINGDOM ESTATES THIRD ADDITION

City of Elk River, Sherburne County, Minnesota

SETBACKS

35' Front
30' Rear
20' Side

ZONING ORDINANCES

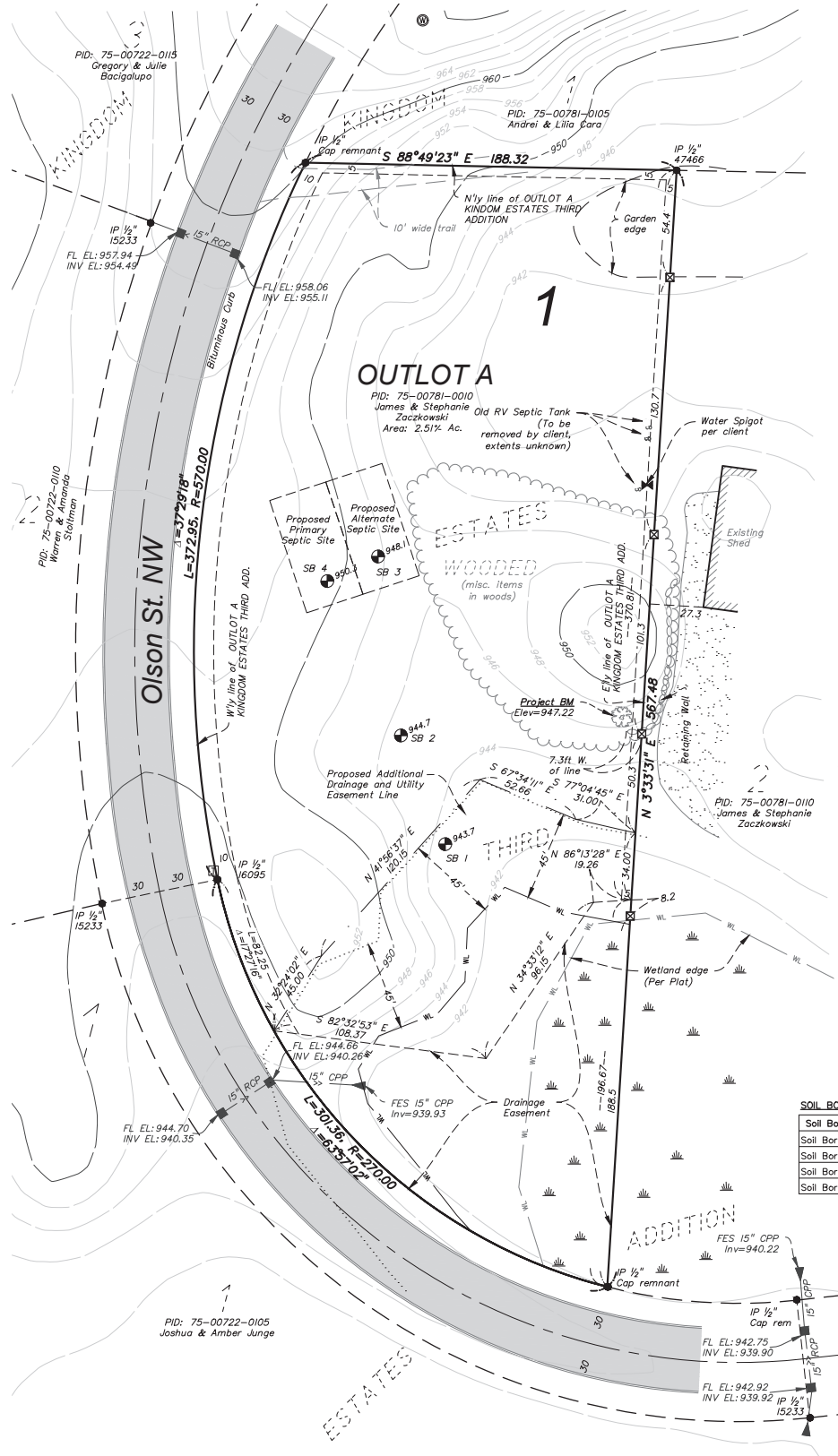
Min. Lot: 2.5 Acres

ZONING CLASSIFICATIONS

R-1A Single Family/ Rural Residential

OWNER/DEVELOPER

Stephanie & James Zaczkowski



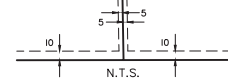
LEGEND:

- Denotes found iron monument
- Denotes set lath
- Denotes catch basin
- Denotes telephone pedestal
- Denotes flared end section
- Denotes wetland per plat
- Denotes septic cleanout
- Denotes valve
- Denotes well
- Denotes Craig Wensmann, LS
- Denotes Dennis Pederson, LS
- Denotes Dennis Taylor, LS
- Denotes bituminous surface
- Denotes gravel surface
- Denotes tree line
- Denotes proposed easement
- Denotes easement
- Denotes existing adjoiners
- Denotes field edge
- Denotes wetland per plat
- Denotes major contour
- Denotes minor contour
- Denotes current delineated wetland edge
- Denotes retaining wall

SOIL BORING LOG

Soil Boring #	Elevation	Matting	Elev. of Mottled Soil
Soil Boring 1	943.7	None to 12"	942.7
Soil Boring 2	944.7	None to 13"	943.7
Soil Boring 3	948.1	None to 26"	945.9
Soil Boring 4	950.3	None to 20"	948.6

Drainage and Utility Easements are shown thus:



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

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 engineer under the laws of the State of Minnesota.

Signed: Richard M. Thompson
Date: 5/21/25 Lic. No. 62953

**BOGART, PEDERSON
& ASSOCIATES, INC.**

LAND SURVEYING
CIVIL ENGINEERING
MAPPING

13076 FIRST STREET, BECKER, MN 55306-9322
TEL: 763-262-8822 FAX: 763-262-8844

Stephanie Zaczkowski
OUTLOT A, KINGDOM
ESTATES THIRD ADDITION
City of Elk River, Sherburne County, Minnesota

Certificate of Survey

SHEET NO. 1
OF SHEETS 1



City of Elk River City Council

Resolution 25-37

A Resolution of the City Council of the City of Elk River Granting Final Plat Approval for Kingdom Estates Fourth Addition, Case No. P 25-13

WHEREAS, application has been made for final plat approval, pursuant to Section 30-391 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 proposed final plat complies with each of the conditions set forth by the City Council in its approval of the plat of the Property.

A. NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Elk River, Minnesota, as follows:

- A. The proposed subdivision is consistent with Chapter 30 of the City Code of Ordinances and conforms with all 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.
1. Final plat approval is hereby granted for the Property.



2. 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.
3. 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.
4. 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 7th day of July 2025.

John J. Dietz, Mayor

ATTEST:

Tina Allard, City Clerk



**EXHIBIT A
LEGAL DESCRIPTION**

Outlot A, Kingdom Estates Third Addition, Sherburne County, MN.



EXHIBIT B
CONDITIONS OF APPROVAL

1. Park dedication shall be paid for one dwelling unit at the rate applicable when the subdivision is released for recording.
2. A trail easement of 30 feet along 221st Avenue for a future trail shall be recorded. The width of the final easement will be determined by city staff.



Kingdom Estates 4th Plat

75-00722-0115

1

75-00766-0170

75-00781-0105

75-00722-0110

SITE

75-00781-0010

75-00781-0110

75-00781-0115

75-00722-0105

Olson Street

75-00114-1106

Background

- Zoned R1a
- Platting Outlot A of Kingdom Estates 3rd
- 2.51 acre single lot

Requirements

- Staff's analysis show compliance with the seven standards to approve a plat

Action Requested

- Adopt, by motion, Resolution 25-37 approving the final plat of Kingdom Estates Fourth Addition with the two conditions outlined in the memo



Request for Action

To
City Council

Item Number
7.2

Meeting Date
July 7, 2025

Prepared By
Chris Leeseberg, Senior Planner

Item Description
Resolution 25-38: Drainage and Utility Easement
Vacation, Daniel Pufahl, 19942 Irving St. NW

Reviewed by
Zack Carlton
Ryan Sandhoefner
Cal Portner
Tina Allard

Action Requested

Adopt, by motion, Resolution 25-38 vacating a portion of the drainage and utility easement, subject to the condition that city engineering staff approve the final grading of the site.

Background/Discussion

The property is located at 19942 Irving Street NW and is currently encumbered by multiple large drainage and utility easements. The applicant has submitted a request to vacate portions of these easements to facilitate the construction of a detached garage. The building pad has been prepared, and significant grading work has already occurred within the easement area. The applicant misunderstood where the easement was located.

The intent of this easement was for stormwater conveyance. City engineering staff have reviewed the proposal, and it does not appear that vacating the requested easement will negatively affect stormwater conveyance and treatment in the area. The applicant must ensure that grading adjacent to the proposed garage properly conveys stormwater to the remaining easement. Staff have included a condition requiring staff to review and approve the final grade.

A portion of the proposed vacation area falls within an easement held by Xcel Energy, but the proposed garage location is not within the easement area. If the property owner desires to build within the Xcel Energy easement, coordination with the utility provider is required.

City staff have reviewed the request and have no concerns with the proposed easement vacation. The easement does not provide a broader public benefit, and its removal is not anticipated to affect current or future drainage or utility needs.

Financial Impact

None

Mission/Policy/Goal

Meet changing needs - agile.

The Elk River Vision

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



Attachments

1. Location Map
2. Easements Exhibit
3. Survey
4. Resolution
5. PowerPoint Presentation



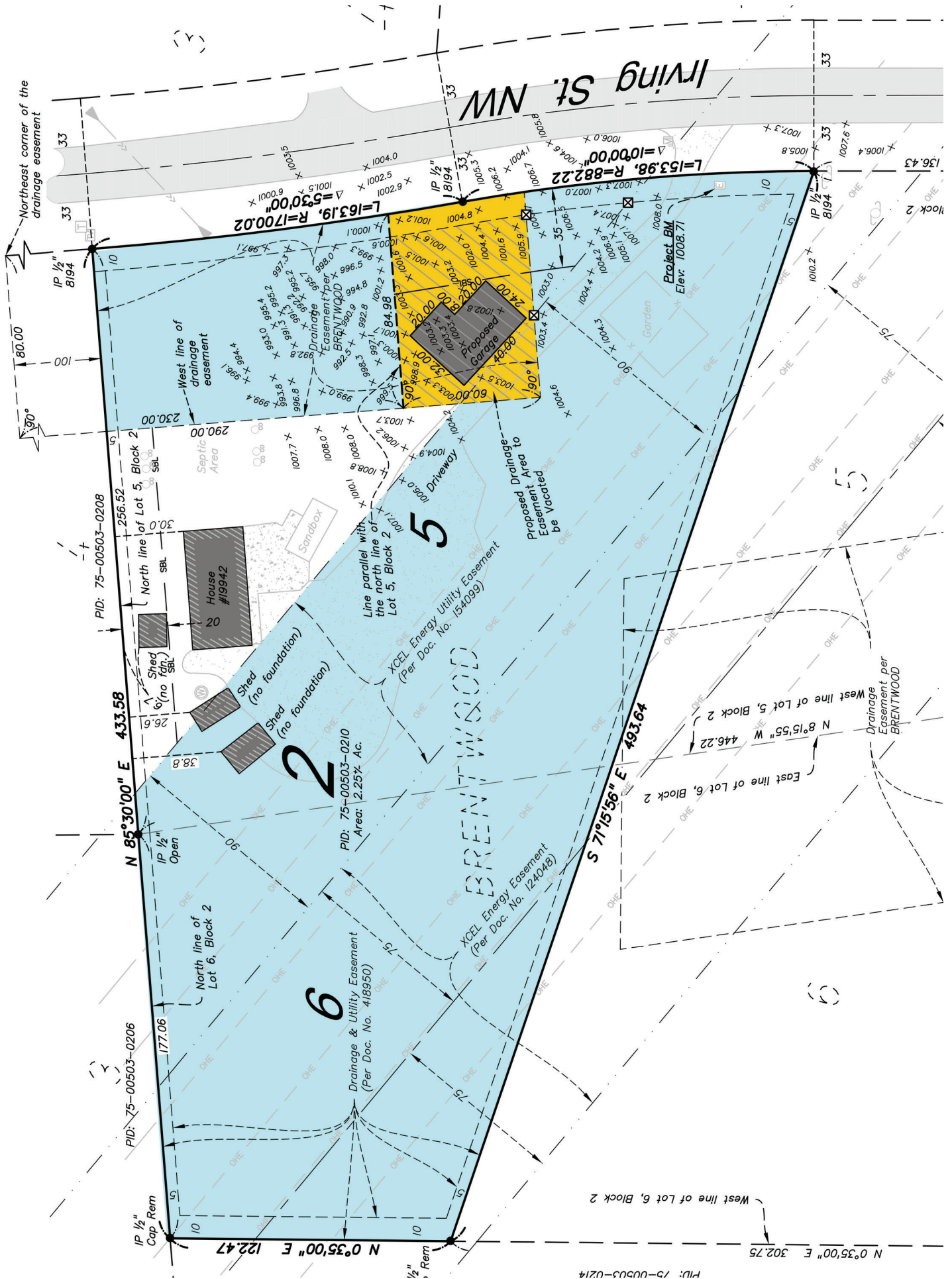
Project Location Map

Daniel Pufahl

Easement Vacation

Case No: EV 25-03





Certificate of Survey for Dan Pufahl

Part of Lots 5 and 6, Block 2, BRENTWOOD
City of Elk River, Sherburne County, Minnesota

Existing Property Description (Doc. No. 511654):
Those parts of Lots 5 and 6, Block 2, BRENTWOOD, according to the recorded plat thereof, Sherburne County Minnesota lying north of a line 10 feet north of the southwest corner of said Lot 5 to a point on the east line of said Lot 5 distant 148.95 feet north of the southeast corner of said Lot 5 as measured along the east line.

Survey Notes:

1. This survey was performed without the benefit of a title report. Limited search for restrictions or easements was made by the surveyor. We reserve the right to update this survey upon receipt of title documentation.
2. The purpose of this survey was to identify easements and restrictions for the proposed drainage easement and proposed area to be vacated.
3. Bearings are based on the plat of BRENTWOOD.

SETBACKS

MINOT Gasdrill Monument "BELGARD"
Elevation = 1001.82 feet (NAVD 88)

PROJECT BENCHMARK

NW corner of electric cabinet on south side of access to the subject property.
Elevation = 1008.71 feet (NAVD 88)

Proposed Easement Area to be Vacated:

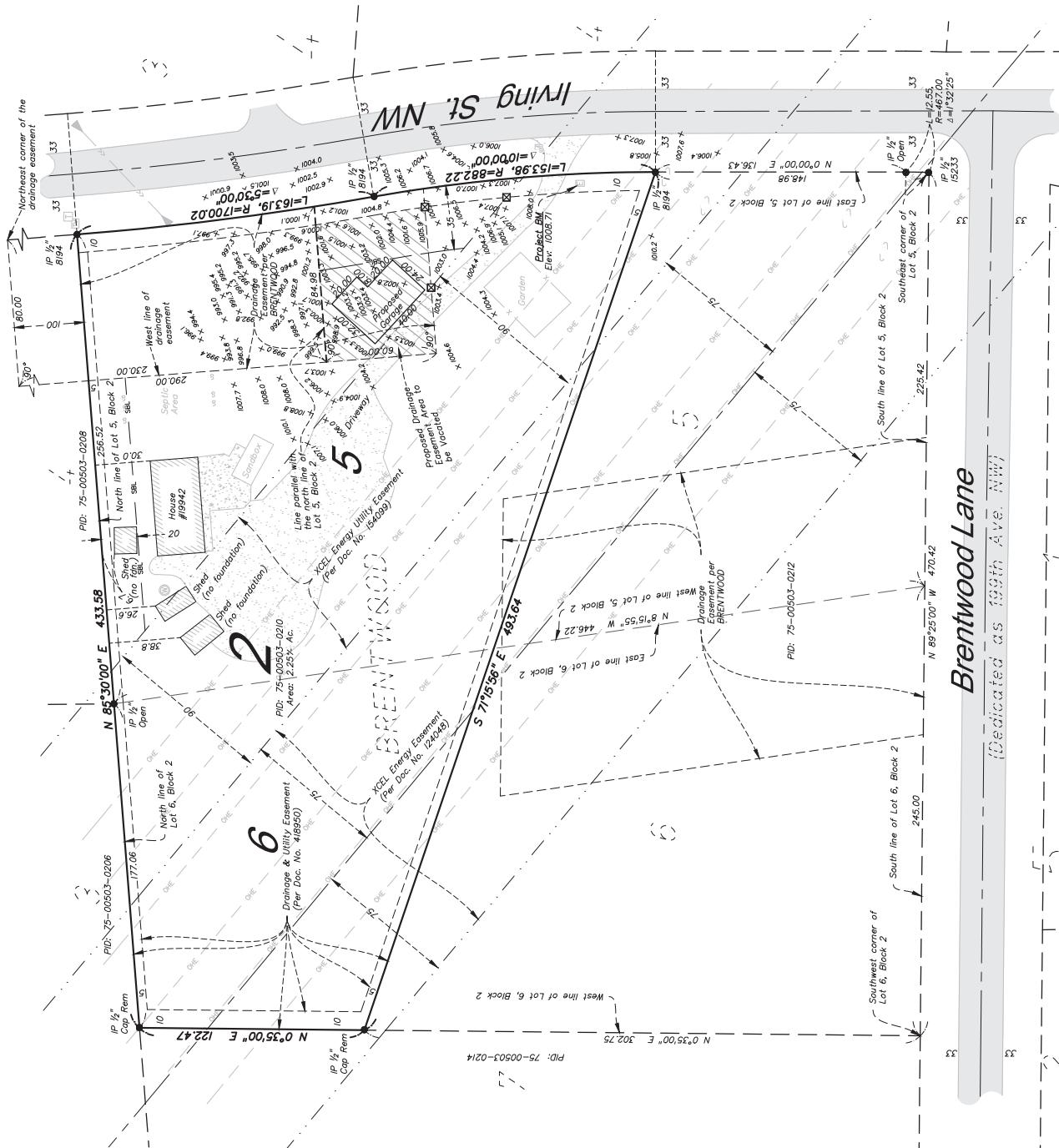
That part of the drainage easement located in the northeasterly part of Lot 5, Block 2, BRENTWOOD according to the recorded plat thereof, Sherburne County, Minnesota lying north of a line 10 feet north of the southwest corner of said Lot 5 to a point on the east line of said Lot 5, a distance of 80 feet; thence southerly, deflecting to the left 90 degrees, a distance of 230.00 feet along the west line of said drainage easement to the point of beginning of the line being described, thence easterly, deflecting to the left 90 degrees, a distance of 84.58 feet to the east line of said Lot 5 and said line here terminating.

LEGEND:

- Denotes found iron monument
- Denotes existing ground elevation
- Denotes set lath
- Denotes electrical cabinet
- Denotes mailbox
- Denotes septic cleanout
- Denotes power pole
- Denotes telephone pedestal
- Denotes cable television box
- Denotes well
- Denotes culvert
- Denotes John Oliver, LS
- Denotes Dennis Taylor, LS
- Denotes blumhouse surface
- Denotes concrete surface
- Denotes gravel surface
- Denotes barbed wire fence
- Denotes overhead electric
- Denotes easement
- Denotes existing adjoiners
- Denotes building setback line
- Proposed Easement Area to be Vacated

Drainage and Utility Easements are shown thus:

Being 10 feet and adjoining right of way lines, unless otherwise indicated, as shown on the plat.



SHEET NO.	DATE	REV NO.	DESCRIPTION
1	5/5/25		
I hereby certify that this survey, plan, or report was prepared by me or under my supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.			
DESIGN BY: CK			
DRAWN BY: CEG/CAW			
CHECKED BY: CEG/CAW			
DWG FILE: 25-017000S			
FILE NO.: 25-0170.00			
Signed: Craig A. Wensmann			
Date: 5/22/25 Lic. No. 47466			
BOGART, PEDERSON & ASSOCIATES, INC.			
LAND SURVEYING CIVIL ENGINEERING MAPPING			
13076 FIRST STREET, BECKER, MN 55308-9322 TEL: 763-262-8822 FAX: 763-262-8844			
Dan Pufahl Pt of L5&6, B2, BRENTWOOD 19942 Irving St. NW., Elk River, MN 55330 City of Elk River, Sherburne County, Minnesota			
Certificate of Survey			
1 OF SHEETS			



City of Elk River City Council

Resolution 25-38

A Resolution of the City Council of the City of Elk River Granting a Petition to Vacate a Drainage and Utility Easement

WHEREAS, pursuant to Minnesota Statutes Section 412.851, after two (2) weeks' published and posted notice of the hearing and after mailing written notice of the hearing at least ten (10) days before the hearing to each property owner affected by the proposed vacation, the Elk River City Council has conducted a hearing to consider the vacation of the easement legally described on the attached Exhibit "A" ("Easement"); and

WHEREAS, a public hearing on said petition was held on July 7, 2025, before the City Council of the City of Elk River after published and posted notice had been given, and all persons interested were given an opportunity to be heard at the public hearing; and

WHEREAS, vacation of the drainage and utility easement is appropriate as the easement does not provide a broader public benefit, and its removal is not anticipated to affect current or future drainage; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Elk River, Minnesota, as follows:

1. The petition to vacate the drainage and utility easement, as described in Exhibit A, is hereby granted, based upon the following Findings of Fact:
 - A. The Council finds the drainage and utility easement described in Exhibit A is no longer a benefit to the public.
2. Vacation of the drainage and utility easement described in Exhibit A shall be effective at the time of recording of the necessary documents.

Passed and adopted this 7th day of July 2025.

John J. Dietz, Mayor

ATTEST:

Tina Allard, City Clerk



POWERED BY
NATURE

[illegible]

Drainage and Utility Easements are shown thus:

10' 10' N.T.S.

Being 10 feet and adjoining right of way lines, unless otherwise indicated, as shown on the plat.

SHEET NO.
1
OF SHEETS

Pufahl Easement Vacation



75-00503-0210

SITE

75-00503-0214

75-00503-0212

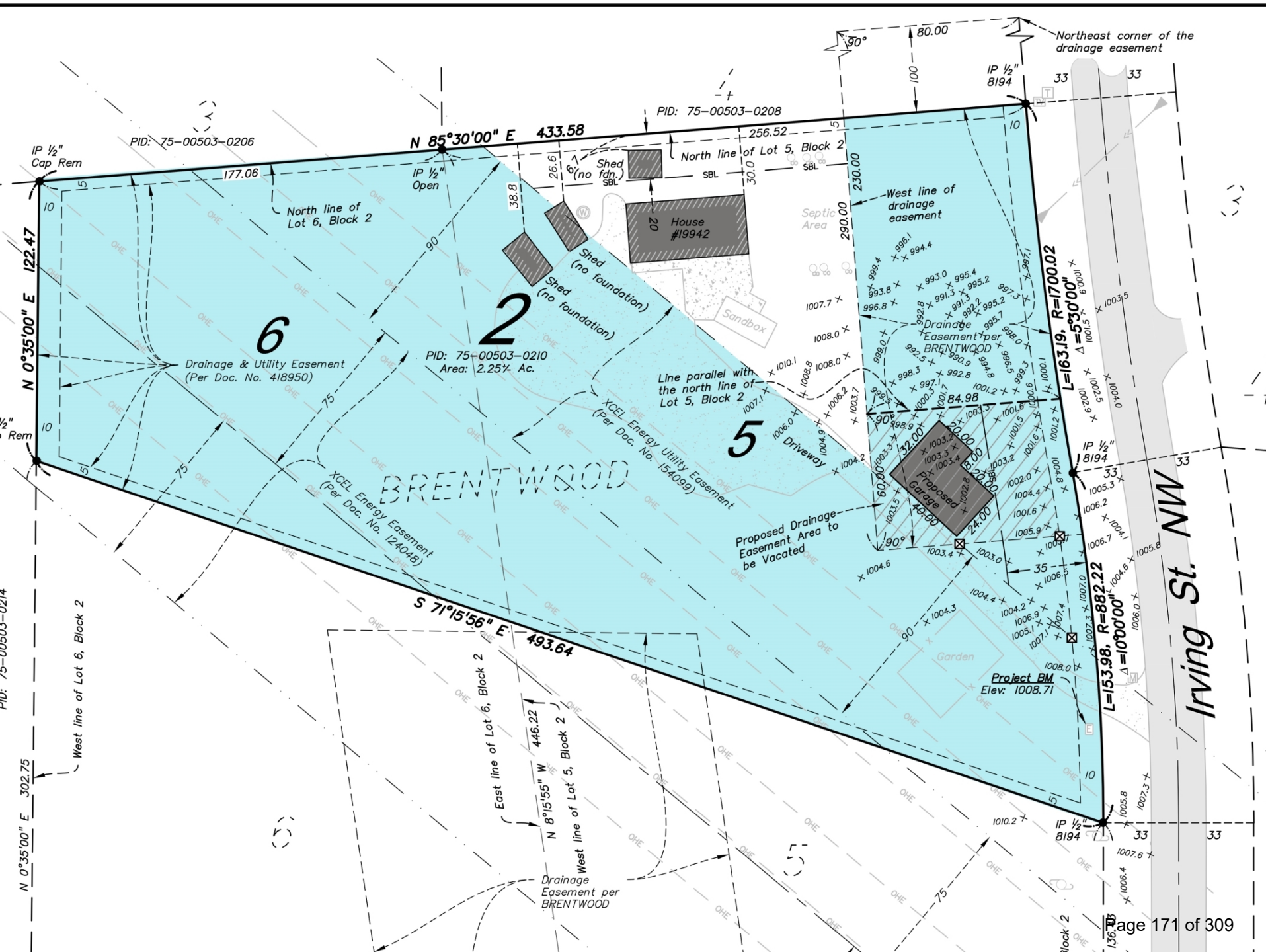
Irving Street

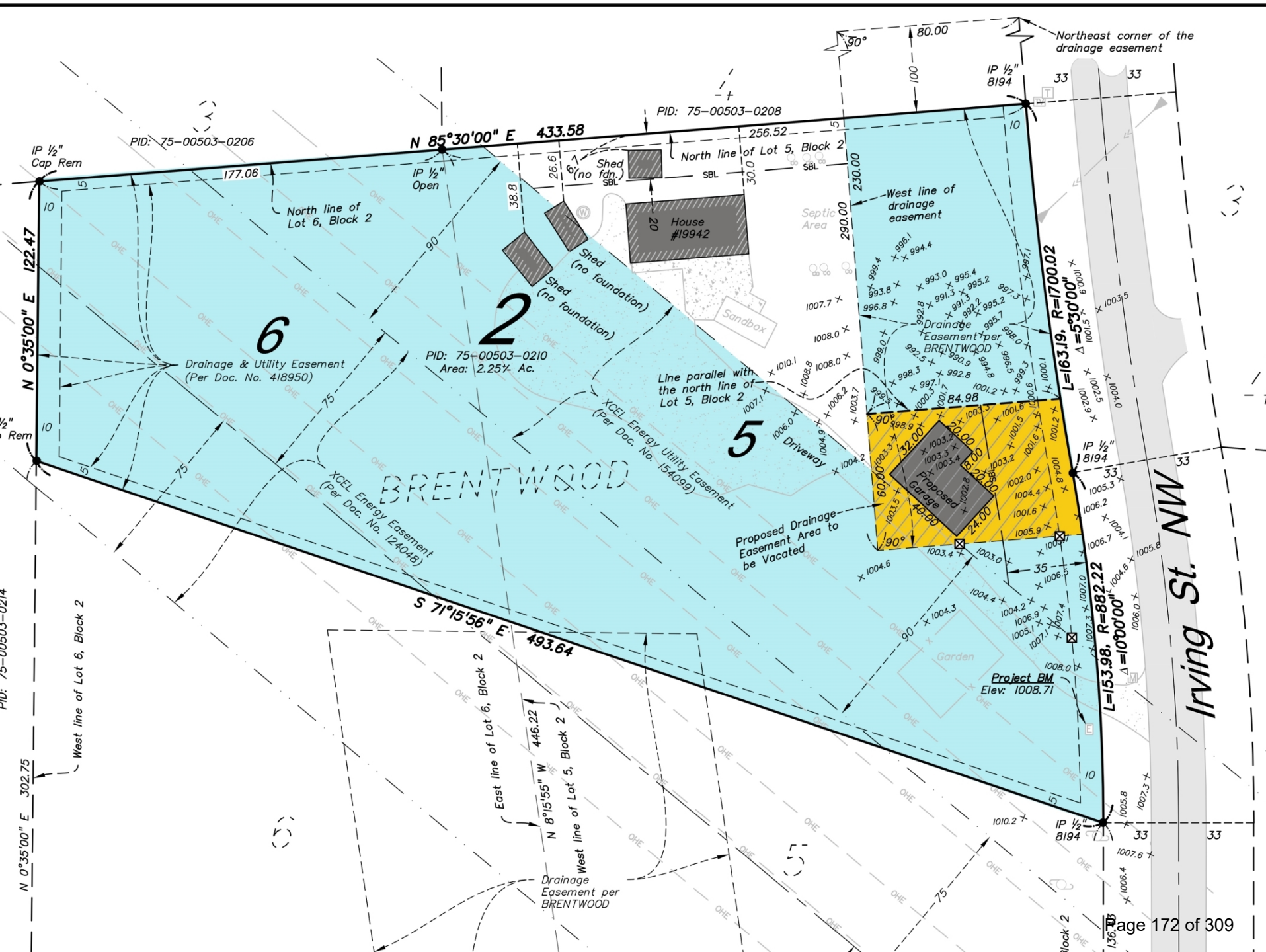
Brentwood Lane

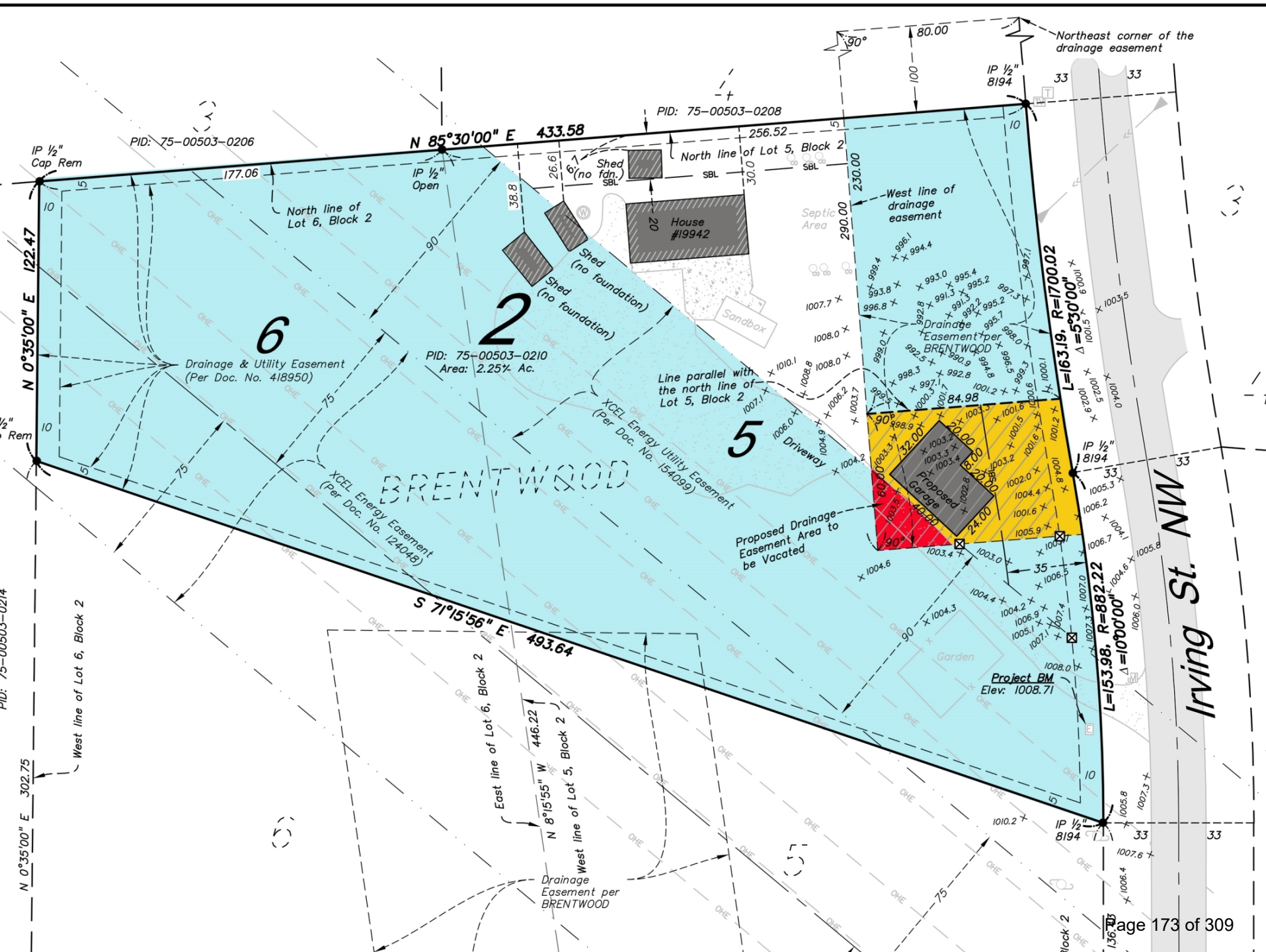
1

Background

- Property encumbered by easements
- Wants to construct a detached garage
- Significant grading already occurred
 - Building pad is prepped
- Applicant misunderstood easement location







Background

- Staff have no concerns with the proposed easement vacation
- Does not provide a broader public benefit
- Its removal is not anticipated to affect current or future drainage or utility needs

Action Requested

- Adopt, by motion, Resolution 25-38 vacating a portion of the drainage and utility easement, subject to the condition that city engineering staff approve the final grading of the site



Request for Action

To
City Council

Item Number
8.1

Meeting Date
July 7, 2025

Prepared By
Zack Carlton, Community Development Director

Item Description
Resolution 25-39: Final Plat of Meadowsweet Bend
and Development Agreement 25-17

Reviewed by
Cal Portner
Tina Allard

Action Requested

Adopt Resolution 25-39 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 Outlet C to the city as park dedication.
8. The typical street section shall be updated to include a 10-foot trail separated from the road by a vegetated boulevard.
9. Any item or condition found that indicates the site is likely to yield information important to prehistory 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.
10. A sanitary sewer extension fee of \$9,030/lot shall be paid at the time of platting.
11. The public works director shall review the HOA documents regarding the long-term maintenance plan for the private sanitary service.

Approve the development contract for Meadowsweet Bend and authorize staff to make non-substantive changes as required.

Background/Discussion

The preliminary plat of Meadowsweet Bend was approved on September 16, 2024, and included 104 single-family lots. All lots will be served by a privately-owned and maintained sewer system, which will connect to the existing public trunk line near the intersection of Joplin Street and County Road 33. The developer will pay a sanitary sewer extension fee for each parcel.

The applicant, Twin City Land Development, is seeking approval of the first phase, which will plat 33 new

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

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, the 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.

The developer has prepared an exhibit (attached) showing the approved street section with a 5-foot sidewalk, the previously discussed option to delineate the sidewalk with pavement markings, and the recommended option with a 10-foot bituminous trail. They have provided the following comments and a list of pros and cons for each option:

All the right-of-way options presented, in our view, offer enhancements above and beyond the typical requirements of a rural development, considering that standard rural roads are commonly shared by cars, bikes, and pedestrians:

Option 1: Widened Rural Shared-Use Path, 6' Asphalt (Preferred)

Pros:

- Improved Safety: Wider paved area with striping and signage to improve visibility and encourage slower driving through enhanced driver spatial awareness (compared to standard rural roads).
- Low Maintenance Burden: Maintained by the city using existing snow removal equipment simultaneously with road plowing; no added burden to residents.
- Most Efficient Land Use: Requires minimal grading/tree removal, preserving the most natural features.

Cons:

- No Physical Barrier: Pedestrians are not physically separated from vehicles.

Option 2: 6' Concrete Sidewalk (Prelim Plat Approved)

Pros:

- Safety: Ditch provides a physical buffer from traffic.
- Recreational Appeal: Sidewalk promotes walking, creates a designated space for pedestrians.

Cons:

- Resident Maintenance Required: Homeowners must clear snow, which is a significant burden on large rural lots with large frontage lengths.
- Driveway Complexity: Requires ditches, culverts, and additional crossings.
- More Land Impact: Greater grading and tree removal than Option 1.

Option 3: 10' Asphalt Trail (New Council Request)

Pros:

- Safety: Ditch separates the path from the road.
- Recreation-friendly: Wide path encourages walking/biking.
- City-Maintained: Public works handles snow/ice removal using existing trail equipment.

Cons:

- Driveway Complexity: Similar ditch/culvert issues as Option 2.
- Greatest Environmental Impact: Requires the most grading and tree clearing.

Staff recommend updating the approved trail/sidewalk design to include a 10-foot trail separated by a boulevard - option 3. This design reduces maintenance burdens for the city and residents, does not impact street parking, and provides an off-street pedestrian and biking area for residents.

Development Agreement

The conditions for the approval of the plat include a requirement that a Development Agreement be signed and recorded. Staff drafted the attached Development Agreement outlining the costs, responsibilities, and required security in the form of a Letter of Credit. The agreement also outlines the park dedication requirements included in the preliminary plat approval. This first addition dedicates one parcel for park dedication, and recognizes that a second lot will be dedicated with a future addition.

The developer has reviewed the document, and staff have incorporated their recommended changes.

Financial Impact

None

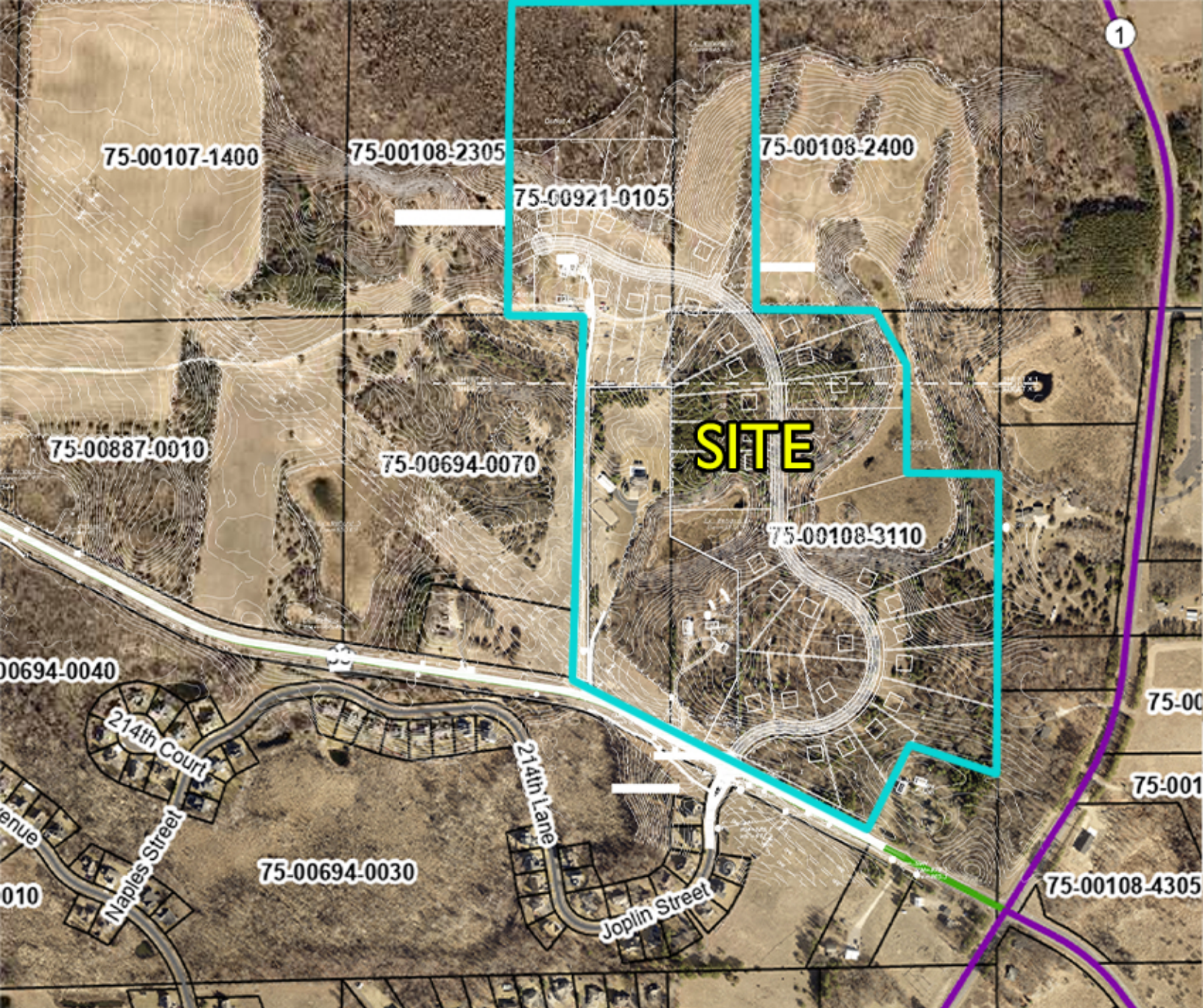
Mission/Policy/Goal

Opportunity to live, work, and play.

Support the growth and development of the community.

Attachments

1. Location Map
2. Overall Site Plan
3. Civil Plans dated May 27, 2025
4. Final Plat of Meadowsweet Bend
5. Meadowsweet Bend Final Plat Resolution
6. Walking Path Route
7. Meadowsweet Bend Cross Sections
8. Development Agreement
9. PowerPoint Presentation



Project Location Map

Meadowsweet Bend

Final Plat

Case No: P 25-18



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:



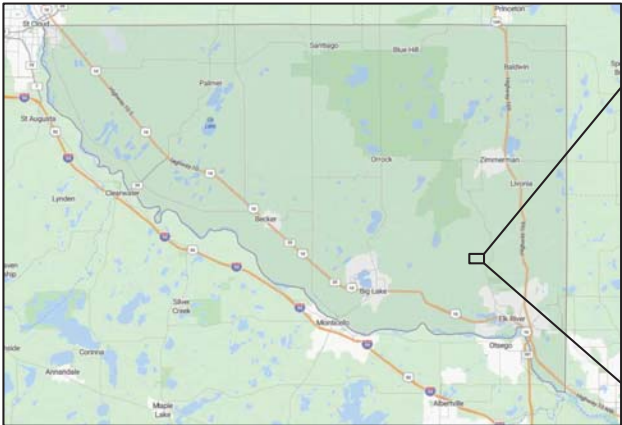
**Bogart, Pederson
& Associates, Inc.**

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
 - CSAM 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

PROJECT LOCATION

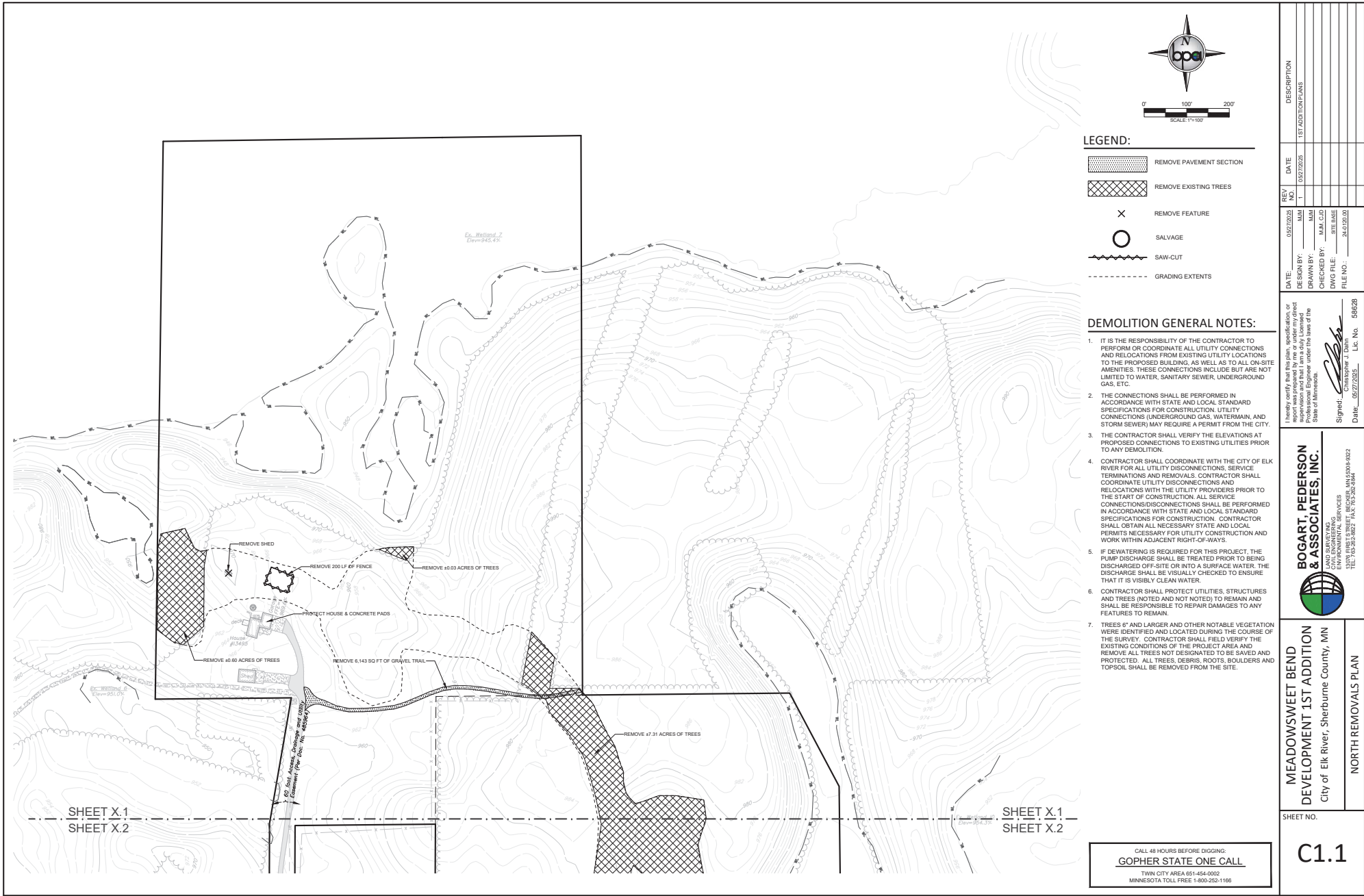


VICINITY MAP

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



LEGEND:

- REMOVE PAVEMENT SECTION
- REMOVE EXISTING TREES
- REMOVE FEATURE
- SALVAGE
- SAW-CUT
- GRADING EXTENTS

DEMOLITION GENERAL NOTES:

- 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.
- 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.
- THE CONTRACTOR SHALL VERIFY THE ELEVATIONS AT PROPOSED CONNECTIONS TO EXISTING UTILITIES PRIOR TO ANY DEMOLITION.
- 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.
- 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.
- 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.
- 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.

REV. NO.	DATE	DESCRIPTION
1	05/27/2025	1ST ADDITION PLANS

DATE: 05/27/2025
DESIGN BY: MAM
DRAWN BY: MAM
CHECKED BY: MAM
DWG FILE: SITE BASE
FILE NO.: 24-0139.00
Signature: Christopher J. Danio
Date: 05/27/2025
Lic. No. 58028

BOGART, PETERSON & ASSOCIATES, INC.
LAND SURVEYING
ENVIRONMENTAL SERVICES
1309 FIRST STREET, BECKER, MN 55009-0022
TEL: 763.261.5622 FAX: 763.261.5004

**MEADOWSWEET BEND
DEVELOPMENT 1ST ADDITION**
City of Elk River, Sherburne County, MN
NORTH REMOVALS PLAN

SHEET NO.
C1.1

CALL 48 HOURS BEFORE DIGGING:
GOPHER STATE ONE CALL
TWIN CITY AREA 651-454-0002
MINNESOTA TOLL FREE 1-800-252-1166



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.

REV	NO	DESCRIPTION
22002025	1	REVISION PER CITY & REVIEW
DATE:	1/11/2024	
DESIGN BY:	MM	
DRAWN BY:	MM	LOT ADJUSTMENT
CHECKED BY:	MM	PHASING PLAN
DWG FILE:	22002025	
FILE NO.:	24-07-00-00	

Signed:  Christopher J. Dahn
 Date: 2/26/2025 Lic. No. 58628



**BOGART, PEDERSON
& ASSOCIATES, INC.**

LAND SURVEYING
CIVIL ENGINEERING
ENVIRONMENTAL SERVICES

13076 FIRST STREET, BECKER, MN 55509-0022
TEL: 763-262-8822 FAX: 763-262-8844

MEADOWSWEET BEND
DEVELOPMENT
City of Elk River, Sherburne County, MN

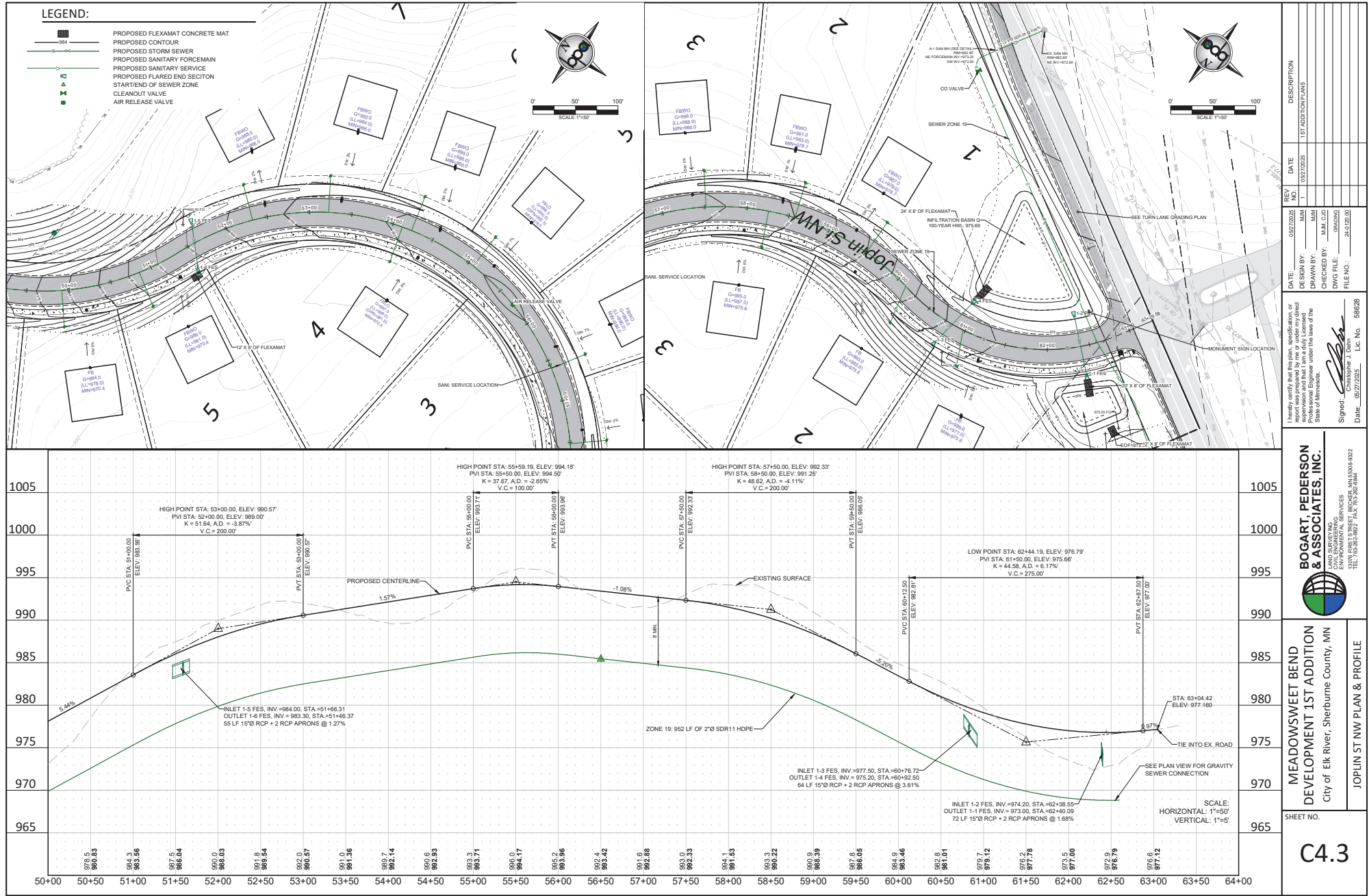
OVERALL SITE PLAN

SHEET NO.

C2.0







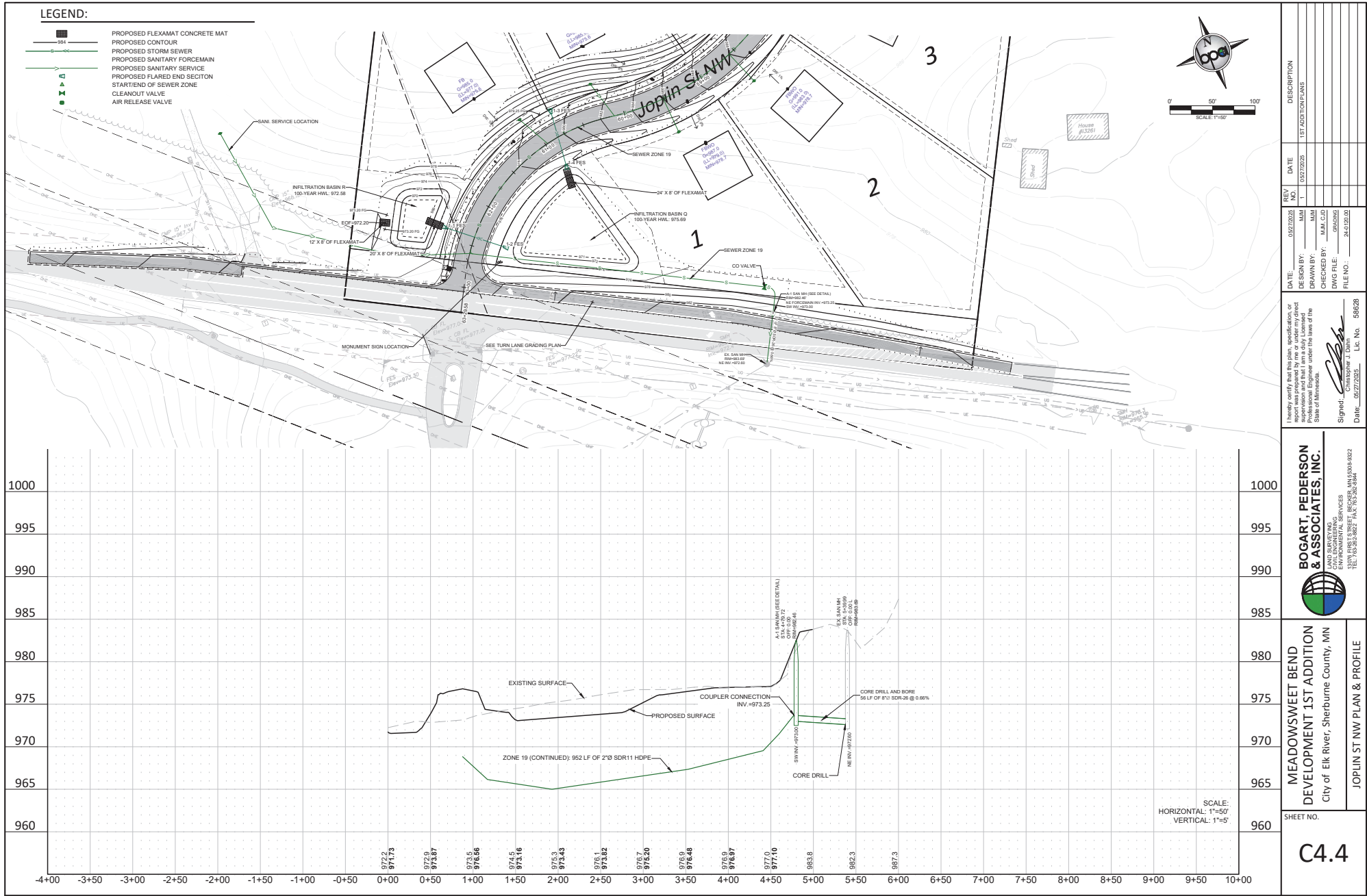
REV	NO.	DATE	DESCRIPTION
1	1	05/27/2025	1ST ADDITION PLANS
DATE:	05/27/2025	DESIGN BY:	MM
DRAWN BY:	MM	CHECKED BY:	MM
DWG FILE:	MM	FILE NO.:	240320
Signed:	Christopher J. Dano	Lic. No.	58028
Date:	05/27/2025		

BOGART, PETERSON & ASSOCIATES, INC.
LAND SURVEYING
ENVIRONMENTAL SERVICES
1200 FIRST STREET, BECKER, MN 55005-0022
TEL: 763.651.8622 FAX: 763.651.0304

MEADOWSWEET BEND DEVELOPMENT 1ST ADDITION
City of Elk River, Sherburne County, MN

JOPLIN ST NW PLAN & PROFILE

SHEET NO. **C4.3**



REV NO.	DATE	DESCRIPTION
1	05/27/2025	1ST ADDITION PLANS

DATE:	05/27/2025
DESIGN BY:	MM
DRAWN BY:	MM
CHECKED BY:	MM
DWG FILE:	24-03-00
FILE NO.:	58028

I hereby certify that the design, 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.

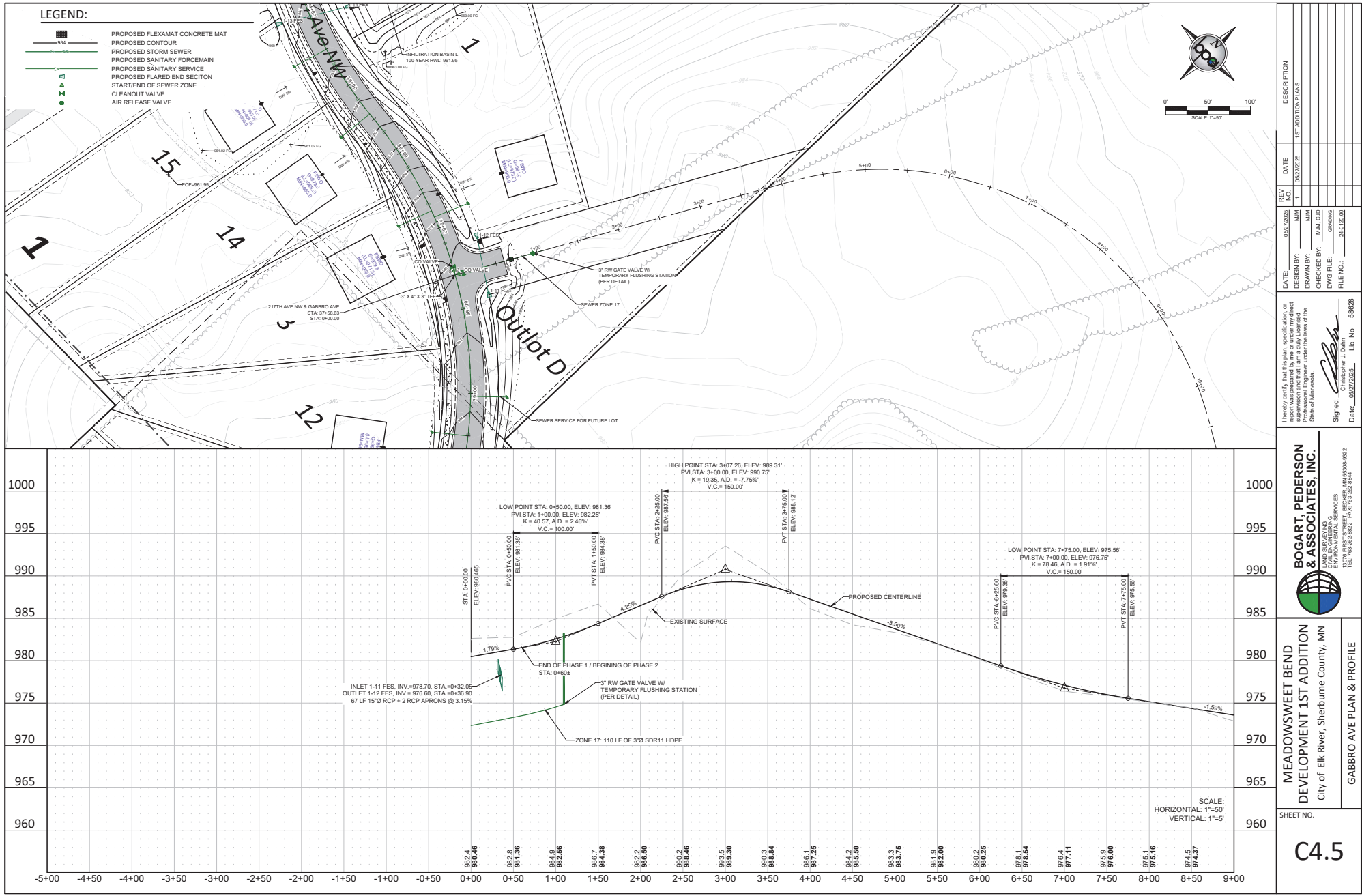
Signed: *Christopher J. Dano*
Date: 05/27/2025
Lic. No. 58028

BOGART, PETERSON & ASSOCIATES, INC.

LAND SURVEYING
ENVIRONMENTAL SERVICES

1309 FIRST STREET, BECKER, MN 55005-0022
TEL: 763-261-5822 FAX: 763-261-0344

SHEET NO.	C4.4
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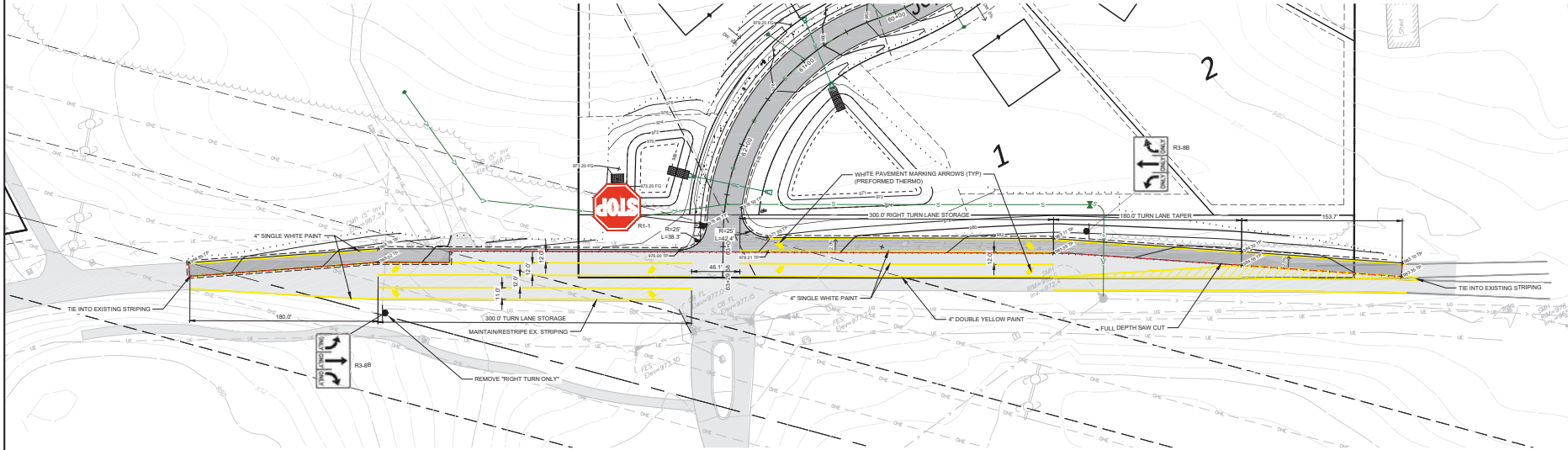
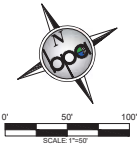


LEGEND:

- SAWCUT LOCATION (FULL DEPTH)
- TURN ARROW (TYPICAL)
- STRAIGHT ARROW (TYPICAL)
- PERMANENT SIGNAGE
- X 880.50 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 PERFORMED 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.



REV	NO.	DATE	DESCRIPTION
1	1	05/27/2025	1ST ADDITION PLANS

DATE:	05/27/2025
DESIGN BY:	MAM
DRAWN BY:	MAM
CHECKED BY:	MAM
FILE NO.:	24-0139.00

I hereby certify that the 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. Dano
Date:	05/27/2025
Lic. No.	58628

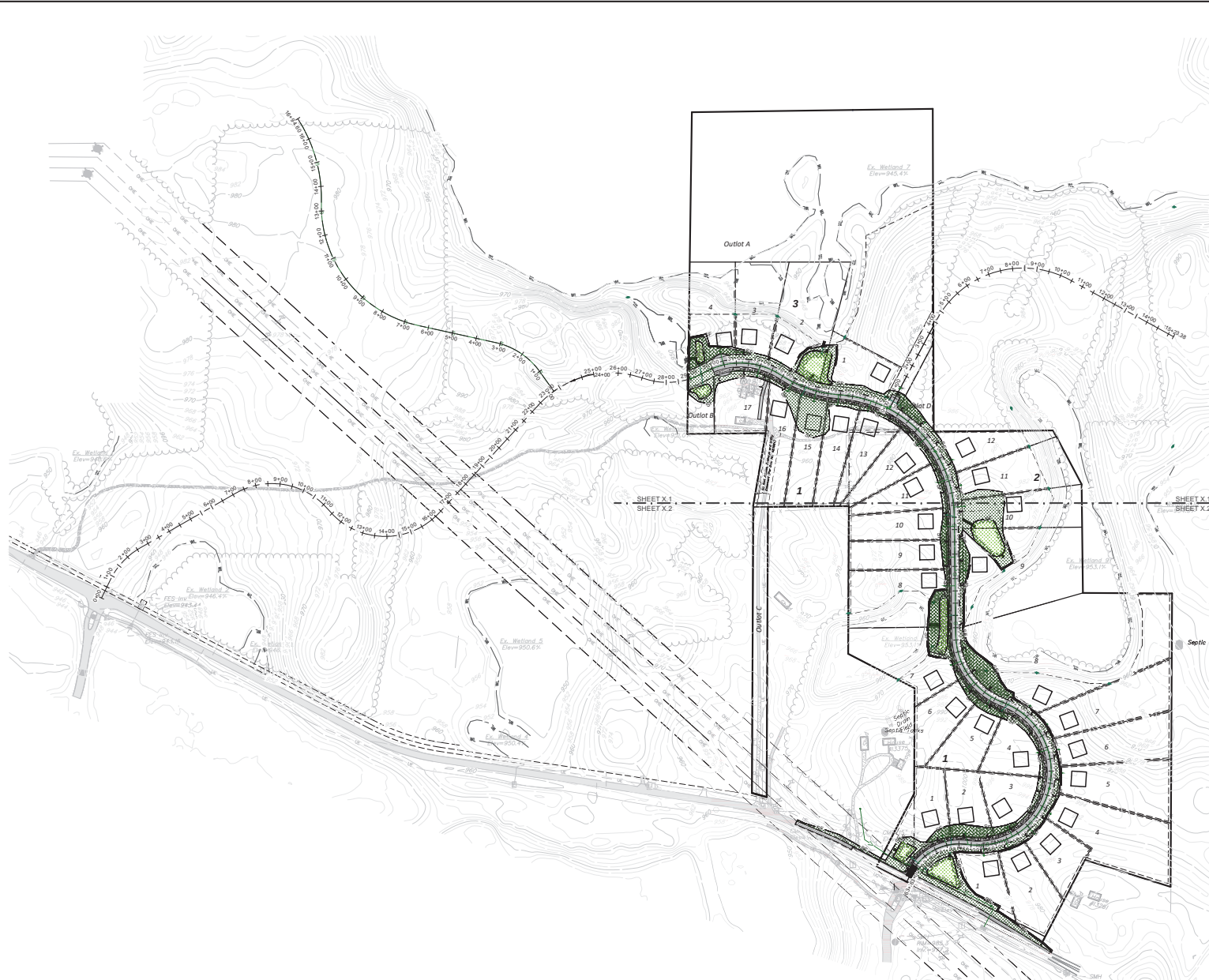
BOGART, PEDERSON & ASSOCIATES, INC.
 LAND SURVEYING
 ENVIRONMENTAL SERVICES
 1320V FIRST STREET, BECKER, MN 55009-9022
 TEL: 763.261.5822 FAX: 763.261.5044

MEADOWSWEET BEND
 DEVELOPMENT 1ST ADDITION
 City of Elk River, Sherburne County, MN

TURN LANE PLAN

SHEET NO.

C5.1



LEGEND:

- TEMP. ROCK CONSTRUCTION ENTRANCE
- EROSION CONTROL BLANKET (CAT. 20)
- STANDARD SEED MIX
- INFILTRATION BASIN SEED MIX
- GRADING LIMITS AND PROPOSED TEMPORARY SILT FENCE
- FIBER-LOG ROLLS
- PROPOSED RIP RAP
- PROPOSED CONTOUR
- E.O.F. EMERGENCY OVERFLOW

EROSION CONTROL NOTES:

- CONTRACTOR SHALL CONFINE CONSTRUCTION OPERATIONS TO THE CONSTRUCTION GRADING LIMITS SHOWN.
- 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.
- 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.
- INSTALL PERIMETER SILT FENCE AROUND INFILTRATION BASINS WITHIN 48 HOURS OF FINAL GRADING OF RESPECTIVE BASIN.
- 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.
- ALL GRADING OPERATIONS SHALL BE CONDUCTED IN A MANNER TO MINIMIZE THE POTENTIAL FOR SITE EROSION.
- 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.
- EROSION CONTROL MEASURES SHALL BE INSTALLED PRIOR TO THE DISTURBANCE OF ANY AREAS AND MAINTAINED UNTIL ALL TRIBUTARY DISTURBED AREAS ARE RESTORED.
- 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.
- ALL SOILS TRACKED ONTO PAVEMENT OR ANY OTHER OFF-SITE AREA SHALL BE REMOVED DAILY.
- THE SITE SEDIMENT CONTROL FACILITIES FOR THE PROJECT MUST BE INSTALLED PRIOR TO ANY GRADING OPERATION.
- 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 MNDOT 2575.
- ALL DISTURBED AREAS SHALL BE REVEGETATED WITH MNDOT 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.
- 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	05/27/2020	1ST ADDITION PLANS

DATE:	DESIGN BY:	DRAWN BY:	CHECKED BY:	DWG. FILE:	FILE NO.:
05/27/2020	MM	MM	MM	MM	24-0139.00

1st Deputy: Certified Professional Engineer, License No. 0000000000	2nd Deputy: Certified Professional Engineer, License No. 0000000000	3rd Deputy: Certified Professional Engineer, License No. 0000000000	4th Deputy: Certified Professional Engineer, License No. 0000000000	5th Deputy: Certified Professional Engineer, License No. 0000000000	6th Deputy: Certified Professional Engineer, License No. 0000000000
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BOGART, PETERSON & ASSOCIATES, INC.	LAND SURVEYING ENVIRONMENTAL SERVICES	1309 FIRST STREET, BECKER, MN 55005-9322 TEL: 763.937.8622 FAX: 763.937.9304
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MEADOWSWEET BEND DEVELOPMENT 1ST ADDITION City of Elk River, Sherburne County, MN	FULL EROSION CONTROL PLAN
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SHEET NO.	C6.0
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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 13599 RANCH ROAD, ELK RIVER, MN 55320
SHERBURNIE COUNTY
LAT/LONG: 45.363789,-93.1491

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 BMPs BEFORE AND DURING CONSTRUCTION.

SWPPP PREPARATION

SWPPP PREPARED BY: CHRISTOPHER DAHN
BOGART, PEDERSON & ASSOCIATES
ENGINEER AND SWPPP DESIGNER (EXP 2025)
10075 FIRST STREET
BECKER, MN 55308
PHONE: 763-252-8822
CDahn@Bogart-Pederson.com

OWNERS

OWNER CONTACT:
ADDRESS: _____
CITY: _____
PHONE: _____
EMAIL: _____

CONTRACTOR TO BE FILLED OUT BY THE CONTRACTOR

BUSINESS NAME: _____
OWNER NAME: _____
MAILING ADDRESS: _____
CITY: _____
PHONE: _____
EMAIL: _____
CONTACT NAME: _____
MAILING ADDRESS: _____
CITY: _____
PHONE: _____
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 INCH DRAINAGE RATE FROM THE IMPERVIOUS SURFACES. THE 2, 10, AND 100-YEAR STORM PEAK RATES OUT OF THE SITE ARE LIMITED.
SLOPE 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: 112 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 PROVIDED.

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 BMPs 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 IN PLACE 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 EM BANKMENT 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 MUDOUT CATEGORY 3 EROSION CONTROL BLANKET ALONG THE EM BANKMENT 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 TOP OF SLOPE.

ALL COMPLETED 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 IS 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 NO D.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, REVISION, AMENDING, AND INSPECTING (TO BE FILLED IN BY THE CONTRACTOR)

NAME OF INDIVIDUAL: _____
OVERSIGHTING & 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: _____
OVERSIGHTING & 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.

ON-SITE 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 612-427-2700. ALL VEHICLES ON-SITE ARE TO BE MONITORED FOR LEAKS AND SUBJECT TO ROUTINE PREVENTIVE MAINTENANCE EFFORTS TO REDUCE THE RISK OF LEAKAGE AND OR SPILLS.

PORTABLE SANITARY WASTE FACILITIES ARE TO BE PROVIDED ON-SITE 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 PEROUS AREA IS COVERED WITH UNIFORM, PERMANENT VEGETATION.

ALL TEMPORARY EROSION AND SEDIMENT CONTROL FEATURES ARE TO BE REMOVED AND THE MPDES 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: _____ C6-5 C6-2

24 HOUR MPCA EMERGENCY NOTIFICATION: _____
PHONE NUMBERS: 651-649-5451
800-422-0798

ESTIMATED QUANTITIES

THE FOLLOWING QUANTITIES IS AN ESTIMATED PRELIMINARY AMOUNT REQUIRED FOR SEDIMENT CONTROL BMPs 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 BMPs QUANTITIES SHALL BE FURNISHED AND INSTALLED BY THE CONTRACTOR AT NO ADDITIONAL COST TO THE OWNER.

ESTIMATED PRELIMINARY QUANTITIES AT START OF PROJECT

ITEM: _____ QUANTITY: _____
TEMPORARY CONSTRUCTION EXIT: _____
TEMPORARY SEDIMENT FILTER: _____
TEMPORARY CONCRETE WASHOUT: _____
TEMPORARY PUMP SEDIMENT CONTROL DEVICE: _____
TEMPORARY SEDIMENT LOGS: _____
TEMPORARY SILT FENCE: _____
EROSION CONTROL BLANKET (CAT. 20): _____

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.

C. OBTAIN AND PAY FOR PERMITS REQUIRED BY AUTHORITY HAVING JURISDICTION.

D. TIMING: PLOT PREVENTIVE MEASURES IN PLACE PRIOR TO DISTURBANCE OF SURFACE COVER AND BEFORE PRECIPITATION OCCURS.

E. 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.

F. PREVENT TRACKING OF MUD ONTO PUBLIC ROADS OUTSIDE SITE.

G. PREVENT MUD AND SEDIMENT FROM FLOWING ONTO PAYMENTS.

H. 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.

I. IF SEDIMENTATION OCCURS, INSTALL OR CORRECT PREVENTIVE MEASURES IMMEDIATELY AT NO COST TO OWNER. REMOVE DEPOSITED SEDIMENTS, COMPLY WITH REQUIREMENTS OF AUTHORITIES HAVING JURISDICTION.

J. 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, MULCH, AND INSECTS; NON-BIODEGRADABLE. IN LONGEST LENGTH POSSIBLE. FABRIC INCLUDING SEAMS WITH THE FOLLOWING MINIMUM AVERAGE ROLL LENGTHS:

1. AVERAGE OPENING SIZE: 0.075 IN. STD. BIE. BIE. MAXIMUM WHEN TESTED IN ACCORDANCE WITH ASTM D4832.

2. PERMITTIVITY: 0.05 SEC/IN. MINIMUM WHEN TESTED IN ACCORDANCE WITH ASTM D4832.

3. SILT FENCE RESISTANCE: RETAIN AT LEAST 70 PERCENT OF TENSILE STRENGTH WHEN TESTED IN ACCORDANCE WITH ASTM D4832/ASGM AFTER 800 HOURS EXPOSURE.

4. TENSILE STRENGTH: WITHIN 10% OF THE FOLLOWING: MINIMUM 10 LBS. MINIMUM, IN MACHINE DIRECTION WHEN TESTED IN ACCORDANCE WITH ASTM D4832.

5. ELONGATION: 15 TO 20% ELONGATION WHEN TESTED IN ACCORDANCE WITH ASTM D4832.

6. TEAR STRENGTH: 50 LBS. MINIMUM, WHEN TESTED IN ACCORDANCE WITH ASTM D4832.

7. COLOR: MANUFACTURER'S STANDARD, WITH EMBLEMMENT AND FASTENERS LINES PREPRINTED.

8. SILT FENCE POSTS: ONE OF THE FOLLOWING, MINIMUM 6 FEET LONG.

a. STEEL U-OR SECTION, WITH MINIMUM MASS OF 1.3 LBS PER LINEAR FOOT.

b. SPOUTWOOD, 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 TYPED WOOD FIBER BORDERS AND THE REQUIREMENTS OF MUDOUT SPEC. 3807.

1. SHALL BE ONE OF THE FOLLOWING:

a. SHALL BE SILT/TOPE PERIMETER CONTROL ONLY BY FILTERTEX, 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.

b. SHALL BE FLEXITOP FURF PERMANENT INLET FILTER BY ADS, INC. OR EQUAL.

c. PROVIDE CURB OPENING PROTECTION FOR EXISTING UTILITY WITH CURB OPENINGS.

D. TEMPORARY ROCK CONSTRUCTION ENTRANCE.

1. ROCK SHALL BE CLEAN 1 TO 2 INCH DASHED ROCK.

E. TEMPORARY SILT FENCE EROSION PROTECTION.

1. SHALL BE ONE OF THE FOLLOWING:

a. EROSION CONTROL.

1) SHALL CONSIST OF A UNIFORM WEB OF INTERLOCKING STRAW OR WOOD FIBERS SANDWICHED BETWEEN AN UPPER AND LOWER 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) STRIPES USED TO ANCHOR THE BLANKETS SHALL BE U-SHAPED, 1 GAUGE OR HEAVIER STEEL WIRE HAVING A SPACING 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. AGRO-SYNTHETICS, INC., LANDOLM ST.

b. (NORTH) AMERICAN GREEN, S-150.

c. (OR) EQUAL.

d. BONDED FIBER MATRIX.

e. THE BFM SLURRY SHALL DRY TO FORM A CRUST APPROXIMATELY 3/4 IN (18 TO 14 INCHES) THICK AFTER THE SLURRY SHALL BE.

f. THE MOISTURE CONTENT OF THE MATRIX SHALL BE 12% +/- 3% BY WEIGHT.

g. THE MATRIX SHALL CONSIST OF MATERIALS THAT ARE 100% BIODEGRADABLE AND 100% BENEFICIAL TO PLANT LIFE.

h. THE MATRIX SHALL PROVIDE 100% CONTINUOUS COVERAGE AND SHALL HAVE NO HOLES GREATER THAN 1 MM IN SIZE.

i. THE HYDRATED MIXTURE DENSITY SHALL BE APPROXIMATED BY A SLUMP TEST PRIOR TO APPLICATION.

j. THE BFM MULCH WATER RATIO SHALL BE AS MANUFACTURER RECOMMENDATIONS. THE MINIMUM BFM MULCH TO WATER RATIO IS 50 LBS BFM MULCH AND 100 GALLONS WATER. THE WATER RATIO SHALL VARY BETWEEN 100 GALLONS AND 125 GALLONS PER 50 LBS, DEPENDING ON WHICH OF THE PRODUCTS IS USED.

k. THE BONDED FIBER MATRIX PRODUCTS ACCEPTABLE FOR USE ON THIS PROJECT INCLUDE: (BIOSEAL, MANUFACTURED BY CAMCOR, (BIOSEAL, GUARD, MANUFACTURED BY MAT, INC. (BIOSEAL 3000 - MANUFACTURED BY CONWELL FIBERS, INC.

F. TEMPORARY PUMPED SEDIMENT CONTROL DEVICE.

1. NON-WOVEN GEOTEXTILE FABRIC SEWN INTO A BAG USING A DOUBLE NEEDLE MACHINE AND HIGH TENSILE THREAD.

a. BEAMS SHALL HAVE AN AVERAGE WIDTH STRENGTH OF 60 LB/INCH AS PER ASTM D4832 AND MEET OR EXCEED THE FOLLOWING:

1) GRASS TENSILE OF 205 LBS AS PER ASTM D 4832.

2) PUNCTURE OF 110 LBS AS PER ASTM D 4832.

3) FLOW RATE OF 50 GPM/INCH AS PER ASTM D 491.

4) PERMITTIVITY OF 1.5 SEC/IN AS PER ASTM D 4832.

5) HULLER BURST STRENGTH OF 50 PSI AS PER ASTM D 3785.

6) 40% OF 50 LBS SIEVE AS PER ASTM D 451.

7) SPOUT LARGE ENOUGH TO ACCOMMODATE A 4 INCH DISCHARGE HOSE WITH STRAP TO THE UNIT CLOSED.

8. SHALL BE ONE OF THE FOLLOWING:

a. DIRT BAG.

b. 1/2 ACER ENVIRONMENTAL, INC. 2831 CARPENTER ROAD, RICHMOND, VIRGINIA 23234, 800-448-3636.

c. DANDY DETERRING BAG.

d. DANDY PRODUCTS INC., P.O. BOX 1960, WESTERVILLE, OHIO 43081, 800-691-2284.

e. OR EQUAL.

F. 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.

D. PROVIDE A HARD 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 EROSION AREA AND SHALL BE AT LEAST 80% FULL. HOWEVER, LONGER ENTRANCES MAY BE USED TO DISBURSE THE WATER.

2. GEOTEXTILE FABRIC MAY BE USED TO PREVENT MIGRATION OF MUD FROM THE UNDERLYING SOIL.

B. TEMPORARY SILT FENCES

1. STORE AND HANDLE FABRIC IN ACCORDANCE WITH ASTM D4832.

2. USE SCAMAL 30 INCH HIGH BARRIERS, MINIMUM 10 INCH LONG POSTS SPACED AT 4 FEET MAXIMUM SPACING.

3. EMBED BOTTOM OF FABRIC AT 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. STEEL POST + 24 INCHES, MINIMUM.

5. DO NOT BRUSH FABRIC WITH MINIMUM 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 GAUGE, 18 INCH SHANK DIAMETER.

b. FIVE STAPLES PER POST WITH AT LEAST 17 GAUGE, 0.043 INCH WIRE, 3/4 INCH CROWN WIDTH AND 10 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 MODEL OF THE PERIMETER CONTROL ON 10 FT CENTERS, USING 2 IN BY 2 IN BY 4 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.

2. 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 FRESH SLOPES THAT ARE STEEPER THAN 10%.

2. SEED AND FERTILIZE PER SPECIFICATION 32 5219 PRIOR TO INSTALLING TEMPORARY SLOPE EROSION PROTECTION.

3. BONDED FIBER MATRIX.

4. INSTALL THE BFM AS PER THE MANUFACTURER'S INSTRUCTIONS WITH THE FOLLOWING MINIMUM:

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 DEWEATHER THE FIRST APPLICATION.

4) THE BFM MULCH SHALL BE APPLIED FROM AT LEAST TWO ALTERNATE DIRECTIONS.

5) THE INSTALLATION RATE OF THE BFM MULCH SHALL BE 300 LBS PER ACRE, MINIMUM AND 100% COVERAGE.

6. 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.

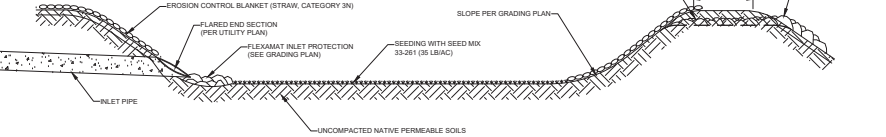
B. REPAIR DEFICIENCIES IMMEDIATELY.

C. TEMPORARY SILT FENCES



-
- A cross-sectional diagram showing a sediment trap installed in a trench. A large, textured sphere representing the sediment log is positioned in the center of the trench. Above the sphere, a label points to the top of the log: "STAKED AND ENTRENCHED 10" DIA. SEDIMENT LOG". To the left of the sphere, a label points to the ground surface: "RUNOFF". To the right of the sphere, a label points to the water flowing out of the trap: "SEDIMENT-LADEN RUNOFF". Below the sphere, a label points to the bottom of the trench: "COMPACTED SOIL TO PREVENT PIPING". The trench walls are indicated by diagonal hatching lines.

SEDIMENT LOG INSTALLATION



NOTE:
SEE GRADING AND EROSION CONTROL PLANS FOR ADDITIONAL INFORMATION ON
LOCATION OF INLET STRUCTURES, EMERGENCY OVERFLOW, ELEVATIONS, ETC.

- GENERAL NOTES:

2. INSTALL STORM DRAIN INLET PROTECTION TO PREVENT CLOGGING OF THE STORM SEWER AND SEDIMENT LOADS TO DOWNSTREAM STORM WATER FACILITIES OR WATERWAYS.
3. IF THE STORMSEINER BMP IS BEING DESIGNED TO SERVE AS A TEMPORARY SEDIMENT BASIN, GRADE THE BMP TO WITHIN THREE (3) FEET OF FINAL GRADE TO PREVENT EROSION OF THE SEDIMENT. THE SEDIMENT BASIN SHALL BE DESIGNED TO BE LOCATED IN THE CONTRIBUTING DRAINAGE AREA HAS BEEN COMPLETED AND THE SITE IS STABILIZED. LOCATE THE INFILTRATION BASIN TO FINAL GRADE AND COMPLETE CONSTRUCTION OF THE BMP.
4. GRADING OF THE INFILTRATION BASIN SHALL BE ACCOMPLISHED USING LOW IMPACT EARTHMOVING EQUIPMENT TO PREVENT COMPACTION OF THE SOILS. SMALL TRACKED DOZERS AND BACKHOES 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 BE REMOVED TO PREVENT FLOODING OF THE BASIN 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 FOLLOWING THE CONSTRUCTION PROCESS, THE SEDIMENT SHALL BE REMOVED FROM THE BASIN PRIOR TO INITIATING THE NEXT STEP IN THE CONSTRUCTION PROCESS. SEDIMENT SHALL BE REMOVED FROM THE BASIN PRIOR TO THE NEXT STEP IN THE CONSTRUCTION PROCESS. THE PERMEABLE MATERIAL SIGNIFICANTLY REDUCING THE INFILTRATION CAPACITY OF THE SOILS.
8. BEFORE AND INSTALLATION OF EROSION CONTROL, BLANKET SHALL BE INSTALLED WITHIN 48 HOURS OF COMPLETION OF THE BASIN.
9. INFILTRATION AREA SHALL BE STAKEED OFF DURING CONSTRUCTION TO RESTRICT HEAVY EQUIPMENT TRAFFIC FROM COMPACTING NATIVE SOILS.

**BOGART, PEDERSON
& ASSOCIATES, INC.**
LAND SURVEYING
CIVIL ENGINEERING
ENVIRONMENTAL SERVICES
13070 FIRST STREET BECKER, MN 55308-0022
TEL. 763-262-8822 FAX. 763-262-8844

SITE DETAILS

SITE DETAILS



1. AN ENGINEER OR MANUFACTURER REPRESENTATIVE 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 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 1/2", USE MATS WITH EXTENSIONS CUT TO THE LENGTH OF THE SLOPE. INSTALL MATS SUCH THAT THE MATTING EXTENDS PAST THE CREST OF SLOPE AND INTO AN 18" ANCHOR TRENCH.
5. FOR FLEXAMAT SLOPE LENGTHS OF 1/2" OR LESS, INSTALL A TIE SEAM EQUALLY UNDER ANCHOR TRENCH.
6. ARMORED SLOPE LENGTHS LONGER THAN 1/2", INSTALL NEXT MAT OVER EXTENSIONS.
7. INSTALL SUBGRADE MATS OVER THE GEOTEXT EXTENSION AND STANDARD UNDERLAYMENT EXTENSION OF THE PREVIOUSLY INSTALLED MAT. ENSURE THE GEOTEXT AND STANDARD UNDERLAYMENT EXTENSIONS ARE FULLY COVERED BY THE NEXT MAT OVER THE EXTENSION MAT.
8. INSTALL #3 REBAR 18" UNANCHORS IN 2" INCREMENTS ACROSS THE GEOTEXT AND STANDARD EXTENSION ABUTMENT. INSTALL ANCHORS PERPENDICULAR TO THE SLOPE DIRECTLY BEHIND FIRST ROW OF BLOCKS ON THE ADJACENT MAT.
9. 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.



Flexamat™
PERMANENT EROSION CONTROL

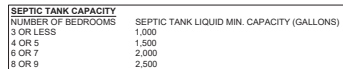
REV - 1



- GRADE CHANNEL SO THAT WATER WILL FLOW DOWN CENTER OF THE CHANNEL AND BE CONTAINED TO CHANNEL. ALL SURGRADE SUBSTRATES PREPARED FOR PLACEMENT OF MATS SHALL BE SMOOTH AND FREE OF ROOTS, STONES, OR OTHER OBSTACLES. IF ANY OF THE PREPARED SURGRADE IS FOUND TO PROVIDE A FIRM UNLEVEL FOUNDATION FOR THE MATS.
- PRIOR TO FLEXFORM STANDARD INSTALLATION, SEEDS AND FERTILIZER SUBSTRATE WITH SITE SPECIFIC NUTRIENT RATES SHALL BE APPLIED TO THE SURFACE OF THE MATS.
- INSTALL FLEXFORM ROLLS AVAILABLE WIDTHS ARE 5.5', 8', 9.5', 10', 12' AND 16' AVAILABLE IN CUSTOM LENGTHS. ROLLS SHALL BE 12" HIGH, 10' WIDE MATS WITH 12' GEOTEXTURE EXTENSION AND LENGTHS TO BE DETERMINED BY THE PROJECT.
3. WHERE POSSIBLE AVOID LONGITUDINAL ABUTMENT SEAMS IN CHANNEL BOTTOM.
4. THE PROJECT SHALL PROVIDE PROTECTION FOR THE CHANNEL DURING THE INSTALLATION OF THE MATS FOR OUTLET PROTECTION THAT REQUIRES MORE THAN 1 MAT IN LENGTH TO COVER THE CHANNEL. PARALLEL TO FLOW, INSTALLATION DETAIL.
- AT THE BEGINNING OF CHANNEL, THE INITIAL LEADING EDGE OF FLEXFORM EXPOSED TO CONCENTRATED FLOW OF WATER SHALL BE PROTECTED BY A 12" TRENCH. THE TRENCH SHALL BE FILLED WITH 4,000 LBS OF CONCRETE.
- AT THE END OF THE SURGRADED CHANNEL, EMBANK THE MATS 18" IN A TEMPERATURE TRENCH, FILL AND COMPACT TEMPERATURE TRENCH WITH A CHISEL ROLL.

*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 FLAT AREA, OUTFALL DISCHARGING ONTO SLOPES, IT IS RECOMMENDED TO

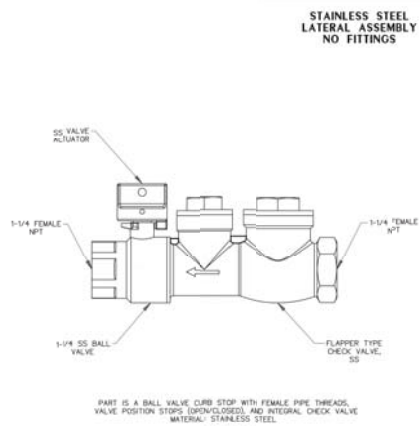




TYPICAL LATERAL INSTALLATION
N.T.S.



I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.	DATE:	03/27/2025	REV NO.	DATE	DESCRIPTION
	DRAWN BY:	M.M.		03/27/2025	1ST ADDITION PLANS
	CHECKED BY:	M.M. C.D.			
	DWG FILE:	DETAILS			
	FILE NO.:	34-0120.00			
Signed: 		Date: 05/27/2025			
Contract No. 588/28		Lic. No.			



TO ORDER SS LATERAL, NO FITTINGS
USE PART NUMBER NBO184P01

SOS	DN	09/20/11	-	3/16
OR BY	CHK'D	DATE	ISSUE	SCALE
 SEWER SYSTEMS STAINLESS STEEL LATERAL ASSEMBLY NO FITTINGS NA0330P05				

SUBMITTAL DATA SHEET

Curb Boxes - 5600PS

Arch Patterns

422L NO.	江津	4-BOOK
300%	3	2 30 3
360%	3 1/2	2 1/2 30 3 1/2
380%	4	3 30 4
390%	4 1/2	3 1/2 30 4 1/2
395%	5	4 30 5
400%	5 1/2	4 1/2 30 5 1/2
405%	6	5 30 6
408%	6 1/2	5 1/2 30 6 1/2
410%	7	6 30 7
415%	7 1/2	6 1/2 30 7 1/2
420%	8	7 30 8



SUBMITTAL INFORMATION

- Brass components conform to AS 16 B96 and ASTM B564, UNS L83500 (latest revision) or ASTM B584, UNS C94400 -81-3-7-9 (latest revision)
- Lid and Base made of Cast Iron per ASTM A48, Class 25
- Upper Section made of steel pipe
- Coated with black dip



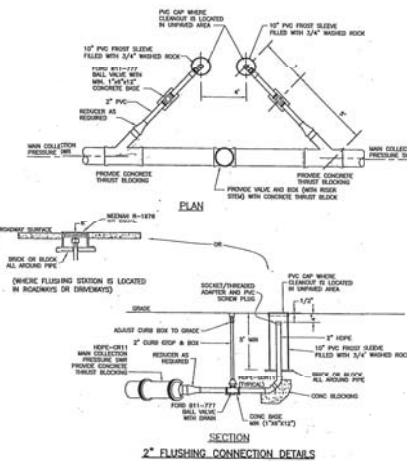
Toll Free: 1-800-292-2737
Fax: 1-800-832-9296
Hours: 7:00 a.m. - 5:00 p.m., CST

sales@zymcdonald.com
www.zymcdonald.com

Submitted by: _____

Submitted by:

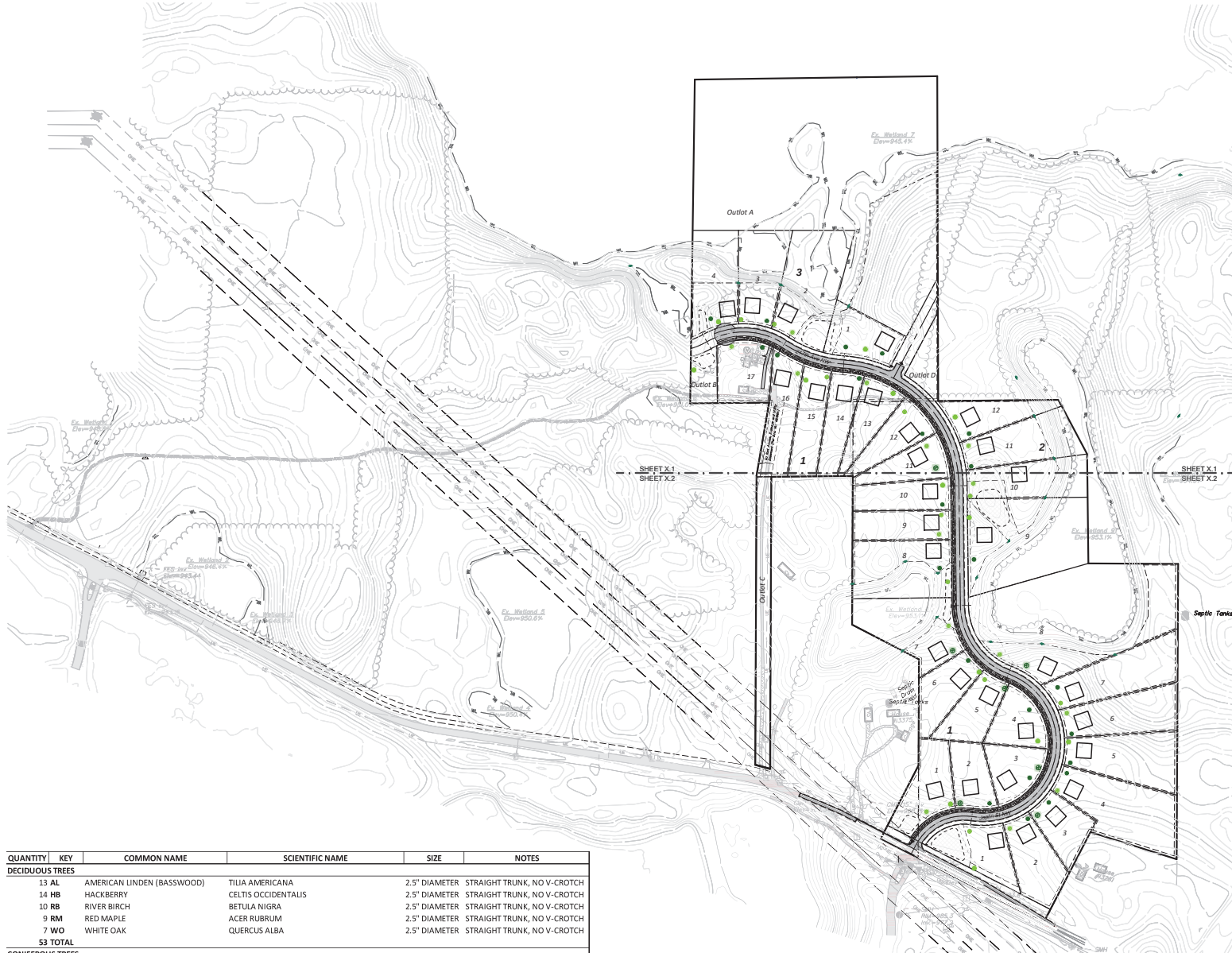
12-20



SHEET NO.	MEADOWS/SWEET BEND DEVELOPMENT 1ST ADDITION City of Elk River, Sherburne County, MN	 BOGART, PEDERSON & ASSOCIATES, INC. ARCHITECTS AND SURVEYORS ENVIRONMENTAL SERVICES 1070 FINEST STREET MINNEAPOLIS, MN 55406-0022
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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:

DECIDUOUS TREES	BALLED & BURLAPPED
EVERGREEN	2 INCH DIAMETER
	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. 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.

- 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.
- PLANT MATERIALS SHALL BE LOCATED TO PROVIDE REASONABLE ACCESS TO ALL UTILITIES.
- AT ALL INTERSECTIONS, SIGHT VISIBILITY TRIANGLES SHALL BE KEPT CLEAR OF LANDSCAPE MATERIALS THAT WOULD OBSTRUCT THE SIGHT LINES OF MOTORISTS AT INTERSECTING STREETS.
- 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.
- 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)

CALL 48 HOURS BEFORE DIGGING:
GOPHER STATE ONE CALL
TWIN CITY AREA 851-454-0002
MINNESOTA TOLL FREE 1-800-252-1166

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					

DESCRIPTION
1ST ADDITION PLANS

DATE
05/27/2025

REV NO.
1

DATE
05/27/2025

DESIGN BY
MM

DRAWN BY
MM

CHECKED BY
MM

DATE
05/27/2025

FILE NO.
24-0139.00

I hereby certify that the plans, specifications, 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. Dano
Lic. No. 58028
Date: 05/27/2025

BOGART, PETERSON & ASSOCIATES, INC.
LAND SURVEYING
ENVIRONMENTAL SERVICES
1309 FIRST STREET, BECKER, MN 55009-0022
TEL: 763.951.9822 FAX: 763.958.0304

**MEADOWSWEET BEND
DEVELOPMENT 1ST ADDITION**
City of Elk River, Sherburne County, MN

OVERALL LANDSCAPE PLAN

SHEET NO.
C8.0



Sherburne County Recorder

SHEET 1 OF 3



**CITY OF ELK RIVER
SHERBURNE COUNTY, MN**

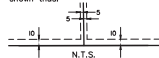


SCALE: 1 INCH = 100 FEET
Bearings are based on the Sherburne County coordinate system (NAD83 86adj.). For the purpose of this plat, the North-South Quarter line of Section 8, Township 33, Range 26 is assumed to bear South 0 degrees 17 minutes 59 seconds West

LEGEND:

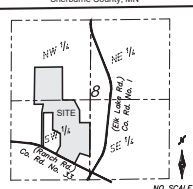
- Denotes found iron monument
- ◆ Denotes $\frac{1}{2}$ inch by 14 inch iron monument with a plastic plug stamped R.L.S. 47466 to be set within one year of planting date
- ⦿ Denotes found rebar
- Denotes found cast iron monument
- Denotes set $\frac{1}{2}$ inch by 14 inch iron monument with a plastic plug stamped R.L.S. 47466
- △ Denotes set nail
- ▲ Denotes wetland interior
- LS 15233 Denotes Dennis Taylor, LS
- LS 16095 Denotes Lewis Peterson, LS
- LS 54850 Denotes Steven Haugh, LS
- — — — — Denotes easement
- WL — — — — — Denotes wetland perimeter
- — — — — Denotes right of way
- — — — — Denotes adjacent 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



NO SCALE

BOGART, PEDERSON & ASSOCIATES, INC.

SHEET 3 OF 3



Resolution 25-39

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 7th day of July 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 degrees 15 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.



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 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 Outlet C to the city as park dedication.
8. The typical street section shall be updated to include a 10-foot trail separated from the road by a vegetated boulevard.
9. Any item or condition found that indicates the site is likely to yield information important to prehistory 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.
10. A sanitary sewer extension fee of \$9,030/lot shall be paid at the time of platting.
11. The public works director shall review the HOA documents regarding long-term maintenance plan for the private sanitary service.



E1

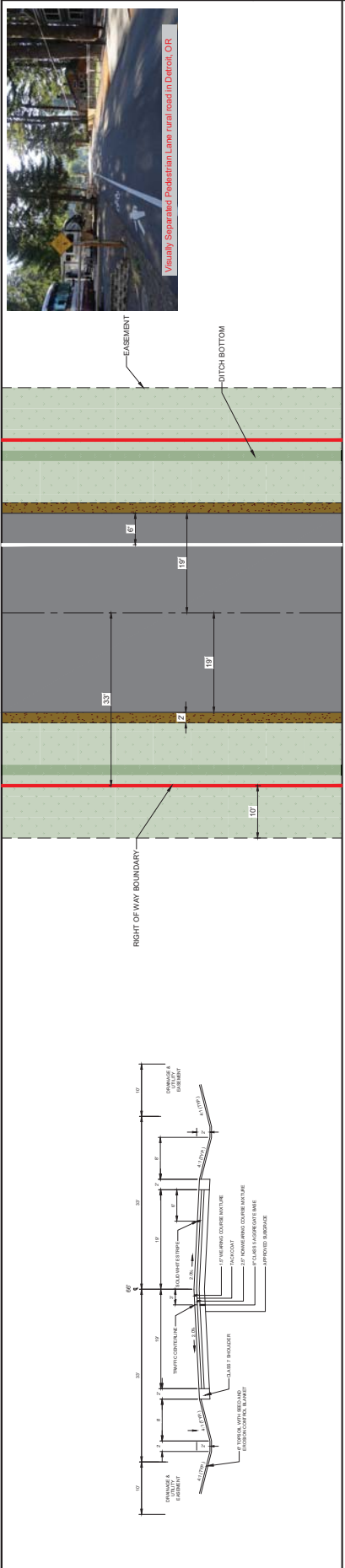
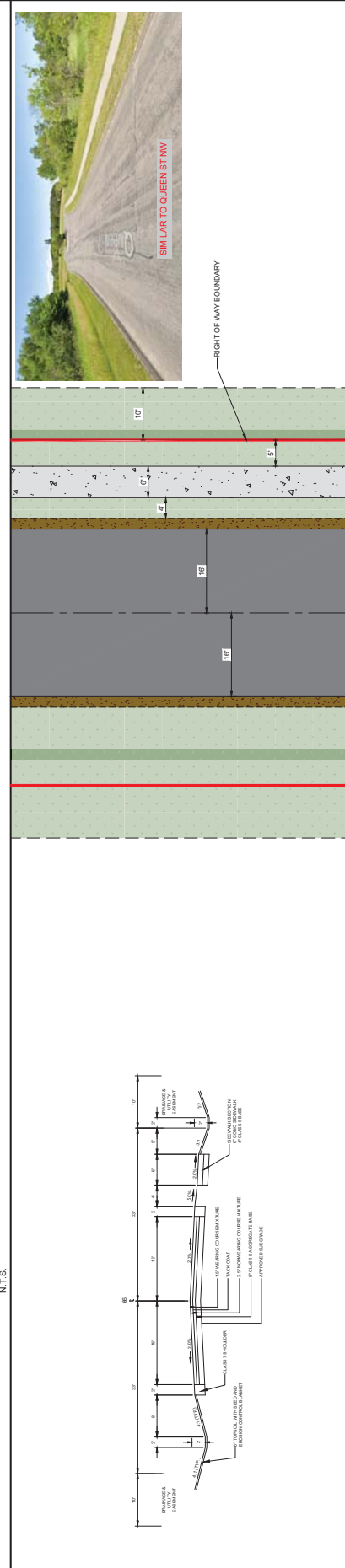
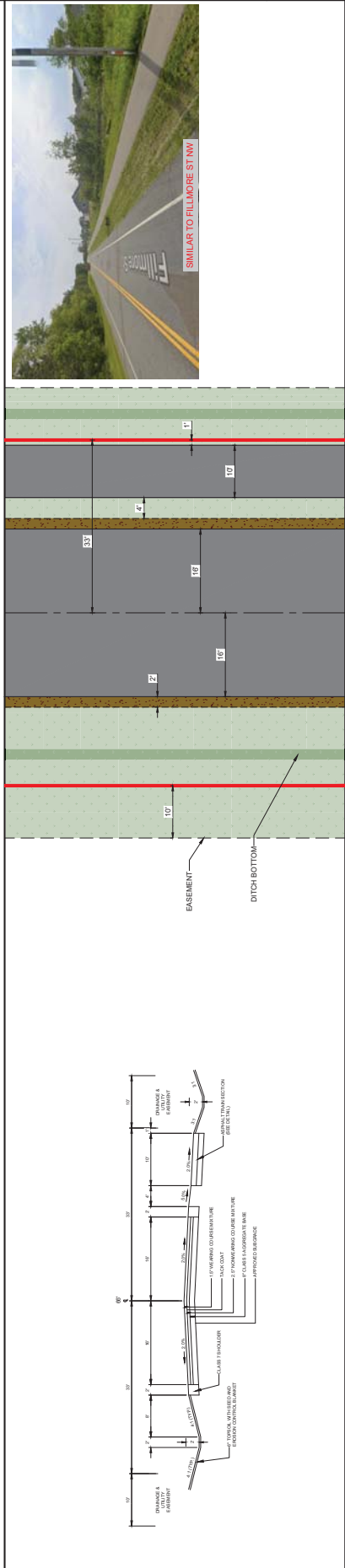
SHEET NO.

CROSS SECTION EXAMPLES
City of Elk River, Sherburne County, MN
MEADOWSWEEP BEND
DEVELOPMENT

BOGART, PEDERSON & ASSOCIATES, INC.
LAND SURVEYING
ENVIRONMENTAL SERVICES
12079 FIRST STREET, BECKEN, MN 55008-0022
TEL: 763-263-8823 FAX: 763-262-8844

DATE: 2/28/2025
Signed: Christopher J. Dunn
L.C. No. 58628
I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

DATE:	2/28/2025
DESIGN BY:	MM
DRAWN BY:	MM
CHECKED BY:	MM
DWG FILE:	24-0129-00
FILE NO.:	24-0129-00
DESCRIPTION:	REVISION PER CITY REVIEW
DATE:	11/13/2024
DESCRIPTION:	REVISION PER CITY REVIEW
DATE:	10/22/2024
DESCRIPTION:	REVISION PER CITY REVIEW
DATE:	2/28/2025
DESCRIPTION:	REVISION PER CITY REVIEW



(reserved for recording information)

DEVELOPMENT CONTRACT

(Developer Installed Improvements)

MEADOWSWEET BEND

THIS DEVELOPMENT CONTRACT (the "Contract") dated July 7, 2025, by and between the **CITY OF ELK RIVER**, a Minnesota municipal corporation ("City"), and **Twin Cities Land Development** (the "Developer").

1. REQUEST FOR PLAT APPROVAL. The Developer has asked the City to approve a plat for Meadowsweet Bend (referred to in this Contract as the "plat"). The land is situated in the County of Sherburne, State of Minnesota, and is legally described in **Exhibit A**.

2. CONDITIONS OF PLAT APPROVAL. The City hereby approves the plat on condition that the Developer enter into this Contract, furnish the security required by it, and record the plat with the County Recorder or Registrar of Titles within two years after the City Council approves the final plat.

3. RIGHT TO PROCEED. Within the plat or land to be platted, the Developer may not grade or otherwise disturb the earth or remove trees, unless a grading permit has been approved by the City Engineer following approval of a preliminary plat by the City Council, construct sewer lines, water lines, streets, utilities, public or private improvements, or any buildings until all the following conditions have been satisfied: 1) this agreement has been fully executed by both parties and filed with the City Clerk, 2) the necessary security has been received by the City, 3) the necessary insurance for the Developer and its construction contractors has

been received by the City, 4) the plat has been filed with the Sherburne County Recorder or Registrar of Titles' office, and 5) all required permits are secured and a copy filed with the City Engineer.

4. PHASED DEVELOPMENT. If the plat is a phase of a multi-phased preliminary plat, the City may refuse to approve final plats of subsequent phases if the Developer has breached this Contract and the breach has not been remedied. Development of subsequent phases may not proceed until Development Contracts for such phases are approved by the City. Park dedication charges referred to in this Contract are not being imposed on outlots, if any, in the plat that are designated in an approved preliminary plat for future subdivision into lots and blocks. Such charges will be calculated and imposed when the outlots are final platted into lots and blocks.

5. PRELIMINARY PLAT STATUS. If the plat is a phase of a multi-phased preliminary plat, the preliminary plat approval for all phases not final platted shall lapse and be void unless final platted into lots and blocks, not outlots, within five (5) years after preliminary plat approval.

6. CHANGES IN OFFICIAL CONTROLS. For five (5) years from the date of this Contract, no amendments to the City's Comprehensive Plan, except an amendment placing the plat in the current metropolitan urban service area, or official controls shall apply to or affect the use, development density, lot size, lot layout or dedications of the approved plat unless required by state or federal law or agreed to in writing by the City and the Developer. Thereafter, notwithstanding anything in this Contract to the contrary, to the full extent permitted by state law, the City may require compliance with any amendments to the City's Comprehensive Plan, official controls, platting or dedication requirements enacted after the date of this Contract.

7. DEVELOPMENT PLANS. The Subdivision shall be developed in accordance with the following plans (The Plans). The Plans shall not be attached to this Agreement. With the exception of Plans A, B and E, the Plans may be prepared, subject to the City Engineer's approval, after entering into this Agreement, but before commencement of any work in the Development. The City Engineer may approve minor amendments to Plan B without City Council approval. If the Plans vary from the written terms of this Contract, the written terms shall control. The Plans are:

Plan A - Plat

Plan B - Final Grading, Drainage, and Erosion Control Plan & SWPPP

Plan C - Plans and Specifications for Public Improvements

Plan D – Landscape Plan

Plan E – Storm water Management Plan detailing long term ownership, maintenance schedules and procedures for all stormwater facilities as required by the City's MS4 permit

Plan F – Development Plan, to include the items noted in **Exhibit B**.

8. IMPROVEMENTS. The Developer shall install and pay for the following:

- A. Sanitary Sewer System
- B. Storm Sewer System
- C. Streets
- D. Street Lights
- E. Site Grading, Stormwater Treatment/Infiltration Basins, and Erosion Control
- F. Underground Utilities
- G. Setting of Iron Monuments
- H. Surveying and Staking
- I. Sidewalks and/or Trails
- J. Retaining Walls
- K. Landscaping

The improvements shall be installed in accordance with the City subdivision ordinance; City standard specifications for utility and street construction; and any other ordinances including Section 30-416 of the City Code concerning erosion and drainage and Section 46-39 prohibiting grading, construction activity, and the use of power equipment on Sundays and between the hours of 9 o'clock p.m. and 6 o'clock a.m. Monday through Saturday. The Developer shall submit plans and specifications which have been prepared by a competent registered professional engineer to the City for approval by the City Engineer. The Developer shall instruct its engineer to provide adequate field inspection personnel to assure an acceptable level of quality control to the extent that the Developer's engineer will be able to certify that the construction work meets the

approved City standards as a condition of City acceptance. In addition, the City may, at the City's discretion and at the Developer's expense, have one or more City inspectors and a soil engineer inspect the work on a full or part-time basis. The Developer, its contractors and subcontractors, shall follow all instructions received from the City's inspectors. The Developer's engineer shall provide for on-site project management. The Developer's engineer is responsible for design changes and contract administration between the Developer and the Developer's contractor. The Developer or its engineer shall schedule a pre-construction meeting at a mutually agreeable time at the City with all parties concerned, including the City staff, to review the program for the construction work.

In accordance with Minnesota Statutes 505.021, the final placement of iron monuments for all lot corners must be completed before the applicable security is released. The Developer's surveyor shall also submit a written notice to the City certifying that the monuments have been installed following site grading, utility and street construction.

9. PERMITS. The Developer shall obtain or require its contractors and subcontractors to obtain all necessary permits, which may include:

- A. Sherburne County for County Road Access and Work in County Rights-of-Way
- B. MnDot for State Highway Access
- C. MnDot for Work in Right-of-Way
- D. Minnesota Department of Health for Watermains
- E. MPCA NPDES Permit for Construction Activity
- F. MPCA for Sanitary Sewer and Hazardous Material Removal and Disposal
- G. DNR for Dewatering and water appropriations
- H. Army Corps of Engineers for construction of sedimentation ponds
- I. City of Elk River for Building Permits
- J. MCES for Sanitary Sewer Connections
- K. City of Elk River for Retaining Walls

10. DEWATERING. Due to the variable nature of groundwater levels and stormwater flows, it will be the Developer's and the Developer's contractors and subcontractors responsibility to satisfy themselves with regard to the elevation of groundwater in the area and the level of effort needed to perform dewatering and storm flow routing operations. All dewatering shall be in accordance with all applicable

county, state, and federal rules and regulations. DNR regulations regarding appropriations permits shall also be strictly followed.

11. TIME OF PERFORMANCE. The Developer shall install all required public improvements by November 30, 2025, with the exception of the final wear course of asphalt on streets. The final wear course on streets shall be installed between August 15th and October 15th the first summer after the base layer of asphalt has been in place one freeze thaw cycle. The Developer may, however, request an extension of time from the City. If an extension is granted, it shall be conditioned upon updating the security posted by the Developer to reflect cost increases and the extended completion date. Final wear course placement outside of this time frame must have the written approval of the City Engineer. No street construction will be allowed after October 15 or prior to May 15 unless approved by the City Engineer.

12. LICENSE. The Developer hereby grants the City, its agents, employees, officers and contractors a license to enter the plat to perform all work and inspections deemed appropriate by the City in conjunction with plat development.

13. EROSION CONTROL. Prior to initiating site grading, the erosion control plan, Plan B, shall be implemented by the Developer and inspected and approved by the City. The City may impose additional erosion control requirements if they would be beneficial. All areas disturbed by the grading operations shall be stabilized per the MPCA Stormwater Permit for Construction Activity. Seed shall be in accordance with the City's current seeding specification which may include temporary seed to provide ground cover as rapidly as possible. All seeded areas shall be fertilized, mulched, and disc anchored as necessary for seed retention. The parties recognize that time is of the essence in controlling erosion. If the Developer does not comply with the MPCA Stormwater Permit for Construction Activity or with the erosion control plan and schedule or supplementary instructions received from the City, the City may take such action as it deems appropriate to control erosion. The City will endeavor to notify the Developer in advance of any proposed action, but failure of the City to do so will not affect the Developer's and City's rights or obligations hereunder. If the Developer does not reimburse the City for any cost the City incurred for such work within thirty (30) days after demand by the City, the City may draw down the letter of credit to pay any costs. No development, utility or street

construction will be allowed and no building permits will be issued unless the plat is in full compliance with the approved erosion control plan.

14. GRADING. The plat shall be graded in accordance with the approved grading development and erosion control plan, Plan "B". The plan shall conform to City of Elk River specifications. Within thirty (30) days after completion of the grading and before the City approves individual building permits (except three (3) model home permits on lots acceptable to the Building Official), the Developer shall provide the City with an "as constructed" grading plan certified by a registered land surveyor or engineer that all storm water treatment/infiltration basins and swales, have been constructed on public easements or land owned by the City. The "as constructed" plan shall include field verified elevations of the following: a) cross sections of storm water treatment/infiltration basins; b) location and elevations along all swales, wetlands, wetland mitigation areas if any, locations and dimensions of borrow areas/stockpiles, and installed "conservation area" posts; and c) lot corner elevations and house pads, and all other items listed in City Code. The City will withhold issuance of building permits until the approved certified grading plan is on file with the City and all erosion control measures are in place as determined by the City Engineer. The Developer certifies to the City that all lots with house footings placed on fill have been monitored and constructed to meet or exceed FHA/HUD 79G specifications. The soils observation and testing report, including referenced development phases and lot descriptions, shall be submitted to the Building Official for review prior to the issuance of building permits.

Before a building permit is issued, a cash escrow of \$1,000.00 per lot shall be furnished to the City to guarantee compliance with the erosion control and grading requirements and the submittal of an as-built certificate of survey. Prior to the release of the required individual lot grading and erosion control security that is submitted with the building permit, an as-built certificate of survey for single family lots must be submitted to verify that the final as-built grades and elevations of the specific lot and all building setbacks are consistent with the approved grading plan for the development, and amendments thereto as approved by the City Engineer, and that all required property monuments are in place. If the final grading, erosion control and as-built survey is not timely completed, the City may enter the lot, perform the work, and apply the cash escrow

toward the cost. Upon satisfactory completion of the grading, erosion control and as-built survey, the escrow funds, without interest, less any draw made by the City, shall be returned to the person who deposited the funds with the City.

15. CLEAN UP. The Developer shall clean dirt and debris from streets that has resulted from construction work by the Developer, home builders, subcontractors, their agents or assigns. Prior to any construction in the plat, the Developer shall identify in writing a responsible party and schedule for erosion control, street cleaning, and street sweeping.

16. OWNERSHIP OF IMPROVEMENTS. Upon completion of the work and construction required by this Contract and final acceptance by the City, the public improvements lying within public easements shall become City property without further notice or action. No improvements will be accepted prior to all disturbed areas of the site being fully vegetated and functioning in accordance with the approved construction and storm water management plans.

17. CITY ENGINEERING ADMINISTRATION, CONSTRUCTION OBSERVATION AND AS-BUILT RECORD DRAWING PREPARATION.

Developer shall reimburse the City for all the City's costs and expenses incurred in the processing of the Subdivision and installation of improvements, including review of plans and construction observation and in regard to any action or event of default by Developer, resulting in any suit or proceeding at law or in equity to which the City shall become a party in reference to the Developer's interest in the Development. Reimbursement shall be due and payable to the City within thirty (30) days following the receipt of a statement therefore. The Developer shall post a cash escrow in the amount of five percent (5%) of the estimated costs of the Improvements. This escrow will be drawn from as the project progresses to cover the City's ongoing costs and expenses relating to administration and construction observation of the Improvements. City administration will include, but is not limited to, supervision of construction observation, consultation with Developer and its engineer on status or problems regarding the project, coordination for final inspection and acceptance, project monitoring during the warranty period, and processing of requests for reduction in security. Construction observation shall include full to part time inspection of all work associated with the improvements.

Based on past experience it is estimated that an escrow of five percent (5%) shall be sufficient to cover the City related expenses associated with the work. Delays, change in work scope, contractor performance, etc. can all contribute to this amount not being sufficient. All City costs experienced in excess of the escrow are the responsibility of the Developer. These costs will be billed directly to the Developer and become due per the terms stated in Section 26. Upon acceptance of all completed improvements, as required by this agreement, any remaining balance will be returned to the Developer within 30 days.

18. SANITARY SEWER EXTENSION FEE. The parent parcels of the Meadowsweet Bend plat were not assessed the trunk portion of the sanitary sewer that extends along the south side of the subdivision; therefore, this phase of development of Meadowsweet Bend is subject to a sanitary sewer extension fee calculated as follows:

$$33 \text{ dwelling units} \times \$9030.00/\text{unit} = \textbf{\$297,990.00}$$

The fee is due prior to releasing the final plat for recording.

19. CONSTRUCTION ACCESS. Construction traffic for grading, public utility construction, and public street construction is restricted to access the subdivision via County Road 33 (Ranch Road). No construction traffic is permitted on the adjacent local streets.

20. PARK DEDICATION. The Developer shall pay a pro-rated cash contribution of **\$74,055.63** in satisfaction of the City's park dedication requirements. The charge was calculated as follows: 33 lots at \$ 2,244.11 per lot.

The pro-rated amount is calculated at 73.2% of the standard park dedication rate (\$3,065.73/lot) outlined in the city's fee schedule. The reduced amount accounts for two parcels to be dedicated to the City as partial credit for the full dedication requirement. The two parcels are identified with the city council's approval of the preliminary plat. First, the 1.65-acre outlot along the east side of Burr Oak Park. Second, the parcel abutting the northwest corner of Burr Oak Park, less the area encumbered by the overhead power easement, calculated at 0.74 acres. Ordinance requires a full land dedication of 8.7984 acres. The described land dedication shall occur with future plats of the Property and will then satisfy 26.8% of dedication requirements, leaving 73.2% to be satisfied with a per lot cash dedication.

21. LANDSCAPING. Unless the lot already has two (2) trees on it, the Developer or lot purchaser shall plant sufficient trees so that there are at least two (2) trees on every lot in the plat, one of which must be planted in the front yard. Trees that are chosen by the Developer or property owner cannot cause a public nuisance, such as cotton producing trees, or trees that may become a public hazard due to insect infestation or weak bark. The minimum deciduous tree size shall be two (2) inches caliper, balled and burlapped. Evergreen trees must be at least eight feet (8') tall. The trees may not be planted in the right-of-way. The Developer or lot purchaser shall sod the front yard, boulevard, and side yards to the rear of the structure on every lot or as otherwise agreed between the City and the Developer. Weather permitting, the trees, sod, and seed shall be planted within sixty (60) days after a home has received a certificate of occupancy. Before a certificate of occupancy is issued, a cash escrow of \$1,000.00 per lot shall be furnished the City to guarantee compliance with the landscaping requirements. If the landscaping is not completed in a timely manner, the City may enter the lot, perform the work, and apply the cash escrow toward the cost. Upon satisfactory completion of the landscaping the escrow funds, without interest, less any draw made by the City, shall be returned to the person who deposited the funds with the City. All trees shall be warranted to be alive, of good quality, and disease free for twelve (12) months after planting. Any replacements shall be warranted for twelve (12) months from the time of planting. The Developer or property owner is responsible for contacting the City when all the landscaping has been installed to set up an inspection. Fifty percent (50%) of the security will be released when all the landscaping has been installed and inspected by City staff and the remaining fifty percent (50%) will be released one year after the landscaping inspection and any warranty work has been completed.

22. SPECIAL PROVISIONS. The following special provisions shall apply to plat development:

- A. Compliance with **City Resolution No. _____** granting final plat approval and the conditions stated therein.
- B. Concurrent with the City accepting the public improvements, the Developer shall convey Outlot C to the City by warranty deed, free and clear of any and all encumbrances.

- C. The City will not assume ownership of the private sanitary system and prior to acceptance of any public improvements, the City Engineer will review the Home Owners Association (HOA) documents specific to the long-term maintenance plans and obligations related to the private sanitary sewer system.
- D. The Developer shall install a temporary turnaround on the west end of 217th Ave NW until it is extended to the west with the second phase of the *MEADOWSWEET BEND* development.
- E. Prior to releasing the final plat for recording, the Developer shall furnish a boundary survey of the proposed property to be platted with all property corner monumentation in place and marked with lath and a flag. Any encroachments on or adjacent to the property shall be noted on the survey. The Developer shall post a \$3,700 security for the final placement of interior subdivision iron monuments at property corners. The security was calculated as follows: 37 lots/outlots at \$100.00 per lot/outlot. The security will be held by the City until the Developer's land surveyor certifies that all irons have been set following site grading and utility and street construction. In addition, the certificate of survey must also include a certification that all irons for a specific lot have either been found or set prior to the issuance of a building permit for that lot.
- F. The Developer shall be responsible for the cost of street light installation consistent with a street lighting plan approved by Elk River Municipal Utilities.
- G. The Developer is required to submit the final plat in electronic format. The electronic format shall be either AutoCAD.DWG file or a .DXF file. All construction record drawings (e.g., grading, utilities, streets) shall be in electronic format in accordance with standard City specifications. All constructed public utilities shall be field surveyed after construction with all location, elevation, and data attributes information, deliverable to the City in an approved sub-foot accurate GIS/GPS format.
- H. Until the public improvements are accepted by the City or a written agreement expressly reached in advance, the Developer is responsible for snow removal and ensuring access by Emergency Response vehicles and equipment.
- I. All mailboxes shall be in a style and location acceptable to the Elk River Postmaster.

- J. The Developer shall convey to the City, prior to the final approval of plans and specifications and at no cost to the City, all permanent and temporary easements for the installation and maintenance of all public improvements determined to be necessary by the City. All such easements shall be in a recordable form acceptable to the City and contain such terms and conditions as the City may prescribe.

23. SUMMARY OF SECURITY REQUIREMENTS. To guarantee compliance with the terms of this Contract, payment of real estate taxes including interest and penalties, payment of special assessments, payment of the costs of all public improvements, and construction of all public improvements, the Developer shall furnish the City with a cash escrow, or letter of credit, in the form attached hereto, from a bank ("security") for \$ 1,120,000.00. The amount of the security was calculated as follows:

CONSTRUCTION COSTS:

A. Storm Sewer/Drain tile	\$ 70,000.00
B. Streets	\$ 700,000.00
E. Erosion Control/Stormwater Basins, Restoration, Grading Certification	\$ 350,000.00
CONSTRUCTION TOTAL	\$ 1,120,000.00

This breakdown is for historical reference; it is not a restriction on the use of the security. The bank shall be subject to the approval of the City Administrator. The City may draw down the security, on five (5) business days written notice to the Developer, for any violation of the terms of this Contract or without notice if the security is allowed to lapse prior to the end of the required term. If the required public improvements are not completed at least thirty (30) days prior to the expiration of the security, the City may also draw it down without notice. If the security is drawn down, the proceeds shall be used to cure the default. Upon receipt of proof satisfactory to the City that work has been completed and financial obligations to the City have been satisfied, with City approval the security may be reduced from time to time by ninety percent (90%) of the financial obligations that have been satisfied. Ten percent (10%) of the amounts certified by the Developer's engineer shall be retained as security until all improvements have been completed, all financial obligations to the City satisfied, the required "as constructed" plans have been received by the City, a warranty security is

provided, and the public improvements are accepted by the City Council. The City's standard specifications for utility and street construction outline procedures for security reductions.

24. SUMMARY OF CASH REQUIREMENTS. The following is a summary of the cash requirements under this Contract which must be furnished to the City prior to the Mayor signing the final plat:

A. Park Dedication	\$ 74,055.63
B. City Engineering Administration (5% of public improvement costs)	\$ 56,000.00
C. Sewer Extension Fee	\$ 297,990.00
TOTAL CASH REQUIREMENTS	\$ 428,045.63

25. WARRANTY. The Developer warrants all improvements required to be constructed by it pursuant to this Contract against poor material and faulty workmanship. The warranty period for streets is two years. The warranty period for underground utilities is two years and shall commence following completion and acceptance by City Council. The two year warranty period on streets shall commence after the final wear course has been installed and accepted by the City Council. The Developer shall post maintenance bonds or a letter of credit in the amount of twenty-five percent (25%) of final certified construction costs to secure the warranties. The City shall retain ten percent (10%) of the security posted by the Developer until the maintenance bonds or letter of credit are furnished to the City or until the warranty period expires, whichever first occurs. The retainage may be used to pay for warranty work if the Developer fails to timely perform such work; provided the Developer is first given notice of the work in default not less than five (5) business days in advance, except that no notice is required in an emergency as determined by the City. The City's standard specifications for utility and street construction identify the procedures for final acceptance of streets and utilities.

26. RESPONSIBILITY FOR COSTS.

- A. Except as otherwise specified herein, the Developer shall pay all costs incurred by it or the City in conjunction with the development of the plat, including but not limited to Soil and Water Conservation District charges, legal, planning, engineering and construction observation inspection expenses incurred in connection with approval and acceptance of the plat, the preparation of this

Contract, review of construction plans and documents, and all costs and expenses incurred by the City in monitoring and inspecting development of the plat.

- B. The Developer shall hold the City and its officers, employees, and agents harmless from claims made by itself and third parties for damages sustained or costs incurred resulting from plat approval and development. The Developer shall indemnify the City and its officers, employees, and agents for all costs, damages, or expenses which the City may pay or incur in consequence of such claims, including attorneys' fees.
- C. The Developer shall reimburse the City for costs incurred in the enforcement of this Contract, including engineering and reasonable attorneys' fees.
- D. The Developer shall pay, or cause to be paid when due, and in any event before any penalty is attached, all special assessments referred to in this Contract. This is a personal obligation of the Developer and shall continue in full force and effect even if the Developer sells one or more lots, the entire plat, or any part of it.
- E. The Developer shall pay in full all bills submitted to it by the City for obligations incurred under this Contract within thirty (30) days after receipt. If the bills are not paid on time, the City may halt plat development and construction until the bills are paid in full. Bills not paid within thirty (30) days shall accrue interest at the rate of eighteen percent (18%) per year. Additionally, the Developer shall pay in full all bills submitted to it by the City prior to any reductions in the security for the development.
- F. In addition to the charges and special assessments referred to herein, other charges and special assessments may be imposed such as but not limited to sewer availability charges ("SAC"), City sewer connection charges, and building permit fees.

27. DEVELOPER'S DEFAULT. In the event of default by the Developer as to any of the work to be performed by it hereunder, the City may, at its option, perform the work and the Developer shall promptly reimburse the City for any expense incurred by the City, provided the Developer, except in an emergency as determined by the City, is first given notice of the work in default, not less than forty-eight (48) hours in advance.

This Contract is a license for the City to act, and it shall not be necessary for the City to seek a Court order for permission to enter the land. When the City does any such work, the City may, in addition to its other remedies, assess the cost in whole or in part.

28. MISCELLANEOUS.

- A. The Developer represents to the City that the plat complies with all city, county, metropolitan, state, and federal laws and regulations, including but not limited to: subdivision ordinances, zoning ordinances, and environmental regulations. If the City determines that the plat does not comply, the City may, at its option, refuse to allow construction or development work in the plat until the Developer does comply. Upon the City's demand, the Developer shall cease work until there is compliance.
- B. Third parties shall have no recourse against the City under this Contract.
- C. Breach of the terms of this Contract by the Developer shall be grounds for denial of building permits, including lots sold to third parties.
- D. If any portion, section, subsection, sentence, clause, paragraph, or phrase of this Contract is for any reason held invalid, such decision shall not affect the validity of the remaining portion of this Contract.
- E. Grading, curbing, and one lift of asphalt shall be installed on all public and private streets prior to issuance of any building permits, except three (3) model homes on lots acceptable to the Building Official where access to the model homes for emergency vehicles is provided and maintained at all times.
- F. If building permits are issued prior to the acceptance of public improvements, the Developer assumes all liability and costs resulting in delays in completion of public improvements and damage to public improvements caused by the City, Developer, its contractors, subcontractors, material men, employees, agents, or third parties. No sewer and water connections or inspections may be conducted and no one may occupy a building for which a building permit is issued on either a

temporary or permanent basis until the streets needed for access have been paved with a bituminous surface and the utilities are accepted by the City Engineer.

- G. The action or inaction of the City shall not constitute a waiver or amendment to the provisions of this Contract. To be binding, amendments or waivers shall be in writing, signed by the parties and approved by written resolution of the City Council. The City's failure to promptly take legal action to enforce this Contract shall not be a waiver or release.
- H. This Contract shall run with the land and may be recorded against the title to the property. In the event this Contract is recorded, upon request by Developer, the City covenants to provide a recordable Certificate of Completion within a reasonable period of time following the request, upon the completion of the work and responsibilities required herein, payment of all costs and fees required and compliance with all terms of the Contract. A release of this Contract may be provided in the same manner and subject to the same conditions as a Certificate of Completion provided there are no outstanding or ongoing obligations of Developer under the terms of this Contract. The Developer covenants with the City, its successors and assigns, that the Developer is well seized in fee title of the property being final platted and/or has obtained consents to this Contract, in the form attached hereto, from all parties who have an interest in the property; that there are no unrecorded interests in the property being final platted; and that the Developer will indemnify and hold the City harmless for any breach of the foregoing covenants.
- I. Insurance. **Developer and Contractor shall provide a copy of the Development Contract to their insurance professional for verification that the certificate of insurance is in compliance with the requirements of the Development Contract.** Prior to execution of the final plat, Developer and its general contractor shall furnish to the City a certificate of insurance showing proof of the required insurance required under this Paragraph. Developer and its general contractor shall take out and maintain or cause to be taken out and maintained until six (6) months after the City has accepted the public improvements, such insurance as shall protect Developer and its general contractor and the City for work covered by the Contract including

workers' compensation claims and property damage, bodily and personal injury which may arise from operations under this Contract, whether such operations are by Developer and its general contractor or anyone directly or indirectly employed by either of them. The minimum amounts of insurance shall be as follows:

Commercial General Liability (or in combination with an umbrella policy)
\$2,000,000 Each Occurrence
\$2,000,000 Products/Completed Operations Aggregate
\$2,000,000 Annual Aggregate

The following coverages shall be included:

Premises and Operations Bodily Injury and Property Damage
Personal and Advertising Injury
Blanket Contractual Liability
Products and Completed Operations Liability

Automobile Liability
\$2,000,000 Combined Single Limit – Bodily Injury & Property Damage
Including Owned, Hired & Non-Owned Automobiles

Workers Compensation
Workers' Compensation insurance in accordance with the statutory requirements of the State of Minnesota, including Employer's Liability with minimum limits are as follows:

- \$500,000 – Bodily Injury by Disease per employee
- \$500,000 – Bodily Injury by Disease aggregate
- \$500,000 – Bodily Injury by Accident

The Developer's and general contractor's insurance must be "Primary and Non-Contributory".

All insurance policies (or riders) required by this Contract shall be (i) taken out by and maintained with responsible insurance companies organized under the laws of one of the states of the United States and qualified to do business in the State of Minnesota, (ii) shall name the City, its employees and agents as additional insureds (CGL and umbrella only) by endorsement which shall be filed with the City and (iii) shall identify the name of the plat. A copy of the endorsement must be submitted with the certificate of insurance.

Developer's and general contractor's policies and Certificate of Insurance shall contain a provision that coverage afforded under the policies shall not be cancelled without at least thirty (30) days' advanced written notice to the City, or ten (10) days' notice for non-payment of premium.

An Umbrella or Excess Liability insurance policy may be used to supplement Developer's or general contractor's policy limits on a follow-form basis to satisfy the full policy limits required by this Contract.

- J. Indemnification. To the fullest extent permitted by law, Developer agrees to defend, indemnify and hold harmless the City, and its employees, officials, and agents from and against all claims, actions, damages, losses and expenses, including reasonable attorney fees, arising out of Developer's negligence or its performance or failure to perform its obligations under this Contract. Developer's indemnification obligation shall apply to Developer's general contractor, subcontractor(s), or anyone directly or indirectly employed or hired by Developer, or anyone for whose acts Developer may be liable. Developer agrees this indemnity obligation shall survive the completion or termination of this Contract.
- K. Each right, power or remedy herein conferred upon the City is cumulative and in addition to every other right, power or remedy, express or implied, now or hereafter arising, available to City, at law or in equity, or under any other agreement, and each and every right, power and remedy herein set forth or otherwise so existing may be exercised from time to time as often and in such order as may be deemed expedient by the City and shall not be a waiver of the right to exercise at any time thereafter any other right, power or remedy.
- L. The Developer may not assign this Contract without the written permission of the City Council. The Developer's obligation hereunder shall continue in full force and effect even if the Developer sells one or more lots, the entire plat, or any part of it, until the City's issuance of a Certificate of Completion and Release.
- M. Retaining walls that require a building permit shall be constructed in accordance with plans and specifications prepared by a structural or geotechnical engineer licensed by the State of Minnesota. Following construction, a certification signed by the design engineer shall be filed with the Building Official evidencing that the retaining wall was constructed in accordance with the approved plans and specifications. All retaining walls identified on the development plans and by special conditions

referred to in this Contract shall be constructed before any other building permit is issued for a lot on which a retaining wall is required to be built.

- N. Should the Developer convey any lot or lots in the Development to a third party, the City and the owner of that lot or those lots may amend this Development Contract or other city approvals or agreements for development or use of those lots without the approval or consent of the Developer or other lot owners in the Development. Private agreements between the owners of lots within the Development for shared service or access and related matters necessary for the efficient use of the Development shall be the responsibility of the lot owners and shall not bind or restrict City authority to approve applications from any lot owner in the Development.

29. NOTICES. Required notices to the Developer shall be in writing, and shall be either hand delivered to the Developer, its employees or agents, or mailed to the Developer, in care of Ben Schmidt, via certified mail at the following address: 4800 Olson Memorial Highway, Suite 100, Golden Valley, MN 55422. Notices to the City shall be in writing and shall be either hand delivered to the City Administrator, or mailed to the City by certified mail in care of the City Administrator at the following address: Elk River City Hall, 13065 Orono Parkway, Elk River, Minnesota 55330.

*[The remainder of this page has been intentionally left blank.
Signature pages follow.]*

CITY OF ELK RIVER

(SEAL)

BY: _____
_____, Mayor

AND _____
_____, City Clerk

STATE OF MINNESOTA)
)ss.
COUNTY OF SHERBURNE)

The foregoing instrument was acknowledged before me this _____ day of _____, 2_____, by _____ and by _____, 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 its City Council.

NOTARY PUBLIC

DEVELOPER:

BY: _____
Its

STATE OF MINNESOTA)
)ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____,
2_____, by _____ the _____ of
_____.

NOTARY PUBLIC

DRAFTED BY:
CAMPBELL, KNUTSON
Professional Association
Grand Oak Office Center I
860 Blue Gentian Road, Suite 290
Eagan, MN 55121
Telephone: 651-452-5000
AMP/smt

**FEE OWNER CONSENT
TO
DEVELOPMENT CONTRACT**

_____, fee owners of all or part of the subject property, the development of which is governed by the foregoing Development Contract, affirm and consent to the provisions thereof and agree to be bound by the provisions as the same may apply to that portion of the subject property owned by them.

Dated this _____ day of _____, 2_____.

STATE OF MINNESOTA)
)ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 2_____, by
_____.

NOTARY PUBLIC

DRAFTED BY:
CAMPBELL KNUTSON
Professional Association
Grand Oak Office Center I
860 Blue Gentian Road, Suite 290
Eagan, Minnesota 55121
651-452-5000
AMP/smt

**MORTGAGE CONSENT
TO
DEVELOPMENT CONTRACT**

_____, which holds a mortgage on the subject property, the development of which is governed by the foregoing Development Contract, agrees that the Development Contract shall remain in full force and effect even if it forecloses on its mortgage.

Dated this _____ day of _____, 2_____.

STATE OF MINNESOTA)
)ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 2_____, by _____.

NOTARY PUBLIC

DRAFTED BY:
CAMPBELL KNUTSON
Professional Association
Grand Oak Office Center I
860 Blue Gentian Road, Suite 290
Eagan, Minnesota 55121
651-452-5000
AMP/smt

**CONTRACT PURCHASER CONSENT
TO
DEVELOPMENT CONTRACT**

_____, which/who has a contract purchaser's interest in all or part of the subject property, the development of which is governed by the foregoing Development Contract, hereby affirms and consents to the provisions thereof and agrees to be bound by the provisions as the same may apply to that portion of the subject property in which there is a contract purchaser's interest.

Dated this ____ day of _____, 2____.

STATE OF MINNESOTA)
)ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 2____,
by _____.

NOTARY PUBLIC

DRAFTED BY:
CAMPBELL KNUTSON
Professional Association
Grand Oak Office Center I
860 Blue Gentian Road, Suite 290
Eagan, Minnesota 55121
651-452-5000
AMP/smt

EXHIBIT "A"
TO
DEVELOPMENT CONTRACT

**Legal Description of Property Being Final Platted as
Meadowsweet Bend**

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 degrees 15 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.

EXHIBIT "B"
TO
DEVELOPMENT CONTRACT
Development Plan Requirements

1. Lot and block numbers
2. Street Names
3. Storm sewer alignment with top and invert elevations. Also Flared ends with invert elevations
4. Centerline Street elevations at 100 foot stations with high and low points
5. Centerline street percent grades
6. Cul-de-sac percent grade along curb
7. Building setback lines
8. Final Contours
9. All proposed driveway slopes
10. House pads with house style and elevations
11. Front and rear lot corner elevations
12. Spot elevations at the rear of the house pads if the drainage is to be directed around the house pad to the front
13. Typical lot detail indicating where lot and house elevations are shown to.
14. Legend with type of house styles and grade difference for garage floor to walkouts or lookouts.
15. Lot dimensions to the nearest foot
16. Typical street section
17. Drainage arrows at high points and major grade changes
18. Existing and proposed easements
19. Emergency overflows should be labeled and shown with spot elevations and drainage arrows. Emergency overflows must be established for catch basins in the street and in rear yards. Areas along rear lot lines which are below emergency overflows elevations shall be designated as drainage easement on the final plat.
20. Wetland boundaries must be accurately shown
21. Development plan must be signed by a registered Land Surveyor or Engineer.
22. All trees within the subdivision that are to be preserved shall be fenced with a snow fence at the drip line to prevent grading, compaction, or storage of equipment, debris or materials. Staff shall inspect the fencing prior to grading. Cutting of trees between April 15 and July 15 shall not be permitted. The Operator shall take other measures deemed appropriate by the Sherburne County Forester to control oakwilt, such as, but not limited to: debarking or destroying fallen diseased trees prior to April 15, not leaving roots exposed and avoiding mechanical damage on remaining trees.

[BANK LETTERHEAD]

IRREVOCABLE LETTER OF CREDIT

No. _____
Date: _____

TO: City of Elk River
13065 Orono Parkway
Elk River, Minnesota 550330

Dear Sir or Madam:

We hereby issue, for the account of _____ (Name of Developer) and in your favor, our Irrevocable Letter of Credit in the amount of \$_____, available to you by your draft drawn on sight on the undersigned bank.

The draft must:

- a) Bear the clause, "Drawn under Letter of Credit No. _____, dated _____, 2_____, of (Name of Bank) _____";
- b) Be signed by the City Administrator or Finance Director of the City of Elk River.
- c) Be presented for payment at _____ (Address of Bank) _____, on or before 4:00 p.m. on November 30, 2_____.

This Letter of Credit shall automatically renew for successive one-year terms unless, at least forty-five (45) days prior to the next annual renewal date (which shall be November 30 of each year), the Bank delivers written notice to the Elk River Finance Director that it intends to modify the terms of, or cancel, this Letter of Credit. Written notice is effective if sent by certified mail, postage prepaid, and deposited in the U.S. Mail, at least forty-five (45) days prior to the next annual renewal date addressed as follows: Elk River Finance Director, Elk River City Hall, 13065 Orono Parkway, Elk River, MN 55330, and is actually received by the Finance Director at least thirty (30) days prior to the renewal date.

DEMAND(S) FOR PAYMENT MAY ALSO BE MADE BY FACSIMILE TRANSMISSION TO _____ OR SUCH OTHER FAX NUMBER AS (NAME OF ISSUING BANK) MAY IDENTIFY IN A WRITTEN NOTICE TO YOU. TO THE EXTENT PRESENTATION IS MADE BY FACSIMILE TRANSMISSION YOU MUST PROVIDE TELEPHONE NOTIFICATION THEREOF TO (NAME OF ISSUING BANK) AT TELEPHONE NUMBER: _____ PRIOR TO OR SIMULTANEOUSLY WITH THE SENDING OF SUCH FACSIMILE TRANSMISSION. HOWEVER, THE ABSENCE OF SUCH TELEPHONE CONFIRMATION AS DESCRIBED ABOVE DOES NOT AFFECT OUR OBLIGATION TO HONOR SUCH DRAWING, IF SUCH DRAWING IS OTHERWISE IN COMPLIANCE WITH THE TERMS AND CONDITIONS OF THIS IRREVOCABLE LETTER OF CREDIT. IF DEMAND FOR PAYMENT IS MADE BY FAX, PRESENTATION OF ORIGINAL DOCUMENTS IS NOT REQUIRED.

OR

DEMAND(S) FOR PAYMENT TO BE MADE VIA EMAIL TO _____. PRESENTATION OF ORIGINAL DOCUMENTS IS NOT REQUIRED.

This Letter of Credit sets forth in full our understanding which shall not in any way be modified, amended, amplified, or limited by reference to any document, instrument, or agreement, whether or not referred to herein.

This Letter of Credit is not assignable. This is not a Notation Letter of Credit. More than one draw may be made under this Letter of Credit.

This Letter of Credit shall be governed by the most recent revision of the Uniform Customs and Practice for Documentary Credits, International Chamber of Commerce Publication No. 600.

We hereby agree that a draft drawn under and in compliance with this Letter of Credit shall be duly honored upon presentation.

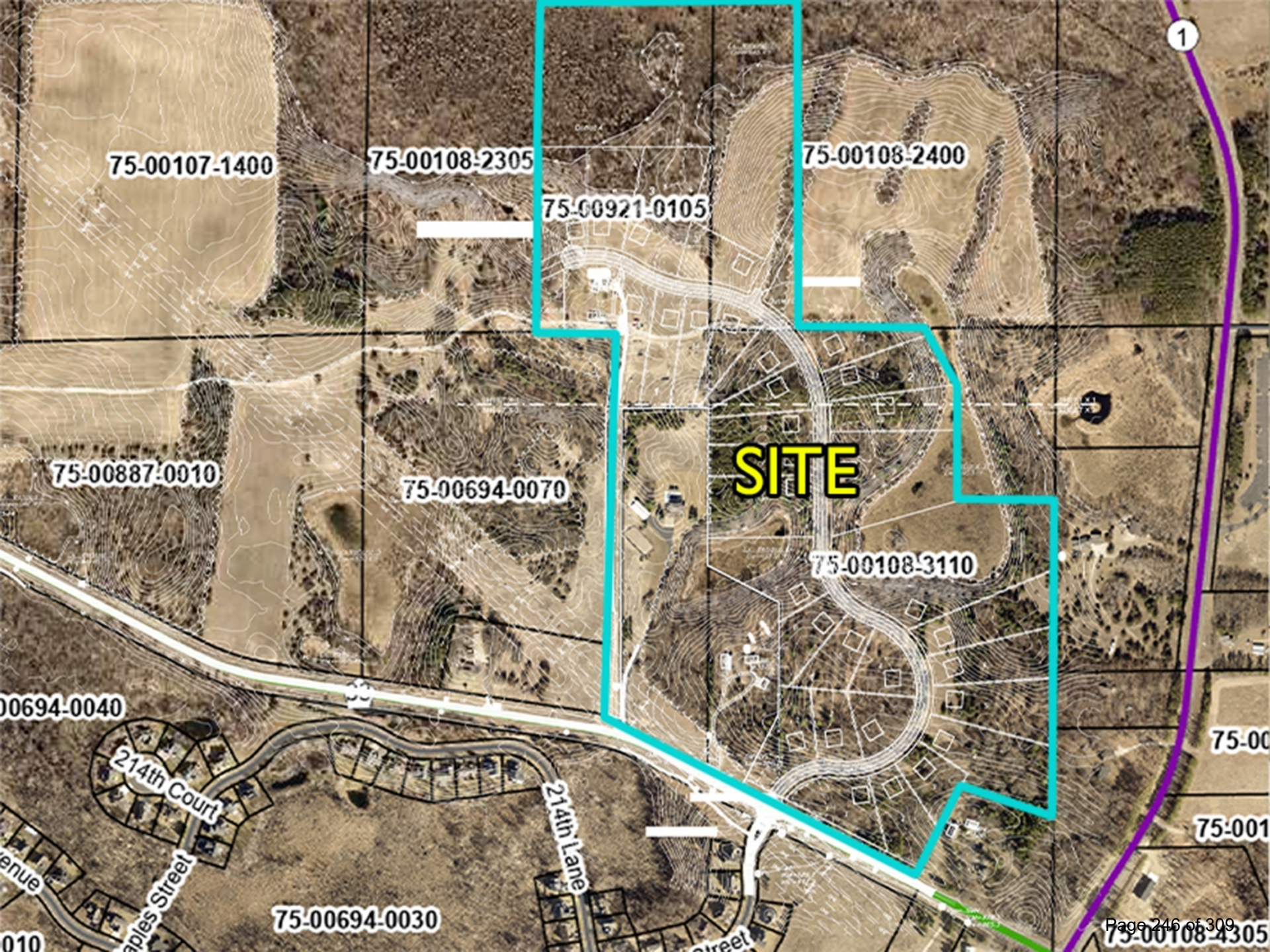
[NAME OF BANK]

BY: _____

Its _____

Meadowsweet Bend

Final Plat



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 and CC discussed changes to the approved design on June 16, 2025, and asked for more information on the options.
- Developer provided a graphic showing three trail/sidewalk designs



Walking Path Route

North East Corner of
Sec. 7, Twp. 33, Rng. 26
North West Corner of
Sec. 8, Twp. 33, Rng. 26
Sherburne County, MN
1/2" Open



0 200
SCALE: 1" = 200'

West Quarter Corner of
Sec. 7, Twp. 33, Rng. 26
Sherburne County, MN
Cast Iron Monument

12 7

VICINITY MAP
Sec. 7 & 8, Twp. 33, Rng. 26
Sherburne County, MN

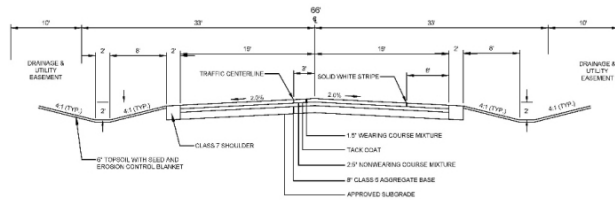


LEGEND:

- Denotes wetland edge
- Denotes wetland interior
- Denotes easement
- Denotes existing easement
- Denotes 1000 foot Shoreland Overlay
- Denotes existing adjoiners

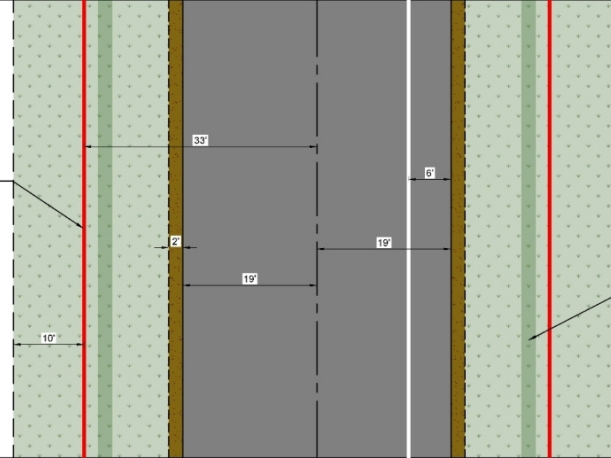
Southeast Corner of
Sec. 7, Twp. 33, Rng. 26
Southwest Corner of
Sec. 8, Twp. 33, Rng. 26
Sherburne County, MN
Cast Iron Monument

Alternative Discussed Last Month



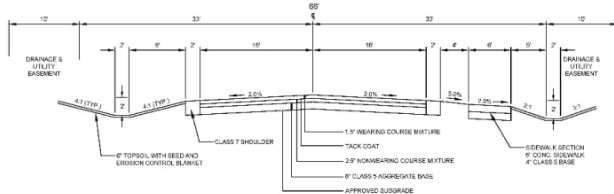
THICKENED ROADWAY
N.T.S.

F WAY BOUNDARY

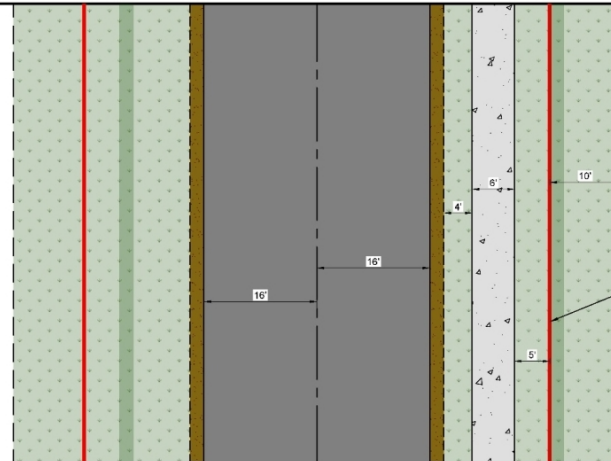


- Parking location discussion
- No separation

Preliminary Plat Approval

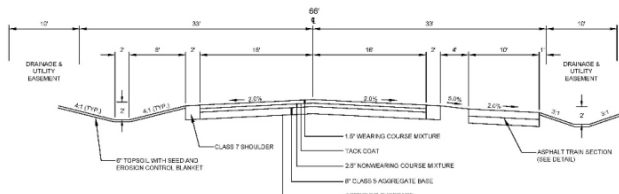


ROADWAY WITH SIDEWALK
N.T.S.



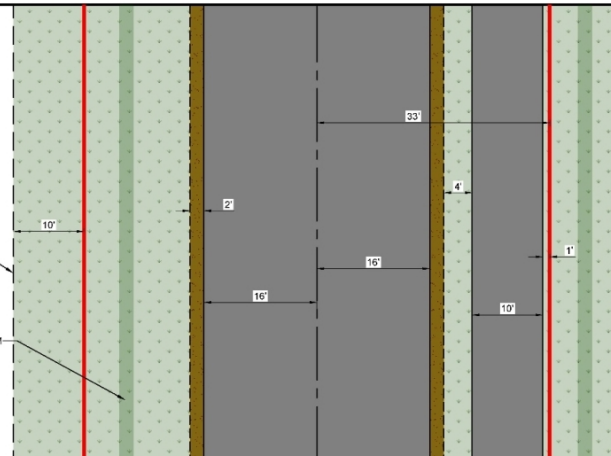
- City/owner maintenance issues

Original/Staff Recommendation



EASEMENT

DITCH BOTTOM



- Most tree impacts
- Safest and efficient maintenance

Actions Requested

Adopt resolution 25-39 approving the final plat of Meadowsweet Bend, subject to the conditions included in the memo.

- Condition 8 updates the typical section for the project.

Approve the development contract for Meadowsweet Bend.



Request for Action

To
City Council

Item Number
8.2

Meeting Date
July 7, 2025

Prepared By
Justin Femrite, Public Works Director/Chief Engineer

Item Description
Agreement 25-16: Cost Sharing for the TH 10 and
165th Avenue Intersection Improvements with
Capstone

Reviewed by
Justin Femrite
Cal Portner
Tina Allard

Action Requested

Approve, by motion, Agreement 25-16 Capstone Homes, agreeing to 50% of the costs associated with engineering services for the preliminary and final design of the proposed improvements.

Approve, by motion, the execution of a professional services contract with Bolton & Menk, Inc. for \$258,751 for engineering services associated with the work detailed in the cost share agreement.

Background/Discussion

As discussed over the last several months in the planning process for the Oakwater Ridge development along TH 10, the city has been provided the opportunity to participate in safety improvements along the TH 10/169 corridor at the intersection of 165th Avenue. The State of Minnesota continues to apply its funding resources to other priorities and is not in a position to participate.

As part of the needs for the development on the west side of the highway, the developer has proposed a 50% cost split for the full improvement costs, asking for consideration by the city to cover the costs of the current city-owned intersection leg at 165th Avenue.

It is intended to enter into the agreement at this time, ahead of an executed Development Agreement, to allow for the design work to begin in anticipation of construction beginning in late 2026.

Financial Impact

Funding commitments associated with the current actions would obligate the City to \$137,500 in professional services costs. Added costs for construction would be considered and obligated under future approvals upon bidding for the construction work. Funding would come from our State Aid construction account.

Mission/Policy/Goal

Meet Changing Needs - Agile

Attachments

1. Elk River - Capstone Cost Share for Hwy 10 improvements - Capstone Signed

The Elk River Vision

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



2. Bolton & Menk Proposal

AGREEMENT TO REIMBURSE DEVELOPMENT-RELATED COSTS

THIS AGREEMENT is made as of _____, 2025 by and between **Capstone Homes, Inc.**, a Minnesota corporation with offices at 14015 Sunfish Lake Blvd. N.W., Suite 400, Ramsey, MN 55303 (“Developer”) and **City of Elk River**, a Minnesota municipal corporation with offices at 13065 Orono Parkway, Elk River, MN 55330 (“City”).

Recitals

A. Developer has submitted a Preliminary Plat application to develop certain real property located at 16330 U.S. Highway 10, Elk River, Sherburne County, Minnesota, legally described on the attached Exhibit A (the “Property”). The Developer’s approved Master PUD involves a 536-lot residential subdivision (“the Development”).

B. The Development will necessitate certain improvements to the intersection of Minnesota Trunk Highway 10 (“TH 10”) and 165th Avenue N.W., including the installation of a right-turn lane and a ¾-access J-turn intersection (the “Highway Improvements”). The City of Elk River has agreed to participate in further improvements of the aforementioned intersection including engineering of the improvement at a rate of fifty percent (50%).

C. To facilitate Developer’s proposed construction schedule for the Development, Developer has requested that City commence design work for the Highway Improvements prior to final Preliminary Plat approval of the Development.

Agreement

1. Design Work. Promptly after receipt of the deposit required by paragraph 2 below, City agrees to retain the services of a qualified engineering consulting firm to complete all necessary survey, geotechnical evaluations and prepare preliminary and final designs for the Highway Improvements (the “Work”). City has the right to suspend or terminate its contract with the consulting engineer at any time that the Developer fails to make payments into the deposit fund as required by paragraph 2.

2. Reimbursement. The estimated cost of the Work is Two Hundred Seventy-five Thousand Dollars (\$275,000.00). Developer agrees to pay fifty percent (50%) of the actual cost of the Work, as provided in this paragraph, even if the actual cost exceeds the estimated cost. The City is responsible for the other fifty percent (50%) of the actual cost of the Work Developer agrees to pay City the amount of Fifty Thousand Dollars (\$50,000.00), which the City agrees to retain as a deposit. City has the right to use the deposited funds to make payments to its consulting engineer according to its contract for the Work. At any time that less than \$5,000.00 remains on deposit, City shall request, and Developer agrees to pay City an amount sufficient to re-establish the deposit at Twenty-five Thousand Dollars (\$25,000.00). Upon completion of the Work or termination of this Agreement, City shall return any unexpended portion of the deposited funds to Developer.

3. No Entitlement to Development Approval. Nothing in this Agreement is intended, nor shall this Agreement be construed, to limit the discretion of the City in the exercise of its zoning or subdivision authority concerning the Development. (. Developer is obligated to reimburse the City pursuant to this Agreement, even if Developer ultimately receives no benefit from the design work to be performed. Further, Developer acknowledges that this Agreement is independent of any requirements that may be imposed as conditions of approval or as terms and conditions in a development agreement.

4. Construction. The City shall be responsible for constructing the Highway Improvements after the Work is completed herein and consistent with all development approvals. The construction will be further memorialized within a future development agreement arising out of any development approvals.

5. Ownership of Documents. The Developer agrees that nothing in this Agreement gives the Developer any rights to the ownership or control of the documents or instruments that are produced by the City's consulting engineer. The Developer shall not be a third-party beneficiary of the City's contract with its consulting engineer and shall have no rights to enforce that contract.

6. Termination. Developer may terminate this Agreement at any time by providing five (5) business days' advance written notice to the City. Upon termination, City agrees to promptly notify its consulting engineer to cease the design work for the Highway Improvements. Notwithstanding termination of this Agreement, Developer shall be responsible to reimburse the City for all costs incurred by the City prior to the termination date.

CITY:

CITY OF ELK RIVER

By: _____
John J. Dietz
Its Mayor

By: _____
Tina Allard
Its City Clerk

CAPSTONE HOMES:

By:  _____
Stephen A. Bona
Its Vice President of Land Development

Drafted by:

City of Elk River
13065 Orono Parkway
Elk River, MN 55330
763-635-1000



Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303

Phone: (763) 433-2851
Bolton-Menk.com

May 15, 2025

Justin Femrite, P.E.
Public Works Director/Chief Engineer
City of Elk River
13065 Orono Parkway
Elk River, MN 55330

RE: Proposal for TH 10/169 and 165th Avenue J-Turn Improvements

Dear Justin:

We understand the City of Elk River has been working with Capstone Homes on a large development along TH 10/169 and have had a Traffic Impact Study completed by S2 Traffic Solutions. This study determined a ¾ J-Turn with signals added at the 165th Avenue intersection and at the south U-turn could be a feasible intersection improvement for the future development traffic loads. It was identified that these signals will impact corridor mobility on TH 10/169 and recommended an Intersection Control Evaluation (ICE) report be completed to verify the specific improvements needed. This proposal is to take the J-Turn from concept to final construction. To have this project delivered in an efficient and timely way, you will need a team of engineers that have a history of completing this type of work and has relationships with the interested parties. We understand what needs to be accomplished for the successful completion of this J-Turn project.

Proven and Experienced Team – Our Bolton & Menk team is a collaborative group of industry experts. We have experience in completing ICE reports and delivering J-Turn projects that meet MnDOT requirements. We have an extensive history of applying our expertise in traffic engineering, preliminary and final design, and construction related projects like this. I recently led a team in working with MnDOT District 3 to complete the TH 65 & Cajima J-Turn in Isanti under an aggressive schedule.

Understanding of Project Constraints – We've done our homework and understand the primary challenges of this project, including the desire to complete this J-Turn in 2026 and evaluate the need for the addition of signals. Our initial understanding of design challenges and understanding of the MnDOT approval process will help keep project costs down and save you valuable time and resources. We will lead the City through the study and design, listening to stakeholder concerns and incorporating their ideas while pushing for a fast project delivery.

Responsive and Transparent Communication – Active project communication is key to ensure all parties agree, unexpected changes are addressed early, and budget and scope is managed effectively. We will strive to achieve a shared project vision by the end of the ICE report development which will be essential for efficiency moving forward. Our project communication approach will set expectations early in the project and allow us to keep vested parties informed.

In continued service to the City of Elk River, we are excited at the opportunity to complete this J-Turn project. I will serve as your lead client contact and project manager. Please contact me at 763-200-2444 or Jason.Cook@bolton-menk.com if you have any questions regarding our proposal.

Respectfully submitted,

Bolton & Menk, Inc.

Jason Cook, P.E.
Principal Engineer

SCOPE OF SERVICES

Bolton & Menk, Inc. will complete the following scope of work:

Task 1: Project Management

One of the most significant project components is establishing a strong project management process to ensure all work is coordinated with the City and MnDOT. We will schedule all meetings, complete all agendas, maintain meeting records, and offer regular updates on next steps and upcoming study and design requirements.

1.1 Quality Control

Bolton & Menk has developed and implemented a comprehensive quality assurance and quality control (QA/QC) program that systematically and dramatically reduces the potential for issues. Routine product reviews are an integral part of the quality control process, which effectively target concepts, constructability, environmental impact, public impact, and economic engineering issues.

Task 1 Deliverables: Regular communication with project partners, schedule and updates, QA/QC review, schedule meetings

Task 2: Public and Agency Involvement

Our team will develop and lead an effective and appropriately scaled public engagement plan. An effective public process develops an understanding of values, expectations, and desired outcomes of the public, while incorporating those elements into the project. Effective communication with stakeholders will ensure public expectations align with agency responsibilities and actions.

2.1 Agency Coordination Meetings

Bolton & Menk will lead up to two agency coordination meetings. Feedback gathered at these meetings will help us understand individual agency perspectives at key milestones and ensure the city and MnDOT are informed on all decisions related to the J-Turn design and ICE study.

2.2 Public Meeting

Bolton & Menk will work with city staff on the public involvement plan and attend informational meetings

to identify key project issues and concerns from adjacent property owners and stakeholders. This information will be incorporated into the design. We plan to provide resources for the following meetings:

- Two city council meetings
- Two neighborhood meetings

Task 2 Deliverables: Meeting attendance, agendas and minutes, public meeting summary, displays, graphics, presentations

Phase 1: ICE Study and Preliminary Design

Task 3: ICE Study

Bolton & Menk will complete an ICE study to review intersection alternatives for the intersection of TH 10/169 & 165th Avenue intersection. The initial Traffic Impact Study completed the initial evaluation of the intersection. We will focus on confirming the recommendation of a $\frac{3}{4}$ J-Turn with a signal needed at the 165th Avenue intersection as well as a signal at the south U-turn. We will try and identify variations that best accommodate traffic, all while keeping a close eye on project costs. If signals are found to be needed, we will attempt to determine if they would be needed initially, or if they could be installed in the future once the Level of Service reaches unacceptable levels. We will also verify with MnDOT that these signals would be allowed. Considering the addition of signals is a significant project cost add, we have separated our fees to only include the addition of signals if they are required with the initial installation.

Bolton & Menk will study a variety of improvements with consideration of design vehicle wheel paths, private accesses, environmental impacts, and queue lengths.

The ICE study will be completed to meet MnDOT requirements for approval.

Task 3 Deliverables: ICE study report, high-level conceptual alternatives, cost estimates

Task 4: Preliminary Design

4.1 Finalize Concept Development

We will expand upon and finalize the recommended concept established within the ICE study. Our team will review the general footprint, operations, capacity, property impacts, and access conditions. We will balance efforts to accommodate the appropriate design vehicle based on direction from MnDOT with the need to minimize impacts and project costs. Our team will also complete an iterative design process to finalize construction limits.

4.2 Preliminary Drainage Design

Our team will assess existing surface water management features. Drainage areas and in-place facilities will be mapped to understand patterns. We will determine surface water drainage, ponding, and erosion control measures needed with modifications to the existing environment. We will create the required drainage report to meet State Aid requirements verifying spread and pipe capacity are met. The project is not anticipated to create more than 1 acre of impervious so it shouldn't require treatment per the City's MS4 or State standards. If MnDOT requires additional permitting or rate control, these additional services could be determined based on any added requirements.

4.3 Evaluate Potential Construction Staging/Traffic Control Plan

During the preliminary design process, our team will analyze how to best construct this J-Turn. We will estimate project working days, create staging concepts, and identify potential traffic control concepts. We will also work with the project team to reach a decision on staging.

4.4 Topographic Survey

We will perform field control survey and create a base map identifying existing above and below ground infrastructure features in electronic format. This base map will be used as the basis and background for final design. We will also fly a drone over the site which will produce a georeferenced orthomosaic image.

4.5 Prepare Geometric Layout

Once the concept development process is finalized, we will develop a Level 1 Geometric Layout (30% design level), including plan, profile, cross sections, and construction limits for review and approval by MnDOT and the City.

4.6 Prepare Environmental Documents

Once the concept development process is finalized, we believe an ENM Summary table will be needed. This is following the MnDOT TPDP Environmental Document Decision Tree. The environmental document will begin with the submittal of the early notification memo to MnDOT function groups for their review. If they determine a programmatic Catex is needed, we would complete that as additional services.

4.7 Identify Right-of-Way Needs

Based on the geometric layout and staging analysis, we will determine if any additional right-of-way or easements are needed.

4.8 Cost Estimates

We will prepare an engineer's cost estimate with the final geometric layout. Our preliminary estimate for the construction cost of a J-Turn without signals is approximately \$700,000. If the ICE report confirms the TIS recommendation that signals are needed at the 165th intersection as well as the south U-Turn we estimate that would add approximately \$1,250,000 to the construction cost for a total of \$1,9- 2,000,000.

Task 4 Deliverables: Final concept, preliminary design, cross sections, profiles, typical sections, preliminary drainage plan, cost estimates, construction limits, Level 1 Geometric Layout, ENM summary table

Phase 2: Final Design and Delivery

Task 5: Final Design

We will complete the detailed design of the proposed improvements consistent with City and MnDOT state aid design requirements, and in accordance with all state laws, rules, and regulations.

5.1 Final Design Plans

Bolton & Menk will produce detailed comprehensive construction plans that are legible and constructible. Construction plans will be prepared to meet MnDOT state aid requirements. This task includes preparation of applicable plan sections such as

- Title sheet
- General layout
- Statement of estimated quantities
- Tabulations
- Typical sections/construction details
- Existing conditions and utilities plans
- Removal plans
- Construction and grading plans
- Intersection details
- Drainage plans
- Traffic control plans
- Turf establishment and erosion control plans
- Signing and striping plans
- Lighting plans
- Cross sections

5.2 Plan Submittals (60%, 95%, 100%)

We will submit final design plans and other documents for review at the following stages of completion:

60% Plan Review—Submittal to include topography, utility plans, profiles, alignments, intersection layouts, drainage plans, typical cross sections, preliminary utility relocations, and engineer's estimate

95% Plan Review—Submittal to include complete plan set, specifications, and engineer's estimate

Final Plan Approval—Submittal of final design plans, specifications, and engineer's estimate for approval and signatures

5.3 Cost Estimates (60%, 95%, 100%)

Bolton & Menk will prepare a detailed engineer's cost estimate at each plan submittal. Quantities and costs will be split by project areas, participating/non-participating items, and funding sources.

5.4 Specifications and Bidding Documentation

We will prepare and assemble bidding documents including project specifications, instructions to

bidders, bid proposal form, labor/wage requirements, and MnDOT state aid attachments.

Task 5 Deliverables: 60% plans, 95% plans, 100% plans, specifications, cost estimates, advertisement for bid

Task 6: Utility Coordination

6.1 Gopher State One Call Coordination

Gopher State One Call coordination will be completed to confirm utility owners and locations provided in the topographical survey. Any maps and private utility information we receive will be shared with the City.

6.2 Utility Coordination

Our team will identify all private/public utility locations, and any necessary relocations or adjustments for the project. We will follow the MnDOT utility coordination process.

Task 6 Deliverables: Private utility relocation plans, utility tabulations, utility meetings

Phase 3: Construction

Task 7: Construction Services

We will complete the construction services needed for the proposed improvements consistent with City and MnDOT state aid requirements, and in accordance with all state laws, rules, and regulations.

7.1 Construction Administration

The project manager will perform the following construction administration responsibilities:

- Run preconstruction meeting
- Perform on-site review pertaining to work and progress as needed
- Run weekly progress meetings as needed
- Prepare change orders and written directives
- Review shop drawings, material lists, and suppliers
- Review and approve pay requests

7.2 Field Staking

Survey crews will complete field staking on the following features:

- Construction limits
- Grading
- City utilities
- Curb and gutter
- Signage
- Storm Sewer
- Miscellaneous infrastructure features
- Street lighting

7.3 Construction Observation

The CPR will be on-site full time during the various stages of construction to observe and review the quality of work. Our proposed CPR, will be MnDOT certified and has extensive training and experience performing construction observation on similar projects. The CPR will perform the following tasks:

- Provide day-to-day construction observation and coordination between contractor, city, and affected businesses and property owners
- Maintain daily construction logs
- Prepare monthly pay requests

Task 7 Deliverables: Copies of meeting notes, change orders, shop drawings, materials lists, supplier's lists, and pay requests, field stakes and documentation of all survey points installed, Inspection notes, photos, and other field records.

Task 8: Project Close-Out

8.1 Final Project Review

We will walk the site with project stakeholders and identify any punchlist items that need to be addressed. Punchlist items will be reviewed until acceptable by the city.

8.2 Record Drawings

Bolton & Menk will combine a record plan survey and

all field information prepared by the city's construction observer, contractor, and subcontractors for use in preparing record drawings. This information will be used to edit the design drawings used for project construction.

Task 8 Deliverables: Punch List, The record drawings will be provided in electronic (Adobe PDF) format for printing (if necessary) and archiving. One 11"x17" final hardcopy set will also be provided.

Task 9: Alternate Services

9.1 Signal Addition

If the ICE Report finds signals are needed at the 165th Avenue intersection as well as the south U-Turn, and MnDOT approves the installation of these signals on US 10/169, we will complete the addition of these signal designs into the Level 1 Layout, Designs, and final construction.

Geotechnical Testing Services

Soil Borings

Bolton & Menk will work with the City selected geotechnical firm coordinating soil borings and a geotechnical report for pavement and utility design.

Field Testing Services

Materials testing will be performed by the geotechnical consultant retained by the City in accordance with the MnDOT Schedule for Materials Control.

Deliverables: Geotechnical Report, Material testing reports, laboratory analyses, and required documentation to fulfill state aid construction testing requirements.

PROJECT EXPERIENCE

TH 65 & Cajima Street RCUT Improvements

City of Isanti, Minnesota

The intersection of TH 65 and Cajima Street NE in Isanti met many conditions that warrant a change in traffic control. Ten crashes were recorded at this intersection between 2013 and 2015. The westbound left turn operated at a Level of Service F. The delay was anticipated to increase from below 90 seconds to more than 1,100 seconds per vehicle over the next 20 years with the current stop control in the AM and PM peak hours.

Through discussions with MnDOT and completion of an ICE report at this intersection, an RCUT was determined to be the optimal improvement at this intersection. It was found to have the greatest reduction in crashes while reducing delay times significantly. We were able to secure funding through the MnDOT Local Partnership Program (LPP) which required a Level 1 Layout be completed and approved by MnDOT District 3 and Central Office. We were assigned a state project number and completed plans and specifications to meet LPP funding requirements.

The project moved along seamlessly from preliminary report to approval of final plans and was completed in 2019.

TH 53 Intersection and Passing Lane Improvements

MnDOT District 1

TH 53 runs through District 1 with significant regional, state-wide, and interstate connectivity. Bolton & Menk led the preliminary and final design, including detailed roadway design.

This project introduced a reduced conflict intersection on TH 53 at TH 1 (south junction) to address a traffic safety issues and an offset tee intersection on TH 53 at TH 1 (north junction). For the south junction, we worked with KGM contractors. We applied their 119-foot-long mobile asphalt plant hauler as a control vehicle for the geometric design of

the RCI. Along with intersection improvements, this project created passing lanes in four different areas between Cook and International Falls. To remain with the existing shoulder PI to PI footprint, existing shoulder width was reduced, and through lanes were moved out from the existing centerline.

We designed mainline mill and overlay and shoulder reconstruction in the passing lane areas. Due to reduced shoulder width, we performed clear zone calculations at all culvert locations. This ensured standards were met and identified the need for new guardrail placement. The project also included an EAW and CATEx under an extremely aggressive timeline.

TH 169/CR 28 Intersection Improvements,

Le Sueur County, Minnesota

Utilities and improvements were brought to the north part of Le Sueur where industrial lot development was planned. Access improvements were needed at TH 169, which serves as the basis of future roadway extensions to support development. Plans for an interchange were in the works for over a decade. Bolton & Menk helped refine access needs through this area and determined potential locations. Funding was unsuccessful due to the high price coupled with limited benefits.

A more cost-effective solution was developed that included Reduced Conflict U-Turn Intersection (RCUT) treatments. With RCUT design, left turning movements onto the mainline are performed with a right turn, followed by a U-turn to the desired travel direction. This eliminates the need to find gaps in both directions to make the left turn, particularly important for trucks too large to use the center median area as a refuge.

Our solution was fundable and supported by all project partners. It also closed or combined multiple access points, safely facilitates traffic movements, serves heavy truck traffic volumes, and has allowed industrial development to begin.

TH 61 - River Oaks RCUT

City of Cottage Grove, Minnesota

As Cottage Grove experienced increased regional traffic volumes, local residents and business owners raised concerns regarding the challenges of crossing the high-volume, high-speed four-lane expressway. The proximity to a nearby school led to a significant surge of vehicles during dismissal times, particularly when accessing TH 61 from the southern leg of the intersection. Improvements were necessary for the configuration at TH 61 and Point Douglass Road. Various alternatives were evaluated, including All-Way Stop Control (AWSC), traffic signals, roundabouts, and a Reduced Conflict U-Turn (RCUT) with and without a $\frac{3}{4}$ left turn access. After considering factors such as safety, traffic flow maintenance, and cost-effective side street access, an RCUT without a $\frac{3}{4}$ left turn was determined to be the optimal solution.

Through an efficient design process, Bolton & Menk and the City of Cottage Grove provided its residents and business owners with an upgraded intersection. The median was removed and replaced with J-turn movements. These enhancements improved safety by reducing intersecting points between different traffic paths and improving visibility through better lighting. All of this was accomplished while maintaining, if not enhancing, the existing mobility for interregional travel on TH 61 at the intersection of Point Douglas Road.

Bolton & Menk designed multiple roadway improvements across Minnesota, including the TH 53 intersections and passing lanes project, TH 169/CR 28 intersection improvements, and the TH 61 River Oaks RCUT in Cottage Grove. These projects addressed traffic safety issues, refined access needs, and improved traffic flow and safety while accommodating heavy truck traffic and industrial development. Each solution was tailored to meet specific regional needs and supported by project partners.

TEAM

Jason Cook, PE

Jason will serve as your primary point of contact. He has the qualifications, experience, motivation, and work ethic to effectively manage and coordinate each project phase. Jason will provide close coordination with the City of Elk River, Sherburne County, MnDOT, and project partners. He will be responsible for overall team management and all schedule, cost, public outreach, and scope management processes.

Kasey Burns, PE

Kasey is a transportation senior project engineer at Bolton & Menk where he has been a vital contributor since 2018. With a passion for water resources engineering, Kasey specializes in transportation drainage projects, municipal improvement projects, and comprehensive studies. As the drainage lead on various projects, he uses his expertise in hydraulics, hydrology, and permitting to develop sustainable solutions that address the complexities of water management. Water plays a central role in people's lives, and he is dedicated to ensuring that it is managed effectively and responsibly.

Justin Schmidt, PE, LSIT

Justin is a transportation project manager who began his profession in 2005. He takes pride in the work he does and the fact that each of our projects improves the communities where we live and work. Justin is experienced with detailed roadway design, plan production, grading and drainage design, quantity computation, and utility coordination. He leads the transportation work group's CAD standards team ensuring the group is using and trained in the most recent standards and Bentley software.

Zach Schopf, EIT

Zach is a transportation design engineer whose professional career began in 2018. He is responsible for preliminary roadway and intersection design layouts, performing traffic operations and safety analysis, preparing construction cost estimates and construction plans and specifications, and performing construction observation. Zach is passionate about his work because of the impact it has on the safety,

sustainability, and aesthetics of the communities he works in.

Mike Larson, PE, PTOE, RSP1

Mike is a transportation senior project engineer who began his career in 2016 and has worked alongside Jake since day one. He is a jack-of-all-trades engineer with deep knowledge of all things traffic, from microsimulation, signal timing, signing and striping design, staging and traffic control, to safety analysis and multimodal performance and safety. Mike is our traffic practice area leader, and his fingerprints are on many of the traffic study work that comes through Bolton & Menk. He is passionate about finding right-sized solutions that can actually be implemented and make an immediate difference in people's lives.

Derek Arens, PE

Derek is passionate about serving the public and takes pride in enhancing the safety and quality of the communities he serves. As a transportation senior project engineer, he is responsible for preliminary and final roadway design layouts, cost estimates, specifications, and assembling construction plans. Derek began his career in 2011 and has all-around experience from concept design to construction delivery. His design knowledge spans from retaining walls to trails to access management. He specializes in roundabout design and has a history of geotechnical experience. Derek enjoys bringing our clients' visions to life with the 3D design aspect of roadway design technology. He is an expert in software such as MicroStation/GEOPAK, OpenRoads, and Site/Corridor Modeler.

SCHEDULE

We have developed a schedule detailing the anticipated work tasks, task relationships, critical path timeline, deliverable due dates, and completion dates. This schedule is based on our review of the project background, description, and scope of services included in the Request for Proposals and our experience on other similar projects. Upon selection, Bolton & Menk will work with City staff and other project partners to revise and update this schedule as needed to ensure successful delivery of this project. This schedule is very aggressive with best case review times and no land acquisition needs. Given the anticipated review process from MnDOT we have built in the State Aid level of plans and submittal review process. If state aid funds are not used, we do not anticipate more than a week or two of reduced schedule timeline that will not change the anticipated completion date for this project. This schedule is also based on the assumption signals will not be added to the J-Turn as part of this project. If signals are required, coordination with MnDOT and pole and electrical work lead times will likely extend the project into the spring of 2027. Should any of these reviews take longer than anticipated, or additional environmental or land acquisitions are needed, the construction phase will likely occur in 2027.

Should Federal funds be used on this project, the schedule is anticipated to extend to bidding in the winter or spring of 2027 with an anticipated project completion in the fall of 2027.

Tasks	2025						2026											
	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
1.0 Project Management																		
2.0 Public and Agency Involvement																		
2.1 PMT Meetings	X						X					X						
2.2 Agency Coordination Meeting				X			X						X	X	X	X		
2.3 Public Meetings		X					X					X						
3.0 ICE Study																		
3.2 ICE Study Report																		
3.3 Concept Development																		
3.4 Cost Estimates																		
4.0 Preliminary Design																		
4.1 Finalize Concept Development																		
4.2 Preliminary Drainage Design																		
4.3 Evaluate Potential Construction Staging/Detour																		
4.5 Prepare Geometric Layout																		
4.6 Prepare Environmental Documents																		
4.7 Cost Estimates																		
5.0 Final Design																		
5.1 Final Design Plans																		
5.2 Plan Submittals (60%, 95%, 100%)																		
5.3 Cost Estimates (60%, 95%, 100%)																		
5.4 Specifications and Bidding Documentation																		
6.0 Utility Coordination																		
7.0 Construction																		

FEES

Bolton & Menk, Inc.'s proposed fees to provide the described work will be billed hourly based on the enclosed fee schedule with the total estimated cost to be:

City of Elk River, MN US 10 and 165th Avenue J-Turn Improvements		BOLTON & MENK, INC.									
Task No.	Work Task Description	Project Manager	Survey Coordinator	Traffic Lead	Design Lead	Graduate Engineer	Engineering Tech	Survey Crew	Clerical	Total Hours	Total Cost
Phase I: ICE Study and Preliminary Design											
1.0	Project Management	18	0	4	0	0	0	0	4	26	\$5,066
2.0	Public and Agency Involvement	8	0	8	2	0	4	0	6	28	\$4,906
3.0	ICE Study	4	0	36	2	126	2	0	4	174	\$28,512
4.0	Preliminary Design & Level 1 Layout	12	8	11	36	136	22	32	6	263	\$44,365
Phase I: ICE Study and Preliminary Design Subtotal:											\$82,849
Phase II: Final Design and Delivery											
1.0	Project Management	36	0	0	4	0	0	0	6	46	\$9,104
2.0	Public and Agency Involvement	6	0	0	6	0	0	0	0	12	\$2,400
5.0	Final Design	48	0	28	120	166	46	0	6	414	\$71,602
6.0	Utility Coordination	4	0	0	14	0	4	0	2	24	\$4,290
Phase II: Final Design and Delivery Subtotal:											\$87,396
Phase III: Construction											
1.0	Project Management	16	4	0	4	0	0	0	8	32	\$5,792
2.0	Public and Agency Involvement	19	0	0	5	0	0	0	2	26	\$5,218
7.0	Construction Services	40	20	4	2	4	290	52	4	416	\$70,646
8.0	Project Closeout	4	0	0	2	0	28	4	4	42	\$6,850
Phase III: Construction Subtotal:											\$88,506
TOTAL NOT-TO-EXCEED FEE										\$258,751	
Alternate Services											
9.0	Signal Addition	40	4	40	120	160	120	10	4	498	\$85,506
Alternate Subtotal:											\$85,506

These rates include labor, general business and other normal and customary expenses associated with operating a professional business. The above rates include vehicle and personal expenses, mileage, telephone, survey equipment, survey stakes and routine expendable supplies; and no separate charges will be made for these activities and materials.

Accepted by:

Print Name/Title

Date



Request for Action

To
City Council

Item Number
8.3

Meeting Date
July 7, 2025

Prepared By
Jolene Richter, Deputy Clerk

Item Description
Discuss Work Session Items

Reviewed by
Cal Portner
Tina Allard

Action Requested

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

Background/Discussion

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

The proposed work session topics are as follows:

- Fire Station I Facility Funding (after legislative session)
- Public Safety Grant Expenditure update
- Review of zoning north of 197th Ave and the gravel mining area following Highway 169 construction
- Update of traffic light timing along Highway 169
- City Mission and Vision Review

Financial Impact
N/A

Mission/Policy/Goal
Responsibly grow, meet changing needs (agile), and ethical, efficient, and responsible.

Attachments
None

The Elk River Vision

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



Request for Action

To
City Council

Item Number
9.1

Meeting Date
July 7, 2025

Prepared By
Jolene Richter, Deputy Clerk

Item Description
Council Liaison Updates

Reviewed by
Cal Portner
Tina Allard

Action Requested
Councilmembers to provide liaison updates.

Background/Discussion

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

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

Other Committees, Commissions, etc.

Financial Impact
None

Mission/Policy/Goal
Elk River Mission

Attachments
None

The Elk River Vision

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



Request for Action

To
City Council

Item Number
11.1

Meeting Date
July 7, 2025

Prepared By
Justin Femrite, Public Works Director/Chief Engineer

Item Description
Downtown Street and Parking Lot Rehabilitation

Reviewed by
Justin Femrite
Cal Portner
Tina Allard

Action Requested
Discuss Project Limits, Sequencing and Approach

Background/Discussion

With the adoption of the Downtown Plan and the guidance it lays out for features and finishes, we are in the beginning stages of discussing how the downtown public asset rejuvenation should be programmed and sequenced.

The intention is to allow the condition of the public surfaces and underground utilities to drive the schedule around rehabilitation. We first need to focus on the limits and be in agreement on what is scoped and included as we move into the development of the CIP and ultimately the final design.

Financial Impact
None associated with this discussion.

Mission/Policy/Goal
Help, not hinder citizen quality of life.

Attachments
1. Downtown Figure

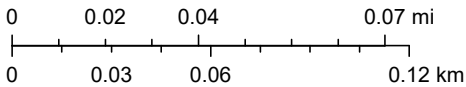
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City of Elk River - Downtown Public Access Rejuvenation



June 26, 2025





Request for Action

To
City Council

Item Number
11.2

Meeting Date
July 7, 2025

Prepared By
Justin Femrite, Public Works Director/Chief Engineer

Item Description
Yard Waste Transfer Facility

Reviewed by
Justin Femrite
Cal Portner
Tina Allard

Action Requested
Consider Direction for Future of Yard Waste Transfer Site.

Background/Discussion

Over the past couple of months, we have participated in preliminary discussions with Sherburne County and the other city yard waste transfer site owners in the county about continued and future uses at these sites. There is interest within the group to add further restrictions to the sites and add a requirement that all material be ground and hauled to a site in Becker at a higher cost to our site management. All sites continue to struggle with contaminated loads, material that is not accepted, and volume increases.

Attached are the notes from our last meeting at Sherburne County and the rules we have found from other yard waste transfer sites around the northwest metro.

Financial Impact
None associated with this discussion.

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

Attachments
1. Summary of YW Sites 6-16-25 Mtg
2. Example Yard Waste Site Rules

The Elk River Vision

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

Summary of 6/16/2025 Municipal Yard Waste Site Meeting

Cities of Elk River, Zimmerman, Big Lake, and Becker

Attendees:

Keith Koehler (City of Zimmerman), Norman Michels (City of Big Lake), Chris Teff (City of Elk River), Justin Femrite (City of Elk River), Chris Lisson (City of Becker), Cory Buettgen (City of Becker), Dave Lucas (Sherburne County), Maureen Mossak (Sherburne County), and Jillian Carlson (Sherburne County)

Discussions on Commercial Material Received:

It was discussed that the County's policy is to reduce its dependence on indiscriminate landfilling of waste. Vonco II Waste Campus in Becker is now accepting source separated organics for its composting operation and needs carbon material. It was discussed since the County currently provides for SCORE grant dollars to subsidize the operations at municipal yard waste sites, that the current Sherburne County Agreement on SCORE Grant Funding requires all carbon material from the yard waste sites to be made available for the source separated organics composting operations. It was also discussed that Sherburne County has initiated an organics collection program and since Vonco II operates a source separated organics compost facility, that the collected materials must now be transported to Vonco II for their composting operation.

It was discussed that with the County's growing population and a rise in tree related diseases, including Emerald Ash Borer, Oak Wilt, Etc. the municipal yard waste sites have seen an increase in the amount of commercial wood waste entering the sites with approximately 30-60% of yard waste/wood waste coming from commercial businesses depending on the site.

Over the years the County has seen an increase in costs associated with managing tree and yard waste. This program was set up for the residents of the County and not for subsidizing commercial yard waste or tree waste received. The County is mandated by the State to match SCORE funds by 25%, however, the County has been matching SCORE funds at 75% to try to keep all of our programs available to the public.

Possible Solutions Discussed:

The group discussed having a hard reset on all yard waste access cards starting January 1st, 2026. Residents would be required to contact the City Halls to reactivate the card. Residents who bring in their existing card for reactivation would not be charged a fee. The cities also discussed the possibility of establishing a fee for a new card, possibly in the amount of \$10.00. The reset process will assist in identifying and removing cards that are no longer in use by current residential property owners.

The group discussed no longer allowing commercial use of these sites possibly starting January 1st, 2026. Each yard waste site representative was asked to take this back to their City Council for discussion.

If any municipalities wish to keep accepting commercial yard waste at their sites for a fee, then commercial and residential yard waste must be collected and kept separate as the County would only reimburse wood grinding costs for residential yard waste.

Any changes for the sites would be advertised to the public by each Municipality and the County well in advance of the start date.

Next meeting:

The County will set up the next meeting for an in-depth discussion on commercial use possibly the second week in August.

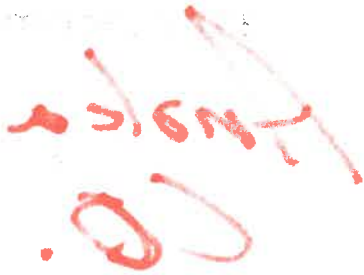


Compost Sites

Anoka County has two compost sites that accept grass, leaves, non-woody yard waste, tree waste, and organics (food scraps).

What to know before you go

- Please arrive 15 minutes before close.
- Check in at the attendant station before dropping off any material.
- Provide your driver's license or other proof of residence at check-in.
- Unload your yard waste.
- Take all bags/containers/tarps with you.
- Ensure any yard waste or food scraps you bring to the site is free of garbage, recyclables, or plastic.
- Tree waste may be loose or bundled. Remove bundling materials such as rope and twine and bring it home.
- Tree waste is charged based on volume, so bundling is encouraged for a lower fee.
- No tree waste hauled by a tree service company in a trailer or truck longer than 12' will be accepted at the compost sites at this time. Tree service companies hired by county residents, please contact the compost site contractor at (763) 862-0016 with questions.



Materials Available at Compost Sites

Unscreened Compost

Unscreened compost is free to Anoka County residents, when available. You must load the unscreened compost yourself. Be sure to bring your own containers and shovel.

Materials for Purchase

Contact the site operator, OTI, Inc., directly for pricing and availability. Mulch and screened compost can be purchased on a first-come, first-served basis (non-commercial use only), April through November only. For safety reasons, residents are not allowed to load any purchased materials. Contact the site operator for assistance.

Bunker Hills, Coon Rapids

Location

13285 Hanson Boulevard
NW, Coon Rapids, MN
55448

One mile north of CSAH 14
(Main Street)

- Turn east at stop light intersection of 133rd Ave and Hanson Boulevard
- Follow 133rd Avenue for 1 mile
- Gated entrance on the right

[See a map \(PDF\)](#) | [Get driving directions](#)

Rice Creek, Lino Lakes

Location

7701 Main Street, Lino
Lakes, MN 55038

South of 35W off CSAH 14
(Main Street)

- Lake Drive (CSAH 23) exit from 35W
- North on Lake Drive and right (east) on Main Street
- Turn right at Wargo Nature Center sign
- Gated entrance on the right

[See a map \(PDF\)](#) | [Get driving directions](#)

Anoka

**Hours of Operation
April - November,
weather permitting**

- Monday - Friday: 10 a.m. - 7 p.m.
- Saturday: 9 a.m. - 5 p.m.
- Sunday: Noon - 5 p.m.

**December - March,
weather permitting**

- Saturday: 9 a.m. - 1 p.m. ONLY

**Hours of Operation
April - November,
weather permitting**

- Tuesday: 10 a.m. - 7 p.m.
- Thursday: 10 a.m. - 7 p.m.
- Saturday: 9 a.m. - 5 p.m.
- Sunday: Noon - 5 p.m.

**December - March,
weather permitting**

- Saturday: 9 a.m. - 1 p.m. ONLY

Closed New Year's Day, Martin Luther King, Jr. Day, President's Day, Easter Sunday, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving Day including the following Friday, Christmas Day

Materials Accepted

The compost sites accept yard waste, tree waste, and organics/food scraps

Emerald Ash Borer-infested tree waste is accepted. Learn more about the pest, identification, and ash tree management tips here.

Yard Waste

- acorns
- garden waste
- grass clippings (must be debagged)
- leaves (must be debagged)

Tree Waste

- brush
- evergreen boughs
- logs
- shrub trimmings
- stumps

- pinecones and needles
- sod (residential quantities)
- soft-bodied green plants, and weeds
- wood chips

Anoka

Fees:

- Fees listed below are for Anoka County residents only. Proof of residence is required.
- Both compost sites accept cash, credit, and debit payments.
- For ease of payment, keep materials separated by category as they are listed on the price sheet. This will also save you time at the compost site because many categories need to be placed in separate piles due to differing processing needs. Co-mingled loads may be accepted but will be charged an additional fee.
- Commercial businesses are subject to different rates than those listed below. Contact the site operator OTI, Inc. directly at: (763) 862-0016 to learn more about these rates or to set up a business account.

Anoka County Resident Yard Waste Fees (Leaves, Grass and Non-Woody Plants)

Cubic Yards *Residential pricing only	Fee
0-4 cubic yards (1 cubic yard = approximately 5 to 8 yard waste bags.)	No Charge
Each additional cubic yard over 4 cubic yards	\$0.50/yard

Anoka County Resident Tree Waste Fees

Description *Residential pricing only	Fee
Tree waste, less than 5 inches in diameter, up to 2 cubic yards	No Charge

Anoka

Description *Residential pricing only	Fee
Tree waste, less than 5 inches in diameter, more than 2 cubic yards	\$8 per cubic yard
Tree waste, 6-17 inches in diameter	\$12 per cubic yard
Tree waste, 18 inches or more in diameter	\$24 per cubic yard
Stumps, 1-35 inches in diameter	\$60 per cubic yard
Stumps, 36 inches or more in diameter	\$120 per cubic yard
Root balls	\$5.00 each
Wood chips	\$5.00 per cubic yard
Stump grindings and old mulch	\$15.00 per cubic yard
Christmas trees (decorations removed)	No Charge
Christmas wreaths (OTI's sole discretion for acceptance)	\$5.00 each

Additional Information

State law prohibits putting tree and yard waste in your garbage, (Minnesota Statutes § 115A.931). "Yard waste"

 Government Websites by Curious Labs include yard waste, leaves, lawn cuttings, weeds, small shrub, and tree trimmings.

2018-10-10



*Hennepin
Co.*

Open without
charge to
residents of:

YOU MUST HAVE A VALID
PICTURE ID.

JUST MOVED? BRING YOUR
OLD ID WITH YOUR CLOSING
DOCUMENTS OR A CURRENT
UTILITY BILL.

- Maple Grove
- Brooklyn Center
- Brooklyn Park
- Dayton
- Champlin
- New Hope
- Crystal
- Rogers (with permit,
contact the City of
Rogers)

OPEN TO ALL OTHER RESIDENTS AND COMMERCIAL
CUSTOMERS FOR A FEE

Site is also open to residents of other cities and
commercial customers for a fee. Payment accepted: credit



VIEWABLE 2025 YARDWASTE SITE PRICING

– 2025 SEASON –
Open April 1st – November 30th

<u>Hours of Operation</u>	
Monday – Saturday	8:00 AM - 7:00 PM
Sunday	11:00 AM - 7:00 PM

Closed: *Easter Sunday: Sunday, April 20th* *Memorial Day: Monday, May 26th* *Independence Day: Friday, July 4th*
Labor Day: Monday, September 1st *Thanksgiving Day: Thursday, Nov. 27th*

Open without charge to residents of:

Brooklyn Center	Brooklyn Park	Champlin	Crystal
Dayton	Maple Grove	New Hope	*Rogers (w/permit)

*Obtain permit at Rogers City Hall: 763-428-2253

(Residents can bring brush up to 10" in diameter for free. Brush 10" in diameter and over, *see below for pricing)

2025 Pricing

*Payment accepted: Credit card or check only. Site also open to residents of other cities and commercial customers at the following fees:

*Minimum Charge	\$6.00	
*April – May	-Grass/Leaves	\$12.00 cu yd
*June – September	-Grass/Leaves	\$17.00 cu yd
*October – November	-Grass/Leaves	\$12.00 cu yd
*April – November	-Garden Waste	\$12.00 cu yd
*April – November	-Brush/Logs	\$30.00 cu yd
*April – November	-Dirt/Sod/Clay/Sand	\$17.00 cu yd
*April – November	-Aggregate (Under 2")	\$17.00 cu yd
*April – November	-Wood Chips	\$100.00 per load

*33 Gallon Trash Bags - \$2.50 ea. (June-Sept \$4.50 for grass)

- All material must be de-bagged at the site and bags removed.
- Biodegradable bags are not accepted.
- Lawn and garden waste accepted, including leaves, grass, plant material, straw, apples, sand, and brush up to 10" in diameter.
- **No stumps or erosion blankets allowed.**
- *Material over 10" to 36" in diameter will be charged \$30.00 cu yd (no matter which city the customer is from).
- We are a designated disposal site for ash tree waste.
- **Due to the quarantine on ash and deciduous wood, no free mulch is available.**

Directions:

- Take I-94 northwest to Maple Grove Parkway (County Rd 30 / Exit 213) in Maple Grove. Go north on Maple Grove Parkway approximately 1 mile. Turn right into the site entrance.
- Take County Road 81 approximately three miles northwest of Osseo to Maple Grove Parkway. Turn left/south on Maple Grove Parkway. Turn left into the site entrance (.3 miles).



Hennepin
Co.

Receive Email Reminders

Email (optional)

Subscribe

[LOCATION](#) | [HOURS](#) | [FEES](#) | [ACCEPTED MATERIALS](#) | [COMMON QUESTIONS](#) | [CONTACT US](#)

This is a seasonal business. The Maple Grove Yardwaste Site is a privately owned yard waste recycling site. The goal of the Maple Grove Yardwaste Site is to provide a convenient place for the community to recycle their yard waste and organic matter. Everything brought to the yard waste site is 100% recycled.

10300 Maple Grove Parkway, Maple Grove, MN 55369 | 763-420-4886
| info@mgyardwaste.com

Handwritten in red ink:
Humboldt
Co.

Compost Site

Our compost site is a great resource for residents to dispose of leaves, grass clippings, brush, tree branches and additional clean yard waste. The City of Sartell Compost Site is designated exclusively for residential purposes; commercial use is strictly prohibited.

ELIGIBLE AREAS

Residents of the following are eligible for the Sartell compost site:

- City of Sartell (\$35 permit fee)
- City of St. Cloud (\$80 permit fee)
- LeSauk Township (\$80 permit fee)

INELIGIBLE AREAS

Residents of the following are ineligible for the Sartell compost site:

- Cities of St. Joseph, Waite Park, Sauk Rapids, Rice, St. Stephen
- Townships of St. Joseph, Watab, Brockway, St. Wendel
- Any other City or Township not listed under Eligible.

APPLY FOR A COMPOST PERMIT TODAY [ONLINE ONLY](#)



Automatic gates have been installed which means the compost site will be "self-opening" during operating hours by scanning the QR code on your permit to open the gate.

Compost Permit Instructions:

1. Fill in your [FULL NAME](#) and [EMAIL](#)
 1. The email entered will receive the payment link and the generated permit.
2. Enter your address, [SELECTING IT FROM THE LIST](#) that appears.
 1. After three characters are entered, a dropdown will appear with a filtered list of possible addresses. As more characters are entered, the list will continue to filter.
3. After the address is entered, the City, State, Zip Code, and Parcel will populate.
4. Enter the Vehicle Information of the Vehicle that will be making the Compost drop-offs.
 1. This includes the Make of Car, Model of Car, Color of Car, and the License Plate.
5. Once all the required fields are fill in, click Submit.
6. A message will pop up telling you to check your email for a link to make payment.
7. Click the link in your email to make payment.
8. You will then receive an email back with your permit attached, you can either print this permit or save it to your phone to present to the compost site attendant.

Compost Permit Application - [CLICK HERE](#)

[Printable Compost Site Rules and Regulations](#)

COMPOST SITE LOCATION

520 30th AVE N
Sartell, 56377

[VIEW MAP >](#)

QUESTIONS:

Phone: [\(320\) 253-2171](tel:(320)253-2171)

SPRING/SUMMER HOURS

Opening Day April 14, 2025 depending on weather

(April 14, 2025 - October 5, 2025)

DAILY 8:00 a.m. to 8:00 p.m.

FALL HOURS

Closing day November 23, 2025 depending on weather

(October 6, 2025 - November 23, 2025)

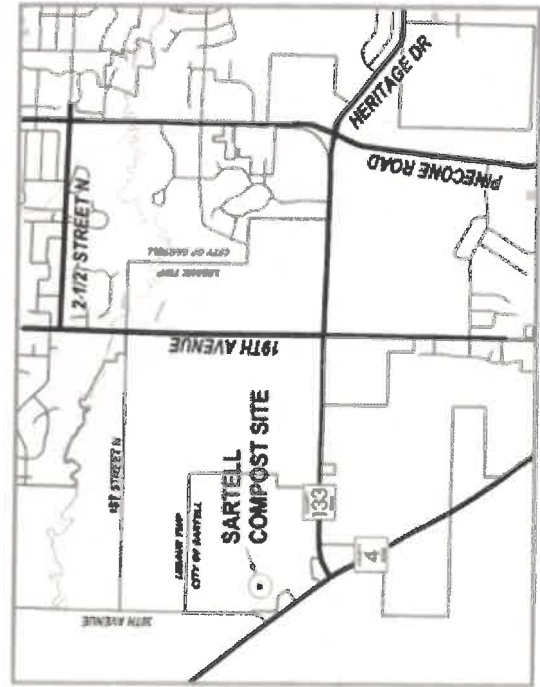
DAILY 8:00 a.m. to 6:00 p.m.

*The city reserves the right to close due to inclement weather.

11-22

SARTELL COMPOST SITE RULES AND REGULATIONS

- Commercial haulers and lawn service companies are not eligible to use this site.
- You must empty all bags used to transport compost material and put empty bag(s) into dumpster or recycle the bags. No plastic bags are to be left on site as they contaminate the compost.
- All loads entering site must be covered to prevent loss of any waste while driving to compost site.
- After unloading, all trailers, pickup boxes, etc., must be swept clean.
- The equivalent of one pickup load per week of finished compost by permit holders may be taken.



520 30th AVE N SARTELL MN 56377



Scan the QR code to visit our website to find additional information on the compost site.



SPRING/SUMMER HOURS

Opening Day April 14, 2025 depending on weather
(April 14, 2025 - October 5, 2025)
DAILY 8:00 a.m. to 8:00 p.m.

FALL HOURS

Closing day November 23, 2025 depending on weather
(October 6, 2025 - November 23, 2025)
DAILY 8:00 a.m. to 6:00 p.m.

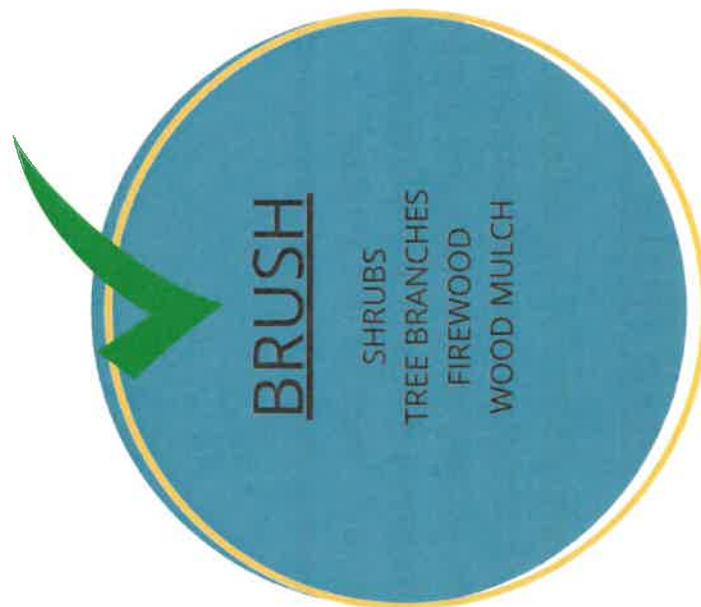
For other information or questions, please call 320-253-2171



SARTELL COMPOST SITE RULES AND REGULATIONS

Now that you have purchased your permit, please see the rules and regulations for the compost site:

- The Sartell Compost Site is available to residents who live in the cities of Sartell, St. Cloud and LeSauk Township.
- You must have your permit with QR code to access the compost site.
- Each permit is valid for the vehicle it was registered to and will be active in the calendar year it was purchased.
- Permits are non-transferable.
- Residents caught purchasing permits for other than their own personal vehicles will forfeit their permit(s) for the year and all monies paid.
- Only clean yard waste, brush and tree waste will be accepted.
- Yard waste mixed with rocks, metal, concrete, Styrofoam, animal feces, landscaping fabric, food scraps, or other foreign material is also unacceptable.
- Brush and yard waste must be separated.
- The City reserves the right to limit the quantity of brush disposed.



Yard Waste Site

Victoria



Make yard clean up a little easier by bringing your compostable yard waste to the City of Victoria's yard waste collection site.

The City of Victoria has opened the yard waste collection site on weekends throughout the summer and into the fall. The site will be monitored by a security camera and open to Victoria residents for non-commercial compostable yard waste only. No non-compostable items are allowed at the site.

The compost site is available for use by Victoria residents to drop off private, compostable yard waste only. Recently there has been an increase in commercial businesses using the site and leaving behind materials that are not always compostable. If you see any commercial vehicles using the site or notice the drop-off of non-allowed items, please report it to the City of Victoria at 1-821-443-4210.



Compostable Yard Waste

Yard waste, no larger than 4" in diameter and cut into 4' lengths, will be accepted at the collection site. All items must be de-bagged (unless they are compostable) before dropping off at the collection site.



Acceptable yard waste items include:

- Grass Clippings
- Leaves
- Plant Trimmings
- Branches
- Organic Garden Debris (Plant Material)

Non-acceptable yard waste items include:

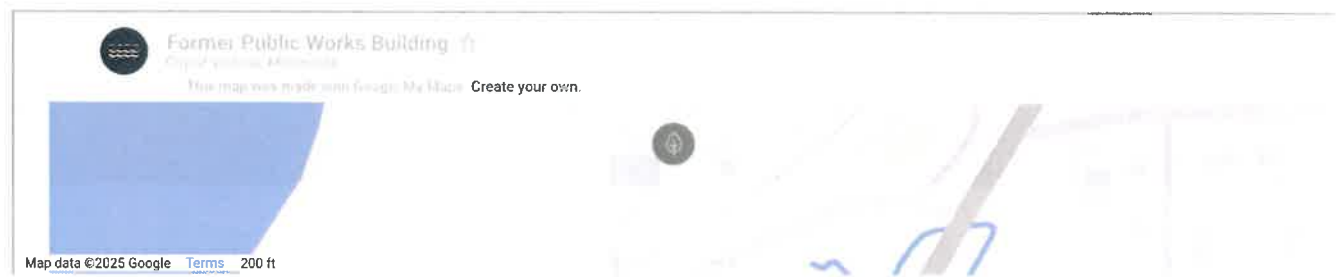
- Chemically Treated Items
- Soil, Dirt, Rocks, Gravel
- Concrete and Cement
- Plastics, Metals, Glass
- Garbage

Yard Waste Site Location

Address: 1416 Stieger Lake Lane, Victoria, MN 55386

Parking: Parking Lot

Neighborhood: Central Business District



Know Before You Go

Collection Site Hours

- The site is open from sunrise to sunset on Saturdays and Sundays.
 - Drop-offs on Fridays are no longer available.
 - The site will now be blocked off from Monday through Friday due to people using the site outside of the posted hours, lawn service contractors misusing it, and people dropping of non-allowable items.
- Do not drop off yard waste outside of these days as this is a working public works site and heavy machinery is used in this area during week days.

Collection Site Drop-off Areas

- Place all yard waste within the designated blocked off areas.
- If the designated blocked off areas are full, the areas are closed until they can be cleared.
- **DO NOT** drop off materials outside of the designated areas as it causes major safety issues within the site.

Collection Site Eligibility

- Only residents of Victoria, Minnesota can drop compostable yard waste off at the collection site.
- No commercial waste is allowed. If you are paid to drop off yard waste, that is a commercial effort and not allowed.
- Only compostable yard waste is accepted at the site. **DO NOT** drop off any other type of items.

Collection Site 2025 Season

- The Yard Waste Site will open on Friday, April 11, 2025.
- The Yard Waste Site will close on Sunday, November 23, 2025.



City of Victoria Public Works Department

The Yard Waste Composting Collection Site at the Former Public Works Building is maintained by the City of Victoria Public Works Department.



Search the FAQs...

Forest Lake

Yard Waste

Did you know that state law prohibits leaves, grass clippings, brush and other plant material from being put in the trash?

Search the [Disposal Directory](#) to find more drop-off locations. Call first to verify fees, days, hours, and materials accepted.

Some waste haulers may pickup yard waste. Contact your hauler for details.

North Yard Waste Site

Yard waste is accepted from residents of Washington and Ramsey counties only.

No business waste allowed.

Residents bringing material by mechanical or hydraulic dumping trailer will need to fill out the [Dumping Trailer Approval Form](#) and receive approval from county staff before bringing the trailer to the North Yard Waste Site.

Download and save the [North Yard Waste Brochure \(PDF\)](#) for quick reference.

Location

6065 Headwaters Pkwy., Forest Lake, MN 55025

Summer Hours: April 1 - November 30

- Monday: 11 a.m. - 7 p.m. (or dusk)
- Wednesday: 8 a.m. - 4:30 p.m.
- Friday: 8 a.m. - 4:30 p.m.
- Saturday: 8 a.m. - 4:30 p.m.
- Sunday: 11 a.m. - 4:30 p.m.

Closed on all county-observed holidays.

Drop-Off Procedures

- Items accepted from households only.
- No business waste.
- Bags of yard waste must be emptied on site and taken with you.
- Residents bringing material by mechanical or hydraulic dumping trailer will need to fill out the Dumping Trailer Approval Form and receive approval from county staff before bringing the trailer to the North Yard Waste Site.

Items Accepted

- Branches and twigs.
- Garden waste.
- Grass clippings.
- Lake weeds.
- Leaves.
- Tree waste and shrubs.

✓
10/1/21

- Food scraps (Must be separated from yard waste. [Learn more about food scraps drop-off.](#)).

Forest
Lake

Items Not Accepted

- No sod.
- No stumps or root balls.
- No dirt, rocks, or mulch.
- No business waste.

Privately-Owned Sites

Open to everyone. Fees apply.

- Cottage Grove - Rumpca Companies Inc
[651-459-1556](#)
- Denmark Township - Gertens RES
[651-458-4412](#)
- Wyoming - SRC
[651-462-1099](#)

City-Owned Sites

Open to listed city residents only.

- Marine on St. Croix: [651-433-3636](#)
- Newport: [651-459-5677](#)

Backyard Composting

Leaves, grass, and plant trimmings can be combined with fruit and vegetable scraps in a home compost bin to create a rich organic material for your lawn and garden.

Benefits of composting

- Reduce yard, garden, and food waste
- Reduce water and fertilizer required for your lawn and garden
- Improve soil quality and supply essential nutrients for plant growth

ORDER A COMPOST BIN

Helpful Resources

- [Start composting in your backyard](#)
- [Diagnosing common backyard composting problems](#)
- [University of Minnesota Extension advice](#)
- [Benefits of compost](#)
- [How to use compost](#)

Contact Us

North Yard Waste Site

6065 Headwaters Parkway
Forest Lake, MN 55025

Phone: [651-275-7475](tel:651-275-7475)

[Email Staff](#)

10/24/24
10/24/24



Dumping Trailer Approval Form

Yard Waste services offered by Washington County are intended for residents, not businesses. Our conditional use permit for the North Yard Waste site does not allow us to accept yard or wood waste from businesses. One method we have implemented to ensure we do not violate this provision is to reject dumping trailers. Dumping trailers also pose a safety risk to yard waste site users and can result in contaminated piles. Residents of Washington County who wish to use dumping trailers must meet the following requirements:

- Must be a legal resident of Washington County.
- Must be transporting yard or wood waste generated on the property that they own/rent.
- Must consent to a verification of property ownership and an inspection (in person or through remote sensing) of the property to confirm that yard waste originated from property owned/rented by the person delivering the waste.
- Must sign a statement that the resident is fully capable of safely delivering yard waste with the trailer in question.
- Must be the owner and insurer of the tow vehicle.

Trailers must be no more than two axles; goose neck or fifth wheel trailers are not allowed. Residents who meet these requirements can submit a dumping trailer approval form. Dumping trailers cannot be used until a County signed approval form has been received by the applicant. Approval forms are valid for one year from date of County signature.

* Required

Applicant Contact Information

1. Applicant First Name *

Enter your answer

This question is required.

2. Applicant Last Name *

Enter your answer

This question is required.

3. Applicant Address *

Address, City, Zip. Ex. 14949 62nd St N, Stillwater, 55082

Enter your answer

This question is required.

4. Applicant Email *

Enter your answer

Handwritten red text in the top right corner, possibly a signature or initials.

Yard Waste

[Contact us](#)



Contact Us

Recycling & Disposal Hotline

651-633-3279 (EASY)

Answered 24/7

[Contact form](#)

[Live chat](#)



[p://www.facebook.com/RamseyCountyM](https://www.facebook.com/RamseyCountyM)

Related Resources

Learn how to use the yard waste sites:

▸ [Tips to avoid long waits](#)

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Collection Site	What's Accepted & Available Last updated May 29, 2025
Arden Hills <u>1881 Hudson Rd.</u>	• trees, branches and shrubs (no roots) • leaves, grass, pumpkins and garden waste (including houseplants) • <u>food scraps</u> • Available: Wood mulch
Battle Creek (Saint Paul) <u>389 Winthrop St. S</u>	• leaves, grass, pumpkins and garden waste (including houseplants) • <u>food scraps</u>
Frank and Sims (Saint Paul) <u>1150 Sims Ave</u>	• trees, branches and shrubs (no roots) • leaves, grass, pumpkins and garden waste (including houseplants) • <u>food scraps</u> • Available: Wood mulch

Midway (Saint Paul)
1943 Pierce Butler Rt

- trees, branches and shrubs (no roots)
- leaves, grass, pumpkins and garden waste (including houseplants)
- food scraps
- **Available:** Wood mulch

Mounds View
8307 Long Lake Rd

- leaves, grass, pumpkins and garden waste (including houseplants)
- food scraps

Summit Hill (Saint Paul)
870 Pleasant Ave

- leaves, grass, pumpkins and garden waste (including houseplants)
- food scraps

White Bear Township
5900 Sherwood Rd

- trees, branches and shrubs (no roots)
- leaves, grass, pumpkins and garden waste (including houseplants)
- food scraps
- **Available:** Compost, wood mulch

[View recycling and waste collection sites map](#)

How to use collection sites

Open to Ramsey County residents.

- A photo ID is required.
- Social distancing is recommended.

Ramsey

- Washington County residents may use the Arden Hills, Battle Creek, Frank & Sims and White Bear Township collection sites. A photo ID is required.
- No waste from commercial lawn care, landscape or tree services accepted.
- Keep leaves and grass separate from trees and shrubs. Place in appropriate pile.
- Bags of yard waste, including biodegradable bags, must be emptied on site and taken with you.
- Place bagged food scraps in the designated dumpster.
- Compost and wood mulch availability may change before the website is updated.
- Do not remove wood waste from the yard waste sites. There are restrictions on transporting diseased trees.
- Do not remove plants from the yard waste sites to prevent the spread of jumping worms.

Tips to avoid a wait at [yard waste sites](#)

How-to videos for yard waste collection sites:

- > [English](#)
- > [Español](#)
- > [Hmoob](#)
- > [Soomaali](#)

+ Ramsey and Washington County reciprocal use agreement

Ramsey and Washington counties have an agreement that allows residents to share use of the following yard waste sites.

Ramsey County residents

Ramsey County residents may drop off yard waste and food scraps at Washington County's [North Yard Waste site](#).

- > A photo ID is required.
- > For more information on hours, directions and materials accepted.

Washington County residents

Washington County residents may drop off yard waste and food scraps at Ramsey County's Arden Hills, Battle Creek, Frank & Sims and White Bear Township collection sites. Washington County residents may also pick up wood mulch from these collection sites but cannot pick up compost.

- > A photo ID is required.
- > For more information on hours, directions and materials accepted.

+ Commercial yard waste sites

Below is a list of commercial sites. Contact directly for hours and materials accepted.

Ramsey County

- > Environmental Wood Supply (<http://www.environmentalwoodsupply.com/project/environmental-wood-supply/>)_ (Businesses only)
- > Kern Landscape Resources (<http://kernlandscaping.com/>).
- > Twin Cities Refuse & Recycling

Hennepin County

- > The Mulch Store
- > Ceres Environmental Services Inc. (<http://www.ceresenvironmental.com/>).
- > SKB Environmental (<http://www.skbinc.com/>)_

Washington County

- Rumpca Companies

+ Work at a yard waste site

If you enjoy working with the community, consider applying to be a Service Worker at a yard waste collection site. Visit our [employment page](#) or call [651-266-2700](#) for more information.

+ Guidance on invasive species

Invasive plants, such as garlic mustard, are accepted at all yard waste sites. Invasive trees and shrubs, such as buckthorn, are accepted at yard waste sites that accept brush. Seeds from these plants are destroyed from the high heat either during the composting process or the burning of mulch for energy recovery.

Learn more about invasive plants in Minnesota [here](#).

Emerald Ash Borer

Due to the Emerald Ash Borer quarantine, Ramsey County residents cannot transport ash trees, including ash limbs, branches, logs and untreated ash lumber with the bark attached, outside Ramsey and Hennepin counties.

More information

- > [Minnesota Department of Agriculture](#)
- > Arrest the Pest hotline: [651-201-6684](#)

Jumping worms

Jumping worms are an emerging issue in our area. We are working with the Minnesota Department of Natural Resources to develop the precautions for our yard waste sites.

Compost available at our yard waste sites is at low-risk for jumping worms. Residents may not take plant material home with them from any county yard waste site.

[Ramsey County no longer accepts dirt or sod at its yard waste sites. Find other disposal options.](#)

[Learn more](#)

+ Guidance on recreational wood fires

To protect your health and the health of others, learn about using recreational wood fires safely.

> [Environmental Protection Agency's Burn Wise Program](#)

> [American Lung Association](#)

+ Ask a Ramsey Extension Volunteer Gardener

Are you looking for expert advice on home composting, yard waste reduction or environmentally friendly yard care? [Ramsey Extension Volunteer Gardeners](#) host free [information booths](#) during spring, summer and fall at select Ramsey County yard waste collection sites. Call the volunteer gardener line at [612-301-7590](#) for more information.

+ Community group volunteering

Registration for Fall 2024 is now closed. Please email [Alex Fredberg](#) for more information.

+ Jumping worms

Jumping worms are an emerging issue in our area. We are working with the Minnesota Department of Natural Resources to develop the precautions for our yard waste sites.

Compost available at our yard waste sites is at low-risk for jumping worms. Residents may not take any plant material home with them from any county yard waste site.

Ramsey County no longer accepts dirt or sod at its yard waste sites.

Samuel

If plants are potted, remove them from the pot and shake off the dirt/soil and spread it on your lawn or garden beds for reuse before bringing plants to a yard waste site.

[Learn more](#)

+ New policy: Dumping trailers

Starting Sept. 1, 2023, mechanical or hydraulic dumping trailers and dump trucks will not be allowed at Ramsey County yard waste sites - this includes both residential and commercial equipment. Dumping trailers and dump trucks pose safety and contamination concerns and are primarily used by commercial services, which are not permitted at our yard waste sites. If you have a dumping trailer or dump truck, you should use a commercial yard waste site. [Read the policy](#).

Ramsey

1500051



Request for Action

To
City Council

Item Number
11.3

Meeting Date
July 7, 2025

Prepared By
Cal Portner, City Administrator

Item Description
Sister City

Reviewed by
Cal Portner
Tina Allard

Action Requested

Review and discuss Councilmember Calva's vision for a sister city Kryvyi Ri, Ukraine.

Background/Discussion

Councilmember Calva and members of his faith community have developed a connection to a Ukrainian city, and he has asked the City Council to consider entering into an informally formal sister city relationship with Kryvyi Ri, Ukraine.

This relationship would be by Council motion and would not be registered through the Sister Cities International program or involve any financial commitment from taxpayers.

Financial Impact
N/A

Mission/Policy/Goal
Elk River Vision

Attachments

- I. 2025 Sister City The City of Elk River and Kryvyi Rih Ukraine

The Elk River Vision

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



The City of Elk River, in the state of Minnesota USA, is pleased to sign on as a “Sister City” to Kryvyi Rih, Ukraine.

It is our belief that each of our cities have advantages worth sharing that can help us all govern more effectively, for the sake of our citizens.

Whether it be hosting delegations, from time to time, or exchanging practices that make our cities succeed, it is our expectation that our communities can benefit from the sharing of our cultures.

Our city employs many talented people that no doubt have counterparts in Kryvyi Rih. It is our hope that this initiative can be beneficial to both cities by sharing ideas and systems we each find fruitful from past experiences.

By signing this document, the undersigned are opening the door to an international collaboration that we trust will be beneficial to us all.

Signed this day_____

Mayor of Elk River

Signed this day_____

Chairman of the Lozuvatsk Village Council
