



City Council

Regular Meeting & Work Session Agenda

Monday, July 21, 2025
6:00 PM or immediately following
the EDA meeting
(whichever is later)
Elk River City Hall

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

1. CALL MEETING TO ORDER

2. PLEDGE OF ALLEGIANCE

3. CONSIDER AGENDA

4. CONSENT AGENDA

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

4.1 July 7, 2025, Minutes

4.2 Check Register

4.3 Resolution 25-40: Final Plat of Bradford Park Second Addition, Lennar

4.4 Purchase of an F-350 Truck for Fire Department

4.5 2025 Deer Herd Management Hunt Rules

4.6 FT Center - Overlook Bartender Position Description

4.7 FT Center - Event Production Worker Position Description

4.8 Hire Fulltime Liquor Store Clerk

4.9 Amendment #1 to Resolution 24-79 Amending the 2025 Compensation Plan for Non-Organized Employees

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 Introduction of New Employees

6.2 City of Elk River Volunteer of the Month

7. PUBLIC HEARINGS

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

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

- 7.1 Conditional Use Permit: Changeable Copy Sign, Lamar Outdoor Advertising
- 7.2 Conditional Use Permit: Outdoor Vehicle Storage and Auto Sales, 9672 163rd Ave NW
- 7.3 Preliminary Plat: Oakwater Ridge, Capstone Homes - 16330 US Highway 10
- 7.4 Preliminary Plat: Sherburne Meadows, Sherburne County - 10638 205th Ave NW
- 7.5 Resolution 25-41: Plat of Meadow Hills, David Held - 20189 Meadowvale Rd NW
- 7.6 Conditional Use Permit (Revocation): Carnova, 17242 Ulysses Street

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 2026 Benefit Level for Elk River Fire Relief Association
- 8.2 Sigma Tactical Wellness Heart Testing

9. MOTION TO ADJOURN REGULAR MEETING

10. WORK SESSION

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

- 10.1 Compensation Plan Study
- 10.2 Update on Fire Station 1 Architectural Design

11. MOTION TO ADJOURN

12. INFORMATION

The Elk River Vision

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





**Meeting of the City Council
Held at the Elk River City Hall
Monday, July 7, 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, Senior Planner Chris Leeseberg, Business Services Director/Assistant City Administrator Joe Stremcha, Public Works Director/Chief Engineer Justin Femrite, Police Chief David Kuhnly, Special Services Sergeant Andrew Zabee, Liquor Operations Manager Joe Audette, CannaBound Store Manager Jacqara Jackson, Streets Division Foreman, Chris Teff, and City Clerk Tina Allard

1. CALL MEETING TO ORDER

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

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

4.1 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

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- 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 Realignments
 - 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

Riley Vasseur, introduced himself, stating he applied for the IT position currently being advertised.

6. PRESENTATIONS, AWARDS, AND RECOGNITION

6.1 2025 Beverage Dynamics Top 100 Retailer Award

Mr. Audette stated that the Elk River Liquor Stores were recognized as a Top 100 retailer for 2025, and he presented the award they received at the ceremony held in Maryland. He discussed his trip to accept the award and how he landed on a national podcast. He discussed how Minnesota is leading in the cannabis beverage industry, and he was able to help promote the city and state. He noted the industry for liquor and cannabis is doing some "cool" things currently, and he appreciates the support of the City Council. Mr. Audette further noted he is known as the country's first ever certified Ganjier in government.

6.2 Introduction of New Employees

Mr. Audette introduced Jacqara Jackson. Ms. Jackson discussed her background in the Cannabis business field and expressed her excitement to be in Elk River.

7. PUBLIC HEARINGS

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

The staff report was presented.

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

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

Motion Carried 5-0.

7.2 Resolution 25-38: Drainage and Utility Easement Vacation, Daniel Pufahl, 19942 Irving St. 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 Calva and seconded by Councilmember Grupa to adopt 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. Motion Carried 5-0.

8. GENERAL BUSINESS

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

The staff report was presented.

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

Motion Carried 5-0.

Moved by Councilmember Grupa and seconded by Councilmember Calva to approve the development contract for Meadowsweet Bend and authorize staff to make non-substantive changes as required. Motion Carried 5-0.

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

The staff report was presented. Mr. Femrite stated there was an estimated total project cost of about \$6.5 million committed to the Twin Lakes Road extension and intersection improvements along Highway 10, with \$3 million to come from our state aid account. He noted the \$3 million was not reallocated. Councilmember Beyer asked what was expected to be done with the \$6.5 million. Mr. Femrite outlined that the cost was to extend Twin Lakes Road from where it now ends out to Highway 10 and build a new at-grade intersection with a signal, along with a frontage road connection. He further noted there would have been some right-of-way acquisition.

Councilmember Wagner expressed support for the safety measures needed at the Highway 10 and 165th Avenue intersection, even though it is not the design they would desire.

Councilmember Beyer stated that we have a partner participating in the cost-sharing of this project, it is one of the most dangerous areas for traffic safety, and we owe it to the community to fix it.

Mayor Dietz agreed there are safety issues, but feels strongly the developer should be paying more than 50% of the costs.

Moved by Councilmember Beyer and seconded by Councilmember Wagner to approve 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. Motion Carried 3-2. Mayor Dietz and Councilmember Calva opposed.

Moved by Councilmember Beyer and seconded by Councilmember Wagner to approve 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. Motion Carried 4-1. Mayor Dietz opposed.

8.3 Discuss Work Session Items

There was no discussion.

9. COUNCIL LIAISON UPDATES

9.1 Council Liaison Updates

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

10. MOTION TO ADJOURN REGULAR MEETING

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

The meeting adjourned at 7:04 p.m.

11. WORK SESSION

The worksession was called to order at 7:10 p.m.

11.1 Downtown Street and Parking Lot Rehabilitation

The staff report was presented. Mr. Femrite outlined a timeline for downtown public asset rehabilitation, which included parking lot improvements in 2026 and street improvements in 2027. Work is proposed to be completed on King Avenue and the upper and lower lots between the river and the businesses, Main Street from Lowell Avenue to Highway 10, and Jackson Avenue south of Highway 10, as noted on the map in the packet. Due to the possible future redevelopment potential of the King Avenue lot area, there was discussion that this area may not receive a full reconstruction but rather an overlay if the goal is to have it last another 15 years. Mr. Femrite discussed the challenges with the upper parking lot because the space is tight, and the stalls don't meet current depth requirements. He noted the parking lots should be completed in 2026, based on their condition, and to allow more time and input from the community regarding street and sidewalk design elements.

Councilmember Wagner stated she is not in favor of bathrooms in the old cinema space because it will take away retail opportunities. She also stated that if diagonal parking is not allowed on Main Street, which would reduce the number of parking spaces, there would need to be a redesign of the King Avenue lot to create more parking. Mr. Femrite stated they could look at the entire King Avenue lot area, including green space, to evaluate how to maximize parking and also create some bathroom options for consideration.

The City Council concurred that they want as many parking stalls as can be fitted into the King Avenue parking lot. Mayor Dietz stated he'd like the staff's opinions on how the street and sidewalk designs should look. Councilmember Beyer stated he likes to see various options.

Mr. Femrite discussed opportunities with Burlington Northern Railroad for safety improvements along their corridor, which may include the track becoming grade-separated in the downtown area. He noted a local match may be required for some of the preliminary work. The Council liked the concept noted in the downtown plan and concurred with staff continuing discussions.

Mr. Femrite stated he'd like to identify a work plan and a scope for consulting services. The Council concurred to continue to move ahead with building the framework for this rehabilitation project.

11.2 Yard Waste Transfer Facility

The staff report was presented. Mr. Femrite and Mr. Teff discussed the county's program and outlined the challenges at the facility, noting many commercial users are not being honest, not following rules, and are dumping dirty loads. They noted the Elk River site is the busiest of all the city locations in the county and that the county is considering rule changes due to the high volume and costs. Rules for other sites outside the county were reviewed. Mr. Femrite asked the Council if they would be interested in establishing the county's new rules or considering a program that is independent. Regardless of the direction, staff suggested a reset in which all current cards would no longer be valid, and people would need to reapply to continue using the facility in 2026.

Mayor Dietz felt eliminating commercial users was not the answer and suggested charging them a substantial fee, so a staff person can be paid to monitor the site.

Discussion took place regarding running our own city program and making it revenue-generating.

Councilmember Beyer stated this program should always be free for our citizens, but did feel there

should be a charge to contractors. He noted he wants to be able to keep the SCORE funds. He liked the idea of a reset, so a letter could be sent to remind people of the rules.

Councilmember Grupa stated that a fee should be charged to commercial users and that he would not be opposed to a fee for residents as well.

The Council concurred that they'd like to evaluate a city program.

11.3 Sister City

Councilmember Calva presented the staff report. He read the drafted agreement for the Council. He stated that with the war in Ukraine, the reality is that it may be a few years before anyone visits the country, and when they do, it will be about introductions and tours.

Mr. Portner confirmed with the city attorney that this is an informal and non-binding agreement.

The Council concurred on becoming a sister city with Kryvyi Ri, Ukraine.

12. MOTION TO ADJOURN

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

The meeting adjourned at 8:13 p.m.

13. CLOSED MEETING - PID 75-00566-0220

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

Staff Present: City Administrator Cal Portner, Assistant City Administrator Joe Stremcha, and City Clerk Tina Allard

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."

Mayor Dietz read the statement above.

13.2 Motion Calling Closed Meeting

Moved by Councilmember Grupa and seconded by Councilmember Calva to open the closed meeting. Motion Carried 5-0.

The meeting was opened at 8:14 p.m.

13.3 Hold Closed Meeting

The closed meeting was held.

13.4 Motion to Adjourn Closed Meeting

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

The meeting adjourned at 8:21 p.m.

14. CLOSED MEETING - SECURITY

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

Staff Present: City Administrator Cal Portner, Police Chief Dave Kuhnly, Special Services Sergeant Andrew Zabee, and City Clerk Tina Allard

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."

Mayor Dietz read the statement above.

14.2 Motion Calling Closed Meeting

Moved by Councilmember Beyer and seconded by Councilmember Grupa to open the closed meeting. Motion Carried 5-0.

The closed meeting was opened at 8:22 p.m.

14.3 Hold Closed Meeting

The closed meeting was held.

14.4 Motion to Adjourn Closed Meeting

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

The meeting adjourned at 9:22 p.m.

Minutes prepared by Tina Allard.



John J. Dietz, Mayor



Tina Allard, City Clerk

DRAFT



Request for Action

To
City Council

Item Number
4.2

Meeting Date
July 21, 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 21, 2025.

Background/Discussion
The details for the period ending July 21, 2025, are attached to this request for action.

Total for All Funds	\$1,323,551.32
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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

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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
ANNE SCHREIFELS						
101						
91464246	1	REFUND - ART CARD MAKING	Invoice	07/11/2025	9.00	101-3-0000-3462
101						
91464246	2	REFUND - ART CARD MAKING	Invoice	07/11/2025	1.10	101-2080
Total 13939 ANNE SCHREIFELS:					10.10	
ASPEN MILLS						
101						
356895	1	UNIFORMS - COWLEY	Invoice	07/01/2025	18.00	101-4-2130-4217
101						
357120	1	UNIFORMS - COWLEY	Invoice	07/08/2025	97.95	101-4-2130-4217
Total 10749 ASPEN MILLS:					115.95	
COMLINK SOLUTIONS LLC						
290						
C006166	1	MAIN STREET/RIVER BORE	Invoice	06/26/2025	25,572.55	290-4-1350-4409
Total 14520 COMLINK SOLUTIONS LLC:					25,572.55	
EHLERS & ASSOCIATES						
463						
101878	1	TIF REPORTING - TIF 23	Invoice	07/11/2025	181.04	463-4-7000-4319
464						
101878	2	TIF REPORTING - TIF 24	Invoice	07/11/2025	181.04	464-4-7000-4319
465						
101878	3	TIF REPORTING - TIF 25	Invoice	07/11/2025	181.04	465-4-7000-4319
466						
101878	4	TIF REPORTING - TIF 26	Invoice	07/11/2025	181.04	466-4-7000-4319
467						
101878	5	TIF REPORTING - TIF 27	Invoice	07/11/2025	181.04	467-4-7000-4319
469						
101878	6	TIF REPORTING - TIF 29	Invoice	07/11/2025	181.05	469-4-7000-4319
469						
102036	1	TIF REPORTING-TIF 29	Invoice	07/11/2025	147.50	469-4-7000-4319
Total 17287 EHLERS & ASSOCIATES:					1,233.75	
FLAGSHIP RECREATION LLC						
101						
F23699	1	WATERPLAY PARTS	Invoice	07/02/2025	1,827.00	101-4-5110-4219
Total 12035 FLAGSHIP RECREATION LLC:					1,827.00	
HUBBARD ELECTRIC						
101						
20250707-7076	1	ELECTRICAL SVCS-FLAGPOLE LIGH	Invoice	07/11/2025	2,079.00	101-4-5110-4409

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 13803 HUBBARD ELECTRIC:					2,079.00	
JOE AUDETTE						
603						
7-3-25 JA	1	REIMB AUDETTE - BARC TOP 100	Invoice	07/03/2025	294.16	603-4-9152-4331
Total 13911 JOE AUDETTE:					294.16	
MEDICINE LAKE TOURS						
101						
7/7/25 - 7/24/25	1	JULY TRIP - CHATEAU WINERY	Invoice	07/07/2025	2,112.00	101-4-5510-4409
Total 13038 MEDICINE LAKE TOURS:					2,112.00	
MINNESOTA EQUIPMENT						
221						
E24418	1	LAWN MOWER	Invoice	06/04/2025	679.00	221-4-5400-4219
Total 12620 MINNESOTA EQUIPMENT:					679.00	
N C S I						
221						
59067	1	BACKGROUND CHECKS - SKATING I	Invoice	07/01/2025	55.50	221-4-5420-4409
Total 27519 N C S I:					55.50	
PRINCETON RENTAL INC						
101						
1-575281	1	WEED WHIP PARTS	Invoice	07/08/2025	48.16	101-4-5110-4221
101						
1-575476	1	RENTAL - TRENCHER	Invoice	07/11/2025	314.21	101-4-5110-4415
101						
1-575517	1	SUPPLIES	Invoice	07/11/2025	43.18	101-4-5110-4219
101						
1-575693	1	LIFT RENTAL	Invoice	07/15/2025	45.00	101-4-2190-4219
Total 10469 PRINCETON RENTAL INC:					450.55	
ROSE PRIMUS						
101						
91434214	1	EVENT REFUND - TOM PAQUIN MUSI	Invoice	07/10/2025	12.00	101-3-0000-3462
101						
91434214	2	EVENT REFUND - TOM PAQUIN MUSI	Invoice	07/10/2025	.95	101-2080
Total 30196 ROSE PRIMUS:					12.95	
RYAN COWLEY						
101						
7152025 RC	1	REIMB PER DIEM 7/6-7/11 COWLEY	Invoice	07/15/2025	340.00	101-4-2130-4331
Total 15242 RYAN COWLEY:					340.00	
SCHMIDT CURB CO., INC						
603						
25-39 A	1	2025 SIDEWALK/LOADING DOCK RE	Invoice	06/19/2025	14,604.00	603-4-9152-4404

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 31907 SCHMIDT CURB CO., INC:					14,604.00	
SHERBURNE COUNTY RECORDER						
821						
7-07-2025	ESCROW A	1 REPLENISH ESCROW ACCT	Invoice	07/07/2025	1,000.00	821-1550
Total 32230 SHERBURNE COUNTY RECORDER:					1,000.00	
STEP SAVER INC						
101						
185626		1 BULK SALT - POLICE DEPARTMENT	Invoice	07/03/2025	172.50	101-4-2190-4219
Total 13048 STEP SAVER INC:					172.50	
TWIN CITY HARDWARE						
101						
PSI2340552		1 DOOR HINGES	Invoice	07/08/2025	110.44	101-4-1600-4219
Total 34928 TWIN CITY HARDWARE:					110.44	
ADAM D MARSHALL						
101						
300 7/26/25		1 ENTERTAINMENT-ELK RIVERFEST 7/	Invoice	03/10/2025	375.00	101-4-1110-4409
Total 11752 ADAM D MARSHALL:					375.00	
ADVANCE AUTO PARTS						
101						
6313518863565		1 SHOP SUPPLIES-BRAKE CLEANER/	Invoice	07/07/2025	149.40	101-4-3150-4219
Total 10168 ADVANCE AUTO PARTS:					149.40	
ADVANCED ENGINEERING AND						
406						
103937		1 NE SEWER SUB AREA STUDY	Invoice	07/08/2025	5,216.50	406-4-8010-4319
Total 14907 ADVANCED ENGINEERING AND:					5,216.50	
ALL STATE COMMUNICATIONS LLC						
101						
351896		1 INSTALL CABLE & CAMERAS	Invoice	07/09/2025	1,150.00	101-4-2190-4401
Total 52447 ALL STATE COMMUNICATIONS LLC:					1,150.00	
ALLINA HEALTH SYSTEM						
101						
CI00069166		1 EMR CLASS	Invoice	06/30/2025	6,000.00	101-4-2320-4331
Total 10406 ALLINA HEALTH SYSTEM:					6,000.00	
AMAZON CAPITAL SERVICES						
101						
113J-M9TJ-RG9N		1 CRIME PREVENTION SUPPLIES REF	Invoice	07/01/2025	69.99-	101-4-2150-4219
101						
11CT-XQVW-6914		1 SUPPLIES	Invoice	06/30/2025	50.49	101-4-5210-4219

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
11XP-PYVG-QL1T	1	ELK RIVERFEST SUPPLIES	Invoice	07/16/2025	27.88	101-4-1110-4409
221						
13P1-FCDX-64RD	1	SIGNS FOR LOBBY	Invoice	07/01/2025	219.17	221-4-5400-4219
603						
14LD-W4R9-3DTW	1	SUPPLIES	Invoice	07/10/2025	24.68	603-4-9112-4219
603						
14LD-W4R9-3DTW	2	SUPPLIES	Invoice	07/10/2025	63.09	603-4-9152-4219
101						
167K-C4C3-R3VN	1	SUPPLIES - TAPE MEASURE	Invoice	06/28/2025	18.85	101-4-5230-4219
101						
17WJ-H7NT-CPN3	1	SUPPLIES	Invoice	07/10/2025	11.00	101-4-5210-4219
101						
17X9-WC4N-PF6Y	1	ELK RIVERFEST SUPPLIES	Invoice	07/14/2025	122.80	101-4-1110-4409
101						
19KK-HJ11-WHLN	1	PROPERTY ROOM SUPPLIES	Invoice	07/01/2025	9.98	101-4-2130-4219
101						
1DXV-VW1L-6N9M	1	PROGRAM SUPPLIES	Invoice	07/01/2025	69.89	101-4-5510-4219
101						
1F49-KFRQ-KL31	1	SUPPLIES - IPHONE CHARGERS	Invoice	07/09/2025	144.40	101-4-1350-4219
101						
1FKM-KCL6-1PNL	1	SUPPLIES - TRIMMER BLADE	Invoice	07/02/2025	129.90	101-4-1600-4219
101						
1HDQ-Y7VN-9HTG	1	CRIME PREVENTION SUPPLIES	Invoice	07/02/2025	36.08	101-4-2150-4219
101						
1HGV-LHCL-NLXQ	1	SHERBURNE COUNTY PARADE CAN	Invoice	07/15/2025	199.98	101-4-2150-4219
101						
1HX1-3QXY-DC7X	1	FIELD/CAMP SUPPLIES	Invoice	07/10/2025	157.05	101-4-5220-4219
101						
1MJD-KG1K-YND6	1	SUPPLIES	Invoice	07/10/2025	17.89	101-4-5110-4219
101						
1MPH-KW99-CKX9	1	PROPERTY ROOM SUPPLIES	Invoice	07/07/2025	109.98	101-4-2130-4219
602						
1PQ7-DCFN-67GH	1	SUPPLIES	Invoice	06/30/2025	169.04	602-4-9020-4219
602						
1PWJ-PQ9G-TG6Y	1	SUPPLIES	Invoice	06/25/2025	237.55	602-4-9050-4219
602						
1Q44-XR6C-XK96	1	SUPPLIES	Invoice	06/29/2025	9.80	602-4-9020-4219
101						
1R9M-MW1X-CNMX	1	PROGRAM SUPPLIES	Invoice	06/30/2025	64.55	101-4-5220-4219
101						
1RLQ-HWYV-R1LC	1	ELK RIVERFEST SUPPLIES	Invoice	07/01/2025	58.16	101-4-1110-4409
602						
1T7Y-GH3F-GJ6W	1	SUPPLIES - FISH FOOD	Invoice	07/07/2025	20.24	602-4-9020-4219
101						
1VH1-XTPT-9HHV	1	SUPPLIES - MOUSE, FLASH DRIVES,	Invoice	07/02/2025	681.71	101-4-1350-4219
101						
1W1J-1VJN-GRW1	1	CRIME PREVENTION SUPPLIES	Invoice	06/30/2025	109.99	101-4-2150-4219
602						
1W4F-JPJC-QXFV	1	SUPPLIES - V-BELTS	Invoice	07/04/2025	51.96	602-4-9020-4219
101						
1WYC-FRPL-GXFC	1	INVESTIGATION SUPPLIES	Invoice	07/03/2025	232.75	101-4-2130-4219
101						
1YPF-RRKM-VNY6	1	SUPPLIES - ELK RIVERFEST	Invoice	06/29/2025	22.16	101-4-1110-4409
101						
1YR6-F391-R64H	1	DRONE BATTERIES	Invoice	06/25/2025	314.00	101-4-2120-4219

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 13706 AMAZON CAPITAL SERVICES:					3,315.03	
ARTISAN BEER COMPANY						
603						
3780476	1	BEER	Invoice	07/09/2025	163.05	603-4-9111-4252
603						
3780477	1	THC PRODUCTS	Invoice	07/09/2025	137.20	603-4-9111-4256
603						
3780478	1	BEER	Invoice	07/09/2025	60.00	603-4-9151-4252
Total 12167 ARTISAN BEER COMPANY:					360.25	
ARVIG ENTERPRISES						
290						
7142025 #3	1	BORDER TO BORDER GRANT	Invoice	07/14/2025	259.41	290-4-1350-4409
Total 12866 ARVIG ENTERPRISES:					259.41	
AXON ENTERPRISE, INC.						
101						
INUS357667	1	AXON CONTRACT - 2025	Invoice	07/01/2025	4,468.04	101-4-2120-4404
Total 13529 AXON ENTERPRISE, INC.:					4,468.04	
BERNICK'S						
603						
10376816	1	POP	Invoice	07/09/2025	178.14	603-4-9111-4255
603						
10376817	1	THC PRODUCTS	Invoice	07/09/2025	329.50	603-4-9111-4256
603						
10376818	1	BEER	Invoice	07/09/2025	4,202.20	603-4-9111-4252
603						
10376819	1	POP/MISC	Invoice	07/09/2025	202.36	603-4-9151-4255
603						
10376820	1	THC PRODUCTS	Invoice	07/09/2025	81.00	603-4-9151-4256
603						
10376821	1	BEER	Invoice	07/09/2025	1,470.90	603-4-9151-4252
Total 11950 BERNICK'S:					6,464.10	
BETTY WHITE						
101						
91434937	1	EVENT REFUND - TOM PAQUIN MUSI	Invoice	07/10/2025	12.00	101-3-0000-3462
101						
91434937	2	EVENT REFUND - TOM PAQUIN MUSI	Invoice	07/10/2025	.95	101-2080
Total 52444 BETTY WHITE:					12.95	
BLACKHAWK PEST CONTROL, LLC						
101						
51166	1	MONTHLY SERVICE - PT COMPLEX	Invoice	07/02/2025	75.00	101-4-5110-4401
101						
51173	1	MONTHLY SERVICE-ORONO PARK	Invoice	06/24/2025	50.00	101-4-5210-4401
Total 14717 BLACKHAWK PEST CONTROL, LLC:					125.00	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
BLAINE LOCK & SAFE, INC						
101						
33462	1	SUPPLIES	Invoice	06/25/2025	208.00	101-4-5110-4219
Total 12256 BLAINE LOCK & SAFE, INC:					208.00	
BRANT JACKSON						
101						
12325 7/26/25	1	ELK RIVERFEST AUDIO CIRCUS FIN	Invoice	07/25/2025	3,000.00	101-4-1110-4409
Total 52359 BRANT JACKSON:					3,000.00	
BREAKTHRU BEVERAGE MINNESOTA						
603						
122310395	1	LIQUOR	Invoice	07/10/2025	360.00	603-4-9151-4251
603						
122310395	2	FREIGHT	Invoice	07/10/2025	2.90	603-4-9151-4332
603						
122317005	1	LIQUOR	Invoice	07/10/2025	2,316.20	603-4-9151-4251
603						
122317005	2	FREIGHT	Invoice	07/10/2025	56.55	603-4-9151-4332
603						
122317006	1	WINE	Invoice	07/10/2025	192.00	603-4-9151-4253
603						
122317006	2	FREIGHT	Invoice	07/10/2025	2.90	603-4-9151-4332
603						
122317007	1	POP/MISC	Invoice	07/10/2025	207.94	603-4-9151-4255
603						
122317007	2	POP/MISC	Invoice	07/10/2025	8.70	603-4-9151-4255
603						
413734796	1	WINE CREDIT	Invoice	07/08/2025	256.00-	603-4-9151-4253
603						
413734796	2	FREIGHT CREDIT	Invoice	07/08/2025	2.90-	603-4-9151-4332
603						
413734797	1	LIQUOR CREDIT	Invoice	07/08/2025	360.00-	603-4-9151-4251
603						
413734797	2	FREIGHT CREDIT	Invoice	07/08/2025	2.90-	603-4-9151-4332
603						
413757089	1	POP/MISC CREDIT	Invoice	07/14/2025	20.00-	603-4-9151-4255
603						
413757089	2	FREIGHT CREDIT	Invoice	07/14/2025	1.45-	603-4-9151-4332
Total 8002 BREAKTHRU BEVERAGE MINNESOTA:					2,503.94	
603						
122317115	1	LIQUOR	Invoice	07/10/2025	2,636.72	603-4-9111-4251
603						
122317115	2	FREIGHT	Invoice	07/10/2025	27.55	603-4-9111-4332
603						
122317116	1	POP/MISC	Invoice	07/10/2025	208.21	603-4-9111-4255
603						
122317116	2	FREIGHT	Invoice	07/10/2025	14.50	603-4-9111-4332
603						
122317117	1	WINE	Invoice	07/10/2025	480.00	603-4-9111-4253
603						
122317117	2	FREIGHT	Invoice	07/10/2025	7.25	603-4-9111-4332

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
122317807	1	BEER	Invoice	07/10/2025	570.00	603-4-9111-4252
603						
122317808	1	LIQUOR	Invoice	07/10/2025	100.00	603-4-9111-4251
603						
413734820	1	LIQUOR CREDIT	Invoice	07/08/2025	360.00-	603-4-9111-4251
603						
413734820	2	FREIGHT CREDIT	Invoice	07/08/2025	2.90-	603-4-9111-4332
603						
413734821	1	LIQUOR CREDIT	Invoice	07/08/2025	830.31-	603-4-9111-4251
603						
413734821	2	FREIGHT CREDIT	Invoice	07/08/2025	5.07-	603-4-9111-4332
603						
413734822	1	WINE CREDIT	Invoice	07/08/2025	256.00-	603-4-9111-4253
603						
413734822	2	FREIGHT CREDIT	Invoice	07/08/2025	2.90-	603-4-9111-4332
Total 12893 BREAKTHRU BEVERAGE MINNESOTA:					2,587.05	
C & L DISTRIBUTING CO						
603						
1839001308	1	BEER CREDIT	Invoice	05/07/2025	5.30-	603-4-9151-4252
603						
1839001377	1	BEER CREDIT	Invoice	06/30/2025	36.55-	603-4-9151-4252
603						
1839001386	1	BEER CREDIT	Invoice	07/09/2025	8.05-	603-4-9151-4252
603						
1839001386	2	POP/MISC CREDIT	Invoice	07/09/2025	38.50-	603-4-9151-4255
603						
1839001387	1	BEER CREDIT	Invoice	07/09/2025	21.30-	603-4-9151-4252
603						
2128936	1	LIQUOR	Invoice	06/30/2025	273.10	603-4-9151-4251
603						
2128937	1	BEER	Invoice	06/30/2025	14,628.35	603-4-9151-4252
603						
2134224	1	LIQUOR	Invoice	07/09/2025	231.00	603-4-9151-4251
603						
2134227	1	POP/MISC	Invoice	07/09/2025	63.00	603-4-9151-4255
603						
2134227	2	BEER	Invoice	07/09/2025	6,562.95	603-4-9151-4252
Total 8003 C & L DISTRIBUTING CO:					21,648.70	
603						
1839001353	1	BEER CREDIT	Invoice	06/11/2025	107.40-	603-4-9111-4252
603						
1839001388	1	BEER CREDIT	Invoice	07/09/2025	65.18-	603-4-9111-4252
603						
1839001389	1	BEER	Invoice	07/09/2025	281.60	603-4-9111-4252
603						
2097055 CM	1	BEER CREDIT	Invoice	05/05/2025	21.20-	603-4-9111-4252
603						
2132890	1	LIQUOR CREDIT	Invoice	07/02/2025	108.96-	603-4-9111-4251
603						
2132904	1	LIQUOR	Invoice	07/07/2025	462.00	603-4-9111-4251
603						
2133180	1	BEER	Invoice	07/07/2025	8,997.40	603-4-9111-4252

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
2136033	1	BEER	Invoice	07/09/2025	16.00	603-4-9111-4252
603						
2136034	1	LIQUOR	Invoice	07/09/2025	616.00	603-4-9111-4251
603						
2136035	1	BEER	Invoice	07/09/2025	12,593.40	603-4-9111-4252
603						
2136036	1	THC PRODUCTS CREDIT	Invoice	07/09/2025	13.33-	603-4-9111-4256
603						
2136036	2	BEER CREDIT	Invoice	07/09/2025	42.00-	603-4-9111-4252
603						
2136040	1	THC PRODUCTS	Invoice	07/09/2025	508.92	603-4-9111-4256
Total 13375 C & L DISTRIBUTING CO:					23,117.25	
CATHERINE ENGLISH						
101						
101 7/31/25	1	FARMERS MARKET ENTERTAINMEN	Invoice	02/13/2025	175.00	101-4-5230-4409
Total 13598 CATHERINE ENGLISH:					175.00	
CENTERPOINT ENERGY						
602						
11504615-3 JUN 25	1	NATURAL GAS	Invoice	07/09/2025	29.66	602-4-9050-4389
101						
11809755-9 JUN 25	1	NATURAL GAS - FS #3	Invoice	07/08/2025	409.10	101-4-2310-4389
211						
6781052-3 JUN 25	1	NATURAL GAS	Invoice	07/09/2025	55.28	211-4-5600-4389
602						
7628405-8 JUN 25	1	NATURAL GAS	Invoice	07/08/2025	92.57	602-4-9050-4389
602						
7836556-6 JUN 25	1	NATURAL GAS	Invoice	07/08/2025	35.11	602-4-9050-4389
101						
9497572-9 JUN 25	1	NATURAL GAS	Invoice	07/08/2025	463.98	101-4-3120-4389
Total 13845 CENTERPOINT ENERGY:					1,085.70	
CHET'S SHOES, INC						
101						
LLC22251	1	SAFETY BOOTS-J BAAS	Invoice	06/30/2025	200.00	101-4-5110-4217
101						
LLC22251	2	SAFETY BOOTS - M LITFIN	Invoice	06/30/2025	200.00	101-4-3120-4217
Total 13968 CHET'S SHOES, INC:					400.00	
CHOPS, INC						
101						
25001 7/26/25	1	ELK RIVERFEST PERFORMER	Invoice	01/16/2025	500.00	101-4-1110-4409
Total 52320 CHOPS, INC:					500.00	
CINTAS CORPORATION LOC 470						
602						
4235477155	1	UNIFORMS RENTAL/CLEANING	Invoice	07/01/2025	153.88	602-4-9020-4417
603						
4235864917	1	MATS, TOWELS, SCRAPER, MOPS	Invoice	07/03/2025	55.08	603-4-9152-4404

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
4235865101	1	MATS, TOWELS, SCRAPERS, MOPS	Invoice	07/03/2025	52.31	603-4-9112-4404
602						
4236305512	1	UNIFORMS RENTAL/CLEANING	Invoice	07/09/2025	164.33	602-4-9020-4417
603						
4236621618	1	MATS, TOWELS, SCRAPERS, MOPS	Invoice	07/11/2025	52.31	603-4-9112-4404
603						
4236628785	1	MATS, TOWELS, SCRAPER, MOPS	Invoice	07/11/2025	47.02	603-4-9152-4404
Total 14080 CINTAS CORPORATION LOC 470:					524.93	
CNH ARCHITECTS LTD						
292						
3560	1	JUNE SERVICES – FIRE STATION 1	Invoice	06/30/2025	29,637.20	292-4-2310-4319
Total 52295 CNH ARCHITECTS LTD:					29,637.20	
CROW RIVER FARM EQUIPMENT						
101						
213087	1	SUPPLIES	Invoice	06/26/2025	480.76	101-4-5110-4219
Total 15451 CROW RIVER FARM EQUIPMENT:					480.76	
CRYSTAL SPRINGS ICE						
603						
3-500717	1	ICE	Invoice	07/04/2025	316.31	603-4-9111-4255
603						
3-500717	2	FREIGHT	Invoice	07/04/2025	4.00	603-4-9111-4332
603						
3-500721	1	ICE	Invoice	07/04/2025	127.28	603-4-9151-4255
603						
3-500721	2	FREIGHT	Invoice	07/04/2025	4.00	603-4-9151-4332
603						
3-500796	1	ICE	Invoice	07/08/2025	300.24	603-4-9111-4255
603						
3-500796	2	FREIGHT	Invoice	07/08/2025	4.00	603-4-9111-4332
603						
3-500800	1	ICE	Invoice	07/08/2025	268.40	603-4-9151-4255
603						
3-500800	2	FREIGHT	Invoice	07/08/2025	4.00	603-4-9151-4332
603						
3-500848	1	ICE	Invoice	07/11/2025	221.52	603-4-9111-4255
603						
3-500848	2	FREIGHT	Invoice	07/11/2025	4.00	603-4-9111-4332
603						
3-500883	1	ICE	Invoice	07/15/2025	342.40	603-4-9111-4255
603						
3-500883	2	FREIGHT	Invoice	07/15/2025	4.00	603-4-9111-4332
603						
3-500889	1	ICE	Invoice	07/15/2025	221.27	603-4-9151-4255
603						
3-500889	2	FREIGHT	Invoice	07/15/2025	4.00	603-4-9151-4332
Total 52407 CRYSTAL SPRINGS ICE:					1,825.42	
CUB FOODS						

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
104351130423	1	SUPPLIES	Invoice	07/15/2025	27.98	603-4-9112-4219
Total 15550 CUB FOODS:					27.98	
CULLIGAN						
602						
101X40408406	1	DEIONIZATION RENTAL SVC	Invoice	06/30/2025	20.50	602-4-9020-4219
Total 15573 CULLIGAN:					20.50	
DACOTAH PAPER CO						
221						
65173	1	SUPPLIES - CUPS	Invoice	07/10/2025	83.36	221-4-5430-4219
Total 15887 DACOTAH PAPER CO:					83.36	
DAHLHEIMER BEVERAGE, LLC						
603						
2509090	1	POP/MISC	Invoice	06/30/2025	25.00	603-4-9151-4255
603						
2509091	1	BEER	Invoice	06/30/2025	5,612.00	603-4-9151-4252
603						
2511751	1	BEER	Invoice	07/03/2025	8,232.96	603-4-9151-4252
603						
2512221	1	THC PRODUCTS	Invoice	07/03/2025	148.00	603-4-9151-4256
603						
2512223	1	BEER	Invoice	07/03/2025	144.40	603-4-9151-4252
603						
2514142	1	POP/MISC	Invoice	07/07/2025	85.00	603-4-9151-4255
603						
2514142	2	BEER	Invoice	07/07/2025	93.00	603-4-9151-4252
603						
2514143	1	BEER	Invoice	07/07/2025	5,038.40	603-4-9151-4252
603						
2514656	1	BEER CREDIT	Invoice	07/03/2025	4.50-	603-4-9151-4252
603						
2514679	1	LIQUOR	Invoice	07/07/2025	470.00	603-4-9151-4251
603						
2517579	1	BEER	Invoice	07/10/2025	6,774.95	603-4-9151-4252
603						
2517962	1	LIQUOR	Invoice	07/10/2025	940.00	603-4-9151-4251
603						
2517963	1	THC PRODUCTS	Invoice	07/10/2025	134.00	603-4-9151-4256
603						
2520500	1	BEER CREDIT	Invoice	07/11/2025	12.95-	603-4-9151-4252
Total 8005 DAHLHEIMER BEVERAGE, LLC:					27,680.26	
603						
2030-00001	1	BEER CREDIT	Invoice	06/30/2025	30.00-	603-4-9111-4252
603						
2509039	1	BEER	Invoice	06/30/2025	15,886.05	603-4-9111-4252
603						
2512156	1	THC PRODUCTS	Invoice	07/02/2025	854.00	603-4-9111-4256
603						
2512157	1	BEER	Invoice	07/02/2025	14,627.75	603-4-9111-4252

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
2514078	1	THC PRODUCTS	Invoice	07/07/2025	144.00	603-4-9111-4256
603						
2514079	1	BEER	Invoice	07/07/2025	12,841.30	603-4-9111-4252
603						
2514648	1	BEER CREDIT	Invoice	07/03/2025	170.50-	603-4-9111-4252
603						
2517651	1	BEER	Invoice	07/10/2025	11,374.76	603-4-9111-4252
603						
2518455	1	BEER	Invoice	07/10/2025	955.56	603-4-9111-4252
603						
2518460	1	THC PRODUCTS	Invoice	07/10/2025	817.00	603-4-9111-4256
603						
2519538	1	BEER	Invoice	07/10/2025	17.44	603-4-9111-4252
603						
2520529	1	BEER	Invoice	07/14/2025	11,354.59	603-4-9111-4252
603						
2520529	2	LIQUOR	Invoice	07/14/2025	76.50	603-4-9111-4251
603						
2520568	1	BEER CREDIT	Invoice	07/11/2025	12.00-	603-4-9111-4252
603						
976-00179	1	BEER CREDIT	Invoice	06/02/2025	180.00-	603-4-9111-4252
Total 15900 DAHLHEIMER BEVERAGE, LLC:					68,556.45	
DANIELLE FAULHABER						
101						
94 JUNE	1	TRANSCRIPTION SERVICES - JUN	Invoice	07/01/2025	443.58	101-4-2150-4409
Total 13642 DANIELLE FAULHABER:					443.58	
DELMAR BAUERS						
101						
July Classes	1	ADULT PICKLEBALL LESSONS	Invoice	07/14/2025	130.00	101-4-5220-4409
Total 14748 DELMAR BAUERS:					130.00	
DIAMOND VOGEL INC						
101						
813172300	1	SUPPLIES-PAINT	Invoice	07/14/2025	1,047.00	101-4-3120-4219
Total 16350 DIAMOND VOGEL INC:					1,047.00	
E C M PUBLISHERS INC						
101						
1056412	1	BUSINESS CARDS - TORREN JOHNS	Invoice	07/02/2025	37.00	101-4-2110-4201
101						
1056777	1	JOB AD - MULTIMEDIA SPCL	Invoice	07/06/2025	64.40	101-4-1120-4319
101						
1056778	1	JOB AD - IT SPCLIST	Invoice	07/06/2025	66.40	101-4-1350-4219
101						
1057280	1	BUSINESS CARDS-FIRKUS	Invoice	07/09/2025	37.00	101-4-2110-4201
Total 17000 E C M PUBLISHERS INC:					204.80	
ECKBERG LAMMERS, P. C.						

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
46882	1	PROFESSIONAL SERVICES - LIDA B	Invoice	06/30/2025	8,586.00	101-4-2110-4319
Total 52446 ECKBERG LAMMERS, P. C.:					8,586.00	
ELK RIVER FIRE RELIEF ASSOC						
101						
2025	1	2025 VOLUNTARY CONTRIBUTION	Invoice	07/08/2025	30,000.00	101-4-2310-4106
Total 17560 ELK RIVER FIRE RELIEF ASSOC:					30,000.00	
ELK RIVER MUNICIPAL UTILITIES						
101						
7-2-25 ERMU	1	WATER/ELECTRIC	Invoice	07/02/2025	6,553.51	101-4-5110-4389
602						
7-2-25 ERMU	2	ELECTRIC	Invoice	07/02/2025	1,483.75	602-4-9050-4389
101						
7-2-25 ERMU	3	ELECTRIC	Invoice	07/02/2025	138.39	101-4-2330-4389
101						
7-2-25 ERMU	4	ELECTRIC	Invoice	07/02/2025	64.00	101-4-2190-4389
101						
7-2-25 ERMU	5	ELECTRIC	Invoice	07/02/2025	32.45	101-4-5110-4389
Total 17700 ELK RIVER MUNICIPAL UTILITIES:					8,272.10	
ELK RIVER WINLECTRIC						
101						
415312 01	1	PART FOR GATE	Invoice	07/11/2025	28.49	101-4-3120-4219
Total 17890 ELK RIVER WINLECTRIC:					28.49	
ERIC ALTHAUS						
101						
782025 - 7/31/25	1	RIVERFRONT CONCERT SKITZO FO	Invoice	07/08/2025	2,500.00	101-4-5220-4409
Total 52325 ERIC ALTHAUS:					2,500.00	
FASTENAL COMPANY						
101						
MNELK142847	1	SUPPLIES - VENDING	Invoice	06/27/2025	252.57	101-4-5110-4219
101						
MNELK142847	2	SUPPLIES - VENDING	Invoice	06/27/2025	220.18	101-4-3120-4219
101						
MNELK142847	3	SUPPLIES - VENDING	Invoice	06/27/2025	13.23	101-4-3150-4219
101						
MNELK142847	4	SUPPLIES - VENDING	Invoice	06/27/2025	32.13	101-4-1600-4219
101						
MNELK143009	1	SUPPLIES - VENDING	Invoice	07/11/2025	165.62	101-4-3120-4219
101						
MNELK143009	2	SUPPLIES - VENDING	Invoice	07/11/2025	153.25	101-4-5110-4219
101						
MNELK143009	3	SUPPLIES - VENDING	Invoice	07/11/2025	41.84	101-4-3150-4219
Total 18453 FASTENAL COMPANY:					878.82	
FINNLYTECH INC						

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
221						
1858	1	SCHEDULING SOFTWARE-FTCTR	Invoice	07/01/2025	3,705.00	221-4-5400-4409
Total 14832 FINNLYTECH INC:					3,705.00	
FIRST HOSPITAL LABORATORIES						
101						
FL00679660	1	RANDOM DRUG SCREEN	Invoice	07/03/2025	244.64	101-4-1220-4319
Total 18890 FIRST HOSPITAL LABORATORIES:					244.64	
FLEETPRIDE						
101						
127182313	1	PARTS #241	Invoice	07/14/2025	16.32	101-4-3120-4221
Total 11711 FLEETPRIDE:					16.32	
GERTENS						
101						
6786 /11	1	SUPPLIES - PARKS	Invoice	07/09/2025	32.00	101-4-5110-4219
101						
6786 /11	2	SUPPLIES - CITY HALL	Invoice	07/09/2025	18.00	101-4-1600-4219
101						
6786 /11	3	SUPPLIES - PUBLIC SAFETY	Invoice	07/09/2025	16.00	101-4-3120-4219
Total 13257 GERTENS:					66.00	
GOPHER STATE ONE-CALL INC						
602						
5060372	1	LOCATION CALLS	Invoice	06/30/2025	552.15	602-4-9020-4404
Total 20150 GOPHER STATE ONE-CALL INC:					552.15	
GRAINGER						
101						
9557107993	1	SHOP TOOLS	Invoice	06/30/2025	39.98	101-4-3150-4219
101						
9569881460	1	PARTS - BEACH RAKE	Invoice	07/11/2025	166.98	101-4-5110-4221
Total 20300 GRAINGER:					206.96	
GRANITE CITY JOBBING CO						
603						
465974	1	POP/MISC	Invoice	07/03/2025	1,639.93	603-4-9111-4255
603						
465974	2	SUPPLIES	Invoice	07/03/2025	160.57	603-4-9112-4219
603						
465974	3	FREIGHT	Invoice	07/03/2025	5.00	603-4-9111-4332
603						
465976	1	POP/MISC	Invoice	07/03/2025	873.03	603-4-9151-4255
603						
465976	2	SUPPLIES	Invoice	07/03/2025	73.88	603-4-9152-4219
603						
465976	3	FREIGHT	Invoice	07/03/2025	5.00	603-4-9151-4332
603						
467501	1	POP/MISC	Invoice	07/11/2025	820.49	603-4-9111-4255

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
467501	2	FREIGHT	Invoice	07/11/2025	5.00	603-4-9111-4332
603						
467501	3	SUPPLIES	Invoice	07/11/2025	32.57	603-4-9112-4219
603						
467502	1	POP/MISC	Invoice	07/11/2025	484.01	603-4-9151-4255
603						
467502	2	SUPPLIES	Invoice	07/11/2025	79.70	603-4-9152-4219
603						
467502	3	FREIGHT	Invoice	07/11/2025	5.00	603-4-9151-4332
Total 10654 GRANITE CITY JOBBING CO:					4,184.18	
GRAPHIC HOUSE INC						
296						
DP34390	1	FT CENTER MONUMENT SIGN-DEP	Invoice	07/15/2025	68,710.50	296-4-7000-4520
Total 13773 GRAPHIC HOUSE INC:					68,710.50	
GRIMCO, INC						
101						
34251610-01	1	SIGN SUPPLIES-PW	Invoice	07/01/2025	156.76	101-4-3120-4226
101						
34288675-01	1	SIGN MATERIALS	Invoice	07/11/2025	156.76	101-4-3120-4226
Total 14770 GRIMCO, INC:					313.52	
HAWKINS & BAUMGARTNER, P.A.						
101						
7-02-2025	1	JUN PROSECUTION SVCS	Invoice	07/02/2025	19,655.89	101-4-1400-4304
Total 21048 HAWKINS & BAUMGARTNER, P.A.:					19,655.89	
HAWKINS, INC.						
602						
7122037	1	CHLORINE & SULFER DIOXIDE	Invoice	07/03/2025	2,299.66	602-4-9020-4219
Total 21053 HAWKINS, INC.:					2,299.66	
ISD 728-COMMUNITY EDUCATION						
101						
2425-4221	1	TRACK CAMP FACILITY RENTAL	Invoice	07/11/2025	320.00	101-4-5220-4412
221						
7/14/2025 COMM ED	1	COMMUNITY ED AD	Invoice	07/14/2025	434.50	221-4-5400-4359
Total 21985 ISD 728-COMMUNITY EDUCATION:					754.50	
JOHN SCHOOLMEESTERS						
101						
91434495	1	EVENT REFUND - TOM PAQUIN MUSI	Invoice	07/10/2025	12.00	101-3-0000-3462
101						
91434495	2	EVENT REFUND - TOM PAQUIN MUSI	Invoice	07/10/2025	.95	101-2080
Total 52443 JOHN SCHOOLMEESTERS:					12.95	
JOHNSON BROS LIQUOR						

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
139905	1	WINE CREDIT	Invoice	06/26/2025	7.58-	603-4-9111-4253
603						
139909	1	THC PRODUCTS CREDIT	Invoice	06/26/2025	11.40-	603-4-9111-4256
603						
2828015	1	LIQUOR	Invoice	07/07/2025	5,550.00	603-4-9111-4251
603						
2828015	2	FREIGHT	Invoice	07/07/2025	87.00	603-4-9111-4332
603						
2829738	1	LIQUOR	Invoice	07/09/2025	3,943.20	603-4-9111-4251
603						
2829738	2	FREIGHT	Invoice	07/09/2025	99.18	603-4-9111-4332
603						
2829739	1	WINE	Invoice	07/09/2025	1,643.00	603-4-9111-4253
603						
2829739	2	FREIGHT	Invoice	07/09/2025	44.53	603-4-9111-4332
603						
2829740	1	POP/MISC	Invoice	07/09/2025	72.00	603-4-9111-4255
603						
2829740	2	FREIGHT	Invoice	07/09/2025	3.48	603-4-9111-4332
603						
2829741	1	THC PRODUCTS	Invoice	07/09/2025	217.70	603-4-9111-4256
603						
2829742	1	LIQUOR	Invoice	07/09/2025	1,565.36	603-4-9111-4251
603						
2829742	2	FREIGHT	Invoice	07/09/2025	10.44	603-4-9111-4332
603						
2829743	1	LIQUOR	Invoice	07/09/2025	80.00	603-4-9151-4251
603						
2829743	2	FREIGHT	Invoice	07/09/2025	1.74	603-4-9151-4332
603						
2829744	1	POP/MISC	Invoice	07/09/2025	32.00	603-4-9151-4255
603						
2829744	2	FREIGHT	Invoice	07/09/2025	1.74	603-4-9151-4332
603						
2829745	1	LIQUOR	Invoice	07/09/2025	1,020.66	603-4-9151-4251
603						
2829745	2	FREIGHT	Invoice	07/09/2025	6.96	603-4-9151-4332
Total 22775 JOHNSON BROS LIQUOR:					14,360.01	
JOHNSON CONTROLS FIRE PRO						
221						
24822905	1	ANNUAL CONTRACT FIRE ALARM M	Invoice	07/01/2025	780.00	221-4-5400-4401
Total 22785 JOHNSON CONTROLS FIRE PRO:					780.00	
JUMP CITY INC						
101						
92655 7/26/25	1	ELK RIVERFEST INFLATABLES 2025	Invoice	05/07/2025	1,248.51	101-4-1110-4409
101						
95729 7/26/25	1	ELK RIVERFEST FACEPAINTER	Invoice	05/16/2025	803.00	101-4-1110-4409
Total 12903 JUMP CITY INC:					2,051.51	
KRISS PREMIUM PRODUCTS, INC						

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
221						
195442	1	WATER TREATMENT CHEMICALS	Invoice	07/01/2025	281.50	221-4-5400-4219
Total 23297 KRISS PREMIUM PRODUCTS, INC:					281.50	
KYRON CHRISTOPHERSON						
101						
July Sound Bathing	1	SOUND BATHING INSTRUCTOR	Invoice	07/10/2025	80.00	101-4-5220-4409
Total 52369 KYRON CHRISTOPHERSON:					80.00	
LAKE STATE RECYCLING INC						
603						
79925	1	CARDBOARD RECYCLING	Invoice	07/09/2025	150.00	603-4-9152-4389
Total 13119 LAKE STATE RECYCLING INC:					150.00	
LANGUAGE LINE SERVICES						
101						
11641681	1	INTERPRETATION SVCS	Invoice	06/30/2025	26.60	101-4-2110-4319
Total 23555 LANGUAGE LINE SERVICES:					26.60	
LAWAL SCOTT ERICKSON ARCHITECTS INC						
603						
6003	1	NORTHBOUND/CANNABOUND PROF	Invoice	06/30/2025	8,330.45	603-4-9112-4319
604						
6003	2	NORTHBOUND/CANNABOUND PROF	Invoice	06/30/2025	4,165.00	604-4-9410-4319
Total 52379 LAWAL SCOTT ERICKSON ARCHITECTS INC:					12,495.45	
LAWRENCE B RIPP						
101						
2025 ERFEST 7/26/25	1	ELK RIVERFEST ENTERTAINMENT B	Invoice	01/08/2025	590.00	101-4-1110-4409
Total 15316 LAWRENCE B RIPP:					590.00	
LEAGUE OF MN CITIES INS TRUST						
291						
24797 24746	1	24797 WC CLAIM	Invoice	07/01/2025	754.00	291-4-7000-4109
291						
24797 24746	2	24746 WC CLAIM	Invoice	07/01/2025	616.95	291-4-7000-4109
Total 23800 LEAGUE OF MN CITIES INS TRUST:					1,370.95	
LOCALITY MEDIA, INC						
101						
4463	1	SOFTWARE SUBSCRIPTION	Invoice	04/30/2025	830.00	101-4-2310-4404
Total 52345 LOCALITY MEDIA, INC:					830.00	
M T I DISTRIBUTING INC						
101						
1482180-00	1	PARTS #725	Invoice	06/30/2025	126.98	101-4-5110-4221
Total 24475 M T I DISTRIBUTING INC:					126.98	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
MACQUEEN EQUIPMENT, LLC						
101 P66006	1	PARTS	Invoice	07/03/2025	711.26	101-4-3120-4221
Total 24575 MACQUEEN EQUIPMENT, LLC:					711.26	
MADELINE REINSCHMIDT						
101 1 7/24/25	1	FARMERS MARKET MUSIC 07/24/25	Invoice	02/06/2025	150.00	101-4-5230-4409
Total 52339 MADELINE REINSCHMIDT:					150.00	
MARCO HOLDINGS LLC						
101 INV14048688	1	CISCO SMARTNET	Invoice	07/02/2025	10,268.41	101-4-1350-4404
101 INV14055689	1	CISCO DUO ADV SUBSCRIPTIONS	Invoice	07/05/2025	2,010.00	101-4-1350-4404
101 INV14058946	1	MERAKI SWITCH / LICENSE	Invoice	07/07/2025	2,995.72	101-4-1350-4219
Total 24714 MARCO HOLDINGS LLC:					15,274.13	
MARTIES INC						
221 289	1	LAWN FERTILIZER	Invoice	07/10/2025	29.99	221-4-5400-4219
Total 15079 MARTIES INC:					29.99	
MENARDS - ELK RIVER						
602 6302025	1	SUPPLIES	Invoice	06/30/2025	79.99	602-4-9020-4219
602 6302025	2	SUPPLIES	Invoice	06/30/2025	117.16	602-4-9020-4219
101 6302025	3	SUPPLIES	Invoice	06/30/2025	11.99	101-4-5110-4219
101 6302025	4	SUPPLIES	Invoice	06/30/2025	56.41	101-4-2310-4219
101 6302025	5	SUPPLIES	Invoice	06/30/2025	18.61	101-4-2310-4219
602 6302025	6	SUPPLIES	Invoice	06/30/2025	439.96	602-4-9020-4219
101 6302025	7	SUPPLIES	Invoice	06/30/2025	93.97	101-4-5110-4219
101 6302025	8	SUPPLIES	Invoice	06/30/2025	186.93	101-4-3120-4219
602 6302025	9	SUPPLIES	Invoice	06/30/2025	29.88	602-4-9020-4219
602 6302025	10	SUPPLIES - CREDIT	Invoice	06/30/2025	139.99-	602-4-9020-4219
101 6302025	11	SUPPLIES	Invoice	06/30/2025	51.88	101-4-1600-4219
101 6302025	12	SUPPLIES	Invoice	06/30/2025	38.91	101-4-3120-4219
101 6302025	13	SUPPLIES	Invoice	06/30/2025	72.27	101-4-2310-4219
101 6302025	14	SUPPLIES	Invoice	06/30/2025	15.12	101-4-5110-4219

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
6302025	15	SUPPLIES - TRAINING	Invoice	06/30/2025	75.99	101-4-2320-4331
101						
6302025	16	SUPPLIES	Invoice	06/30/2025	22.87	101-4-2190-4219
602						
6302025	17	SUPPLIES	Invoice	06/30/2025	162.72	602-4-9020-4219
602						
6302025	18	SUPPLIES	Invoice	06/30/2025	57.40	602-4-9020-4219
101						
6302025	19	SUPPLIES	Invoice	06/30/2025	15.98	101-4-2310-4219
101						
6302025	20	SUPPLIES	Invoice	06/30/2025	14.99	101-4-2190-4219
101						
6302025	21	SUPPLIES	Invoice	06/30/2025	46.77	101-4-2310-4219
602						
6302025	22	SUPPLIES	Invoice	06/30/2025	171.12	602-4-9020-4219
602						
6302025	23	SUPPLIES	Invoice	06/30/2025	33.66	602-4-9020-4219
101						
6302025	24	SUPPLIES	Invoice	06/30/2025	22.24	101-4-5110-4219
101						
6302025	25	SUPPLIES	Invoice	06/30/2025	2.56	101-4-2310-4219
101						
6302025	26	SUPPLIES	Invoice	06/30/2025	43.56	101-4-1600-4219
101						
6302025	27	SUPPLIES	Invoice	06/30/2025	113.07	101-4-5110-4219
602						
6302025	28	SUPPLIES	Invoice	06/30/2025	81.36	602-4-9020-4219
602						
6302025	29	SUPPLIES	Invoice	06/30/2025	89.99	602-4-9020-4219
101						
6302025	30	SUPPLIES	Invoice	06/30/2025	22.52	101-4-1600-4219
101						
6302025	31	SUPPLIES	Invoice	06/30/2025	8.28	101-4-3120-4219
Total 25145 MENARDS - ELK RIVER:					2,058.17	
MEND COLLABORATIVE, INC						
225						
COER2501-001	1	WATER TOWER PARK DESIGN	Invoice	07/07/2025	3,637.50	225-4-5110-4319
Total 52440 MEND COLLABORATIVE, INC:					3,637.50	
MHSRC/RANGE						
101						
337900-12000	1	DRIVING SCHOOL - POST MANDATE	Invoice	07/09/2025	535.00	101-4-2120-4331
Total 26394 MHSRC/RANGE:					535.00	
MN BCA						
101						
41781	1	TRAINING - D. BIRDSALL	Invoice	07/11/2025	75.00	101-4-2130-4331
Total 11597 MN BCA:					75.00	
MN COUNTY ATTORNEYS ASSOC						

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
200013033	1	PROPERTY RECEIPT FORMS	Invoice	07/03/2025	77.00	101-4-2110-4201
Total 26010 MN COUNTY ATTORNEYS ASSOC:					77.00	
MN DEPT OF LABOR & INDUSTRY						
101						
ABR0353373X	1	PRESSURE VESSEL 498198 - FS 1	Invoice	06/28/2025	25.00	101-4-2310-4401
Total 26180 MN DEPT OF LABOR & INDUSTRY:					25.00	
MN POLLUTION CONTROL AGENCY						
602						
10000200741	1	ANNUAL PERMIT FEE 1170 - WW	Invoice	04/08/2025	5,900.00	602-4-9020-4437
Total 26540 MN POLLUTION CONTROL AGENCY:					5,900.00	
MN VALLEY TESTING LAB INC						
602						
1313977	1	WATER TESTING	Invoice	07/10/2025	474.40	602-4-9020-4319
Total 24500 MN VALLEY TESTING LAB INC:					474.40	
MOJO FILTER MEDIA						
101						
782025 - 7/24/25	1	RIVERFRONT CONCERT GEN X JUK	Invoice	07/08/2025	2,500.00	101-4-5220-4409
Total 52330 MOJO FILTER MEDIA:					2,500.00	
MR CUTTING EDGE						
221						
7548	1	ZAMBONI BLADE SHARPENING	Invoice	06/30/2025	102.00	221-4-5400-4401
Total 13984 MR CUTTING EDGE:					102.00	
NATHE VENTURES INC						
101						
1-302801	1	SUPPLIES	Invoice	07/11/2025	53.97	101-4-5110-4219
101						
1-302802	1	SUPPLIES	Invoice	06/26/2025	53.97	101-4-5110-4219
101						
1-302805	1	SUPPLIES - PUBLIC WORKS	Invoice	07/07/2025	103.47	101-4-3120-4219
101						
1-302805	2	SUPPLIES - CITY HALL	Invoice	07/07/2025	103.47	101-4-1600-4219
101						
1-302805	3	SUPPLIES - POLICE DEPT	Invoice	07/07/2025	103.47	101-4-2190-4219
Total 28904 NATHE VENTURES INC:					418.35	
OCCUPATIONAL HEALTH CENTERS						
101						
104211443	1	AUDIOGRAM TEST	Invoice	07/02/2025	89.00	101-4-5110-4409
101						
104211443	2	AUDIOGRAM TEST	Invoice	07/02/2025	89.00	101-4-2410-4331
292						
104211443	3	AUDIOGRAM TEST	Invoice	07/02/2025	89.00	292-4-2310-4319

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 13789 OCCUPATIONAL HEALTH CENTERS:					267.00	
ODP BUSINESS SOLUTIONS, LLC						
101						
429449237001	1	OFFICE SUPPLIES	Invoice	07/10/2025	813.22	101-4-2110-4201
101						
429458155001	1	OFFICE SUPPLIES	Invoice	07/09/2025	2.60	101-4-2110-4201
Total 28650 ODP BUSINESS SOLUTIONS, LLC:					815.82	
OFFICE OF MNIT SERVICES						
101						
DV25060461	1	INTERNET (WAN) SVCS	Invoice	07/10/2025	191.00	101-4-1350-4404
Total 14954 OFFICE OF MNIT SERVICES:					191.00	
OXYGEN SERVICE CO, INC						
101						
3622726	1	PROPANE/WELDING SUPPLIES	Invoice	06/30/2025	182.30	101-4-3150-4219
101						
8850461	1	WELDING SUPPLIES	Invoice	07/08/2025	109.00	101-4-3150-4219
Total 28960 OXYGEN SERVICE CO, INC:					291.30	
PARCEL ARTS LLC						
211						
408 7-25-25	1	ART OF INDIGO DYE 7-25-25	Invoice	04/01/2025	494.00	211-4-5600-4409
Total 52373 PARCEL ARTS LLC:					494.00	
PARK CONSTRUCTION CO.						
401						
2	1	2025 STREET IMPROVEMENTS	Invoice	07/01/2025	555,600.37	401-4-8080-4530
Total 14326 PARK CONSTRUCTION CO.:					555,600.37	
PAUSTIS WINE COMPANY						
603						
270114	1	WINE	Invoice	07/10/2025	175.00	603-4-9151-4253
603						
270114	2	FREIGHT	Invoice	07/10/2025	8.00	603-4-9151-4332
603						
270115	1	WINE	Invoice	07/10/2025	503.00	603-4-9111-4253
603						
270115	2	FREIGHT	Invoice	07/10/2025	12.50	603-4-9111-4332
603						
270260	1	WINE CREDIT	Invoice	07/14/2025	104.00-	603-4-9111-4253
603						
270260	2	FREIGHT CREDIT	Invoice	07/14/2025	2.50-	603-4-9111-4332
Total 29251 PAUSTIS WINE COMPANY:					592.00	
PHILLIPS WINE & SPIRITS CO						
603						
5007588	1	LIQUOR	Invoice	07/09/2025	470.60	603-4-9111-4251

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
5007588	2	FREIGHT	Invoice	07/09/2025	12.18	603-4-9111-4332
603						
5007589	1	WINE	Invoice	07/09/2025	757.45	603-4-9111-4253
603						
5007589	2	FREIGHT	Invoice	07/09/2025	29.58	603-4-9111-4332
603						
5007590	1	THC PRODUCTS	Invoice	07/09/2025	168.00	603-4-9111-4256
603						
5007591	1	LIQUOR	Invoice	07/09/2025	420.10	603-4-9151-4251
603						
5007591	2	FREIGHT	Invoice	07/09/2025	5.22	603-4-9151-4332
603						
5007592	1	POP/MISC	Invoice	07/09/2025	415.00	603-4-9151-4255
603						
5007592	2	FREIGHT	Invoice	07/09/2025	5.50	603-4-9151-4332
603						
5007593	1	THC PRODUCTS	Invoice	07/09/2025	189.00	603-4-9151-4256
Total 29665 PHILLIPS WINE & SPIRITS CO:					2,472.63	
PLAISTED COMPANIES INC						
101						
84634	1	SUPPLIES-BLACK DIRT	Invoice	07/08/2025	173.70	101-4-5110-4219
101						
84686	1	SUPPLIES-MULCH	Invoice	07/09/2025	37.95	101-4-5110-4219
Total 29845 PLAISTED COMPANIES INC:					211.65	
PLANTS AND THINGS, USA						
101						
71425	1	PICNIC TABLE	Invoice	07/14/2025	295.00	101-4-2310-4219
Total 14363 PLANTS AND THINGS, USA:					295.00	
PRO-TEC DESIGN, INC						
101						
119745	1	SYSTEMS SERVICE SPECIALIST	Invoice	07/11/2025	61.00	101-4-1350-4319
Total 30229 PRO-TEC DESIGN, INC:					61.00	
QUALITY FLOW SYSTEMS INC						
602						
49209	1	EFFLUENT PUMP	Invoice	07/07/2025	3,008.00	602-4-9020-4219
Total 30500 QUALITY FLOW SYSTEMS INC:					3,008.00	
RAFE CARLSON						
101						
251 7/26/25	1	ELK RIVERFEST MUSIC	Invoice	03/12/2025	800.00	101-4-1110-4409
Total 52356 RAFE CARLSON:					800.00	
RALPHIE'S MINNOCO						
101						
1140 MAR 25	1	FUEL - FIRE 3/9/25	Invoice	03/31/2025	31.30	101-4-2320-4212

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
1140 MAR 25	2	FUEL - FIRE 3/23/25	Invoice	03/31/2025	9.26	101-4-2310-4212
Total 13175 RALPHIE'S MINNOCO:					40.56	
REINDERS INC						
101						
3410514-00	1	ATHLETIC FIELD SUPPLIES	Invoice	06/26/2025	2,000.00	101-4-5110-4219
Total 12498 REINDERS INC:					2,000.00	
SHERWIN-WILLIAMS						
101						
24-1	1	PAINT	Invoice	07/07/2025	146.72	101-4-2190-4219
Total 32280 SHERWIN-WILLIAMS:					146.72	
SOCIAL NEWS DESK, INC						
101						
16680	1	SOCIAL MEDIA MANAGEMENT	Invoice	07/02/2025	2,388.00	101-4-1120-4319
Total 52439 SOCIAL NEWS DESK, INC:					2,388.00	
SOUTHERN GLAZER'S WINE & SPIRITS OF MN						
603						
110949	1	WINE CREDIT	Invoice	07/10/2025	2.67-	603-4-9151-4253
603						
110950	1	LIQUOR CREDIT	Invoice	07/10/2025	545.94-	603-4-9151-4251
603						
2642361	1	FREIGHT	Invoice	07/02/2025	3.84	603-4-9151-4332
603						
2642362	1	LIQUOR	Invoice	07/02/2025	1,211.80	603-4-9151-4251
603						
2642362	2	FREIGHT	Invoice	07/02/2025	21.76	603-4-9151-4332
603						
2644897	1	LIQUOR	Invoice	07/10/2025	141.00	603-4-9151-4251
603						
2644897	2	FREIGHT	Invoice	07/10/2025	.43	603-4-9151-4332
603						
2644898	1	LIQUOR	Invoice	07/10/2025	2,302.99	603-4-9151-4251
603						
2644898	2	FREIGHT	Invoice	07/10/2025	38.40	603-4-9151-4332
603						
2644899	1	WINE	Invoice	07/10/2025	1,427.36	603-4-9151-4253
603						
2644899	2	FREIGHT	Invoice	07/10/2025	25.60	603-4-9151-4332
603						
5126968	1	WINE	Invoice	07/10/2025	105.36	603-4-9151-4253
603						
5126968	2	FREIGHT	Invoice	07/10/2025	1.28	603-4-9151-4332
603						
5128232	1	WINE	Invoice	07/02/2025	808.56	603-4-9151-4253
603						
5128232	2	FREIGHT	Invoice	07/02/2025	18.24	603-4-9151-4332
603						
5128620	1	WINE	Invoice	07/10/2025	45.00	603-4-9151-4253

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
5128620	2	FREIGHT	Invoice	07/10/2025	.64	603-4-9151-4332
Total 8000 SOUTHERN GLAZER'S WINE & SPIRITS OF MN:					5,603.65	
603						
2642360	1	FREIGHT	Invoice	07/02/2025	3.75	603-4-9111-4332
603						
2644894	1	LIQUOR	Invoice	07/10/2025	204.00	603-4-9111-4251
603						
2644894	2	FREIGHT	Invoice	07/10/2025	.62	603-4-9111-4332
603						
2644895	1	LIQUOR	Invoice	07/10/2025	7,343.02	603-4-9111-4251
603						
2644895	2	FREIGHT	Invoice	07/10/2025	75.83	603-4-9111-4332
603						
2644896	1	WINE	Invoice	07/10/2025	848.98	603-4-9111-4253
603						
2644896	2	FREIGHT	Invoice	07/10/2025	18.75	603-4-9111-4332
603						
4425	1	FREIGHT CREDIT	Invoice	06/30/2025	2.50-	603-4-9111-4332
603						
4426	1	WINE CREDIT	Invoice	06/30/2025	121.15-	603-4-9111-4253
603						
4594	1	FREIGHT CREDIT	Invoice	06/30/2025	.01-	603-4-9111-4332
603						
4595	1	FREIGHT CREDIT	Invoice	06/30/2025	.31-	603-4-9111-4332
603						
5128230	1	LIQUOR	Invoice	07/10/2025	337.48	603-4-9111-4251
603						
5128230	2	FREIGHT	Invoice	07/10/2025	1.25	603-4-9111-4332
603						
5128231	1	LIQUOR	Invoice	07/10/2025	1,087.20	603-4-9111-4251
603						
5128231	2	FREIGHT	Invoice	07/10/2025	6.25	603-4-9111-4332
603						
9649058	1	LIQUOR CREDIT	Invoice	07/09/2025	234.00-	603-4-9111-4251
Total 11314 SOUTHERN GLAZER'S WINE & SPIRITS OF MN:					9,569.16	
SPEEDCUTTERS OUTDOOR MAINT LLC						
603						
29186	1	MOWING & FERTILIZER - JULY	Invoice	07/15/2025	565.08	603-4-9152-4404
603						
29186	2	MOWING & FERTILIZER - JULY	Invoice	07/15/2025	576.02	603-4-9112-4404
Total 11661 SPEEDCUTTERS OUTDOOR MAINT LLC:					1,141.10	
STAPLES BUSINESS ADVANTAGE						
101						
7005899133	1	SUPPLIES	Invoice	06/30/2025	16.75	101-4-1120-4201
101						
7005899133	2	SUPPLIES	Invoice	06/30/2025	84.40	101-4-1210-4201
101						
7005899133	3	SUPPLIES	Invoice	06/30/2025	33.51	101-4-1220-4201
101						
7005899133	4	SUPPLIES	Invoice	06/30/2025	33.51	101-4-1310-4201

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
7005899133	5	SUPPLIES	Invoice	06/30/2025	75.38	101-4-1510-4201
101						
7005899133	6	SUPPLIES	Invoice	06/30/2025	50.26	101-4-2410-4201
101						
7005899133	7	SUPPLIES	Invoice	06/30/2025	6.70	101-4-2440-4219
101						
7005899133	8	SUPPLIES	Invoice	06/30/2025	16.75	101-4-3300-4201
101						
7005899133	9	SUPPLIES	Invoice	06/30/2025	33.51	101-4-5210-4219
101						
7005899133	10	SUPPLIES-EDA	Invoice	06/30/2025	26.82	101-4-6210-4440
101						
7005899133	11	SUPPLIES	Invoice	06/30/2025	236.55	101-4-1110-4201
Total 33059 STAPLES BUSINESS ADVANTAGE:					614.14	
STEPHEN NEURURER						
101						
7072025 ET	1	BACKGROUND INVEST - E.T.	Invoice	07/08/2025	749.10	101-4-2160-4319
101						
7072025 EW	1	BACKGROUND - E.W.	Invoice	07/08/2025	512.05	101-4-2160-4319
101						
7072025 JE	1	PRE-EMPLOYMENT BACKGROUND -	Invoice	07/08/2025	885.90	101-4-2110-4319
101						
7072025 JR	1	PRE-EMPLOYMENT BACKGROUND -	Invoice	07/08/2025	1,065.35	101-4-2110-4319
101						
7072025 TJ	1	PRE-EMPLOYMENT BACKGROUND -	Invoice	07/08/2025	584.10	101-4-2110-4319
Total 14929 STEPHEN NEURURER:					3,796.50	
STEPHEN POREDA						
101						
4043 7/31/25	1	ENTERTAINMENT IN THE PARK 07/31	Invoice	07/31/2025	525.00	101-4-5220-4409
101						
4044 7/26/25	1	ELK RIVERFEST ENTERTAINMENT	Invoice	07/26/2025	910.00	101-4-1110-4409
Total 15030 STEPHEN POREDA:					1,435.00	
STREICHER'S						
101						
11770316	1	SWAT SUPPLIES	Invoice	07/01/2025	15.00	101-4-2120-4219
101						
11770682	1	VEST - KOPPI	Invoice	07/03/2025	2,161.99	101-4-2120-4217
101						
11770683	1	VEST - SMITH	Invoice	07/03/2025	2,137.99	101-4-2120-4217
101						
11770684	1	VEST - GARCIA	Invoice	07/03/2025	2,137.99	101-4-2120-4217
101						
11770718	1	VEST - BOOS	Invoice	07/03/2025	1,797.00	101-4-2120-4217
101						
11771787	1	SWAT SUPPLIES	Invoice	07/10/2025	1,777.49	101-4-2120-4219
Total 33300 STREICHER'S:					10,027.46	
SUMMER LAKES BEVERAGE LLC						

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
10031	1	POP/MISC	Invoice	07/06/2025	165.00	603-4-9151-4255
603						
10032	1	POP/MISC	Invoice	07/06/2025	297.00	603-4-9111-4255
Total 14779 SUMMER LAKES BEVERAGE LLC:					462.00	
SUMMIT COMPANIES						
221						
3345491 / 40603156	1	FIRE PROTECTION MAINTENANCE	Invoice	06/27/2025	458.50	221-4-5400-4401
Total 33444 SUMMIT COMPANIES:					458.50	
TAHO SPORTSWEAR, INC.						
101						
25TS02882	1	ELK RIVERFEST SHIRTS	Invoice	07/15/2025	388.25	101-4-1110-4409
Total 33816 TAHO SPORTSWEAR, INC.:					388.25	
THE AMERICAN BOTTLING CO						
603						
4847905212	1	POP/MISC	Invoice	07/16/2025	323.08	603-4-9151-4255
Total 10415 THE AMERICAN BOTTLING CO:					323.08	
THE BANCORP BANK NA						
101						
25-09333	1	SUBPOENA PROCESSING 25008438	Invoice	07/07/2025	80.00	101-4-2130-4319
Total 14790 THE BANCORP BANK NA:					80.00	
THOMAS GUIMONT						
101						
91431441	1	EVENT REFUND - TOM PAQUIN MUSI	Invoice	07/10/2025	12.00	101-3-0000-3462
101						
91431441	2	EVENT REFUND - TOM PAQUIN MUSI	Invoice	07/10/2025	.95	101-2080
Total 52441 THOMAS GUIMONT:					12.95	
TKDA						
602						
2025003499	1	UPLAND SANITARY SEWER DESIGN	Invoice	07/07/2025	455.00	602-4-9070-4319
Total 11555 TKDA:					455.00	
TOM MILLER						
101						
91433390	1	EVENT REFUND - TOM PAQUIN MUSI	Invoice	07/10/2025	24.00	101-3-0000-3462
101						
91433390	2	EVENT REFUND - TOM PAQUIN MUSI	Invoice	07/10/2025	1.89	101-2080
Total 52442 TOM MILLER:					25.89	
TRANSUNION RISK & ALTERNATIVE						
101						
556261-202506-1	1	ONLINE INVESTIGATIVE SVCS	Invoice	07/01/2025	129.00	101-4-2130-4433

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 12665 TRANSUNION RISK & ALTERNATIVE:					129.00	
TRAUT COMPANIES						
101						
380773	1	WELL SERVICE AT ORONO PARK	Invoice	06/30/2025	3,478.00	101-4-5110-4404
Total 14316 TRAUT COMPANIES:					3,478.00	
TULL BEARINGS INC.						
101						
62 P	1	PLAYGROUND EQUIP PARTS	Invoice	06/19/2025	94.30	101-4-5110-4219
Total 52438 TULL BEARINGS INC.:					94.30	
TWIN CITY GARAGE DOOR-GARAGE DOOR STORE						
101						
421111135	1	GARAGE DOOR #7 REPAIR	Invoice	07/08/2025	170.00	101-4-3120-4401
Total 34925 TWIN CITY GARAGE DOOR-GARAGE DOOR STORE:					170.00	
UTILITY CONSULTANTS, INC						
602						
124365	1	SAMPLE TESTING	Invoice	06/26/2025	1,905.63	602-4-9020-4319
Total 35571 UTILITY CONSULTANTS, INC:					1,905.63	
VIKING COCA-COLA CO						
603						
3714326	1	POP/MISC	Invoice	07/11/2025	225.20	603-4-9151-4255
Total 35725 VIKING COCA-COLA CO:					225.20	
VINOCOPIA						
603						
376531-IN	1	LIQUOR	Invoice	07/02/2025	703.50	603-4-9111-4251
603						
376531-IN	2	WINE	Invoice	07/02/2025	112.00	603-4-9111-4253
603						
376531-IN	3	FREIGHT	Invoice	07/02/2025	14.00	603-4-9111-4332
603						
376532-IN	1	LIQUOR	Invoice	07/02/2025	392.25	603-4-9151-4251
603						
376532-IN	2	FREIGHT	Invoice	07/02/2025	10.00	603-4-9151-4332
Total 35763 VINOCOPIA:					1,231.75	
WAL-MART COMMUNITY CARD						
101						
7-7-25 WALMART	1	SUPPLIES-524	Invoice	07/07/2025	166.63	101-4-5220-4219
101						
7-7-25 WALMART	2	SUPPLIES-524	Invoice	07/07/2025	23.72	101-4-5220-4219
101						
7-7-25 WALMART	3	SUPPLIES-524	Invoice	07/07/2025	58.84	101-4-5220-4219
221						
7-7-25 WALMART	4	CONCESSIONS-FTCENTER	Invoice	07/07/2025	213.15	221-4-5430-4259

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
221						
7-7-25 WALMART	5	CONCESSIONS-FTCENTER	Invoice	07/07/2025	212.30	221-4-5430-4259
221						
7-7-25 WALMART	6	CONCESSIONS-FTCENTER	Invoice	07/07/2025	260.08	221-4-5430-4259
221						
7-7-25 WALMART	7	CONCESSIONS-FTCENTER	Invoice	07/07/2025	155.89	221-4-5430-4259
221						
7-7-25 WALMART	8	CONCESSIONS-FTCENTER	Invoice	07/07/2025	181.56	221-4-5430-4259
101						
7-7-25 WALMART	9	SUPPLIES-SR CENTER	Invoice	07/07/2025	121.00	101-4-5510-4219
Total 35945 WAL-MART COMMUNITY CARD:					1,393.17	
WASTE MANAGEMENT CORP SVCS						
605						
49813-1706-0	1	JUN GARBAGE TIPPING FEES 6/17-6/	Invoice	07/01/2025	19,907.40	605-4-9210-4384
101						
49813-1706-0	2	TRASH 6/16/25-STREETS	Invoice	07/01/2025	147.00	101-4-3120-4389
602						
50132-0500-9	1	BIO SOLIDS HAULING-JUN 25	Invoice	07/01/2025	32,997.79	602-4-9020-4409
Total 36033 WASTE MANAGEMENT CORP SVCS:					53,052.19	
WATER LABORATORIES						
228						
10534	1	WATER TESTING - JUNE	Invoice	07/14/2025	974.20	228-4-7000-4409
Total 36050 WATER LABORATORIES:					974.20	
WHITE CAP, LP						
101						
50032139137	1	SUPPLIES	Invoice	07/01/2025	609.96	101-4-5110-4219
Total 15018 WHITE CAP, LP:					609.96	
WINDSTREAM						
101						
7-3-25	1	PHONE LINE CHGS-FIRE	Invoice	07/03/2025	130.90	101-4-2310-4321
101						
7-3-25	2	PHONE LINE CHGS-FIRE INSP	Invoice	07/03/2025	51.74	101-4-2320-4321
Total 11102 WINDSTREAM:					182.64	
WINE MERCHANTS						
603						
7525029	1	FREIGHT	Invoice	07/01/2025	.58	603-4-9151-4332
Total 36425 WINE MERCHANTS:					.58	
WRUCK SEWER & PORTABLE RENTAL						
101						
I28526	1	PORTABLE RENTAL-MEM DAY PARA	Invoice	07/09/2025	95.00	101-4-5110-4415
101						
I28527	1	PORTABLE RENTAL - MAY	Invoice	05/14/2025	2,976.44	101-4-5110-4415
101						
I28528	1	PORTABLE RENTALS - JUNE	Invoice	07/09/2025	2,616.07	101-4-5110-4415

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 13814 WRUCK SEWER & PORTABLE RENTAL:					5,687.51	
Total :					1,153,753.35	
Grand Totals:					1,153,753.35	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
101-2080	6.79	.00	6.79
101-3-0000-3462	81.00	.00	81.00
101-4-1110-4201	236.55	.00	236.55
101-4-1110-4409	8,845.76	.00	8,845.76
101-4-1120-4201	16.75	.00	16.75
101-4-1120-4319	2,452.40	.00	2,452.40
101-4-1210-4201	84.40	.00	84.40
101-4-1220-4201	33.51	.00	33.51
101-4-1220-4319	244.64	.00	244.64
101-4-1310-4201	33.51	.00	33.51
101-4-1350-4219	3,888.23	.00	3,888.23
101-4-1350-4319	61.00	.00	61.00
101-4-1350-4404	12,469.41	.00	12,469.41
101-4-1400-4304	19,655.89	.00	19,655.89
101-4-1510-4201	75.38	.00	75.38
101-4-1600-4219	511.90	.00	511.90
101-4-2110-4201	966.82	.00	966.82
101-4-2110-4319	11,147.95	.00	11,147.95
101-4-2120-4217	8,234.97	.00	8,234.97
101-4-2120-4219	2,106.49	.00	2,106.49
101-4-2120-4331	535.00	.00	535.00
101-4-2120-4404	4,468.04	.00	4,468.04
101-4-2130-4217	115.95	.00	115.95
101-4-2130-4219	352.71	.00	352.71
101-4-2130-4319	80.00	.00	80.00
101-4-2130-4331	415.00	.00	415.00
101-4-2130-4433	129.00	.00	129.00
101-4-2150-4219	346.05	69.99-	276.06
101-4-2150-4409	443.58	.00	443.58
101-4-2160-4319	1,261.15	.00	1,261.15
101-4-2190-4219	505.55	.00	505.55
101-4-2190-4389	64.00	.00	64.00
101-4-2190-4401	1,150.00	.00	1,150.00
101-4-2310-4106	30,000.00	.00	30,000.00
101-4-2310-4212	9.26	.00	9.26
101-4-2310-4219	507.60	.00	507.60
101-4-2310-4321	130.90	.00	130.90
101-4-2310-4389	409.10	.00	409.10
101-4-2310-4401	25.00	.00	25.00
101-4-2310-4404	830.00	.00	830.00
101-4-2320-4212	31.30	.00	31.30
101-4-2320-4321	51.74	.00	51.74
101-4-2320-4331	6,075.99	.00	6,075.99

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
101-4-2330-4389	138.39	.00	138.39
101-4-2410-4201	50.26	.00	50.26
101-4-2410-4331	89.00	.00	89.00
101-4-2440-4219	6.70	.00	6.70
101-4-3120-4217	200.00	.00	200.00
101-4-3120-4219	1,814.88	.00	1,814.88
101-4-3120-4221	727.58	.00	727.58
101-4-3120-4226	313.52	.00	313.52
101-4-3120-4389	610.98	.00	610.98
101-4-3120-4401	170.00	.00	170.00
101-4-3150-4219	535.75	.00	535.75
101-4-3300-4201	16.75	.00	16.75
101-4-5110-4217	200.00	.00	200.00
101-4-5110-4219	6,294.89	.00	6,294.89
101-4-5110-4221	342.12	.00	342.12
101-4-5110-4389	6,585.96	.00	6,585.96
101-4-5110-4401	75.00	.00	75.00
101-4-5110-4404	3,478.00	.00	3,478.00
101-4-5110-4409	2,168.00	.00	2,168.00
101-4-5110-4415	6,001.72	.00	6,001.72
101-4-5210-4219	95.00	.00	95.00
101-4-5210-4401	50.00	.00	50.00
101-4-5220-4219	470.79	.00	470.79
101-4-5220-4409	5,735.00	.00	5,735.00
101-4-5220-4412	320.00	.00	320.00
101-4-5230-4219	18.85	.00	18.85
101-4-5230-4409	325.00	.00	325.00
101-4-5510-4219	190.89	.00	190.89
101-4-5510-4409	2,112.00	.00	2,112.00
101-4-6210-4440	26.82	.00	26.82
211-4-5600-4389	55.28	.00	55.28
211-4-5600-4409	494.00	.00	494.00
221-4-5400-4219	1,209.66	.00	1,209.66
221-4-5400-4359	434.50	.00	434.50
221-4-5400-4401	1,340.50	.00	1,340.50
221-4-5400-4409	3,705.00	.00	3,705.00
221-4-5420-4409	55.50	.00	55.50
221-4-5430-4219	83.36	.00	83.36
221-4-5430-4259	1,022.98	.00	1,022.98
225-4-5110-4319	3,637.50	.00	3,637.50
228-4-7000-4409	974.20	.00	974.20
290-4-1350-4409	25,831.96	.00	25,831.96
291-4-7000-4109	1,370.95	.00	1,370.95
292-4-2310-4319	29,726.20	.00	29,726.20
296-4-7000-4520	68,710.50	.00	68,710.50
401-4-8080-4530	555,600.37	.00	555,600.37
406-4-8010-4319	5,216.50	.00	5,216.50
463-4-7000-4319	181.04	.00	181.04
464-4-7000-4319	181.04	.00	181.04
465-4-7000-4319	181.04	.00	181.04
466-4-7000-4319	181.04	.00	181.04
467-4-7000-4319	181.04	.00	181.04
469-4-7000-4319	328.55	.00	328.55
602-4-9020-4219	6,842.44	139.99-	6,702.45
602-4-9020-4319	2,380.03	.00	2,380.03

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
602-4-9020-4404	552.15	.00	552.15
602-4-9020-4409	32,997.79	.00	32,997.79
602-4-9020-4417	318.21	.00	318.21
602-4-9020-4437	5,900.00	.00	5,900.00
602-4-9050-4219	237.55	.00	237.55
602-4-9050-4389	1,641.09	.00	1,641.09
602-4-9070-4319	455.00	.00	455.00
603-4-9111-4251	25,095.58	1,533.27-	23,562.31
603-4-9111-4252	93,881.10	628.28-	93,252.82
603-4-9111-4253	4,344.43	488.73-	3,855.70
603-4-9111-4255	4,396.24	.00	4,396.24
603-4-9111-4256	3,176.32	24.73-	3,151.59
603-4-9111-4332	494.64	16.19-	478.45
603-4-9112-4219	245.80	.00	245.80
603-4-9112-4319	8,330.45	.00	8,330.45
603-4-9112-4404	680.64	.00	680.64
603-4-9151-4251	10,159.10	905.94-	9,253.16
603-4-9151-4252	48,617.91	88.65-	48,529.26
603-4-9151-4253	2,753.28	258.67-	2,494.61
603-4-9151-4255	3,726.27	58.50-	3,667.77
603-4-9151-4256	552.00	.00	552.00
603-4-9151-4332	234.28	7.25-	227.03
603-4-9152-4219	216.67	.00	216.67
603-4-9152-4331	294.16	.00	294.16
603-4-9152-4389	150.00	.00	150.00
603-4-9152-4404	15,271.18	.00	15,271.18
604-4-9410-4319	4,165.00	.00	4,165.00
605-4-9210-4384	19,907.40	.00	19,907.40
821-1550	1,000.00	.00	1,000.00
Grand Totals:	1,157,973.54	4,220.19-	1,153,753.35

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
00/00	1,157,973.54	4,220.19-	1,153,753.35
Grand Totals:	1,157,973.54	4,220.19-	1,153,753.35

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 {<>} 14623

Check.Type = {<>} "Adjustment"

Bank.Bank number = 1

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	Bank Number
129776										
07/25	07/09/2025	129776	14662	ARVIG	3097643 MAR	602-4-9010-4321	.00	193.04-	193.04-	V 1
Total 129776:							.00		193.04-	
130107										
07/25	07/10/2025	130107	32230	SHERBURNE COUNTY RECORDER	06-09-25 PINE	101-4-1110-4319	.00	96.00-	96.00-	V 1
Total 130107:							.00		96.00-	
130301										
07/25	07/11/2025	130301	13803	HUBBARD ELECTRIC	20250612-694	101-4-5110-4409	.00	453.49	453.49	1
07/25	07/11/2025	130301	13803	HUBBARD ELECTRIC	20250701-702	101-4-5110-4401	.00	350.00	350.00	1
Total 130301:							.00		803.49	
130302										
07/25	07/11/2025	130302	22656	JEFFERSON FIRE & SAFETY,	IN328735	101-4-2320-4219	.00	475.00	475.00	1
Total 130302:							.00		475.00	
130303										
07/25	07/11/2025	130303	13908	MARK DICKINSON	5-19-25 MD	101-4-2310-4331	.00	199.48	199.48	1
Total 130303:							.00		199.48	
130304										
07/25	07/11/2025	130304	12205	PROMOTIONS NOW	736546	101-4-2150-4219	.00	706.33	706.33	1
Total 130304:							.00		706.33	

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
130305										
07/25	07/11/2025	130305	14560	RECYCLE TECHNOLOGIES INC	255170	228-4-7000-4409	.00	40.00	40.00	1
Total 130305:							.00	40.00		
130306										
07/25	07/11/2025	130306	13780	RUM RIVER ART CENTER INC	1233661 7/11/	101-4-5510-4409	.00	207.00	207.00	1
Total 130306:							.00	207.00		
130307										
07/25	07/11/2025	130307	32230	SHERBURNE COUNTY RECORDER	6-9-25 PINEW	101-4-1110-4319	.00	46.00	46.00	1
Total 130307:							.00	46.00		
130308										
07/25	07/11/2025	130308	12167	ARTISAN BEER COMPANY	3778933	603-4-9111-4252	.00	495.30	495.30	1
07/25	07/11/2025	130308	12167	ARTISAN BEER COMPANY	3778934	603-4-9151-4252	.00	223.45	223.45	1
07/25	07/11/2025	130308	12167	ARTISAN BEER COMPANY	3778935	603-4-9151-4256	.00	205.80	205.80	1
Total 130308:							.00	924.55		
130309										
07/25	07/11/2025	130309	14662	ARVIG	3097643 - 6/2	602-4-9010-4321	.00	96.66	96.66	1
07/25	07/11/2025	130309	14662	ARVIG	3097643 MAR	602-4-9010-4321	.00	193.04	193.04	1
Total 130309:							.00	289.70		
130310										
07/25	07/11/2025	130310	11950	BERNICK'S	10373908	603-4-9111-4255	.00	76.28	76.28	1
07/25	07/11/2025	130310	11950	BERNICK'S	10373909	603-4-9111-4256	.00	81.00	81.00	1
07/25	07/11/2025	130310	11950	BERNICK'S	10373910	603-4-9111-4252	.00	5,365.05	5,365.05	1
07/25	07/11/2025	130310	11950	BERNICK'S	10373911	603-4-9151-4255	.00	69.80	69.80	1
07/25	07/11/2025	130310	11950	BERNICK'S	10373912	603-4-9151-4256	.00	48.00	48.00	1
07/25	07/11/2025	130310	11950	BERNICK'S	10373913	603-4-9151-4252	.00	607.80	607.80	1
Total 130310:							.00	6,247.93		

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
130311										
07/25	07/11/2025	130311	12893	BREAKTHRU BEVERAGE MINNESOTA	122204995	603-4-9111-4332	.00	1,127.85	1,127.85	1
Total 130311:							.00		1,127.85	
130312										
07/25	07/11/2025	130312	8002	BREAKTHRU BEVERAGE MINNESOTA	122204909	603-4-9151-4332	.00	158.95	158.95	1
07/25	07/11/2025	130312	8002	BREAKTHRU BEVERAGE MINNESOTA	122204910	603-4-9151-4332	.00	487.25	487.25	1
Total 130312:							.00		646.20	
130313										
07/25	07/11/2025	130313	13845	CENTERPOINT ENERGY	14577-3 MAY	603-4-9152-4389	.00	9,260.43	9,260.43	1
Total 130313:							.00		9,260.43	
130314										
07/25	07/11/2025	130314	52407	CRYSTAL SPRINGS ICE	3-500632	603-4-9111-4332	.00	81.44	81.44	1
07/25	07/11/2025	130314	52407	CRYSTAL SPRINGS ICE	3-500667	603-4-9111-4332	.00	269.84	269.84	1
07/25	07/11/2025	130314	52407	CRYSTAL SPRINGS ICE	3-500672	603-4-9151-4332	.00	168.32	168.32	1
Total 130314:							.00		519.60	
130315										
07/25	07/11/2025	130315	15573	CULLIGAN	101X4037040	602-4-9020-4219	.00	41.00	41.00	1
Total 130315:							.00		41.00	
130316										
07/25	07/11/2025	130316	15887	DACOTAH PAPER CO	48320	101-4-2310-4219	.00	122.45	122.45	1
Total 130316:							.00		122.45	
130317										
07/25	07/11/2025	130317	22775	JOHNSON BROS LIQUOR	139903	603-4-9151-4253	.00	15.17-	15.17-	1
07/25	07/11/2025	130317	22775	JOHNSON BROS LIQUOR	139904	603-4-9111-4253	.00	6.00-	6.00-	1
07/25	07/11/2025	130317	22775	JOHNSON BROS LIQUOR	139906	603-4-9111-4253	.00	16.00-	16.00-	1
07/25	07/11/2025	130317	22775	JOHNSON BROS LIQUOR	139907	603-4-9111-4253	.00	4.32-	4.32-	1
07/25	07/11/2025	130317	22775	JOHNSON BROS LIQUOR	139908	603-4-9111-4332	.00	127.50-	127.50-	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
07/25	07/11/2025	130317	22775	JOHNSON BROS LIQUOR	139910	603-4-9111-4251	.00	20.43-	20.43-	1
07/25	07/11/2025	130317	22775	JOHNSON BROS LIQUOR	139911	603-4-9151-4253	.00	14.33-	14.33-	1
07/25	07/11/2025	130317	22775	JOHNSON BROS LIQUOR	2824894	603-4-9111-4332	.00	940.69	940.69	1
07/25	07/11/2025	130317	22775	JOHNSON BROS LIQUOR	2824895	603-4-9151-4332	.00	249.19	249.19	1
07/25	07/11/2025	130317	22775	JOHNSON BROS LIQUOR	2824896	603-4-9151-4332	.00	634.53	634.53	1
07/25	07/11/2025	130317	22775	JOHNSON BROS LIQUOR	2824897	603-4-9151-4332	.00	1,904.18	1,904.18	1
Total 130317:							.00		3,524.84	
130318										
07/25	07/11/2025	130318	21733	JOSEPH SIMON	INV0001	101-4-5230-4409	.00	175.00	175.00	1
Total 130318:							.00		175.00	
130319										
07/25	07/11/2025	130319	24366	M M B A	7-1-2025 DUE	603-4-9112-4433	.00	5,700.00	5,700.00	1
Total 130319:							.00		5,700.00	
130320										
07/25	07/11/2025	130320	29665	PHILLIPS WINE & SPIRITS CO	5003769	603-4-9151-4332	.00	473.22	473.22	1
07/25	07/11/2025	130320	29665	PHILLIPS WINE & SPIRITS CO	5003770	603-4-9151-4332	.00	1.74	1.74	1
07/25	07/11/2025	130320	29665	PHILLIPS WINE & SPIRITS CO	5003771	603-4-9151-4332	.00	509.58	509.58	1
07/25	07/11/2025	130320	29665	PHILLIPS WINE & SPIRITS CO	5003772	603-4-9151-4253	.00	285.44	285.44	1
07/25	07/11/2025	130320	29665	PHILLIPS WINE & SPIRITS CO	5003773	603-4-9151-4332	.00	184.22	184.22	1
Total 130320:							.00		1,454.20	
130321										
07/25	07/11/2025	130321	31890	SCHINDLER ELEVATOR CORP	8106950856	603-4-9112-4404	.00	581.04	581.04	1
Total 130321:							.00		581.04	
130322										
07/25	07/11/2025	130322	11314	SOUTHERN GLAZER'S WINE & SPIRIT	5126967	603-4-9111-4332	.00	87.94	87.94	1
Total 130322:							.00		87.94	

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
1008290										
07/25	07/14/2025	1008290	11583	CAL PORTNER	7-02-25 CP	101-4-1210-4331	.00	890.00	890.00	1
Total 1008290:							.00	890.00		
1008291										
07/25	07/14/2025	1008291	8005	DAHLHEIMER BEVERAGE, LLC	2506566	603-4-9151-4256	.00	74.00	74.00	1
07/25	07/14/2025	1008291	8005	DAHLHEIMER BEVERAGE, LLC	2506567	603-4-9151-4255	.00	132.80	132.80	1
07/25	07/14/2025	1008291	8005	DAHLHEIMER BEVERAGE, LLC	2506568	603-4-9151-4252	.00	6,770.30	6,770.30	1
07/25	07/14/2025	1008291	8005	DAHLHEIMER BEVERAGE, LLC	2506602	603-4-9151-4251	.00	5,310.40	5,310.40	1
Total 1008291:							.00	12,287.50		
1008292										
07/25	07/14/2025	1008292	17701	ELK RIVER MUNICIPAL UTILITIES	2399	291-4-2340-4331	.00	6,259.50	6,259.50	1
07/25	07/14/2025	1008292	17701	ELK RIVER MUNICIPAL UTILITIES	7-07-2025 ER	101-3-0000-3610	.00	7,995.63	7,995.63	1
Total 1008292:							.00	14,255.13		
1008293										
07/25	07/14/2025	1008293	10654	GRANITE CITY JOBBING CO	464736	603-4-9151-4332	.00	805.60	805.60	1
Total 1008293:							.00	805.60		
1008294										
07/25	07/14/2025	1008294	14417	KROMER PRO LLC	582467	101-4-5110-4221	.00	138.69	138.69	1
Total 1008294:							.00	138.69		
1008295										
07/25	07/14/2025	1008295	10407	REPUBLIC SERVICES #899	899-00479005	605-4-9230-4384	.00	4,480.70	4,480.70	1
07/25	07/14/2025	1008295	10407	REPUBLIC SERVICES #899	899-00479046	101-4-5110-4389	.00	395.61	395.61	1
07/25	07/14/2025	1008295	10407	REPUBLIC SERVICES #899	899-00479116	605-4-9210-4409	.00	101,884.75	101,884.75	1
Total 1008295:							.00	106,761.06		
1008296										
07/25	07/14/2025	1008296	14002	WINEBOW	MN00168504	603-4-9111-4332	.00	1,769.00	1,769.00	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 1008296:							.00		1,769.00	
Grand Totals:							.00		169,797.97	

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
101-2020	96.00	15,483.18-	15,387.18-
101-3-0000-3610	7,995.63	.00	7,995.63
101-4-1110-4319	46.00	96.00-	50.00-
101-4-1210-4331	890.00	.00	890.00
101-4-1600-4389	283.69	.00	283.69
101-4-2150-4219	706.33	.00	706.33
101-4-2190-4389	618.80	.00	618.80
101-4-2310-4219	122.45	.00	122.45
101-4-2310-4331	199.48	.00	199.48
101-4-2310-4389	499.80	.00	499.80
101-4-2320-4219	475.00	.00	475.00
101-4-3120-4389	1,233.15	.00	1,233.15
101-4-5110-4221	138.69	.00	138.69
101-4-5110-4389	1,088.67	.00	1,088.67
101-4-5110-4401	350.00	.00	350.00
101-4-5110-4409	453.49	.00	453.49
101-4-5230-4409	175.00	.00	175.00
101-4-5510-4409	207.00	.00	207.00
211-2020	.00	64.46-	64.46-
211-4-5600-4389	64.46	.00	64.46
221-2020	.00	8,037.98-	8,037.98-
221-4-5400-4389	8,037.98	.00	8,037.98
228-2020	.00	559.43-	559.43-
228-4-7000-4389	519.43	.00	519.43
228-4-7000-4409	40.00	.00	40.00
291-2020	.00	6,259.50-	6,259.50-
291-4-2340-4331	6,259.50	.00	6,259.50
602-2020	193.04	1,265.23-	1,072.19-

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
602-4-9010-4321	289.70	193.04-	96.66
602-4-9020-4219	41.00	.00	41.00
602-4-9020-4384	155.62	.00	155.62
602-4-9020-4389	778.91	.00	778.91
603-2020	203.75	36,457.23-	36,253.48-
603-4-9111-4251	1,109.00	137.43-	971.57
603-4-9111-4252	5,860.35	.00	5,860.35
603-4-9111-4253	2,767.67	26.32-	2,741.35
603-4-9111-4255	419.56	.00	419.56
603-4-9111-4256	81.00	.00	81.00
603-4-9111-4332	56.81	10.50-	46.31
603-4-9112-4389	419.18	.00	419.18
603-4-9112-4404	581.04	.00	581.04
603-4-9112-4433	2,850.00	.00	2,850.00
603-4-9151-4251	8,850.36	.00	8,850.36
603-4-9151-4252	7,630.35	.00	7,630.35
603-4-9151-4253	1,114.93	29.50-	1,085.43
603-4-9151-4255	1,317.72	.00	1,317.72
603-4-9151-4256	327.80	.00	327.80
603-4-9151-4332	63.41	.00	63.41
603-4-9152-4389	158.05	.00	158.05
603-4-9152-4433	2,850.00	.00	2,850.00
605-2020	.00	102,163.75-	102,163.75-
605-4-9210-4409	101,884.75	.00	101,884.75
605-4-9230-4384	279.00	.00	279.00
Grand Totals:	170,783.55	170,783.55-	.00



Request for Action

To
City Council

Item Number
4.3

Meeting Date
July 21, 2025

Prepared By
Zack Carlton, Community Development Director

Item Description
Resolution 25-40: Final Plat of Bradford Park Second Addition, Lennar

Reviewed by
Cal Portner
Tina Allard

Action Requested

Adopt Resolution 25-40 approving the updated final plat of Bradford Park Second Addition, subject to the following conditions:

1. Council approval of a Development Agreement outlining the responsibilities of the developer.
2. The applicant must receive final approval of all state and federal wetland permits and applications prior to recording.
3. The Water Availability Charge shall be paid in the amount required by the city when the final plat is released for recording.
4. A Letter of Credit shall be provided to the city in the amount of 100% of the costs of the public improvements.
5. Upon completion of all improvements and acceptance by the city, a security or warranty in a form acceptable to the public works director must be secured.
6. The Development Plan shall be approved by the public works director prior to issuance of building permits.
7. Staff approval of all site, civil, and landscaping plans.
8. All mailboxes shall be clustered.
9. The developer shall convey lands identified for Park Dedication, consistent with the preliminary plat approval.
10. A prorated park dedication fee shall be paid for 113 single-family lots.
11. 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.

Approve the development contract for Bradford Park Second Addition and authorize staff to make non-substantive changes as required.

Background/Discussion

Lennar is seeking approval of an updated final plat for the second phase of Bradford Park. This phase will plat 113 single-family lots and establish the subdivisions' primary connection to County Road 40. The City Council previously approved a final plat for this project on October 21, 2024, and March 3, 2025. The current plat updates the scope of the plat from 96 to 113 lots and adjusts outlot locations to account for ownership changes. The county road connection is a critical improvement for this project as it will minimize construction traffic through the existing neighborhoods of Miske Meadows and Twin Lakes Estates.

The Elk River Vision

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



This phase will also begin to develop the park infrastructure approved as part of the project. The park dedication for this addition includes 19.66 acres, consisting of multiple outlots that will be deeded to the city for future park uses. Additionally, the regional trail component of this project requires cost participation from the city in the amount of \$65,366.68. The regional trail runs along the north side of the central pond, and the cost sharing was included as part of the preliminary plat approval. The developer will also pay \$79,061.58 as a cash dedication. The responsibilities of the developer and the city are outlined in the development agreement.

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 as noted above. The developer has had an opportunity to review the agreement, and staff have incorporated recommended changes.

Financial Impact

The cost participation for the trail will be deducted from the city's park dedication fund.

Mission/Policy/Goal

Support the growth and development of the community
Opportunity to live, work, and play

Attachments

1. Location Map
2. Final Plat of Bradford Park Second Addition dated June 4 2025
3. Second Addition Park Dedication
4. Final Plat Resolution
5. Development Agreement



Project Location Map

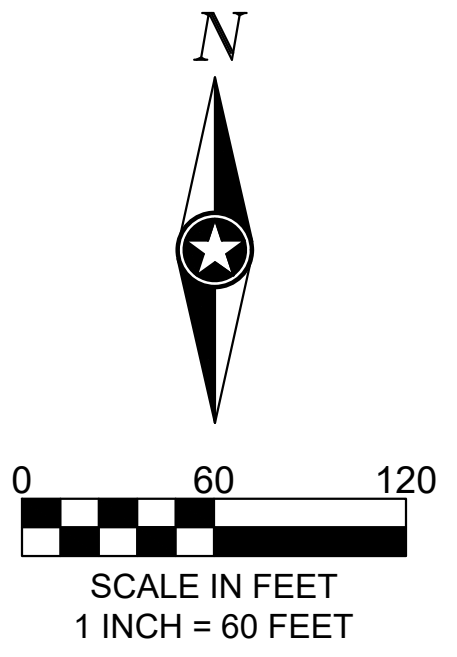
Bradford Park South

Final Plat

Case No: P 24-14

BRADFORD PARK SECOND ADDITION

CITY OF ELK RIVER
COUNTY OF SHERBURNE

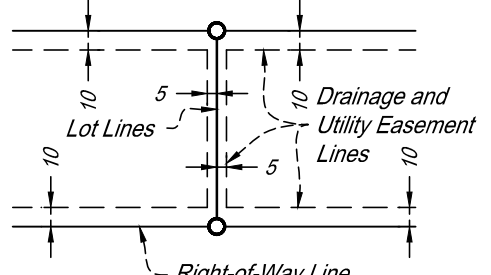


BEARING NOTE:
The orientation of this bearing system is based on the west line of NW 1/4 of Sec. 36, Twp. 33, Rge. 26. Said line bears North 00 degrees 22 minutes 42 seconds West.

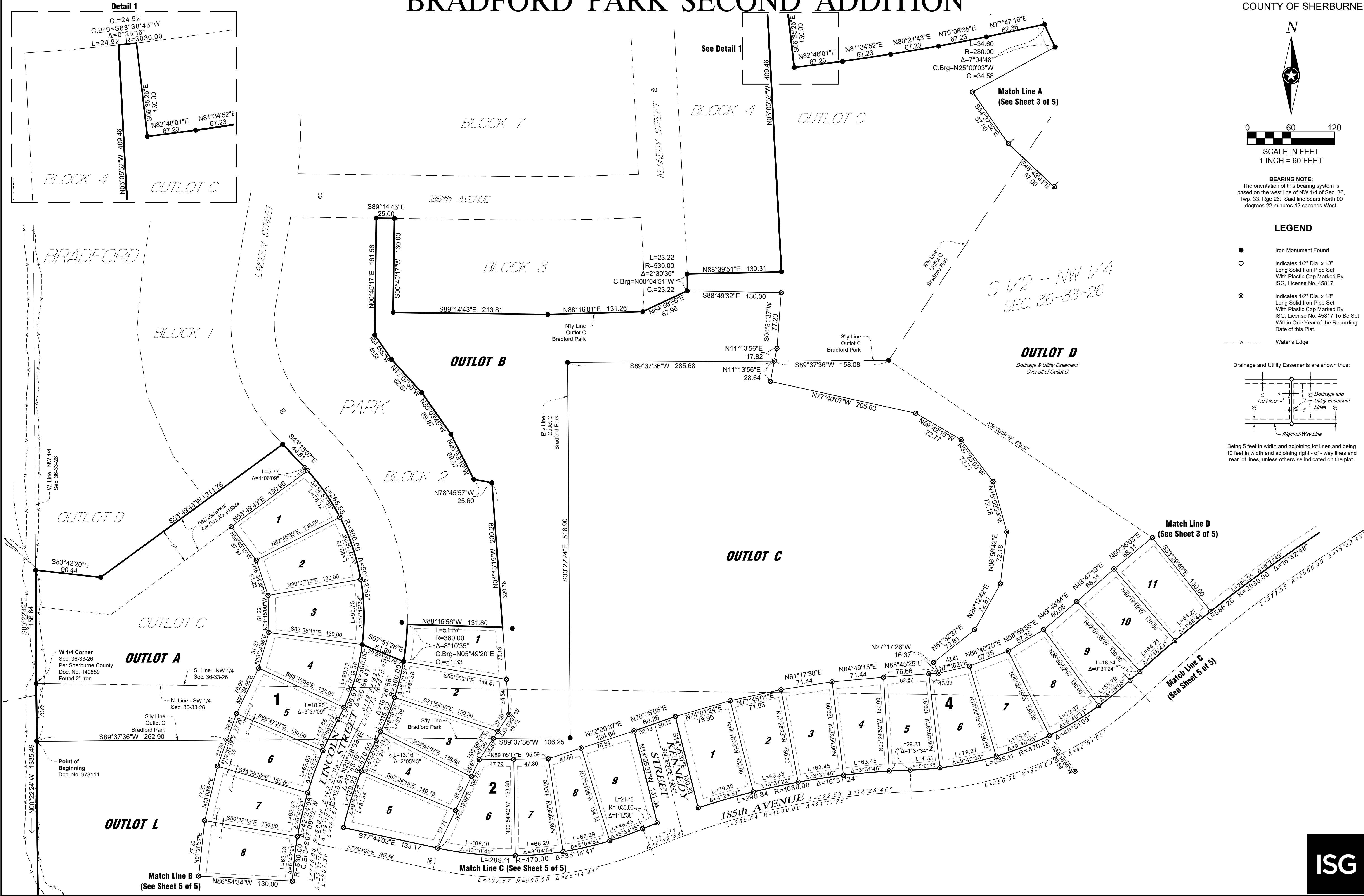
LEGEND

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

Drainage and Utility Easements are shown thus:



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



BRADFORD PARK SECOND ADDITION

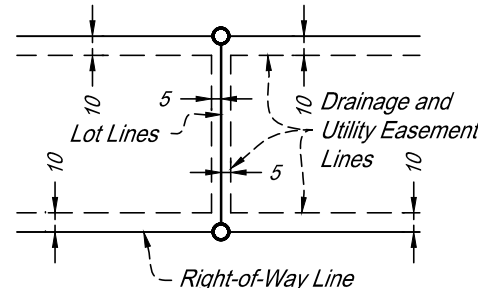
CITY OF ELK RIVER
COUNTY OF SHERBURNE

N. Line
S 1/2 - NW 1/4
Sec. 36-33-26

NW Corner
SW 1/4 - NE 1/4
Sec. 36-33-26

N. Line - SW 1/4 - NE 1/4
Sec. 36-33-26

Drainage and Utility Easements are shown thus:



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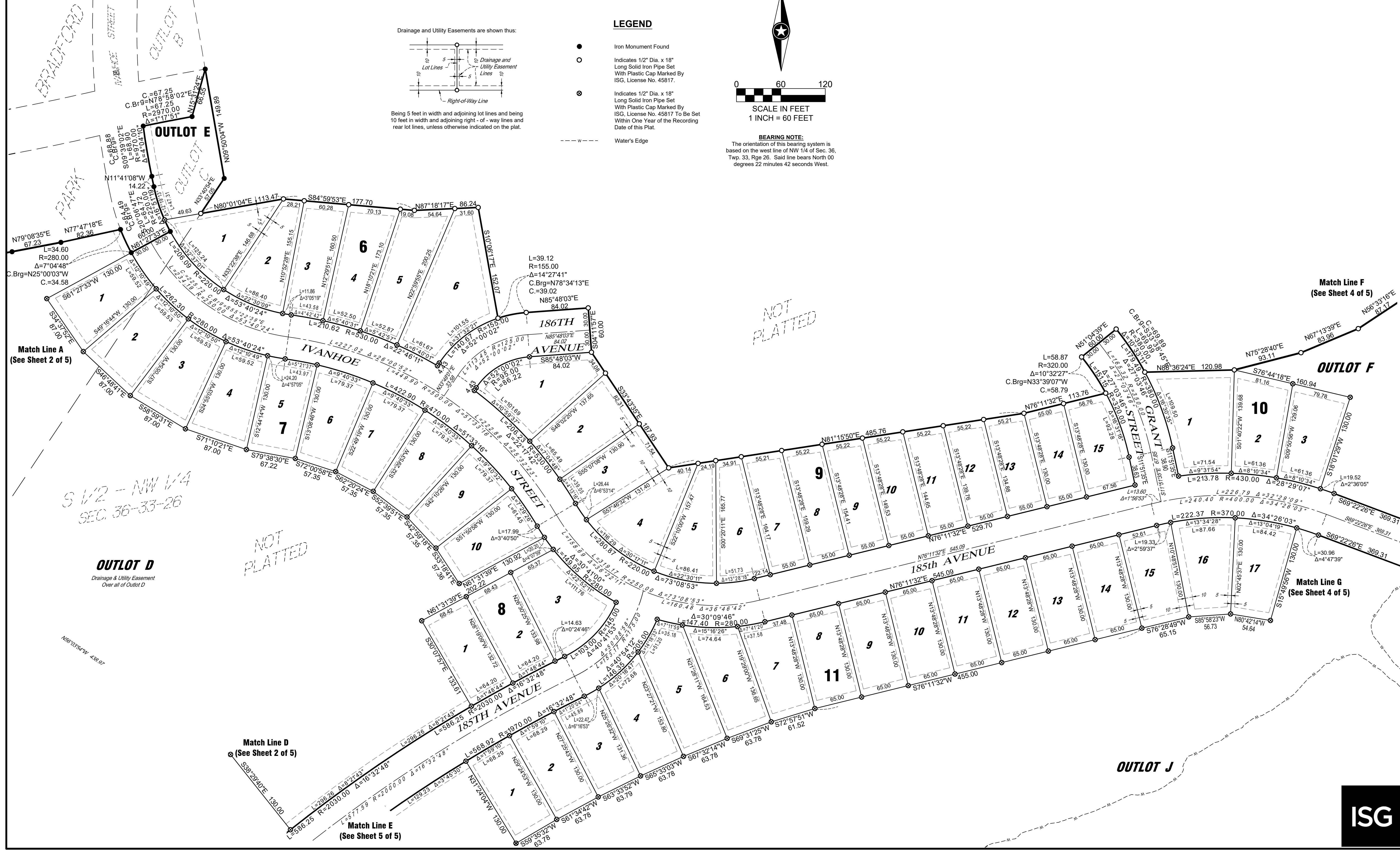
LEGEND

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



0 60 120
SCALE IN FEET
1 INCH = 60 FEET

BEARING NOTE:
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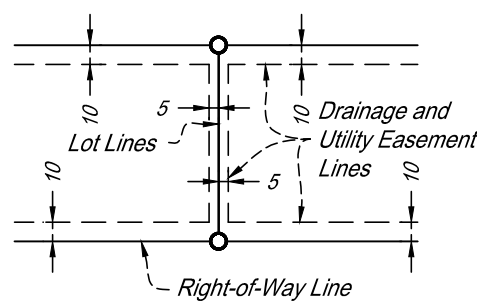


ISG

BRADFORD PARK SECOND ADDITION

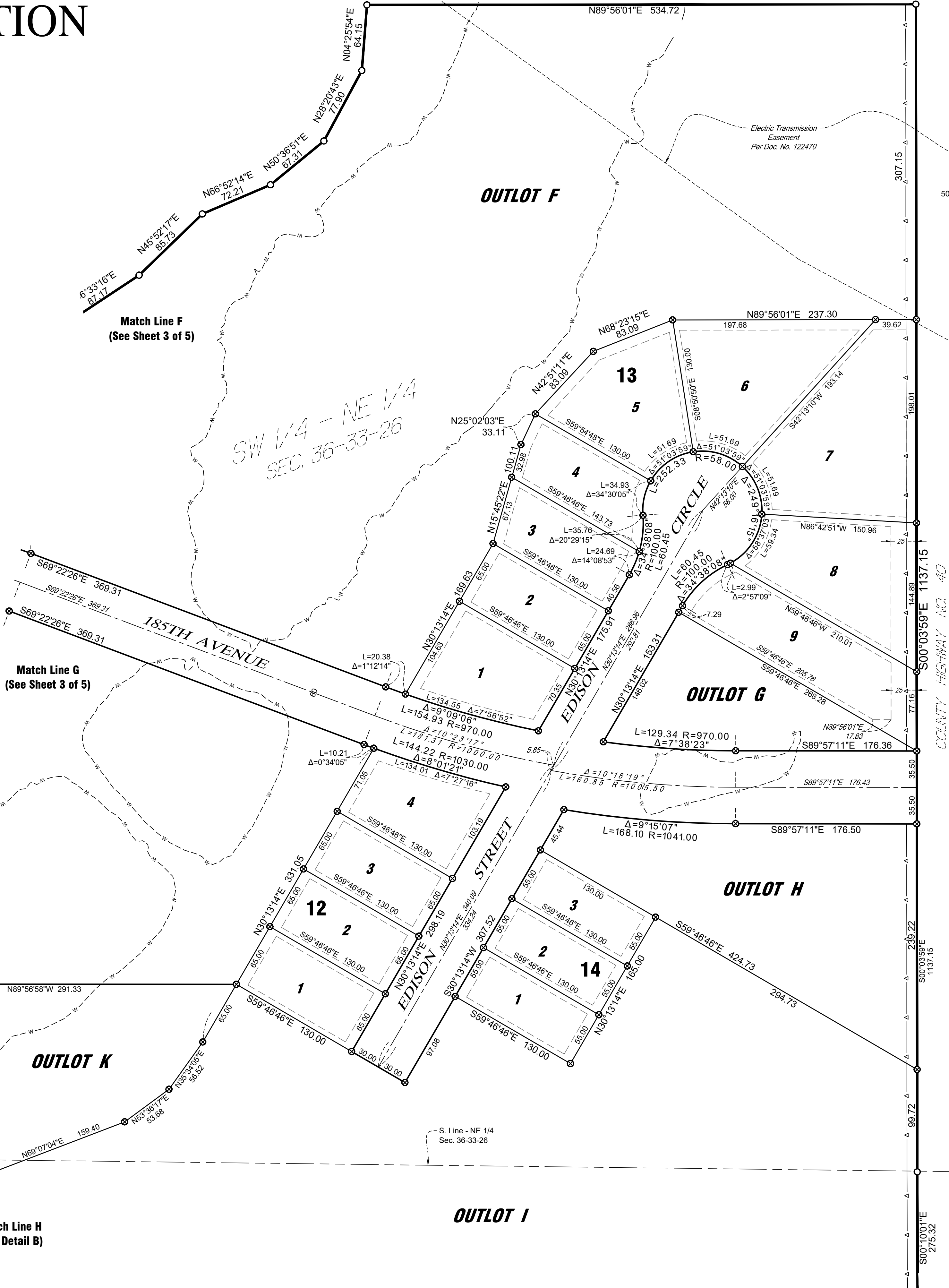
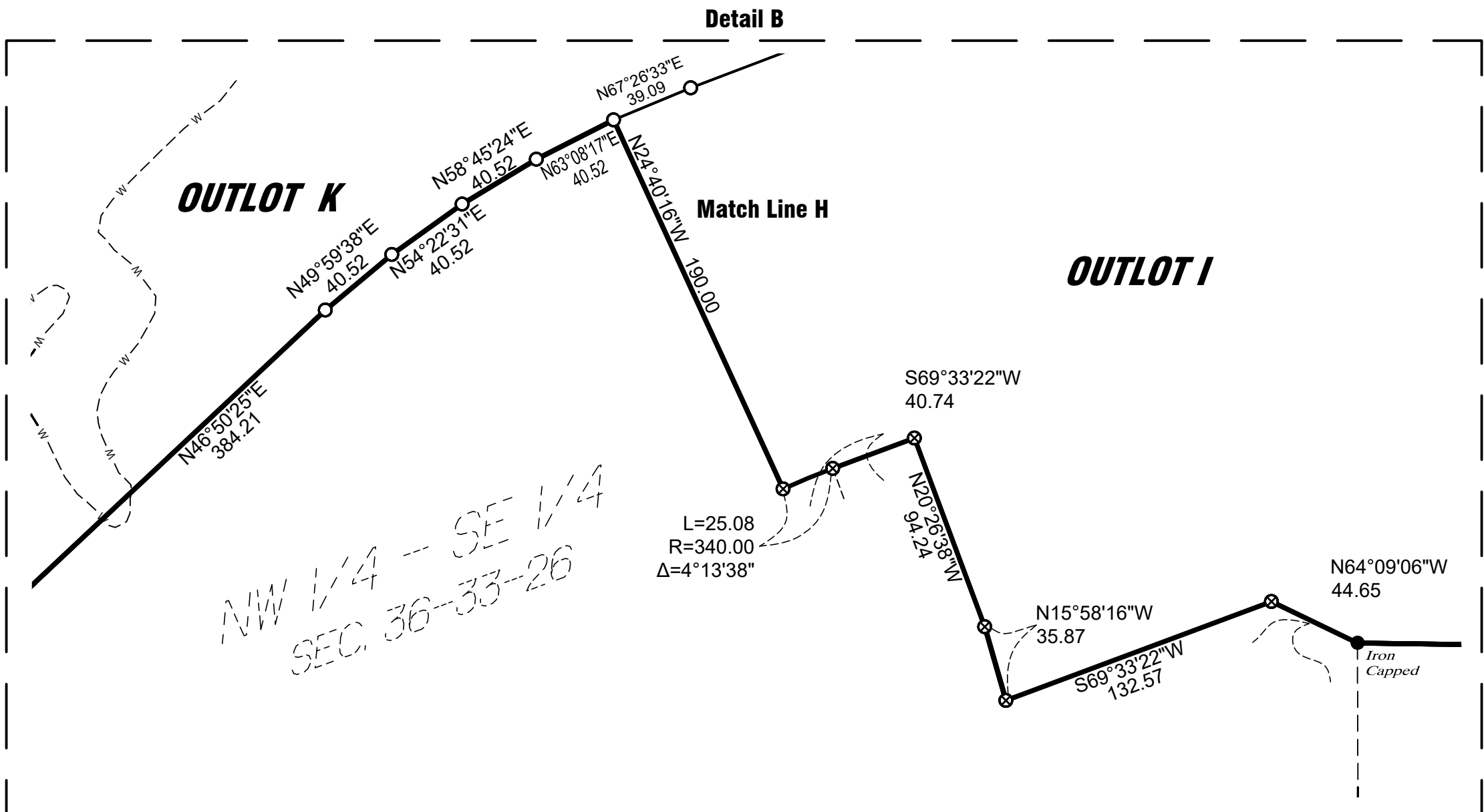
LEGEND

Drainage and Utility Easements are shown thus:



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

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- ⊗ Indicates 1/2" Dia. x 18" Long Solid Iron Pipe Set With Plastic Cap Marked By ISG, License No. 45817 To Be Set Within One Year of the Recording Date of this Plat.
- W --- Water's Edge
- Δ --- Limited Access to County of Sherburne as dedicated on this plat

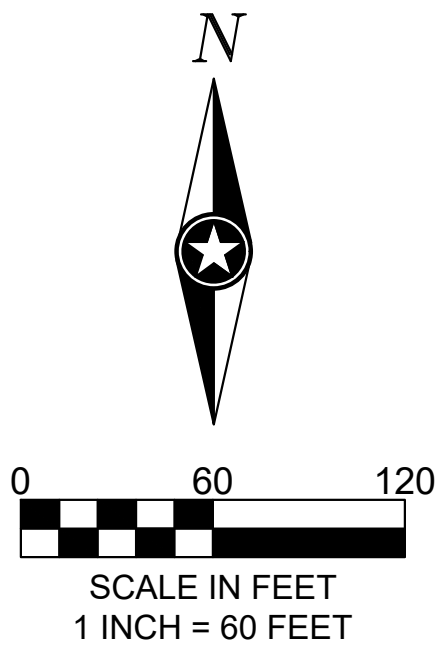


SHERBURNE COUNTY ROW PLAT NO. 30



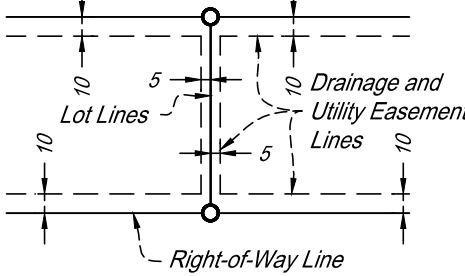
BRADFORD PARK SECOND ADDITION

CITY OF ELK RIVER
COUNTY OF SHERBURNE



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

Drainage and Utility Easements are shown thus:



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

LEGEND

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

Match Line E
(See Sheet 3 of 5)

Match Line C (See Sheet 2 of 5)

Match Line J
(See Sheet 1 of 5)

N 1/2 - SW 1/4
SEC. 36-33-26

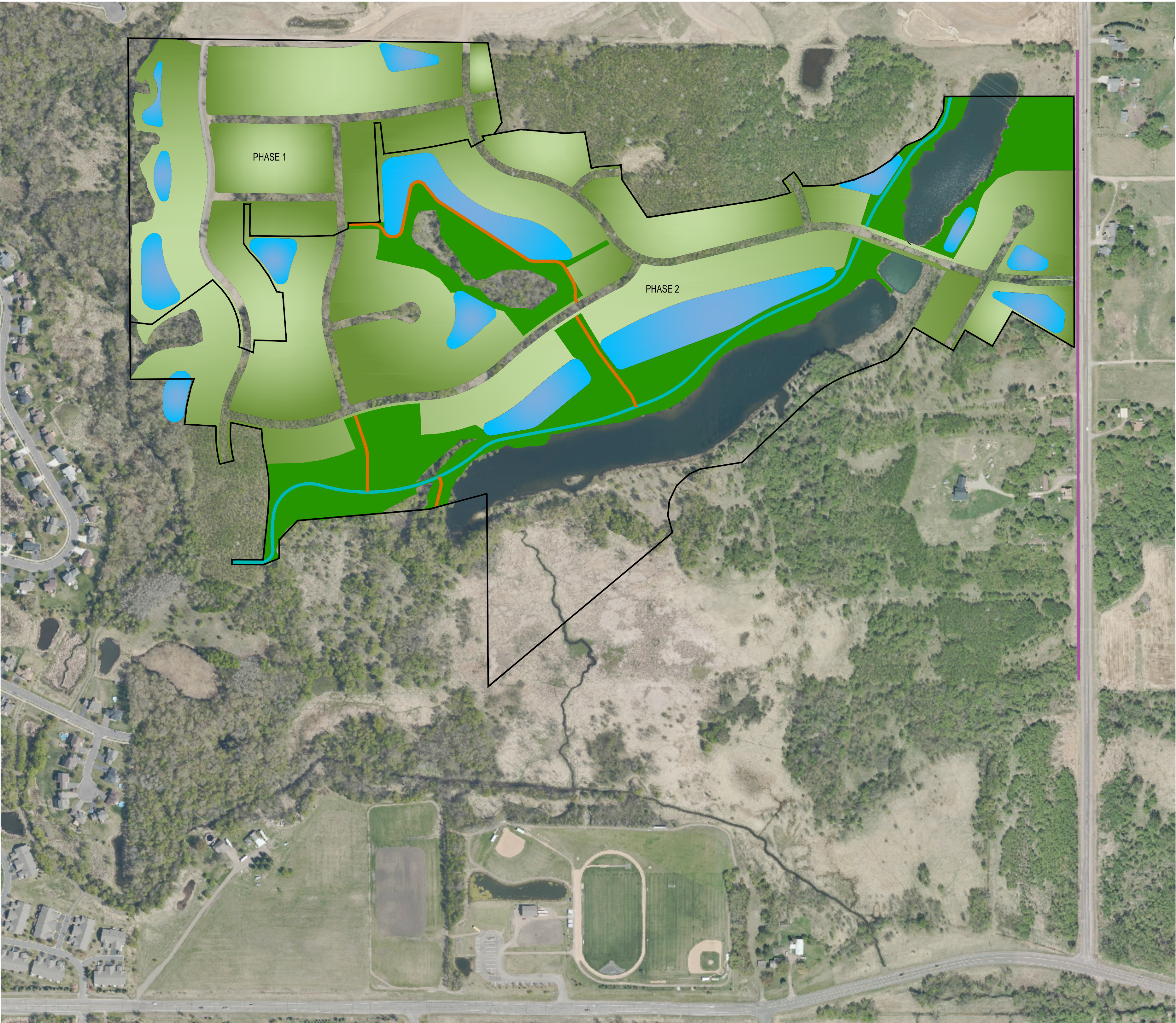
OUTLOT J

OUTLOT K

OUTLOT L

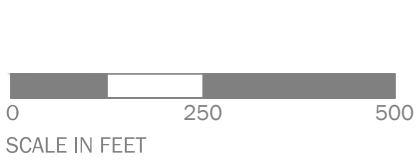
NOT
PLATTED





- SECOND ADDITION**
- UPLAND PARK AREA (856,230 SF / 19.66 AC)
 - TRAILS AND WALKWAYS (2,264 LF)
 - WATER FEATURE (627,300 SF / 14.40 AC)
 - REGIONAL TRAIL ELIGIBLE FOR TRAIL CREDIT AT CONSTRUCTION COST (3,824 LF)
 - TRAILS TO BE CONSTRUCTED BY OTHERS

BRADFORD PARK PARK DEDICATION SECOND ADDITION (EXCLUDING OUTLOT K)



Architecture + Engineering + Environmental + Planning

BRADFORD PARK
ELK RIVER, MN - 7/7/2025
ISG PROJECT NO. 26553

ISGInc.com



Resolution 25-_____

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

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED

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



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

Passed and adopted this 21st day of July 2025.

John J. Dietz, Mayor

ATTEST:

Tina Allard, City Clerk



EXHIBIT A
LEGAL DESCRIPTION

Outlot C, Bradford Park, according to the recorded plat thereof, City of Elk River, Sherburne County, Minnesota. (Document No. 978489)

AND

All that part of the South Half of the Northwest Quarter and that part of the North Half of the Southwest Quarter, all in Section 36, Township 33 North, Range 26 West, Sherburne County, Minnesota, described as follows:

Commencing at the West Quarter corner of said Section 36; thence South 00 degrees 22 minutes 24 seconds East (assumed bearing) on the west line of said Southwest Quarter, 79.88 feet to the point of beginning; thence South 00 degrees 22 minutes 24 seconds East on said west line, 1255.61 feet to the southwest corner of the North Half of the Southwest Quarter of said Section 36; thence South 89 degrees 28 minutes 17 seconds East on the south line of said North Half of the Southwest Quarter, 1468.83 feet; thence North 00 degrees 22 minutes 24 seconds West, 1101.21 feet; thence North 66 degrees 08 minutes 44 seconds East, 27.04 feet; thence North 27 degrees 12 minutes 25 seconds West, 130.00 feet; thence North 35 degrees 18 minutes 59 seconds West, 60.68 feet; thence North 26 degrees 09 minutes 48 seconds West, 130.00 feet; thence North 58 degrees 59 minutes 55 seconds East, 57.35 feet; thence North 49 degrees 43 minutes 44 seconds East, 60.05 feet; thence North 48 degrees 47 minutes 19 seconds East, 68.31 feet; thence North 50 degrees 36 minutes 03 seconds East, 68.31 feet; thence North 56 degrees 03 minutes 54 second West, 438.97 feet to a point on the southerly line of Bradford Park, according to the recorded plat thereof; thence South 89 degrees 37 minutes 36 seconds West on said southerly line, 443.76 feet; thence South 00 degrees 22 minutes 24 seconds East on the easterly line of said Bradford Park, 518.90 feet; thence South 89 degrees 37 minutes 36 seconds West on the southerly line of said Bradford Park, 737.27 feet to the point of beginning. (Document No. 973114)

AND

All that part of the South Half of the Northwest Quarter; that part of the Southwest Quarter of the Northeast Quarter; that part of the North Half of the Southwest Quarter; and that part of the Northwest Quarter of the Southeast Quarter, all in Section 36, Township 33 North, Range 26 West, Sherburne County, Minnesota, described as follows:

Commencing at the West Quarter corner of said Section 36; thence South 00 degrees 22 minutes 24 seconds East (assumed bearing) on the west line of said Southwest Quarter, 1335.49 feet to the southwest corner of the North Half of the Southwest Quarter of said Section 36; thence South 89 degrees 28 minutes 17 seconds East on the south line of said North Half of the Southwest Quarter, 1468.83 feet to the point of beginning; thence North 00 degrees 22 minutes 24 seconds West, 1101.21 feet; thence North 66 degrees 08 minutes 44 seconds East, 27.04 feet; thence North 27 degrees 12 minutes 25 seconds West, 130.00 feet; thence North 35 degrees 18 minutes 59 seconds West, 60.68 feet; thence North 26 degrees 09 minutes 48 seconds West, 130.00 feet; thence North 58 degrees 59 minutes 55 seconds East, 57.35 feet; thence North 49 degrees 43 minutes 44 seconds East, 60.05 feet; thence North 48 degrees 47 minutes 19 seconds East, 68.31 feet; thence North 50 degrees 36 minutes 03 seconds East, 68.31 feet; thence North 56 degrees 03 minutes 54 second West, 438.97 feet to a point on the easterly line of Bradford Park, according to the recorded plat thereof; thence North 33 degrees 40 minutes 54 seconds East on said easterly line, 583.98 feet; thence North 80 degrees 01 minutes 04 seconds East, 113.47 feet; thence South 84 degrees 59



minutes 53 seconds East, 177.70 feet; thence North 87 degrees 18 minutes 17 seconds East, 86.24 feet; thence South 10 degrees 06 minutes 17 seconds East, 152.07 feet; thence easterly 39.12 feet on a 155.00 foot radius curve, not tangent to previous line, concave to the south, having a central angle of 14 degrees 27 minutes 41 seconds and a 39.02 foot chord that bears North 78 degrees 34 minutes 13 seconds East; thence North 85 degrees 48 minutes 03 seconds East, 84.02 feet; thence South 04 degrees 11 minutes 57 seconds East, 60.00 feet; thence South 33 degrees 43 minutes 35 seconds East, 187.93 feet; thence North 81 degrees 15 minutes 50 seconds East, 485.76 feet; thence North 76 degrees 11 minutes 32 seconds East, 113.76 feet; thence northwesterly 58.87 feet on a 320.00 foot radius curve, concave to the southwest, not tangent to previous line, having a central angle of 10 degrees 32 minutes 27 seconds and a 58.79 foot chord that bears North 33 degrees 39 minutes 07 seconds West; thence North 51 degrees 04 minutes 39 seconds East, not tangent to previous curve, 60.00 feet; thence southeasterly 69.99 feet on a 380.00 foot radius curve, concave to the southwest, not tangent to previous line, having a central angle of 10 degrees 33 minutes 11 seconds and a 69.89 foot chord that bears South 33 degrees 38 minutes 45 seconds East; thence North 88 degrees 36 minutes 24 seconds East, not tangent to previous curve, 120.98 feet; thence North 75 degrees 28 minutes 40 seconds East, 93.11 feet; thence North 67 degrees 13 minutes 39 seconds East, 83.96 feet; thence North 56 degrees 33 minutes 16 seconds East, 87.17 feet; thence North 45 degrees 52 minutes 17 seconds East, 85.73 feet; thence North 66 degrees 52 minutes 14 seconds East, 72.21 feet; thence North 50 degrees 36 minutes 51 seconds East, 67.31 feet; thence North 28 degrees 20 minutes 43 seconds East, 77.90 feet; thence North 04 degrees 25 minutes 54 seconds East, 64.15 feet; thence North 89 degrees 56 minutes 01 seconds East, 534.72 feet to a point on the west line of Sherburne County Right of Way Plat No. 30, according to the recorded plat thereof; thence South 00 degrees 03 minutes 59 seconds East on said west line, 1137.15 feet; thence South 00 degrees 10 minutes 01 seconds East on said west line, 275.32 feet to a point on the north line of the South 660 feet of the North 936 feet of the Northwest Quarter of the Southeast Quarter of said Section 36; thence North 89 degrees 18 minutes 10 seconds West on said north line, 610.07 feet to a point on the west line of the East 660 feet of said Northwest Quarter of the Southeast Quarter; thence North 64 degrees 09 minutes 06 seconds West, 44.65 feet; thence South 69 degrees 33 minutes 22 seconds West, 132.57 feet; thence North 15 degrees 58 minutes 16 seconds West, 35.87 feet; thence North 20 degrees 26 minutes 38 seconds West, 94.24 feet; thence South 69 degrees 33 minutes 22 seconds West, 40.74 feet; thence southwesterly 25.08 feet on a 340.00 foot radius curve, concave to the southeast, having a central angle of 04 degrees 13 minutes 38 seconds; thence North 24 degrees 40 minutes 16 seconds West, not tangent to previous curve, 190.00 feet; thence South 63 degrees 08 minutes 17 seconds West, 40.52 feet; thence South 58 degrees 45 minutes 24 seconds West, 40.52 feet; thence South 54 degrees 22 minutes 31 seconds West, 40.52 feet; thence South 49 degrees 59 minutes 38 seconds West, 40.52 feet; thence South 46 degrees 50 minutes 25 seconds West, 384.21 feet; thence South 80 degrees 58 minutes 12 seconds West, 172.95 feet; thence South 66 degrees 05 minutes 28 seconds West, 49.53 feet; thence South 47 degrees 39 minutes 33 seconds West, 70.86 feet; thence South 25 degrees 55 minutes 59 seconds West, 70.86 feet; thence South 05 degrees 51 minutes 31 seconds West, 60.19 feet; thence South 14 degrees 42 minutes 36 seconds East, 74.04 feet; thence South 50 degrees 06 minutes 29 seconds West, 991.35 feet to the point of beginning. (Document No. 981101)

EXHIBIT B
CONDITIONS OF APPROVAL

1. Council approval of a Development Agreement outlining the responsibilities of the developer.
2. The applicant must receive final approval of all state and federal wetland permits and applications prior to recording.
3. The Water Availability Charge shall be paid in the amount required by the city when the final plat is released for recording.
4. A Letter of Credit shall be provided to the city in the amount of 100% of the costs of the public improvements.
5. Upon completion of all improvements and acceptance by the city, a security or warranty in a form acceptable to the Public Works Director must be secured.
6. The Development Plan shall be approved by the public works director prior to issuance of building permits.
7. Staff approval of all site, civil, and landscaping plans.
8. All mailboxes shall be clustered.
9. The developer shall convey lands identified for Park Dedication, consistent with the preliminary plat approval.
10. A pro-rated park dedication fee shall be paid for 113 single-family lots.
11. Any item or condition found that indicates the site is likely to yield information important to pre-history or history shall be reported to the city immediately. Further, the city reserves the right to stop work authorized in its approval until the site is appropriately investigated and work is authorized.



(reserved for recording information)

DEVELOPMENT CONTRACT

(Developer Installed Improvements)

BRADFORD PARK SECOND ADDITION

CONTRACT dated July 21, 2025, by and between the **CITY OF ELK RIVER**, a Minnesota municipal corporation (“City”), and **U.S. Home, LLC a Delaware Limited Liability Company** (the “Developer”).

1. **REQUEST FOR PLAT APPROVAL.** The Developer has asked the City to approve a plat for ***Bradford Park Second Addition*** (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 two (2) 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 described in Exhibit xxx

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

- A. Sanitary Sewer System
- B. Water System
- C. Storm Sewer System
- D. Streets
- E. Concrete Curb and Gutter
- F. Street Lights
- G. Site Grading, Stormwater Treatment/Infiltration Basins, and Erosion Control
- H. Underground Utilities
- I. Setting of Iron Monuments
- J. Surveying and Staking
- K. Sidewalks and Trails
- L. Retaining Walls
- M. 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 9:00 p.m. and 7:00 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, except for 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 upon receipt of written notice, 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 six (6) 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, upon ten (10) days written notice, 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.

A certified as-built building pad survey must be submitted and approved for commercial, industrial or institutional developments prior to issuance of a building permit.

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 xx. Upon acceptance of all completed improvements, as required by this agreement, any remaining balance will be returned to the developer within 30 days.

18. WATER AVAILABILITY CHARGE. Developer shall pay the Water Availability Charge identified in the city's fee schedule at the time of Final Plat recording. The current amount is Forty-Four Thousand, Seventy Eight and 00/100 dollars (\$44,070.00), (\$390 per lot). The balance of Water Access Charges shall be paid at the time of building permit, by the permit applicant.

19. CONSTRUCTION ACCESS. Construction traffic access and egress for grading, public utility construction, and public street construction is restricted to access the subdivision via Cleveland Street and Twin Lakes Parkway utilizing the access from Cleveland Street. No construction traffic is permitted on the adjacent local streets.

20. PARK DEDICATION. The Developer shall pay a cash contribution of \$79,061.58 in satisfaction of the City's park dedication requirements. The charge was calculated as follows: 113 lots at \$699.66 per lot.

Additionally, the developer will convey, by warranty deed, Outlots D, J, and F, providing 19.66 acres of upland property as park dedication. City ordinance requires a land dedication of 36.63 acres (.0846 acres x 433 homes) and the agreed upon land dedication comes to 29.87 acres, which satisfies 81.5% of the dedication requirements. The remaining 18.5% will be paid in cash. The remaining land dedication of 10.21 acres will be included with a future addition.

The total cash dedication of \$245,580.30 for the Bradford Park Subdivision was calculated by multiplying the total number of lots within the proposed development (433 lots) by the per lot cash dedication rate noted in

the fee schedule (\$3,065.73/lot) to arrive at \$1,327,461.09. The fee was then reduced by 81.5% to reach a prorated value after accounting for the land dedication. The outstanding fee will be paid on a per-lot basis, but the cost will be spread out over 351 lots rather than the full 433 as the first phase of 82 lots did not pay any park dedication fees. The park dedication fee will be \$699.66/lot for all remaining additions.

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. 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 no less than \$1,000.00 per lot shall be furnished to 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.

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.

22. WETLAND MITIGATION. If the Developer proposes the filling of wetlands in connection with development of the Subdivision said wetlands shall not be filled prior to receipt of necessary permits from appropriate regulatory agencies to fill wetlands as proposed by the Developer and approval by the Technical Evaluation Panel of the proposed mitigation plan for wetlands filling. If these permits are denied, or approval of the wetland permit and mitigation plan is subject to conditions which significantly impact the Subdivision, the final plat for the Subdivision shall be replatted and resubmitted to the City Council for consideration of changes required for the wetland approvals. The City shall receive a copy of the monitoring report annually for three years.

23. 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. After all public improvements have been constructed and accepted by the City, the Developer shall convey Outlots A, D, J, and F to the City by warranty deed, free and clear of any and all encumbrances.
- C. The Developer shall install a temporary turnaround on the south end of Edison Street until it is extended to the south with a future phase of the *BRADFORD PARK* development. The temporary turnaround must be paved within one year of construction unless the roadway is extended. Before the City signs the final plat, the Developer shall furnish the City an appropriately executed public temporary turnaround easement, in recordable form.
- D. Prior to City Council releasing the final plat, 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 \$11,300 security for the final placement of interior subdivision iron monuments at property corners. The security was calculated as follows: 113 lots at \$100.00 per lot. 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.

- E. The Developer shall be responsible for the cost of street light installation consistent with a street lighting plan approved by the City and Elk River Municipal Utilities.
- F. 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.
- G. Until the 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.
- H. All mailboxes shall be clustered and in a style and location acceptable to the City.
- I. 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 Improvements determined to be necessary by the City. All such easements shall be in recordable form acceptable to the City and contain such terms and conditions as the City may prescribe.

24. 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 \$ 6,469,647.60. The security was calculated as follows:

CONSTRUCTION COSTS:

A. Sanitary Sewer	\$ 1,080,017.50
B. Watermain	\$ 1,267,984.00
C. Storm Sewer/Draintile	\$ 1,908,098.05
D. Streets	\$ 2,202,248.05
CONSTRUCTION SUB-TOTAL \$	\$ 6,458,347.60

OTHER COSTS:

A. Lot Corners/Iron Monuments	\$ 11,300.00
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OTHER COSTS SUB-TOTAL	\$ 11,300.00
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TOTAL SECURITIES:	\$ 6,469,648.60
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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.

25. 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 City Council signing the final

A. Park Dedication	\$ 79,061.58
B. City Engineering Administration	\$ 322,917.40
C. Water Availability Charge	\$ 44,070.00
TOTAL CASH REQUIREMENTS	\$ 446,048.98

26. 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 one year. The warranty period for underground utilities is two years and shall commence following completion and acceptance by City Council. The one 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 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 are furnished to the City or until the warranty period expires, whichever first occurs. The retainage may be used to pay for warranty work. The City's standard specifications for utility and street construction identify the procedures for final acceptance of streets and utilities.

27. 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 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 water connection charges, City sewer connection charges, and building permit fees.

28. 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.

29. 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 six 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.

30. 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 by certified mail at the following address: 16355 36th Avenue N, Suite 100, Plymouth, MN 55446. 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: _____
John 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 Dietz and by Tina Allard, 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 Vice President

STATE OF MINNESOTA)
)ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____,
2025, by Jon Aune the Vice President of U.S. Home, LLC.

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**

Millrose Properties Minnesota, LLC, a Minnesota limited liability company, 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 _____, 2025.

Signed: Millrose Properties Minnesota, LLC, a Minnesota limited liability company,
By U.S. Home, LLC, a Delaware limited liability company,
Its attorney-in-fact pursuant to recorded power of attorney

Jonathan Aune, Vice President

STATE OF MINNESOTA)
)ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 2025, by Jonathan Aune, Vice President of U.S. Home, LLC, a Delaware limited liability company.

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
Bradford Park Second Addition**

Outlot C, Bradford Park, according to the recorded plat thereof, City of Elk River, Sherburne County, Minnesota. (Document No. 978489)

AND

All that part of the South Half of the Northwest Quarter and that part of the North Half of the Southwest Quarter, all in Section 36, Township 33 North, Range 26 West, Sherburne County, Minnesota, described as follows:

Commencing at the West Quarter corner of said Section 36; thence South 00 degrees 22 minutes 24 seconds East (assumed bearing) on the west line of said Southwest Quarter, 79.88 feet to the point of beginning; thence South 00 degrees 22 minutes 24 seconds East on said west line, 1255.61 feet to the southwest corner of the North Half of the Southwest Quarter of said Section 36; thence South 89 degrees 28 minutes 17 seconds East on the south line of said North Half of the Southwest Quarter, 1468.83 feet; thence North 00 degrees 22 minutes 24 seconds West, 1101.21 feet; thence North 66 degrees 08 minutes 44 seconds East, 27.04 feet; thence North 27 degrees 12 minutes 25 seconds West, 130.00 feet; thence North 35 degrees 18 minutes 59 seconds West, 60.68 feet; thence North 26 degrees 09 minutes 48 seconds West, 130.00 feet; thence North 58 degrees 59 minutes 55 seconds East, 57.35 feet; thence North 49 degrees 43 minutes 44 seconds East, 60.05 feet; thence North 48 degrees 47 minutes 19 seconds East, 68.31 feet; thence North 50 degrees 36 minutes 03 seconds East, 68.31 feet; thence North 56 degrees 03 minutes 54 second West, 438.97 feet to a point on the southerly line of Bradford Park, according to the recorded plat thereof; thence South 89 degrees 37 minutes 36 seconds West on said southerly line, 443.76 feet; thence South 00 degrees 22 minutes 24 seconds East on the easterly line of said Bradford Park, 518.90 feet; thence South 89 degrees 37 minutes 36 seconds West on the southerly line of said Bradford Park, 737.27 feet to the point of beginning. (Document No. 973114)

AND

All that part of the South Half of the Northwest Quarter; that part of the Southwest Quarter of the Northeast Quarter; that part of the North Half of the Southwest Quarter; and that part of the Northwest Quarter of the Southeast Quarter, all in Section 36, Township 33 North, Range 26 West, Sherburne County, Minnesota, described as follows:

Commencing at the West Quarter corner of said Section 36; thence South 00 degrees 22 minutes 24 seconds East (assumed bearing) on the west line of said Southwest Quarter, 1335.49 feet to the southwest corner of the North Half of the Southwest Quarter of said Section 36; thence South 89 degrees 28 minutes 17 seconds East on the south line of said North Half of the Southwest Quarter, 1468.83 feet to the point of beginning; thence North 00 degrees 22 minutes 24 seconds West, 1101.21 feet; thence North 66 degrees 08 minutes 44 seconds East, 27.04 feet; thence North 27 degrees 12 minutes 25 seconds West, 130.00 feet; thence North 35 degrees 18 minutes 59 seconds West, 60.68 feet; thence North 26 degrees 09 minutes 48 seconds West, 130.00 feet; thence North 58 degrees 59 minutes 55 seconds East, 57.35 feet; thence North 49 degrees 43 minutes 44 seconds East, 60.05 feet; thence North 48 degrees 47 minutes 19 seconds East, 68.31 feet; thence North 50 degrees 36 minutes 03 seconds East, 68.31 feet; thence North 56 degrees 03 minutes 54 second West, 438.97 feet to a point on the easterly line of Bradford Park, according to the recorded plat thereof; thence North 33 degrees 40 minutes 54 seconds East on said easterly line, 583.98 feet; thence North 80 degrees 01 minutes 04 seconds East, 113.47 feet;

thence South 84 degrees 59 minutes 53 seconds East, 177.70 feet; thence North 87 degrees 18 minutes 17 seconds East, 86.24 feet; thence South 10 degrees 06 minutes 17 seconds East, 152.07 feet; thence easterly 39.12 feet on a 155.00 foot radius curve, not tangent to previous line, concave to the south, having a central angle of 14 degrees 27 minutes 41 seconds and a 39.02 foot chord that bears North 78 degrees 34 minutes 13 seconds East; thence North 85 degrees 48 minutes 03 seconds East, 84.02 feet; thence South 04 degrees 11 minutes 57 seconds East, 60.00 feet; thence South 33 degrees 43 minutes 35 seconds East, 187.93 feet; thence North 81 degrees 15 minutes 50 seconds East, 485.76 feet; thence North 76 degrees 11 minutes 32 seconds East, 113.76 feet; thence northwesterly 58.87 feet on a 320.00 foot radius curve, concave to the southwest, not tangent to previous line, having a central angle of 10 degrees 32 minutes 27 seconds and a 58.79 foot chord that bears North 33 degrees 39 minutes 07 seconds West; thence North 51 degrees 04 minutes 39 seconds East, not tangent to previous curve, 60.00 feet; thence southeasterly 69.99 feet on a 380.00 foot radius curve, concave to the southwest, not tangent to previous line, having a central angle of 10 degrees 33 minutes 11 seconds and a 69.89 foot chord that bears South 33 degrees 38 minutes 45 seconds East; thence North 88 degrees 36 minutes 24 seconds East, not tangent to previous curve, 120.98 feet; thence North 75 degrees 28 minutes 40 seconds East, 93.11 feet; thence North 67 degrees 13 minutes 39 seconds East, 83.96 feet; thence North 56 degrees 33 minutes 16 seconds East, 87.17 feet; thence North 45 degrees 52 minutes 17 seconds East, 85.73 feet; thence North 66 degrees 52 minutes 14 seconds East, 72.21 feet; thence North 50 degrees 36 minutes 51 seconds East, 67.31 feet; thence North 28 degrees 20 minutes 43 seconds East, 77.90 feet; thence North 04 degrees 25 minutes 54 seconds East, 64.15 feet; thence North 89 degrees 56 minutes 01 seconds East, 534.72 feet to a point on the west line of Sherburne County Right of Way Plat No. 30, according to the recorded plat thereof; thence South 00 degrees 03 minutes 59 seconds East on said west line, 1137.15 feet; thence South 00 degrees 10 minutes 01 seconds East on said west line, 275.32 feet to a point on the north line of the South 660 feet of the North 936 feet of the Northwest Quarter of the Southeast Quarter of said Section 36; thence North 89 degrees 18 minutes 10 seconds West on said north line, 610.07 feet to a point on the west line of the East 660 feet of said Northwest Quarter of the Southeast Quarter; thence North 64 degrees 09 minutes 06 seconds West, 44.65 feet; thence South 69 degrees 33 minutes 22 seconds West, 132.57 feet; thence North 15 degrees 58 minutes 16 seconds West, 35.87 feet; thence North 20 degrees 26 minutes 38 seconds West, 94.24 feet; thence South 69 degrees 33 minutes 22 seconds West, 40.74 feet; thence southwesterly 25.08 feet on a 340.00 foot radius curve, concave to the southeast, having a central angle of 04 degrees 13 minutes 38 seconds; thence North 24 degrees 40 minutes 16 seconds West, not tangent to previous curve, 190.00 feet; thence South 63 degrees 08 minutes 17 seconds West, 40.52 feet; thence South 58 degrees 45 minutes 24 seconds West, 40.52 feet; thence South 54 degrees 22 minutes 31 seconds West, 40.52 feet; thence South 49 degrees 59 minutes 38 seconds West, 40.52 feet; thence South 46 degrees 50 minutes 25 seconds West, 384.21 feet; thence South 80 degrees 58 minutes 12 seconds West, 172.95 feet; thence South 66 degrees 05 minutes 28 seconds West, 49.53 feet; thence South 47 degrees 39 minutes 33 seconds West, 70.86 feet; thence South 25 degrees 55 minutes 59 seconds West, 70.86 feet; thence South 05 degrees 51 minutes 31 seconds West, 60.19 feet; thence South 14 degrees 42 minutes 36 seconds East, 74.04 feet; thence South 50 degrees 06 minutes 29 seconds West, 991.35 feet to the point of beginning.
(Document No. 981101)



Request for Action

To
City Council

Item Number
4.4

Meeting Date
July 21, 2025

Prepared By
Mitchell Litfin, Street and Park Superintendent

Item Description
Purchase of an F-350 Truck for Fire Department

Reviewed by
Justin Femrite
Cal Portner
Tina Allard

Action Requested

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

Background/Discussion

The Fire Department requests authorization to purchase a 2026 F-350 fire apparatus and associated equipment. This fire apparatus replaces the Fire Department's existing grass truck and is vital to fighting grass fires around the city.

Financial Impact

\$84,638.91 from the 2025 Equipment Replacement Fund utilizing pricing per MNDOT Contract # 258169 & 259160 Release T-642(S)

Mission/Policy/Goal

Responsibly grow

Attachments

1. MF 41 F-350 4x4 Crew Cab 6.75' box XL 6-26-25
2. ERFDG3
3. ELK RIVER FIRE DEPT QUOTE 035149
4. Elk River Fire 2026 Red Ford F350 Crew Cab Pickup Truck Unit Number GRASS 3 Estimate

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Midway Ford Commercial
Fleet and Government Sales
 2777 N. Snelling Ave.
 Roseville MN 55113



Travis Swanson
 651-343-5212
tswanson@rosevillemidwayford.com

Fax # 651-604-2936

MF41

2026 F350 4X4- Crew Cab- 6.75' Box

Automatic Transmission
Dual Front Air Bags
AM/FM Radio
Tow Hitch
Tilt Wheel
Sync

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

Options	Code	Price	Select
LT275/70r18E AT Tires	TDX	\$241	x
18" Steel Wheels	64F	\$414	x
Cloth 40/20/40 Seat	1S	\$286	x
XL Chrome Package	96V	\$296	x
Snow Plow/Camper Pkg	47B	\$277	x
Vehicle Integration System	18A	\$364	x
Dual Batteries	86M	\$191	x
410 Amp Alternators	67B	\$104	x
Brake Controller	52B	\$273	x
Running Boards	18B	\$405	x
Spray-In Bedliner	85S	\$569	x
Wheel Well Liners	61N	\$296	x
Mud Flaps	61S	\$119	x
Upfitter Switches	66S	\$210	x
FX4 Offroad Pkg	17X	\$501	x
11,499 GVWR			
Option Total		\$4,546	

Exterior Colors	Code	Select
Argon Blue Metallic	E9	
Race Red	PQ	x
Avalanche	DR	
Agate Black	UM	
Carbonized Gray Metallic	M7	
Iconic Silver Metallic	JS	
Oxford White	Z1	

Extended Service Contracts	Cost	Select
7 year/75,000 mile	\$2,970	
PremiumCare Warranty		
(Bumper to Bumper)		

Base Price	Totals
6.8 Gas	\$47,523.84
Options Price Totals	\$4,546.00
Extended Warranty	
Transit Impr Excise Tax	
Tax Exempt Lic	
6.875% Sales Tax	
Document fee	
Sub total per vehicle	\$52,069.84
Number of Vehicles	1
Grand Total for all units	\$52,069.84

You must have a active FIN code to participate in this purchase contract : FIN code # _____
Purchase Order required prior to order placement

PO # _____

Name of Organization _____

Address _____

City, State, Zip _____

Acceptance Signature _____

Contact Person/ Phone # _____

Print Name and Title _____

Date _____

Contact's e-mail address and fax # _____

835 Xenia Ave, NW
Elk River, MN 55330

Date	Estimate #
7/8/2025	2024552

Name / Address
Elk River Fire Department Chief Mark Dickinson 13077 Orono Parkway Elk River, MN 55330

[illegible]

Phone #
763-913-7705

E-mail
jc@izoom.net



MACQUEEN™

Ship To: ELK RIVER FIRE STATION 3
9921 191ST AVENUE NW
ELK RIVER MN 55330

Invoice To: ELK RIVER FIRE DEPT
13073 Orono Parkway
Elk River MN 55330

Attention: JOE LIBOR

MacQueen
350 Austin Circle
Delafield, WI 53018
(262) 646-5911
Fax: (262) 646-5912

Branch 16 - DELAFIELD, WI		
Date 02/28/2025	Time 14:25:06 (O)	Page 1
Account No ELKRI005	Phone No 7636351102	Est No 01 035149
Ship Via		Purchase Order QUOTE
Tax ID No		
		Salesperson 275 / 349

ESTIMATE EXPIRY DATE: 03/30/2025

PARTS ESTIMATE - NOT AN INVOICE

Part#	Description	U	Qty	Price	Amount
CET SKID 30909	CET SKID UNIT		1	21475.00	21475.00
CET CUSTOM SKID UNIT PER QUOTE 30909					
INCLUDES:					
- 250 GALLON TANK FOR 6-1/2' BED					
- 10 GALLON DROP IN FOAM CELL					
- 20HP HONDA/CET MID-RANGE PUMP					
- ELECTRIC START					
- 6 GALLON FUEL TANK W/ HOLDER					
- SCOTTY A&B FOAM SYSTEM					
- STAINLESS STEEL DISCHARGE PLUMBING					
- TANK FILL WITH 1" BALL VALVE					
- ONE 1.5" INDUSTRIAL VALVE DISCHARGE					
WITH 1.5" TO 1" REDUCER					
- TWO 1" INDUSTRIAL VALVE DISCHARGES,					
ONE PLUMBED TO LIVE REEL, ONE PLUMBED					
TO RIGHTHAND SIDE DISCHARGE TO REAR OF					
DRY REEL					
- STAINLESS STEEL SUCTION PLUMBING WITH					
2.5" TANK TO PUMP VALVE AND 2.5"					
SUCTION VALVE					
- ONE HANNAY EF4024-17-18-RT HOSE REEL					
WITH OUTRIGGERS & 3-WAY ROLLERS, AND					
100' OF LIGHTWEIGHT 3/4" BOOSTER HOSE					
- ONE HANNAY EF4024-17-18-LT DRY					
STORAGE REEL WITH OUTRIGGERS & 3-WAY					
ROLLERS, CAPABLE OF HOLDING 200'					
OF 1" FORESTRY HOSE					
FRT	SHIP & HNDLING		1	1500.00	1500.00
				Subtotal:	22975.00
				Tax:	.00
				TOTAL:	22975.00

Authorization: _____

VisitUsOnline
www.macqueengroup.com



Grafix Shoppe

3225 Neil Armstrong Blvd Ste 600
Eagan, MN 55121
(651) 683-9665
grafixshoppe.com

Estimate

ADDRESS	SHIP TO	SHIP VIA	INSTALL	ESTIMATE	152458
Elk River Fire Department	Elk River Fire Department			DATE	06/30/2025
Attn: Accounts Payable	Joe Libor				
13073 Orono Parkway	13073 Orono Parkway				
Elk River, MN 55330	Elk River, MN 55330				

P.O. NUMBER	PROJECT NUMBER	REP
2026 Ford F350	20180807SRD001	Shawn Donovan shawn@grafixshoppe.com

DESCRIPTION	QTY	PRICE EACH	TOTAL
Custom Reflective Kit for a 2026 Red Ford F350 Crew Cab 6 3/4' Box Pickup Truck Unit Number GRASS 3 3M White & Black Reflective " Z" Style Striping Sides FIRE RESCUE 3" Tall x 25 1/4" Long for Qtp TITLE DESIGNATION on Fenders Only GRASS 3 11 1/2" Tall NEW VERSION Maltese with SOL on RH Side All Lettering & Maltese 22 Kt Large Engine Turn Sign Gold with Ruby Red O/L & Black O/L & Shadow with Clear Overlay Include 9/16" Pin Striping in 22 Kt Large Engine Turn Sign Gold with Ruby Red O/L & Black O/L with Clear Overlay Large Format Print Striping on 3M 680 White Reflective with 8519	1	1,950.00	1,950.00
NO LETTERING ON TAILGATE NO LICENSE PLATES NEEDED			
Reflective Chevron for Rear Tailgate Approximately 20" Tall x 65" Wide Overall 6" Wide Alternating Red & Yellow Stripes Large Format Print Red & Yellow onto 3M 780 White Reflective with 8519	1	495.00	495.00
Install at Elk River Fire Date TBD	1	1,150.00	1,150.00
TOTAL			\$3,595.00

Accepted By

Accepted Date



Request for Action

To
City Council

Item Number
4.5

Meeting Date
July 21, 2025

Prepared By
Mitchell Litfin, Street and Park Superintendent

Item Description
2025 Deer Herd Management Hunt Rules

Reviewed by
Justin Femrite
Cal Portner
Tina Allard

Action Requested
Approve, by motion, the 2025 Deer Herd Management Archery Hunt Rules.

Background/Discussion

The attached rules have been updated for the proposed 2025 deer herd management hunt. Beyond the changing of dates, the only proposed change from previous deer herd management hunts is to add a hunt unit in Burr Oak Park. The volunteer program steward and the volunteer steward recommend this change.

Financial Impact

The program generates minor revenue through application fees that are deposited in the General Fund. Beyond staff time, there are no other costs associated with the program.

Mission/Policy/Goal

Opportunity to live, work and play.

Attachments

- I. Deer herd management rules_application_2025

The Elk River Vision

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2025 City of Elk River Deer Herd Management Archery Hunt Rules

As the metro area has continued to expand, parks have become enclosed with roadways and developments, that isolate deer populations. With insufficient natural predators, deer populations have increased beyond the carrying capacity of the land. To control deer population, increase public safety on roadways, and minimize impacts on the environment and private property surrounding park land, the City of Elk River has implemented controlled archery deer hunts. The intent of these hunts is to maintain a healthy population of deer within the parks while minimizing the damage because of overpopulation.

Hunts will be managed by volunteers appointed by the City of Elk River.

Type of hunt

For hunters eighteen and older, harvest limits will follow current year Minnesota Department of Natural Resources (DNR) regulations except that antlered bucks must have at least one 4-point antler to be legal for harvest.

For disabled hunters and hunters seventeen (17) years of age and under, harvest limits will follow current year DNR regulations with no antler point restrictions.

This is a walk-in hunt. All Elk River city parks are closed to public motor vehicle use. Vehicles must be parked in designated areas and display their vehicle permit; hunters are required to access their hunting location on foot. The retrieval of harvested deer must also be on foot, non-motorized carts for hauling deer are permitted.

Eligibility

All hunters shall:

- 1) Have a valid Minnesota DNR archery license including management license when applicable.
- 2) Possess a current year City of Elk River hunting permit.
- 3) Attend a pre-hunt orientation meeting.
- 4) Be at least eighteen (18) years old to hunt alone
- 5) **All hunters shall be Elk River Residents living within the Elk River corporate limit. This excludes residents of adjacent townships with an Elk River mailing address.**

Youth less than eighteen (18) years of age may hunt if they have both a valid DNR license and a qualified adult supervisor. The adult supervisor must also possess a valid license or have completed a DNR firearm safety course and must remain in close proximity (<50 feet) of the youth at all times. Both the youth and the adult supervisor must complete their applications as a party. There must be one adult supervisor twenty-one or older for each youth under eighteen. Hunters under eighteen (18) years of age must shoot their own deer.

Individuals with a big game violation in the last three (3) years are not eligible to participate in this hunt. Violation of this rule and other hunting rules will result in a lifetime hunting ban for this hunt.

Application and Fees

Application fee: \$10 non-refundable fee per person is due at the time of application submission.

Application period will be open August 1, 2025 thru August 24, 2025. Successful applicants will be notified on or by August 28, 2025.

Successful applicants must attend a pre-hunt orientation at **6:00 p.m., September 4, 2025, at the Elk River Public Works Facility, 19000 Proctor Road, Elk River.**

Hunters may apply individually or as a member of a two-person team. Hunters applying as a two-person team must submit both applications together along with the \$10 application fee for each hunter. Hunters applying as a two-person team will enter at the lower of the preference levels of the two hunters.

Hunter Selection

Thirteen (13) zones will be available to hunt with twenty-six (26) hunters selected by lottery for the 2025 hunt with two hunters selected per zone. All selected hunters will be eligible to participate in the hunts and are encouraged to coordinate hunting times and efforts with the other hunters within their respective zones.

Each hunter must successfully complete an archery proficiency test consisting of placing four (4) out of six (6) shots into an eight-inch (8") diameter target at 20 yards. The proficiency target must be presented at the time of the orientation meeting to participate in the hunt. Proficiency shoots will be conducted from 5:00 -7:00 P.M., August 28, 2025, at the Woodland Trails Regional Park Archery Range 20135 Elk Lake Rd NW.

Each applicant will get one chance in the lottery. Applicants not selected in past years will receive an additional lottery chance for each year of unsuccessful selection. Hunters who apply as a two-person team will be entered into the drawing as a team and will be assigned the same hunt zone together.

Hunting Schedule

Parks will remain open to the public for the duration the open archery deer season. Two hunters will be selected to hunt each of the following parks:

- Harris Island/Camp Cozy
- Sedge Meadow Park
- Birch Meadow Park
- Alba Ridge Park
- Burr Oak Park

Woodland Trails Regional Park will have six hunting zones, with two hunters assigned to each zone. Hillside City Park will have two hunting zones with two hunters assigned to each zone.

Hunts may be canceled at any time if issues arise warranting that closure.

Hunting Area Selection

Hunt area selection will be chosen at random during the lottery drawing with no preferences for area selection for any reason. Hunters will receive notification of their assigned hunt zone following successful selection on August 26, 2025 or no later than August 28, 2025.

Emergency Contact Information

For emergencies and to report non-hunting related issues, dial 911. To report hunting violations dial #TIP on your cell phone or dial 1-800-652-9093.

Hunt Rules

1. All hunters, except those with a handicap exemption, must hunt from an elevated stand a minimum of six (6) feet above the ground. Approved handicap hunters may hunt in a ground blind and must be accompanied by a non-hunting mentor meeting the same qualifications as those needed for youth less than 18 years old.
2. Only portable stands supplied by the hunter are allowed. Permanent stands are prohibited.
3. Screw-in type steps are prohibited. Stands must be accessed by strap on steps or ladders.
4. All portable stands shall bear the name of the hunter and the *City of Elk River Hunter ID* visible within five (5) feet of the ground.
5. All hunters must wear a safety harness while in a stand.
6. Only two stands per hunter.
7. Stands may be left in place within the hunter's assigned hunt zone; however, stands left unattended are at your own risk. It is recommended stands be removed daily or secured to the tree.
8. An article of blaze orange clothing must be worn when traveling to and from your hunting location.
9. All harvested deer entrails shall be removed intact in a plastic bag and disposed of properly.
10. The establishment of minimal shooting lanes is permissible. Only brush, small tree branches (1" in diameter or less) and buckthorn of all sizes may be removed for this purpose. No trees, big or small, may be cut down during the process.
11. The timing of the tracking of wounded deer is up to the hunter. A bow may be carried while tracking on city park property, but not private property. Please ask permission before entering private property, whether it is posted or not.
12. To ensure the safety of the hunters, all hunters must contact the hunt manager prior to entering the hunt zone on each day they hunt and when they leave, but no later than one hour after legal shooting hours on each day they hunt to alert the manager of their status.
13. Following each hunt, the hunter shall send an exit report to the hunt manager to include the number of deer sighted along with a breakdown of the number of fawns, does, and bucks.
14. Kills and wounded animals must be reported within 24 hours of harvest by contacting the hunt manager.
15. The 2025 hunt manager is Wayne Becklin, 763-232-3934.

There is zero tolerance for violation of hunt rules. Elk River Deer Herd Management Hunt privileges shall be suspended immediately and indefinitely for any violation.

I have read the above rules and agree to abide by them.

I, as the applicant, am fully aware of the inherent risks and hazards associated with hunting and the use of archery equipment. I knowingly and expressly assume the risk of my exposure to dangerous conditions. This assumption of risk does not extend to the willful, wanton, or intentional misconduct by the City of Elk River ("City") or any person acting on behalf of the City.

I, as the applicant, understand and agree that neither the City, or any person acting on behalf of the City, may be held liable in any way for any event which occurs in connection with the hunting activity which may result in harm, death, injury, or other damage to me. This waiver of liability does not waive liability for any injuries that I obtain as the result of willful, wanton, or intentional misconduct by the City or any person acting on behalf of the City. Further, I as the applicant will fully defend and indemnify the City from any claims, lawsuits, causes of action, or judgments arising or resulting from my activities.

	Last	First	Full middle name
Name			
Address			
Date of birth			
MNDNR #			
(Located on your DNR Hunting License)			
Email			
Cell phone			
Home phone			
Signature			

Parent Signature if applicant is less than 18

If applying as a two-person team, list your team members name

Please submit completed application and \$10 application fee to either of the following locations:

By Mail
Deer Herd Management Program
Elk River Public Works Facility
19000 Proctor Road
Elk River, MN 55330

In Person
Deer Herd Management Program
Elk River City Hall
13065 Orono Parkway
Elk River, MN 55330



Request for Action

To
City Council

Item Number
4.6

Meeting Date
July 21, 2025

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

Item Description
FT Center - Overlook Bartender Position
Description

Reviewed by
Lauren Wipper
Cal Portner
Tina Allard

Action Requested
Approve, by motion, the Overlook Bartender position description.

Background/Discussion
Event Workers were used to staff the Overlook Lounge last season to provide stable wages due to sporadic hours of operation and limited guest traffic consistency.

The Lounge has grown to become increasingly popular, and the addition of pull tabs has further created issues with regard to tipping. Employees were not allowed to accept tips due to the nature of their higher base wages as event workers.

The Lounge has enough guest traffic leading into this next season to be staffed by bartenders and function similarly to any comparable bar for accepting tips.

Financial Impact
Reduction in part-time wages staffing the Overlook Lounge with Bartenders (\$11.13/hour) compared to Event Workers (\$16-20/hour).

Mission/Policy/Goal
Meet changing needs - agile.

Attachments
I. Overlook Bartender Position Description

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City of Elk River

Overlook Bartender

Position Description

Department: Business Services/Multi-purpose Facility		Immediate Supervisor: Overlook Chef
Pay Grade: Per Comp Plan	FLSA Status: Non-Exempt	Last Updated: (date) 07/2025
Positions Supervised: N/A		
Position Summary The Overlook Bartender prepares and sells café items, prepares and serves catering items, handles money and makes change, and keeps the area clean and tidy. Responsible for the legal selling and serving of alcoholic beverages and pull-tabs at Overlook Lounge, Café, and Catering events.		

Essential Functions

1. Works at Overlook Lounge, Café, and catered events.
 - A. Assists in the preparation, set up, and clean up of food and food service area.
 - B. Serves food to event attendees and restocks supplies as needed.
 - C. Serves alcoholic and non-alcoholic beverages and restocks supplies as needed.
 - D. Sets up and breaks down bar and food service areas as needed.
2. Responsible for legal liquor sales and service.
 - A. Ensures all patrons are of legal drinking age.
 - B. Prepares beverage booth for liquor sales.
 - C. Maintains cleanliness, organization, and security of work area.
 - D. Monitors guest behavior and alcohol consumption to promote responsible drinking.
3. Provides customer service and maintenance and security of workspace and equipment.
 - A. Prepares and serves food to customers in a polite and professional manner.
 - B. Performs routine cleaning of equipment.
 - C. Notifies Overlook Chef of any repairs and/or maintenance requiring attention from a service contractor.
 - D. Monitors and maintains security of the workspace while on duty.
 - E. Collaborates with supervisor, coworkers, and guests to ensure smooth service and guest satisfaction.
 - F. Assists other facility users with directions and questions.
 - G. Maintains a positive working relationship with co-workers, supervisors, and public.
4. Performs financial activities.
 - A. Operates the point-of-sale (POS) system rings up sales, receipts payments, gives change, etc.

- B. Maintains change/refund fund in accordance with jurisdiction.
- 5. May be assigned as the lead worker in the absence of the Overlook Chef.
 - A. Oversees staff to ensure they are preparing items in a proper manner.
 - B. Ensures food is prepared and ready for sale with limited wait time while also limiting excess food items at the end of the day.
- 6. Performs other essential job duties.
 - A. Regular and timely work attendance.
 - B. Follows all safety procedures and participates in safety training.
 - C. Follows all policies, procedures and practices related to alcohol service, food handling/sanitation guidelines, and general safety.

Required Knowledge, Skills, and Abilities

- ☐ Knowledgeable and committed to safe and legal alcohol and food service practices.
- ☐ Skill to communicate effectively with a variety of groups.
- ☐ Ability to deny service when necessary.
- ☐ Ability to keep accurate records.
- ☐ Ability to work independently and assume responsibilities with minimal direct supervision.
- ☐ Ability to operate a cash register, accurately count and record cash received.
- ☐ Ability to present a positive and professional image of the City to the public.
- ☐ Ability to follow all City policies.

Minimum Qualifications

- ☐ Experience handling money.
- ☐ Must be eighteen (18) years of age or older.
- ☐ Available to work evenings, weekends, and holidays as scheduled.

Preferred Qualifications

- ☐ 21 years of age or older.
- ☐ Prior bartending and/or food service experience.
- ☐ Experience working in a municipal, public, or community-oriented setting.
Familiarity with Minnesota alcohol and food safety laws.

Physical Requirements

- ☐ On a continuous basis, must be able to be on your feet for long periods of time.
- ☐ On a frequent basis, must be able to bend, stoop, and kneel and to perform custodial duties.
- ☐ On an occasional frequent basis must be able to lift 20 pounds from floor to waist and have the ability to carry it over 25 feet.
- ☐ On an occasional basis must be able to lift 10 pounds over head.
- ☐ On occasional basis, must be able to climb a step ladder.

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

This Position Description does not constitute a Contract of Employment.



Request for Action

To
City Council

Item Number
4.7

Meeting Date
July 21, 2025

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

Item Description
FT Center - Event Production Worker Position
Description

Reviewed by
Lauren Wipper
Cal Portner
Tina Allard

Action Requested
Approve, by motion, the Event Production Worker Position Description.

Background/Discussion
An Event/Game Fee will cover labor and materials used to support event operations for user groups that desire enhanced experiences through our production crew.

The Event Production Worker will assist in the delivery of a high-quality, engaging, and seamless event experience for fans during hockey games, ice shows, and other events as needed.

Financial Impact
A game fee of \$35/hour/staff will be charged to capture revenue to offset wages and use of equipment.

Mission/Policy/Goal
Meet changing needs - agile.

Attachments
I. Event Production Worker Position Description

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City of Elk River

Event Production Worker

Position Description

Department: Business Services/FT Center		Immediate Supervisor: Assistant Manager	
Pay Grade: Per Comp Plan	FLSA Status: Non-Exempt	Last Updated: (date) 07/2025	
Positions Supervised: N/A			
Position Summary The Event Production Worker assists in the delivery of high-quality, engaging, and seamless event experience for fans during hockey games, ice shows, and other events as needed.			

Essential Functions

1. Provides technical and entertainment work during events. Assignments will vary based on event needs.
 - A. Coordinates the timing and execution of event promotions and entertainment elements.
 - B. Operates the scoreboard, video board, and camera to live stream to the video board, other areas of the building, and online streaming services.
 - C. Plays music and audio cues to enhance crowd engagement.
 - D. Serves as the in-game announcer, providing live updates, player introductions, and promotional script reading.
 - E. Ensures all game presentation equipment functions properly before, during, and after events.
 - F. Assists with setup and teardown of technical and entertainment equipment.
 - G. Moves goal nets during resurfacing as needed.
 - H. Assists with facility cleaning as needed.
2. Performs customer service-related duties.
 - A. Works with coaches, referees, and other event staff to ensure positive event planning and communication.
 - B. Assists facility users with directions and questions.
 - C. Maintains a positive working relationship with co-workers, supervisors, and public.
3. Performs other essential job duties.
 - A. Regular and timely work attendance.
 - B. Participates in safety training and follows all safety procedures.

Required Knowledge, Skills, and Abilities/Minimum Qualifications

- ☐ Ability to work evenings, holidays, and weekends.
- ☐ Ability to operate facility equipment.
- ☐ Ability to communicate effectively, both orally and in writing.

- ❑ Ability to work independently.
- ❑ Ability to establish and maintain effective working relationships with co-workers, facility users, and the public.
- ❑ Ability to perform physical labor for extended periods of time.
- ❑ Ability to multitask in a fast-paced, live-event environment

Minimum Qualifications

- ❑ 16 years of age or older.

Preferred Qualifications

- ❑ Experience working with the public.
- ❑ Experience with AV equipment, streaming software, or scorekeeping systems.
- ❑ Basic understanding of hockey rules and game flow.
- ❑ Experience speaking on a microphone in front of a crowd.

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

This Position Description does not constitute a Contract of Employment.



Request for Action

To
City Council

Item Number
4.8

Meeting Date
July 21, 2025

Prepared By
Lauren Whipper, Human Resources Manager

Item Description
Hire Fulltime Liquor Store Clerk

Reviewed by
Cal Portner
Tina Allard

Action Requested

Approve, by motion, the hiring of Renee Klinkner to the position of full-time liquor store clerk effective August 4, 2025.

Background/Discussion

One of our full-time clerks is returning to work part-time. We went to market to fill the full-time position. We received 44 applications and interviewed nine candidates. Following second interviews and a background check, we recommend Renee Klinkner for the position.

Ms. Klinkner worked for us as a part-time liquor store clerk at Westbound Liquors from 2019 to 2023. She took a full-time position at Lake Liquors in Big Lake and is now returning to us at Northbound Liquor. She will start at step B for this position. All pay and benefits will be consistent with city policy.

Financial Impact

This is a budgeted position.

Mission/Policy/Goal

The Elk River Mission Statement.

Attachments

None

The Elk River Vision

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





Request for Action

To
City Council

Item Number
4.9

Meeting Date
July 21, 2025

Prepared By
Lauren Wipper, Human Resources Manager

Item Description
Amendment #1 to Resolution 24-79 Amending the
2025 Compensation Plan for Non-Organized
Employees

Reviewed by
Lauren Wipper
Cal Portner
Tina Allard

Action Requested

Approve, by motion, Amendment #1 to Resolution 24-79, 2025 Compensation Plan for Non-Organized Employees.

Background/Discussion

Resolution 24-79, 2025 Compensation Plan for Non-Organized Employees, was adopted by the City Council on December 16, 2024. Changes to operations at the Furniture and Things Community Event Center have added one position and changed the titles of two. This Amendment documents those changes.

Financial Impact

Expenses incurred with staffing these positions are included in the budget or funded through game fee charges.

Mission/Policy/Goal

Meet changing needs - agile

Attachments

1. Res Comp Plan 25
2. Comp Plan Red Line Exhibit A

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**City of Elk River
City Council**

AMENDMENT #1

Resolution 24-79

A Resolution of the City Council of the City of Elk River Amending the 2025 Compensation Plan for Non-Organized Employees

WHEREAS, the City Council adopted the 2025 Compensation Plan for Non-Organized Employees as Resolution 24-79 on December 16, 2024; and

WHEREAS, changes to operations have occurred with staff positions at the community event center; and

WHEREAS, the attached Exhibit A highlights the changes to the 2025 Compensation Plan.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Elk River, Minnesota, as follows: to approve the amendments as shown on the Exhibit effective July 21, 2025.

Passed and adopted this 21st day of July 2025.

John J. Dietz, Mayor

ATTEST:

Tina Allard, City Clerk



**CITY OF ELK RIVER
2025 COMPENSATION PLAN
FOR NON-ORGANIZED EMPLOYEES**

PAY

Pay Ranges

1. All current pay ranges of the approved City Pay Plan shall increase four percent (4%) effective the first pay period of January 2025 which begins on December 29, 2024.
2. New Wastewater Treatment Operators who do not hold a certification will start at step A of the city's pay plan. Operators who hold a D certification will start at step B, and operators who hold a C or higher certification will start at step C. Operators shall qualify for regular annual step increases with satisfactory performance. Operators may qualify for earlier step increases based on obtaining a higher-level certification as follows:

<u>Certification</u>	<u>Step</u>
-	A
D	B
C	C-D
B	E

With satisfactory performance and once a certification has been obtained, the employee shall immediately move to the next step. Employees who receive a step increase for obtaining a higher certification are not eligible for an annual step increase until after one year of receiving the certification-based step. Annual steps will be given in accordance with item #4 below. Operators who do not have an operator's certification shall not move to the top step of the pay grade.

Starting Pay

3. The city has discretion to negotiate a higher starting rate within the pay range as deemed appropriate based on experience, education/training, or the market.

Step Increases

4. All non-union full-time and eligible part-time employees maintaining satisfactory performance will move up one step in their pay range on their anniversary date of hire or promotion.

All orientation period employees will receive increases as stated in their employment letter. If no special provision was outlined in the employment letter, the employee shall receive the first step increase on the date noted above provided they have successfully passed Orientation and are performing satisfactorily.

Part-Time Pay

5. Effective January 1, 2025, Paid On-Call Firefighters shall be paid in accordance with the following schedule:

<u>Position</u>	<u>Hourly Rate</u>
Academy Cadet	\$11.13
Firefighter	
Base Pay - Academy	\$17.57
Graduate through year 5	
Years 6 through 10	Base plus \$0.50
Years 11 through 15	Base plus \$1.50
Years 16 through 25	Base plus \$2.50
Years 26 and above	Base plus \$3.00
Additional to Firefighter pay above:	
Lieutenant	\$1.00
Captain	\$2.00
Assistant Chief	\$3.00

Officers who serve on-call as Duty Officer shall be paid \$6.55 for each hour of on-call duty.

6. Fire Academy instructors and Fire Department members instructing a course for firefighters earning a certification or maintaining a certification or licensure shall be paid according to the following schedule:
- | | |
|----------------------|------------------|
| Assistant Instructor | \$30.00 per hour |
| Lead Instructor | \$40.00 per hour |
7. Part-Time Police Reserves are required to serve in both a volunteer and a paid capacity. Effective December 29, 2024, Police Reserves shall be paid \$19.58 per hour for the hours that are to be paid as determined by the Police Chief.
8. Part-Time, Seasonal, and Temporary Park and Recreation and Public Works employees shall be paid in accordance with the following schedule:

<u>Position</u>	<u>Hourly Rate</u>	<u>Maximum Annual Hourly Increase</u>
Recreation Program Leader I	\$14.00 – 15.00	\$0.25
Recreation Program Leader II	\$15.00 – 17.00	\$0.50
Recreation Program Supervisor	\$17.00 – 20.00	\$0.50
Recreation Intern	\$17.00 – 20.00	
Farmers Market Program Supervisor	\$17.00 – 20.00	\$0.50
Weekend Facility Supervisor	\$17.00 – 20.00	\$0.50
Recreation Building Attendant	\$12.00 – 14.00	\$0.50
Warming House Attendant	\$14.00 – 16.00	\$0.50
Seasonal Park Laborer	\$18.00 – 22.00	\$1.00
Seasonal Street Laborer	\$18.00 – 22.00	\$1.00
Winter Public Works Laborer	\$19.00 – 23.00	\$1.00

Seasonal Snowplow Operator	\$18.00 – 21.00	\$0.75
Seasonal Gardener	\$18.00 – 25.00	\$0.75
Lead Seasonal Gardener	\$22.00 – 28.00	\$0.75
Seasonal Wastewater Laborer	\$18.00 – 22.00	\$1.00
FT Center Facility Worker/Ice Resurfacers	\$18.00 – 22.00	\$1.00
FT Center Operations Assistant <u>Event Production Worker</u>	\$14.00 – 16.00	\$0.50
FT Center Customer Service Associate	\$16.00 – 20.00	\$0.75
FT Center Building Supervisor	\$20.00 – 24.00	\$0.75
Concession Worker <u>Cafe Worker</u>	\$14.00 – 16.00	\$0.50
Event Worker	\$16.00 – 20.00	\$0.75
<u>Overlook Bartender</u>	<u>\$11.13 + tips</u>	
Skating Academy Instructor One	\$13.50 – 15.50	\$1.00
Skating Academy Instructor Two	\$15.00 – 19.00	\$1.00
Skating Academy Instructor Three	\$19.00 – 24.00	\$1.00
Skating Academy Director	\$24.00 – 30.00	\$1.00

Starting Pay Rate

At the city's discretion, when hired, employees may be granted an amount equivalent to the Maximum Annual Hourly Increase for each year of related education or previous work experience.

Annual Hourly Increase

Recreation Program Leads, Program Supervisor, Weekend Facility Supervisor, Building Attendant, Warming House Attendant, and Farmers Market Program Supervisor employees may receive an increase once per year at the City's discretion.

Seasonal Park Laborer, Seasonal Street Laborer, Winter Public Works Laborer, Seasonal Snowplow Operator, Seasonal Wastewater Laborer, Seasonal Gardener, and Lead Seasonal Gardener employees may receive an increase at the beginning of the season at the city's discretion. If an employee returns for another season in the same calendar year, they are not eligible for another increase.

FT Center Customer Service Associate, Facility Worker/Ice Resurfacers, Operations Assistant, Concession Worker, Event Worker, and Building Supervisor employees may receive an increase for each additional year the employee works for the FT Center. Increases will be given on the first day of the first full pay period of the calendar year at the city's discretion.

Skating Academy employees may receive an increase for each additional year the employee works for the FT Center. Increases will be given at the beginning of each fall program session (September) at the city's discretion.

Skating Academy

Assistant Skating Academy Director – At the beginning of each session, the Skating Academy Director shall assign one instructor to be Assistant Skating Academy Director.

Off Ice Time – Includes time spent planning lessons and skating programs, meetings, and any other activity that is not performed on the ice. The Skating Academy Director shall be paid 60% of his/her regular wage for off ice time which shall not exceed one half hour for each hour spent on ice. The Assistant Director shall be paid 50% of his/her regular wage for off ice time which includes off ice activities performed as Acting Director and required meetings FT Center Management and/or Skating Academy Director. If the off ice wage falls below minimum wage, minimum wage will be paid for off ice time.

9. Effective December 29, 2024, Part-Time Liquor Store Clerks shall be paid in accordance with the following schedule:

<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
15.75	16.87	18.37	19.86	21.37

Based on satisfactory performance Part-time Liquor Store Clerks will move up to step B after six months, step C on their first anniversary date, step D on their second anniversary date, and step E on their third anniversary date.

10. Effective December 29, 2024, Part-Time Liquor Store Delivery Drivers shall be paid in accordance with the following schedule:

<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
18.56	19.69	21.17	22.68	24.18

Based on satisfactory performance Part-time Liquor Store Delivery Drivers will move up to step B after six months, step C on their first anniversary date, step D on their second anniversary date, and step E on their third anniversary date.

On-Call Pay

11. Wastewater Operators are assigned on call duties for periods of one week. The on-call operator will be compensated a total of 10-hours of overtime/compensatory for their on-call week (1-hr M-F, 2.5-hrs S-S). The on-call duties include responding to after-hours emergency callouts and performing required duties at the Wastewater Treatment Facility on Saturday, Sunday, and any holidays that fall within the assigned week. Wastewater operators shall receive 4-hours of additional overtime/compensatory pay for on-call rounds performed on paid holidays that fall within their on-call week (total of 14 hours of pay if during a week with a single-paid holiday). If a holiday falls on a Monday, the operator that was on call on Sunday is on call for the holiday. Unexpected conditions resulting in work for wastewater operators extending beyond a 2.5-hour rotation on weekends or holidays will be paid according to the actual time worked by the employee calculated to the nearest 15-minutes.

Premium Pay

12. Non-union snowplow operators working on snow removal duties on Saturdays and Sundays will receive one- and one-half times their regular rate of pay for their hours worked.
13. Police department clerical employees required to type reports on a Sunday shall receive one- and one-half times their regular rate of pay for their hours worked.

Out of Class Pay

14. Any employee who is assigned to operate a snowplow truck who does not operate a snowplow truck as part of his/her regular position with the city shall be paid at their current rate of pay or pay grade 5N of the City Pay Plan, whichever is greater, for these snow removal hours. Employees utilizing pay grade 5N for this provision shall begin at step A and receive a step increase at the beginning of each snow season that they are assigned to perform snow plowing duties.

INSURANCE BENEFITS

15. All regular full-time employees are eligible for insurance benefits. Part-time employees scheduled to work 30 or more hours per week are eligible for prorated insurance benefits. Retired employees with a Phased Retirement Option Agreement are eligible for insurance benefits as identified in the Agreement. Seasonal and temporary employees are not eligible for insurance benefits.
16. Employees eligible for insurance benefits are eligible for participation in the city's Flexible Benefits Plan. The contribution levels shall be as follows:

<u>Health Insurance Election</u>	<u>Monthly City Contribution</u>
Single	\$712.00
Employee & Spouse	\$1,490.00
Employee & Child(ren)	\$1,478.00
Family	\$2,100.00
Opt-out	\$300.00

Employees participating in the city's Flexible Benefits Plan shall be provided \$25,000 group term life insurance coverage.

17. Paid On-call Firefighters who are not full-time city employees shall be provided \$10,000 life insurance coverage.

OTHER

18. The City Council may make adjustments in any section of the Pay Plan at any City Council meeting for any reason including performance incentives, state or federal law changes, the Pay Equity Law, or any other reason the Council deems appropriate.
19. All employees who are members of the Law Enforcement Labor Services (LELS), Locals 231, 271, 501, and 589, or the International Union of Operating Engineers, Local 49, shall receive compensation and benefits as outlined in the Master Labor Agreement between the city and the union.

City of Elk River 2025 Pay Plan

Effective 12/29/2024

Grade Levels	A Minimum	B	C	D	E Maximum
1E	\$173,492	\$178,311	\$183,131	\$187,950	\$192,769
1.5E	\$151,976	\$156,198	\$160,419	\$164,641	\$168,862
2E	\$145,617	\$149,662	\$153,707	\$157,752	\$161,797
3E	\$140,936	\$144,851	\$148,766	\$152,681	\$156,596
4E	\$116,564	\$121,707	\$126,849	\$131,992	\$137,134
5E	\$107,411	\$112,150	\$116,889	\$121,627	\$126,366
6E	\$96,732	\$101,000	\$105,267	\$109,535	\$113,802
7E	\$86,533	\$90,351	\$94,168	\$97,986	\$101,804
8E	\$72,668	\$75,874	\$79,080	\$82,286	\$85,492
1N	\$84,750 \$40.75	\$88,489 \$42.54	\$92,228 \$44.34	\$95,967 \$46.14	\$99,706 \$47.94
2N	\$77,123 \$37.08	\$80,525 \$38.71	\$83,928 \$40.35	\$87,330 \$41.99	\$90,733 \$43.62
3N	\$67,688 \$32.54	\$71,919 \$34.58	\$76,149 \$36.61	\$80,380 \$38.64	\$84,610 \$40.68
4N	\$62,782 \$30.18	\$66,706 \$32.07	\$70,630 \$33.96	\$74,553 \$35.84	\$78,477 \$37.73
5N	\$58,901 \$28.32	\$63,176 \$30.37	\$67,451 \$32.43	\$71,726 \$34.48	\$76,001 \$36.54
6N	\$48,736 \$23.43	\$52,797 \$25.38	\$56,859 \$27.34	\$60,920 \$29.29	\$64,981 \$31.24



Request for Action

To
City Council

Item Number
6.1

Meeting Date
July 21, 2025

Prepared By
Tina Allard, City Clerk

Item Description
Introduction of New Employees

Reviewed by
Cal Portner

Action Requested
Welcome new staff to the city.

Background/Discussion
Various staff will be in attendance to introduce new employees as follows:

- Chris Sauer, Custodian
- Mike Eichten, Human Resources Specialist
- Jake Tourville, IT Network Specialist
- Tori Lyle, Overlook Chef for Community Event Center

Financial Impact
N/A

Mission/Policy/Goal
Together we win

Attachments
None

The Elk River Vision

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Request for Action

To
City Council

Item Number
6.2

Meeting Date
July 21, 2025

Prepared By
Jolene Richter, Deputy Clerk

Item Description
City of Elk River Volunteer of the Month

Reviewed by
Cal Portner
Tina Allard

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

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

Financial Impact
N/A

Mission/Policy/Goal
Elk River Mission

Attachments
None

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Request for Action

To
City Council

Item Number
7.1

Meeting Date
July 21, 2025

Prepared By
Chris Leeseberg, Senior Planner

Item Description
Conditional Use Permit: Changeable Copy Sign,
Lamar Outdoor Advertising

Reviewed by
Zack Carlton
Cal Portner
Tina Allard

Action Requested

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

1. The sign shall be constructed in accordance with all applicable city and state regulations, including compliance with brightness limits and digital display transition standards.
2. No additional signage shall be added without appropriate review and permitting.
3. The applicant shall provide a survey confirming that the sign location is outside regulated wetlands or demonstrate eligibility for an exemption under the Wetland Conservation Act.
4. Any disturbance to wetland areas shall require formal review and compliance with state and local wetland regulations.
5. The applicant must apply for and receive all state and local permits prior to beginning construction.

Background/Discussion

The applicant has requested approval of a Conditional Use Permit (CUP) to allow the installation of an advertising sign (billboard) that includes changeable copy exceeding 30 square feet, as required under Section 30-864 of the City Code. The proposed sign includes 378 square feet of digital display area. The property is zoned Light Industrial (I-1), where advertising signs (billboards) are an allowed use. The size of the changeable copy component of the sign requires the current CUP application.

Planning Commission

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

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

Financial Impact

None

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Mission/Policy/Goal

Support the growth and development of the community.

Attachments

1. Planning Commission Memo dated June 24, 2025
2. CU 25-05 Recording Document
3. 7.I Lamar



Request for Action

To
Planning Commission

Item Number
4.2

Meeting Date
June 24, 2025

Prepared By
Chris Leeseberg, Senior Planner

Item Description
Conditional Use Permit: Changeable Copy Sign,
Lamar Outdoor Advertising, 75-00943-0110

Reviewed by
Zack Carlton

Action Requested

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

1. The sign shall be constructed in accordance with all applicable city and state regulations, including compliance with brightness limits and digital display transition standards.
2. No additional signage shall be added without appropriate review and permitting.
3. The applicant shall provide a survey confirming that the sign location is outside regulated wetlands or demonstrate eligibility for an exemption under the Wetland Conservation Act.
4. Any disturbance to wetland areas shall require formal review and compliance with state and local wetland regulations.
5. The applicant must apply for and receive all state and local permits prior to beginning construction.

Background/Discussion

The applicant is requesting approval of a Conditional Use Permit (CUP) to allow the installation of an advertising sign (billboard) that includes digital copy exceeding 30 square feet, as required under Section 30-864 of the City Code. The proposed sign includes 378 square feet of digital display area, which exceeds the threshold. The property is zoned Light Industrial (I-1) where advertising signs (billboards) are an allowed use. The changeable copy component of the sign requires the current CUP application

The proposed location is adjacent to Highway 169. There are wetlands in proximity to the site; however, the applicant has been asked to provide an exhibit to confirm that the new sign location is outside of wetland boundaries. If impacts on wetlands are identified, the project may be eligible for exemption under the Wetland Conservation Act (WCA).

Applicable Regulations

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

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

The proposed billboard will be located adjacent to Highway 169, a high-traffic corridor already containing similar signage. The scale and location of the sign is not anticipated to endanger or detrimentally affect the use and enjoyment of surrounding properties or negatively impact public health, safety, or welfare. A permit from MnDOT may be required due to the proximity to the highway.

A condition noting permit requirements has been included in the recommendation for approval.

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

The property is zoned as Industrial, and includes both heavy and light industrial businesses such as manufacturing, warehousing, and excavation. These uses are primarily located off of Highway 169, Highway 10, and the BNSF Railroad which provide easy access for the transferring of goods throughout the region. This use is located adjacent to a major transportation corridor. The sign supports commercial visibility and regional traffic-oriented business promotion, which aligns with the city's Comprehensive Plan goals for economic development and appropriate highway-oriented commercial uses. The use is consistent with the Comprehensive Plan.

Staff do not see a need to impose specific conditions to satisfy this standard.

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

The area is fully developed and, as there are no surrounding vacant lots, the proposed use will not affect the development of the surrounding area as the use is compatible with existing development patterns along the highway corridor.

Staff do not see a need to impose specific conditions to satisfy this standard.

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

The project will not place any burden on municipal services and requires no new connections to utilities and will not adversely affect traffic flow, emergency access, or other public facilities. Digital sign content will follow brightness and operational standards to avoid interference with traffic safety.

Staff do not see a need to impose specific conditions to satisfy this standard.

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

The sign will be equipped with technology to ensure that glare, light spillover, and distractions are minimized, consistent with best practices for digital signage near roadways. The operation will not generate excessive noise, vibration, or pollutants.

Staff do not see a need to impose specific conditions to satisfy this standard.

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

The sign placement is expected to avoid impacts to nearby wetlands. Should any encroachments occur, the project will be reviewed for potential exemption or required compliance with the Wetland Conservation Act. No significant scenic or historic features will be affected.

Staff do not see a need to impose specific conditions to satisfy this standard.

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

All sign dimensions, materials, lighting, and installation details will comply with applicable City Code requirements.

If denial of such a permit should occur, it shall accompany recommendations or determinations by findings or a report stating how the proposed use does not comply with the standards set forth in Section 30-654.

In the review of the standards for CUP as outlined, it appears that the request is consistent with all of these standards.

Financial Impact

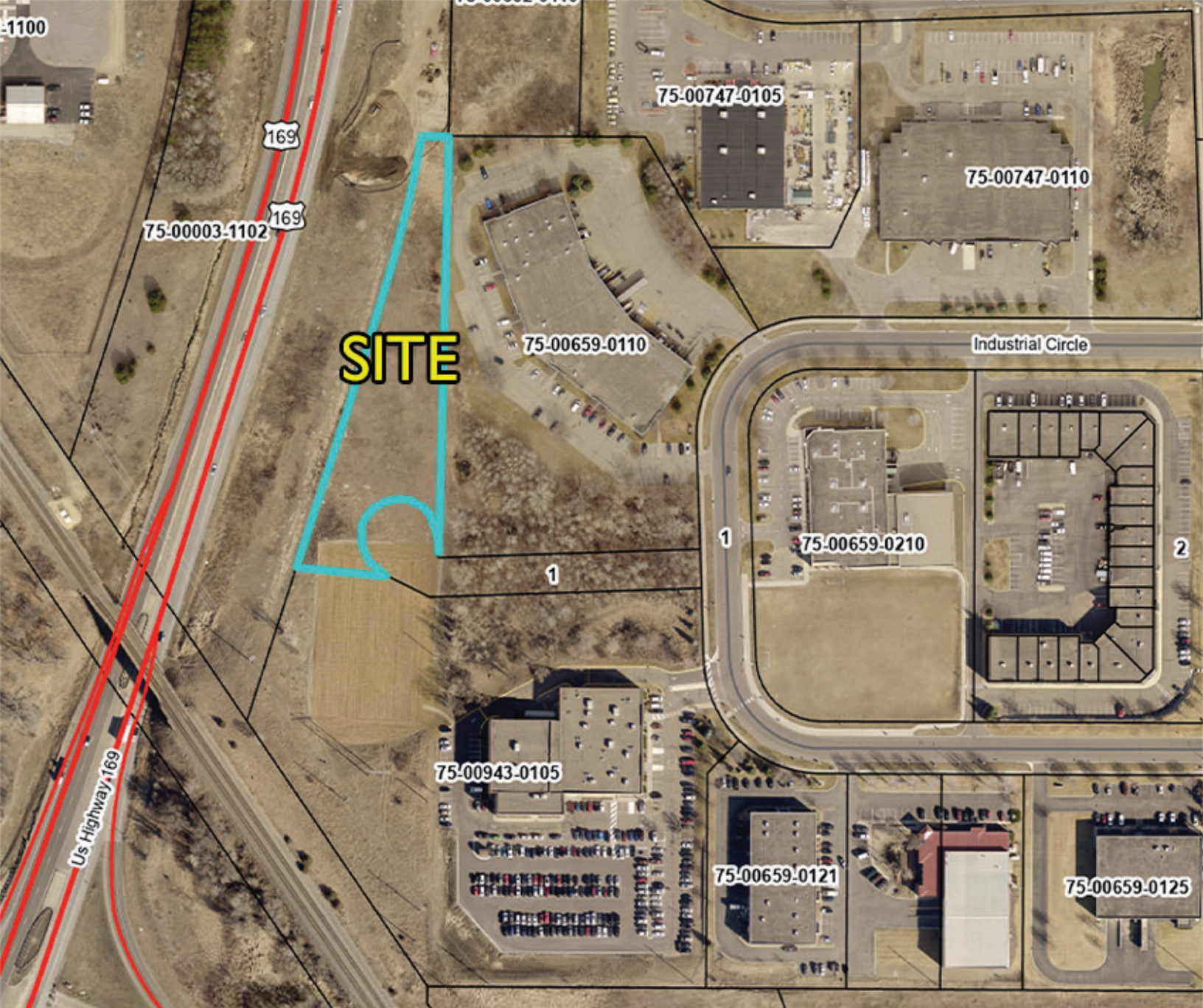
None

Mission/Policy/Goal

Support the growth and development of the community.

Attachments

1. Location Map
2. Sign Plan
3. Area Map
4. Great River Energy Email



Project Location Map

Lamar Outdoor Advertising

Conditional Use Permit

Case No: CU 25-05

Page 121 of 299



From: [MacMillan, Michelle GRE-MG](#)
To: [Chris Leeseberg](#)
Subject: CUP Lamar Outdoor Advertising
Date: Tuesday, June 17, 2025 1:17:20 PM

Chris,

I received the notice of public hearing for the billboard proposed on PID 75-00943-0110. Great River Energy has a 230kV transmission line on this property with a 150 ft. easement lying 75 ft. on both sides of the centerline. If the billboard is proposed to be within the easement area, Lamar Outdoor Advertising will need to fill out an online application and submit a set of plans so we can review the location to make sure it does not cause a clearance violation to the transmission line. The link for the application is below.

<https://survey123.arcgis.com/share/ad33eeb68c464e58aab3addafb224930>

Michelle MacMillan

Field Representative
Great River Energy
12300 Elm Creek Boulevard
Maple Grove, MN 55369-4718

Direct: 763-445-5984
Main: 763-445-5000
Fax: 763-445-6784
Cell: 612-845-1204
mmacmillan@GREnergy.com



 *Please consider the environment before you print this e-mail.*

NOTICE TO RECIPIENT: The information contained in this message from Great River Energy and any attachments are confidential and intended only for the named recipient(s). If you have received this message in error, you are prohibited from copying, distributing or using the information. Please contact the sender immediately by return email and delete the original message.

CITY OF ELK RIVER
SHERBURNE COUNTY

CONDITIONAL USE PERMIT
Case No. CU 25-05

Permit. Subject to the terms and conditions set forth herein, the City of Elk River hereby grants a Conditional Use Permit (“Permit”) requested by **Lamar Outdoor Advertising on behalf of Jim Ottenstein** for the following use:

Conditional Use Permit to allow the installation of an advertising sign (billboard) that includes digital copy exceeding 30 square feet at PID 75-00943-0110

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

Lot 2, Block 1, Elk River SBC Addition, Sherburne County, Minnesota

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

ER Ventures, LLC, owner

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

1. **The sign shall be constructed in accordance with all applicable city and state regulations, including compliance with brightness limits and digital display transition standards.**
2. **No additional signage shall be added without appropriate review and permitting.**
3. **The applicant shall provide a survey confirming that the sign location is outside regulated wetlands or demonstrate eligibility for an exemption under the Wetland Conservation Act.**
4. **Any disturbance to wetland areas shall require formal review and compliance with state and local wetland regulations.**

5. The applicant must apply for and receive all state and local permits prior to beginning construction.

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

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

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

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

Dated: _____, 2025.

CITY OF ELK RIVER

By: _____
Mayor John J. Dietz

By: _____
City Clerk Tina Allard

[illegible]

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

Notary Public

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

Lamar Outdoor Advertising Conditional Use Permit

1100

169

169

75-00003-1102

75-00747-0105

75-00747-0110

SITE

75-00659-0110

Industrial Circle

1

75-00659-0210

2

1

75-00943-0105

75-00659-0121

Page 127 of 299

75-00659-0125

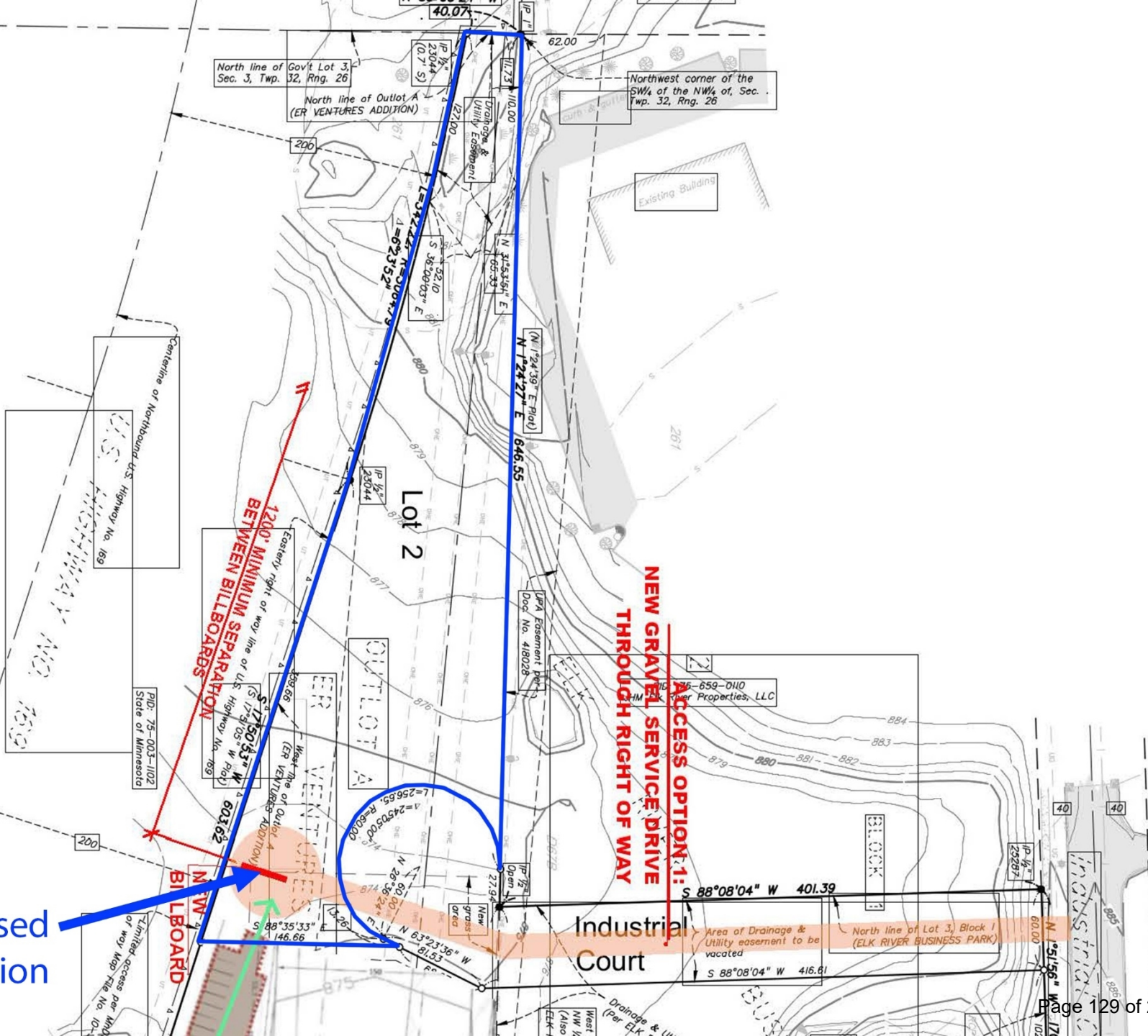
Us Highway 169

Background

- Light Industrial (I-1)
- Install digital billboard
 - The billboard is a permitted use
 - **CUP required as it exceeds 30 sq.ft.**
- 378 sq.ft. (400 max)
- 35' tall

- Digital billboards must follow CUP standards in ordinance
 - Brightness, transitions, flashing, etc.
- Also require a separate permit from MnDOT

Proposed
Location

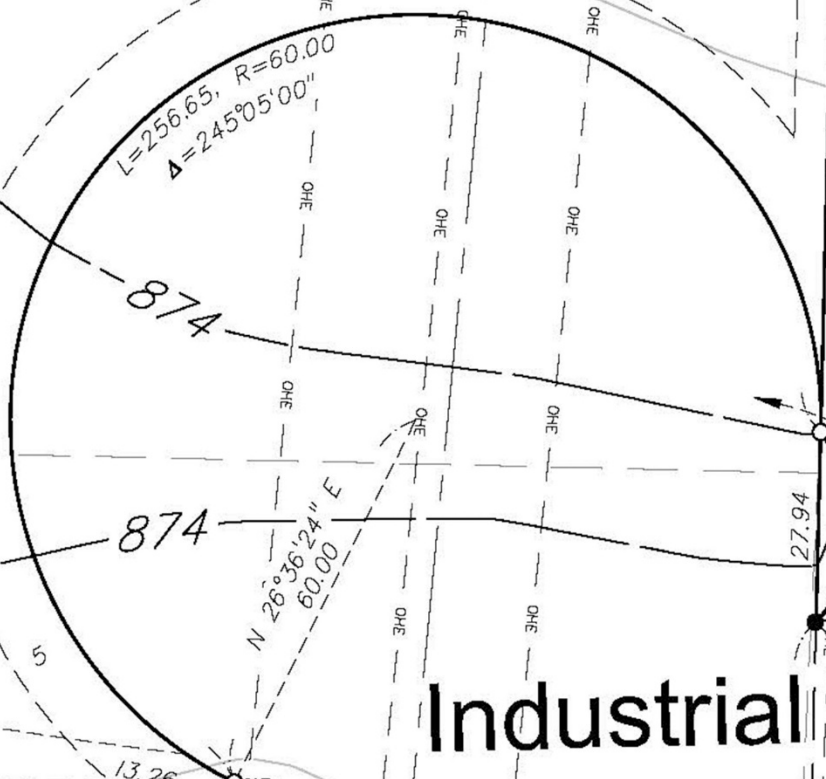
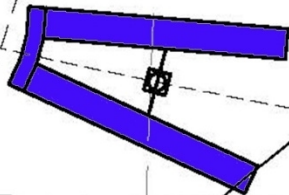


Lot 2

PID: 75-00943-0110
ER Ventures, LLC

Easterly right of way line of U.S. Highway No. 169
N 17°50'53" E 359.66

1200 feet from the center of northerly billboard



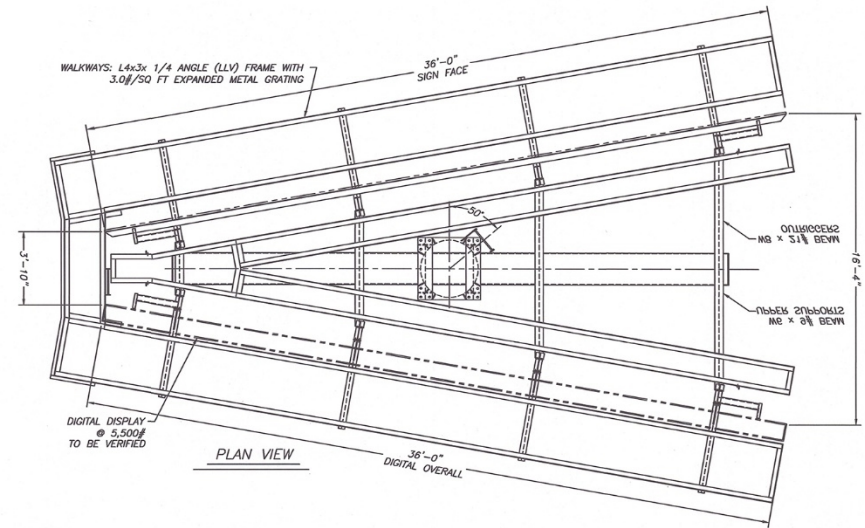
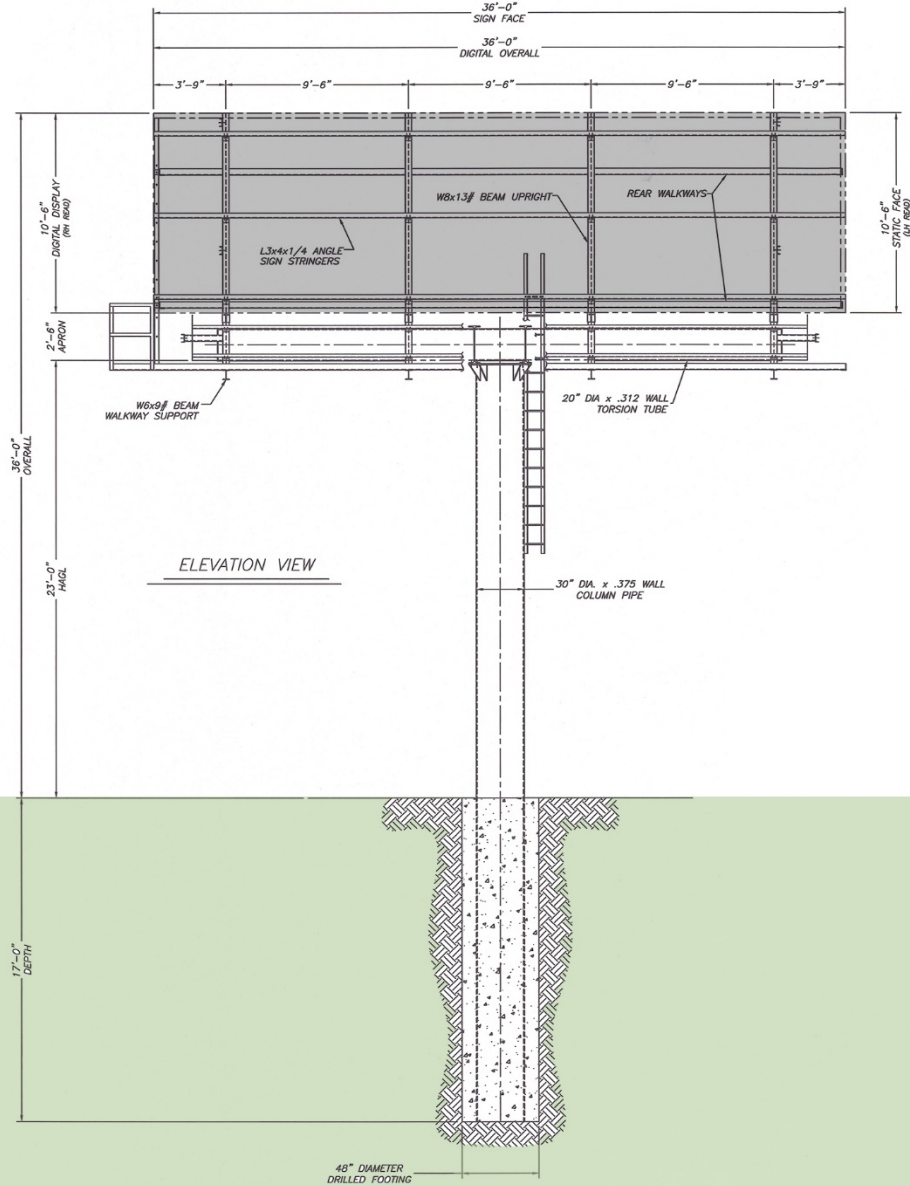
874

874

N 26°36'24" E
60.00

146.66
S 88°35'33" E

Industrial Cor



Planning Commission

- No one spoke for or against the request
- Staff have not received any comments since PC mtg
- The PC had no concerns
- Unanimously recommended approval

Action Requested

- Approve the CUP with the conditions outlined in the memo



Request for Action

To
City Council

Item Number
7.2

Meeting Date
July 21, 2025

Prepared By
Chris Leeseberg, Senior Planner

Item Description
Conditional Use Permit: Outdoor Vehicle Storage
and Auto Sales, 9672 163rd Ave NW

Reviewed by
Zack Carlton
Cal Portner
Tina Allard

Action Requested

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

1. All outdoor storage shall follow Section 30-807.
2. The parking and driveway area outside the fenced area shall be bound by B612 curb and gutter.
3. All parking and driving areas must be finished with an approved surface - bituminous, concrete, or compacted Class 5.
4. All areas not identified for parking or driving areas shall be maintained as turfgrass per city standards.
5. A 100% opaque fence shall be installed along the perimeter of the outdoor storage area that is visible from the right-of-way.
6. Except for short-term staging requirements, there shall be no storage of vehicles outside the approved storage area, including the city street, exterior parking area, and landscaped areas.
7. Staff approval of all site and civil plans.
8. All motor vehicle repairs, bodywork, or detailing shall only occur inside the building.
9. Exterior doors shall be closed while any motor vehicle repair, body work, or detailing occurs.
10. The storage of damaged or inoperable vehicles shall only be allowed inside the fenced storage area.

Background/Discussion

The applicant has requested approval of a Conditional Use Permit (CUP) to allow outdoor vehicle storage, auto repair, and auto sales on a 1.61-acre parcel located at 9672 163rd Avenue NW. The property is zoned General Industrial (I3), and the proposed uses are listed as conditional uses within the district.

The applicant received a side yard setback variance (Case No. V 25-09) to encroach on the east side yard setback.

Planning Commission

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

The Elk River Vision

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



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

Financial Impact

None

Mission/Policy/Goal

Support the growth and development of the community.

Attachments

1. Planning Commission Memo dated June 24, 2025
2. CU 25-06 Recording Document
3. 7.2 Bailon



Request for Action

To
Planning Commission

Item Number
4.1

Meeting Date
June 24, 2025

Prepared By
Chris Leeseberg, Senior Planner

Item Description
Conditional Use Permit: Outdoor Vehicle Storage and Auto Sales, 9672 163rd Ave NW, Todd Bialon for Jarvis LLC

Reviewed by
Zack Carlton

Action Requested

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

1. The setback variance (V 25-09) shall be approved.
2. All outdoor storage shall follow Section 30-807.
3. The parking and driveway area outside the fenced area shall be bound by B612 curb and gutter.
4. All parking and driving areas must be finished with an approved surface - bituminous, concrete, or compacted Class 5.
5. All areas not identified for parking or driving areas shall be maintained as turf grass per city standards.
6. A 100% opaque fence shall be installed along the perimeter of the outdoor storage area that is visible from the right-of-way.
7. Except for short-term staging requirements, there shall be no storage of vehicles outside the approved storage area, including the city street, exterior parking area, and landscaped areas.
8. Staff approval of all site and civil plans.
9. No motor vehicle repairs shall be allowed.

Background/Discussion

The applicant has submitted a request for a Conditional Use Permit (CUP) to allow outdoor vehicle storage and auto sales on a 1.61-acre parcel located at 9672 163rd Avenue NW. The property is zoned General Industrial (I3), and vehicle sales and outdoor storage are listed as conditional uses within the district. The proposal does not include auto repairs, which will not be allowed. Access to the site is provided via 163rd Avenue NW.

The applicant is also seeking a variance (Case No. V 25-09) to encroach on the east side yard setback, the approval of which is included as a recommended condition. Encroachment into the side yard would also be consistent with a reduced side yard setback approved for the adjacent use.

The Elk River Vision

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Applicable Regulations

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

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

The proposed use will not endanger or detrimentally affect neighboring properties or the general public. The I3 zoning district is intended to accommodate light industrial and commercial uses such as vehicle sales and storage. Appropriate screening and site design elements will be required to mitigate visual impacts on surrounding properties and from the city right-of-way.

Staff recommends a 100% opaque fence be installed along the perimeter of the outdoor storage area that is visible from the right-of-way.

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

The subject property is guided for Industrial in the city's Comprehensive Plan. The industrial use category includes both heavy and light industrial businesses such as manufacturing, warehousing, and excavation. These uses are primarily located off of Highway 169, Highway 10, and the BNSF Railroad, which provide easy access for the transferring of goods throughout the region.

The proposed use is consistent with this designation and supports the plan's goal of providing locations for employment and service-oriented businesses.

Staff do not see a need to impose specific conditions to satisfy this standard.

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

There is one nearby vacant property which the applicant owns. The CUP will not impede normal and orderly development of surrounding vacant properties as the area is largely built out with compatible uses.

Staff do not see a need to impose specific conditions to satisfy this standard.

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

The site is currently served by existing public infrastructure, including paved street access, drainage, and emergency services. The proposed use is not expected to place an undue burden on police, fire, or other public facilities and services. Traffic generated by the proposed use will be minimal and compatible with the surrounding roadway system.

Staff do not see a need to impose specific conditions to satisfy this standard.

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

The proposed outdoor vehicle storage and sales use will not create excessive noise, dust, smoke, or odors. As a condition of approval, the applicant will be required to maintain a clean, orderly, and dust-free storage area and comply with all applicable nuisance and environmental standards.

The proposal does not include auto repair, which will not be allowed.

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

There are no natural, scenic or historic features of major importance on the subject parcel.

Staff do not see a need to impose specific conditions to satisfy this standard.

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

The use, as conditioned, will comply with all applicable City Code requirements and all relevant zoning, licensing, and permitting requirements will be enforced prior to operation. The future building as shown does not meet setback requirements.

Staff do not see a need to impose specific conditions to satisfy this standard.

If denial of such a permit should occur, it shall accompany recommendations or determinations by findings or a report stating how the proposed use does not comply with the standards set forth in Section 30-654.

In the review of the standards for CUP as outlined, it appears that the request is consistent with all of these standards.

Financial Impact

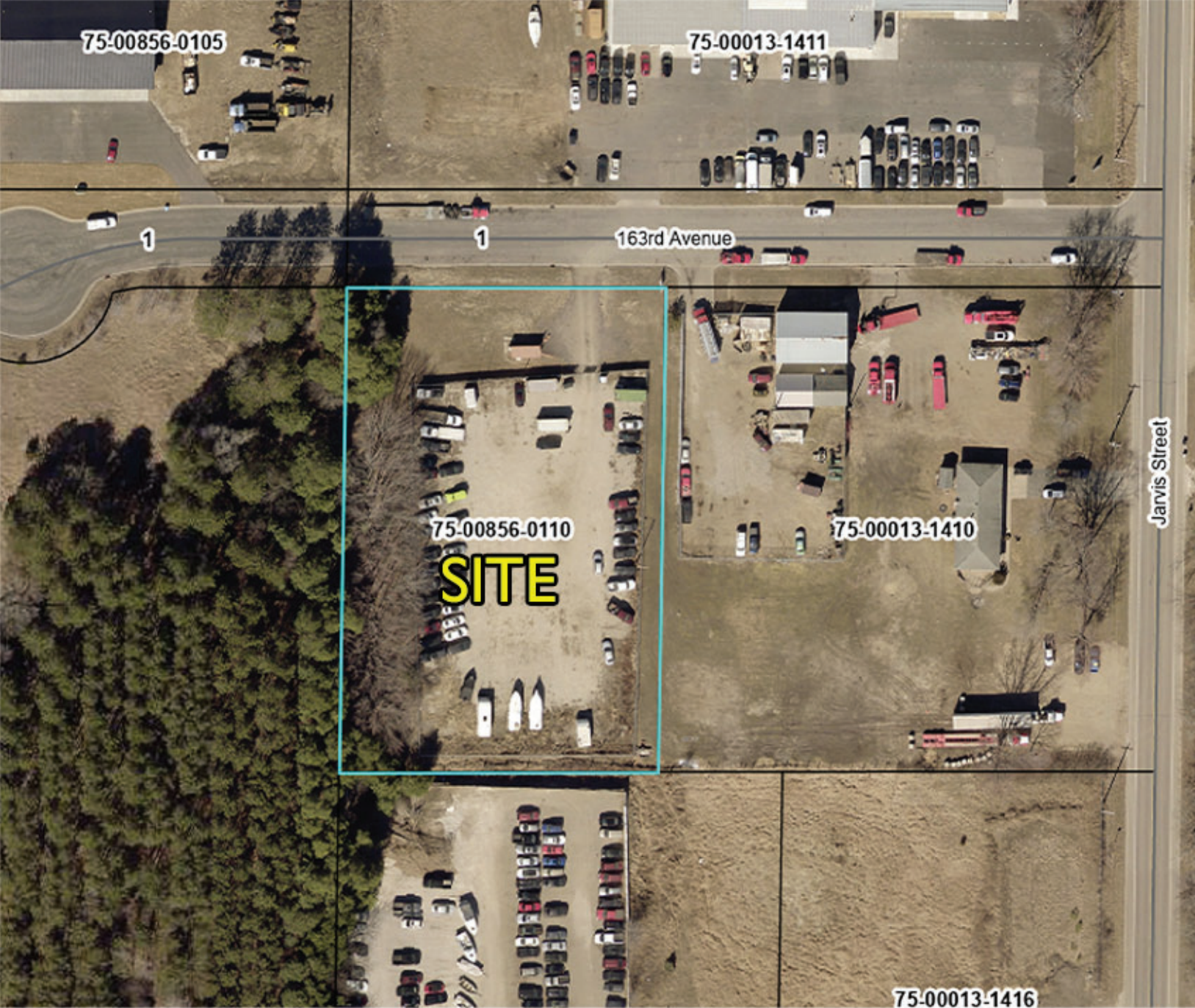
None

Mission/Policy/Goal

Support the growth and development of the community

Attachments

1. Location Map
2. Narrative
3. Site Plan
4. Civil Drawings



Project Location Map

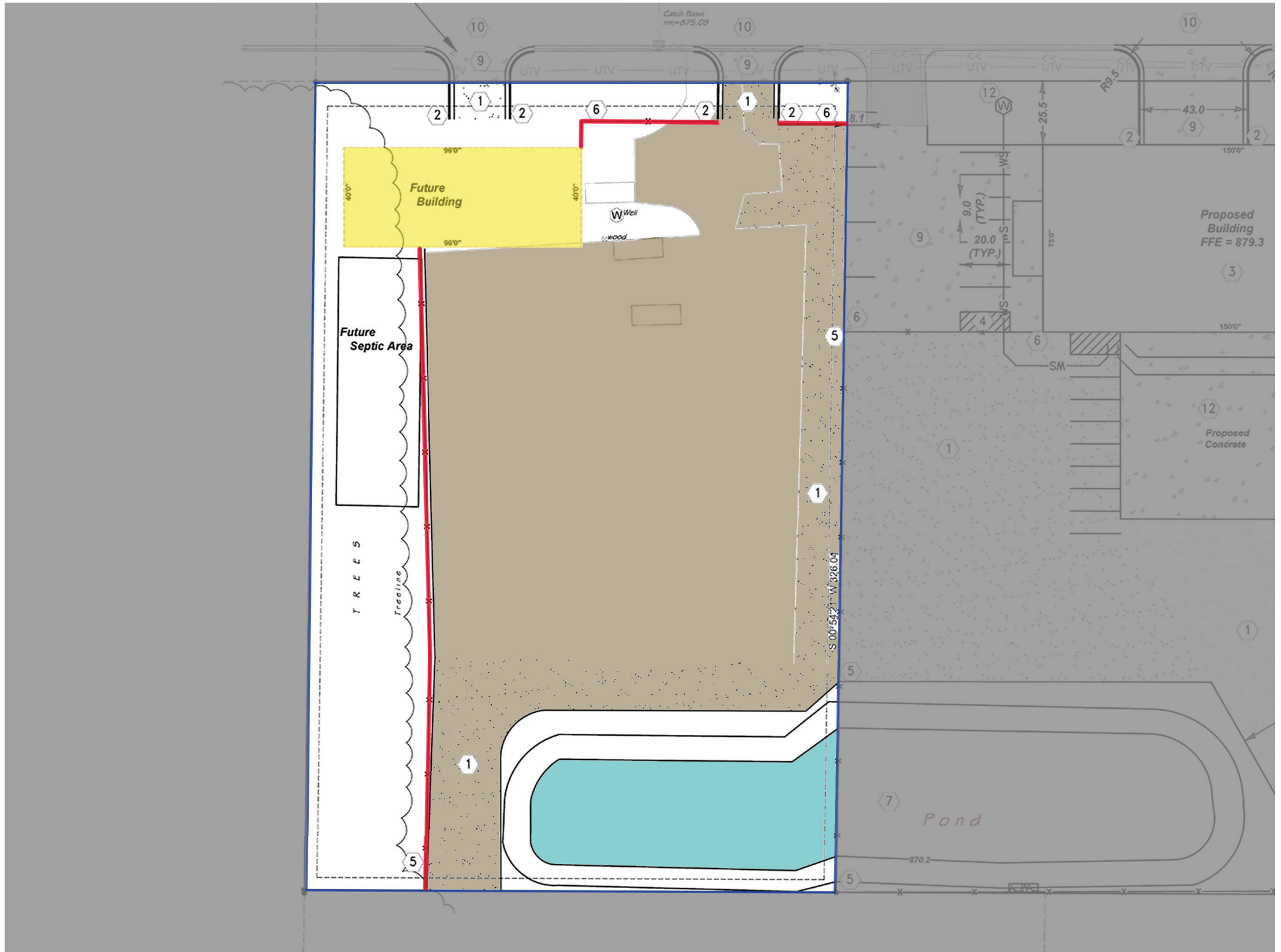
Jarvis LLC - Todd Bialon

Conditional Use Permit
Variance

Case No: CU 25-06 & V 25-09

CU 25-06 Jarvis LLC-Todd Bialon Narrative

Applying for a CUP to continue the use that has been there. I will be putting up a building for for auto repair and auto sales. I am looking to have a zero lot line to the east with the Collin Brothers property.

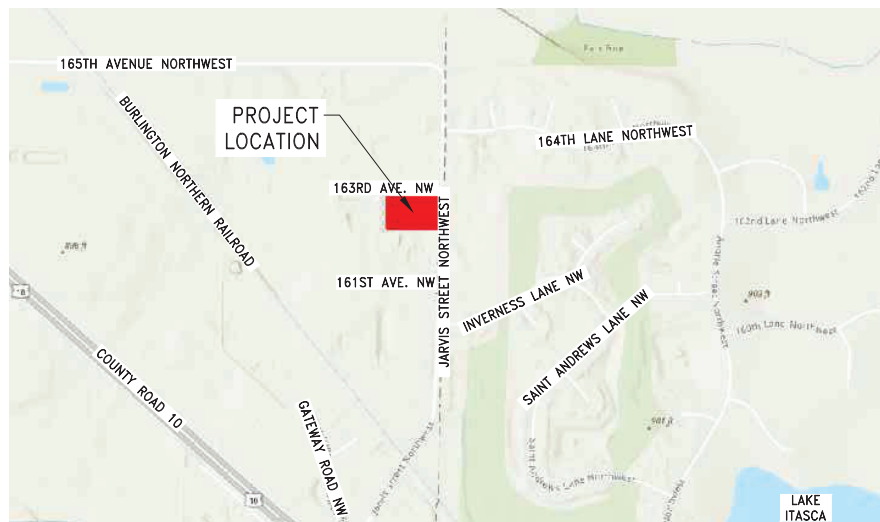
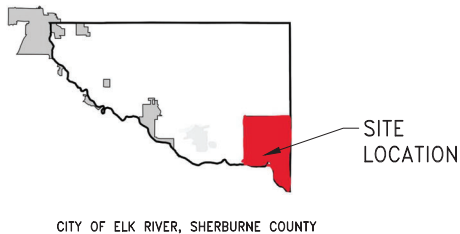


SITE DEVELOPMENT PLANS

FOR

COLLINS BROTHERS TOWING AND BIALON CENTER

16234 JARVIS ST NW ELK RIVER, MINNESOTA



SHEET INDEX

THIS PLAN CONTAINS 10 SHEETS

SHEET NO.	DESCRIPTION
C1	TITLE SHEET
C2-C3	DETAILS
C4	EXISTING CONDITIONS & REMOVALS
C5	SITE PLAN
C6	GRADING & DRAINAGE PLAN
C7	UTILITY PLAN
C8-C9	STORMWATER POLLUTION PREVENTION PLAN
C10	ALTERNATE POND GRADING & DRAINAGE PLAN

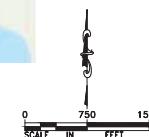


CALL BEFORE YOU DIG!
Gopher State One Call
 Twin City Area: 651-454-0002
 Toll Free: 1-800-252-1166

THE SUBSURFACE UTILITY INFORMATION DEPICTED IN THESE PLANS ARE SHOWN ACCORDING TO CI/ASCE 38-02, "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA," LEVEL D STANDARDS.

LEGEND

IMPAIRED WATERS



DESIGNED BY: JAP
 DRAWN BY: ABL
 CHECKED BY: GRP
 DATE: 07.18.24
 L.C. NO.: 52706

REVISIONS
08.09.24 CLIENT COMMENTS
08.22.24 PARKING STRIPES
09.05.24 TOTAL NUMBER OF SHEETS
09.30.24 WEST PROPERTY IMPROVEMENTS

DEMARC
 LAND SURVEYING & ENGINEERING
 7601 73RD AVENUE N, BROOKLYN PARK, MN 55428
 PHONE: 763.560.3093 FAX: 763.560.3522
 www.Demarcinc.com

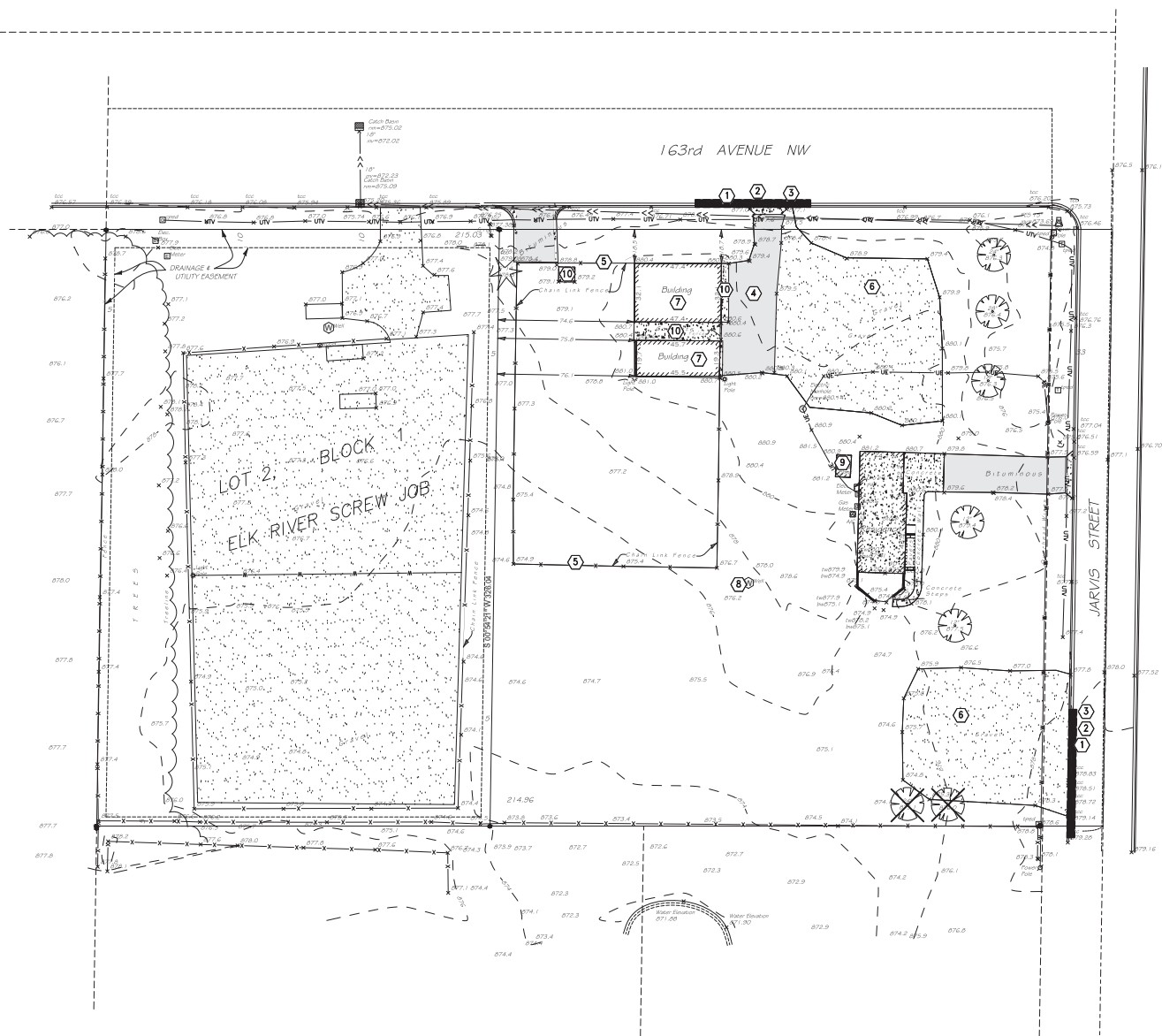
COLLINS BROTHERS TOWING
 16234 JARVIS ST NW
 ELK RIVER, MINNESOTA 55330
 763.241.9177

BIALON CENTER (OLD 11TH HOUR
 TOWING)
 9672 163RD AVE NW
 ELK RIVER, MINNESOTA

TITLE SHEET

PROJECT: 90640
 SHEET NO.
 C1 of C10

F:\survey\13-32-26 - shirburne\16234 Jarvis St NW\02 Engineering - 90540\01 CAD\05 Steel Files\03 Existing Conditions & Removal Planning



REFERENCE NOTES:

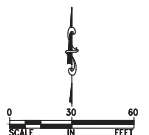
- ① SAWCUT CONCRETE CURB & GUTTER (FULL DEPTH)
- ② SAWCUT BITUMINOUS PAVEMENT (FULL DEPTH)
- ③ REMOVE CONCRETE CURB & GUTTER
- ④ REMOVE BITUMINOUS PAVEMENT (FULL DEPTH)
- ⑤ REMOVE FENCE
- ⑥ REMOVE GRAVEL
- ⑦ REMOVE BUILDING
- ⑧ PROTECT WELL
- ⑨ REMOVE SHED
- ⑩ REMOVE CONCRETE PAVEMENT

NOTES:

1. CONTRACTOR SHALL COORDINATE UTILITY RELOCATION WITH RESPECTIVE UTILITY COMPANIES.

LEGEND

- 500 — EXISTING CONTOUR
- — — EXISTING BUILDING
- — — EXISTING CURB & GUTTER
- >> — EXISTING STORM SEWER
- >> — EXISTING SANITARY SEWER
- — — EXISTING WATERMAIN
- — — EXISTING CONCRETE PAVEMENT
- — — EXISTING FENCE
- — — EXISTING SIGN
- — — EXISTING HYDRANT
- — — EXISTING STORM MANHOLE
- — — EXISTING SANITARY MANHOLE
- — — EXISTING FES
- — — EXISTING CATCH BASIN
- — — REMOVE CURB & GUTTER
- — — REMOVE BOLLARD
- — — REMOVE BITUMINOUS PAVEMENT
- — — SAWCUT PAVEMENT
- — — CLEAR & GRUB TREES



DESIGNED BY: JAP
DRAWN BY: ABL
CHECKED BY: GRP
DATE: 07.18.24
L.C. NO.: 52706

REVISIONS	
09.05.24	TOTAL NUMBER OF SHEETS
09.30.24	WEST PROPERTY IMPROVEMENTS

DEMARC
LAND SURVEYING & ENGINEERING
7601 73RD AVENUE N, BROOKLYN PARK, MN 55428
PHONE: 763.560.3093 FAX: 763.560.3522
www.demarcinc.com

COLLINS BROTHERS TOWING
16234 JARVIS ST NW
ELK RIVER, MINNESOTA 55330
763.241.9177

BIALON CENTER (OLD 11TH HOUR
TOWING)
9672 163RD AVE NW
ELK RIVER, MINNESOTA

EXISTING CONDITIONS &
REMOVALS

PROJECT: 90540
SHEET NO.
C4 of C10



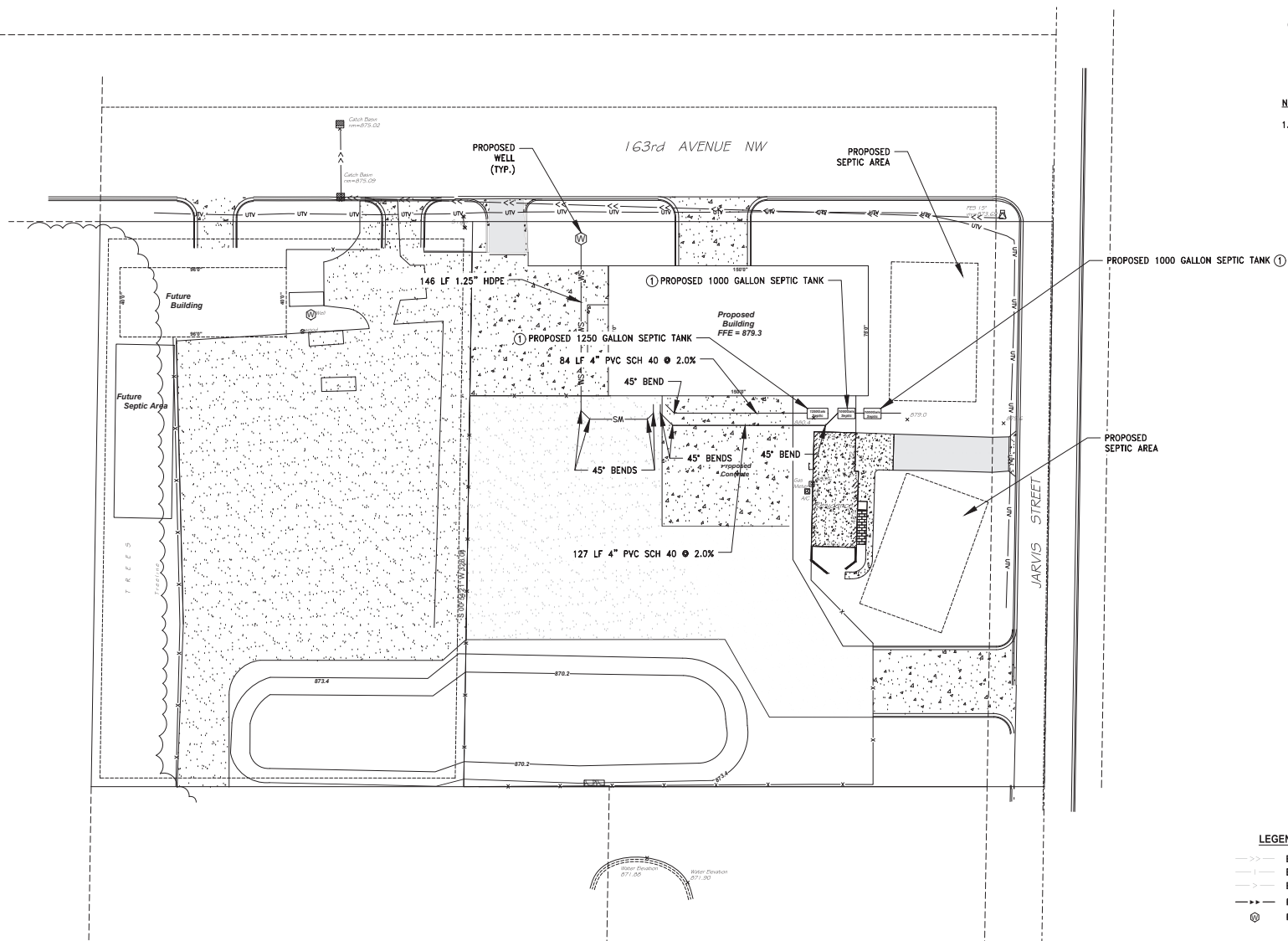
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PROJECT: 90640

SHEET NO.

C5 of C10

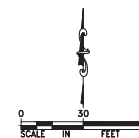
F:\survey\13-32-26 - shirburne\16234 Jarvis St NW\02 Engineering - 90640\01 CAD\05 Sheet Files\08 Utility Plan.dwg



REFERENCE NOTES:
① SEPTIC TANK INVERTS AND SIZES DESIGNED BY OTHERS

NOTES:
1. WATER SERVICE SHALL MAINTAIN A MINIMUM OF 7.5' OF COVER.

LEGEND
-->--> EXISTING STORM SEWER
--- EXISTING WATERMAIN
--- EXISTING SANITARY SEWER
--- PROPOSED STORM SEWER
⊙ PROPOSED STORM SEWER



DESIGNED BY: JAP
DRAWN BY: ABL
CHECKED BY: GRP
DATE: 07.18.24
LIC. NO.: 52706

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.

JEFFREY A. PRASCH, P.E.

REVISIONS	
08.09.24	CLIENT COMMENTS
09.05.24	TOTAL NUMBER OF SHEETS
09.30.24	WEST PROPERTY IMPROVEMENTS

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PHONE: 763.560.3093 FAX: 763.560.3522
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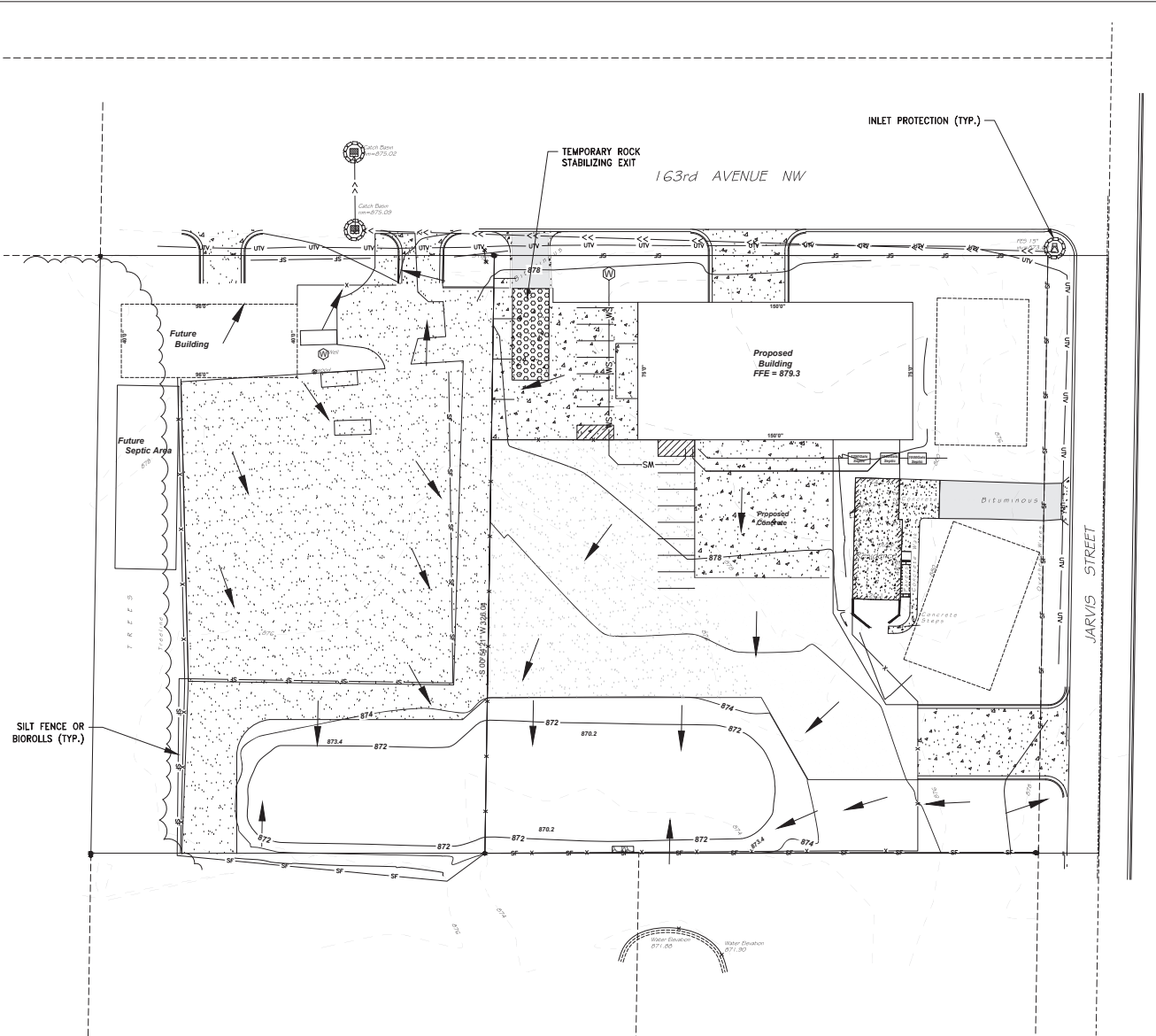
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763.241.9177

BIALON CENTER (OLD 11TH HOUR TOWING)
9672 163RD AVE NW
ELK RIVER, MINNESOTA

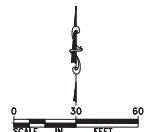
UTILITY PLAN

PROJECT: 90640
SHEET NO.
C7 of C10

F:\survey\13-32-26 - shirburn\16234 Jarvis St NW\02 Stormwater Pollution Prevention Plan.dwg 9/8/2010 1:23:26 PM



- LEGEND**
- GRADING LIMITS
 - EXISTING STORM SEWER
 - PROPOSED STORM SEWER
 - PROPOSED SILT FENCE OR BIOROLLS
 - PROPOSED ROCK STABILIZING EXIT
 - PROPOSED INLET CONTROL
 - DRAINAGE ARROW
 - EXISTING CATCH BASIN
 - PROPOSED CATCH BASIN
 - PROPOSED RANDOM RIPRAP CLASS III
 - PROPOSED SOD OR MNDOT SEED MIX 25-131
 - PROPOSED MNDOT SEED MIX 33-261



DESIGNED BY: JAP
DRAWN BY: ABL
CHECKED BY: GRP
DATE: 07.18.24
LIC. NO.: 52706

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.

JEFFREY A. PRASCH, P.E.

REVISIONS	
08.09.24	CLIENT COMMENTS
09.05.24	TOTAL NUMBER OF SHEETS
09.30.24	WEST PROPERTY IMPROVEMENTS

DEMARC
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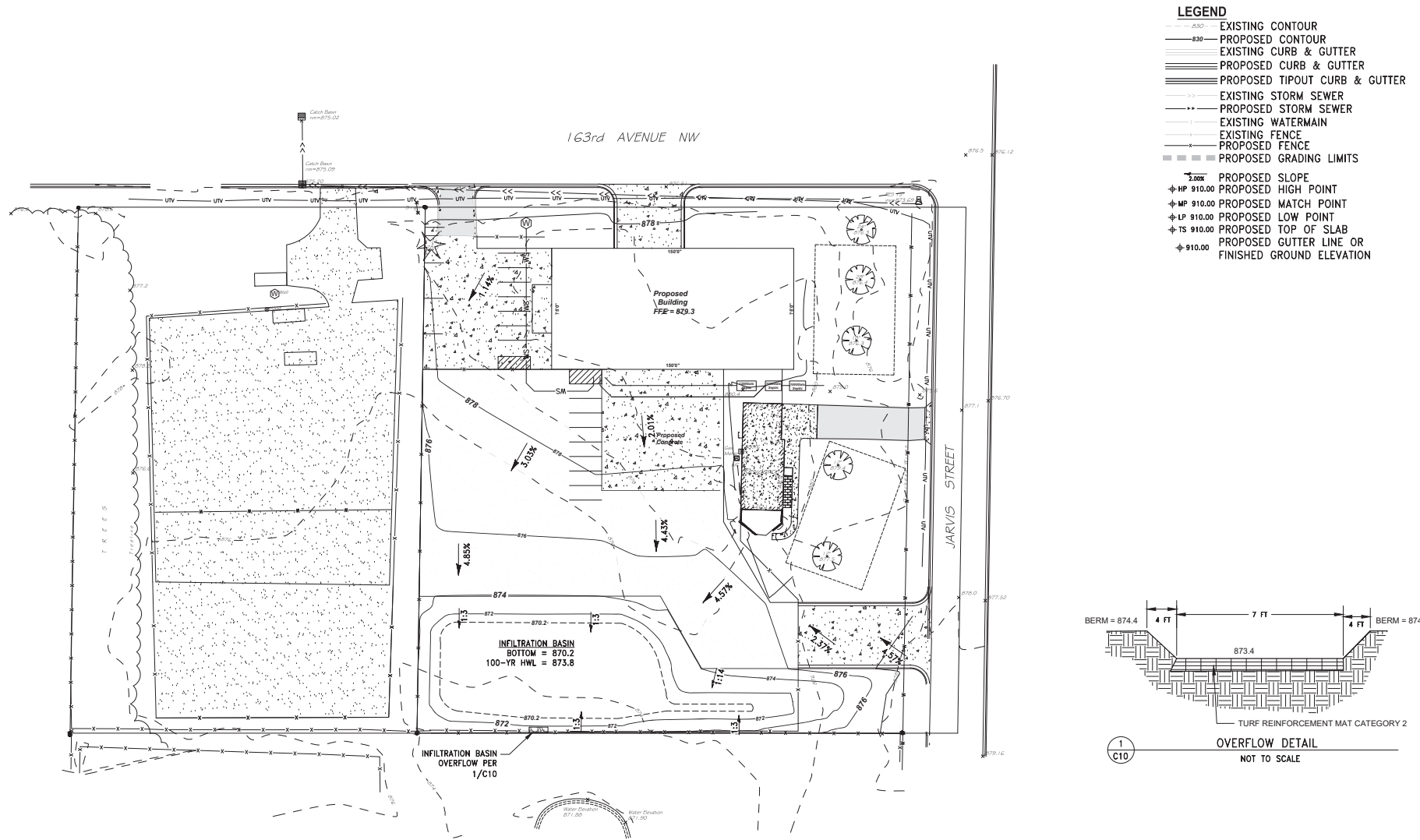
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763.241.9177

BIALON CENTER (OLD 11TH HOUR TOWING)
9672 163RD AVE NW
ELK RIVER, MINNESOTA

STORMWATER POLLUTION PREVENTION PLAN

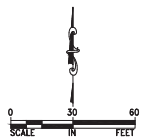
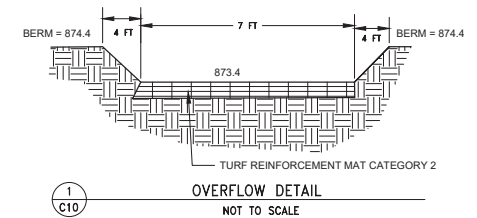
PROJECT: 90840
SHEET NO.
C8 OF C10

F:\survey\13-32-26 - shirburne\16234 Jarvis St NW\02 Engineering - 90640\01 CAD\05 Sheet Files\05 Grading & Drainage Plan Phase 1.dwg



LEGEND

- EXISTING CONTOUR
- PROPOSED CONTOUR
- EXISTING CURB & GUTTER
- PROPOSED CURB & GUTTER
- PROPOSED TIPOUT CURB & GUTTER
- EXISTING STORM SEWER
- PROPOSED STORM SEWER
- EXISTING WATERMAIN
- EXISTING FENCE
- PROPOSED FENCE
- PROPOSED GRADING LIMITS
- PROPOSED SLOPE
- HP 910.00 PROPOSED HIGH POINT
- MP 910.00 PROPOSED MATCH POINT
- LP 910.00 PROPOSED LOW POINT
- TS 910.00 PROPOSED TOP OF SLAB
- 910.00 PROPOSED GUTTER LINE OR FINISHED GROUND ELEVATION



DESIGNED BY: JAP
DRAWN BY: ABL
CHECKED BY: GRP
DATE: 09.05.24
LIC. NO.: 52706

REVISIONS	

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9672 163RD AVE NW
ELK RIVER, MINNESOTA

ALTERNATE POND GRADING & DRAINAGE PLAN

PROJECT: 90640
SHEET NO. C10 OF C10

CITY OF ELK RIVER
SHERBURNE COUNTY

CONDITIONAL USE PERMIT

Case No. CU 25-06

Permit. Subject to the terms and conditions set forth herein, the City of Elk River hereby grants a Conditional Use Permit (“Permit”) requested by **Jarvis LLC-Todd Bialon** for the following use:

Conditional Use Permit to allow outdoor vehicle storage, auto repair, and auto sales at 9672 163rd Ave NW, Elk River

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

Lot 1, Block 2, Elk River Screw Job, Sherburne County, Minnesota

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

Todd Bialon, owner

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

1. The setback variance (V 25-09) shall be approved.
2. All outdoor storage shall follow Section 30-807.
3. The parking and driveway area outside the fenced area shall be bound by B612 curb and gutter.
4. All parking and driving areas must be finished with an approved surface - bituminous, concrete, or compacted Class 5.
5. All areas not identified for parking or driving areas shall be maintained as turf grass per city standards.
6. A 100% opaque fence shall be installed along the perimeter of the outdoor storage area that is visible from the right-of-way.
7. Except for short-term staging requirements, there shall be no storage of vehicles outside the approved storage area, including the city street, exterior parking area, and landscaped areas.
8. Staff approval of all site and civil plans.
9. All motor vehicle repairs, bodywork, or detailing shall only occur inside the building.
10. Exterior doors shall be closed while any motor vehicle repair, body work, or detailing occurs.

11. The storage of damaged or inoperable vehicles shall only be allowed inside the fenced storage area.

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

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

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

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

Dated: _____, 2025.

CITY OF ELK RIVER

By: _____
Mayor John J. Dietz

By: _____
City Clerk Tina Allard

STATE OF MINNESOTA)
) ss.
COUNTY OF SHERBURNE)

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

Notary Public

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

Todd Bailon Conditional Use Permit



1

1

163rd Avenue

Jarvis Street

75-00856-0110

SITE

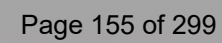
75-00013-1410

Background

- 1.61 acres
- I-3 (General Industrial)
- CUP for automobile:
 - Storage
 - Sales
 - Repair
- Variance – site yard setback
 - Approved by BOA
 - Consistent with approval for neighboring property owner.

Background

- One access on 163rd Ave
 - Gravel parking/storage
 - Concrete approaches
 - Other areas maintained as turf
 - Fence with screening
-
- Site had been used by 11th Hour Towing – no longer in operation.





16234 JARVIS
ST NW

9672 163RD
AVE NW

Planning Commission

- No one spoke for or against the request
- Staff have not received any comments since PC mtg
- The PC had no concerns
- Unanimously recommended approval

Action Requested

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



Request for Action

To
City Council

Item Number
7.3

Meeting Date
July 21, 2025

Prepared By
Zack Carlton, Community Development Director

Item Description
Preliminary Plat: Oakwater Ridge, Capstone Homes
- 16330 US Highway 10

Reviewed by
Cal Portner
Tina Allard

Action Requested

Approve the preliminary plat for Oakwater Ridge, subject to the following conditions:

1. The EAW for Oakwater Ridge must produce a negative finding for an EIS, and all comments from the public comment period must be addressed to the satisfaction of the representative agency.
2. Billboards along Highway 10 must be removed as the subdivision is developed and in accordance with City Council resolution 25-31.
3. Staff approval of all site, utility, grading, and landscape plans.
4. All wet stormwater basins require a 25-foot easement in accordance with setback and buffer requirements outlined in Sec. 30-1852. The buffer must be marked with approved signs.
5. Setback lines shown on the preliminary plat must reflect the 45-foot setback required for all wet ponds.
6. Trails and other features within the floodplain must comply with the floodplain ordinance standards.
7. All temporary dead ends included in future development plans must include signage stating "Future Through Street" and a temporary cul-de-sac when the street will have driveway access.
8. Work with Elk River Municipal Utilities (ERMU) to adjust overhead power poles to support the development and future frontage road along Highway 10.
9. ERMU requires a per-lot streetlight fee.
10. The subdivision must be developed in accordance with all requirements included in the Oakwater Ridge Master Plan and consistent with City Council action in their approval on April 7, 2025.
11. The developer and the city must design and install access improvements at Highway 10 and 165th Ave to support the traffic needs of the proposed development.
12. The DNR must provide written approval of the work proposed within the Wild and Scenic River District.
13. Along the property line with the Oliver Kelley Farm, the developer shall provide the following: vegetative screening and a private property sign every 500 feet along the non-wooded boundary, and one private property sign for each residential parcel along the wooded boundary.
14. The developer must also work with Oliver Kelley Farm to resolve any encroachment concerns resulting from the existing fence.
15. Staff and the developer shall work together to resolve addressing and street alignment concerns.

Background/Discussion

In the summer of 2024, Capstone Homes began working with the city to develop approximately 250 acres along the Mississippi River as a residential subdivision. Capstone's first step was to create a Master Plan/PUD for the 536-lot project. Starting with the PUD, the city and developer have created a shared vision for the

The Elk River Vision

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



area, which will simplify the future platting process, as the majority of the subdivisions' features and layout have already been reviewed by the city.

The Master Plan/PUD was approved by the City Council on April 7, 2025, and includes 536 single-family homes on parcels ranging in size from 50 feet wide to 100 feet wide. The density is highest near Highway 10, and the lots increase in width, lower density, closer to the Mississippi River to meet the Wild and Scenic River District Standards. Additionally, the NE area of the development includes land slated for future commercial uses and a planned interchange with Highway 10.

Park and Recreation

The Park and Recreation Commission reviewed the preliminary plat on June 11, 2025, and recommended that park dedication be consistent with the PUD approval from April 7, 2025. In reviewing the plans, the proposal is consistent with the standards.

Planning Commission

The Commission held a public hearing for the plat on June 24, 2025. No one spoke during the public hearing, and no comments were received for or against the project. There was some discussion from the commission regarding the required safety improvements to the intersection of Highway 10 and 165th Ave NW, but changes to the approval were recommended. The commission unanimously recommended approval of the plat, subject to the conditions noted in the memo.

Financial Impact

None

Mission/Policy/Goal

Support the growth and development of the community.
Opportunity to live, work, and play.

Attachments

1. Planning Commission Memo dated June 24, 2025
2. 7.3 Oakwater Ridge CC



Request for Action

To
Planning Commission

Item Number
4.4

Meeting Date
June 24, 2025

Prepared By
Zack Carlton, Community Development Director

Item Description
Preliminary Plat: Oakwater Ridge, Capstone Homes
- 16330 US Highway 10

Reviewed by
Chris Leeseberg

Action Requested

Recommend, by motion, approval of the preliminary plat for Oakwater Ridge, subject to the following conditions:

1. All comments of the EAW must be addressed to the satisfaction of the representative agency.
2. Billboards along Highway 10 must be removed as the subdivision is developed and in accordance with City Council resolution 25-31.
3. Staff approval of all site, utility, grading, and landscape plans.
4. All wet stormwater basins require a 25-foot easement in accordance with setback and buffer requirements outlined in Sec. 30-1852. The buffer must be marked with approved signs.
5. Setback lines shown on the preliminary plat must reflect the 45-foot setback required for all wet ponds.
6. Trails and other features within the floodplain must comply with the floodplain ordinance standards.
7. All temporary dead-ends included in future development plans must include signage stating "Future Through Street" and a temporary cul-de-sac when the street will have driveway access.
8. Work with Elk River Municipal Utilities (ERMU) to adjust overhead power poles to support the development and future frontage road along Highway 10.
9. ERMU requires a per lot streetlight fee.
10. The subdivision must be developed in accordance with all requirements included in the Oakwater Ridge Master Plan and consistent with City Council action in their approval on April 7, 2025.
11. The developer and the city must design and install access improvements at Highway 10 and 165th Ave to support the traffic needs of the proposed development.
12. The MnDNR must provide written approval of the work proposed within the Wild and Scenic River District.
13. Along the property line with the Oliver Kelley Farm, the developer shall provide the following: vegetative screening and a private property sign every 500 feet along the non-wooded boundary, and one private property sign for each residential parcel along the wooded boundary.
14. The developer must also work with the Oliver Kelley Farm to resolve any encroachment concerns resulting from the existing fence.
15. Staff and the developer shall work together to resolve addressing and street alignment concerns.

Background/Discussion

Earlier this year, Capstone Homes began working with the city to develop approximately 250 acres along the Mississippi River as a single-family residential subdivision. Capstone's first step was to create a master

The Elk River Vision

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

plan/PUD for the 536-lot project. Starting with the PUD, the city and developer have created a shared vision for the area, which will simplify the platting process going forward, as the majority of the subdivisions' features and layout have already been reviewed by the city.

The master plan/PUD was approved by the City Council on April 7, 2025, and includes 536 single-family homes on parcels ranging in size from 50-feet wide to 100-feet wide. The density is highest near Highway 10, and the lots increase in width, lower density, closer to the Mississippi River in order to meet the Wild and Scenic River District Standards. Additionally, the NE area of the development includes land slated for future commercial uses and a planned interchange with Highway 10.

Comprehensive Plan

The Comprehensive Plan was updated as part of the PUD process and guides the site for Mixed Residential and Highway Business uses.

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

Access and Streets

As noted earlier, the development is located between Highway 10 and the Mississippi River, but it also abuts the Oliver Kelley Farm historic site along the southern boundary. The main access to the site will be from an improved access point at Highway 10 and 165th Ave. This is the current location of the driveway serving the property. City staff, the developer, and the City Council have been working with MnDOT to design the interchange. The long-term success of the project will require improvements to the 165th Ave intersection and the developer and the city are working together to develop a cost-sharing agreement to design and fund the improvement.

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

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

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

The city streets will meet the city design standard of 34-feet wide.

City Utilities

All parcels will be served by city sewer and water. This requires the extension of existing trunk services, which are the responsibility of the developer. A water line will be extended south from Yale Court near Blaze Credit Union. This line will be installed along the existing Yale Street alignment, and installed at the developers' cost. Neighboring property owners will not be assessed a trunk fee, but service stubs are not included as part of the project. A second water line, completing a looped water system, and the main sanitary service will be brought in from the east, along the existing 165th Ave alignment.

Housing Types

The proposal includes four different lot sizes, ranging in size from 50-foot-wide lots with a 35-foot-wide building pad, up to 100-foot lots overlooking the Mississippi River. Most parcels are between 65 and 75-feet wide and are consistent with developments that have been approved in recent years.

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

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

The smallest lot sizes are close to Highway 10 and are 50-feet-wide with a front yard setback of 25-feet, but maintain 15-feet between buildings. These lots generated a fair amount of conversation at the Planning Commission and City Council. The Planning Commission had recommended increasing the minimum lot size to 52-feet, but the Council ultimately approved the PUD Master Plan with 50-foot lots. Parking has typically been a concern for smaller lots, and the PUD restricts driveway width to 16-feet to maximize curb space for parking.

Environmental

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

Additionally, due to the development's size and location, an Environmental Assessment Worksheet (EAW) is required. An EAW is a state-mandated analysis of the impacts a proposed development project may generate. It includes a wide variety of topics, including traffic, historical elements, natural features, to name a few. The EAW was posted with the Environmental Quality Board (EQB) on May 20, 2025, and the comment period for the project closed on June 20, 2025. City staff and the developer continue to work through the EAW process and addressing all comments provided during this process is a recommended condition of approval.

Applicable Regulations

Preliminary Plat

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

- 1. The proposed subdivision is consistent with the zoning regulations (article VI of this chapter) and conforms in all respects with all requirements of this Code, including the zoning regulations and this article.*

The subdivision is being developed in accordance with the Council approved PUD/master plan. Any standards not specifically noted under that plan must conform with city codes.

- 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 Comprehensive Plan guides the project area for Mixed-Residential Neighborhood Uses. This designation consists of neighborhoods with multiple housing types, including detached single-family, townhomes, villas (patio homes) etc.

The proposed project does not include townhomes, but through discussions with the City Council and Planning Commission the subdivision meets the plan's goals through the range of lot sizes.

3. *The physical characteristics of the site, including but not limited to topography, soils, vegetation, susceptibility to erosion and siltation, susceptibility to flooding, and drainage are suitable for the type and density of development and uses contemplated.*

The physical characteristics of the site support the proposed use. Stormwater features, including a network of pipes and basins, will ensure water leaving the site, and flowing on to adjacent properties, is consistent with present day metrics.

Additionally, the applicant is moving through the Environmental Assessment Worksheet (EAW) process and all state and local entities have had an opportunity to comment on the project's impact.

4. *The proposed subdivision makes adequate provision for water supply, storm drainage, sewage transportation, erosion control and all other services, facilities and improvements otherwise required in this article.*

The subdivision includes all required connections to public utilities and stormwater infrastructure to meet city requirements. Additional permits required to comply with erosion control standards are required and must be secured prior to building permit issuance.

5. *The proposed subdivision will not cause substantial environmental damage.*

City staff, the developer, and the DNR worked together to ensure the project met the Wild and Scenic River District standards. This includes maintaining at least 50% open space for the entire area within the designated district, preserving 100-foot lots along the river, and 75-foot lots for areas along the bluff.

Additionally, the applicant is moving through the Environmental Assessment Worksheet (EAW) process and all state and local entities have had an opportunity to comment on the project's impact.

6. *The proposed subdivision will not conflict with easements of record or with easements established by judgment of a court.*

There are no conflicts with easements of record.

7. *The proposed subdivision will not have an undue and adverse impact on the reasonable development of neighboring land.*

Most of the neighboring properties are already developed or dedicated to long-term uses prohibiting development. Surrounding properties include single-family and commercial uses to the north, existing agricultural and industrial uses across Highway 10, and the Oliver Kelley Farm to the south. The project will not have an adverse impact on the reasonable development of neighboring land.

8. *The proposed subdivision is not premature. A subdivision is premature if any of the following exists:*
 - a. *Lack of adequate stormwater drainage.*
 - b. *Lack of adequate roads.*
 - c. *Lack of adequate sanitary sewer systems.*
 - d. *Lack of adequate off-site public improvements or support systems.*

The remaining key consideration is the planned access at 165th Ave. The city and the developer are working closely to develop the plans and install the required improvements. However, until these improvements have been developed in accordance with MnDOT's standards, the development may not be approved to move forward. Staff are confident that the improvements will be finalized, but have included a condition of approval requiring the improvements to Highway 10. Without these improvements, MnDOT would not provide an access permit to the developer.

In reviewing the standards for approval of a Preliminary Plat, the proposed project meets the standards, and is recommended for approval with the outlined conditions.

Financial Impact

Mission/Policy/Goal

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

Attachments

1. Location Map
2. Oakwater Ridge Preliminary Plat and Plans
3. Oakwater Ridge Master PUD dated April 7, 2025
4. Oakwater Ridge Site Rendering



Project Location Map

Capstone Homes

Preliminary Plat

Case No: P 25-14

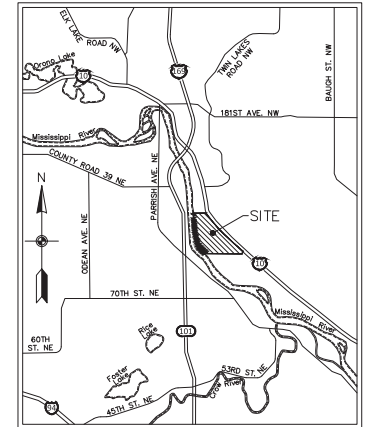
OAKWATER RIDGE

PRELIMINARY PLAT I

ELK RIVER, MINNESOTA

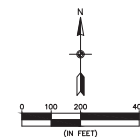
VICINITY MAP

NOT TO SCALE



SHEET INDEX

1. COVER
- 2-3. EXISTING CONDITIONS
4. PRELIMINARY PLAT INDEX
- 5-15. PRELIMINARY PLAT
- 16-17. REMOVALS PLAN
18. SITE & UTILITY INDEX
- 19-21. PRELIMINARY SITE & UTILITY PLAN
22. GRADING INDEX
- 23-33. PRELIMINARY GRADING & EROSION CONTROL PLAN
- 34-37. DETAILS
- L1-L7. LANDSCAPE PLAN



BENCHMARK

1. Minnesota Department of Transportation
 Station 050 Station No. 30501 (Mn/DOT
 Name 2 257) - Elevation 883.57 ft.
 (NAVD83)

2. Minnesota Department of Transportation
 Station 050 Station No. 30498 (Mn/DOT
 Name 6 257) - Elevation 884.067 ft.
 (NAVD83)



The subsurface utility information shown on this plan is utility quality level D. This quality level was determined according to the guidelines of OJASCE 38-50, revised "Standard Guidelines for the Collection and Depiction of Existing Subsurface Utility Data".



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

Print Name: Brian J. Krystofek, P.E.
 Signature: *Brian J. Krystofek*
 Date: 05/23/25 License #: 22683

Drawn: LCKR/DUP
 Designed: BJK
 Date: 05/23/25

Revisions:
 1.

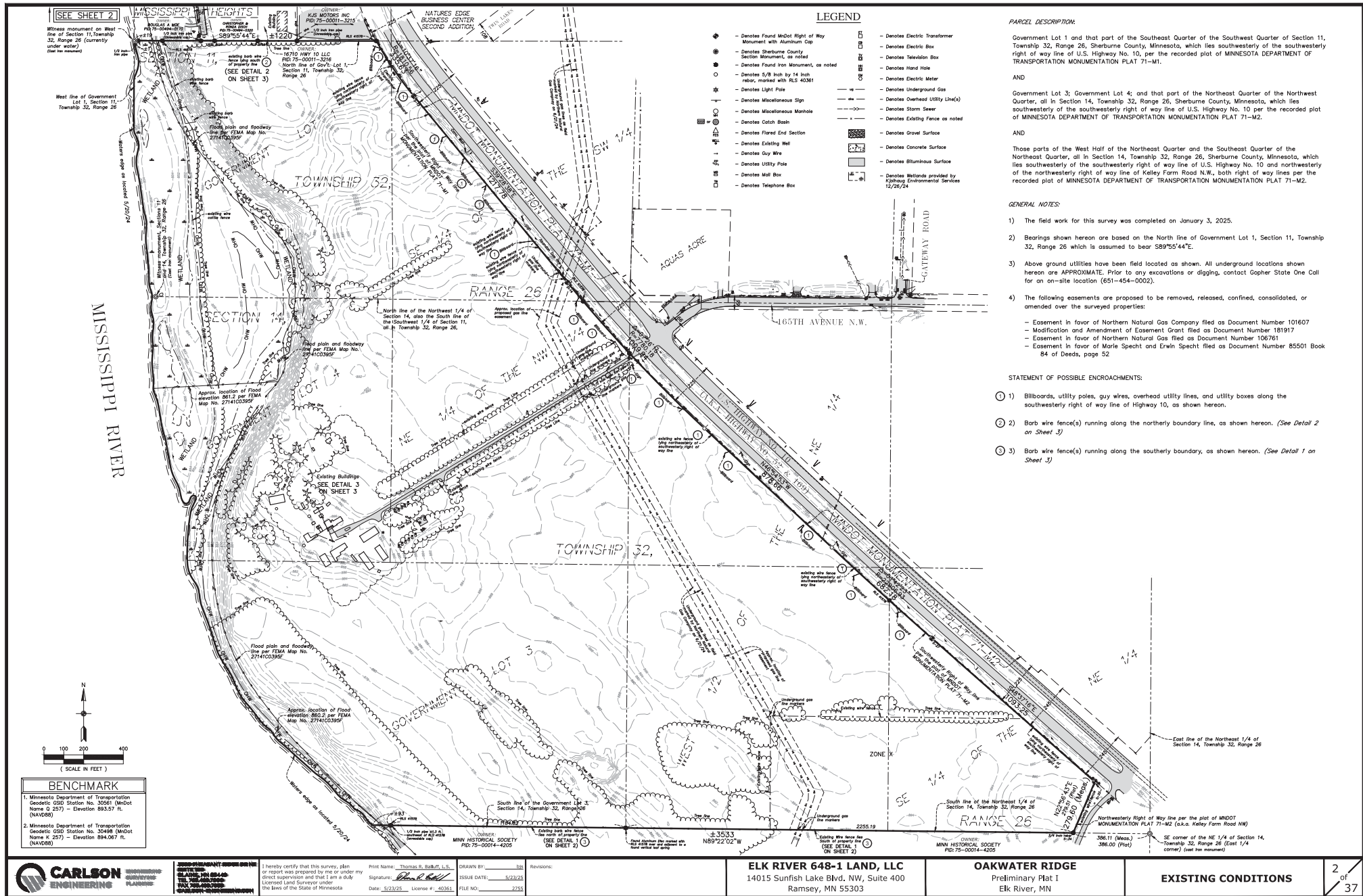
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 14015 Sunfish Lake Blvd. NW, Suite 400
 Ramsey, MN 55303

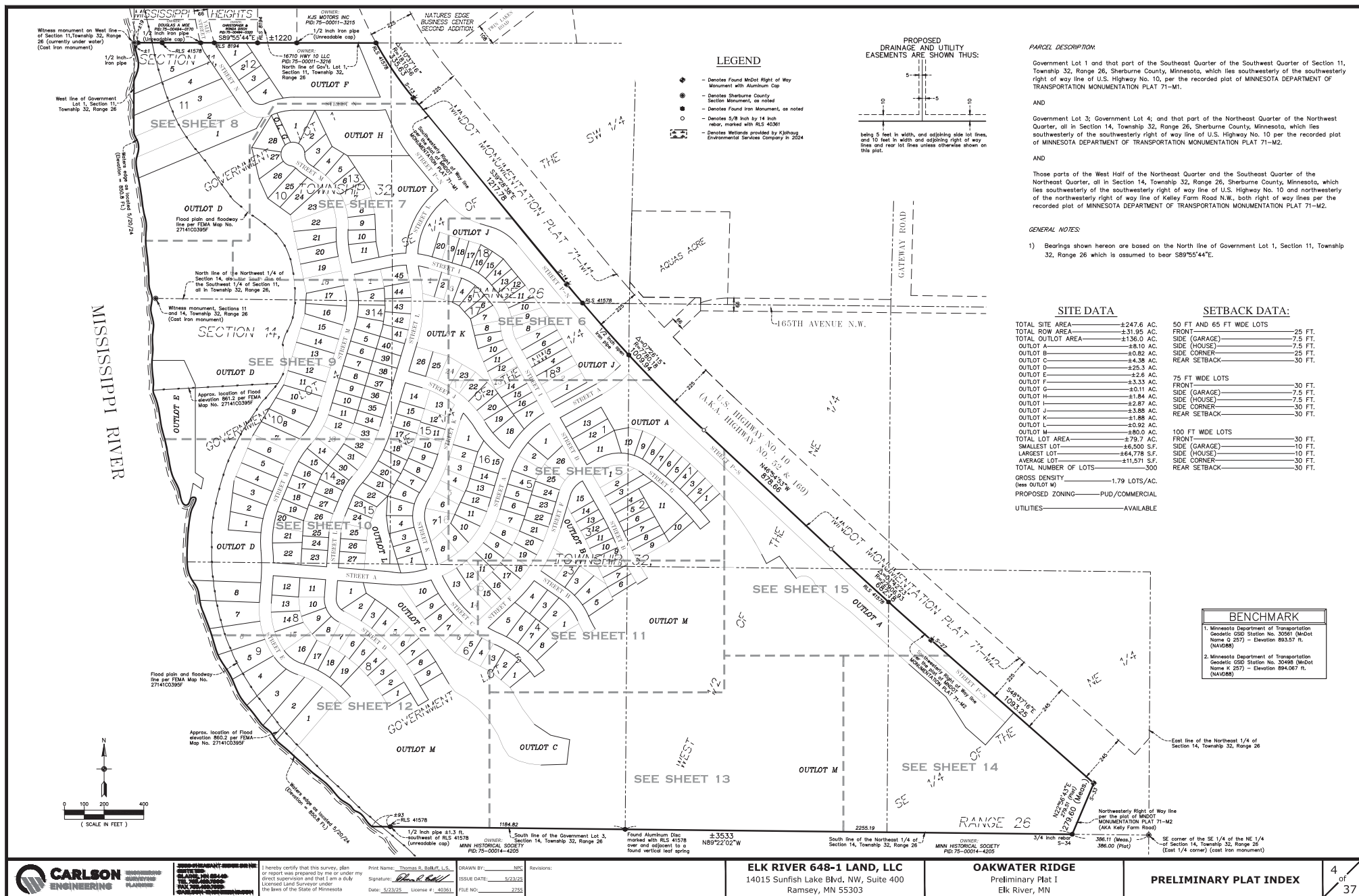
OAKWATER RIDGE
 Preliminary Plat I
 Elk River, MN

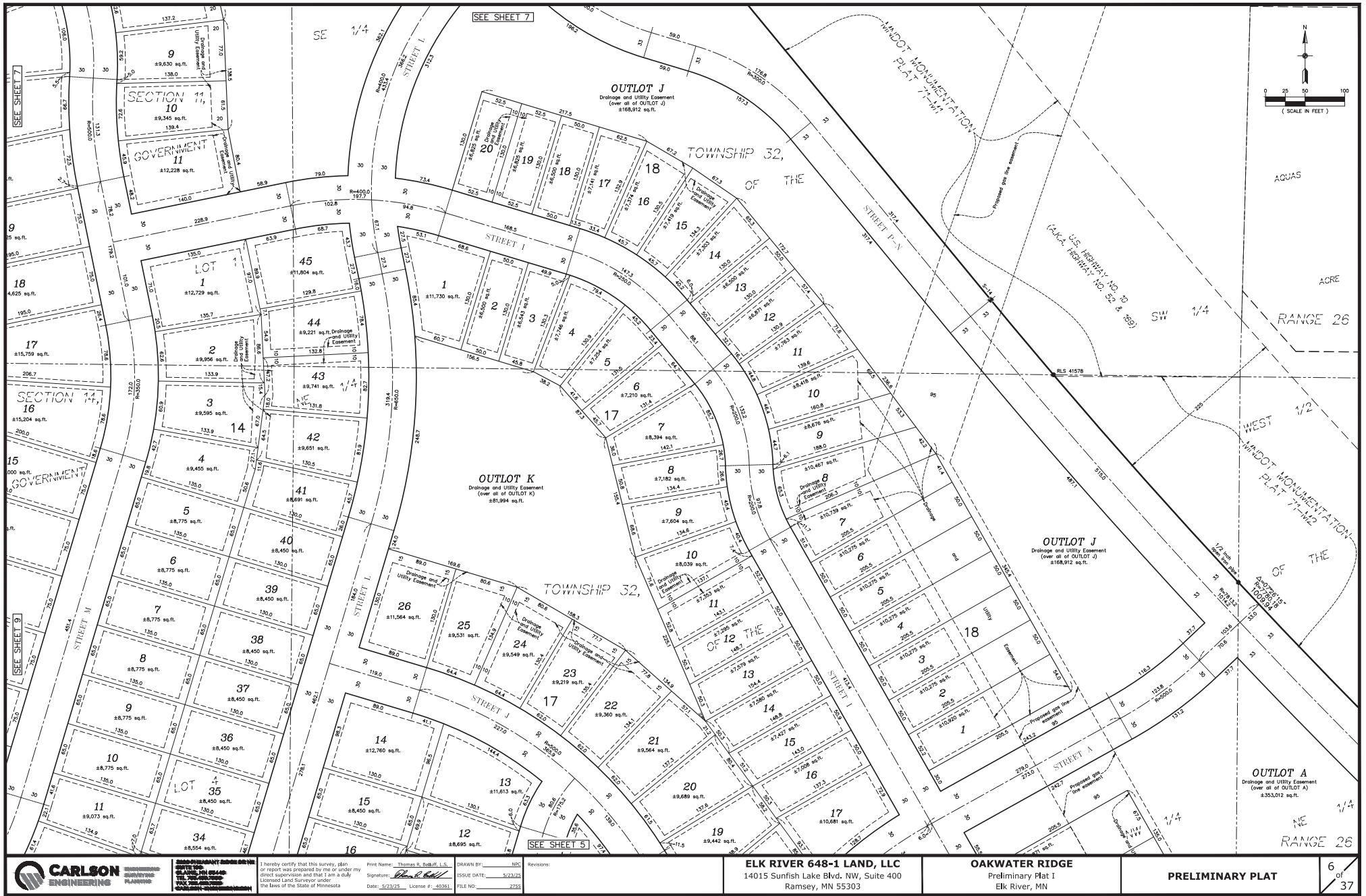
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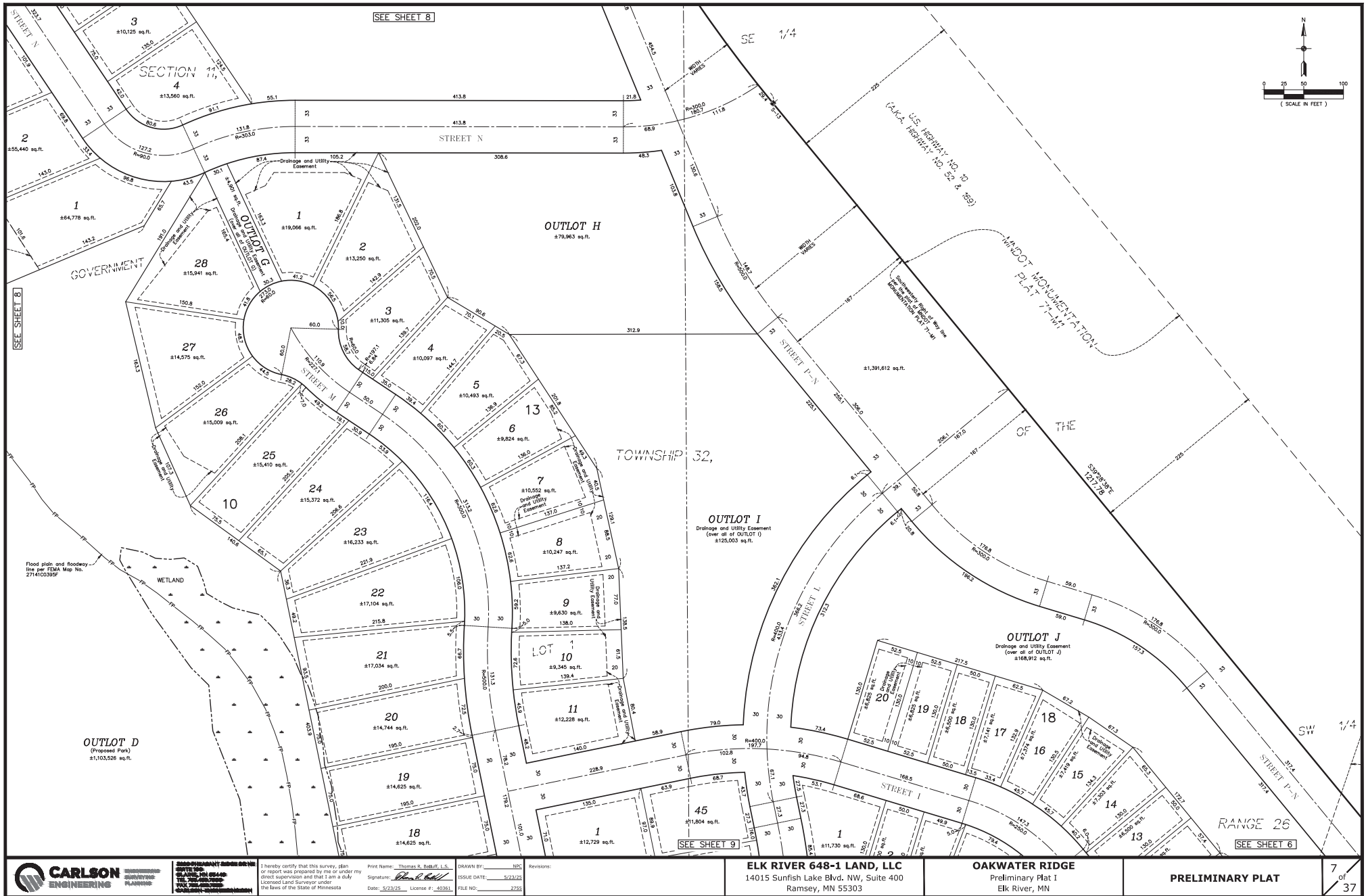
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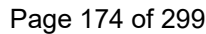
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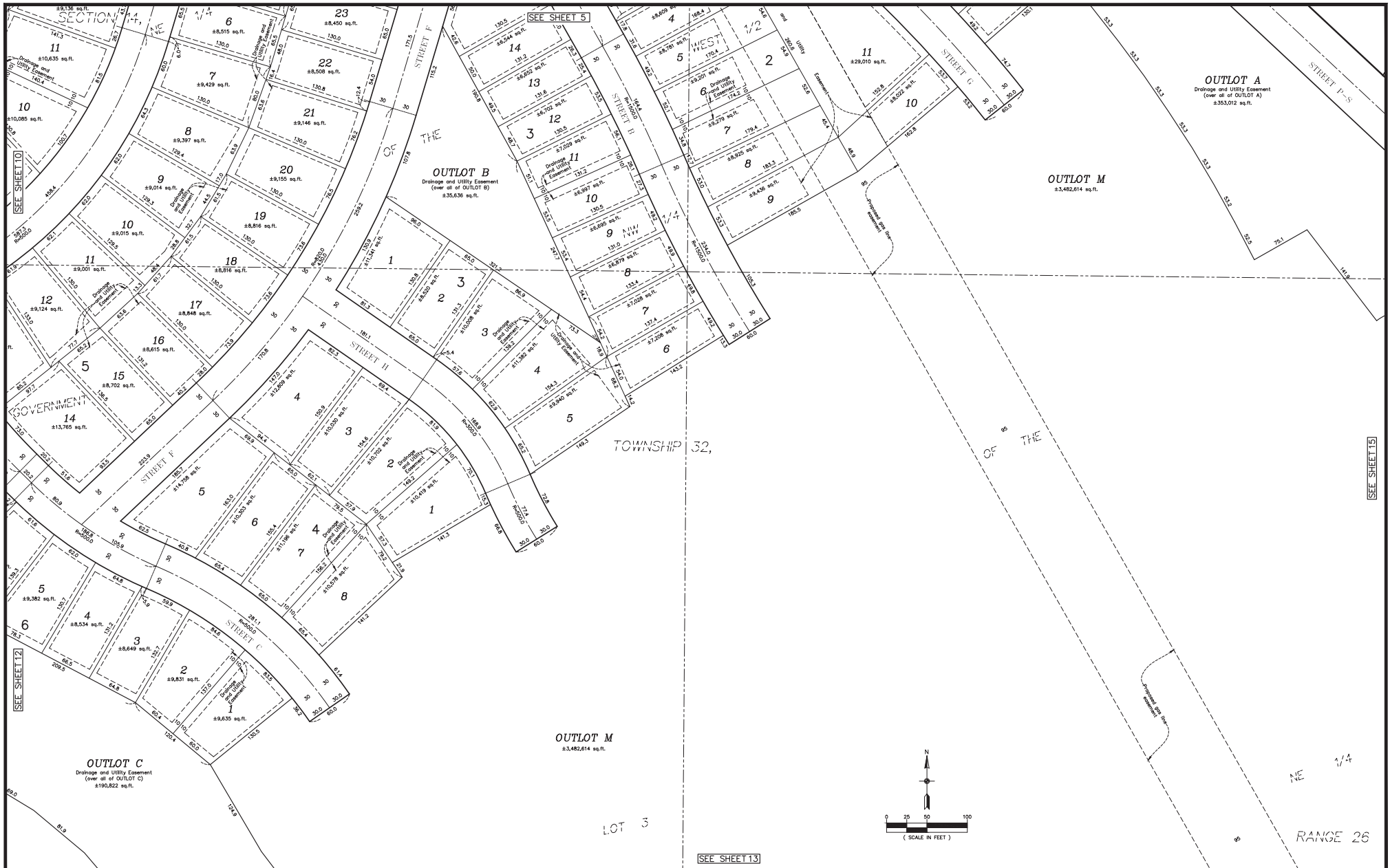












ELK RIVER 648-1 LAND, LLC
 14015 Sunfish Lake Blvd. NW, Suite 400
 Ramsey, MN 55303

Print Name: Thomas R. Bickel, L.S.
 Signature: [Signature]
 Date: 5/23/25 License #: 40361

DRAWN BY: NPC
 ISSUE DATE: 5/23/25
 FILE NO: 2735

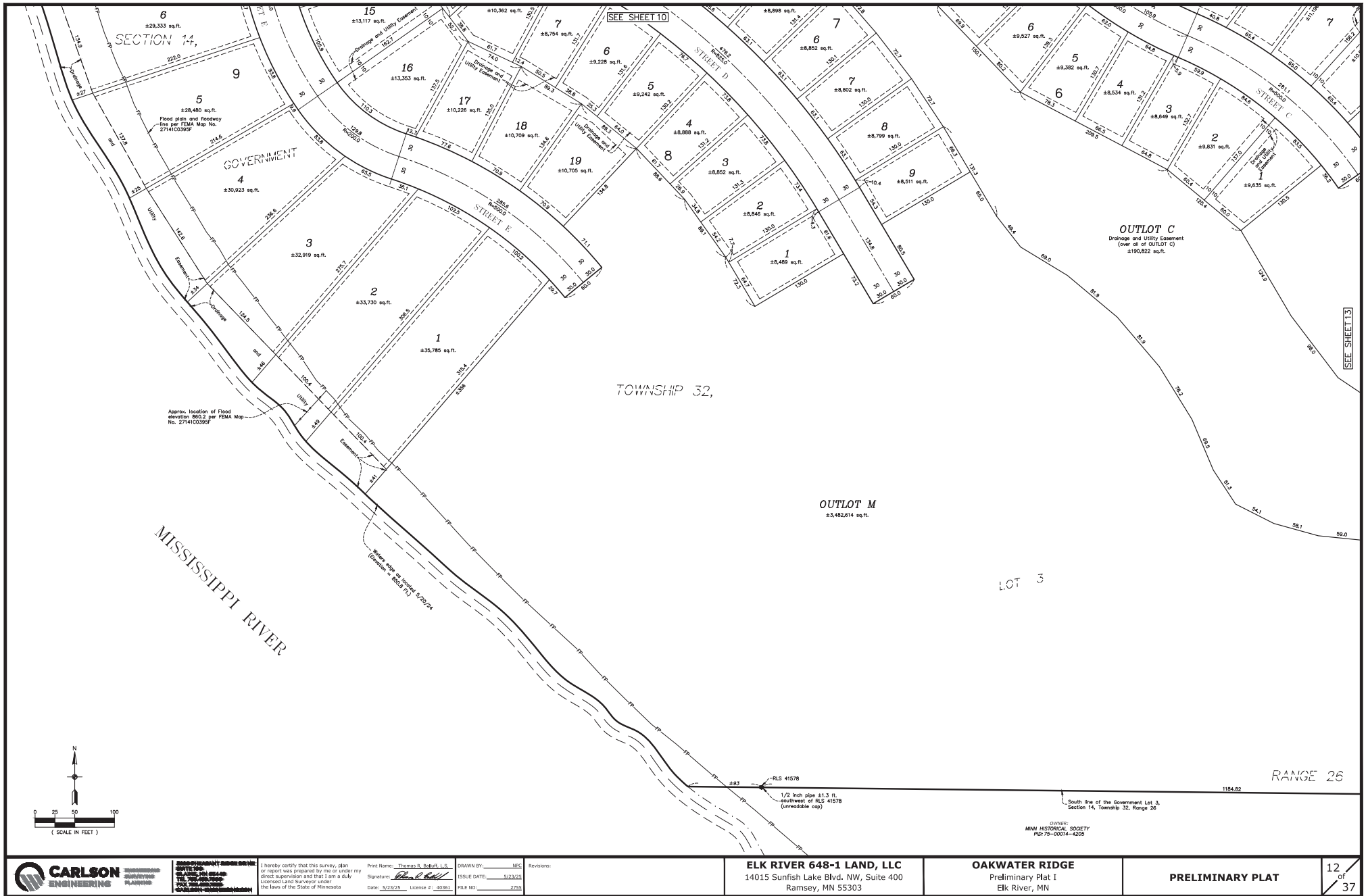
Revisions:
 1. I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

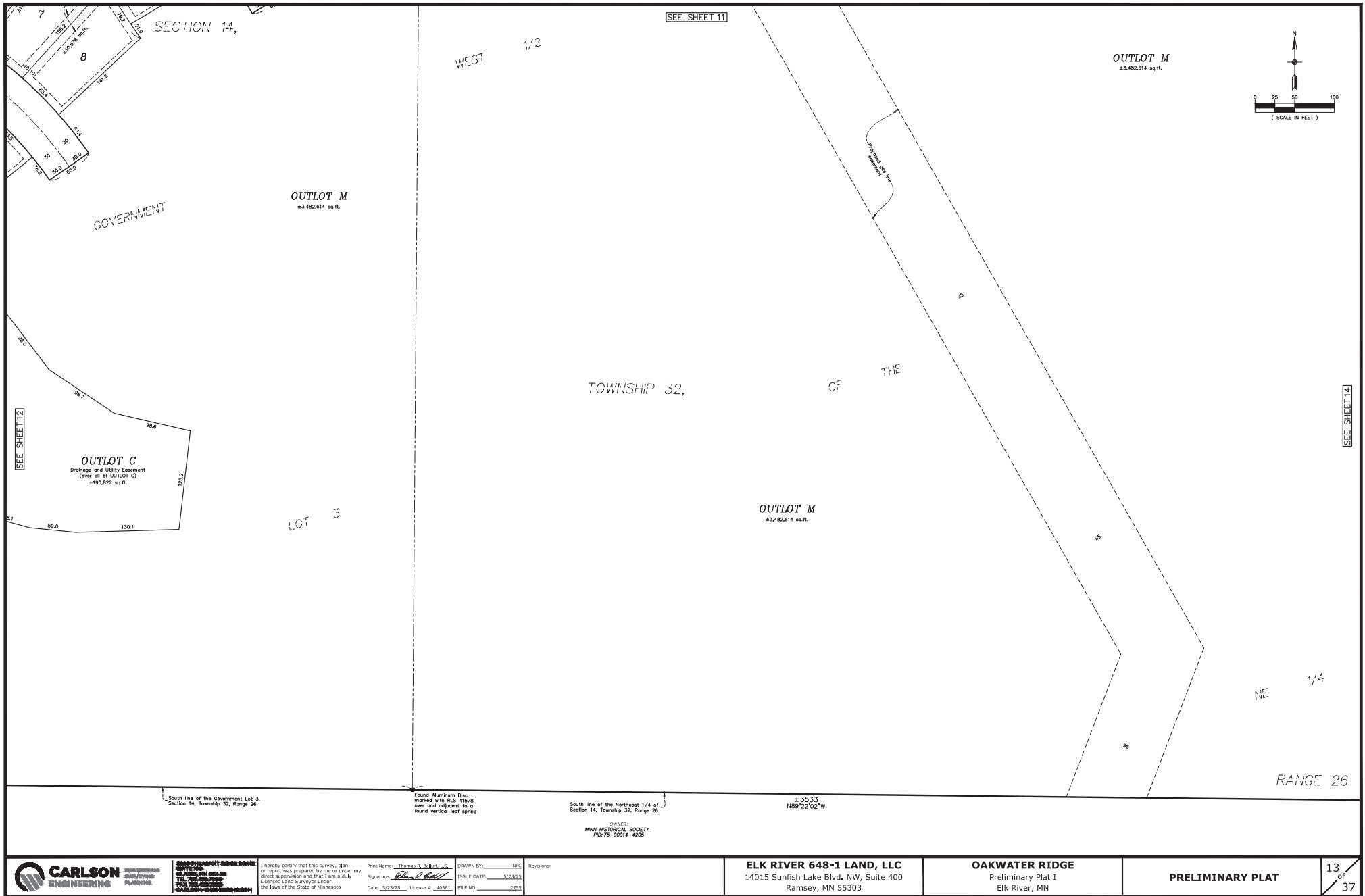
ELK RIVER 648-1 LAND, LLC
 14015 Sunfish Lake Blvd. NW, Suite 400
 Ramsey, MN 55303

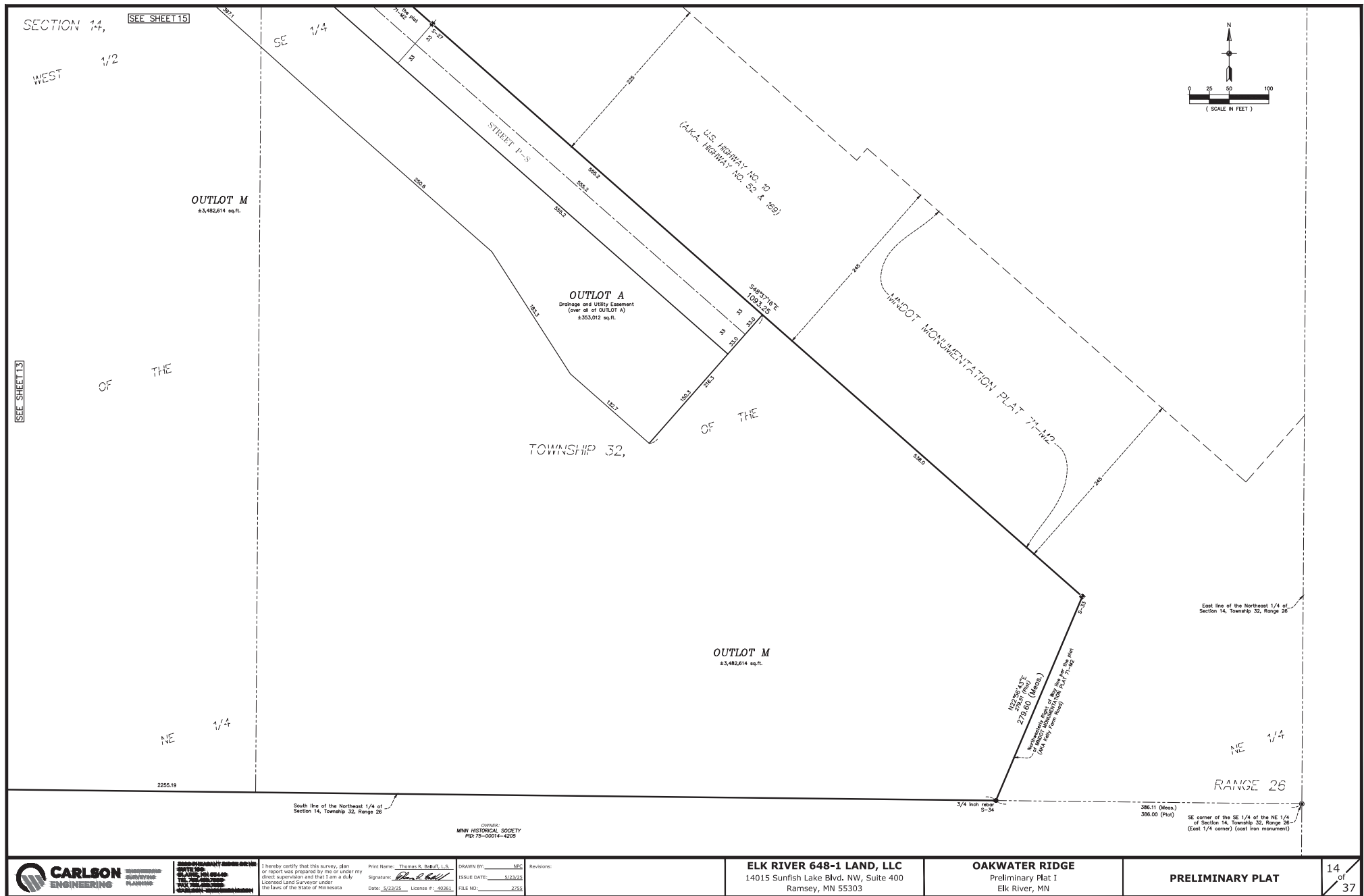
OAKWATER RIDGE
 Preliminary Plat I
 Elk River, MN

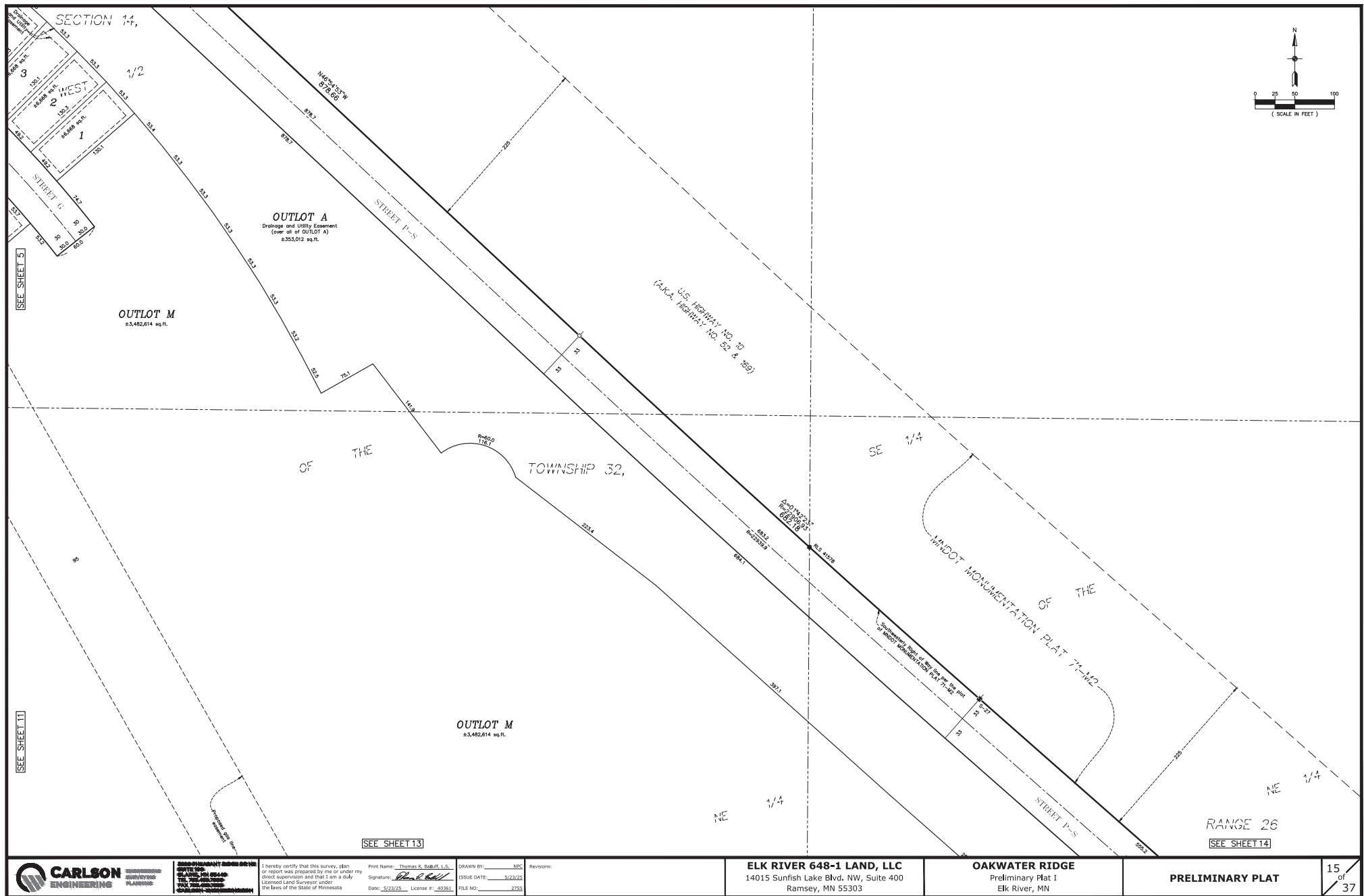
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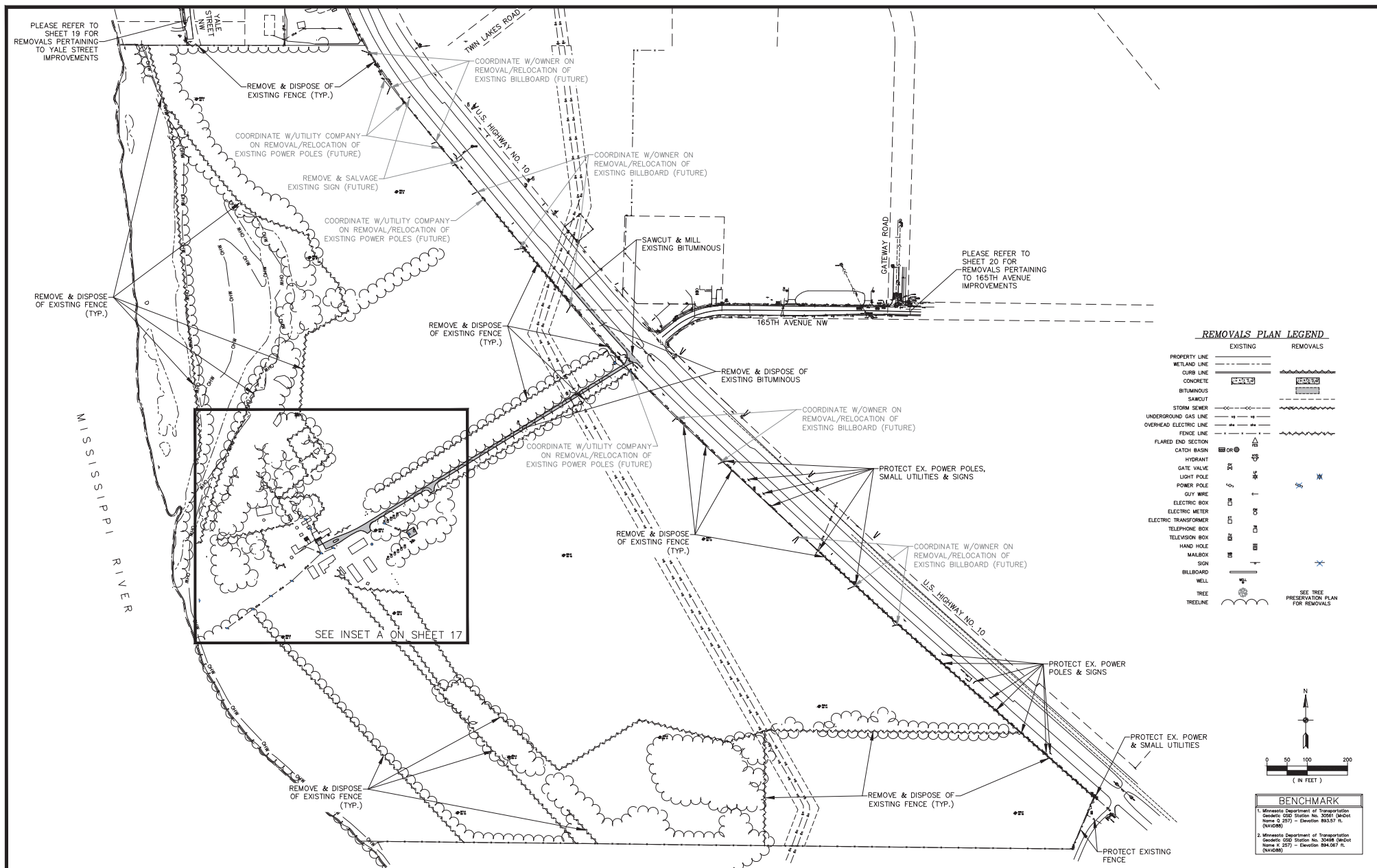
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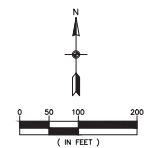






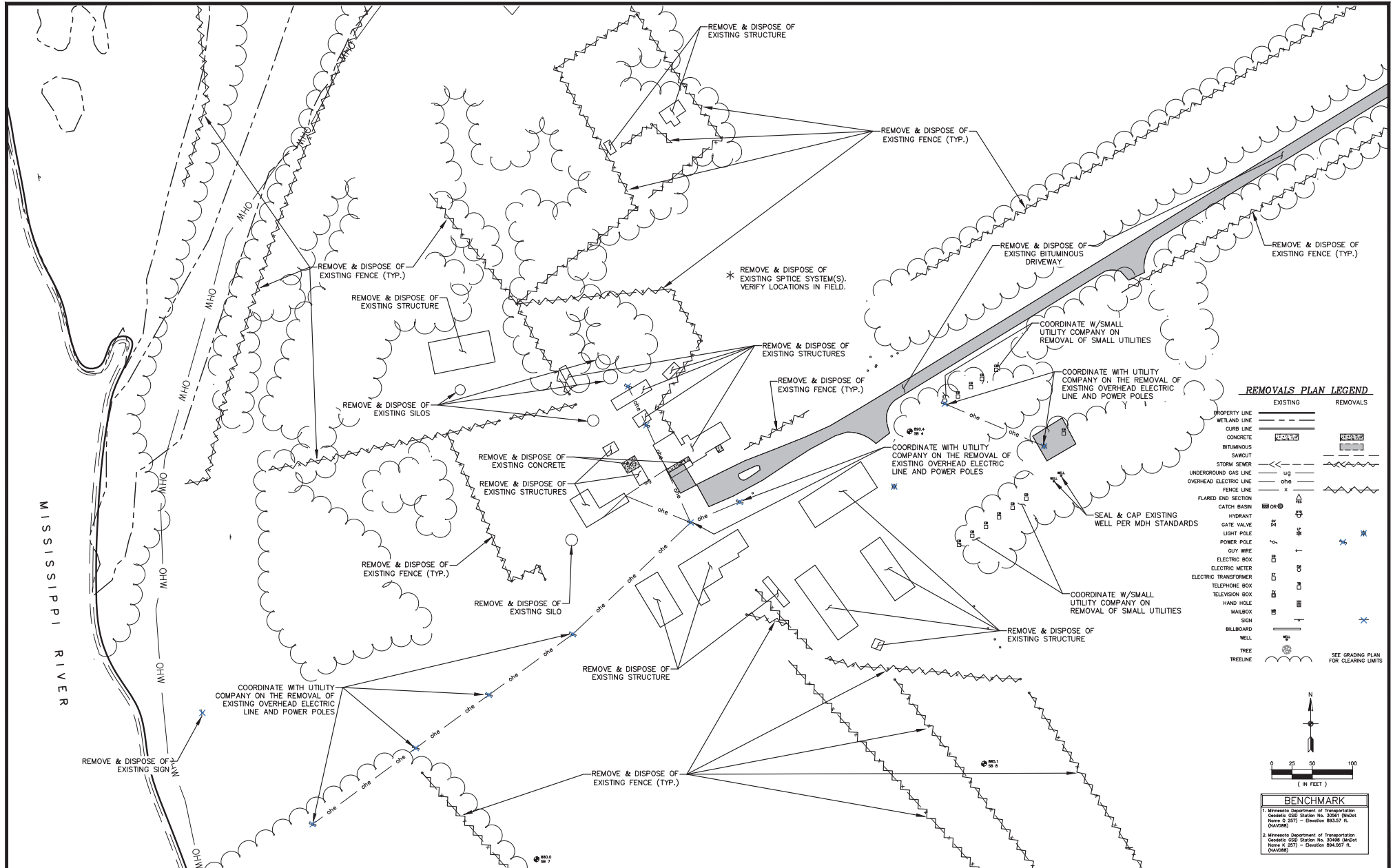
REMOVALS PLAN LEGEND

EXISTING	REMOVALS
PROPERTY LINE	---
WETLAND LINE	---
CURB LINE	---
CONCRETE	=====
BITUMINOUS	=====
SAWCUT	=====
STORM SEWER	-----
UNDERGROUND GAS LINE	-----
OVERHEAD ELECTRIC LINE	-----
FENCE LINE	-----
FLARED END SECTION	-----
CATCH BASIN	-----
HYDRANT	-----
GATE VALVE	-----
LIGHT POLE	-----
POWER POLE	-----
GUY WIRE	-----
ELECTRIC BOX	-----
ELECTRIC METER	-----
ELECTRIC TRANSFORMER	-----
TELEPHONE BOX	-----
TELEVISION BOX	-----
HAND HOLE	-----
MAILBOX	-----
SIGN	-----
BILLBOARD	-----
WELL	-----
TREE	-----
TREELINE	-----
	SEE TREE PRESERVATION PLAN FOR REMOVALS



BENCHMARK
1. Minnesota Department of Transportation Geodetic GDS Station No. 30561 (elevation 883.57 ft.) (NAVD83)
2. Minnesota Department of Transportation Geodetic GDS Station No. 30488 (elevation 894.067 ft.) (NAVD83)

CARLSON ENGINEERING CONSULTING ENGINEERS PLANNERS	DESIGNER'S CERTIFICATE 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	Print Name: Brian J. Krystofek, P.E. Signature: <i>Brian J. Krystofek</i> Date: 05/23/25 License #: 28063	Drawn: LCK/KRD/UP Designed: BJK Date: 05/23/25	Revisions: 1.	ELK RIVER 648-1 LAND, LLC 14015 Sunfish Lake Blvd. NW, Suite 400 Ramsey, MN 55303	OAKWATER RIDGE Preliminary Plat I Elk River, MN	REMOVALS PLAN	16 of 37
		PLEASE REFER TO SHEET 19 FOR REMOVALS PERTAINING TO YALE STREET IMPROVEMENTS REMOVE & DISPOSE OF EXISTING FENCE (TYP.) COORDINATE W/UTILITY COMPANY ON REMOVAL/RELOCATION OF EXISTING POWER POLES (FUTURE) REMOVE & SALVAGE EXISTING SIGN (FUTURE) COORDINATE W/OWNER ON REMOVAL/RELOCATION OF EXISTING BILLBOARD (FUTURE) SAWCUT & MILL EXISTING BITUMINOUS REMOVE & DISPOSE OF EXISTING BITUMINOUS COORDINATE W/OWNER ON REMOVAL/RELOCATION OF EXISTING BILLBOARD (FUTURE) PROTECT EX. POWER POLES, SMALL UTILITIES & SIGNS COORDINATE W/OWNER ON REMOVAL/RELOCATION OF EXISTING BILLBOARD (FUTURE) REMOVE & DISPOSE OF EXISTING FENCE (TYP.) PROTECT EX. POWER POLES & SIGNS PROTECT EX. POWER & SMALL UTILITIES REMOVE & DISPOSE OF EXISTING FENCE (TYP.) PROTECT EXISTING FENCE				#9556		



CONSULTING
ENGINEERING
PLANNING

DESIGNER'S CERTIFICATE
I, the undersigned, being a duly Licensed Professional Engineer under the laws of the State of Minnesota, do 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.

Print Name: Brian J. Krystofak, P.E.
Signature: *Brian J. Krystofak*
Date: 05/23/25 License #: 28063

Drawn: LCK/KR/JP
Designed: BJK
Date: 05/23/25

Revisions:
1.

ELK RIVER 648-1 LAND, LLC
14015 Sunfish Lake Blvd, NW, Suite 400
Ramsey, MN 55303

OAKWATER RIDGE
Preliminary Plat I
Elk River, MN

REMOVALS PLAN

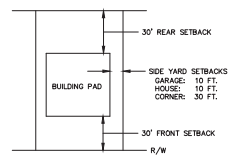
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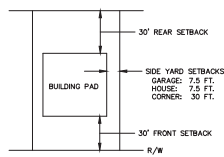
SITE PLAN LEGEND

EXISTING	PROPOSED
LIGHT POLE	
SANITARY MANHOLE	
MISCELLANEOUS SIGN	
EXISTING SPOT ELEVATION	
EXISTING TREE	
TELEVISION BOX	
FIRE HYDRANT	
GATE VALVE	
CLEANOUT	
ELECTRIC BOX	
GAS METER	
CATCH BASIN	
RAIN GUARDIAN	
ELECTRIC METER	
TELEPHONE BOX	
UTILITY POLE	
FLARED END SECTION	
STORM MANHOLE	
SERVICE	
SOIL BORING/TEST HOLE	
RETAINING WALL	
WATERMAIN	
SANITARY SEWER	
STORM SEWER	
PROPERTY LINE	
SETBACK LINE	
CURB	
WETLAND	
DITCH	
UNDERGROUND TELEPHONE	
UNDERGROUND ELECTRIC	
UNDERGROUND GAS	
UNDERGROUND FIBEROPTIC	
FENCE	
OVERHEAD ELECTRIC	
CONCRETE SURFACE	
BITUMINOUS SURFACE	

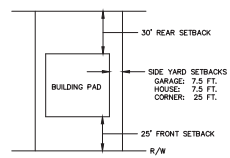
100' RIPARIAN LOT DATA



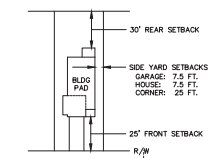
75' LOT DATA



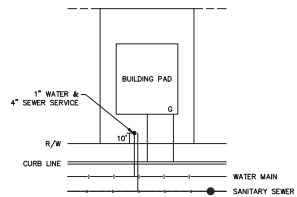
65' LOT DATA



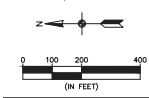
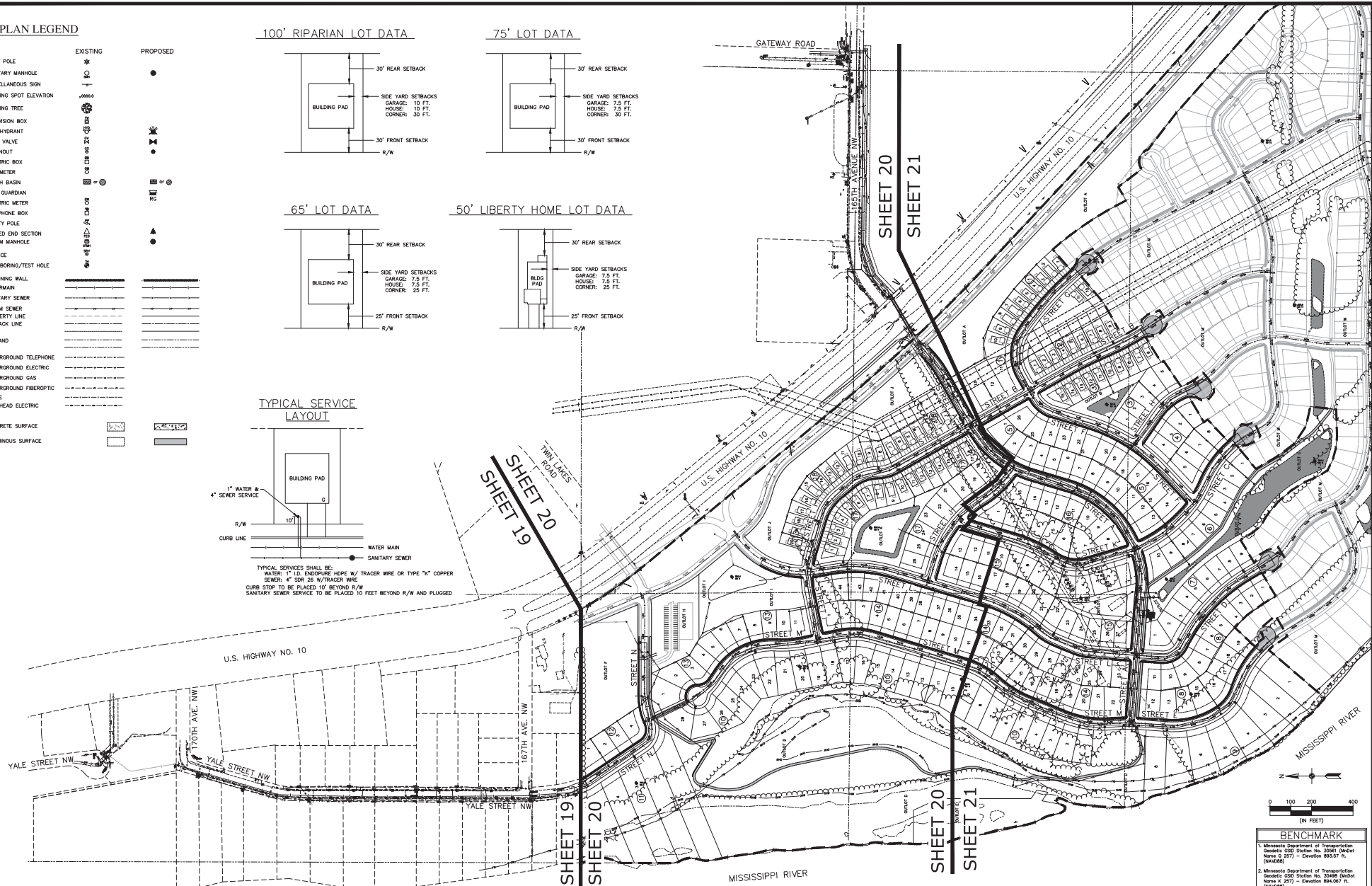
50' LIBERTY HOME LOT DATA



TYPICAL SERVICE LAYOUT



TYPICAL SERVICES SHALL BE:
WATER: 1" I.D. DISCHARGE HOSE W/ TRACER WIRE OR TYPE "K" COPPER
SEWER: 4" SDR 26 W/TRACER WIRE
CURB STOP TO BE PLACED 10' BEYOND R/W
SANITARY SEWER SERVICE TO BE PLACED 10 FEET BEYOND R/W AND PLUGGED



BENCHMARK
1. Minnesota Department of Transportation
Geodetic GDS Station No. 30061 (Neel
Name & 257) - Elevation 893.57 ft.
(NAVD83)
2. Minnesota Department of Transportation
Geodetic GDS Station No. 30048 (Neel
Name & 257) - Elevation 894.067 ft.
(NAVD83)



CARLSON ENGINEERING
CONSULTING ENGINEERS
PLANNERS

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

Print Name: Brian J. Krystofak, P.E.
Signature: *Brian J. Krystofak*
Date: 05/23/25 License #: 22063

Drawn: LOCKROD/UP
Designed: BK
Date: 05/23/25

Revisions:
1.

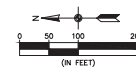
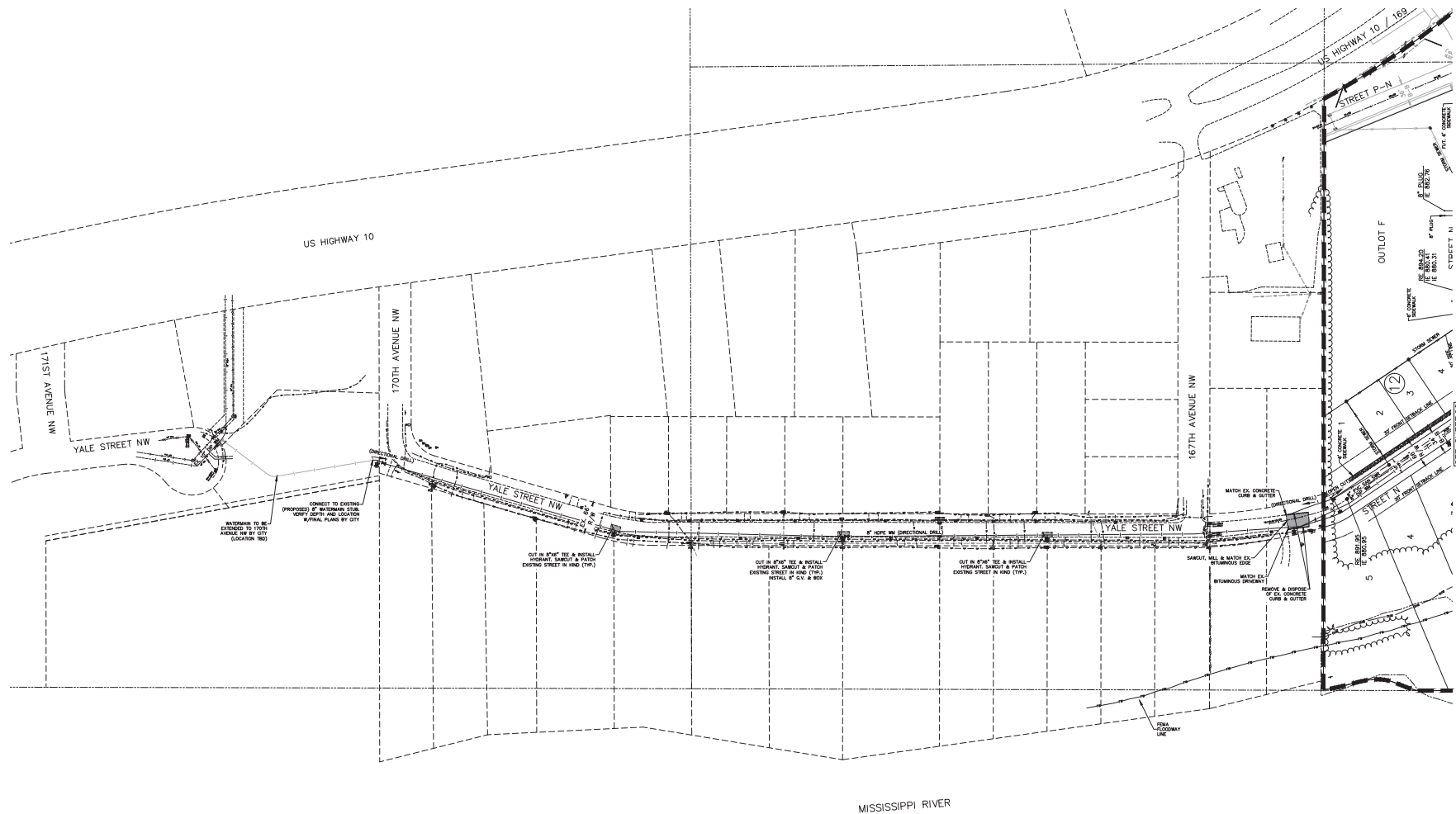
ELK RIVER 648-1 LAND, LLC
14015 Sunfish Lake Blvd. NW, Suite 400
Ramsey, MN 55303

OAKWATER RIDGE
Preliminary Plat I
Elk River, MN

PRELIMINARY SITE & UTILITY PLAN INDEX

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#9556



BENCHMARK	
1. Minnesota Department of Transportation Geodetic Control Station No. 35961 (MnDOT Name G 257) - Elevation 883.57 ft. (NAVD88)	
2. Minnesota Department of Transportation Geodetic Control Station No. 35486 (MnDOT Name G 257) - Elevation 894.06 ft. (NAVD88)	



CERTIFICATE OF PROFESSIONAL ENGINEERING
 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

Print Name: Brian J. Krystofak, P.E.
 Signature: *Brian J. Krystofak*
 Date: 05/23/25 License #: 28063

Drawn: LCKRDN/UP
 Designed: BJK
 Date: 05/23/25

Revisions:
 1.

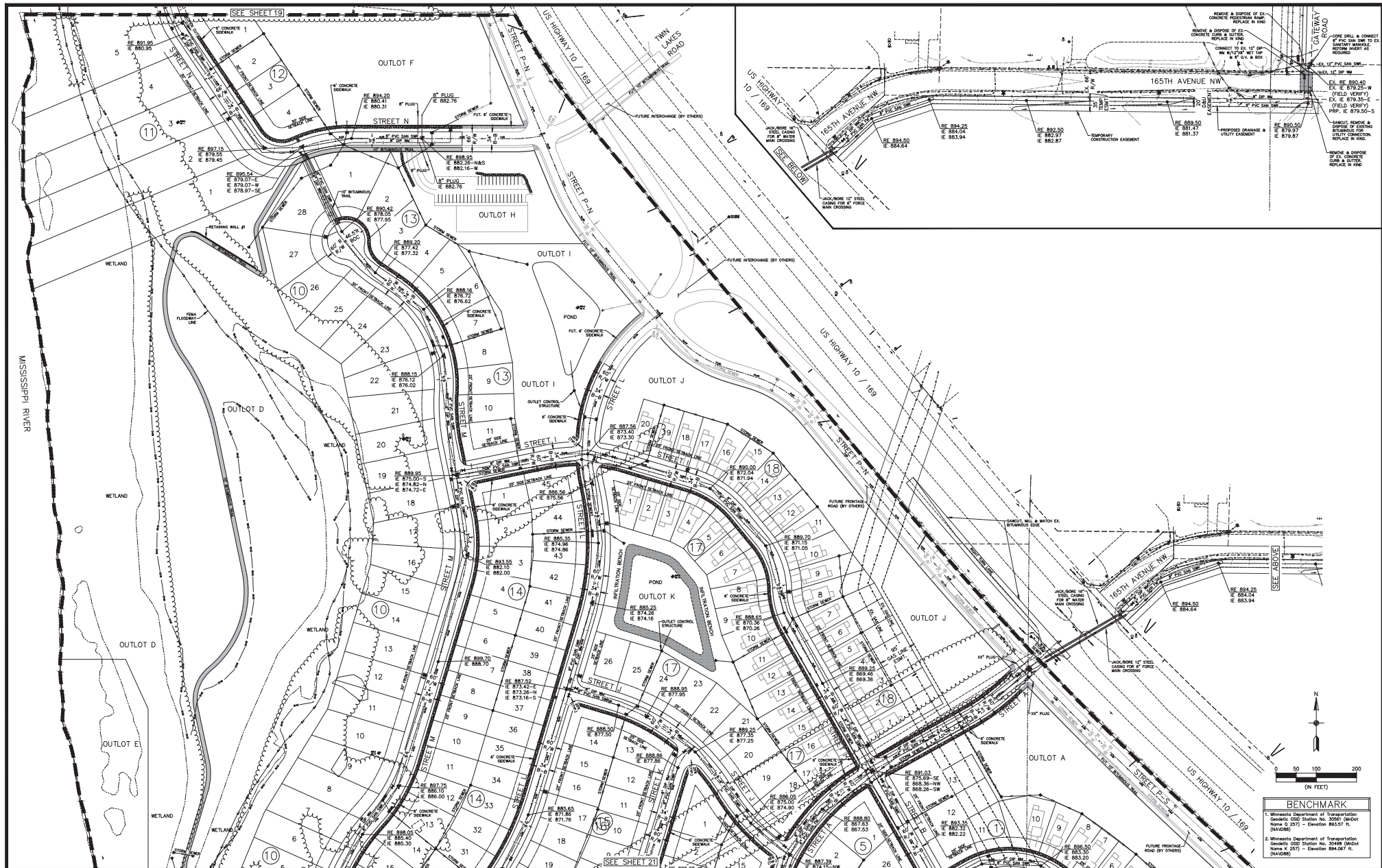
ELK RIVER 648-1 LAND, LLC
 14015 Sunfish Lake Blvd. NW, Suite 400
 Ramsey, MN 55303

OAKWATER RIDGE
 Preliminary Plat I
 Elk River, MN

PRELIMINARY SITE & UTILITY PLAN

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#9556



CARLSON ENGINEERING
CONSULTING ENGINEERS
PLANNERS
10000 Highway 100, Suite 100
Elk River, MN 55330
TEL: 763.444.4444
FAX: 763.444.4444
WWW.CARLSONENGINEERING.COM

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

Print Name: Brian J. Krystofak, P.E.
Signature: *Brian J. Krystofak*
Date: 05/23/25 License #: 22063

Drawn: LOKKROPP
Designed: BJK
Date: 05/23/25

Revisions:
1.

ELK RIVER 648-1 LAND, LLC
14015 Sunfish Lake Blvd. NW, Suite 400
Ramsey, MN 55303

OAKWATER RIDGE
Preliminary Plat I
Elk River, MN

PRELIMINARY SITE & UTILITY PLAN

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#9556

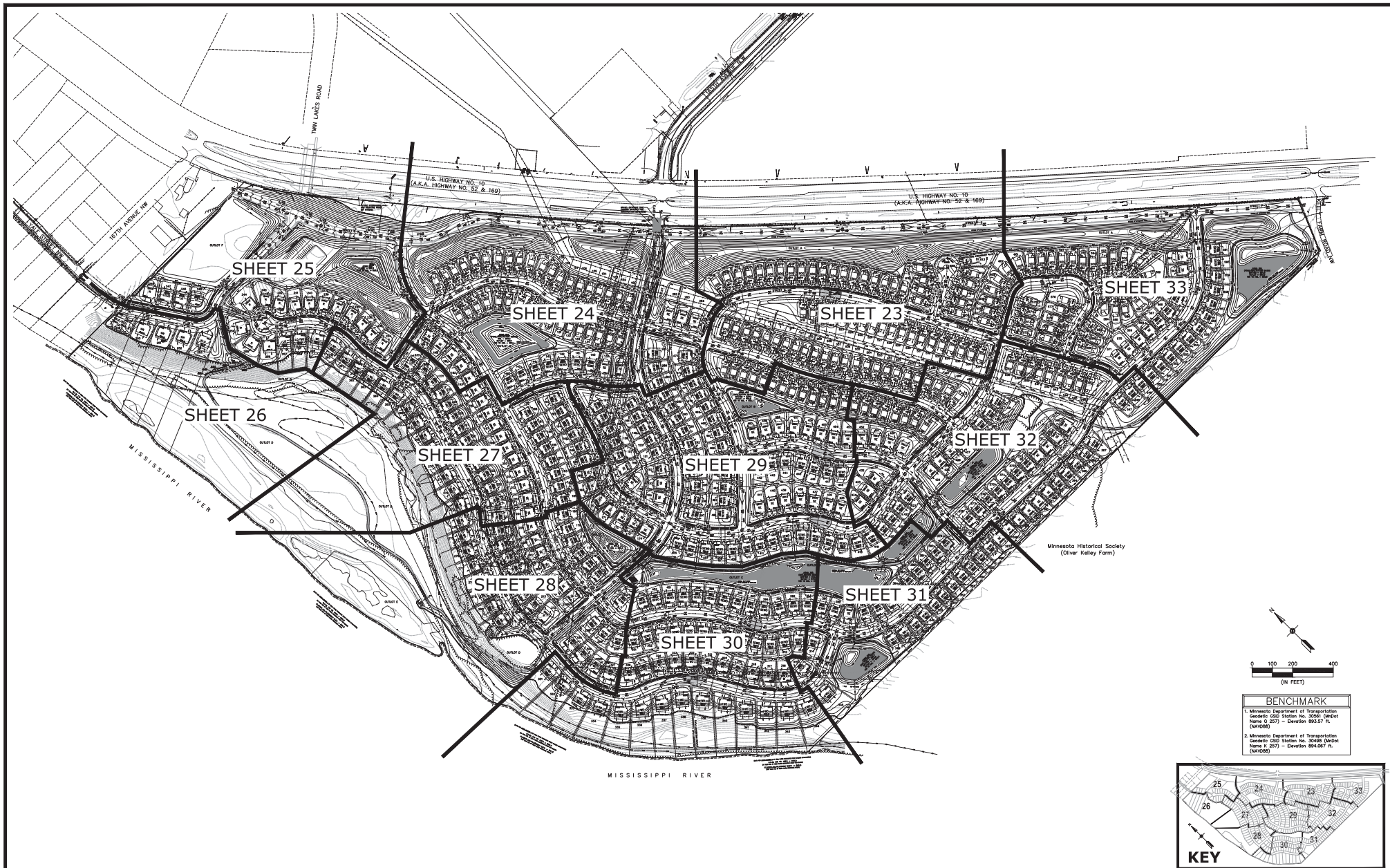


Print Name: Brian J. Krystoflak, P.E.
Signature: Brian J. Krystoflak
Date: 05/23/25 License #: 25063

Revisions:
1.

PRELIMINARY SITE & UTILITY PLAN

21 of 37



**CARLSON
ENGINEERING**

GRADING INDEX

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

Print Name: Brian J. Krystofak, P.E.
Signature: *Brian J. Krystofak*
Date: 05/23/25 License #: 20063

Drawn: LOKKONUP
Designed: BJK
Date: 05/23/25

Revised:
1.

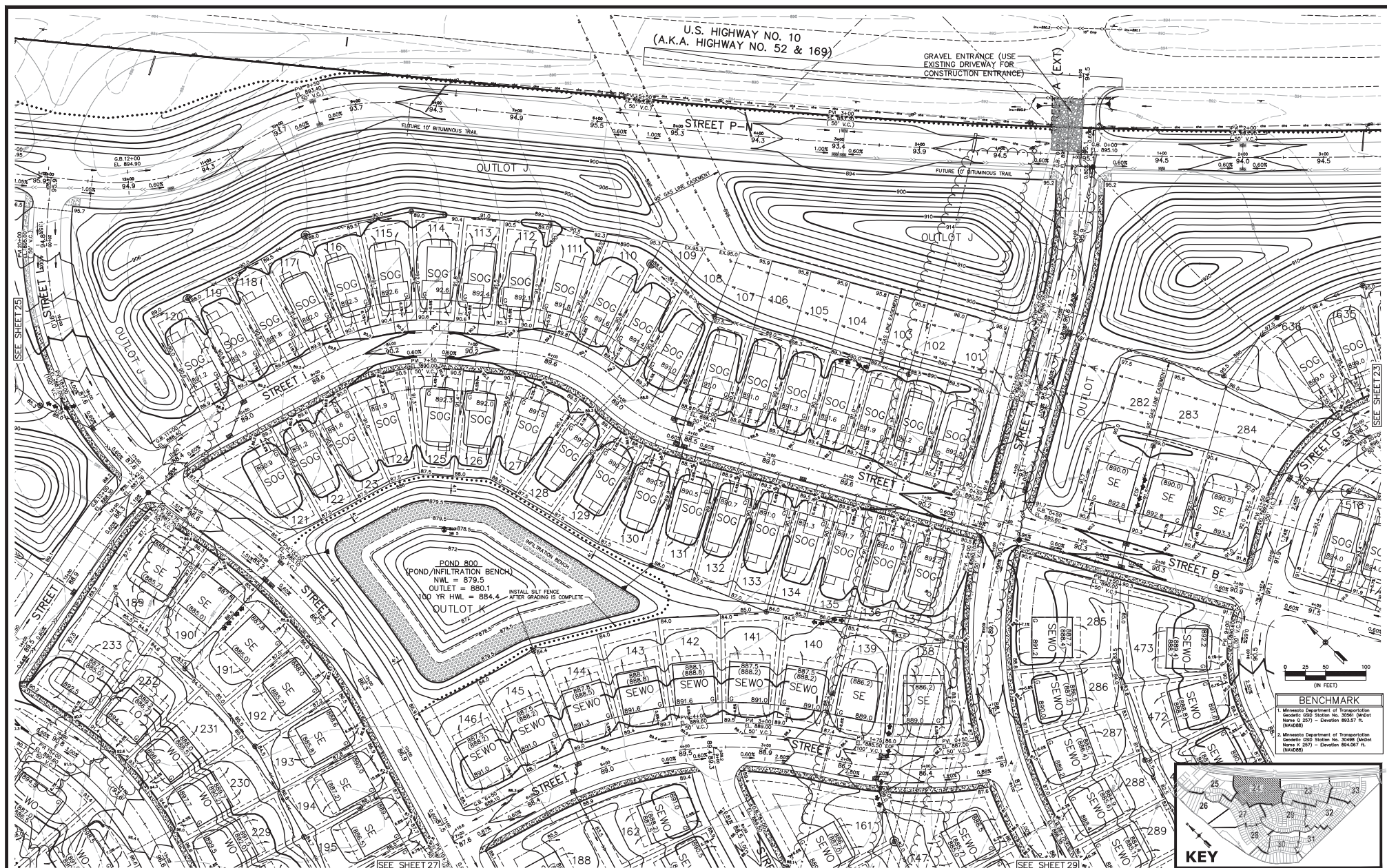
ELK RIVER 648-1 LAND, LLC
14015 Sunfish Lake Blvd. NW, Suite 400
Ramsey, MN 55303

OAKWATER RIDGE
Preliminary Plat I
Elk River, MN

GRADING INDEX

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of
37

#9556



DESIGNER: CARLSON ENGINEERING
DATE: 05/23/25
PROJECT: ELK RIVER 648-1 LAND, LLC
SHEET: 24 OF 37

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.

Print Name: Brian J. Krystofak, P.E.
Signature: *Brian J. Krystofak*
Date: 05/23/25 License #: 22063

Drawn: LCK/ROD/UP
Designed: BJK
Date: 05/23/25

Revised:
1.

ELK RIVER 648-1 LAND, LLC
14015 Sunfish Lake Blvd. NW, Suite 400
Ramsey, MN 55303

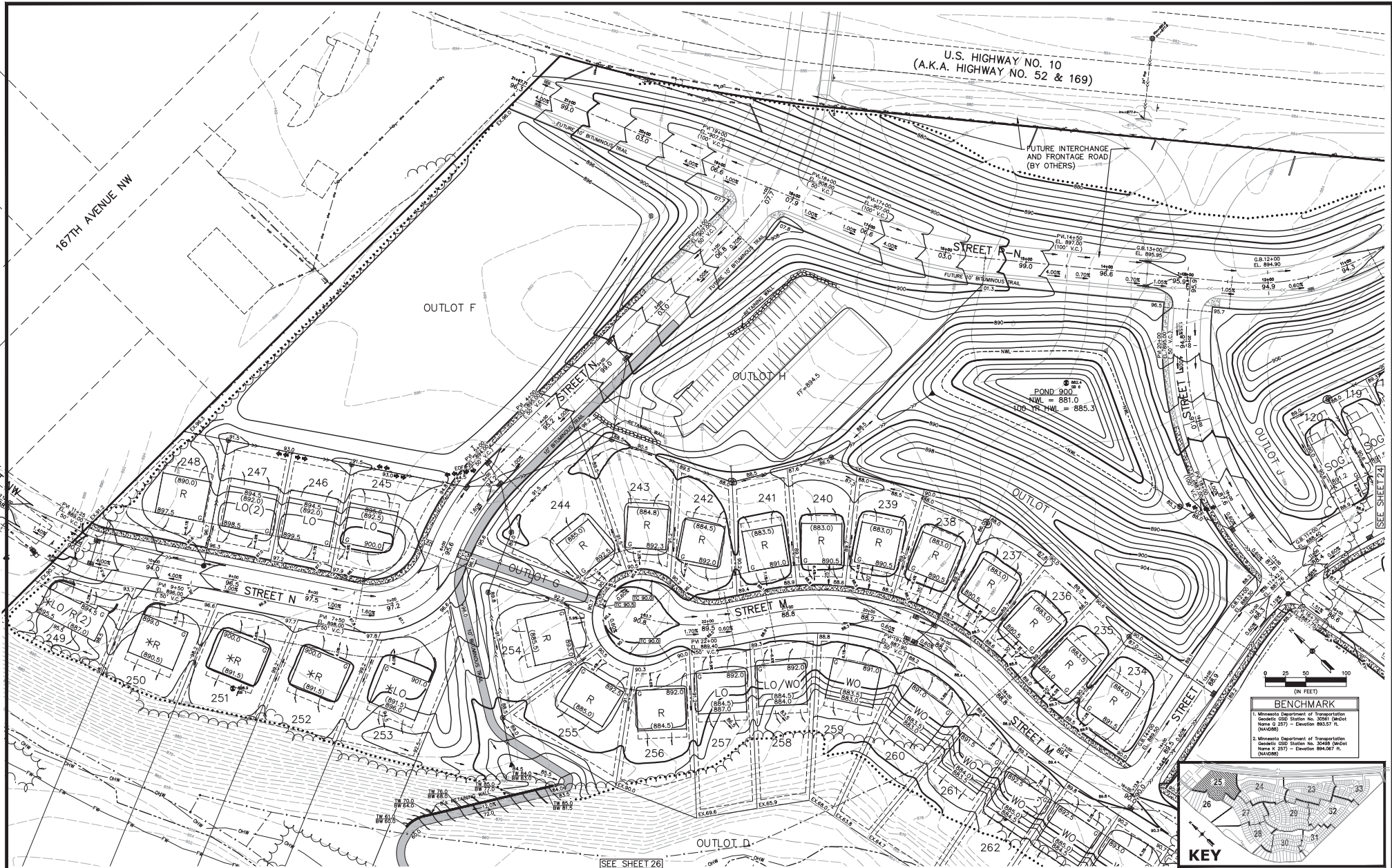
OAKWATER RIDGE
Preliminary Plat I
Elk River, MN

PRELIMINARY GRADING
& EROSION CONTROL PLAN

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of
37



BENCHMARK
1. Minnesota Department of Transportation
Geodetic Station No. 3049 (MnDOT
Name 0 257) - Elevation 885.57 ft.
(NAVD83)
2. Minnesota Department of Transportation
Geodetic Station No. 3049 (MnDOT
Name 0 257) - Elevation 884.04 ft.
(NAVD83)



**CARLSON
ENGINEERING**

**CONSULTING
ENGINEERS
PLANNERS**

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.

Print Name: Brian J. Krystofak, P.E.
Signature: *Brian J. Krystofak*
Date: 05/23/25 License #: 22063

Drawn: LCK/KRP
Designed: BJK
Date: 05/23/25

Revisions:
1.

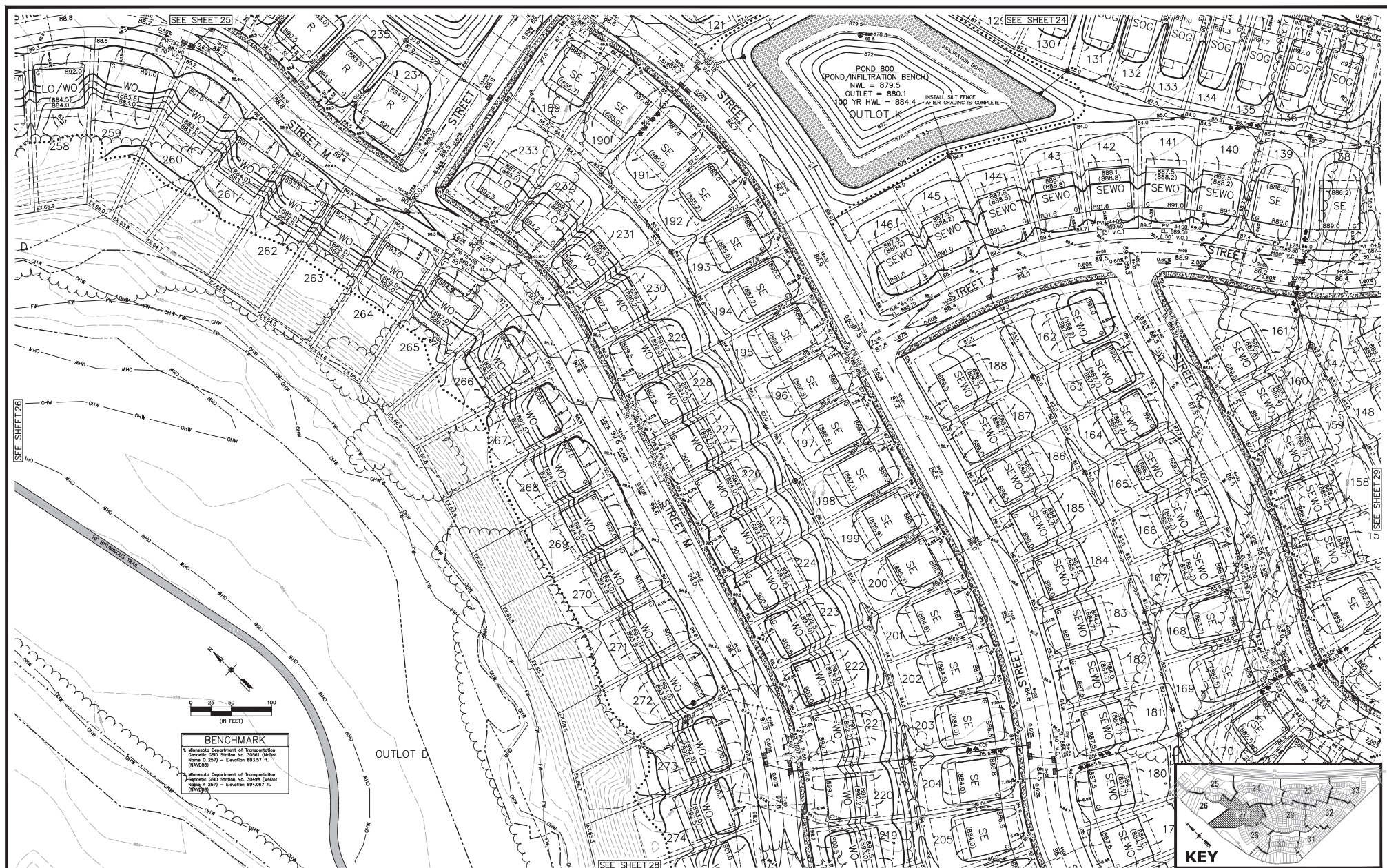
ELK RIVER 648-1 LAND, LLC
14015 Sunfish Lake Blvd. NW, Suite 400
Ramsey, MN 55303

OAKWATER RIDGE
Preliminary Plat I
Elk River, MN

**PRELIMINARY GRADING
& EROSION CONTROL PLAN**

25
of
37

#9556



DESIGNER'S CERTIFICATE
 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

Print Name: Brian J. Krystofak, P.E.
 Signature: *Brian J. Krystofak*
 Date: 05/23/25 License #: 22063

Drawn: LCKR/DUP
 Designed: BJK
 Date: 05/23/25

Revisions:
 1.

ELK RIVER 648-1 LAND, LLC
 14015 Sunfish Lake Blvd. NW, Suite 400
 Ramsey, MN 55303

OAKWATER RIDGE
 Preliminary Plat I
 Elk River, MN

**PRELIMINARY GRADING
 & EROSION CONTROL PLAN**

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#9556



MISSISSIPPI RIVER
(10 YEAR FLOOD PLAIN) OF FLOOD PLAIN INSURANCE (NOT NUMBER 271000000)
O.H.W. (10 YR. H.W.)
FLOODPLAIN/FLOODWAY ELEV. = 897.5
100 YEAR FLOOD PLAIN ELEV. = 891.0
100 YEAR FLOOD PLAIN ELEV. = 891.0



**CARLSON
ENGINEERING**

**DESIGNER'S
STAMP**

BRUCE J. KRISTOFAL, P.E.
14015 SUNFISH LAKE BLVD., NW, SUITE 400
RAMSEY, MN 55303
TEL: 763.444.6666
FAX: 763.444.6666
WWW.CARLSONENGINEERING.COM

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

Print Name: Bruce J. Kristofal, P.E.
Signature: *B. J. Kristofal*
Date: 05/23/25 License #: 20663

Drawn: LCKR/DUP
Designed: BJK
Date: 05/23/25

Revisions:
1.

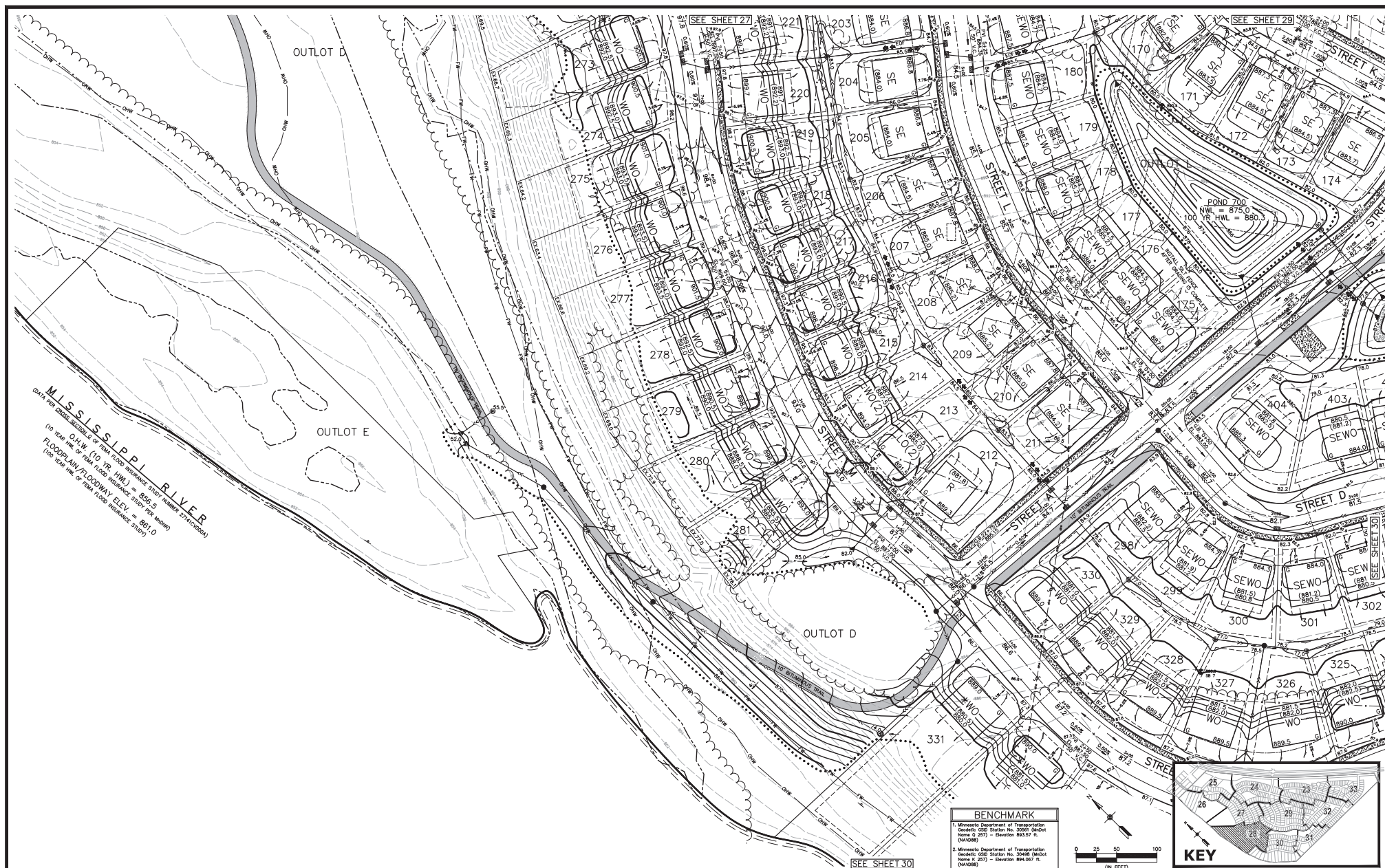
ELK RIVER 648-1 LAND, LLC
14015 Sunfish Lake Blvd. NW, Suite 400
Ramsey, MN 55303

OAKWATER RIDGE
Preliminary Plat I
Elk River, MN

**PRELIMINARY GRADING
& EROSION CONTROL PLAN**

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of
37

#9556



CARLSON ENGINEERING
 1500 W. 10TH AVE. SUITE 100
 MINNEAPOLIS, MN 55408
 TEL: 763.444.1000
 FAX: 763.444.1001
 WWW.CARLSONENGINEERING.COM

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

Print Name: Brian J. Krystofak, P.E.
 Signature: *Brian J. Krystofak*
 Date: 05/23/25 License #: 26063

Drawn: LCKR/DUP
 Designed: BJK
 Date: 05/23/25

Revisions:
 1.

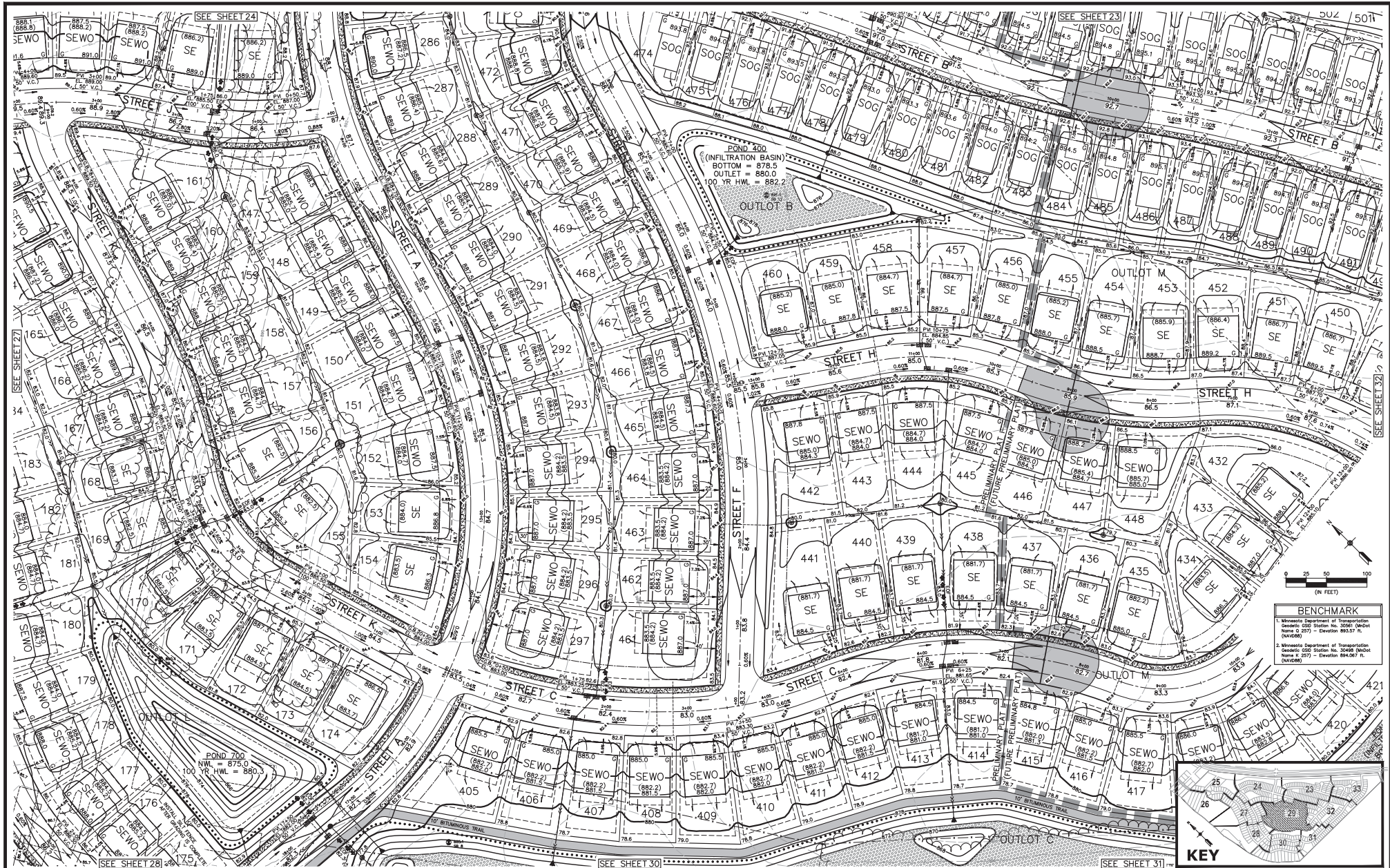
ELK RIVER 648-1 LAND, LLC
 14015 Sunfish Lake Blvd. NW, Suite 400
 Ramsey, MN 55303

OAKWATER RIDGE
 Preliminary Plat I
 Elk River, MN

**PRELIMINARY GRADING
 & EROSION CONTROL PLAN**

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 of
 37

#9556



CARLSON ENGINEERING
 ENGINEERING
 PLANNING

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.

Print Name: Brian J. Krystofek, P.E.
 Signature: *Brian J. Krystofek*
 Date: 05/23/25 License #: 22063

Drawn: LCK/DP/UP
 Designed: BJK
 Date: 05/23/25

Revisions:
 1.

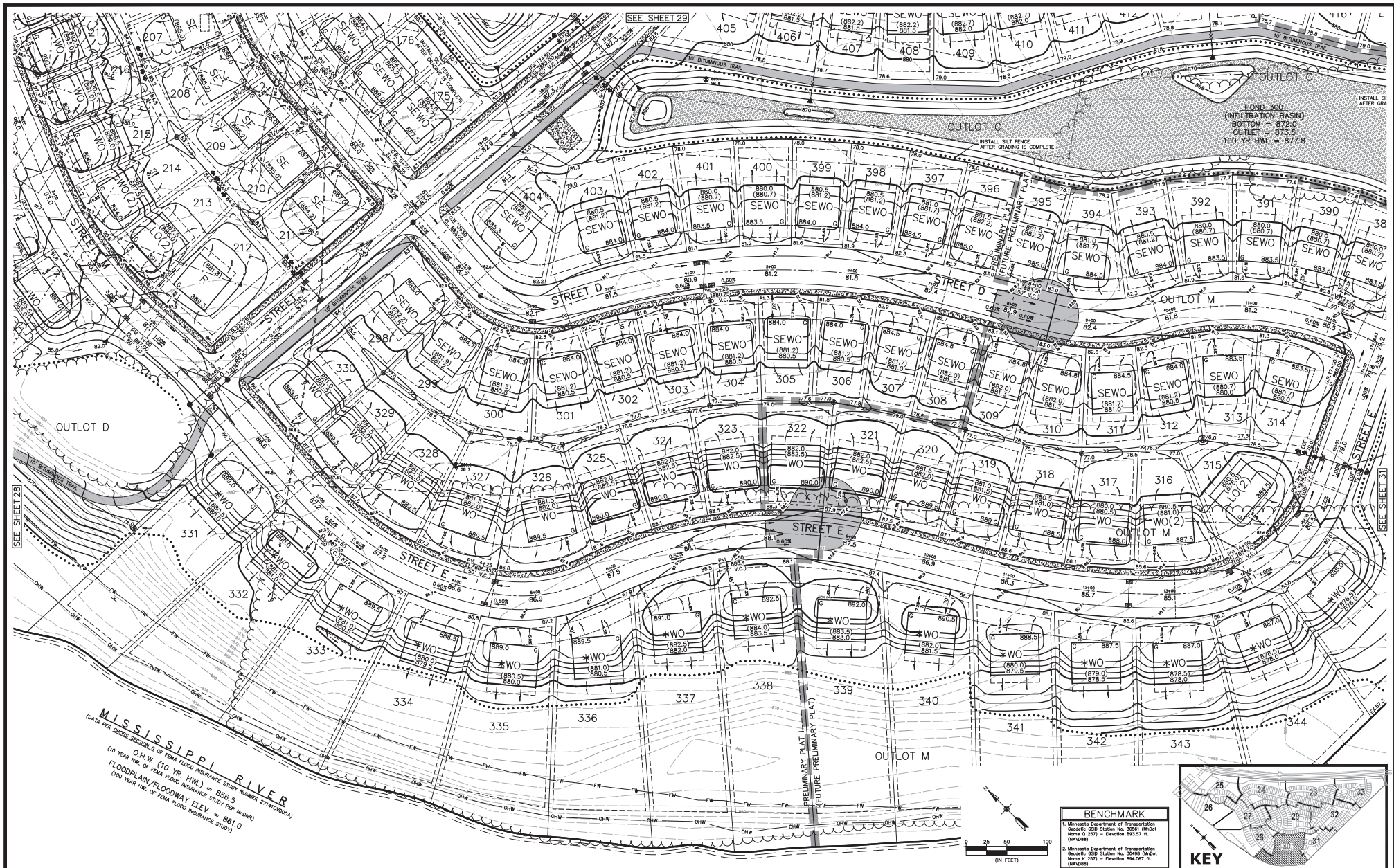
ELK RIVER 648-1 LAND, LLC
 14015 Sunfish Lake Blvd. NW, Suite 400
 Ramsey, MN 55303

OAKWATER RIDGE
 Preliminary Plat I
 Elk River, MN

**PRELIMINARY GRADING
 & EROSION CONTROL PLAN**

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 of
 37

#9556



**CARLSON
ENGINEERING**

DESIGNER'S CERTIFICATE
I, the undersigned, do hereby certify that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

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.

Print Name: Brian J. Krystofek, P.E.
Signature: *Brian J. Krystofek*
Date: 05/23/25 License #: 22063

Drawn: LOKKIDUP
Designed: BJK
Date: 05/23/25

Revisions:
1.

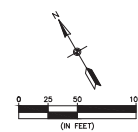
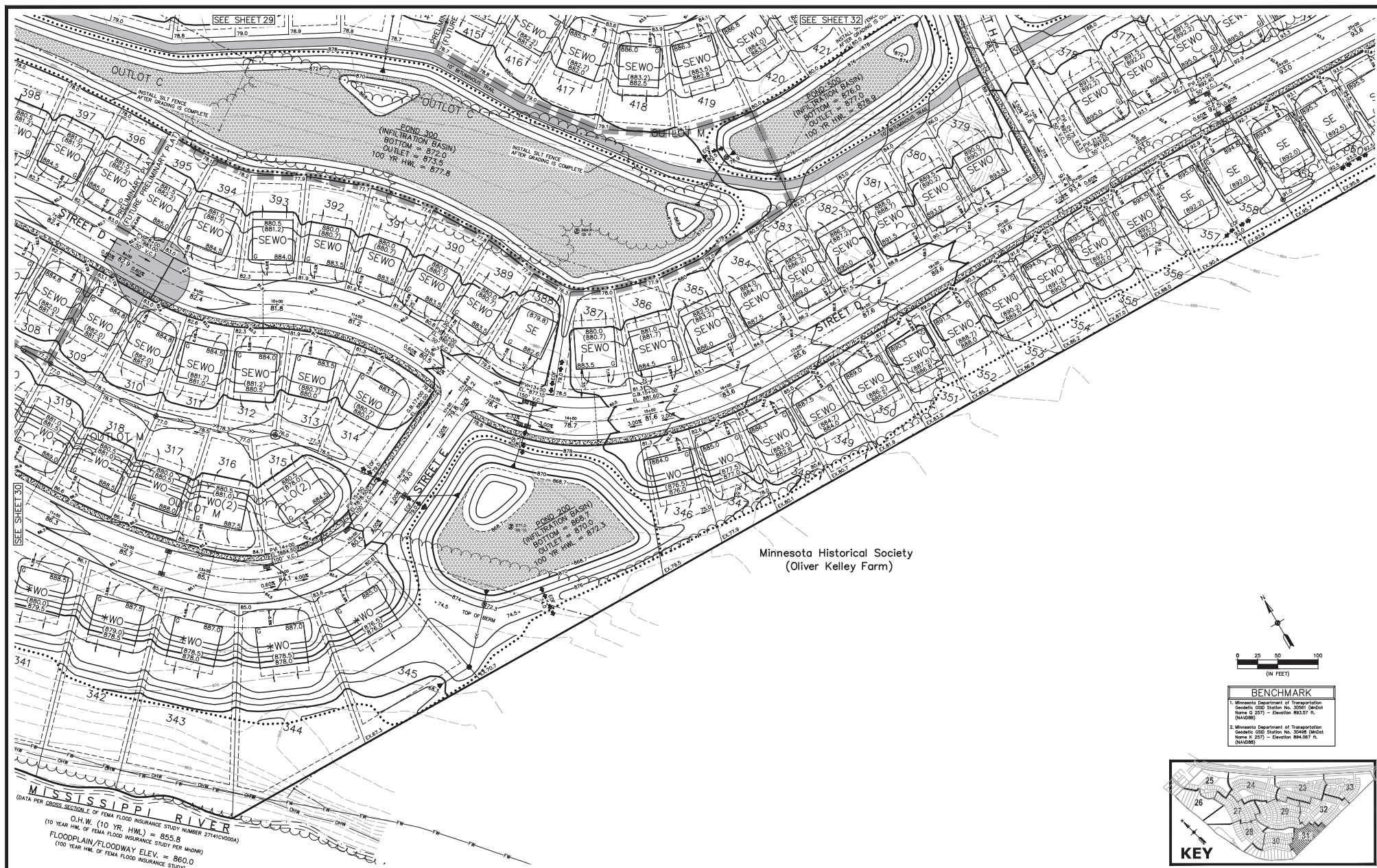
ELK RIVER 648-1 LAND, LLC
14015 Sunfish Lake Blvd, NW, Suite 400
Ramsey, MN 55303

OAKWATER RIDGE
Preliminary Plat I
Elk River, MN

**PRELIMINARY GRADING
& EROSION CONTROL PLAN**

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of
37

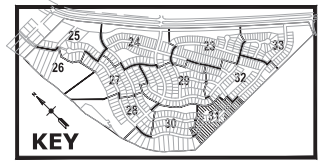
#9556



BENCHMARK

1. Minnesota Department of Transportation
Geodetic 520 Station No. 3081 (NAD83)
Elevation 883.51 ft.
(NAD83)

2. Minnesota Department of Transportation
Geodetic 520 Station No. 3082 (NAD83)
Elevation 884.07 ft.
(NAD83)



CARLSON ENGINEERING SURVEYING PLANNING	DESIGNED BY: BRANDT & ASSOCIATES, P.C. 1400 W. 10TH AVE., SUITE 200 MINNEAPOLIS, MN 55408 TEL: 612-338-8800 WWW.BRANDT-PA.COM	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. Print Name: Brigit J. Krystofek, P.E. Signature: <i>Brigit J. Krystofek</i> Date: 05/23/25 License #: 22063	Drawn: LOKROD/UP Designed: BK Date: 05/23/25	ELK RIVER 648-1 LAND, LLC 14015 Sunfish Lake Blvd. NW, Suite 400 Ramsey, MN 55303	OAKWATER RIDGE Preliminary Plat I Elk River, MN	PRELIMINARY GRADING & EROSION CONTROL PLAN	31 of 37
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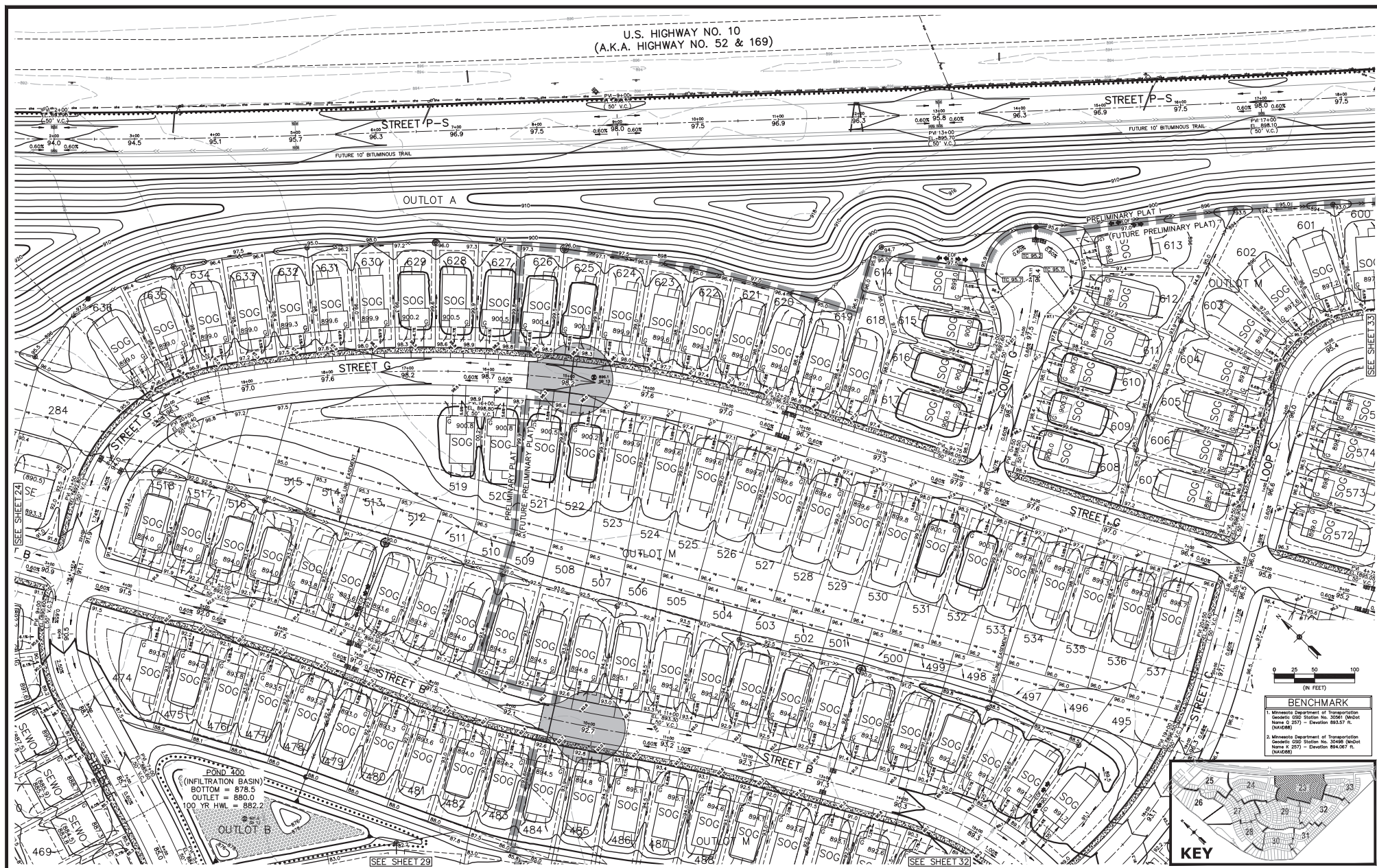
BLAINE, MN 55440
TEL 763.488.3900
FAX 763.488.7099

Print Name: Brian J. Krystofiak, P.E.
Signature: Brian J. Krystofiak
Date: 05/23/25 License #: 25063

Revisions	1.
-----------	----

PRELIMINARY GRADING & EROSION CONTROL PLAN

9556



CARLSON ENGINEERING
CONSULTING ENGINEERS
PLANNERS

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Print Name: Brian J. Krystofak, P.E.
Signature: *Brian J. Krystofak*
Date: 05/23/25 License #: 22063

Drawn: LORNDON
Designed: BJK
Date: 05/23/25

Revisions:

1.

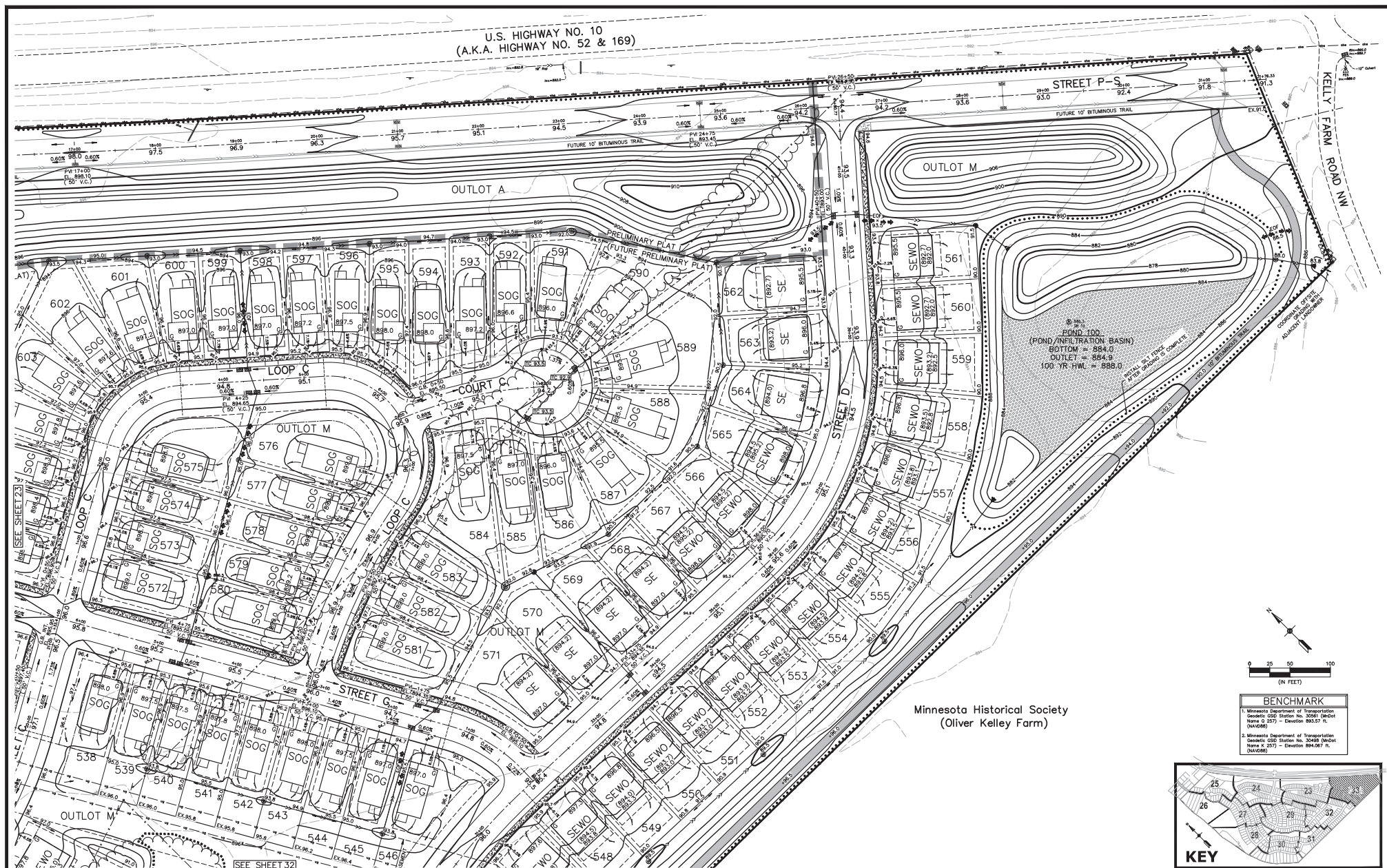
ELK RIVER 648-1 LAND, LLC
14015 Sunfish Lake Blvd, NW, Suite 400
Ramsey, MN 55303

OAKWATER RIDGE
Preliminary Plat I
Elk River, MN

**PRELIMINARY GRADING
& EROSION CONTROL PLAN**

23
of
37

#9556



**CARLSON
ENGINEERING**

**CONSULTING
ENGINEERS
PLANNERS**

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Print Name: Brian J. Krystofak, P.E.
Signature: *Brian J. Krystofak*
Date: 05/23/25 License #: 22063

Drawn: LCK/ROD/UP
Designed: BJK
Date: 05/23/25

Revised:

ELK RIVER 648-1 LAND, LLC
14015 Sunfish Lake Blvd. NW, Suite 400
Ramsey, MN 55303

OAKWATER RIDGE
Preliminary Plat I
Elk River, MN

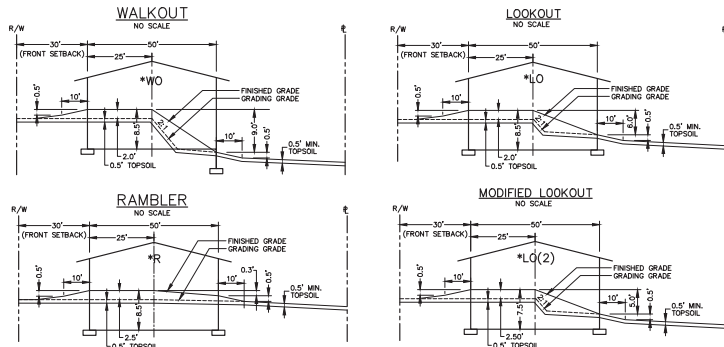
**PRELIMINARY GRADING
& EROSION CONTROL PLAN**

33
of
37

#9556

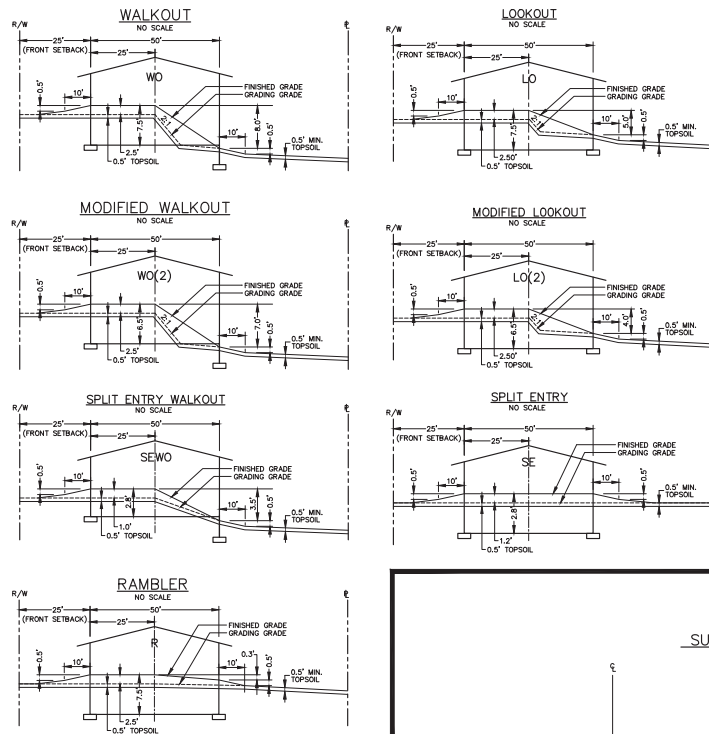
100' LOTS

249-253, & 331-345



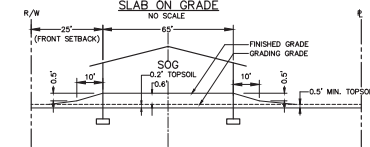
65' LOTS

138-244, 282-314, 346-473, & 547-571



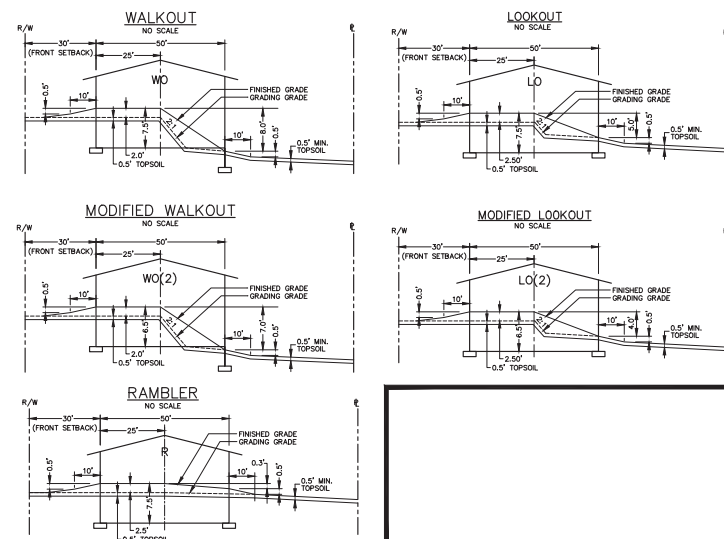
50' DETACHED TOWNHOME LOTS

101-137, 474-546, & 572-636

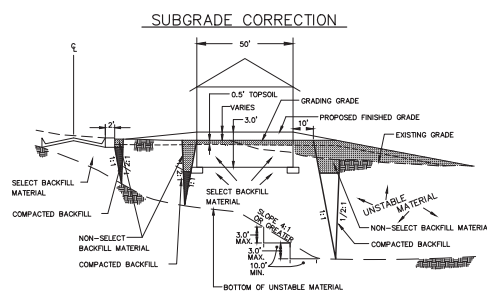
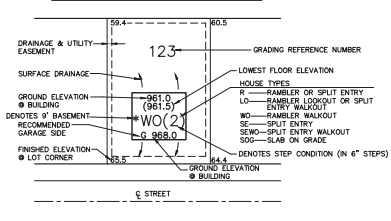


75' LOTS

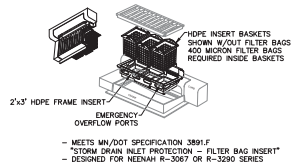
245-248, 254-281, & 315-330



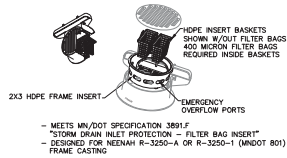
GRADING PLAN LOT KEY



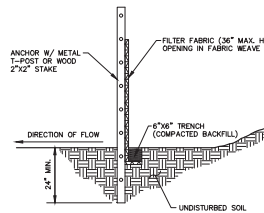
INFRASAFE – 2'x3' DEBRIS COLLECTION DEVICE AS MANUFACTURED BY ROYAL ENVIRONMENTAL SYSTEMS



INFRASAFE – 27" DEBRIS COLLECTION DEVICE AS MANUFACTURED BY ROYAL ENVIRONMENTAL SERVICES



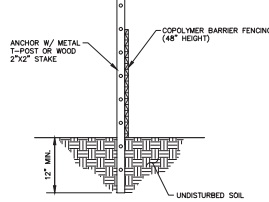
SILT FENCE



NOTES:

1. DIG A 6"x6" TRENCH ALONG THE INTENDED SILT FENCE LINE.
2. DRIVE ALL ANCHOR POSTS INTO THE GROUND AT THE DOWNHILL SIDE OF THE TRENCH.
3. POSTS SHALL BE SPACED A MAXIMUM OF 6 FEET APART.
4. LAY OUT SILT FENCE ALONG THE UPHEIL SIDE OF THE ANCHOR POSTS AND BACK FILL 6"x6" TRENCH.
5. SECURELY ATTACH SILT FENCE TO ANCHOR POSTS W/ MINIMUM OF THREE ATTACHMENTS PER POST.
6. SEE MNDOT SPECIFICATIONS 2573 & 3086.

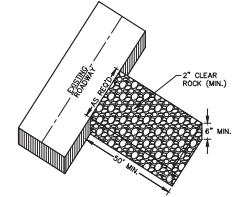
TREE FENCE



NOTES:

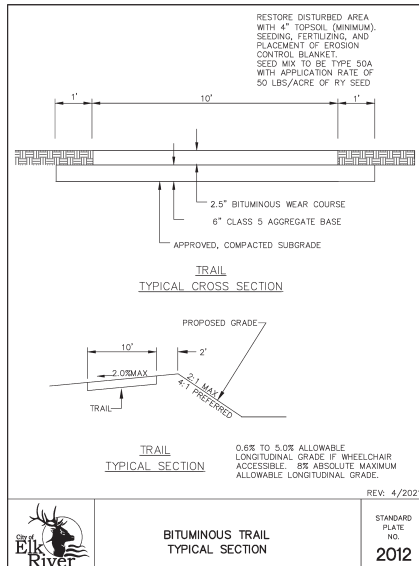
1. TREE FENCING SHALL BE PLACED A MINIMUM OF 1 FOOT PER CALIPER INCH OF TREE DIAMETER FROM TREES) THAT IS/ARE TO BE SAVED.
2. ANCHOR POST MAY BE SPACED UP TO 10 FEET APART.
3. SECURELY ATTACH TREE FENCE TO ANCHOR POSTS W/ MINIMUM OF TWO ATTACHMENTS PER POST.
4. SEE MNDOT SPECIFICATION 2572.

ROCK CONSTRUCTION ENTRANCE

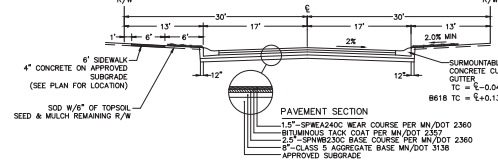


TURF ESTABLISHMENT

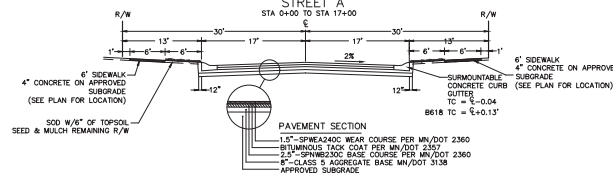
TURF ESTABLISHMENT SHALL APPLY TO ALL DISTURBED AREAS AND SHALL BE ACCORDING TO MNDOT STANDARD SPECIFICATIONS FOR CONSTRUCTION (LATEST EDITION) EXCEPT AS MODIFIED BELOW.
TURF ESTABLISHMENT SHALL OCCUR AS SOON AS POSSIBLE BUT IN NO CASE MORE THAN 7 DAYS.
SEED: MNDOT MIXTURE 25-141 AT 60 POUNDS PER ACRE.
DORMANT SEED: SHALL BE APPLIED AT TWICE THE NORMAL RATE AFTER NOVEMBER 1ST.
MULCH: TYPE 1 AT 2 TONS PER ACRE (DISK ANCHORED).
FERTILIZER: TYPE 1 10-10-10 AT 200 POUNDS PER ACRE.



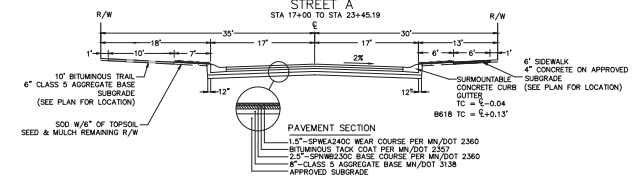
TYPICAL STREET SECTION 60' R/W – 34' B/B



TYPICAL STREET SECTION 60' R/W – 34' B/B



TYPICAL STREET SECTION 65' R/W – 34' B/B



DESIGNER
CARLSON ENGINEERING
DESIGNER
CARLSON ENGINEERING
DESIGNER
CARLSON ENGINEERING

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: 05/23/25 License #: 25063

Print Name: Brian J. Krystofak, P.E.
Signature: *Brian J. Krystofak*
Date: 05/23/25
Designed: BJK
Date: 05/23/25

Drawn: LKROD/UP
Revised: 1.
Checked: 1.

ELK RIVER 648-1 LAND, LLC
14015 Sunfish Lake Blvd, NW, Suite 400
Ramsey, MN 55303

OAKWATER RIDGE
Preliminary Plat I
Elk River, MN

DETAILS

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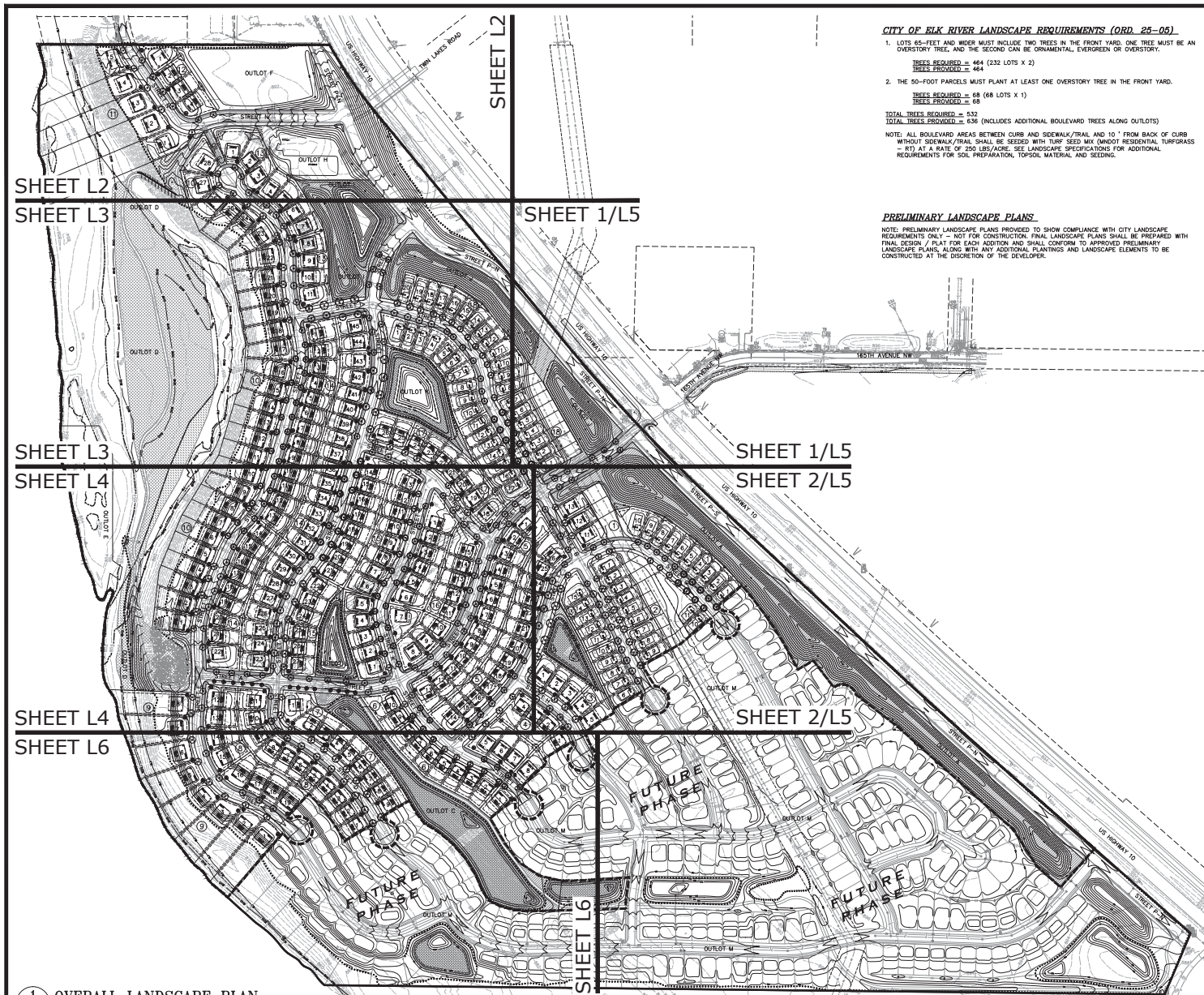
#9556

Topographic map of a well site. The map shows the ground grade (dashed line) and the face of the well (solid line). The top of the wall is also indicated. The map includes a grid with elevations from 856 to 886 and a scale of 1 inch = 20 feet.

Labels on the map:

- TOP OF WALL
- GROUND GRADE & FACE OF WELL
- 1.5' BURY

Scale: 1" = 20'



CITY OF ELK RIVER LANDSCAPE REQUIREMENTS (ORD. 25-05)

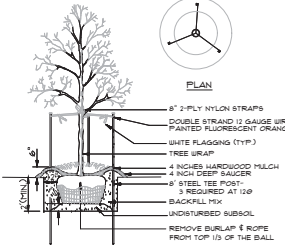
1. LOTS 65-FEET AND WIDER MUST INCLUDE TWO TREES IN THE FRONT YARD. ONE TREE MUST BE AN OVERSTORY TREE, AND THE SECOND CAN BE ORNAMENTAL, EVERGREEN OR OVERSTORY.
TREES REQUIRED = 444 (232 LOTS X 2)
TREES PROVIDED = 444
 2. THE 50-FOOT PARCELS MUST PLANT AT LEAST ONE OVERSTORY TREE IN THE FRONT YARD.
TREES REQUIRED = 68 (68 LOTS X 1)
TREES PROVIDED = 68
- TOTAL TREES REQUIRED = 532
TOTAL TREES PROVIDED = 532 (INCLUDES ADDITIONAL BOULEVARD TREES ALONG OUTLOTS)
- NOTE: ALL BOULEVARD AREAS BETWEEN CURB AND SIDEWALK/TRAIL AND 10' FROM BACK OF CURB WITHOUT SIDEWALK/TRAIL SHALL BE SEEDS WITH TURF SEED MIX (ANDGET RESIDENTIAL TURFGRASS - RT) AT A RATE OF 250 LBS./ACRE. SEE LANDSCAPE SPECIFICATIONS FOR ADDITIONAL REQUIREMENTS FOR SOIL PREPARATION, TOPSOIL MATERIAL AND SEEDING.

PRELIMINARY LANDSCAPE PLANS

NOTE: PRELIMINARY LANDSCAPE PLANS PROVIDED TO SHOW COMPLIANCE WITH CITY LANDSCAPE REQUIREMENTS ONLY - NOT FOR CONSTRUCTION. FINAL LANDSCAPE PLANS SHALL BE PREPARED WITH FINAL DESIGN / PLAN FOR EACH ADDITION AND SHALL CONFORM TO APPROVED PRELIMINARY LANDSCAPE PLANS, ALONG WITH ANY ADDITIONAL PLANTINGS AND LANDSCAPE ELEMENTS TO BE CONSTRUCTED AT THE DISCRETION OF THE DEVELOPER.

LANDSCAPE PLAN NOTES

1. EXISTING CONDITIONS. CONTRACTOR SHALL VERIFY EXISTING CONDITIONS PRIOR TO BIDDING AND CONSTRUCTION START. ANY DISCREPANCIES FOUND THAT AFFECT THE WORK SHALL BE REPORTED TO THE OWNER/LANDSCAPE ARCHITECT FOR CLARIFICATION PRIOR TO BIDDING OR APPROVING ANY ADDITIONAL WORK REQUIRED.
2. UTILITY LOCATES. CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING AND VERIFYING ALL PUBLIC AND PRIVATE UTILITIES, INCLUDING IRRIGATION LINES, AT LEAST 48 HOURS BEFORE EXCAVATING OR IN ACCORDANCE WITH STATE LAW IN MINNESOTA, CALL Gopher State One-Call AT 855-454-0002 FOR FIELD LOCATION OF PUBLIC UNDERGROUND UTILITY LINES. ALL LOCATES AND ITEMS NOTED AS YIELD VERIFY ON THE PLANS SHALL BE VERIFIED BY THE CONTRACTOR AT THEIR EXPENSE.
3. PERMITS. CONTRACTOR SHALL VERIFY WITH THE OWNER/LANDSCAPE ARCHITECT THAT THE REQUIRED PERMITS HAVE BEEN OBTAINED PRIOR TO CONSTRUCTION START. CONTRACTOR SHALL BE RESPONSIBLE FOR COMPLYING WITH ALL APPLICABLE CODES, REGULATIONS, AND PERMITS CONCERNING THE WORK.
4. EXISTING ITEMS TO REMAIN. CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING ALL EXISTING PAVEMENT, STRUCTURES, UTILITIES, TREES, SITE AMENITIES, ETC. THAT ARE TO REMAIN FROM DAMAGE DURING CONSTRUCTION. CONTRACTOR SHALL BE RESPONSIBLE FOR CORRECTING ANY DAMAGE (AT CONTRACTOR'S EXPENSE) TO EXISTING ITEMS TO REMAIN.
5. CONSTRUCTION STAGING AND ACCESS. CONTRACTOR SHALL VERIFY THE LOCATION FOR CONSTRUCTION STAGING AND SITE ACCESS WITH THE OWNER/LANDSCAPE ARCHITECT PRIOR TO CONSTRUCTION START. CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING PEDESTRIAN AND VEHICLE ACCESS WITHIN AND ADJACENT TO THE SITE THROUGHOUT THE CONSTRUCTION PERIOD UNLESS OTHERWISE NOTED. LONG-TERM STORAGE OF MATERIALS OR SUPPLIES ON-SITE WILL NOT BE PERMITTED. ALL WASTE AND/OR UNUSED MATERIAL SHALL BE PROMPTLY REMOVED FROM THE SITE.
6. SITE REMOVALS. REFER TO CIVIL PLANS FOR GENERAL SITE REMOVALS. ALL ITEMS NOTED TO BE REMOVED SHALL BE COMPLETED BY THE CONTRACTOR AND IMMEDIATELY DISPOSED OF OFF-SITE, IN ACCORDANCE WITH LOCAL REGULATIONS, UNLESS OTHERWISE NOTED. COORDINATE WITH OWNER/LANDSCAPE ARCHITECT FOR ANY ITEMS NOTED AS REMOVED BY OTHERS OR REMOVE AND SALVAGE.
7. UTILITY COORDINATION. REFER TO CIVIL PLAN SHEETS FOR INFORMATION RELATED TO PROPOSED UTILITIES. COORDINATE WITH ELECTRICAL CONTRACTORS FOR SITE ELECTRICAL WORK AND SITE LIGHTING.
8. CONSTRUCTION STAGING. UNLESS OTHERWISE NOTED, CONTRACTOR SHALL BE RESPONSIBLE FOR ESTABLISHING CONTROL POINTS AND ALL CONSTRUCTION FIELD STAGING DURING THE COURSE OF THE PROJECT.
9. DIMENSIONS. DIMENSIONS TAKE PRECEDENCE OVER SCALE. DIMENSIONS ARE TO FACE OF CURB, EDGE OF PAVEMENT / SIDEWALK, OR OUTSIDE FACE OF BUILDING UNLESS OTHERWISE NOTED.
10. PLANT QUANTITIES. CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING ALL MATERIAL QUANTITIES PER PLAN. MATERIAL SCHEDULES ARE PROVIDED SOLELY FOR CONTRACTOR'S CONVENIENCE.
11. REFERENCE SPECIFICATIONS. THE FOLLOWING SPECIFICATIONS SHALL GOVERN THIS PROJECT ACCORDING TO THE FOLLOWING ORDER:
1. ADDENDA WITH THOSE OF A LATER DATE HAVING PRECEDENCE OVER THOSE OF AN EARLIER DATE.
2. LANDSCAPE SPECIFICATIONS.
3. PLAN DRAWINGS.
4. PLANT / MATERIAL SCHEDULES.
5. CITY STANDARD SPECIFICATIONS AND DETAILS.
6. MOST DETAILED SPECIFICATIONS FOR CONSTRUCTION, LATEST EDITION.



NOTE: SEE PLANTING NOTES FOR THE TYPE OF MULCH MATERIAL TO USE.

(A) DECIDUOUS TREE PLANTING DETAIL

NOT TO SCALE

1. SCARIFY BOTTOM AND SIDES OF HOLE PRIOR TO PLANTING.
2. TEST FOR DEAD WOOD AND BREAK AND/OR DISPERSED TAGS. DO NOT CUT A LEADER. DO NOT PLANT.
3. SET PLANT IN UNDISTURBED NATIVE SOIL OR THOROUGHLY COMPACTED BACKFILL. INITIAL PLANT SO THE ROOT FLARE IS AT OR TOP OF ROOTBALL. WATER PLANT. REMOVE MULCH.
4. PLACE PLANT IN PLANTING HOLE WITH BACKFILL WITHIN APPROXIMATELY 12\"/>

NOTE: GUY ASSEMBLY: OPTIONAL BUT CONTRACTOR ASSUMES FULL RESPONSIBILITY FOR PLANTING TREE IN A PLUMB POSITION FOR THE DURATION OF THE GUARANTEE PERIOD.

GUY ASSEMBLY - 1/4\"/>

COORDINATE STAKES TO MAINTAIN ORIENTATION OF GUY WEDGES AND STAKES.

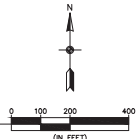
STAKE BUNDLE
GUY WEDGES WITH STAKES
FLAGGING: ONE PER WEDGE
4\"/>

(B) CONIFEROUS TREE PLANTING DETAIL

NOT TO SCALE

1. WATER WITHIN TWO HOURS OF INSTALLATION. WATERING MUST BE SUFFICIENT TO THOROUGHLY SATURATE ROOT BALL AND PLANTING HOLE.
2. PLACE MULCH WITHIN 48 HOURS OF THE SECOND WATERING. MULCH SOIL. PORTURE IS EXCESSIVE.

PLANTING HOLE (SEE SPEC) - UNDISTURBED OR STABILIZED SUBSOIL.



1 OVERALL LANDSCAPE PLAN

L1

CARLSON ENGINEERING
LANDSCAPE ARCHITECTS

DESIGNER'S CERTIFICATION
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 Landscape Architect under the laws of the State of Minnesota.

Print Name: Ryan J. Rutger, RLA
Signature: _____
Date: 05/23/25 License #: 56346

DATE
05/23/25

DESIGNED BY
RJR

DATE
05/23/25

REVISIONS
1.

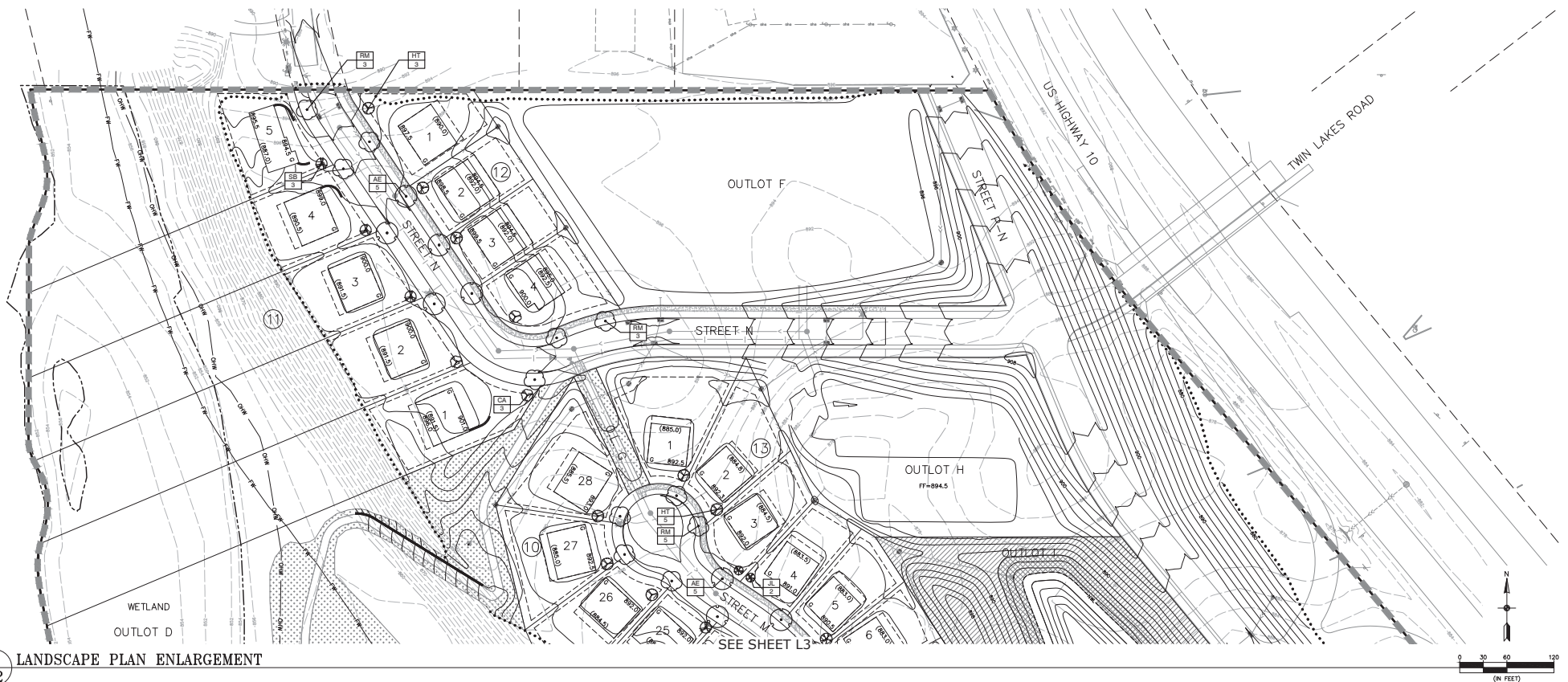
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OAKWATER RIDGE
Preliminary Plat I
Elk River, MN

PRELIMINARY LANDSCAPE PLAN

L1 of 7

#9556



CARLSON ENGINEERING
LANDSCAPE ARCHITECTS
P.L.L.C.

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 Landscape Architect under the laws of the State of Minnesota.

Print Name: Ryan J. Rutledge, R.L.A.
Signature: *[Signature]*
Date: 05/23/25 License #: 56346

Drawn: LCV/BB/HUP
Designed: RJR
Date: 05/23/25

Revisions:
1.

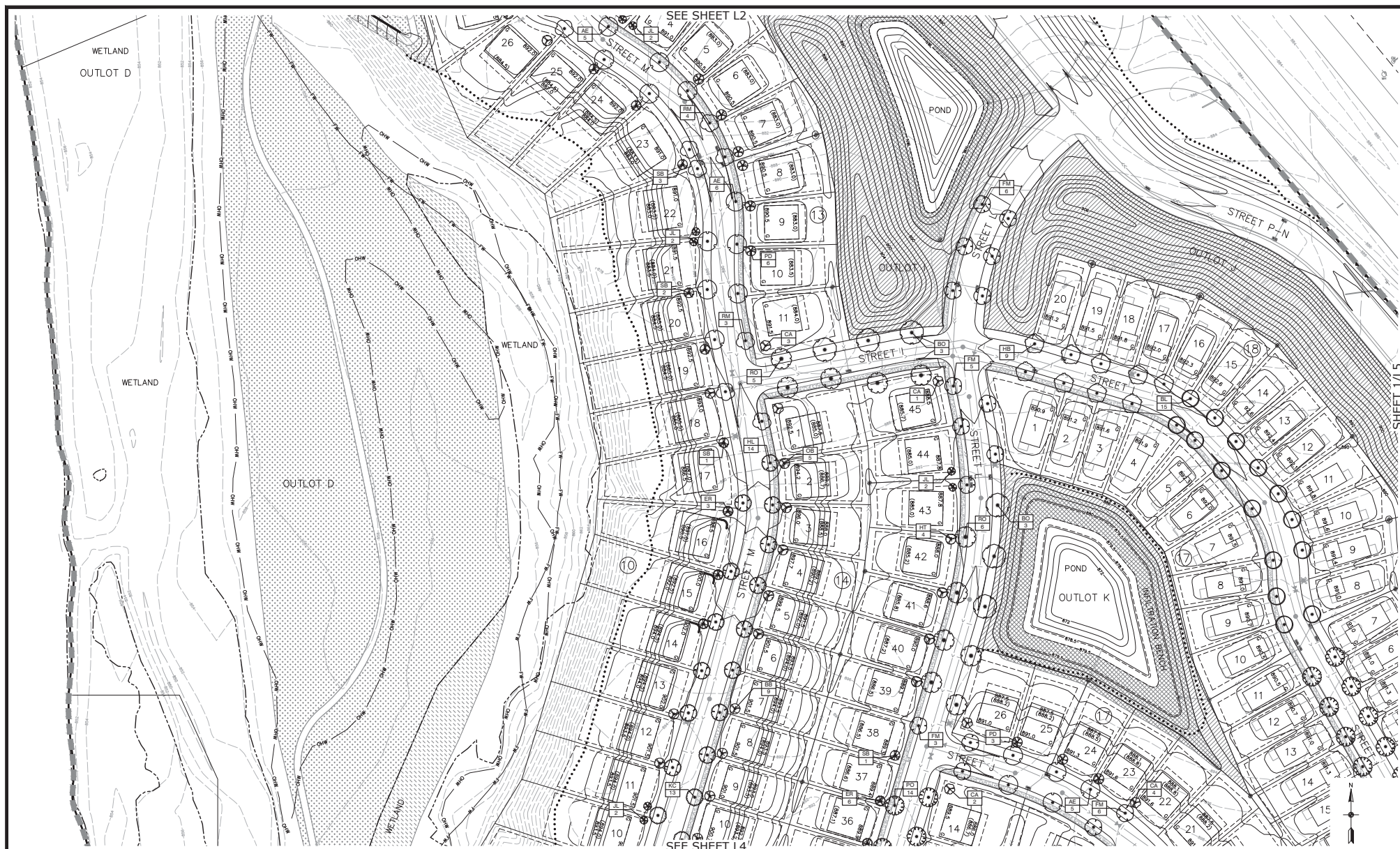
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OAKWATER RIDGE
Preliminary Plat I
Elk River, MN

**PRELIMINARY
LANDSCAPE PLAN**

L2
of
7

#9556



1 LANDSCAPE PLAN ENLARGEMENT
L3



JOHN CARLSON, P.E., R.L.A.
LANDSCAPE ARCHITECT
MINNESOTA
PROFESSIONAL LICENSE # 56346

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 Landscape Architect under the laws of the State of Minnesota

Print Name: **Ryan J. Rutledge, R.L.A.**
 Signature: *[Signature]*
 Date: **05/23/25** License #: **56346**

Drawn: **LC/MB/PLP**
 Designed: **RJR**
 Date: **05/23/25**

Revisions:
 1.

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OAKWATER RIDGE
 Preliminary Plat I
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PRELIMINARY LANDSCAPE PLAN

L3 of 7

#9556



1 LANDSCAPE PLAN ENLARGEMENT
14



DESIGNER
CARLSON ENGINEERING
14015 Sunfish Lake Blvd. NW, Suite 400
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I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Landscape Architect under the laws of the State of Minnesota

Print Name: Ryan J. Rutledge, RLA
Signature: [Signature]
Date: 05/23/25 License #: 56346

Drawn: LC/MB/PLP
Designed: RJB
Date: 05/23/25

Revisions:

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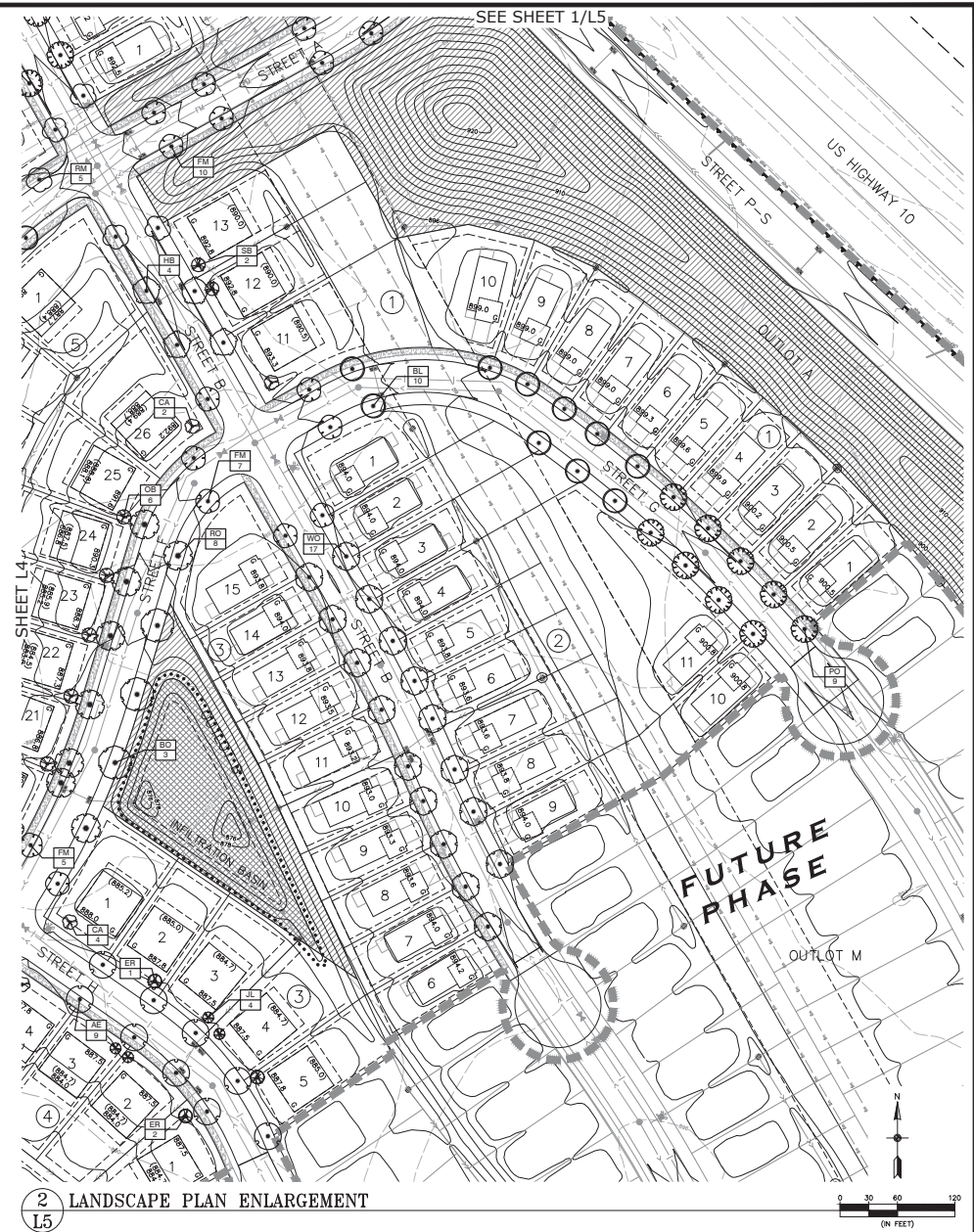
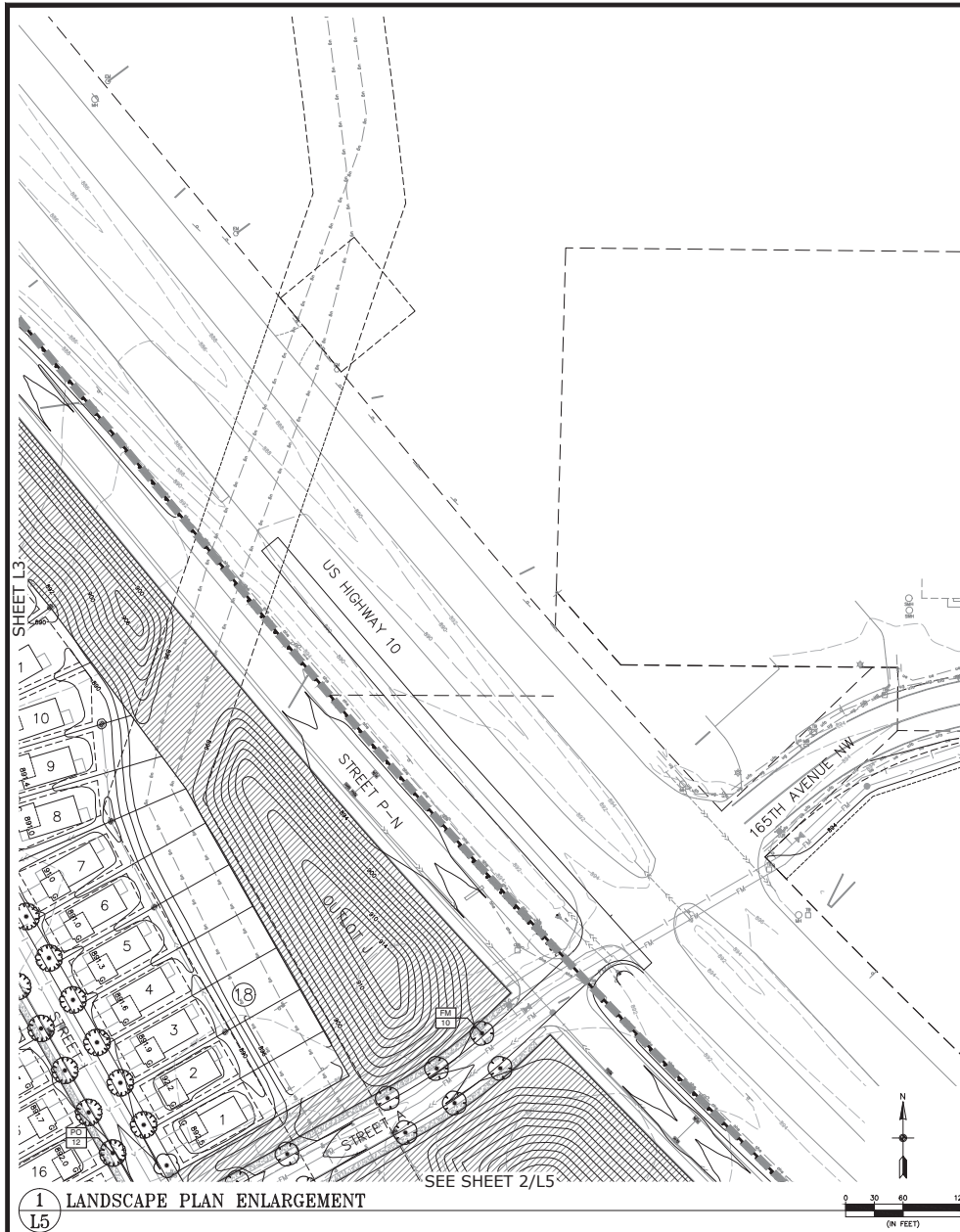
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OAKWATER RIDGE
Preliminary Plat 1
Elk River, MN

**PRELIMINARY
LANDSCAPE PLAN**

L4
of
7

#9556



LANDSCAPE ARCHITECT
ELK RIVER 648-1 LAND, LLC
14015 Sunfish Lake Blvd. NW, Suite 400
Ramsey, MN 55303

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Print Name: Ryan J. Rutledge, RLA
 Signature: *[Signature]*
 Date: 05/23/25 License #: 56346

Drawn: LC/MB/RLP
 Designed: RLR
 Date: 05/23/25

Revisions:

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OAKWATER RIDGE
 Preliminary Plat 1
 Elk River, MN

PRELIMINARY
LANDSCAPE PLAN

L5
of
7

#9556



1 LANDSCAPE PLAN ENLARGEMENT
L6



JOHN P. CARLSON, R.L.A.
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I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Landscape Architect under the laws of the State of Minnesota.

Print Name: John J. Rutledge, R.L.A.
Signature: [Signature]
Date: 05/23/25 License #: 56346

Drawn: LC/MB/NJP
Designed: RJR
Date: 05/23/25

Revisions:
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OAKWATER RIDGE
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Elk River, MN

**PRELIMINARY
LANDSCAPE PLAN**

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of
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#9556

LANDSCAPE SPECIFICATIONS

1. TREE PROTECTION. ALL TREES NOT SPECIFICALLY NOTED OR MARKED ON SITE FOR REMOVAL SHALL REMAIN PROTECTED AND UNDISTURBED DURING CONSTRUCTION. TREE PROTECTION SHALL EXTEND TO THE GRIP LINE, WITHIN WHICH NO CONSTRUCTION ACTIVITY, MATERIAL STORAGE, OR VEHICLE PARKING SHALL BE PERMITTED. TREE PROTECTION FENCING SHALL BE ERECTED PRIOR TO CONSTRUCTION START PER PLANS OR AS DIRECTED BY OWNER/LANDSCAPE ARCHITECT AND SHALL CONSIST OF 4" TALL HEAVY DUTY ORANGE CONSTRUCTION FENCING WITH 6" STEEL FENCE POSTS SPACED 6' O.C. MAX.
2. EROSION CONTROL. REFER TO CIVIL PLAN SHEETS FOR STORMWATER POLLUTION PREVENTION PLAN (SWPPP) AND TEMPORARY AND PERMANENT STORMWATER BARRIERS, INCLUDING SILT FENCE, BIO-HILLS, INLET PROTECTION, EROSION CONTROL BLANKETING, DUST CONTROL, SHEEPING AND ROCK CONSTRUCTION ENTRANCE. ALL DISTURBED AREAS SHALL RECEIVE PERMANENT STABILIZATION IN ACCORDANCE WITH THE LANDSCAPE PLAN WITHIN 7 DAYS AFTER CONSTRUCTION ACTIVITY IN THE DISTURBED AREA HAS CEASED. IN THE EVENT PERMANENT STABILIZATION CANNOT BE IMPLEMENTED WITHIN 7 DAYS, TEMPORARY STABILIZATION BMPs MUST BE IMPLEMENTED WITHIN 7 DAYS USING RAPID STABILIZATION METHOD 3.
3. CLEARING AND GRUBBING. CONTRACTOR SHALL BE RESPONSIBLE FOR CLEARING AND GRUBBING ALL AREAS INDICATED AS BEING DISTURBED OR OTHERWISE SHOWN ON PLANS. CLEARING AND GRUBBING SHALL INCLUDE REMOVAL AND DISPOSAL OF ALL TREES, STUMPS, BRUSH, GRASS, ROOTS AND OTHER ORGANIC MATERIAL AT AN APPROVED OFF-SITE DISPOSAL LOCATION.
4. SOIL PREPARATION. REFER TO GEOTECHNICAL REPORT FOR ANY REQUIRED SOIL CORRECTIONS, AMENDMENTS OR ADDITIONAL INFORMATION (IF APPLICABLE). EXISTING TOPSOIL SHALL BE STRIPPED FROM ALL DISTURBED AREAS AND STOCKPILED IN AN APPROVED LOCATION FOR RE-USE. ALL AREAS WHERE SOIL HAS BEEN COMPACTED BY CONSTRUCTION ACTIVITY AND THAT ARE INDICATED TO BE SOODED, SEED OR PLANTING BED SHALL BE DE-COMPACTED TO A MINIMUM DEPTH OF 12 INCHES BY SOIL RIPPING, TILLING OR OTHER APPROVED SOIL LOOSENING METHOD PRIOR TO INSTALLATION OF ANY IRRIGATION, SEEDING, PLANTING, SOODEING, ETC.
5. TOPSOIL MATERIAL. ALL EXISTING, AMENDED OR IMPORTED TOPSOIL SHALL MEET THE REQUIREMENTS OF MNDOT TOPSOIL TYPE A. A MINIMUM 4 INCH DEPTH OF TOPSOIL SHALL BE PLACED ON ALL AREAS TO BE SOODED OR SEED. A MINIMUM 12 INCH DEPTH OF TOPSOIL SHALL BE PLACED WITHIN ALL PLANTING BED AREAS. ALL TOPSOIL SHALL BE FINE GRADED, RAKED AND DRAGGED TO PROVIDE A SMOOTH, UNIFORM SURFACE. TOPSOIL GRADES SHALL BE WITHIN 1 FEET OF INDICATED FINISHED GRADE AND SHALL BE TRUE TO GRADIENTS SHOWN ON PLANS. REFER TO CIVIL PLAN SHEETS FOR INFILTRATION BASIN SOIL REQUIREMENTS.
6. SEEDING AND TURF ESTABLISHMENT. CONTRACTOR SHALL OBTAIN OWNER/LANDSCAPE ARCHITECT'S APPROVAL OF FINAL GRADES AND TOPSOIL PREP PRIOR TO SEEDING. APPLY 10-10-10 TYPE I STARTER FERTILIZER AT A RATE OF 200 LBS PER ACRE PRIOR TO SEEDING. SEEDS SHALL BE SOWN AT THE INDICATED RATE, VIA BROADCAST SPREADER, DROP SEEDER OR DRILL SEEDER. FOLLOWING SEED APPLICATION, INSTALL CATEGORY 20 - STRAIN EROSION CONTROL BLANKET WITH NATURAL NETTING ON ALL SLOPES GREATER THAN 4:1. IN ALL OTHER AREAS, APPLY DISC-ANCHORED TYPE 3 MULCH (MCA CERTIFIED WEED FREE GRAIN STRAW) AT A RATE OF 2 TONS PER ACRE. SOIL SHALL BE KEPT MOIST DURING ESTABLISHMENT WITH ADDITIONAL RE-SEEDING AS NECESSARY TO ACHIEVE A HEALTHY, UNIFORM STAND OF GRASS, FREE OF WEEDS AND WITH COVERAGE EXCEEDING 75% IN ANY 10'x10' AREA PRIOR TO FINAL ACCEPTANCE.
7. SOODEING, CONTRACTOR SHALL OBTAIN OWNER/LANDSCAPE ARCHITECT'S APPROVAL OF FINAL GRADES AND TOPSOIL PREP PRIOR TO SOODEING. APPLY 10-10-10 TYPE I STARTER FERTILIZER AT A RATE OF 200 LBS PER ACRE PRIOR TO SOODEING AND ROLL TOPSOIL TO CREATE A UNIFORM SURFACE FOR LAYING SOO. SOO SHALL NOT BE CUT MORE THAN 24-HOURS IN ADVANCE OF INSTALLATION. CONTRACTOR SHALL KEEP SOO MOIST FOR A MINIMUM OF 30 DAYS AND SHALL BE RESPONSIBLE FOR MAINTAINING THE SOO UNTIL FINAL ACCEPTANCE.
8. PLANT MATERIAL. ALL PLANTING STOCK SHALL CONFORM TO THE "AMERICAN STANDARD FOR NURSERY STOCK," ANSI-Z60, LATEST EDITION, OF THE AMERICAN ASSOCIATION OF NURSERYMEN, INC. AND SHALL CONSTITUTE MINIMUM QUALITY REQUIREMENTS FOR PLANT MATERIALS. OWNER/LANDSCAPE ARCHITECT RESERVE THE RIGHT TO REJECT ANY PLANTS WHICH ARE DEEMED UNSATISFACTORY BEFORE, DURING, OR AFTER INSTALLATION. NO SUBSTITUTION OF PLANT MATERIAL SHALL BE ACCEPTED UNLESS APPROVED IN WRITING BY THE OWNER/LANDSCAPE ARCHITECT PRIOR TO INSTALLATION.
9. PLANT MATERIAL SUBSTITUTIONS. ALL REQUESTS FOR PLANT SUBSTITUTIONS SHALL BE MADE IN WRITING TO THE OWNER/LANDSCAPE ARCHITECT AND MUST BE APPROVED BY THE CITY.

10. PLANT INSTALLATION AND ESTABLISHMENT. REFER TO STANDARD PLANTING DETAILS. CONTRACTOR SHALL STAKE TREE LOCATIONS FOR APPROVAL BY OWNER/LANDSCAPE ARCHITECT PRIOR TO PLANTING. ANY PLANT MATERIAL WHICH DIES, TURNS BROWN OR DEQUALIFIES (PRIOR TO TOTAL ACCEPTANCE OF THE WORK) SHALL BE PROMPTLY REMOVED FROM THE SITE AND REPLACED WITH MATERIAL OF THE SAME SPECIES, QUANTITY, AND SIZE.
11. MULCH MATERIAL. DOUBLE SHREDDED HARDWOOD MULCH OR ROCK MULCH AS INDICATED ON PLANS. ALL MULCH SHALL BE CLEAN AND FREE OF NOXIOUS WEEDS, SOIL, OR OTHER DELETERIOUS MATERIAL, AND SHALL BE INSTALLED OVER A NON-WOVEN GEOTEXTILE FABRIC (INDICATED) OR OTHER APPROVED WEED BARRIER TO A MINIMUM SETTLED DEPTH OF 4". MULCH SHALL BE HELD BACK FROM PLANT STEMS/TRUNKS A MINIMUM OF 2". WOOD MULCH SHALL BE PLACED AROUND INDIVIDUAL TREES TO A 4" MINIMUM DIAMETER. MULCH SHALL BE INSTALLED WITHIN 48-HOURS OF PLANT INSTALLATION.
12. LANDSCAPE EDGING. INSTALL LANDSCAPE EDGING BETWEEN ALL MULCH AREAS AND TURF. EDGING SHALL BE COMMERCIAL GRADE BLACK POLYETHYLENE OR VINYL EDGING, 0.1 INCH THICK BY 5 INCHES DEEP, V-LIPPED BOTTOM, HORIZONTALLY GROOVED, 1-INCH ROUND TOP, EXTRUDED IN STANDARD LENGTHS, WITH 9-INCH STEEL ANGLE STAKES.
13. MAINTENANCE. MAINTENANCE SHALL BEGIN IMMEDIATELY AFTER EACH PORTION OF THE WORK IS IN PLACE. PLANT MATERIAL SHALL BE PROTECTED AND MAINTAINED UNTIL THE INSTALLATION OF THE PLANTS IS COMPLETE. INSPECTION HAS BEEN MADE, AND PLANTINGS ARE ACCEPTED EXCLUSIVE OF THE GUARANTEE. MAINTENANCE SHALL INCLUDE MOWING, TRIMMING, WATERING, FERTILIZING, WEED AND PESTICIDE CONTROL, MATCHING, REMOVAL OF DEAD MATERIALS, RE-SETTING PLANTS TO PROPER GRADE AND KEEPING PLANTS IN A PLUMB POSITION. AFTER ACCEPTANCE, THE OWNER SHALL ASSUME MAINTENANCE RESPONSIBILITIES. HOWEVER, THE CONTRACTOR SHALL RETAIN RESPONSIBILITY FOR ALL PLANT MATERIAL THROUGH THE COMPLETION OF THE WARRANTY PERIOD.
14. WATERING. UPON ESTABLISHMENT OF SEED AND INSTALLATION OF PLANTS, CONTRACTOR SHALL MAINTAIN A WATERING SCHEDULE WHICH WILL THOROUGHLY WATER ALL PLANTS AND TURF AREAS A MINIMUM OF ONCE A WEEK. MORE FREQUENT WATERING MAY BE REQUIRED DURING PERIODS OF HOT, DRY WEATHER. CONTRACTOR SHALL MAKE THE NECESSARY ARRANGEMENTS FOR WATER, IN THE ABSENCE OF PERMANENT IRRIGATION, TEMPORARY IRRIGATION, TREE WATERING BAGS, OR HAND-WATERING ARE ACCEPTABLE.
15. NATIVE PLANT ESTABLISHMENT. THIS PROJECT INCLUDES ONE OR MORE NATIVE PLANT SEED MIXES CONSISTING OF A VARIETY OF GRASSES, SEDGES AND FLOWERING FORBS, BECAUSE THESE PLANTS TYPICALLY HAVE A LONGER GERMINATION PERIOD, A COVER CROP SPECIES IS REQUIRED TO PROVIDE TEMPORARY COVER AND STABILIZATION. MAINTENANCE OF THESE SEEDING AREAS IS CRITICAL DURING THE FIRST SEVERAL YEARS TO ESTABLISH A SUCCESSFUL NATIVE PLANT COMMUNITY. SEEDING AREAS SHALL BE MOWED / WEED-WHIPPED TO A HEIGHT OF 4-10 INCHES IN NOV-DEC AND EARLY SEPTEMBER DURING THE FIRST 2-3 YEARS OF ESTABLISHMENT. IN ADDITION, ALL NON-NATIVE SPECIES / WEEDS SHALL BE SPOT SPRAYED NO LESS THAN 3 TIMES A YEAR WITH HERBICIDE BY A LICENSED APPLICATOR. RE-SEEDING AS NECESSARY SHALL OCCUR IN MAY. A NATIVE PLANT COMMUNITY SHALL BE CONSIDERED SUCCESSFULLY ESTABLISHED NO SOONER THAN 3 YEARS AFTER INITIAL SEEDING - ONCE THE COVER CROP HAS BEEN SUFFICIENTLY REPLACED BY NATIVE PLANTS AND THE AREA IS FREE OF ALL NON-NATIVE AND INVASIVE SPECIES. AT THIS TIME, MAINTENANCE CAN BE REDUCED TO MOWING / WEED-WHIPPING TO A HEIGHT OF 6-10 INCHES ONCE A YEAR IN EARLY SEPTEMBER AND SPOT SPRAYING OF HERBICIDE ONLY AS NEEDED.
16. FINAL ACCEPTANCE. UPON SUBSTANTIAL COMPLETION OF THE WORK, CONTRACTOR SHALL REQUEST FINAL ACCEPTANCE OF THE WORK IN WRITING BY THE OWNER/LANDSCAPE ARCHITECT. IF ANY WORK IS FOUND TO BE INCOMPLETE OR UNSATISFACTORY IN THE OPINION OF THE OWNER/LANDSCAPE ARCHITECT, A WRITTEN PUNCH LIST WILL BE PREPARED LISTING ALL ITEMS THAT REQUIRE COMPLETION OR CORRECTING BEFORE FINAL ACCEPTANCE.
17. WARRANTY. ALL PLANTS, MATERIALS AND WORKMANSHIP SHALL BE GUARANTEED FOR ONE YEAR FROM THE DATE OF FINAL ACCEPTANCE, UNLESS OTHERWISE SPECIFIED. THE GUARANTEE SHALL COVER THE FULL COST OF REPLACEMENT INCLUDING LABOR AND MATERIAL.

PLANT SCHEDULE						
SYMBOL	CODE	QTY	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER
TREES						
	RM	49	Acer rubrum 'Northwood'	Northwood Red Maple	2" Cal.	8.8B
	FM	58	Acer x freemanii 'Sienna'	Sienna Glen Maple	2" Cal.	8.8B
	HB	25	Celtis occidentalis	Common Hackberry	2" Cal.	8.8B
	HL	36	Gleditsia triacanthos inermis 'Harve'	Northern Acclaim Thornless Honey Locust	2" Cal.	8.8B
	KC	24	Gymnocladus dioica 'Express'	Kentucky Coffeetree	2" Cal.	8.8B
	WO	44	Quercus bicolor	Swamp White Oak	2" Cal.	8.8B
	PO	35	Quercus ellipsoidalis	Northern Pin Oak	2" Cal.	8.8B
	BO	9	Quercus macrocarpa	Bur Oak	2" Cal.	8.8B
	RO	24	Quercus rubra	Red Oak	2" Cal.	8.8B
	BL	36	Tilia americana 'Boulevard'	Boulevard Linden	2" Cal.	8.8B
	AE	50	Ulmus americana 'Princeton'	American Elm	2" Cal.	8.8B
		350	SUBTOTAL:			
ORNAMENTAL TREES						
	OB	35	Aesculus glabra JN Select TM	Early Glow Ohio Buckeye	1.5" Cal.	8.8B
	SB	24	Amelanchier x grandiflora 'Autumn Brilliance' Clump Form, 1.5" Cal Equivalent	Autumn Brilliance Serviceberry	7' Ht.	8.8B
	BB	27	Carpinus caroliniana	Blue Beech	1.5" Cal.	8.8B
	ER	22	Cercis canadensis (MN Strain)	Eastern Redbud	1.5" Cal.	8.8B
	PD	29	Cornus alternifolia 'Wickham'	Golden Shadows Pagoda Dogwood	1.5" Cal.	8.8B
	HT	37	Crataegus crus-galli 'Inermis'	Thornless Hawthorn	1.5" Cal.	8.8B
	CA	38	Malus x 'Prairiefire'	Prairiefire Crabapple	1.5" Cal.	8.8B
	JL	34	Syringa reticulata 'Ivory Silk'	Ivory Silk Japanese Tree Lilac	1.5" Cal.	8.8B
		248	SUBTOTAL:			
GROUND COVERS						
	TI	459,185 sf	Type I - Turf Seed Mix Refer to notes for acceptable seeding methods Seeding Rate 250 lb/ac	MnDOT Residential Turfgrass (RT)		seed
	TS	242,052 sf	Type II - Stormwater Seed Mix Refer to notes for acceptable seeding methods Seeding Rate 25 lb/ac	MnDOT Wet Ditch (WD)		seed
	TSB	716,503 sf	Type III - Native Seed Mix Refer to notes for acceptable seeding methods Seeding Rate 35 lb/ac	MnDOT Southern Shortgrass Roadside (SSR)		seed
	TSV	41,775 sf	Type IV - Wetland Seed Mix Refer to notes for acceptable seeding methods Seeding Rate 35 lb/ac	MnDOT Southern Tallgrass Roadside (STR)		seed
		1,459,515 sf	SUBTOTAL:			



DESIGNER
CARLSON ENGINEERING
10000 W. 100TH AVE.
SUITE 100
MINNETONKA, MN 55345
(952) 835-1000
WWW.CARLSONENGINEERING.COM

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 landscape architect under the laws of the State of Minnesota.

Print Name: Ryan J. Rutger, RLA
Signature:
Date: 05/23/25 License #: 56346

Drawn: LC/MBB/JP
Designed: RJB
Date: 05/23/25

Revisions:

1.

ELK RIVER 648-1 LAND, LLC
14015 Sunfish Lake Blvd. NW, Suite 400
Ramsey, MN 55303

OAKWATER RIDGE
Preliminary Plat I
Elk River, MN

PRELIMINARY
LANDSCAPE PLAN

L7
of
7

#9556

OAKWATER RIDGE

Elk River, MN

CAPSTONE
— H O M E S —



PLANNED UNIT DEVELOPMENT
April 7th, 2025

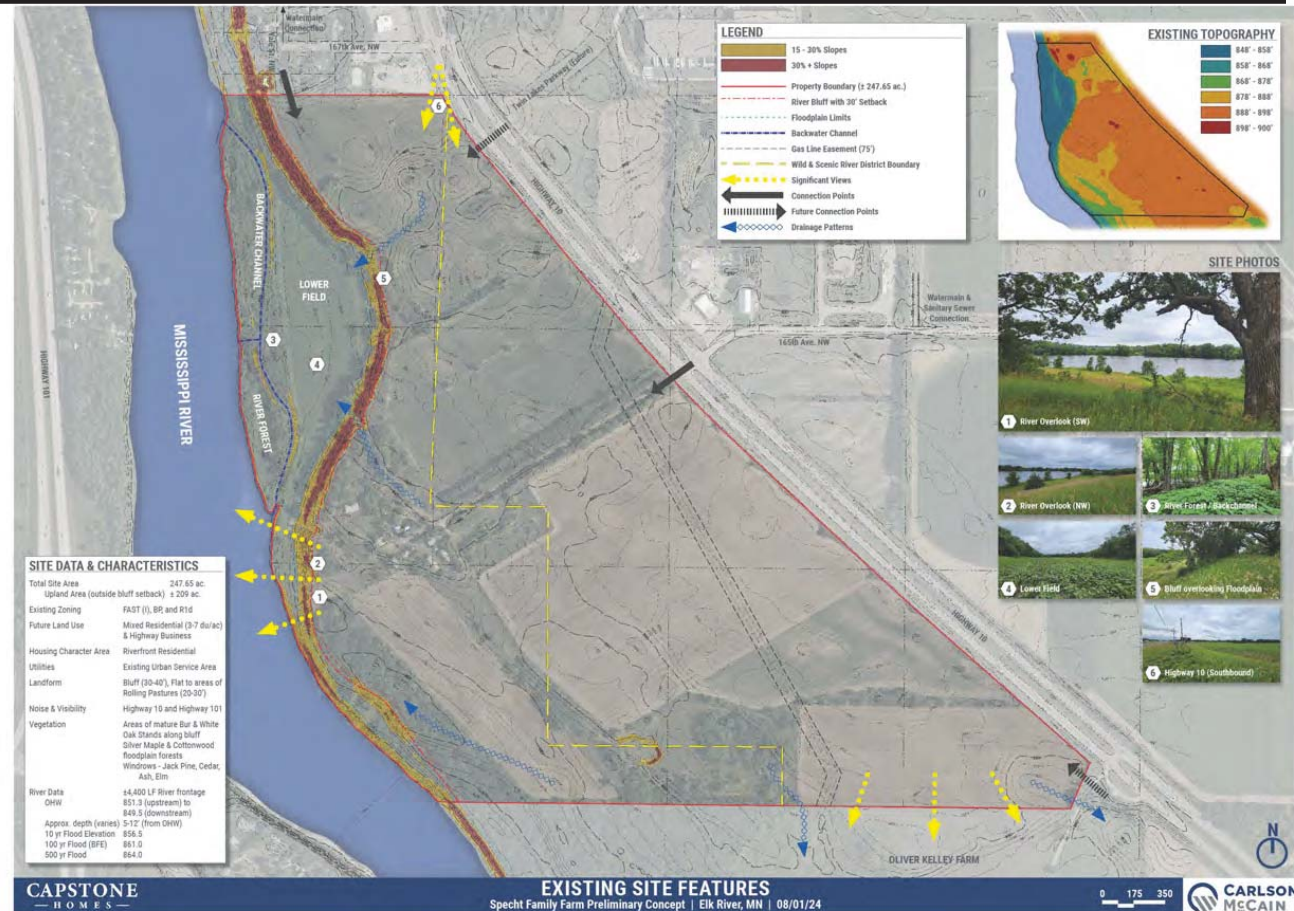
Project Narrative

Capstone Homes is submitting for consideration a Master Plan Ordinance Amendment for the development of 250 acres of Mississippi Riverfront, into an exciting new mixed residential community. Capstone Homes is a locally owned hometown builder in the Twin Cities Metro area whose mission is to build quality homes at an exceptional value, while serving and positively impacting the community. Capstone offers modern, open concept floor plans with a huge selection of available structural and cosmetic options to fit any family's needs. We are the largest privately owned builder in the Twin Cities Area and because we are family owned and operated, we treat each home and homeowner with the utmost care, just like we would our own families.

The Specht Family Farm is located at 16330 US Highway 10, running adjacent to the Mississippi River. Nearly 1 mile of this roughly 250 acre neighborhood are home sites that are on and overlooking the Mississippi River. We have worked with city staff and the Department of Natural Resources to establish a neighborhood that protects the Wild and Scenic nature of the Mississippi river throughout the acreage site. Through multiple workshops, meetings and site walks we feel confident that the Master PUD plan submitted meets the design requirements defined in both the City of Elk River Ordinance and the State Wild and Scenic River District.

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

Existing Conditions



CAPSTONE
— HOMES —

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

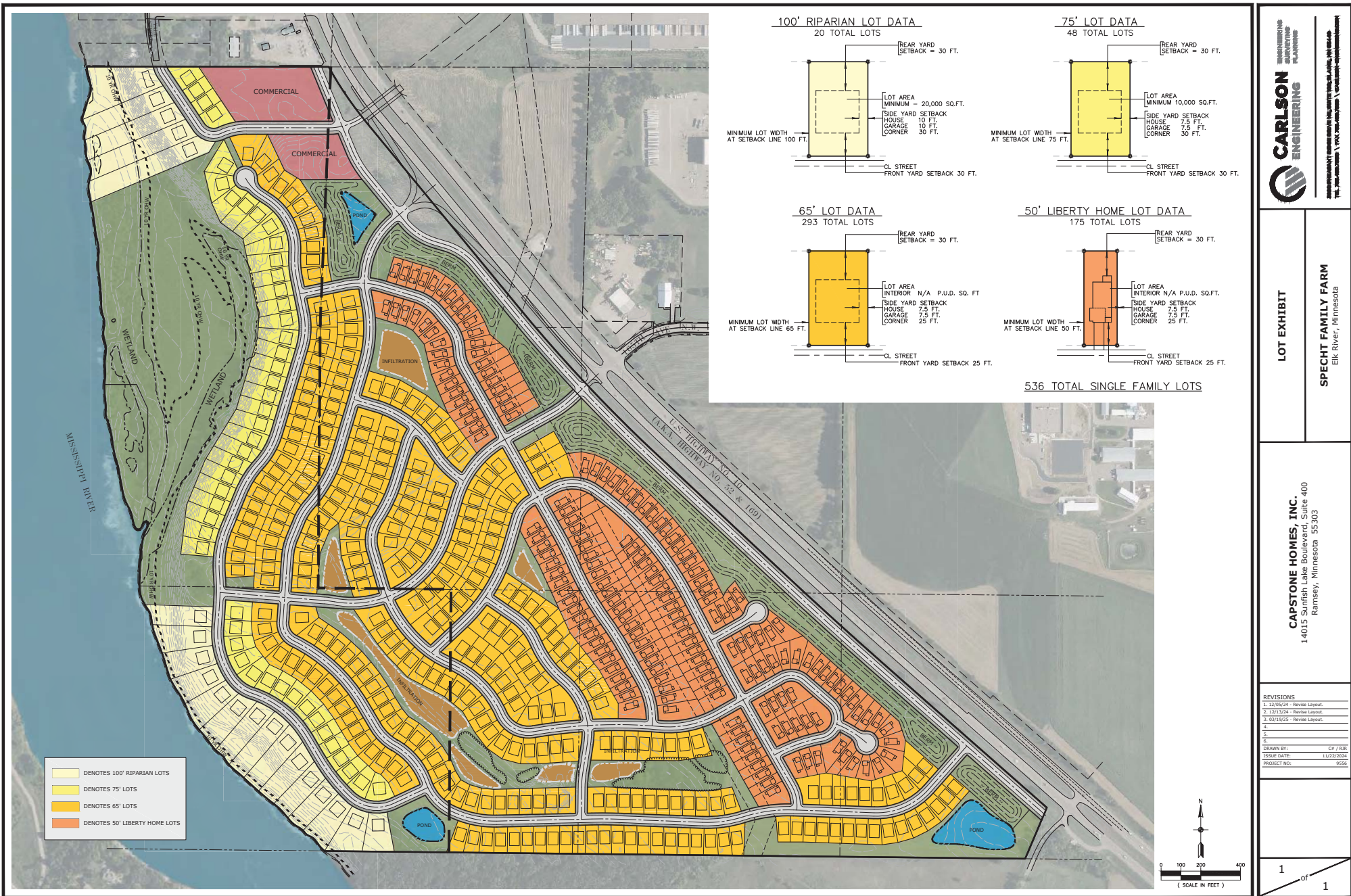
Carlson
McCain
ENVIRONMENTAL • ENGINEERING • SURVEYING

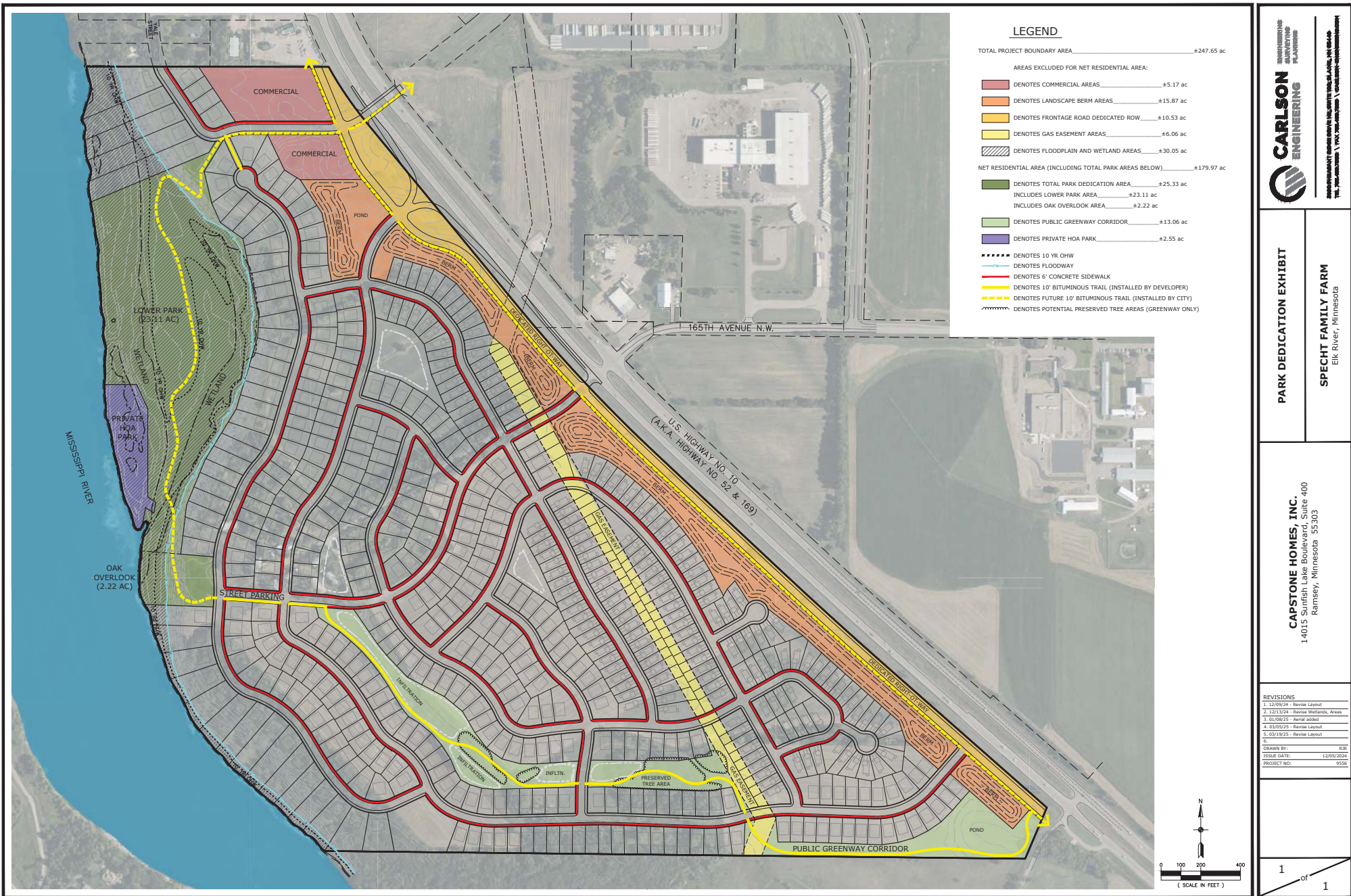
3890 Pheasant Ridge Dr. NE, Ste 100
Blaine, MN 55449

KJOLHAUG ENVIRONMENTAL
SERVICES COMPANY

2500 Shadywood Road, Ste 130
Orono, MN 55331









- Open Space Notes**
1. Open space shown in green covers 1,791,314 square feet, which is 50.2% of the 3,566,324 square-foot Wild and Scenic River District.
 2. This Open Space Plan is preliminary and subject to revision as the project advances through the approval process; this is not a final Open Space Plan.
 3. This Open Space Plan is submitted to demonstrate that the project has the capacity to provide 50% open space.
 4. The open space configuration may be revised during future site planning, but the project design will still provide 50% open space.
 5. This Open Space Plan concentrates open space near the Mississippi River to help protect the water resource.
 6. Open space does not include public street right-of-way or impervious surfaces.
 7. The 100-foot Impact Zone (IZ) will be at least 70% open space.

Alternative Open Space Calculation Mississippi River Wild and Scenic River District PUD

Tier	Total Area (sq ft)	Minus Right-of-Way	Minus Impervious Res Lot Area	Minus Impervious Comm Lot Area	Total Open Space	% Open Space
Tier 1 (0-300 feet)	1,642,876	180,266	282,000	0	1,180,610	71.9
Tier 2 (300-600 feet)	1,143,978	193,669	498,000	46,829	405,580	35.5
Tier 3 (600-900 feet)	563,102	123,499	150,000	125,203	164,310	29.2
Tier 4 (900 feet District Edge)	217,468	54,622	78,000	0	84,846	39.1
All Tiers Combined	3,566,324	551,956	1,008,000	172,132	1,834,236	51.4
Average	81.87	12.67	21.14	3.95	42.11	

- Alternative Open Space Calculation Notes**
1. Residential impervious surface is calculated as an average of 0.080 square feet per residential lot.
 2. Commercial lots are assumed to be 85% impervious.
 3. Parts of residential and commercial lots that are not impervious are assumed to be open space.

Prepared by Rob Bonta ECD FORBESIGHT Environmental Consulting 01/23/2024



CARLSON
ENGINEERING & PLANNING

14015 Sunfish Lake Boulevard, Suite 400
Ramsey, Minnesota 55303
TEL: 763.455.2000 FAX: 763.455.2001

**WILD AND SCENIC RIVER DISTRICT
OPEN SPACE EXHIBIT**

SPECHT FAMILY FARM
Elk River, Minnesota

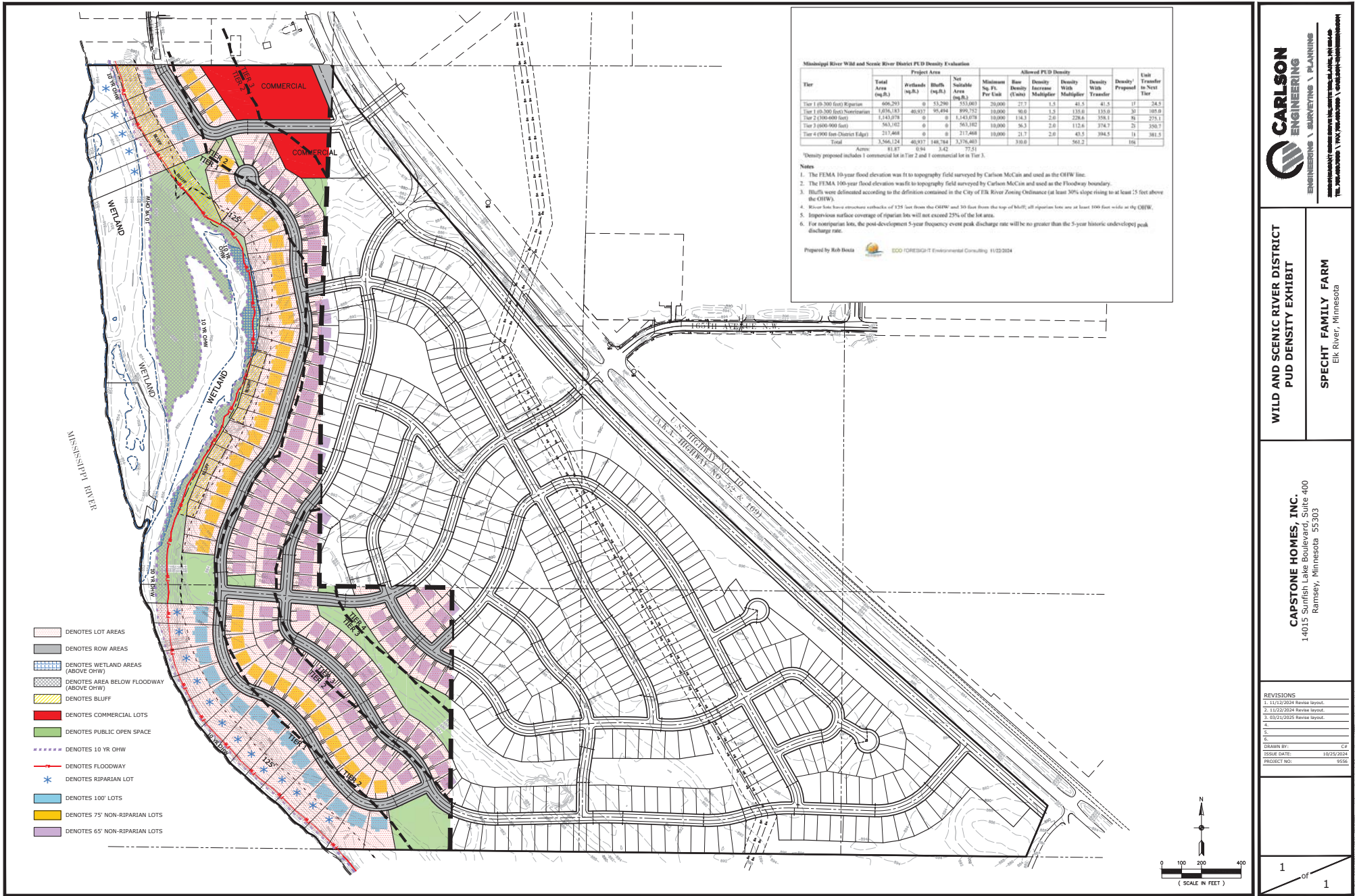
CAPSTONE HOMES, INC.
14015 Sunfish Lake Boulevard, Suite 400
Ramsey, Minnesota 55303

REVISIONS

1.	03/21/2025	Revised layout.
2.		
3.		
4.		
5.		
6.		

DRAWN BY: C.P.
ISSUE DATE: 11/22/2024
PROJECT NO.: 8056

1 OF 1



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

**WILD AND SCENIC RIVER DISTRICT
PUD DENSITY EXHIBIT**

SPECHT FAMILY FARM
Elk River, Minnesota

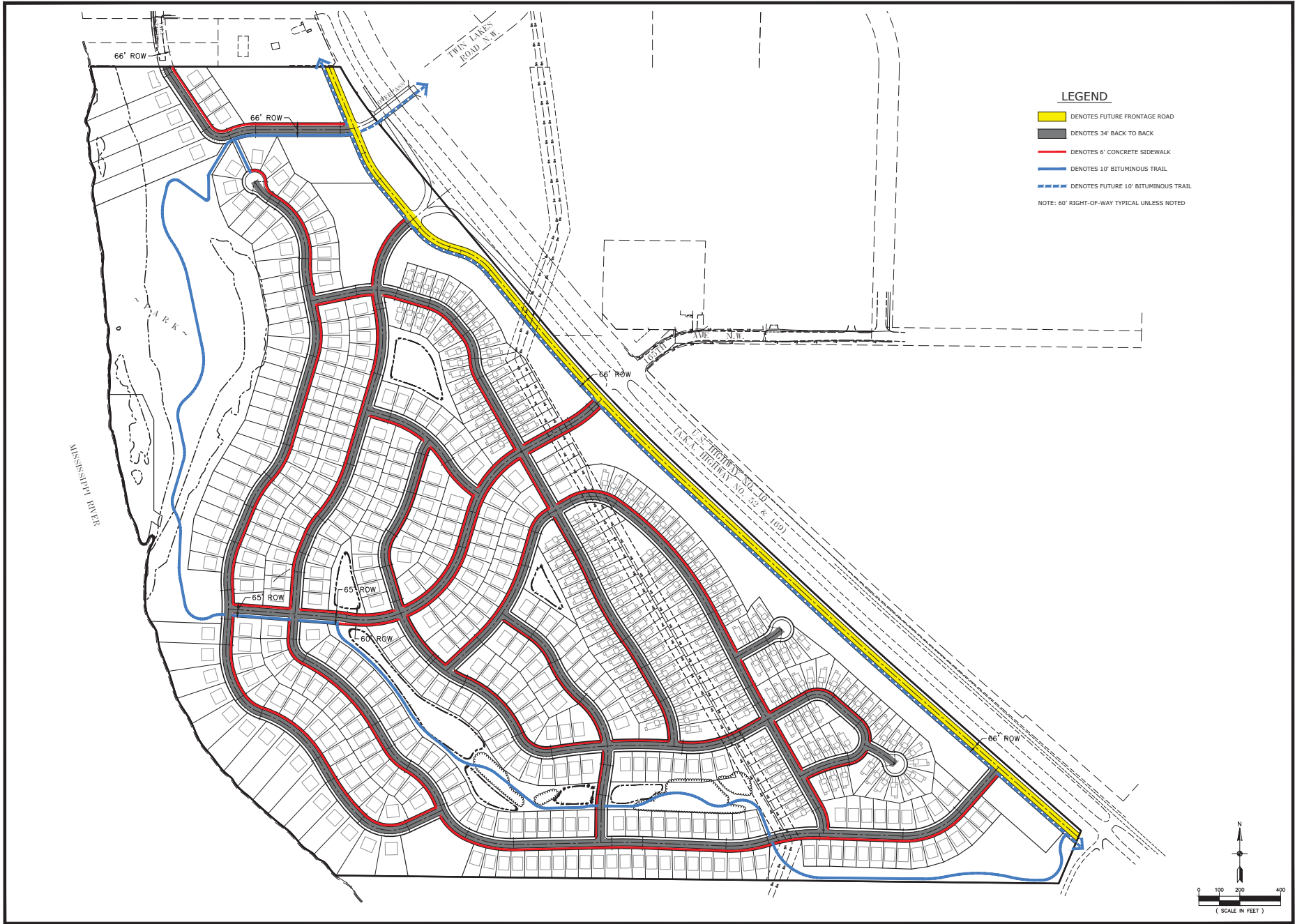
CARLSON ENGINEERING
ENGINEERING \ SURVEYING \ PLANNING
10000 Highway 100, Suite 100
Elk River, Minnesota 55009
TEL: 763-463-2000 FAX: 763-463-2001
WWW.CARLSONENGINEERING.COM

REVISIONS

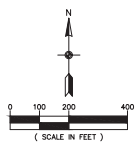
NO.	DATE	DESCRIPTION
1	11/12/2024	Revised layout.
2	11/12/2024	Revised layout.
3	09/21/2025	Revised layout.
4		
5		
6		

DRAWN BY: C.F.
ISSUE DATE: 10/25/2024
PROJECT NO.: 8056

1 of 1



- LEGEND**
- DENOTES FUTURE FRONTAGE ROAD
 - DENOTES 34' BACK TO BACK
 - DENOTES 6' CONCRETE SIDEWALK
 - DENOTES 10' BITUMINOUS TRAIL
 - DENOTES FUTURE 10' BITUMINOUS TRAIL
- NOTE: 60' RIGHT-OF-WAY TYPICAL UNLESS NOTED



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

STREET WIDTH & SIDEWALK/TRAIL EXHIBIT

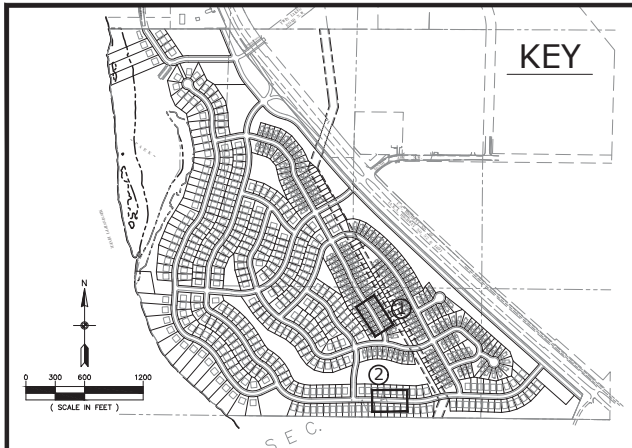
OAKWATER RIDGE
Elk River, Minnesota

REVISIONS

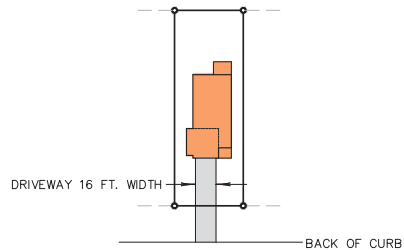
1.	12/04/24	Park Trails Added
2.	12/09/24	Sidewalk Revisions
3.	12/12/24	Sidewalk Added, Layout
4.	03/19/25	Revised Layout
5.		
6.		

DRAWN BY: ADB / JLR
ISSUE DATE: 12/02/2024
PROJECT NO.: 6056

1 OF 1

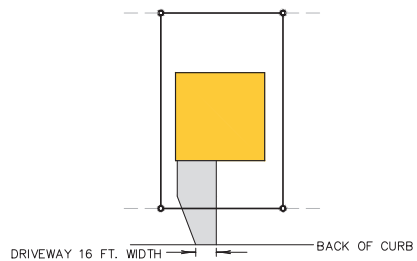


① 50' LIBERTY HOME LOT
(NOT TO SCALE)

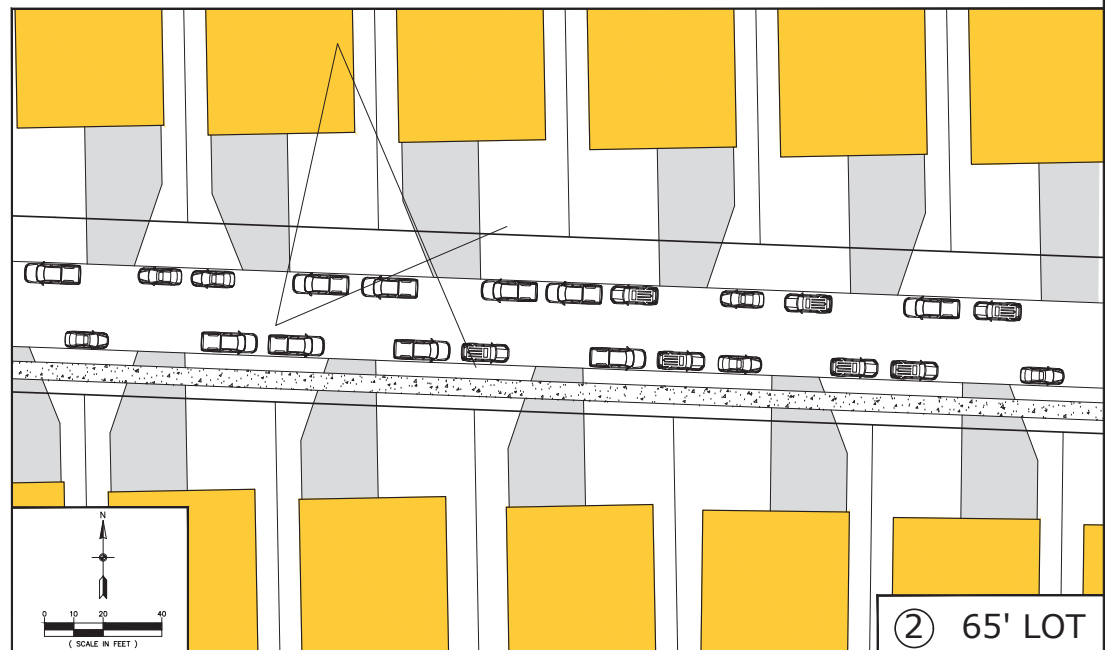
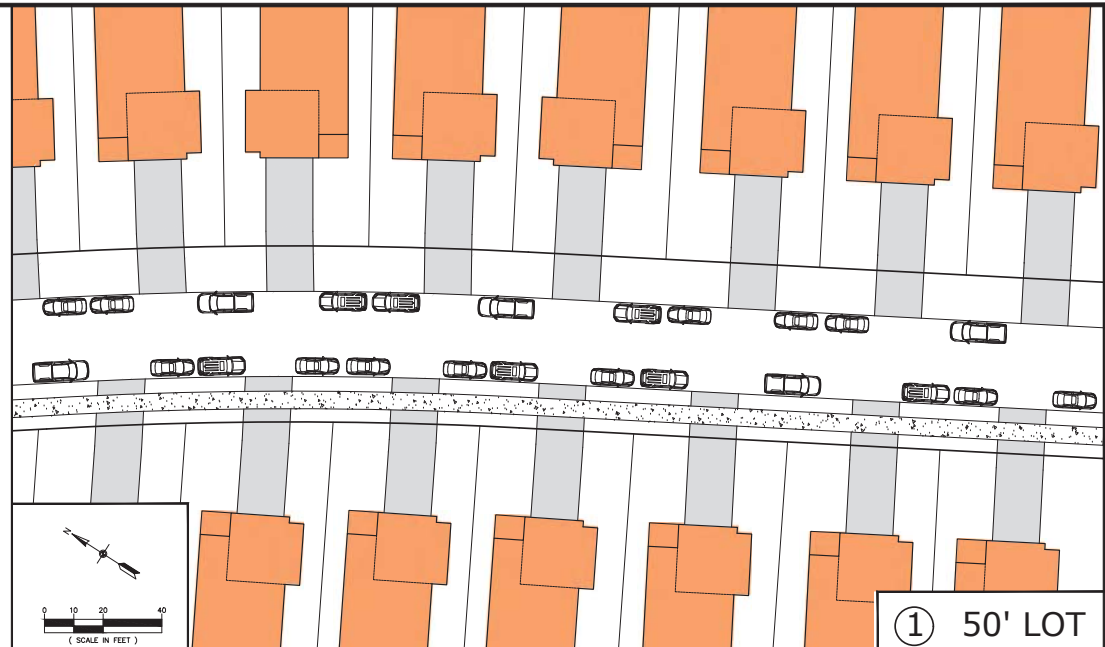


NOTE: MAXIMUM DRIVEWAY WIDTH FOR 50' LOTS IS 16' AT THE BACK OF CURB

② 65' LOT
(NOT TO SCALE)



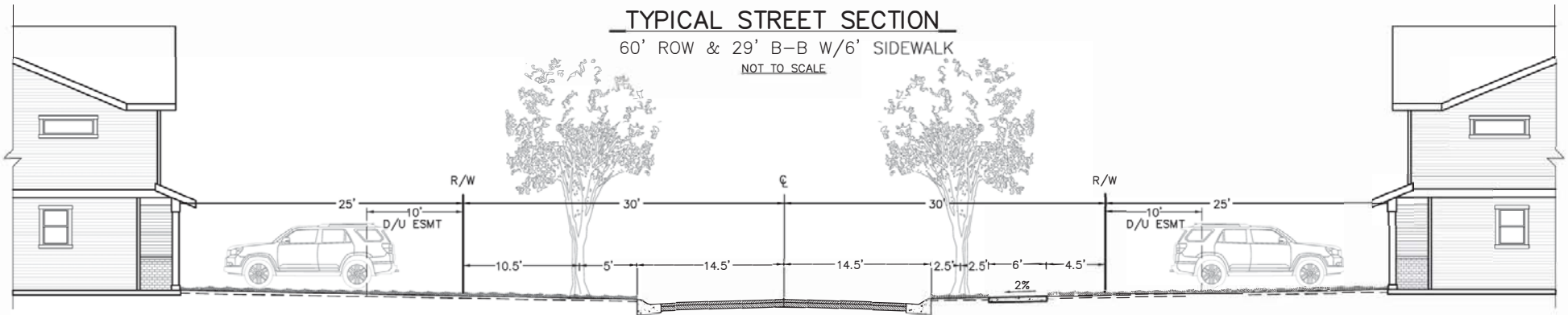
NOTE: MAXIMUM DRIVEWAY WIDTH FOR 65' LOTS (AND LARGER) IS 30' AT THE RIGHT OF WAY



TYPICAL STREET SECTION

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

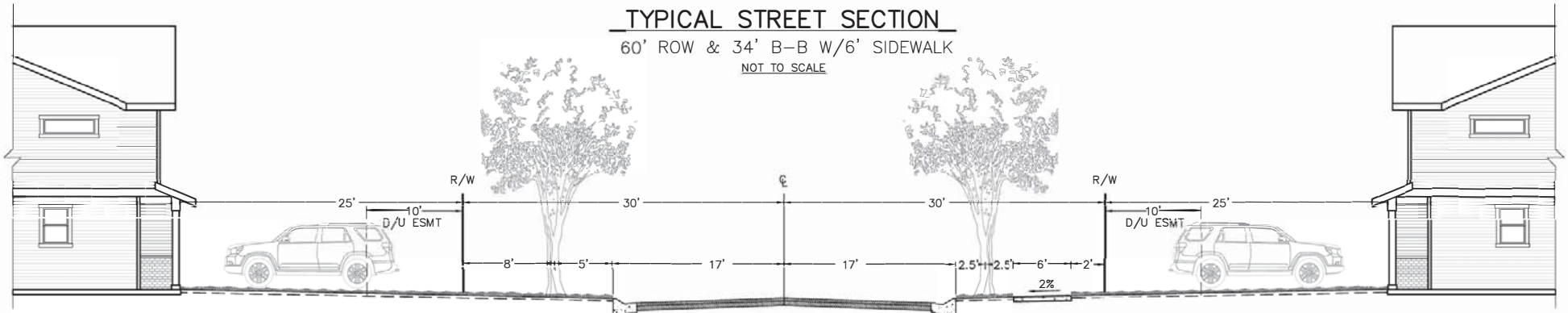
NOT TO SCALE



TYPICAL STREET SECTION

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

NOT TO SCALE



ENGINEERING
SURVEYING
ENVIRONMENTAL

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

Revisions:

1.

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

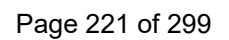
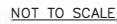
SPECHT FAMILY FARM
Elk River, Minnesota

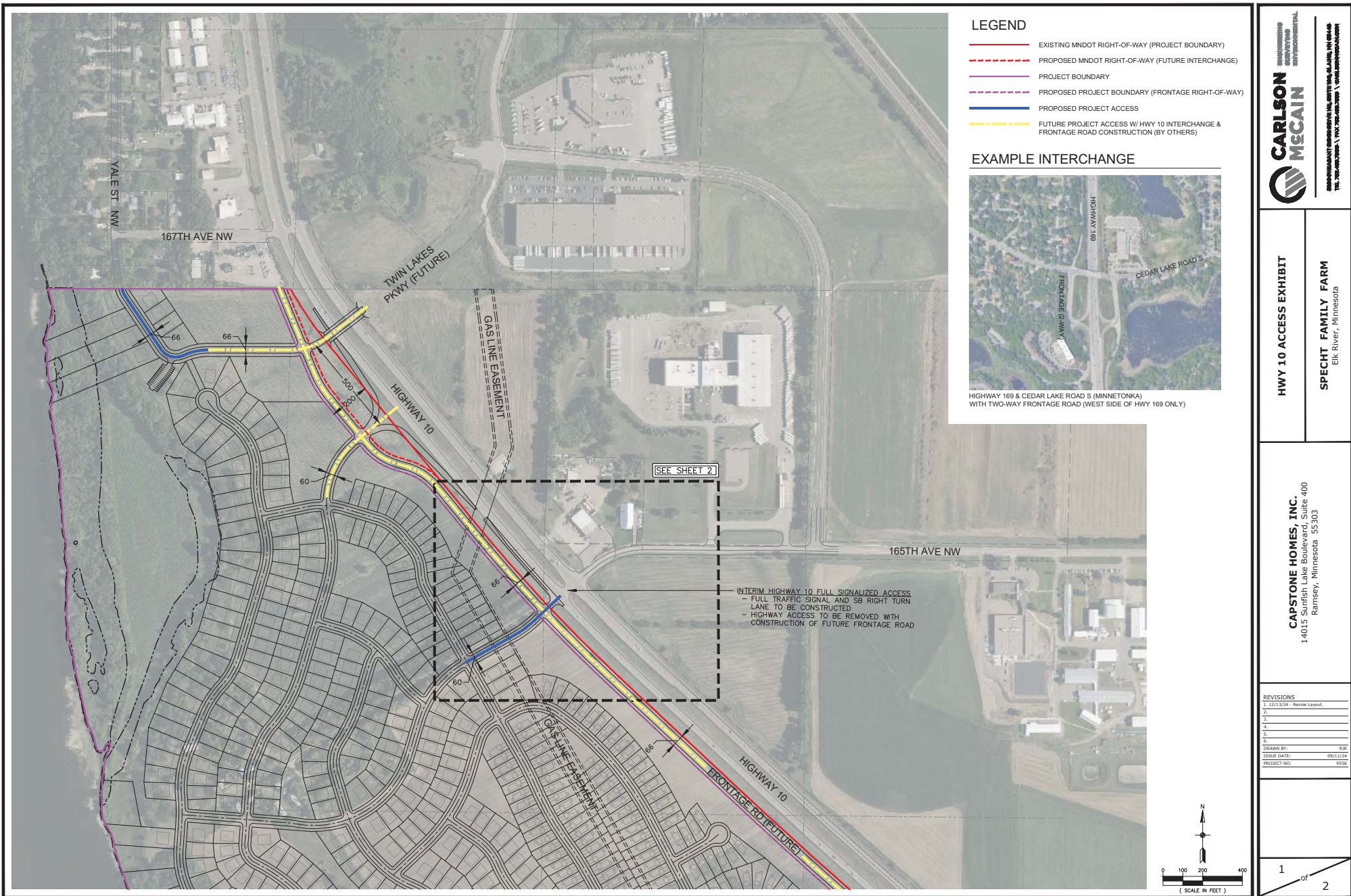
TYPICAL STREET SECTIONS

1
of
2

#9556

NOT TO SCALE





CARLSON MCCAIN
CONSULTING ENGINEERS
11000 Highway 100, Suite 100
Minnetonka, MN 55345
Tel: 763.853.1000 / Fax: 763.853.1001 / Email: info@carlsonmccain.com

HWY 10 ACCESS EXHIBIT

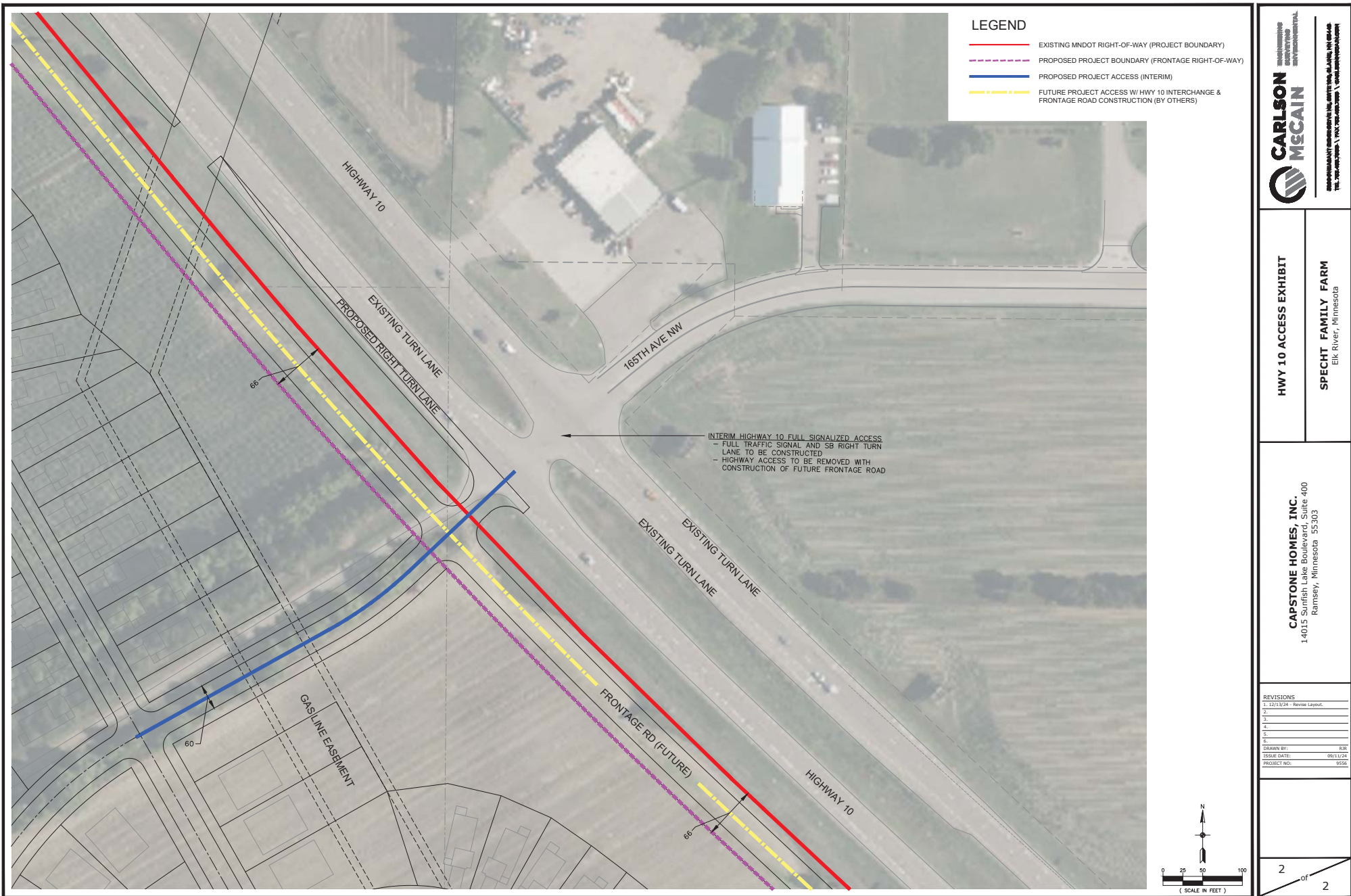
SPECHT FAMILY FARM
Elk River, Minnesota

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

REVISIONS

1.	12/13/24 - Revise Layout
2.	
3.	
4.	
5.	
6.	

DRAWN BY: BLK
ISSUE DATE: 06/11/24
PROJECT NO: 10500





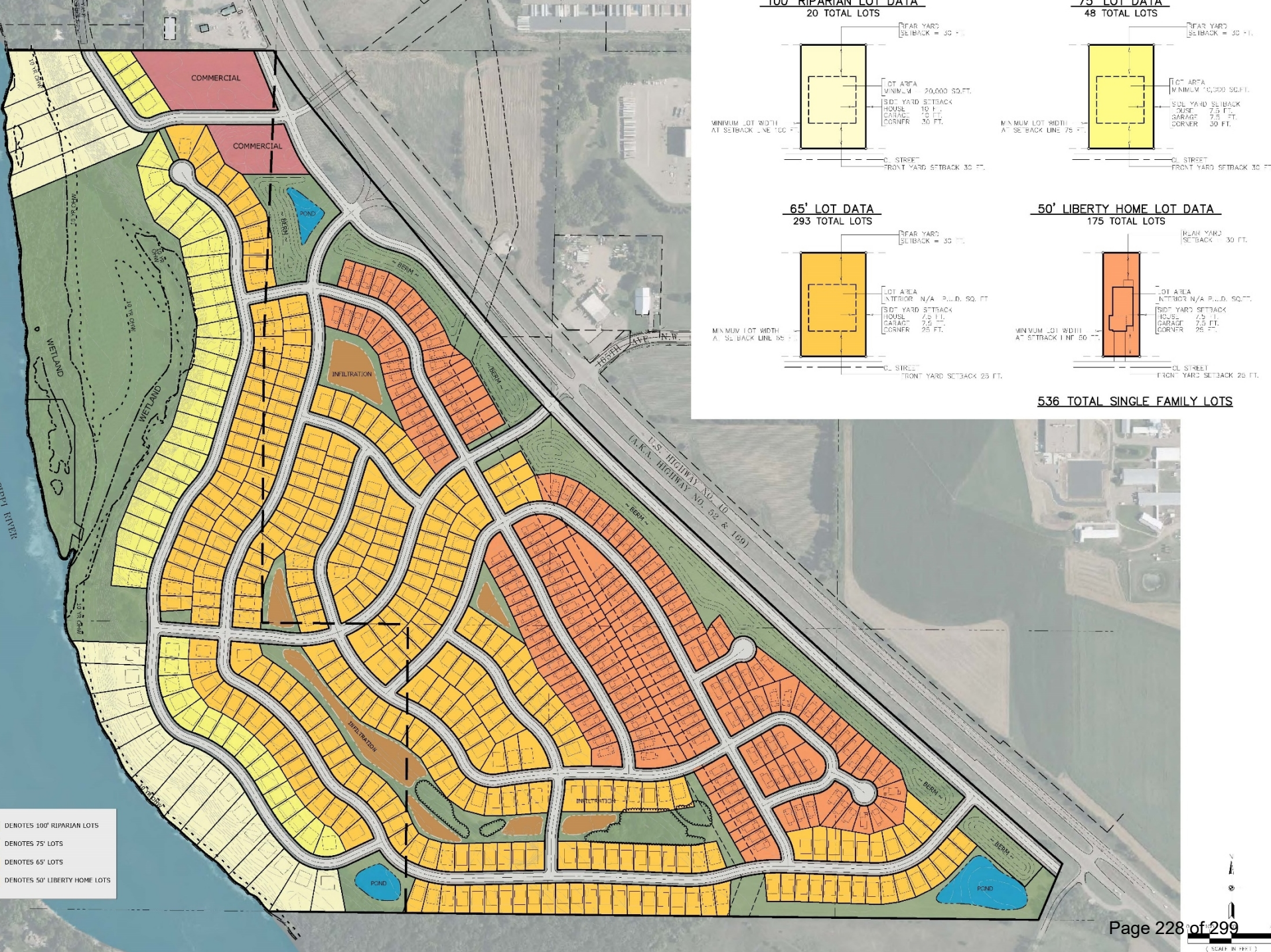
SITE DATA		
	Liberty Homes (50' Lot)	175
	Classic Homes (65' Lot)	293
	Bluff Homes (75' Lot)	48
	River Homes (100' Lot)	20
	Total Residential Lots	536
	Open Space	51.98 ac.
	Future Commercial	5.17 ac.
	Future Frontage Road ROW	10.53 ac.
	Net Residential Area	179.97 ac.
	Total Site Area	247.65 ac.

Oakwater Ridge Preliminary Plat



Background

- Capstone Homes – 536 lot residential subdivision
 - 2 lots to support future commercial development
- Council approved a ZC, LU, and PUD on April 7, 2025.
 - PUD established the overall standards and framework for the subdivision, not approval to permit.
- Preliminary plat is the next step in the process to begin development.
 - Plat will occur in two phases
 - Current request provides preliminary approval for 300 lots
- Plat is consistent with the approved PUD plans





Comprehensive Plan – Land Use

- Comp Plan guides the property for Mixed Residential Uses and Highway Business
- Mixed Residential encourages neighborhoods with multiple housing types
 - Proposing four different lot types
 - Increasing density
- Highway Business anticipates commercial uses which benefit from highway frontage – gas station, retail, etc.

Land Use

LEGEND

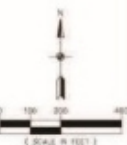
	CDNOTES TOTAL LOWER PARK DEDICATION AREA	= 28.07 ac
	CDNOTES TOTAL GREENWAY PARK DEDICATION AREA	= 14.51 ac
	(UPLAND AREA ONLY = +14.58 ac)	
	CDNOTES WETLAND AND STORMWATER AREAS	= 16.33 ac
	TOTAL PARK DEDICATION AREA	= 42.58 ac
	TOTAL UPLAND PARK DEDICATION CREDIT AREA	= 26.45 ac
	CDNOTES COMMERCIAL AREAS	= 5.17 ac
	CDNOTES LANDSCAPE BERR AREAS	= 15.87 ac
	CDNOTES FRONTAGE ROAD DEDICATED ROW	= 10.53 ac
	NET RESIDENTIAL AREA (INCLUDING TOTAL PARK DEDICATION AREAS)	= 216.08 ac
	TOTAL PROJECT BOUNDARY AREA	= 247.65 ac
*****	CDNOTES 10 YR DRW	
----	CDNOTES FLOODWAY	
----	CDNOTES 6" CONCRETE SIDEWALK	
----	CDNOTES 10' BITUMINOUS TRAIL	
----	CDNOTES FUTURE 10' BITUMINOUS TRAIL	
----	CDNOTES GRAVEL WALKING PATH	
----	CDNOTES POTENTIAL PRESERVED TREE AREAS (GREENWAY ONLY)	

PARK DEDICATION CALCULATIONS

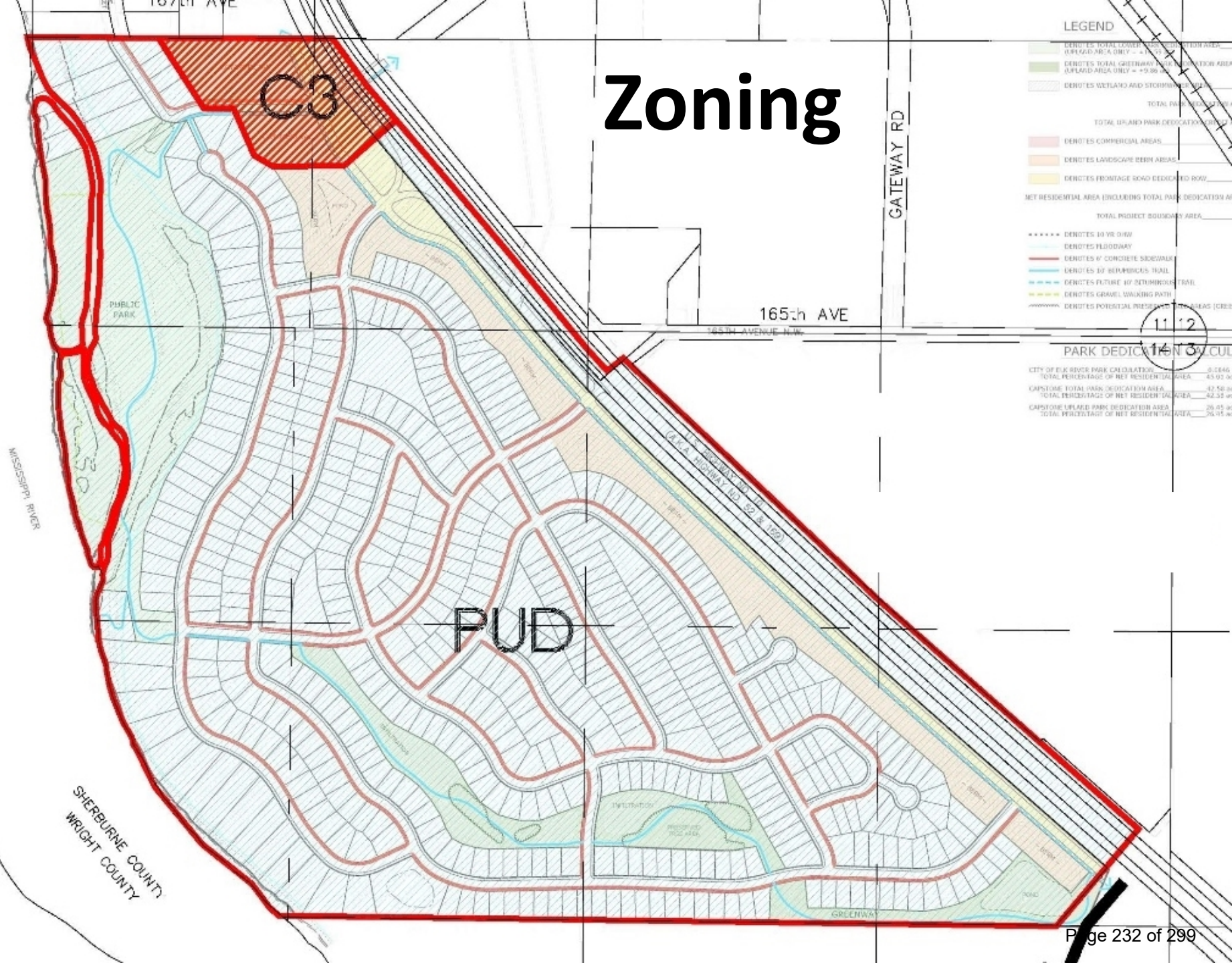
CITY OF ELK RIVER PARK CALCULATION	0.0846 x 533 UNITS = 45.01 ac
TOTAL PERCENTAGE OF NET RESIDENTIAL AREA	5.01 ac / 216.08 ac = 2.3%
CAPSTONE TOTAL PARK DEDICATION AREA	42.58 ac
TOTAL PERCENTAGE OF NET RESIDENTIAL AREA	42.58 ac / 216.08 ac = 19.7%
CAPSTONE UPLAND PARK DEDICATION AREA	26.45 ac
TOTAL PERCENTAGE OF NET RESIDENTIAL AREA	26.45 ac / 216.08 ac = 12.2%

165TH AVENUE N.W.
U.S. HIGHWAY NO. 10
(A.K.A. HIGHWAY NO. 52 & 169)

MISSISSIPPI RIVER



Zoning



General Layout

- Most of the site is planned for single-family residential uses
 - Highest density (50-foot lots) closer to Highway 10
 - Largest lots (100-foot lots) along the river
- Primary access at 165th Ave/ current driveway location.
 - Capstone, and City working together to design and construct the new intersection.
- Secondary access from Yale Street in NW corner
- Long-term plans for interchange - not part of current project

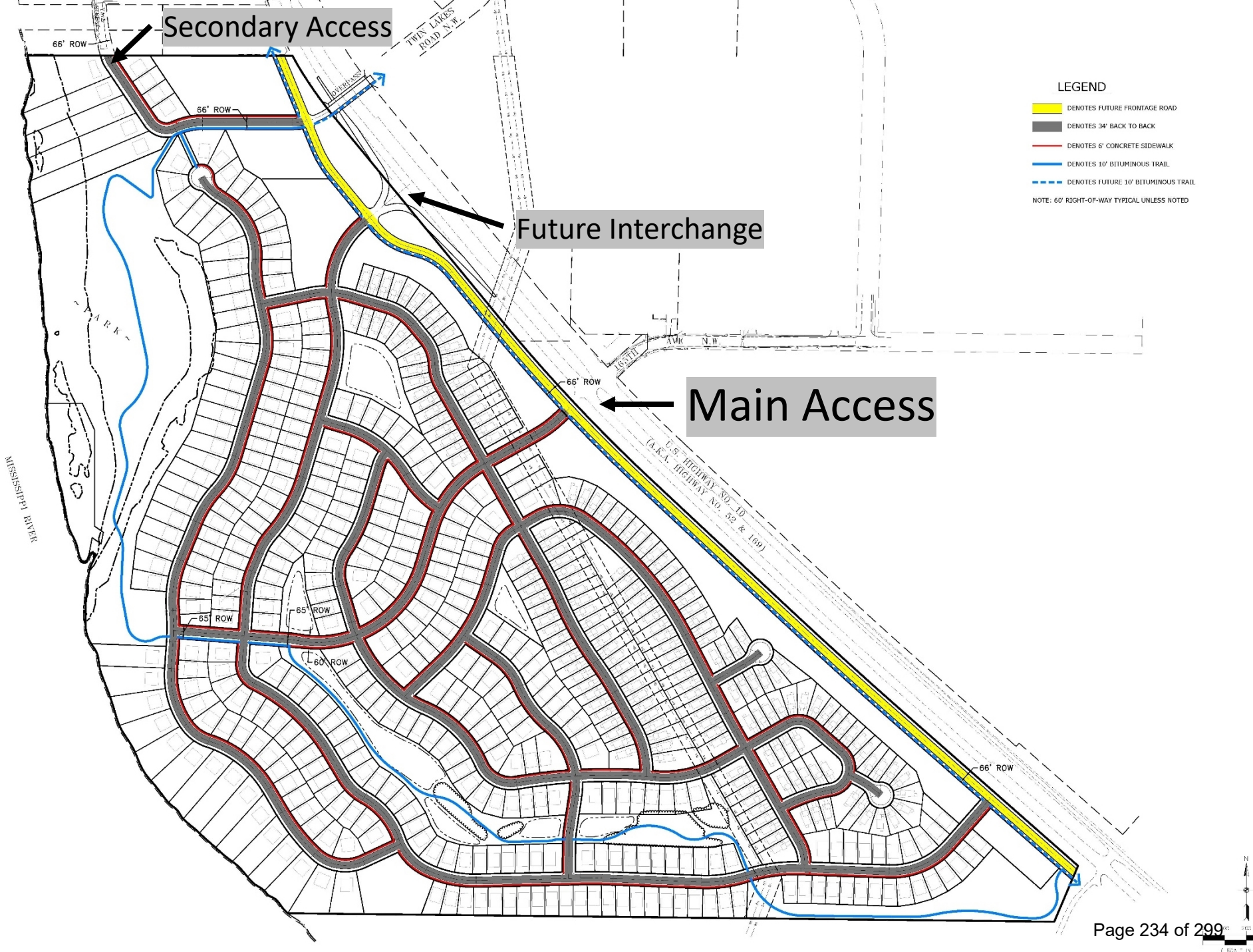
Secondary Access

Future Interchange

Main Access

LEGEND

- DENOTES FUTURE FRONTAGE ROAD
 - DENOTES 34' BACK TO BACK
 - DENOTES 6' CONCRETE SIDEWALK
 - DENOTES 10' BITUMINOUS TRAIL
 - DENOTES FUTURE 10' BITUMINOUS TRAIL
- NOTE: 60' RIGHT-OF-WAY TYPICAL UNLESS NOTED

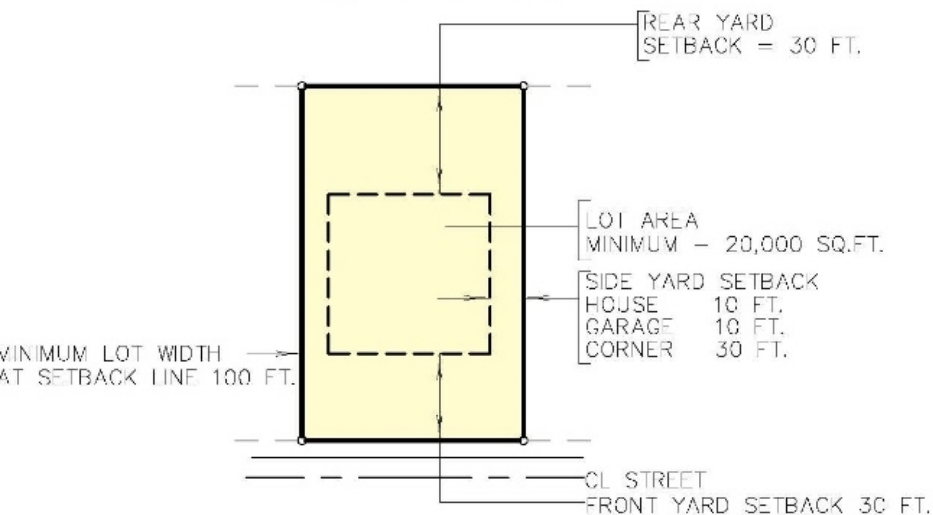


Parcel Design/Layout

- Approved PUD includes lots between 50 and 100-feet wide
 - Majority of the lots are 50 and 65-feet
- Driveway widths are limited to 16-feet
 - Provides ~37-feet between driveways in small lot area
 - 15-feet between homes
 - 25-foot front yard setback

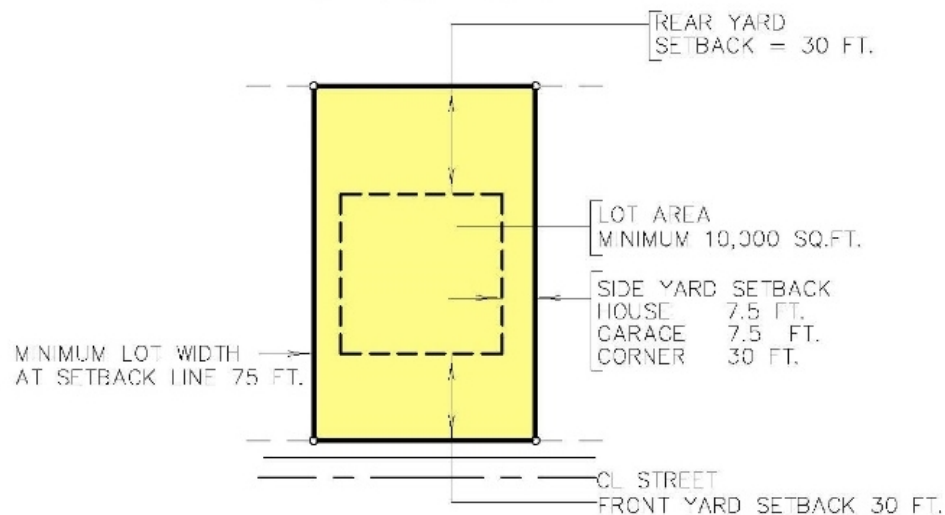
100' RIPARIAN LOT DATA

20 TOTAL LOTS



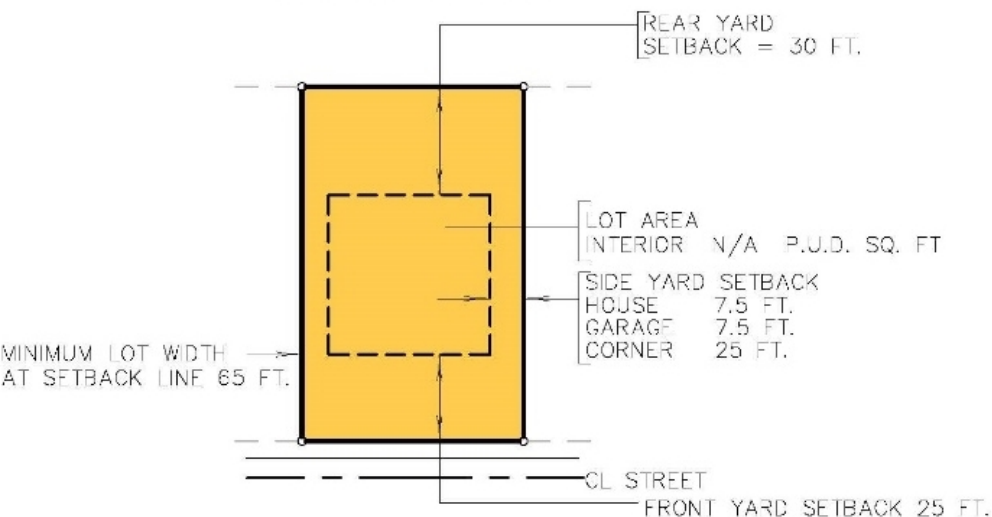
75' LOT DATA

48 TOTAL LOTS



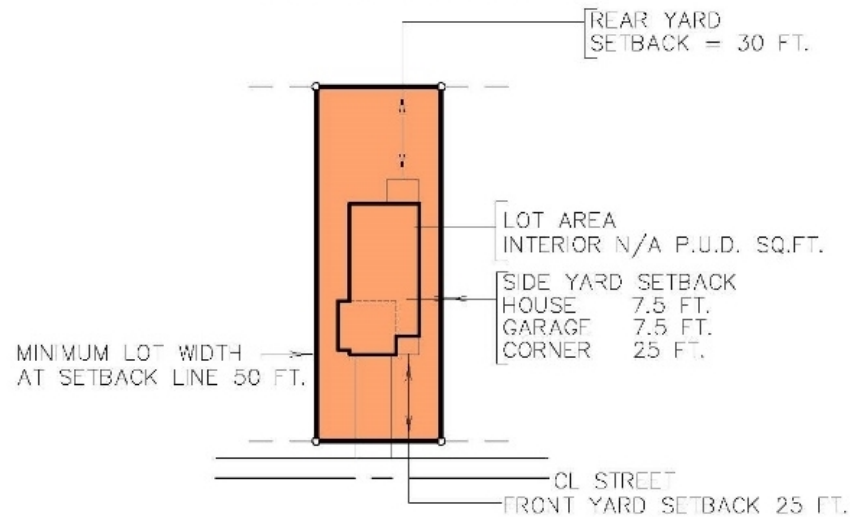
65' LOT DATA

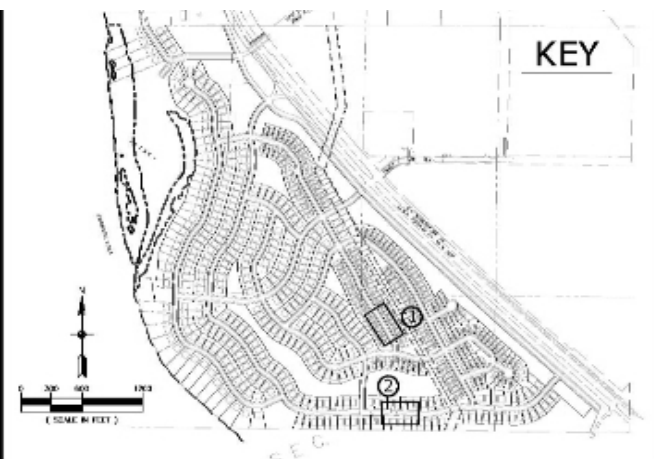
293 TOTAL LOTS



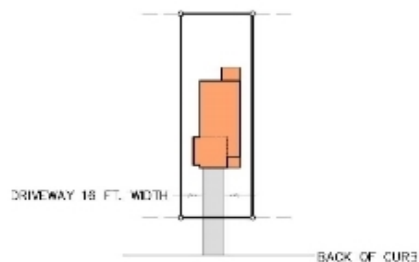
50' LIBERTY HOME LOT DATA

175 TOTAL LOTS



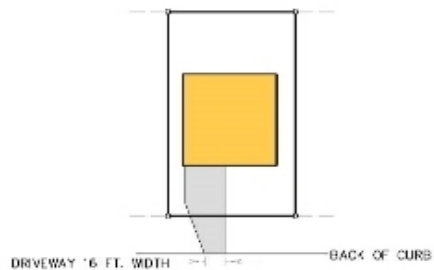


① 50' LIBERTY HOME LOT
(NOT TO SCALE)

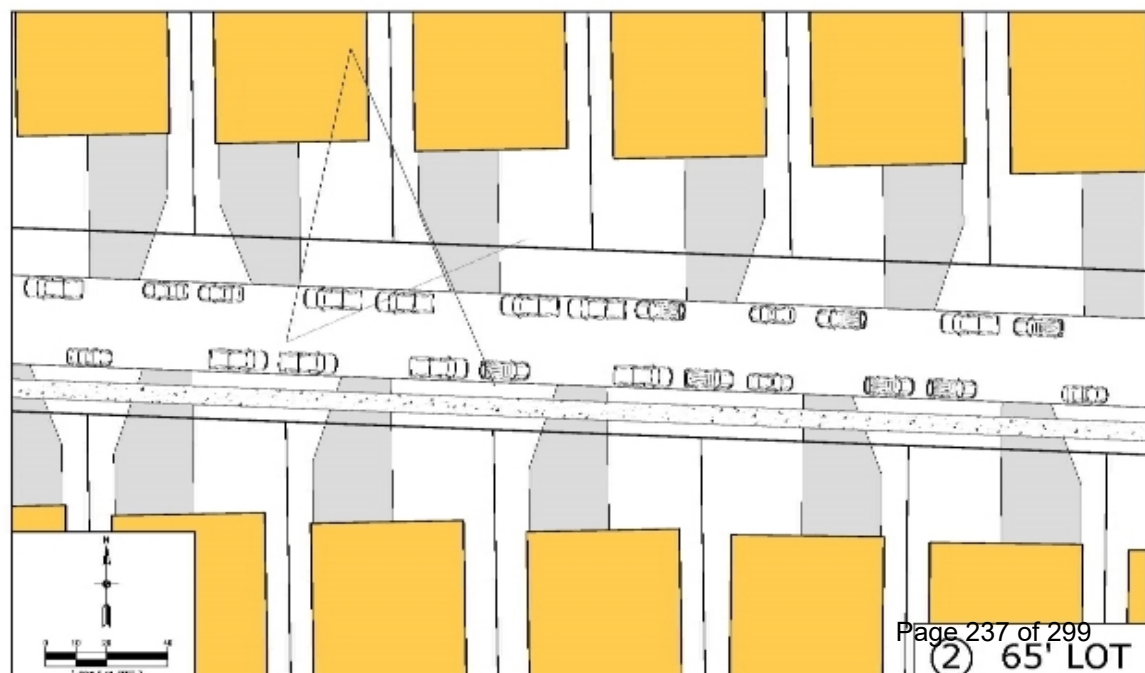


NOTE: MAXIMUM DRIVEWAY WIDTH FOR 50' LOTS IS 16' AT THE BACK OF CURB

② 65' LOT
(NOT TO SCALE)



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



Streets and Sidewalks

- All streets constructed to city's design standard and will include a sidewalk or trail on one side of the street.
- A trail network has been reviewed by Park and Rec and Council

LEGEND

TOTAL PROJECT BOUNDARY AREA _____ ±247.65 ac

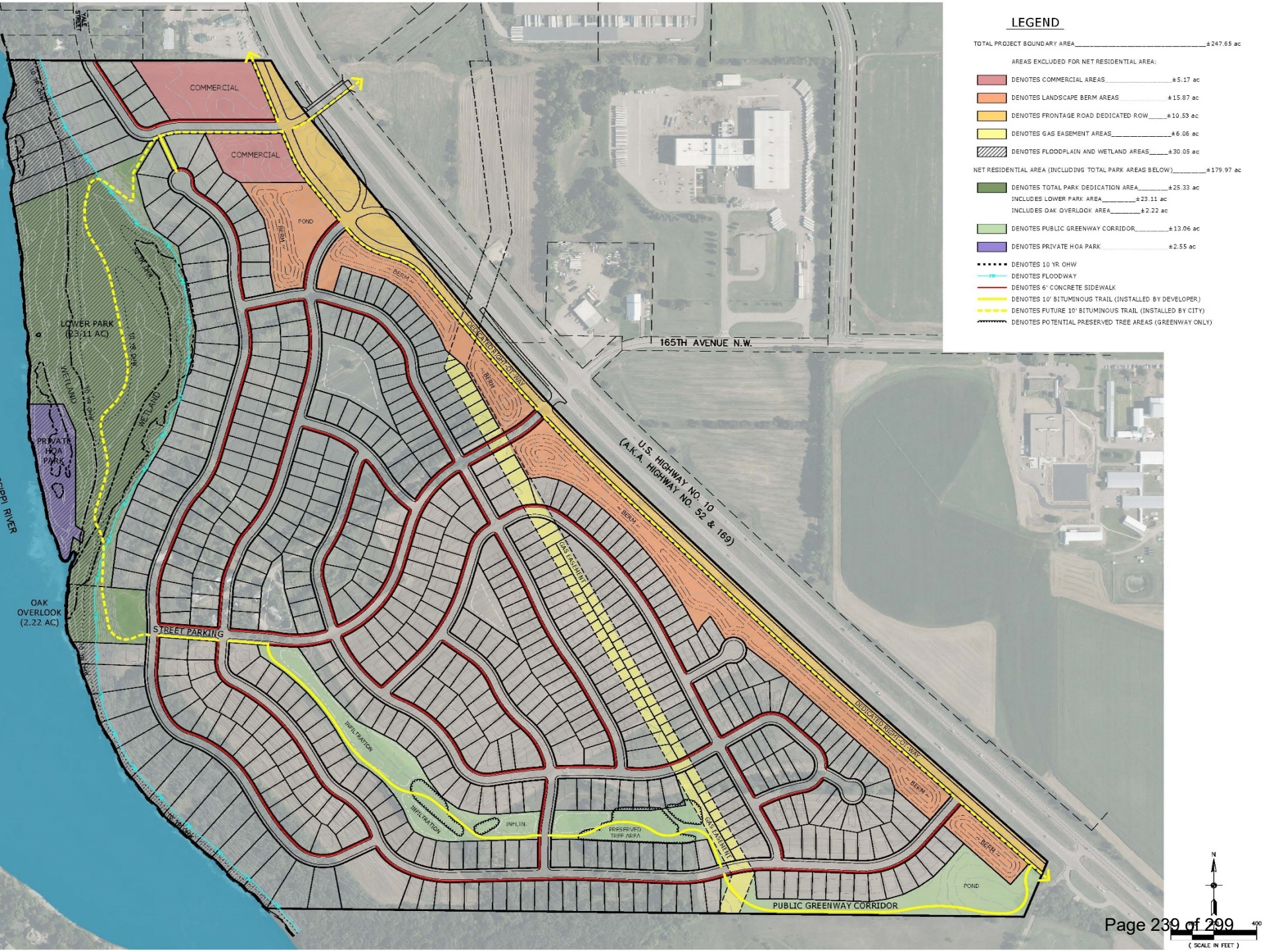
AREAS EXCLUDED FOR NET RESIDENTIAL AREA:

- DENOTES COMMERCIAL AREAS _____ ±5.17 ac
- DENOTES LANDSCAPE BERM AREAS _____ ±15.87 ac
- DENOTES FRONTAGE ROAD DEDICATED ROW _____ ±10.53 ac
- DENOTES GAS EASEMENT AREAS _____ ±6.06 ac
- DENOTES FLOODPLAIN AND WETLAND AREAS _____ ±30.05 ac

NET RESIDENTIAL AREA (INCLUDING TOTAL PARK AREAS BELOW) _____ ±179.97 ac

- DENOTES TOTAL PARK DEDICATION AREA _____ ±25.33 ac
- INCLUDES LOWER PARK AREA _____ ±23.11 ac
- INCLUDES OAK OVERLOOK AREA _____ ±2.22 ac
- DENOTES PUBLIC GREENWAY CORRIDOR _____ ±13.06 ac
- DENOTES PRIVATE HOA PARK _____ ±2.55 ac

- DENOTES 10 YR OHW
- DENOTES FLOODWAY
- DENOTES 6" CONCRETE SIDEWALK
- DENOTES 10' BITUMINOUS TRAIL (INSTALLED BY DEVELOPER)
- DENOTES FUTURE 10' BITUMINOUS TRAIL (INSTALLED BY CITY)
- DENOTES POTENTIAL PRESERVED TREE AREAS (GREEN ONLY)



City Utilities

- All properties will connect to city sewer and water
- Extensions from off-site locations is required
- Engineering and utility plans are currently under review.

Environmental

- A project of this size requires a mandated Environmental Assessment Worksheet (EAW)
- EAW comment period closed June 20, 2025
 - Two agencies commented
 - Applicant prepared required response letters
- Council action will be requested on August 4, 2025

OAKWATER RIDGE

PRELIMINARY PLAT I

ELK RIVER, MINNESOTA

MISSISSIPPI RIVER

THIR LANE

U.S. HIGHWAY NO. 10 / 169

GATEWAY ROAD

10TH AVENUE NW

U.S. HIGHWAY NO. 10 / 169

OUTLET A

STREET P-S

U.S. HIGHWAY NO. 10 / 169

OUTLET M

STREET P-N

PRELIMINARY
PLAT I

FUTURE
PHASE

FUTURE
PHASE

Planning Commission

- PC held a public hearing on June 24, 2025.
- Commissioner mentioned concerns with traffic from the development
 - Staff noted that the developer, MnDOT, and the City Council had worked together to find the best available solution for access.
 - Will be constructed with phase 1 or 2
- PC unanimously recommended approval.
- No additional comments have been received.

Actions Requested

Approve the preliminary plat of Oakwater Ridge, subject to the conditions noted in the memo.



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

MISSISSIPPI RIVER

OLIVER KELLEY FARM



Request for Action

To
City Council

Item Number
7.4

Meeting Date
July 21, 2025

Prepared By
Zack Carlton, Community Development Director

Item Description
Preliminary Plat: Sherburne Meadows, Sherburne
County - 10638 205th Ave NW

Reviewed by
Cal Portner
Tina Allard

Action Requested

Approve the preliminary plat of Sherburne Meadows, subject to the following conditions:

1. A wetland replacement plan is required and must be completed prior to approval of the final plat.
2. Wetland boundaries identified on the plat may need to be updated after the subject site has received a Notice of Decision from the TEP.
3. If the road is not immediately constructed as a through street, a temporary cul-de-sac will be required at the dead end.
4. Work with Elk River Municipal Utilities (ERMU) to secure required utility permits and coordinate overhead power lines.
5. The final plat must include an easement vacation request for the existing roadway easements.

Background/Discussion

Sherburne County has requested approval of a preliminary plat to support their proposed extension of CSAH 33. The submitted plat, Sherburne Meadows, includes four existing parcels (two are currently buildable), which will be redesigned to create three lots, one new buildable parcel, and dedicated right-of-way for the extension of CSAH 33.

The parcels are zoned R-1a (single-family residential) with a minimum lot size of 2.5 acres. The proposed lots meet the minimum design standards for the district. There are existing accessory structures that do not comply with city standards, but they will remain as legal nonconforming uses as the proposed changes do not negatively impact the setbacks or structures.

Planning Commission

The Commission held a public hearing on June 24, 2025. No one spoke during the hearing, and no comments for or against the request were received. The Commission noted the presence of existing roadway easements on the plat. These are typically addressed with a final plat, and staff added a condition to clearly note this requirement. The Commission unanimously recommended approval of the plat, subject to the conditions in the memo.

Financial Impact
None

The Elk River Vision

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



Mission/Policy/Goal

Support the growth and development of the community.

Attachments

1. Planning Commission Memo dated June 24, 2025
2. 7.4 Sherburne Meadows



Request for Action

To
Planning Commission

Item Number
4.3

Meeting Date
June 24, 2025

Prepared By
Zack Carlton, Community Development Director

Item Description
Preliminary Plat: Sherburne Meadows, Sherburne County - 10638 205th Ave. NW

Reviewed by
Chris Leeseberg

Action Requested

Recommend, by motion, approval of the preliminary plat for Sherburne Meadows, subject to the following conditions:

1. An approved wetland replacement plan will be required.
2. Wetland boundaries identified on the plat may need to be updated after the subject site has received a Notice of Decision.
3. If the road is not immediately constructed as a through street, a temporary cul-de-sac will be required at the dead end.
4. Work with Elk River Municipal Utilities (ERMU) to secure required utility permits and coordinate overhead power lines.

Background/Discussion

Sherburne County has requested approval of a preliminary plat to support their proposed extension of CSAH 33. The submitted plat, Sherburne Meadows, includes four existing parcels (two are currently buildable) which will be redesigned to create three lots, one new buildable parcel, and dedicates right-of-way for the extension of CSAH 33.

The parcels are zoned R-1a (single-family residential) with a minimum lot size of 2.5 acres. The proposed lots meet the minimum design standards for the district. There are existing accessory structures that do not comply with city standards, but they will remain as legal nonconforming uses as the proposed changes do not negatively impact the setbacks or structures.

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 proposed residential parcels comply with the standards and are granted access and frontage on a new public street. New structures will need to meet required setbacks, including those from wetlands.

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 Elk River Vision

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The subdivision supports the county's transportation plans and is consistent with all other applicable plans.

3. The physical characteristics of the site, including but not limited to topography, soils, vegetation, susceptibility to erosion and siltation, susceptibility to flooding, and drainage, are suitable for the type and density of development and uses contemplated.

The existing wetlands on the property have been delineated, but impacts to these wetlands will require full approval from the state. Staff included a recommended condition to ensure the required wetland permits have been secured prior to beginning construction or recording a final plat.

4. The proposed subdivision makes adequate provision for water supply, storm drainage, sewage transportation, erosion control and all other services, facilities, and improvements otherwise required in this article.

The lots within the proposed subdivision have access to a city street, and identify primary and secondary septic locations. The county road project will extend further east from the subject site and improve regional transportation access.

5. The proposed subdivision will not cause substantial environmental damage.

Once the wetland impacts have been approved, the city's wetland setback and buffer ordinance will limit negative impacts to the natural features. The subdivision will not cause substantial environmental damage.

6. 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.

7. The proposed subdivision will not have an undue and adverse impact on the reasonable development of neighboring land.

The properties around this subdivision are large lot single-family residential uses. The full CSAH 33 extension project will open up more land for continued residential growth. This subdivision will not adversely impact the development potential of the surrounding properties.

8. 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.*

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

Financial Impact

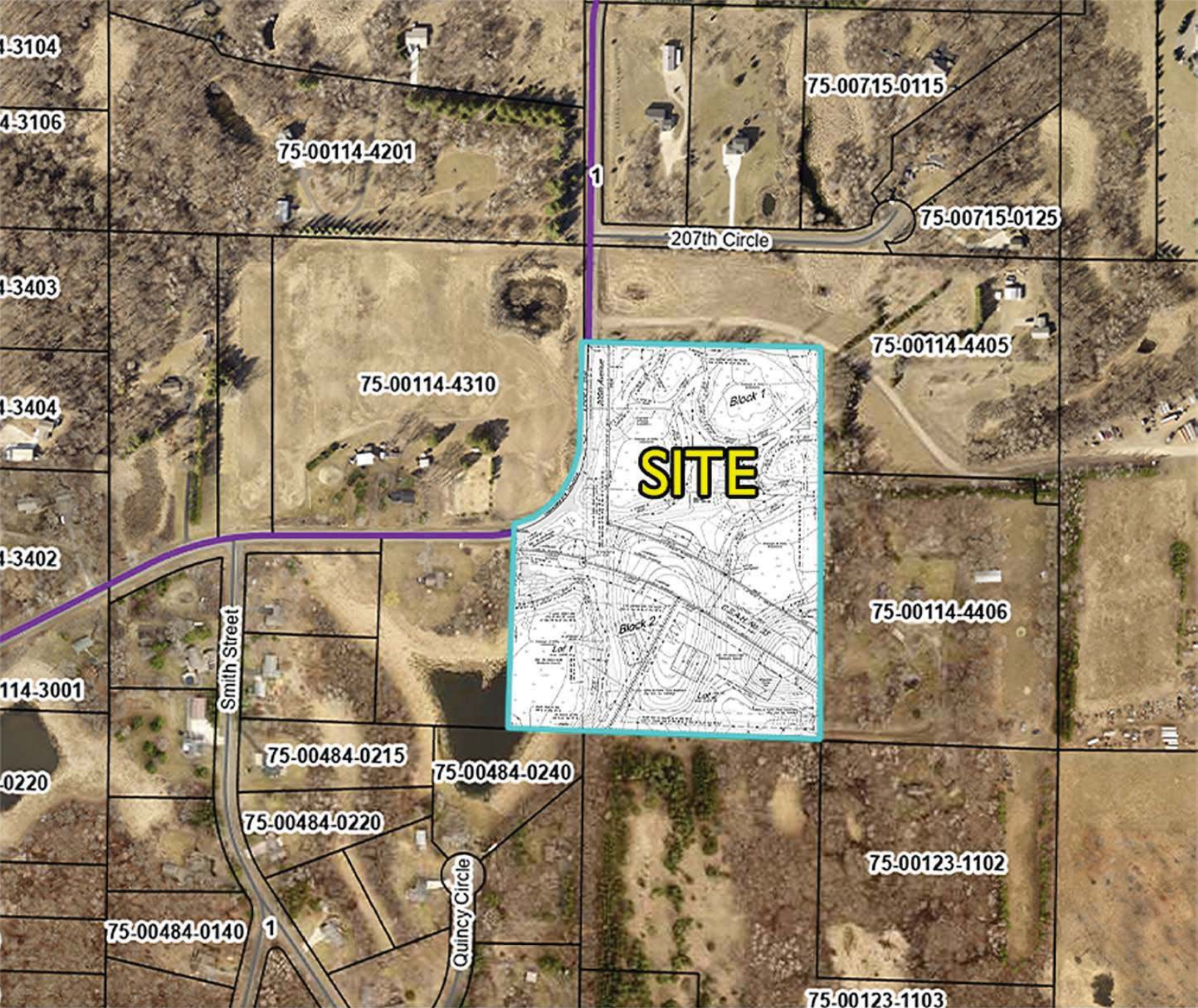
None

Mission/Policy/Goal

Support the growth and development of the community.

Attachments

1. Location Map
2. Sherburne Meadows Preliminary Plat
3. CSAH 33 Extension Information



Project Location Map

Sherburne Meadows

Preliminary Plat

Case No: P 25-17

SHERBURNE MEADOWS

Bearings are based on the Sherburne County coordinate system (NAD83 2011 adj.). For the purpose of this plat, the South line of the SE ¼ of the SE ¼ is assumed to bear North 87 degrees 47 minutes 29 seconds West

(PID: 75-00114-4400 and 75-00114-4407 - Doc. No. 886622)

Subject to the following easements:

AND

(P/O: 75-00114-4316 and 75-00114-4320 - Doc. No. 948889)

AND

SOILS CHART

Block	Lot	Total Lot Area (Ac)	Buildable Area (Ac)*
1	1	8.36	2.24
2	1	3.97	1.66
2	2	3.24	2.88

- otes electrical cabinet
- otes mailbox
- otes septic cleanout
- otes septic manhole
- otes sign
- otes power pole
- otes guy wire
- otes telephone pedestal
- otes cable television box
- otes soil boring
- otes well
- otes culvert
- otes delineated wetland interior
- otes Jeffrey Cave, LS
- otes John Oliver, LS
- otes bituminous surface
- otes concrete surface
- otes gravel surface
- otes electric fence
- otes overhead electric
- otes underground gas line
- otes easement
- otes right of way
- otes major contour
- otes minor contour
- otes existing adjacers
- otes delineated wetland perimeter
- otes building setback line
- otes soil type boundary
- otes limited access
- otes soils classification type

Survey Notes:

- | SOIL BORING LOG | | | |
|-----------------------------------|-----------|-------------|-----------------------|
| Don Bogart - MPCA Cert. No. L4094 | | | |
| Soil Boring # | Elevation | Mottling | Elev. of Mottled Soil |
| Soil Boring 1 | 966.6 | None to 18" | N/A |
| Soil Boring 2 | 962.4 | 13" | 961.3 |
| Soil Boring 3 | 966.4 | None to 16" | N/A |
| Soil Boring 4 | 965.3 | None to 16" | N/A |
| Soil Boring 5 | 969.9 | None to 26" | N/A |
| Soil Boring 6 | 966.5 | 19" | 964.0 |

Signed: _____
David J. Jurek
Date: 5/26/25 Lic. No. 64154

 Denotes set not

PLAT BENCHMARK:
Top of well of the existing house #10576
on proposed Lot 1, Block 1
Elevation = 960.58 feet (NAVD 88)

OWNER/DEVELOPER:

David Roedel
Sherburne County Public Works
13880 Business Center Dr. NW
Suite 100, Elk River, MN 55330
763-765-3352

SURVEYORS & ENGINEERS:
Bogart, Pederson & Associates, Inc.
13076 First Street
Becker, MN 55308-9322
763-262-8822

TOTAL AREA: 18.85% Acres

PROPOSED ZONING: R-1a Single Family Residential

MINIMUMS:
160⁺ Width
2.5 Acres
1.0 Acre of contiguous upland

DENOTES BUILDING SETBACKS:
35' Front
30' Rear
25' wetland buffer
20' wetland buffer setback
20' side

Drainage and Utility Easements are shown thus:

DATE: 5/26/25
FILED DATE: May 19th, 2025
K/PG: 71.105/pg.73
DRAWN BY: CK
CHECKED BY: CAW/DJJ
WG FILE: 25-0174 Prelim
FILE NO: 25-0174.00

REVISIONS:

hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly licensed Land Surveyor under the laws of the State of Minnesota.

Signed: David J. Jurek
David J. Jurek
Date: 5/27/25 Lic. No. 64154



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

LAND SURVEYING
CIVIL ENGINEERING
MAPPING

13076 FIRST STREET, BECKER, MN 55308-9322
612-325-1100

PRELIMINARY PLAT
for
Sherburne County Public Works
SHERBURN MEADOWS
City of Elk River
Sherburne County, MN





CSAH 33 (205th Ave NW) RECONSTRUCTION AND REALIGNMENT PROJECT



Sherburne County is preparing for the reconstruction of County State Aid Highway (CSAH) 33 between Auburn Street NW and CSAH 13 (Twin Lakes Road NW) in the City of Elk River. Preliminary design will help to:



Improve
Safety



Reduce East-West
Travel Time

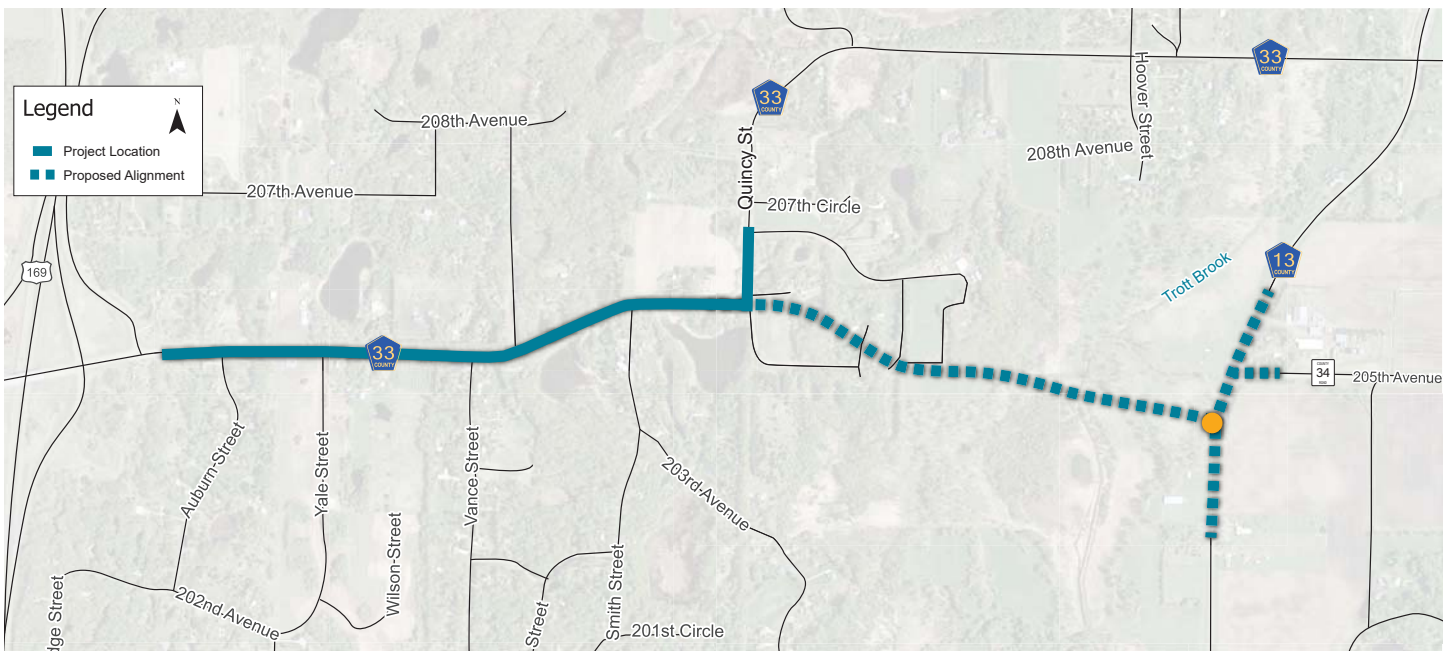


Improve
Operations



Improve Right Turn
Movement (Trucks at CSAH 13)

PROJECT MAP



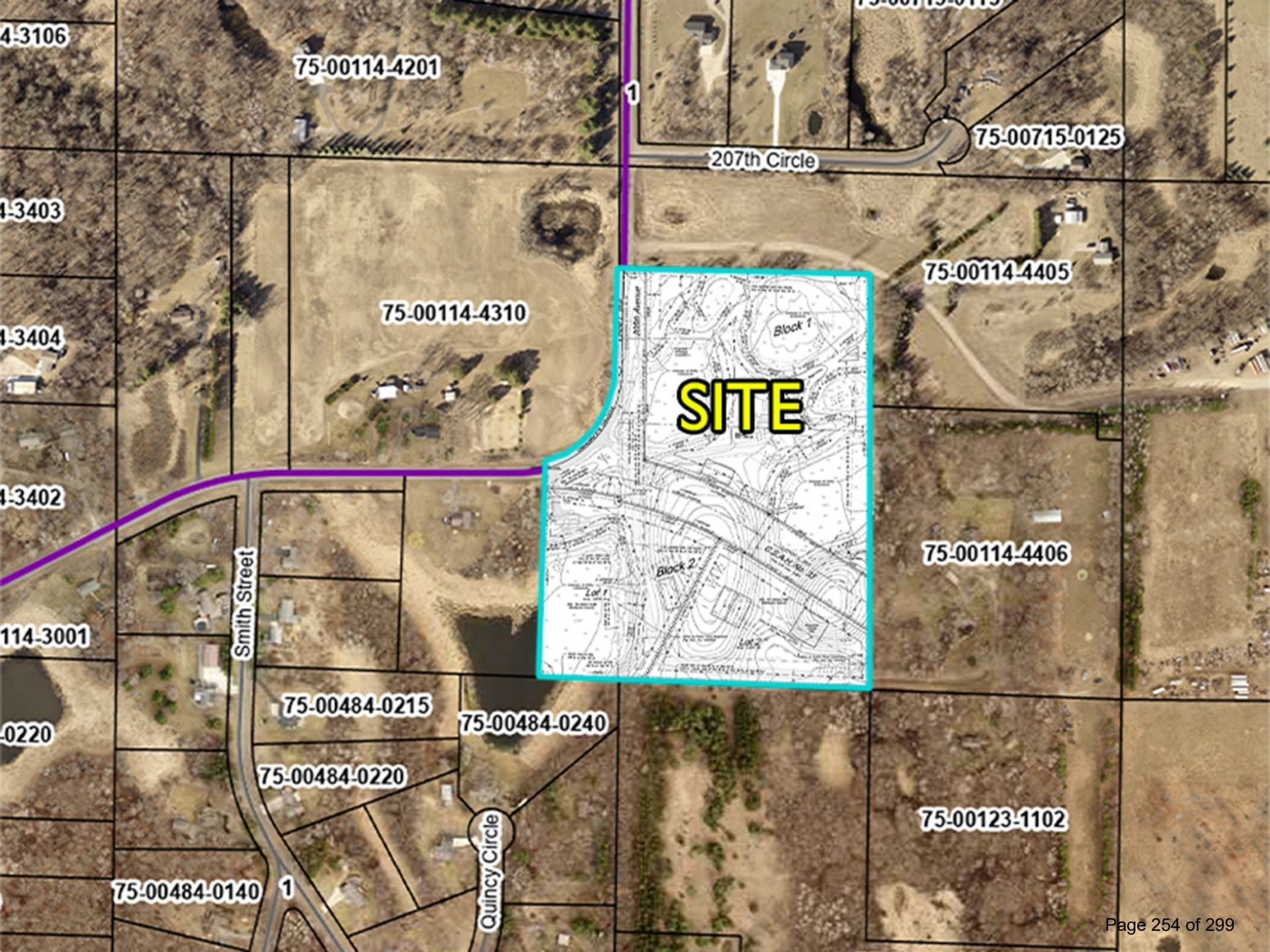
PROJECT AREA ISSUES

CSAH 33, between Auburn St and CSAH 13, has safety, capacity and operational issues. Improvements will support continued growth along the corridor and improve mobility for large trucks and other vehicles that use the roadway. Several key issues include:

- » Substandard horizontal curves and a dangerous “S” curve
- » Limited shoulder width and difficult side slopes
- » Increased heavy truck traffic hauling materials across the northern suburbs
- » Safety issues at existing intersections
- » including need for dedicated right turn lanes and left bypass lanes.
- » Unsafe sightlines at several key intersections
- » CSAH 33 crash rate is 4 times higher than the average statewide crash rate for similar facilities

Sherburne Meadows

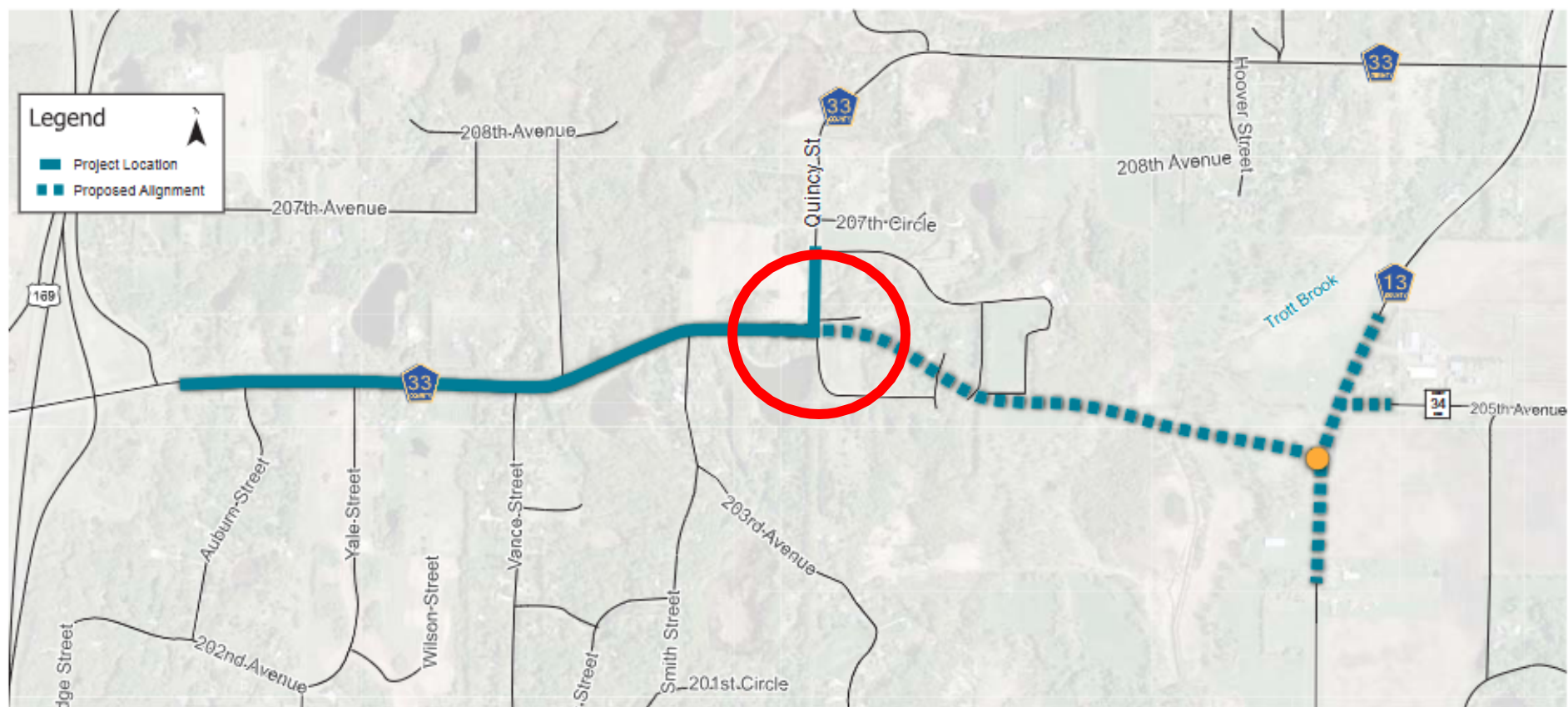
Sherburne County/ CSAH 33 Extension



SITE

Background

- Sherburne County proposes platting four existing parcels into 3 buildable lots
- County acquired the parcels in advance of their planned highway extension.
- Establishes the new intersection where CSAH 33 will continue east.



Planning Commission

- PC reviewed this item on June 24, 2025.
- One question regarding existing easement shown on plat
 - Will be addressed as part of the final plat.
 - Added a condition noting this requirement.
- No additional comments and PC unanimously recommended approval.

Actions Requested

Approve the preliminary plat of Sherburne Meadows with the conditions noted in the memo.



Request for Action

To
City Council

Item Number
7.5

Meeting Date
July 21, 2025

Prepared By
Zack Carlton, Community Development Director

Item Description
Resolution 25-41: Plat of Meadow Hills, David Held
- 20189 Meadowvale Rd NW

Reviewed by
Cal Portner
Tina Allard

Action Requested

Adopt Resolution 25-41 approving the plat of Meadow Hills, subject to the following conditions:

1. The boundary line adjustment establishing the north lot line must be recorded before the plat of Meadow Hills.
2. All wetland permitting related to the proposed impacts must be approved prior to releasing the final plat for recording.
3. The driveways must be located in accordance with Sherburne County access spacing requirements.
4. All conditions related to the approval of the wetland buffer variance, Case No. V 25-08, must be met prior to issuing building permits.
5. Park dedication shall be paid for two single-family lots.

Background/Discussion

The applicant has requested approval of a simple plat splitting one existing lot into three lots, creating two new buildable lots. The proposed plat was part of a larger application package that included a lot line adjustment to establish the north lot line for this plat and a variance to allow driveway encroachments into the wetland buffer areas. The lot line adjustment is an administrative process and does not require council action, but the document establishing the new lot line will need to be recorded prior to recording the subject plat.

The Board of Adjustments reviewed the variance request on June 24, 2025, and approved limited driveway encroachments up to one foot from the wetland edge. The applicant also received approval from the state to fill a small area of wetland to support a driveway crossing for lot 3.

The subject site is in the city's R-1a zoning district, where single-family lots require a minimum lot size of 2.5 acres and 160 feet of frontage along a city street. The proposed plat exceeds these standards, and with the variances, establishes two new single-family lots. The new lots are eligible for park dedication, and payment for two new lots is included as a condition of approval.

Financial Impact

None

The Elk River Vision

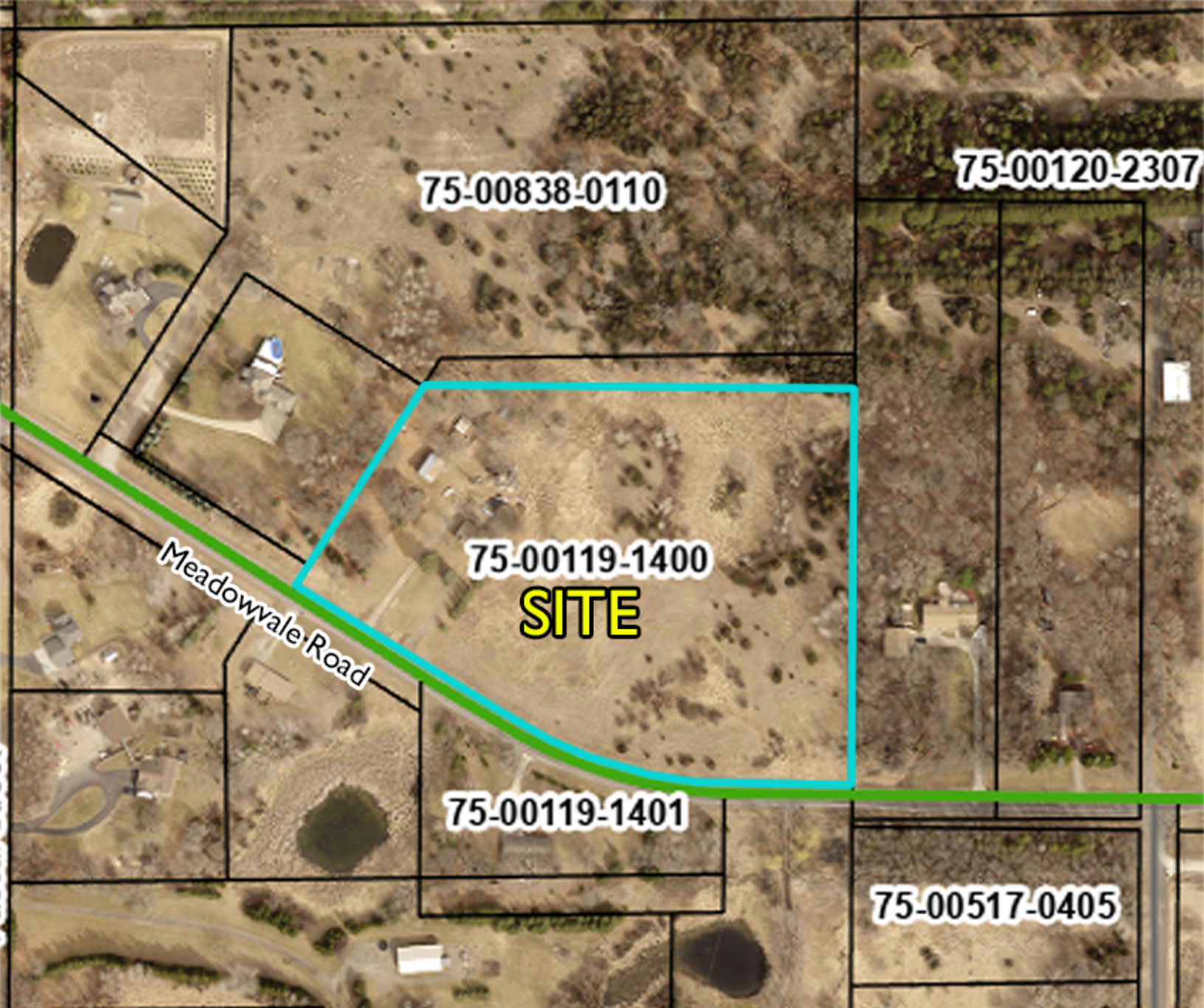
A welcoming community with revolutionary and spirited resourcefulness, exceptional service, and community engagement that encourages and inspires prosperity

Mission/Policy/Goal

Support the growth and development of the community.
Opportunity to live, work, and play.

Attachments

1. Location Map
2. Preliminary Plat
3. Final Plat
4. Plat Resolution
5. 7.5 Meadow Hills



Project Location Map

Held

Simple Plat

Case No: P 25-16



Preliminary Plat of MEADOW HILLS

CITY OF ELK RIVER
SHERBURNE COUNTY, MN

Proposed Plat Description:
Tract A Registered Land Survey No. _____, Sherburne County, Minnesota.

Survey Notes:
1. This survey was performed without the benefit of a title report. Limited search for restrictions or encumbrances was made by the surveyor. We reserve the right to update this survey upon receipt of title documentation.
2. Information shown hereon is from existing Certificate of Titles.
3. Subject property is NOT part of the shoreline district or within a flood plain district as mapped by FEMA.
4. Contours were created using RTK GPS methods. (NAVD 88).
5. Wetland delineation was performed by Matthew Blas, BWSR Cert. No. 5092, of Bogart, Pederson & Associates, Inc. on 12/6/22. Notice of decision revised on 1/5/2023. Further delineation work completed by Sierra Cotter, BWSR Cert. No. 1458 on 9/27/23 for possible wetland impacts and was approved on 10/28/24. These refer to separate reports.
6. Centerline for County Hwy. No. 32 is shown per R.L.S. No. _____ which is based on the underlying deed. Right of way is shown per Sherburne County Highway Right of Way Plat No. 46 which does not run parallel with said centerline.
7. Soil borings were completed by Dan Bogart, MPCA Lic. No. L4094 of Bogart, Pederson & Associates on 5/23/25.

I hereby certify that a boundary survey has been completed for the preliminary plat of MEADOW HILLS, Sherburne County, Minnesota.

Signed: *Craig A. Wensmann*
Craig A. Wensmann
Date: 5/19/25 Lic. No. 47466

SOILS CHART	Map symbol & soil name	Hydrologic group	Water table depth (ft)
100a: loamy fine sand, 0 to 2 percent slopes	A/D	6	
125a: Ricekale fine sandy loam, 0 to 3 percent slopes	A/D	18-30	
160b: Brahm loamy fine sand, 3 to 6 percent slopes	A/D	6	
158b: Zimmerman fine sand, 1 to 6 percent slopes	A	>80	

* Data from USDA Web Soil Survey

SCHEDULE OF DRY BUILDABLE AREAS FOR LOTS

Block	Lot	Total Lot Area (Ac)	Buildable Area (Ac)*
1	1	2.79	2.10
1	2	3.29	1.09
1	3	3.07	1.27

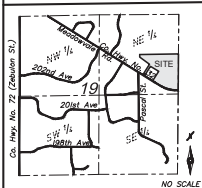
*Note: For the purpose of this plat, dry buildable area is defined by contiguous acreage containing non-hydric soils and void of wetlands, hydro vegetation, floodways, bluffs, right of way and restrictive easements and land with slopes over 33%.

LEGEND:

- Denotes molitor
- Denotes septic cleanout
- Denotes septic manhole
- Denotes power pole
- Denotes guy wire
- Denotes telephone pedestal
- Denotes electric meter
- Denotes cable television box
- Denotes soil boring
- Denotes well
- Denotes culvert
- Denotes delineated wetland interior
- Denotes Craig Wensmann, LS
- Denotes David Koharik, LS
- Denotes Dennis Taylor, LS
- Denotes bituminous surface
- Denotes concrete surface
- Denotes gravel surface
- Denotes overhead electric
- Denotes easement
- Denotes right of way
- Denotes major contour
- Denotes minor contour
- Denotes existing outflows
- Denotes building setback line
- Denotes soil type boundary
- Denotes delineated wetland edge
- Denotes limited access
- Denotes soil classification type
- Denotes proposed Primary
- Denotes Alternate septic sites

VICINITY MAP

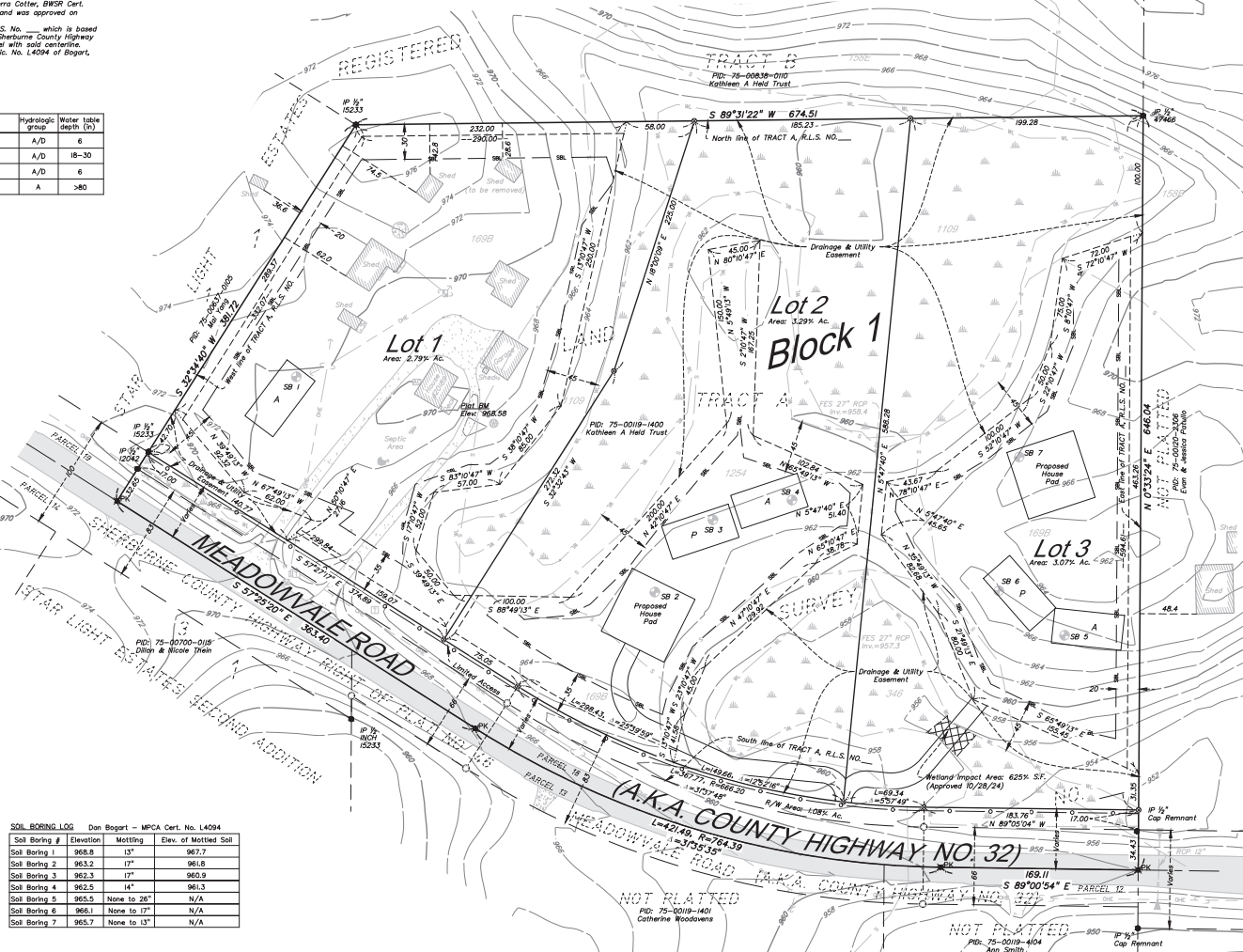
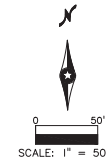
Sec. 19, Twp. 33, Rng. 28
Sherburne County, MN



SOIL BORING LOG

Dan Bogart - MPCA Cert. No. L4094

Soil Boring #	Elevation	Moisture	Elev. of Moist Soil
Soil Boring 1	968.6	13"	967.7
Soil Boring 2	963.2	17"	961.6
Soil Boring 3	962.3	17"	960.9
Soil Boring 4	962.5	14"	961.3
Soil Boring 5	965.5	None to 26"	N/A
Soil Boring 6	966.1	None to 17"	N/A
Soil Boring 7	965.7	None to 13"	N/A



Bearings are based on the R.L.S. No. _____ For the purpose of this plat, the East line of Tract A is assumed to bear North 0 degrees 33 minutes 24 seconds East.

- Denotes found iron monument
- Denotes 8 inch by 14 inch iron monument with a plastic plug stamped R.L.S. 47466 to be set within one year of platting date
- Denotes Sherburne County R/W disk
- Denotes found PK nail

REFERENCE BENCHMARK:
MNDOT Geodetic Monument "HOBBIT"
Elevation = 965.74 feet (NAVD 88)

PROJECT BENCHMARK:
Top of well on proposed Lot 1, Block 1
Elevation = 968.58 feet (NAVD 88)

OWNER/DEVELOPER:
Kathleen A Held Living Trust
David Held - Trustee
20225 Meadowvale Rd.
Elk River, MN 55330
612-865-6622

SURVEYORS & ENGINEERS:
Bogart, Pederson & Associates, Inc.
13076 First Street
Baker, MN 55308-9322
763-262-8822

TOTAL AREA: 10.237+ Acres

EXISTING ZONING: R-1a Single Family Residential

PROPOSED ZONING: R-1a Single Family Residential

MINIMUMS:
162' Width
2.5' Acres

DENOTES BUILDING SETBACKS:
35' Front
30' Rear
25' wetland buffer
20' wetland buffer setback
20' side

Drainage and Utility Easements are shown thus:

N.T.S.
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.

DATE: 5/16/25
FIELD DATE: March 10th, 2025
BK/PG: 71.105/pg. 68
DRAWN BY: C. W. / D. J.
CHECKED BY: C. W. / D. J.
DWG FILE: 22-0486 Prelim
FILE NO: 22-0486.00

REVISIONS:

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 Land Surveyor under the laws of the State of Minnesota.

Signed: *Craig A. Wensmann*
Craig A. Wensmann
Date: 5/19/25 Lic. No. 47466

BOGART, PEDERSON & ASSOCIATES, INC.
LAND SURVEYING
ENGINEERING
MAPPING
P.O. BOX 1008
Baker, MN 55308-9322
TEL: 763-262-8822 FAX: 763-262-8844

PRELIMINARY PLAT
for
Kathleen A Held Living Trust
MEADOW HILLS
City of Elk River
Sherburne County, MN

BOGART, PEDERSON & ASSOCIATES, INC.

MEADOW HILLS

CITY OF ELK RIVER
SHERBURNE COUNTY, MN

KNOW ALL PERSONS BY THESE PRESENTS: That Kathleen A. Held and David M. Held, trustees, for the Kathleen A. Held living trust, dated July 27th, 2016, fee owners of the following described property situated in the County of Sherburne, State of Minnesota, to wit:

Tract A, Registered Land Survey No. _____, Sherburne County, Minnesota.

Have caused the same to be surveyed and platted as MEADOW HILLS and do hereby dedicate to the public for public use forever the easements as shown on this plat for drainage and utility purposes only, and also dedicating to the public for public use forever the County Highway as shown on this plat.

In witness whereof said Kathleen A. Held and David M. Held, trustees, have hereunto set their hands this _____ day of _____, 20____.

Kathleen A. Held _____
David M. Held _____

STATE OF MINNESOTA COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by Kathleen A. Held and David M. Held, trustees, for the Kathleen A. Held living trust, dated July 27th, 2016.

(Signature) _____ Notary Public, _____ County, Minnesota

(Printed Name) _____ 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 representation of the boundary survey; that all mathematical data and labels are correctly designated on the plat; that monument depicted on the plat have been correctly set; that all water boundaries and wet lands, as defined in Minnesota Statutes 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Craig Wenmann, Land Surveyor
Minnesota License No. 47466

STATE OF MINNESOTA COUNTY OF _____

The foregoing surveyor's certificate was acknowledged before me this _____ day of _____, 20____, by Craig Wenmann, Land Surveyor, Minnesota License Number 47466.

(Signature) _____ Notary Public, _____ County, Minnesota

(Printed Name) _____ 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____.

Mayor _____ Attest: _____
City Clerk _____

I hereby certify that proper evidence of title has been presented to and examined by me, and I hereby approve this survey as to form and execution this _____ day of _____, 20____.

Elk River City Attorney _____

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

Sherburne County Surveyor _____

I hereby certify that this plat has been reviewed by the office of the County Highway Engineer. Dated this _____ day of _____, 20____.

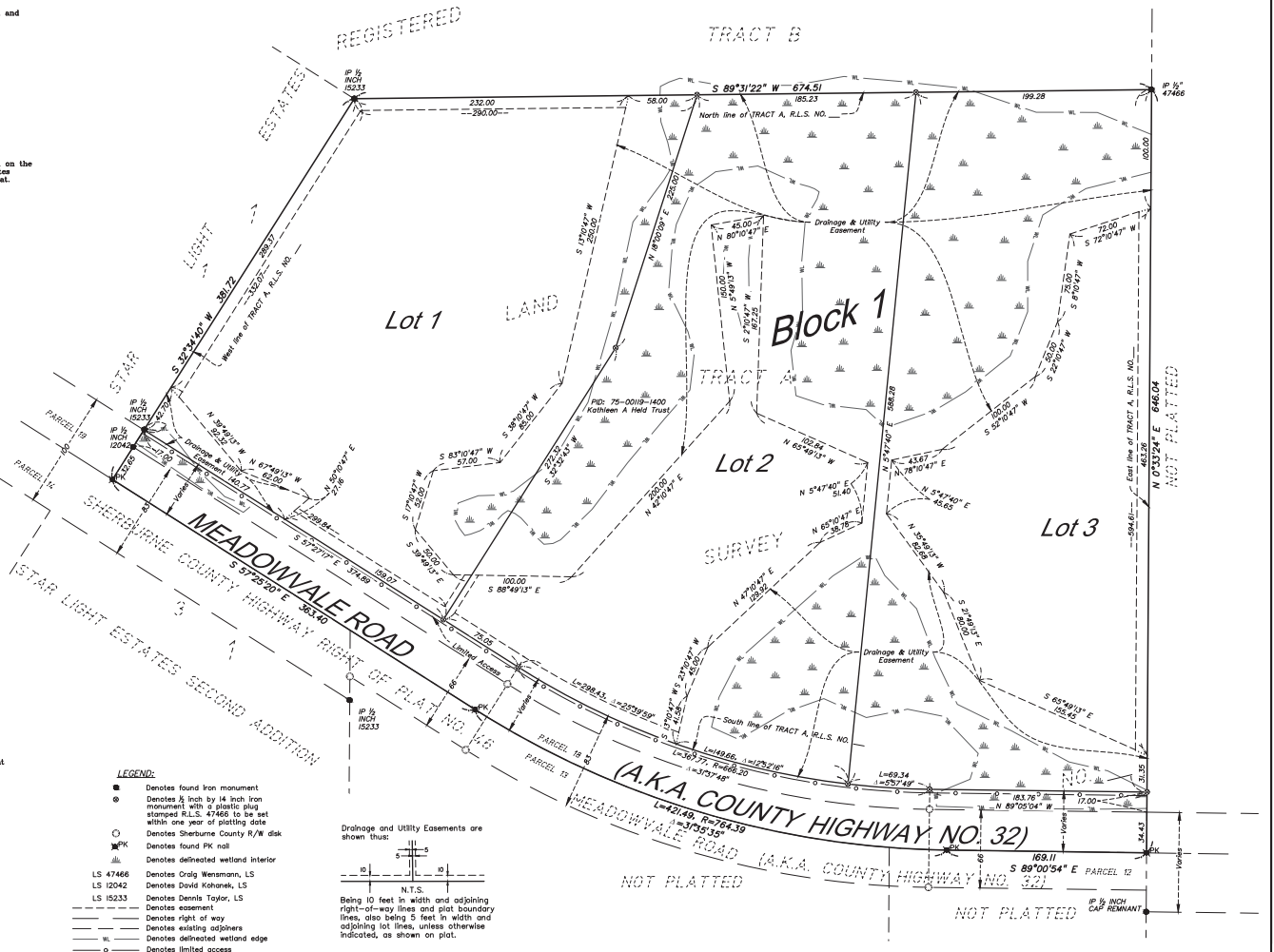
Sherburne County Highway Engineer _____

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

Sherburne County Auditor/Treasurer _____

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

Sherburne County Registrar of Titles _____



BOGART, PEDERSON & ASSOCIATES, INC.



City of Elk River City Council

Resolution 25-_____

A Resolution of the City Council of the City of Elk River Granting Plat Approval for Meadow Hills, Case No. P 25-16

WHEREAS, application has been made for 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 plat complies with each of the conditions set forth by the City Council in its approval of the plat of the Property.

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 21st day of July 2025.

John J. Dietz, Mayor

ATTEST:

Tina Allard, City Clerk



EXHIBIT A
LEGAL DESCRIPTION

Tract A, Registered Land Survey No. _____, Sherburne County, Minnesota



EXHIBIT B
CONDITIONS OF APPROVAL

1. The boundary line adjustment establishing the north lot line must be recorded before the plat of Meadow Hills.
2. All wetland permitting related to the proposed impacts must be approved prior to releasing the final plat for recording.
3. The driveways must be located in accordance with Sherburne County access spacing requirements.
4. All conditions related to the approval of the wetland buffer variance, Case No. V 25-08, must be met prior to issuing building permits.
5. Park dedication shall be paid for two single-family lots.



Meadow Hill

David Held Simple Plat

75-00838-0110

75-00119-1400

SITE

75-00119-1401

Meadowvale Road

75-00517-0405



Background

- The property owner proposes splitting one existing parcel into three lots.
 - Two would be new buildable lots
- Administrative subdivision by simple plat – no PC review.
- Public hearing held at CC.
- Subdivision also required a variance to support driveway locations – BOA approved on June 24th.
- Administrative lot line adjustment for parcel to the north and subject site.
- Proposed parcels comply with R-1a standards.

Proposed Plot Description:
Tract A, Registered Land Survey No. _____, Sherburne County, Minnesota.

Survey Notes:

- 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. Information shown hereon is from existing Certificate of Titles.
- Subject property is NOT part of the shoreland district or within a flood plain district as mapped by FEMA.
- Contours were created using RTK GPS methods. (NAVD 88).
- Wetland delineation was performed by Matthew Blum, BWSR Cert. No. 5092, of Bogart, Pederson & Associates, Inc. on 12/6/22. Notice of decision revised on 1/5/2023. Further delineation work completed by Sierra Cotter, BWSR Cert. No. 1458 on 4/21/23 for possible wetland impacts and was approved on 10/28/24. Please refer to separate reports.
- Centerline for County Hwy. No. 32 is shown per R.L.S. No. _____ which is based on the underlying deed. Right of way is shown per Sherburne County Highway Right of Way Plat No. 46 which does not run parallel with said centerline.
- Soil borings were completed by Dan Bogart, MPCA Lic. No. 14094 of Bogart, Pederson & Associates on 5/23/25.

I hereby certify that a boundary survey has been completed for the preliminary plot of MEADOW HILLS, Sherburne County, Minnesota.

Signed: *Craig Wensmann*
Craig A. Wensmann
Date: 5/19/25 Lic. No. 47466

SOILS CHART

Map symbol & soil name	Hydrologic group	Water table depth (in)
1109: Isant loamy fine sand, 0 to 2 percent slopes	A/D	6
1254: Riscake fine sandy loam, 0 to 3 percent slopes	A/D	18-30
1598: Brahman loamy fine sand, 3 to 6 percent slopes	A/D	6
1588: Zimmerman fine sand, 1 to 6 percent slopes	A	>80

• Data from USDA Web Soil Survey

SCHEDULE OF DRY BUILDABLE AREAS FOR LOTS

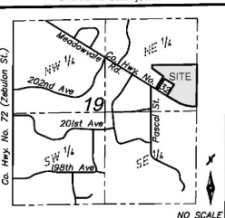
Block	Lot	Total Lot Area (Ac)	Buildable Area (Ac)*
1	1	2.79	2.10
1	2	3.29	1.09
1	3	3.07	1.27

*Note: For the purpose of this plot, dry buildable area is defined by contiguous acreage containing non-hydric soils and void of wetlands, hyacinth vegetation, floodways, bluffs, right of way and restrictive easements and land with slopes over 33%.

LEGEND:

- Denotes mailbox
- Denotes septic cleanout
- Denotes septic manhole
- Denotes power pole
- Denotes guy wire
- Denotes telephone pedestal
- Denotes electric meter
- Denotes cable television box
- Denotes soil boring
- Denotes well
- Denotes culvert
- Denotes delineated wetland interior
- LS 47466 Denotes Craig Wensmann, LS
- LS 12042 Denotes David Kokonek, LS
- LS 15233 Denotes Dennis Taylor, LS
- Denotes bituminous surface
- Denotes concrete surface
- Denotes gravel surface
- Denotes overhead electric
- Denotes easement
- Denotes right of way
- Denotes major contour
- Denotes minor contour
- Denotes existing seepers
- Denotes building setback line
- Denotes soil type boundary
- Denotes delineated wetland edge
- Denotes limited access
- Denotes soils classification type
- Denotes proposed Primary & Alternate access sites

VICINITY MAP
Sec. 19, Twp. 33, Rng. 26
Sherburne County, MN

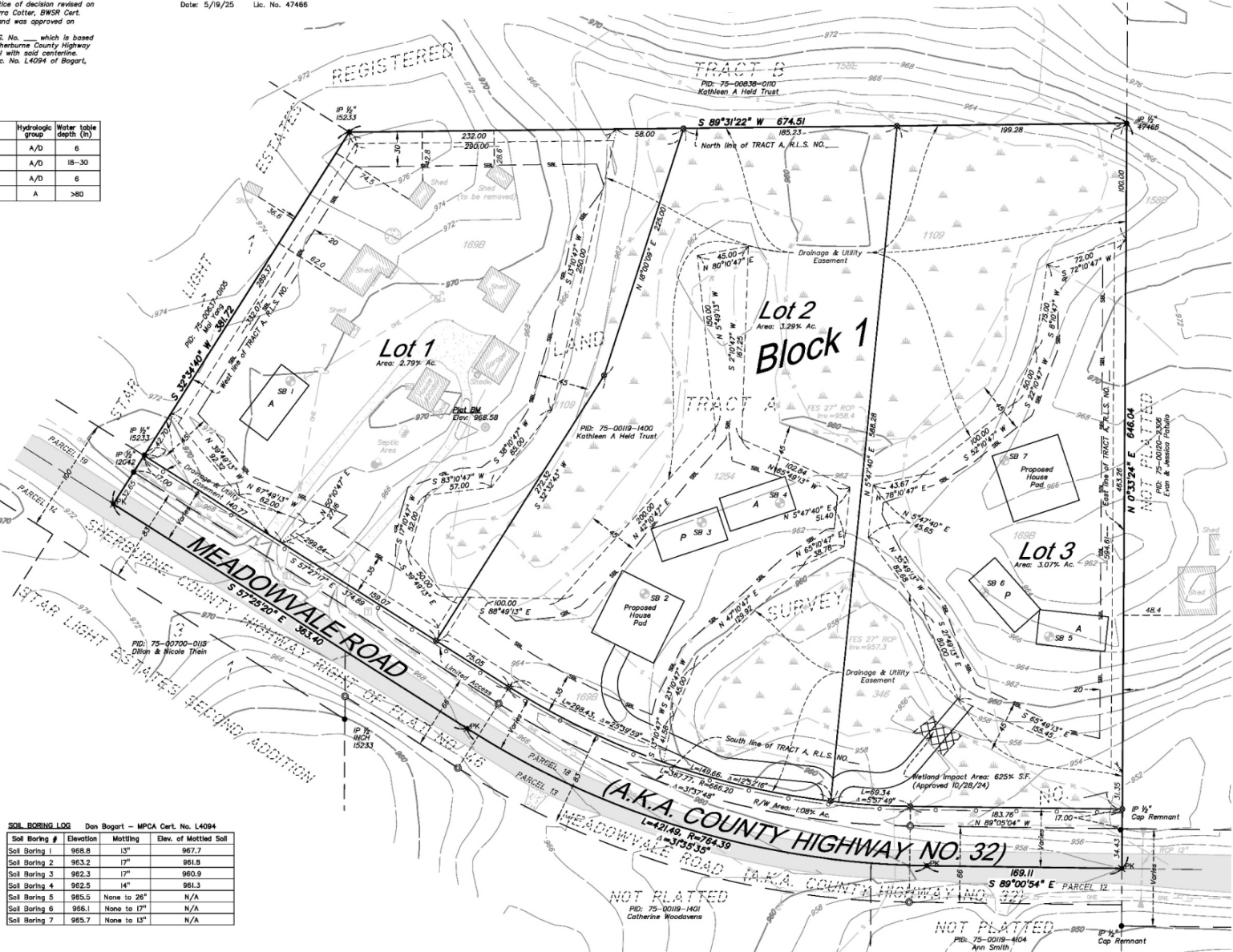


SOIL BORING LOG

Soil Boring #	Elevation	Mottling	Elev. of Mottled Soil
Soil Boring 1	968.8	13"	967.7
Soil Boring 2	963.2	17"	961.8
Soil Boring 3	962.3	17"	960.9
Soil Boring 4	962.5	14"	961.3
Soil Boring 5	965.5	None to 28"	N/A
Soil Boring 6	966.1	None to 17"	N/A
Soil Boring 7	965.7	None to 13"	N/A

Don Bogart - MPCA Cert. No. 14094

0 50'
SCALE: 1" = 50'



BOGART, PEDERSON & ASSOCIATES, INC.

Actions Requested

Approve the resolution for the plat of Meadow Hills with the conditions noted in the memo.



Request for Action

To
City Council

Item Number
7.6

Meeting Date
July 21, 2025

Prepared By
Zack Carlton, Community Development Director

Item Description
Conditional Use Permit (Revocation): Carnova,
17242 Ulysses Street

Reviewed by
Cal Portner
Tina Allard

Action Requested

No action is required as an updated CUP application has been submitted for the property.

Background/Discussion

The property owner is working with a new operator to update the existing CUP and bring the property into compliance. The proposal reduces the number of dealers and increases the outdoor storage area, addressing concerns that have been discussed with the City Council this year.

The updated CUP will be presented to the City Council for their consideration on August 18, 2025.

Financial Impact

None

Mission/Policy/Goal

Appropriately govern in an ever-changing environment.

Attachments

None

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Request for Action

To
City Council

Item Number
8.1

Meeting Date
July 21, 2025

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

Item Description
2026 Benefit Level for Elk River Fire Relief
Association

Reviewed by
Mark Dickinson
Cal Portner
Tina Allard

Action Requested

Approve, by motion, an increase for the Elk River Fire Relief Association (ERFRA) benefit level to \$10,750 per year of service, effective January 1, 2026.

Background/Discussion

Before August 1 of each year, the ERFRA is required to certify to the city the required municipal contribution for the following year. A request for an increase in the Per Year of Service Pension amount, effective January 1 for next year, must also be acted on by the Council before August 1.

ERFRA operates under a defined benefit plan. The pension liability is calculated by multiplying the number of active service years by a set benefit level. Members who retire with less than 20 years of service are entitled to a reduced service pension if they have reached the age of 50 years and have completed at least five years of active membership.

On June 11, the ERFRA recommended increasing the benefit level to \$10,750 from the current benefit level of \$9,735, effective January 1, 2025, an increase of \$1,015 or 10%. The new benefit level of \$10,750 is not expected to require a city contribution for 2026.

Starting Rate	Amount of Increase	New Rate	Effective Date
\$5,091	\$269	\$5,360	1/1/2015
\$5,360	\$150	\$5,510	1/1/2016
\$5,510	\$775	\$6,285	1/1/2018
\$6,285	\$835	\$7,120	1/1/2019
\$7,120	\$1,730	\$8,850	1/1/2022

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\$8,850	\$885	\$9,735	1/1/2025
\$9,735	\$1,015	\$10,750	1/1/2026

The relief assets are managed by The Parr McKnight Wealth Management Group, and projections indicate the funding ratio will remain over 100% even with the increased benefit level.

The city representatives that serve as trustees of the ERFRA consist of the fire chief, the mayor, and the assistant city administrator.

Financial Impact

The annual voluntary contribution of \$30,000 is planned to be budgeted in the 2026 Fire budget.

Mission/Policy/Goal

Responsible for every dollar - Good Stewards

Attachments

- I. Council Request for 2025



July 21st, 2025

To: Mayor and City Council

From: Jeremy Collins, President of the Elk River Fire Department (ERFD) Relief Association

Background of the Association

The ERFD Relief Association is made up of the active paid-on-call members of the ERFD. The purpose of the association is to provide retirement, disability and death benefits to the members or beneficiaries of members of the department. The pension benefit is also one-way to encourage volunteer or paid-on-call members to “stay on the job.”

The State of Minnesota has provided the major share of funding for the association through distribution of the money collected from a gross earnings tax on fire insurance premiums sold in the state. The funds are allocated back to the departments based on the population and property values in the area served by that department. There is a strong relationship between state fire aid and the number of fire-related calls a fire department responds each year. The state fire aid was established in 1885 and has been the most stable source of funding. According to the most recent state auditor’s report, Elk River is in the 98% in the amount received and the 97% in pension amount. The relief association does benefit from the population and valuation that comes from the areas of Otsego and Big Lake Township that is served by ERFD.

The city has also shown continued support of the Relief Association as exemplified by this year’s budgeted contribution of \$30,000.

State law requires that a nine-member board of trustees govern a relief association. The ERFD Relief Association is directed by six trustees elected by members of the ERFD, the fire chief, the city Finance Director, and the mayor. A minimum of four meetings are held each year to oversee the management of the Association’s funds.

Type of Pension Plan

The members of the Relief Association are covered by a defined benefit plan. The benefit level of the plan is determined by the number of members, their length of service, and the value of the relief fund. Benefit level studies are performed on an annual basis. When a benefit level increase is warranted an approval request is made to the City Council. This year the relief board approved a request to council for a 10.4% increase effective January 1, 2026. The per year benefit level would go from \$9,735 to \$10,750.

Investments

One hundred percent of the Relief's assets are invested through The Parr McKnight Wealth Management Group, of Wells Fargo Advisors. The Parr McKnight Group specializes in working with relief associations to help them formulate an investment policy statement, manage, and supervise their investments, receive on going trustee education and assist in the reporting process. They currently work with over sixty-five relief associations in the State. The relief association has adopted an Investment Policy Statement for the investment for our pension fund. Our target investment allocation is sixty percent in stocks, thirty-five percent in bonds and five percent in cash. We rebalance to our target allocation annually. The Relief Board believes in long-term investing and has resisted attempting to time market moves.

Funding Ratios

The ERFD relief Board believes that it has fiduciary responsibilities to both the membership and to the Council. The responsibility to the membership is to seek the highest financially sound benefit level. The responsibility to the Council is to not expose the city to any financial risk, which could lead to mandatory contributions. Even with a 10.4% increase for 2025 we are projecting a funding ratio over 100% with a zero dollar increase come yearend 2025.

Action Requested

Approve 10.4% benefit increase. This would change the yearly benefit level from \$9,735 to \$10,750.

The Relief Association membership thanks the Council for its past and future support.



Request for Action

To
City Council

Item Number
8.2

Meeting Date
July 21, 2025

Prepared By
Lindsay Brandner, Senior Administrative Assistant

Item Description
Sigma Tactical Wellness Heart Testing

Reviewed by
David Kuhnly
Cal Portner
Tina Allard

Action Requested

Review the balances and previous expenditures of Public Safety Aid.

Approve, by motion, the use of Public Safety Aid for police officer heart testing through Sigma Tactical Wellness.

Background/Discussion

SIGMA Tactical Wellness conducts comprehensive cardiac screening for public safety personnel. Heart testing is intended to be part of the department's wellness program. The average age of a public safety person having a heart attack is 46 years old. 92% of first responders test positive for Pre-Clinical Heart Disease, and 90% of police officers who are at risk of a heart attack have symptoms that are missed in traditional screening methods, according to SIGMA.

Financial Impact

Cost per participant is \$874. The total cost depends on participation but will not exceed \$23,000. Funds would be taken from Public Safety Aid.

Mission/Policy/Goal

Goal- Employee wellness

Attachments

1. Public Safety Aid Guidance LMC
2. 06-2025 Public Safety Aid
3. Police Public Safety Aid & SIGMA Presentation

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PUBLIC SAFETY AID MONEY

<https://www.lmc.org/news-publications/news/all/fonl-public-safety-aid/>

Eligible and ineligible uses of the aid

The authorizing language in the law provides categories of eligible spending, but the list is not exhaustive. It is also important to note that while legislators expected most of these funds to be used for police and fire expenses, it was intentionally written in a broad way that would allow for other uses as well. The allowable uses named in the new law include:

Eligible Uses:

- Community violence prevention.
- Community intervention programs.
- Community engagement.
- Mental health crisis responses.
- Victim services.
- Training programs.
- First responder wellness.
- Equipment related to fire, rescue, and emergency services.
- Other personnel or equipment costs.

The law also specifically calls out certain uses that are not eligible. Ineligible uses include:

Ineligible uses:

- Employer contribution to the Public Employees Retirement Association Police and Fire Plan if the local unit received police state aid in 2022.
- Any costs associated with alleged wrongdoing or misconduct.
- Purchase of an armored or tactical vehicle or substantially similar vehicle.
- Purchase of tear gas, chemical munitions, or substantially similar items.
- Costs of construction, reconstruction, remodeling, expansion, or improvement of a police station, including related facilities. "Related facilities" includes access roads, lighting, sidewalks, and utility components on or adjacent to the property on

which the police station is located that are necessary for access to and use of the building.

Public Safety Aid

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Police</u>	<u>Fire</u>
12/26/2023		PS Aid received	572,800.50	572,800.50
3/4/2024	Vector Solutions/Targetsolutions	training software	2,383.00	
3/4/2024	Vector Solutions/Targetsolutions	training software	2,256.00	
5/24/2024	Advantage Police Supply	Vanguard w/viewport	7,999.75	
6/3/2024	FoxFury LLC	Ballistic Lights	919.03	
6/3/2024	Advantage Police Supply	Vanguard w/viewport	15,996.00	
6/17/2024	Hard Head Veterans	Ballistic Helmets	1,654.50	
6/17/2024	All Traffic Solutions	Speed signs	32,690.04	
7/1/2024	FES Inc.	Attack Training Panel/Equip		64,653.00
7/15/2024	Vertex Unmanned Solutions	Drone		15,309.00
8/19/2024	Water Rescue Innovations	Arm-Loc kits	7,375.00	
8/19/2024	Firesled Fitness & Training	Training equipment		13,999.00
8/19/2024	Hard Head Veterans	Ballistic Helmets	11,495.00	
9/3/2024	Fire Vent LLC	Roofing platform & chain		20,330.00
9/16/2024	Aid Electric	Install speed sign	3,888.59	
10/29/2024	Plants & Things USA	Patio furniture/pergola	9,926.00	
11/18/2024	Fire Facilities Inc	Burn trailer		204,016.00
12/2/2024	Rocky Mountain Construction	Wellness patio	33,475.00	
12/31/2024	RescueGear Inc	Water safety gear	7,104.99	
1/21/2025	TPI - Travel Products	Medical bags	10,080.00	
2/3/2025	Flock Group	Flock Safety implementation	49,175.00	
3/3/2025	Symbol Arts	New badge patches (State mandate)	1,304.50	
3/11/2025	Axon Enterprises	Camera contract increase	24,838.01	
3/25/2025	Symbol Arts	Badge patches	117.25	
4/2/2025	Mobile Vehicle Integration	Gun locks/squads	4,213.24	
4/2/2025	SecureIt Tactical	Squad rifle box	3,098.39	
4/4/2025	Symbol Arts	New badge seal update	5,897.50	
4/10/2025	Symbol Arts	New badge seal update	1,260.00	
4/16/2025	Symbol Arts	New badge seal update	180.00	
4/29/2025	Sherburne Co Sheriff	mHZ radio maintenance	7,040.00	
Total Spent			244,366.79	318,307.00
Balance remaining			328,433.71	254,493.50

SIGMA Tactical Wellness & Public Safety Aid

Chief David Kuhnly

July 21, 2025

Public Safety Aid Expenses

- The City of Elk River was awarded \$1,145,601 in Public Safety Aid
- \$572,800.56 was given to the Police Department
- Expenses totaling \$244,366.79
- Current balance of \$328,433.71

Public Safety Aid Expenses

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Police</u>
12/26/2023		PS Aid received	572,800.50
3/4/2024	Vector Solutions/Targetsolutions	training software	2,383.00
3/4/2024	Vector Solutions/Targetsolutions	training software	2,256.00
5/24/2024	Advantage Police Supply	Vanguard w/viewport	7,999.75
6/3/2024	FoxFury LLC	Ballistic Lights	919.03
6/3/2024	Advantage Police Supply	Vanguard w/viewport	15,996.00
6/17/2024	Hard Head Veterans	Ballistic Helmets	1,654.50
6/17/2024	All Traffic Solutions	Speed signs	32,690.04
8/19/2024	Water Rescue Innovations	Arm-Loc kits	7,375.00
8/19/2024	Hard Head Veterans	Ballistic Helmets	11,495.00
9/16/2024	Aid Electric	Install speed sign	3,888.59
10/29/2024	Plants & Things USA	Patio furniture/pergola	9,926.00
12/2/2024	Rocky Mountain Construction	Wellness patio	33,475.00
12/31/2024	RescueGear Inc	Water safety gear	7,104.99
1/21/2025	TPI - Travel Products	Medical bags	10,080.00
2/3/2025	Flock Group	Flock Safety implementation	49,175.00
3/3/2025	Symbol Arts	New badge patches (State mandate)	1,304.50
3/11/2025	Axon Enterprises	Camera contract increase	24,838.01
3/25/2025	Symbol Arts	Badge patches	117.25
4/2/2025	Mobile Vehicle Integration	Gun locks/squads	4,213.24
4/2/2025	SecureIt Tactical	Squad rifle box	3,098.39
4/4/2025	Symbol Arts	New badge seal update	5,897.50
4/10/2025	Symbol Arts	New badge seal update	1,260.00
4/16/2025	Symbol Arts	New badge seal update	180.00
4/29/2025	Sherburne Co Sheriff	mHZ radio maintenance	7,040.00
		Total Spent	244,366.79

Balance remaining

328,433.71

What is SIGMA Tactical Wellness



- Comprehensive cardiac screening program with cardiometabolic testing procedure
- The purpose is to identify early coronary artery disease
- The screening consists of
 - CAT scan to identify calcium buildup
 - Ultrasound carotid artery to identify plaque build up
- Stress Test on a stationary bike
- Blood draw for
 - cholesterol
 - Blood counts
 - Liver function
 - Kidney function
 - Thyroid function
- They take the results of these tests and determine risk level
- The officer meets with a medical professional to discuss results, risk levels and develop a plan if needed
- Dietitian to develop a meal & exercise plan

Why ERPD is Requesting PSA Funds

- Heart disease is the leading cause of death for public safety personnel
- Many of the tests and scans by SIGMA are not included in a regular physical
- The life expectancy for public safety personnel is 57 years vs 79 years for general public
- 46 years old is the average age for public safety personnel to have a heart attack, 65 for general public, Nationally
- 92% of first responders over the age of 40 years old, test positive for Pre-Clinical Heart Disease
- 45% of officers having heart attacks are under the age of 45

Why ERPD is Requesting PSA Funds

- We are working to strengthen our officer wellness program with programs that are meaningful
- 28 of our 44 department members are over 40 years old
- This program directly benefits our employees
- SIGMA is part of the physical and mental health section of our VIP program
- This is an expensive program at \$874 per participant
- Identifying an accurate dollar amount is difficult because we do not require participation
- This was requested by line staff



Request for Action

To
City Council

Item Number
10.1

Meeting Date
July 21, 2025

Prepared By
Lauren Whipper, Human Resources Manager

Item Description
Compensation Plan Study

Reviewed by
Cal Portner
Tina Allard

Action Requested
Discuss and provide staff direction.

Background/Discussion

We contracted with consultant Rod Kelsey of Riley, Dettmann & Kelsey LLC in 2006 to review and update our compensation plan. This plan was implemented on January 1, 2007. We have reviewed and updated our plan in-house twice since then, always using the methodology provided to us in 2006. This methodology has served us well; however, staff would like to discuss the Council's tolerance or desire to have our plan once again reviewed by outside eyes.

In 2017, we did a full review internally of each position as we had a number of new or merged positions and are required by state law to have internal pay equity. The resulting pay adjustments were done over three budget cycles.

In 2023, we did a smaller benchmark adjustment following the pandemic inflation period. Since that time, many of our neighboring cities and peer cities have completed updates to their plans.

Within the past year, we have negotiated two non-sworn police officer contracts, which have resulted in pay adjustments due to market conditions.

Completing an update this year allows us to properly budget going into 2026 and ensure we remain competitive in the employment market. It also allows us to use two budget cycles to offset the market adjustments.

Financial Impact

Depending on the scope of the study, costs could be up to \$40,000 or \$50,000. Market adjustments are to be determined, but could be spread over two budget cycles (2025 and 2026).

Mission/Policy/Goal

The Elk River Mission Statement.

The Elk River Vision

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



Attachments

None



Request for Action

To
City Council

Item Number
10.2

Meeting Date
July 21, 2025

Prepared By
Mark Dickinson, Fire Chief

Item Description
Update on Fire Station I Architectural Design

Reviewed by
Mark Dickinson
Joe Libor Jr.
Cal Portner
Tina Allard

Action Requested

Receive an update on the progress of the architectural design for Fire Station I.

Background/Discussion

In October 2024, the City Council approved the contractual services of CNH Architectural Group for the design of Fire Station I. In March 2025, staff and CNH presented an update on their progress in a work session. At that time, the facility evaluation study was completed, a set of guiding principles and defined project goals and needs were identified, along with site confirmation for the Fire Station.

Currently, we have some high-level design concepts for the interior and exterior design and are finalizing those details. The next step in the design process will be to include the services of a Construction Manager at Risk to assist with the more detailed construction of the building, including mechanical, electrical, and civil engineering design.

Financial Impact

None

Mission/Policy/Goal

The Elk River Mission statement of growing responsibly and improve citizen quality of life.

Attachments

- I. July Council Presentation - Fire Station I Update

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July 21, 2025



Elk River Fire Station No. 1

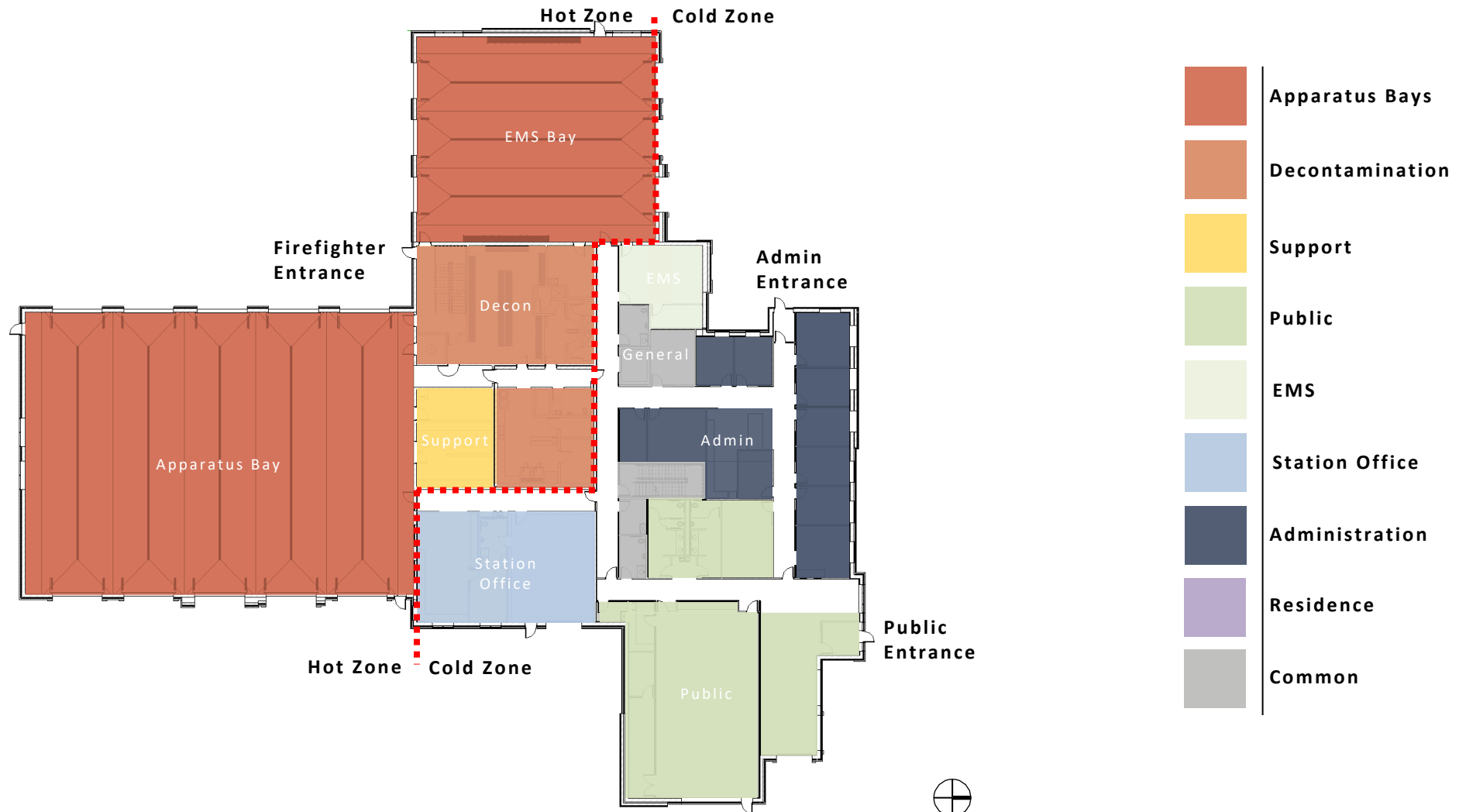


Process to Date

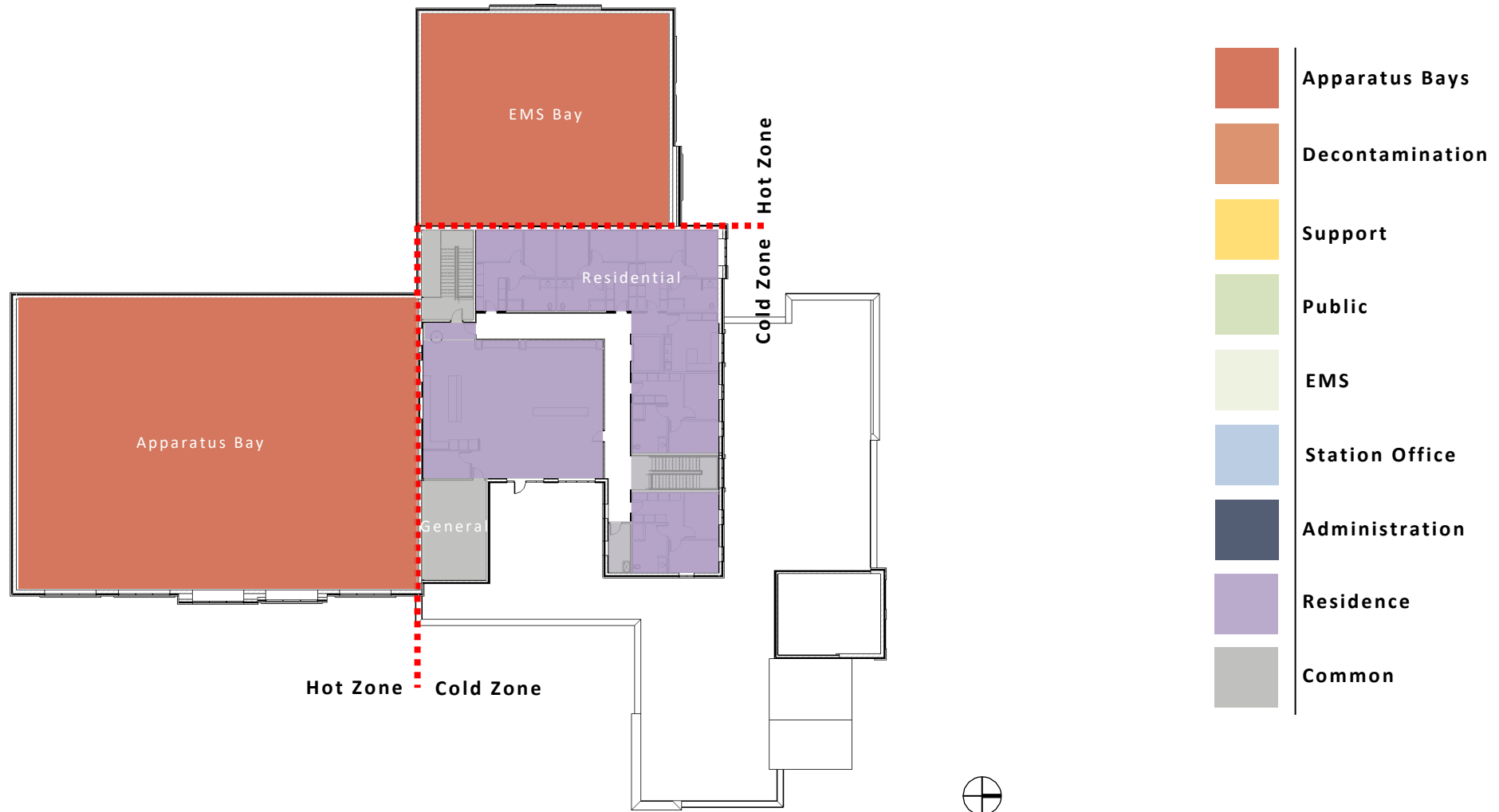


- › Facility evaluation study completed
- › Site evaluation & selection completed
- › Defined project goals & guiding principles
- › Created space needs program
- › Finalizing concept design

Schematic First Floor Plan



Schematic Second Floor Plan



Schematic Exterior Perspectives



Southeast Perspective



Northeast Perspective



Northwest Perspective

Next Steps



- › Engage construction manager
- › City submittal process
- › Continue design process (2 months)
- › Complete construction documents (4 months)
- › Construction (14-16 months)
- › Occupancy

Questions