



City Council

Regular Meeting & Work Session Agenda

Monday, August 18, 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 August 4, 2025, Minutes

4.2 Check Register

4.3 Hire Part-time Community Service Officer

4.4 Hire Paid On-Call Firefighters

4.5 Professional Engineering Services for the Downtown Reconstruction Project

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 Employee

6.2 City of Elk River Volunteer of the Month

6.3 Communications Awards

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: Amend CU 23-02 to allow vehicle repair and storage, Skyline Motors and Collision - 17242 Ulysses St NW

7.2 Interim Use Permit: Residential Occupation, Robert Kendrick - 11473 199th Ave NW

- 7.3 Resolution 25-44: Land Use Amendment, Business Park (BP) to Mixed Residential (MR) - City of Elk River
- 7.4 Ordinance 25-13: Zone Change, Business Park (BP) to Highway Commercial (C3) and Single Family Residential (R1c) - City of Elk River
- 7.5 Conditional Use Permit: Renewable Natural Gas Facility, Elk River Landfill/Waste Management - 22460 Highway 169

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 Essential Services Facility: Renewable Natural Gas Operation, Minnesota Municipal Power Agency - PID 75-00102-2000
- 8.2 Communications Policy and Procedure Updates
- 8.3 Agreement 25-17: FT Center Field House Naming Rights

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 Traffic Control Configuration at 193rd/Evans and Elk Hills/Dodge

11. MOTION TO ADJOURN

12. INFORMATION

- 12.1 Investment report - 2nd quarter
- 12.2 June Financial Reports
- 12.3 July Financial Reports

The Elk River Vision

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





**Meeting of the City Council
Held at the Elk River City Hall
Monday, August 4, 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, Public Works Director/Chief Engineer Justin Femrite, Community Development Director Zack Carlton, Police Chief David Kuhnly, Streets Division Foreman Chris Teff, Wastewater Treatment Chief Operator Matt Stevens, Environmental Services and Projects Specialist Joe Hale, and Deputy Clerk Jolene Richter

1. CALL MEETING TO ORDER

Pursuant to due call and notice thereof, the meeting was called to order at 6:45 p.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. CONSIDER AGENDA

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

4. CONSENT AGENDA

Mayor Dietz stated in the minutes for the July 28, 2025, special budget meeting that he was quoted to not spend any money from the liquor store fund, he stated he may have said to reduce that number, but he did not say not to spend any. Staff will update the minutes.

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

4.1 July 21, 2025, Minutes

4.2 July 28, 2025, Minutes

4.3 Check Register

4.4 Resolution 25-42: Oakwater Ridge Environmental Assessment Worksheet (EAW) Findings

4.5 Resolution 25-43: Premises Permit for Elk River Lions Club

4.6 Hire Police Officer

4.7 Hire Multimedia Specialist

5. OPEN FORUM

No one appeared for open forum.

6. PRESENTATIONS, AWARDS, AND RECOGNITION

6.1 Proclaim Jennifer Green Day

Moved by Councilmember Wagner and seconded by Councilmember Beyer to adopt a proclamation designating August 4, 2025, as Jennifer Green Day. Motion Carried 5-0.

Mayor Dietz read and presented a plaque and declared August 4, 2025, as Jennifer Green Day in the City of Elk River. The Council wished her the best in her retirement.

6.2 Introduction of New Employees

Mr. Teff introduced Street Maintenance Operator Matt Braun. Mr. Braun discussed his background in construction and street work and expressed his excitement to be in Elk River.

The Council welcomed Matt to the city.

7. PUBLIC HEARINGS

7.1 Ordinance 25-12: Amending the City's Septic System Ordinance

The staff report was presented.

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

Moved by Councilmember Grupa and seconded by Councilmember Calva to adopt Ordinance 25-12 amending Sec. 78-101 of the city code to ensure consistency with Sherburne County's septic system standards. Motion Carried 5-0.

8. GENERAL BUSINESS

8.1 Discuss Work Session Items

Councilmember Wagner asked if they have a timeline for an update on the Highway 169 stop lights. Mr. Femrite explained they will have an update coming forward regarding the signal timing of the Main Street, School Street, and 193rd intersections when they come back with the review of the traffic counts.

Councilmember Wagner also asked if they will adjust when school starts if they see a tremendous change in traffic. Mr. Femrite stated generally, they see a traffic pattern change in town with the start of school, mainly at the high school entrance. They will continue to monitor and make time of year adjustments as necessary.

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

The regular meeting adjourned at 7:03 p.m. Mayor Dietz called the work session to order at 7:05 p.m.

11. WORK SESSION

11.1 Highway 169 Lift Station Backup

The staff report was presented.

Tom Lucas, 17115 Yale St NW, stated that when he signed a purchase agreement for his house, he was told that there was a backup at their house before. Then there was a second backup in November 2005. The basement was flooded, and after that, he installed a backflow valve. Now with this recent backup, he still experienced a backup. He explained that so far, there was \$4,200 of damage, but that what he experienced was nothing compared to some of the others. He stated the frustrations were that they were waiting days for clean-up crews to come, and some people had to stay in hotels because the smell was so strong. He stated the smell was still in some of the houses. He handed out an itemized price list of charges for the cleanup. He would like to know the precautions that are going to be taken so, this does not happen again.

Diane Lucas, 17115 Yale St NW, explained that they had this happen to them in 2003 and had to replace everything, and now, 20 years later, it has happened again, and they have to replace everything again. She stated that they were always told it would never happen again.

Harold and Nancy Boyum, 17123 Yale St NW, stated their cost has been \$30,000 so far.

Steve and Brenda Helle, 17131 Yale St NW, stated that his and Harold and Nancy Boyum's units

got the worst of it. He explained that the emergency response team that was called in was the first bill they had seen. He explained that they came in and quickly cleaned, shoved things around, and charged 240 hours, at \$125 an hour, to do the removal of the furniture and sanitation of the contents. He continued to explain that the next step is reconstruction. He stated that the emergency response, clean-up, and reconstruction would cost around \$100,000. Mr. Helle talked to the League of Minnesota Cities Insurance Trust (LMCIT) claims adjuster and was told there would not be a dollar-for-dollar match of the loss, but it would be close. Mr. Helle then stated that LMCIT told him that they needed to hire a company to tell them what is salvageable or not. He explained that there are eight families that have been affected by this, all retired and with an average age of 75 years. He stated that they just wanted to let the City Council know what was happening. Mrs. Helle added that the company stated they have to sanitize anything that touches the water; however, she explained the smell has touched everything in their home, and they will not clean it, only the things that have touched the water. They will have to clean everything else themselves. She stated that it is unimaginable what they are going through.

Ken Saba, 17147 Yale St NW, explained that they reported it first around 5:30 a.m., and there was a good reaction time, but the damage was already happening. He wants to know what they are supposed to do since they have received their first bill from 24Restore and stated that the bill is already due. Mr. Femrite asked if they were in contact with the city's insurance. Mr. Saba said he has not, as he couldn't stay in the house anymore and was staying at a place up north. Mr. Femrite explained that the instructions would be to get a hold of Lori Stich with the city, who is in charge of the insurance in the city, and who will make sure they get the right contact with the League adjuster. Mr. Femrite explained that the League adjuster would be the right person to answer questions regarding the payment of the invoices they are receiving.

Mr. Portner suggested contacting their insurance companies as well.

Mr. Helle stated that they did not have insurance for the backup.

Councilmember Calva asked to what degree those who have been affected will be responsible for paying. Mr. Portner stated that at this point, We don't know yet. Councilmember Calva asked if the city would be responsible for covering what the insurance does not cover. Mr Portner explained that there would be a Council discussion. When they have more clarity after the insurance is completed, then they can bring it back to the Council for discussion.

Mr. Saba asked about his vanity in the bathroom that was touched, but they did not take it out. He asked how does he get them to remove it, too. Mr. Portner recommended that he work with the contractor and the LMCIT, too.

Mayor Dietz asked if the adjuster had been out to any of these homes. The residents stated they had not seen an adjuster yet.

Mr. Helle stated that he was told by the LMCIT that there would only be one check issued per house and said to have everything submitted all at once, but bills are coming now, and the companies want them paid, but the check will not be issued until all the reconstruction is done, which could be months down the road.

Councilmember Wagner asked if someone could put together a step-by-step process for the residents

to follow.

Councilmember Grupa would like to see someone follow up on this every week.

Mayor Dietz asked if we could get an opinion from our attorney about the bills. Mr. Portner stated yes, and we will follow up with LMCIT tomorrow as well.

Councilmember Beyer asked if we had all of their email addresses to set up a communications group to keep them updated.

Mr. Steve Helle stated that it would be a good idea to have a communication group to receive instructions and communication, because when it happened, they had no clue what to do.

Councilmember Wagner asked if these were the only two companies that they got bids from. Mr. Saba stated that the LMCIT said that it doesn't really matter who you go with, that it will be about the same cost.

Amy Boyum, daughter of Harold and Nancy Boyum asked who the point person for this was. She stated that these people should not have to float any of their money. Her parents, Harold and Nancy Boyum, are 86 years old, and all their belongings are in their garage, including some irreplaceable antiques. She feels the city should have a point of contact to manage this for the residents, because they need someone to advocate for them.

Councilmember Grupa agrees and thinks we should appoint someone.

Councilmember Beyer stated that he just mentioned that we should have a communication email set up with a staff point of contact, and that person would be watching the email or phone calls to field the coordination between the residents and what is happening.

Mayor Dietz suggested that the first thing that should happen is to get the adjuster out to the homes, and the adjuster would be able to answer a lot of the questions. Mr. Portner stated that we will find out tomorrow when the adjuster will be out at the houses.

Mr. Femrite explained that we are not practiced in this scale of a claim, and we'll be working through it. He thanked them for the suggestions of a point person.

Mayor Dietz told the residents, before they leave tonight, to make sure we have their name, address, and email for the communications list.

Mr. Lucas asked what was going to be done to prevent this from happening again.

Mr. Femrite explained what happened. He stated they received a communication failure at 11:00 a.m. on Thursday. They receive a lot of communication failures because of cell coverage going in and out. When they receive communication failures, they usually wait an hour until they respond because cell signals go in and out, and it comes back on. They do have a battery backup at that station because of this. They did not get another communications error because the battery backup failed. This was something that they originally tested quarterly, but will now be testing weekly. It was those two pieces, the operator error and the mechanical error, that caused this. We are now ensuring that when the second call

comes in, they will respond.

Councilmember Calva asked if more than one person could get those calls so it doesn't happen again. Mr. Femrite stated that, yes, that is another piece they are adding to their protocols and explained that the lab personnel assigned for the day will ensure that all calls and faults have been addressed and are looked at for the day.

Mr. Femrite explained that there ended up being a power failure at the lift station that took out the breaker and panels, and they believe it was out for 17 hours.

Mrs. Helle stated that she appreciated all the discussion and asked if they could get a summary of tonight's discussion.

Councilmember Calva asked Mrs. Helle if he could stop by their home. She said, "Absolutely." If anyone wants to stop by and see the damage and how they are living right now, they are welcome.

11.2 Traffic Safety Officer

The staff report was presented.

Duane Siedschlag, Impaired Driving Program Coordinator, and Becky Putzke, Northwest Law Enforcement Liaison from the Office of Traffic Safety - Minnesota Department of Public Safety, were present.

Mayor Dietz asked if it was similar to the Towards Zero Deaths program. Chief Kuhnly stated it is an extension of that program.

Mayor Dietz asked how long the grants are for. Mr. Siedschlag stated for one year. Mayor Dietz asked if you get the grant one year, is it guaranteed that you will get it the next year. Mr. Siedschlag stated, Yes, usually you do.

Mayor Dietz asked if this would be opened up to the current department or would it be a new hire. Chief Kuhnly explained that they would like to increase their staff from 35 to 36, but they would take one of their current officers and have them work this position in particular, and then add a new hire for general patrol.

Mayor Dietz asked what would happen if they received the grant, and if they would have to have someone in place by a particular date. Mr. Siedschlag stated it would start on October 1, 2025, and go through September 30, 2026.

Councilmember Beyer asked if Chief Kuhnly asked for this or was it something that came to him. Chief Kuhnly stated that he was familiar with the program already.

Mayor Dietz asked if the program was successful. Mr. Siedschlag stated that he is committed to putting the federal funds where the problems exist and explained that other cities that have participated have been very successful and have seen a 60% rate drop in alcohol-related fatalities from 2022-2024.

Mayor Dietz asked if it would be hard to find someone to work those hours and on holidays. Chief

Kuhnly stated that there are a couple of people interested in this already, and it could be a rotated position as well.

Mr. Siedschlag stated that it is a concern that some officers get burned out, so they rotate. He stated he keeps close monitoring of the program.

The Council stated that they would support staff in applying for the grant.

Mr. Siedschlag stated if it is awarded a resolution would be brought forward to the Council.

11.3 Yard Waste Transfer Site Administration

The staff report was presented.

Staff put together a Yard Waste Site Budget (handout) and a list of site rules (handout).

Staff and the Council discussed the fees and operational costs.

Mayor Dietz suggested that it should be for Elk River taxpayers.

Mayor Dietz asked when this would start. Mr. Teff stated that we would be consistent with the county's timeline as they are looking to clean slate their card roster list. This means if you have a card currently, whichever way we go, they will have to re-register their cards. The county stated that they will be cleaning their system on January 1, and we would want to be consistent with that. Mr. Teff said they will be sitting down with the county on August 14.

The Council agreed for staff to move forward with this plan.

Mayor Dietz asked if there was anything else that needed to come before the Council.

Councilmember Wagner said that she received a complaint that there was a lot of truck traffic and backup alarms starting early at 6:30 a.m. on a Saturday at the Bradford development. Mr. Portner pulled up the ordinance and stated that it says 7:00 a.m. to 7:00 pm. Monday-Saturday. Mr. Femrite stated that they will reach out to the developer and contractors and remind them of the ordinance.

12. MOTION TO ADJOURN

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

The meeting adjourned at 8:39 p.m.

Minutes prepared by Jolene Richter.

John J. Dietz, Mayor

Tina Allard, City Clerk

DRAFT



Request for Action

To
City Council

Item Number
4.2

Meeting Date
August 18, 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 August 18, 2025.

Background/Discussion

The details for the period ending August 18, 2025, are attached to this request for action.

Total for All Funds	\$804,178.77
---------------------	--------------

Financial Impact
N/A

Mission/Policy/Goal
N/A

Attachments

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

The Elk River Vision

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

Report Criteria:

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

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

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

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
ANOKA ARENA						
221						
FALL 25 BREAKAWAY	1	FALL BREAKAWAY - ANOKA	Invoice	07/30/2025	225.00	221-4-5410-4409
Total 12669 ANOKA ARENA:					225.00	
ASPEN MILLS						
101						
358221	1	UNIFORMS - ROSCOE	Invoice	07/29/2025	109.99	101-4-2120-4217
Total 10749 ASPEN MILLS:					109.99	
BARBARA KENNEY						
101						
7-31-25 FM	1	FARMERS MARKET JUN/JUL	Invoice	07/31/2025	115.00	101-4-5230-4219
Total 13397 BARBARA KENNEY:					115.00	
BOGART, PEDERSON & ASSOC,						
101						
21270	1	LINE STAKING SURVEY	Invoice	07/29/2025	5,500.00	101-4-2310-4319
Total 13279 BOGART, PEDERSON & ASSOC,:					5,500.00	
CIERRA MOORE						
101						
7-31-25 FM	1	FARMERS MARKET JUN/JUL	Invoice	07/31/2025	170.00	101-4-5230-4219
Total 15074 CIERRA MOORE:					170.00	
CORPORATE FOUR						
291						
1789263	1	INSURANCE COMMISSION	Invoice	08/05/2025	10,500.00	291-4-7000-4361
Total 13811 CORPORATE FOUR:					10,500.00	
DARAMOON OR MARY SENG						
101						
7-31-25 FM	1	FARMERS MARKET JUN/JUL	Invoice	07/31/2025	599.00	101-4-5230-4219
Total 13336 DARAMOON OR MARY SENG:					599.00	
DAWN ROBERTSON						
101						
80625 DR	1	JENNIFER GREEN RETIREMENT PA	Invoice	08/06/2025	42.56	101-4-1510-4201
Total 14708 DAWN ROBERTSON:					42.56	
FLEXIBLE PIPE TOOL CO						
602						
31690	1	REPAIR JETTER HOSE	Invoice	07/31/2025	370.00	602-4-9020-4404

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 19150 FLEXIBLE PIPE TOOL CO:					370.00	
GREEN HAVEN FARM MARKET L						
101						
7-31-25 FM	1	FARMERS MARKET JUN/JUL	Invoice	07/31/2025	279.00	101-4-5230-4219
Total 14763 GREEN HAVEN FARM MARKET L:					279.00	
HEATHER JENSON						
101						
7-31-25 FM	1	FARMERS MARKET JUN/JUL	Invoice	07/31/2025	25.00	101-4-5230-4219
Total 15259 HEATHER JENSON:					25.00	
HUBBARD ELECTRIC						
101						
20250804-7273	1	ELECTRICAL SVCS-RIVERS EDGE	Invoice	08/06/2025	1,453.44	101-4-5110-4409
Total 13803 HUBBARD ELECTRIC:					1,453.44	
JEFFERSON FIRE & SAFETY,						
101						
IN329721	1	COATS & PANTS	Invoice	08/01/2025	8,596.05	101-4-2320-4219
Total 22656 JEFFERSON FIRE & SAFETY,:					8,596.05	
JOLENE SINGH						
101						
7-31-25 FM	1	FARMERS MARKET JUN/JUL	Invoice	07/31/2025	261.00	101-4-5230-4219
Total 13384 JOLENE SINGH:					261.00	
JONATHAN HOPKINS						
101						
7-31-25 FM	1	FARMERS MARKET JUN/JUL	Invoice	07/31/2025	45.00	101-4-5230-4219
Total 14761 JONATHAN HOPKINS:					45.00	
JORDAN DEMARS						
101						
7-31-25 FM	1	FARMERS MARKET JUN/JUL	Invoice	07/31/2025	341.00	101-4-5230-4219
Total 13034 JORDAN DEMARS:					341.00	
JOSIAH CHRISTENSEN						
101						
7-31-25 FM	1	FARMERS MARKET JUN/JUL	Invoice	07/31/2025	81.00	101-4-5230-4219
Total 14506 JOSIAH CHRISTENSEN:					81.00	
KRISTI HANSON						
603						
8-2-25 KH	1	SUPPLIES	Invoice	08/04/2025	32.62	603-4-9112-4219
603						
8-2-25 KH	2	TRAVEL	Invoice	08/04/2025	22.40	603-4-9112-4331

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 20922 KRISTI HANSON:					55.02	
LACEY HARMS						
101						
7-31-25 FM	1	FARMERS MARKET JUN/JUL	Invoice	07/31/2025	112.00	101-4-5230-4219
Total 15337 LACEY HARMS:					112.00	
MONTICELLO ARENA						
221						
FALL 25 BREAKAWAY	1	FALL BREAKAWAY-MONTICELLO	Invoice	07/30/2025	2,250.00	221-4-5410-4409
Total 27051 MONTICELLO ARENA:					2,250.00	
MOOSE LAKE BREWING CO LLC						
603						
MW35-007	1	BEER	Invoice	08/05/2025	108.00	603-4-9111-4252
Total 14292 MOOSE LAKE BREWING CO LLC:					108.00	
MORRELL TRUCKING						
245						
12-2024	1	TAX REBATE - MORRELL TRUCKING	Invoice	08/13/2025	4,297.02	245-4-6210-4440
Total 27172 MORRELL TRUCKING:					4,297.02	
NCL OF WISCONSIN INC						
602						
523475	1	BUFFER SOLUTIONS	Invoice	08/04/2025	399.77	602-4-9020-4219
Total 27480 NCL OF WISCONSIN INC:					399.77	
NORTE CAFE ROASTERS						
101						
7-31-25 FM	1	FARMERS MARKET JUN/JUL	Invoice	07/31/2025	70.00	101-4-5230-4219
Total 14762 NORTE CAFE ROASTERS:					70.00	
OLSEN CHAIN & CABLE INC						
602						
732097	1	SUPPLIES - CHAIN/CABLE	Invoice	07/31/2025	223.20	602-4-9020-4219
602						
732225	1	SUPPLIES	Invoice	08/11/2025	158.75	602-4-9020-4219
Total 13762 OLSEN CHAIN & CABLE INC:					381.95	
PRINCETON ICE ARENA						
221						
FALL 2025 BREAKAWA	1	FALL 2025 BREAKAWAY-PRINCETON	Invoice	07/30/2025	450.00	221-4-5410-4409
Total 14559 PRINCETON ICE ARENA:					450.00	
PRINCETON RENTAL INC						
101						
1-576233	1	LIFT RENTAL	Invoice	07/30/2025	65.70	101-4-2190-4219

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 10469 PRINCETON RENTAL INC:					65.70	
ROGERS ACTIVITY CENTER						
221						
FALL 2025 BREAKAWA	1	FALL 2025 BREAKAWAY -ROGERS	Invoice	07/30/2025	5,175.00	221-4-5410-4409
Total 31250 ROGERS ACTIVITY CENTER:					5,175.00	
SALEH HAMSHARI						
101						
7-31-25 FM	1	FARMERS MARKET JUN/JUL	Invoice	07/31/2025	45.00	101-4-5230-4219
Total 14257 SALEH HAMSHARI:					45.00	
SARA RUTTEN						
101						
7-31-25 FM	1	FARMERS MARKET JUN/JUL	Invoice	07/31/2025	166.00	101-4-5230-4219
Total 15062 SARA RUTTEN:					166.00	
SPORTECH, INC						
245						
7-2025 ENVISION 2021	1	TAX REBATE - ENVISION 2021	Invoice	07/17/2025	17,180.70	245-4-6210-4440
Total 32900 SPORTECH, INC:					17,180.70	
STEP SAVER INC						
211						
186308	1	BULK SALT -- LIBRARY	Invoice	07/30/2025	189.00	211-4-5600-4219
101						
186309	1	BULK SALT -- POLICE DEPARTMENT	Invoice	07/30/2025	184.50	101-4-2190-4219
Total 13048 STEP SAVER INC:					373.50	
STUART C. IRBY CO.						
602						
S014313273.001	1	GLOVE TESTING	Invoice	07/31/2025	102.60	602-4-9020-4404
Total 13413 STUART C. IRBY CO.:					102.60	
VICTORY DOOR SYSTEMS INC						
602						
16044	1	DOOR REPAIRS	Invoice	07/29/2025	165.00	602-4-9020-4404
Total 15004 VICTORY DOOR SYSTEMS INC:					165.00	
4815 EXCELSIOR LLC						
603						
1424	1	THC PRODUCTS	Invoice	08/06/2025	400.00	603-4-9111-4256
Total 52404 4815 EXCELSIOR LLC:					400.00	
ABRA AUTO BODY & GLASS						
101						
115486	1	WINDSHIELD REPLACEMENT	Invoice	08/07/2025	523.38	101-4-3120-4404

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 10240 ABRA AUTO BODY & GLASS:					523.38	
ADAM FERGUSON						
221						
1-FERGUSON	1	SCOREKEEPING	Invoice	08/11/2025	52.50	221-4-5400-4319
Total 52456 ADAM FERGUSON:					52.50	
ADAM SMIGLEWSKI						
221						
FALL 25 BREAKAWAY	1	BREAKAWAY HOCKEY LEAGUE REF	Invoice	07/24/2025	1,760.00	221-4-5410-4409
Total 14689 ADAM SMIGLEWSKI:					1,760.00	
AID ELECTRIC CORPORATION						
290						
1202314	1	FIELD HOUSE ELECTRICAL IMPROV	Invoice	05/15/2025	3,120.00	290-4-1350-4409
Total 10373 AID ELECTRIC CORPORATION:					3,120.00	
ALISA WALLACE						
101						
80625 AV	1	JENNIFER'S RETIREMENT PARTY - L	Invoice	08/06/2025	36.00	101-4-1510-4219
Total 14478 ALISA WALLACE:					36.00	
ALLINA HEALTH SYSTEM						
101						
CI00070747	1	3RD QTR TRAINING	Invoice	07/31/2025	931.00	101-4-2320-4331
Total 10406 ALLINA HEALTH SYSTEM:					931.00	
AMAZON CAPITAL SERVICES						
602						
14MX-LYTG-6X3J	1	SUPPLIES	Invoice	07/28/2025	155.00	602-4-9020-4219
101						
1FDV-TFHT-PDJ4	1	COFFEE SHOP SUPPLIES	Invoice	08/05/2025	27.08	101-4-5510-4219
602						
1KJ7-FCH9-7NYL	1	SUPPLIES	Invoice	08/06/2025	176.66	602-4-9020-4219
602						
1KK1-VRMH-N4FF	1	SUPPLIES CREDIT	Invoice	08/01/2025	25.98-	602-4-9020-4219
101						
1MKT-L7G6-4NPC	1	SUPPLIES	Invoice	08/06/2025	26.96	101-4-5110-4219
101						
1MMW-4F4W-3T6P	1	SUPPLIES	Invoice	07/24/2025	39.99	101-4-5110-4219
221						
1NHR-9911-49T7	1	FORKLIFT SEAT	Invoice	08/06/2025	138.69	221-4-5400-4219
101						
1NK7-LWL7-9T4K	1	PROPERTY ROOM SUPPLIES	Invoice	08/06/2025	13.98	101-4-2130-4219
101						
1NXH-NTHC-NJK6	1	20 SLOT USB STORAGE	Invoice	08/12/2025	11.98	101-4-1350-4219
101						
1TQH-1GNP-DGVF	1	SUPPLIES	Invoice	07/28/2025	1.65	101-4-1120-4201
101						
1TQH-1GNP-DGVF	2	SUPPLIES	Invoice	07/28/2025	6.59	101-4-1210-4201

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
1TQH-1GNP-DGVF	3	SUPPLIES	Invoice	07/28/2025	1.65	101-4-1220-4201
101						
1TQH-1GNP-DGVF	4	SUPPLIES	Invoice	07/28/2025	1.65	101-4-1310-4201
101						
1TQH-1GNP-DGVF	5	SUPPLIES	Invoice	07/28/2025	4.92	101-4-1510-4201
101						
1TQH-1GNP-DGVF	6	SUPPLIES	Invoice	07/28/2025	2.97	101-4-2410-4201
101						
1TQH-1GNP-DGVF	7	SUPPLIES	Invoice	07/28/2025	2.97	101-4-2440-4219
101						
1TQH-1GNP-DGVF	8	SUPPLIES	Invoice	07/28/2025	3.30	101-4-3300-4201
101						
1TQH-1GNP-DGVF	9	SUPPLIES	Invoice	07/28/2025	3.95	101-4-5210-4219
101						
1TQH-1GNP-DGVF	10	SUPPLIES-EDA	Invoice	07/28/2025	3.30	101-4-6210-4440
101						
1Y7G-VXQJ-ML6T	1	SIGN SUPPLIES	Invoice	08/07/2025	6.98	101-4-3120-4226
101						
1Y7G-VXQJ-ML6T	2	SUPPLIES	Invoice	08/07/2025	19.76	101-4-3120-4219
Total 13706 AMAZON CAPITAL SERVICES:					624.05	
AMERICAN TEST CENTER						
602						
2251584	1	ANNUAL SAFETY INSP-#241 CRANE	Invoice	07/28/2025	2,280.00	602-4-9020-4404
Total 10487 AMERICAN TEST CENTER:					2,280.00	
ARCHETYPE						
101						
F115279	1	OFFICE SIGN	Invoice	07/31/2025	184.48	101-4-2190-4219
Total 13315 ARCHETYPE:					184.48	
ARTISAN BEER COMPANY						
603						
3785673	1	BEER	Invoice	07/30/2025	40.00	603-4-9111-4252
603						
3785674	1	THC PRODUCTS	Invoice	07/30/2025	211.85	603-4-9111-4256
603						
3785675	1	BEER	Invoice	07/30/2025	335.30	603-4-9151-4252
603						
3785676	1	THC PRODUCTS	Invoice	07/30/2025	220.90	603-4-9151-4256
603						
3787384	1	BEER	Invoice	08/06/2025	328.00	603-4-9111-4252
603						
3787385	1	THC PRODUCTS	Invoice	08/06/2025	304.30	603-4-9111-4256
603						
3787386	1	BEER	Invoice	08/06/2025	199.50	603-4-9151-4252
603						
428180	1	THC PRODUCTS CREDIT	Invoice	07/25/2025	23.76-	603-4-9111-4256
603						
428759	1	THC PRODUCTS CREDIT	Invoice	08/01/2025	172.24-	603-4-9111-4256
Total 12167 ARTISAN BEER COMPANY:					1,443.85	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
ASTLEFORD INTERNATIONAL						
101						
1P134954	1	PARTS #236	Invoice	07/30/2025	1,054.99	101-4-3120-4221
Total 10762 ASTLEFORD INTERNATIONAL:					1,054.99	
B & B HOFFMAN SOD FARMS						
101						
75339	1	SUPPLIES - SOD	Invoice	08/05/2025	397.20	101-4-5110-4219
101						
75346	1	SOD	Invoice	08/06/2025	290.10	101-4-5110-4219
101						
75361	1	SOD	Invoice	08/06/2025	260.10	101-4-5110-4219
Total 10855 B & B HOFFMAN SOD FARMS:					947.40	
BARRY L. BROOKS						
101						
7-31-25 FM	1	FARMERS MARKET JUN/JUL	Invoice	07/31/2025	186.00	101-4-5230-4219
Total 50192 BARRY L. BROOKS:					186.00	
BEE SWEET HONEY						
101						
7-31-25 FM	1	FARMERS MARKET JUN/JUL	Invoice	07/31/2025	522.00	101-4-5230-4219
Total 13817 BEE SWEET HONEY:					522.00	
BELLBOY CORP BAR SUPPLY						
603						
110131300	1	POP/MISC	Invoice	08/05/2025	72.00	603-4-9111-4255
603						
110131300	2	FREIGHT	Invoice	08/05/2025	2.89	603-4-9111-4332
Total 11810 BELLBOY CORP BAR SUPPLY:					74.89	
BELLBOY CORPORATION						
603						
208547500	1	LIQUOR	Invoice	08/05/2025	899.04	603-4-9111-4251
603						
208547500	2	WINE	Invoice	08/05/2025	288.00	603-4-9111-4253
603						
208547500	3	FREIGHT	Invoice	08/05/2025	18.98	603-4-9111-4332
603						
300186200	1	THC PRODUCTS	Invoice	08/05/2025	351.00	603-4-9111-4256
603						
300186200	2	FREIGHT	Invoice	08/05/2025	4.95	603-4-9111-4332
Total 11800 BELLBOY CORPORATION:					1,561.97	
BERNICK'S						
603						
10385059	1	POP/MISC	Invoice	07/30/2025	98.82	603-4-9111-4255
603						
10385060	1	THC PRODUCTS	Invoice	07/30/2025	407.00	603-4-9111-4256
603						
10385061	1	BEER	Invoice	07/30/2025	1,317.60	603-4-9111-4252

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
10385062	1	THC PRODUCTS	Invoice	07/30/2025	81.00	603-4-9151-4256
603						
10385063	1	BEER	Invoice	07/30/2025	766.00	603-4-9151-4252
603						
10387919	1	POP	Invoice	08/06/2025	36.96	603-4-9111-4255
603						
10387920	1	THC PRODUCTS	Invoice	08/06/2025	232.50	603-4-9111-4256
603						
10387921	1	BEER	Invoice	08/06/2025	5,561.15	603-4-9111-4252
603						
10387922	1	POP/MISC	Invoice	08/06/2025	32.88	603-4-9151-4255
603						
10387923	1	BEER	Invoice	08/06/2025	1,306.10	603-4-9151-4252
603						
10390324	1	POP	Invoice	08/13/2025	144.56	603-4-9111-4255
603						
10390325	1	THC PRODUCTS	Invoice	08/13/2025	228.50	603-4-9111-4256
603						
10390326	1	BEER	Invoice	08/13/2025	2,449.25	603-4-9111-4252
221						
178981	1	SUPPLIES - CUPS/LIDS	Invoice	08/11/2025	133.24	221-4-5430-4219
221						
178981	2	CONCESSIONS - POP/MISC BEVERA	Invoice	08/11/2025	236.25	221-4-5430-4259
Total 11950 BERNICK'S:					13,031.81	
BLACKHAWK PEST CONTROL, LLC						
221						
51304	1	PEST CONTROL-FTCENTER	Invoice	07/28/2025	125.00	221-4-5400-4401
Total 14717 BLACKHAWK PEST CONTROL, LLC:					125.00	
BLAINE LOCK & SAFE, INC						
101						
33558	1	REPLACE DOOR - IMPOUND	Invoice	07/29/2025	3,071.28	101-4-2190-4401
Total 12256 BLAINE LOCK & SAFE, INC:					3,071.28	
BOM FOODS						
101						
7-31-25 FM	1	FARMERS MARKET JUN/JUL	Invoice	07/31/2025	123.00	101-4-5230-4219
Total 52291 BOM FOODS:					123.00	
BREAKTHRU BEVERAGE MINNESOTA						
603						
122629984	1	LIQUOR	Invoice	07/31/2025	730.48	603-4-9151-4251
603						
122629984	2	FREIGHT	Invoice	07/31/2025	8.70	603-4-9151-4332
603						
122629985	1	WINE	Invoice	07/31/2025	240.00	603-4-9151-4253
603						
122629985	2	FREIGHT	Invoice	07/31/2025	2.90	603-4-9151-4332
603						
122629986	1	LIQUOR	Invoice	07/31/2025	314.56	603-4-9151-4251

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
122629986	2	FREIGHT	Invoice	07/31/2025	1.56	603-4-9151-4332
603						
122737624	1	BEER	Invoice	08/07/2025	671.60	603-4-9151-4252
603						
122739082	1	POP/MISC	Invoice	08/07/2025	165.88	603-4-9151-4255
603						
122739082	2	FREIGHT	Invoice	08/07/2025	7.25	603-4-9151-4332
603						
122739083	1	WINE	Invoice	08/07/2025	84.00	603-4-9151-4253
603						
122739083	2	FREIGHT	Invoice	08/07/2025	1.45	603-4-9151-4332
603						
122739084	1	LIQUOR	Invoice	08/07/2025	888.36	603-4-9151-4251
603						
122739084	2	FREIGHT	Invoice	08/07/2025	13.20	603-4-9151-4332
603						
413782998	1	WINE CREDIT	Invoice	07/22/2025	80.00-	603-4-9151-4253
603						
413782998	2	FREIGHT CREDIT	Invoice	07/22/2025	1.45-	603-4-9151-4332
603						
413807021	1	LIQUOR CREDIT	Invoice	07/30/2025	110.02-	603-4-9151-4251
603						
413807021	2	FREIGHT CREDIT	Invoice	07/30/2025	.24-	603-4-9151-4332
Total 8002 BREAKTHRU BEVERAGE MINNESOTA:					2,938.23	
603						
122629695	1	BEER	Invoice	07/31/2025	570.00	603-4-9111-4252
603						
122630281	1	POP/MISC	Invoice	07/31/2025	144.54	603-4-9111-4255
603						
122630281	2	FREIGHT	Invoice	07/31/2025	5.80	603-4-9111-4332
603						
122630282	1	WINE	Invoice	07/31/2025	624.00	603-4-9111-4253
603						
122630282	2	FREIGHT	Invoice	07/31/2025	8.70	603-4-9111-4332
603						
122630283	1	LIQUOR	Invoice	07/31/2025	1,374.22	603-4-9111-4251
603						
122630283	2	FREIGHT	Invoice	07/31/2025	8.93	603-4-9111-4332
603						
122739371	1	LIQUOR	Invoice	08/07/2025	1,869.08	603-4-9111-4251
603						
122739371	2	FREIGHT	Invoice	08/07/2025	23.20	603-4-9111-4332
603						
122739372	1	POP/MISC	Invoice	08/07/2025	148.02	603-4-9111-4255
603						
122739372	2	FREIGHT	Invoice	08/07/2025	8.70	603-4-9111-4332
603						
122739373	1	WINE	Invoice	08/07/2025	84.00	603-4-9111-4253
603						
122739373	2	FREIGHT	Invoice	08/07/2025	1.45	603-4-9111-4332
603						
122740440	1	LIQUOR	Invoice	08/07/2025	100.00	603-4-9111-4251
603						
413740367	1	LIQUOR CREDIT	Invoice	07/10/2025	189.00-	603-4-9111-4251

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
413740367	2	FREIGHT CREDIT	Invoice	07/10/2025	1.45-	603-4-9111-4332
603						
413805198	1	LIQUOR CREDIT	Invoice	07/29/2025	135.00-	603-4-9111-4251
603						
413805198	2	FREIGHT CREDIT	Invoice	07/29/2025	1.45-	603-4-9111-4332
Total 12893 BREAKTHRU BEVERAGE MINNESOTA:					4,643.74	
BRIDGEVIEW GARDENS						
101						
7-31-25 FM	1	FARMERS MARKET JUN/JUL	Invoice	07/31/2025	39.00	101-4-5230-4219
Total 52292 BRIDGEVIEW GARDENS:					39.00	
BRUCE WRY						
101						
7-31-25 FM	1	FARMERS MARKET JUN/JUL	Invoice	07/31/2025	624.00	101-4-5230-4219
Total 13031 BRUCE WRY:					624.00	
C & L DISTRIBUTING CO						
603						
2146463	1	THC PRODUCTS	Invoice	07/30/2025	301.92	603-4-9151-4256
603						
2146554	1	WINE	Invoice	07/30/2025	191.80	603-4-9151-4253
603						
2146555	1	BEER CREDIT	Invoice	07/30/2025	8.26-	603-4-9151-4252
603						
2146555	2	POP/MISC CREDIT	Invoice	07/30/2025	82.67-	603-4-9151-4255
603						
2146556	1	BEER	Invoice	07/30/2025	3,028.15	603-4-9151-4252
603						
2150513	1	LIQUOR	Invoice	08/06/2025	742.50	603-4-9151-4251
603						
2150515	1	BEER	Invoice	08/06/2025	7,597.50	603-4-9151-4252
603						
2150515	2	POP/MISC	Invoice	08/06/2025	30.00	603-4-9151-4255
Total 8003 C & L DISTRIBUTING CO:					11,800.94	
603						
1839001409	1	LIQUOR	Invoice	07/30/2025	54.00	603-4-9111-4251
603						
2147372	1	BEER	Invoice	07/30/2025	4,947.85	603-4-9111-4252
603						
2147945	1	LIQUOR	Invoice	07/30/2025	2,747.05	603-4-9111-4251
603						
2147946	1	POP/MISC	Invoice	07/30/2025	70.00	603-4-9111-4255
603						
2147971	1	BEER	Invoice	07/30/2025	432.00	603-4-9111-4252
603						
2147972	1	BEER CREDIT	Invoice	07/30/2025	138.41-	603-4-9111-4252
603						
2147990	1	THC PRODUCTS	Invoice	07/30/2025	458.96	603-4-9111-4256
603						
2149459	1	BEER CREDIT	Invoice	08/04/2025	48.25-	603-4-9111-4252

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
2149465	1	BEER	Invoice	08/04/2025	5,595.80	603-4-9111-4252
603						
2151440	1	LIQUOR	Invoice	08/06/2025	1,865.50	603-4-9111-4251
603						
2151497	1	BEER	Invoice	08/06/2025	6,069.60	603-4-9111-4252
603						
2152011	1	LIQUOR CREDIT	Invoice	08/06/2025	4.50-	603-4-9111-4251
603						
2152013	1	BEER	Invoice	08/06/2025	154.95	603-4-9111-4252
603						
2152013	2	THC PRODUCTS	Invoice	08/06/2025	172.00	603-4-9111-4256
603						
2153498	1	WINE	Invoice	08/11/2025	216.00	603-4-9111-4253
603						
2153498	2	LIQUOR	Invoice	08/11/2025	480.00	603-4-9111-4251
603						
2153500	1	BEER	Invoice	08/11/2025	7,986.30	603-4-9111-4252
Total 13375 C & L DISTRIBUTING CO:					31,058.85	
CAMPBELL KNUTSON P.A.						
101						
3237G JUL 25	1	JULY 25 GENERAL LEGAL	Invoice	07/31/2025	14,799.13	101-4-1400-4304
Total 12076 CAMPBELL KNUTSON P.A.:					14,799.13	
CATHERINE ENGLISH						
101						
100 8/28/25	1	FARMERS MARKET ENTERTAINMEN	Invoice	02/11/2025	175.00	101-4-5230-4409
Total 13598 CATHERINE ENGLISH:					175.00	
CHERNOU LEE						
101						
7-31-25 FM	1	FARMERS MARKET JUN/JUL	Invoice	07/31/2025	301.00	101-4-5230-4219
Total 13329 CHERNOU LEE:					301.00	
CINTAS CORPORATION LOC 470						
602						
4238098710	1	UNIFORMS RENTAL/CLEANING	Invoice	07/25/2025	164.33	602-4-9020-4417
603						
4238810624	1	MATS, TOWELS, SCRAPERS, MOPS	Invoice	08/01/2025	34.08	603-4-9112-4404
602						
4238810660	1	UNIFORMS RENTAL/CLEANING	Invoice	08/01/2025	153.88	602-4-9020-4417
603						
4238817859	1	MATS, TOWELS, SCRAPERS, MOPS	Invoice	08/01/2025	55.08	603-4-9152-4404
602						
4239538147	1	UNIFORMS RENTAL/CLEANING	Invoice	08/08/2025	165.90	602-4-9020-4417
603						
4239538552	1	MATS, TOWELS, SCRAPERS, MOPS	Invoice	08/08/2025	52.31	603-4-9112-4404
603						
4239545361	1	MATS, TOWELS, SCRAPER, MOPS	Invoice	08/08/2025	47.02	603-4-9152-4404
603						
9330674163	1	MATS, TOWELS, SCRAPERS, MOPS -	Invoice	07/23/2025	18.23-	603-4-9112-4404

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 14080 CINTAS CORPORATION LOC 470:					654.37	
CIVICPLUS, LLC						
101						
345987	1	REMEDATION TOOL FOR MANDATE	Invoice	07/31/2025	1,330.93	101-4-1120-4319
Total 11773 CIVICPLUS, LLC:					1,330.93	
CNH ARCHITECTS LTD						
292						
3580	1	JULY SERVICES – FIRE STATION 1	Invoice	07/31/2025	22,778.57	292-4-2310-4319
Total 52295 CNH ARCHITECTS LTD:					22,778.57	
COMMISSIONER OF TRANSPORTATION						
101						
P00020290	1	TRAFFIC SIGNAL REPAIR - SCHOOL	Invoice	07/30/2025	165.11	101-4-3120-4409
Total 14651 COMMISSIONER OF TRANSPORTATION:					165.11	
CRYSTAL SPRINGS ICE						
603						
3-501094	1	ICE	Invoice	08/01/2025	89.04	603-4-9111-4255
603						
3-501094	2	FREIGHT	Invoice	08/01/2025	4.00	603-4-9111-4332
603						
3-501128	1	ICE	Invoice	08/05/2025	199.60	603-4-9111-4255
603						
3-501128	2	FREIGHT	Invoice	08/05/2025	4.00	603-4-9111-4332
603						
3-501132	1	ICE	Invoice	08/05/2025	104.96	603-4-9151-4255
603						
3-501132	2	FREIGHT	Invoice	08/05/2025	4.00	603-4-9151-4332
603						
3-501174	1	ICE	Invoice	08/08/2025	92.08	603-4-9111-4255
603						
3-501174	2	FREIGHT	Invoice	08/08/2025	4.00	603-4-9111-4332
603						
3-501207	1	ICE	Invoice	08/12/2025	214.64	603-4-9111-4255
603						
3-501207	2	FREIGHT	Invoice	08/12/2025	4.00	603-4-9111-4332
Total 52407 CRYSTAL SPRINGS ICE:					720.32	
CUB FOODS						
101						
104351133775	1	PROGRAM SUPPLIES	Invoice	08/06/2025	51.92	101-4-5510-4219
Total 15550 CUB FOODS:					51.92	
DACOTAH PAPER CO						
221						
71936	1	SPOONS/FORKS/KNIVES	Invoice	07/24/2025	357.36	221-4-5430-4219
221						
71937	1	CLEANING SUPPLIES	Invoice	07/24/2025	45.00	221-4-5400-4219

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
211						
73920	1	CLEANING SUPPLIES - VAC BAGS	Invoice	07/29/2025	21.37	211-4-5600-4219
101						
77591	1	CLEANING SUPPLIES/TOILET PAPER	Invoice	08/05/2025	635.56	101-4-2190-4219
101						
77592	1	CLEANING SUPPLIES	Invoice	08/05/2025	21.24	101-4-2190-4219
101						
77593	1	CLEANING SUPPLIES	Invoice	08/05/2025	1,052.09	101-4-5110-4219
221						
78784	1	TRASH LINERS,TOILET TISSUE,CLE	Invoice	08/07/2025	582.69	221-4-5400-4219
221						
78785	1	COLD CUPS/SOUFFLE CUPS/FOOD	Invoice	08/07/2025	235.52	221-4-5430-4219
Total 15887 DACOTAH PAPER CO:					2,950.83	
DAHLHEIMER BEVERAGE, LLC						
603						
2535108	1	BEER	Invoice	07/31/2025	5,542.25	603-4-9151-4252
603						
2535111	1	LIQUOR	Invoice	07/31/2025	481.25	603-4-9151-4251
603						
2535314	1	POP/MISC	Invoice	07/31/2025	122.75	603-4-9151-4255
603						
2535314	2	BEER	Invoice	07/31/2025	138.00	603-4-9151-4252
603						
2535454	1	THC PRODUCTS	Invoice	07/31/2025	222.00	603-4-9151-4256
603						
2535952	1	BEER CREDIT	Invoice	07/31/2025	34.90-	603-4-9151-4252
603						
2537869	1	LIQUOR	Invoice	08/04/2025	105.20	603-4-9151-4251
603						
2537870	1	BEER	Invoice	08/04/2025	86.40	603-4-9151-4252
603						
2537871	1	BEER	Invoice	08/04/2025	7,147.89	603-4-9151-4252
603						
2538385	1	BEER CREDIT	Invoice	08/01/2025	208.00-	603-4-9151-4252
603						
2538386	1	LIQUOR CREDIT	Invoice	08/01/2025	16.25-	603-4-9151-4251
603						
2541498	1	BEER	Invoice	08/07/2025	274.25	603-4-9151-4252
603						
2541532	1	BEER	Invoice	08/07/2025	2,532.90	603-4-9151-4252
603						
2541579	1	THC PRODUCTS	Invoice	08/07/2025	379.00	603-4-9151-4256
603						
2541580	1	LIQUOR	Invoice	08/07/2025	287.60	603-4-9151-4251
603						
2542105	1	BEER CREDIT	Invoice	08/06/2025	132.85-	603-4-9151-4252
603						
2544243	1	THC PRODUCTS	Invoice	08/11/2025	74.00	603-4-9151-4256
603						
2544244	1	LIQUOR	Invoice	08/11/2025	470.00	603-4-9151-4251
603						
2544245	1	BEER	Invoice	08/11/2025	8,670.80	603-4-9151-4252
Total 8005 DAHLHEIMER BEVERAGE, LLC:					26,142.29	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
2535364	1	THC PRODUCTS	Invoice	07/31/2025	426.00	603-4-9111-4256
603						
2535365	1	POP/MISC	Invoice	07/31/2025	30.00	603-4-9111-4255
603						
2535365	2	BEER	Invoice	07/31/2025	7,918.25	603-4-9111-4252
603						
2537537	1	BEER	Invoice	08/04/2025	24,185.70	603-4-9111-4252
603						
2538460	1	BEER CREDIT	Invoice	08/01/2025	248.00-	603-4-9111-4252
603						
2541427	1	BEER	Invoice	08/07/2025	5,376.29	603-4-9111-4252
603						
2541496	1	BEER	Invoice	08/07/2025	457.05	603-4-9111-4252
603						
2541533	1	THC PRODUCTS	Invoice	08/07/2025	236.00	603-4-9111-4256
603						
2544223	1	THC PRODUCTS	Invoice	08/11/2025	504.00	603-4-9111-4256
603						
2544224	1	BEER	Invoice	08/11/2025	14,297.55	603-4-9111-4252
603						
2544224	2	POP/MISC	Invoice	08/11/2025	60.00	603-4-9111-4255
Total 15900 DAHLHEIMER BEVERAGE, LLC:					53,242.84	
DANIELLE FAULHABER						
101						
96	1	TRANSCRIPTION SERVICES - JULY	Invoice	08/01/2025	361.54	101-4-2150-4409
Total 13642 DANIELLE FAULHABER:					361.54	
DARRYL JANKE						
221						
1-JANKE	1	SCOREKEEPING	Invoice	08/11/2025	151.67	221-4-5400-4319
Total 52457 DARRYL JANKE:					151.67	
DAVID WISNIESKI OFFICIALS						
101						
250018	1	SOFTBALL UMPIRES-PLAYOFFS	Invoice	08/08/2025	1,350.00	101-4-5220-4409
Total 15247 DAVID WISNIESKI OFFICIALS:					1,350.00	
DENISE YURKEW						
101						
7-31-25 FM	1	FARMERS MARKET JUN/JUL	Invoice	07/31/2025	197.00	101-4-5230-4219
Total 13907 DENISE YURKEW:					197.00	
DISTINCTIVE WINDOW CLEANING						
603						
11305019	1	EXTERIOR WINDOW CLNG-NB	Invoice	07/31/2025	107.88	603-4-9112-4404
603						
11305019	2	EXTERIOR WINDOW CLNG-WB	Invoice	07/31/2025	108.96	603-4-9152-4404
101						
11305020	1	CITY HALL- EXTERIOR STRUCTURE	Invoice	07/31/2025	262.00	101-4-1600-4401

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
11305020	2	FIRE DEPT 1-EXTERIOR STRUCTUR	Invoice	07/31/2025	31.00	101-4-2310-4401
101						
11305020	3	FIRE DEPT 2-EXTERIOR STRUCTUR	Invoice	07/31/2025	118.00	101-4-2310-4401
101						
11305020	4	FIRE DEPT 3-EXTERIOR STRUCTUR	Invoice	07/31/2025	533.00	101-4-2310-4401
101						
11305020	5	POLICE DEPT -EXTERIOR STRUCTU	Invoice	07/31/2025	256.00	101-4-2190-4401
101						
11305020	6	UTILITIES-EXTERIOR STRUCTURE G	Invoice	07/31/2025	201.00	101-4-1600-4401
211						
11305020	7	LIBRARY-EXTERIOR STRUCTURE GL	Invoice	07/31/2025	245.00	211-4-5600-4401
101						
11305020	8	PUBLIC WORKS-EXTERIOR STRUCT	Invoice	07/31/2025	162.00	101-4-3120-4401
Total 16448 DISTINCTIVE WINDOW CLEANING:					2,024.84	
DOUGLAS GREEN						
221						
179	1	ELK RIVERFEST TENT/TABLE RENTA	Invoice	07/24/2025	621.95	221-4-5430-4219
Total 14948 DOUGLAS GREEN:					621.95	
E C M PUBLISHERS INC						
101						
1059176	1	OA NOTICE - VILLAS 3RD OA 25-05	Invoice	07/26/2025	146.20	101-4-1510-4359
221						
1059351	1	JOB AD - 2 - RECORDS SPECIALIST	Invoice	07/27/2025	69.40	221-4-5400-4219
101						
1060648	1	BUSINESS CARDS-WILLIAMS	Invoice	08/06/2025	37.00	101-4-2110-4201
101						
1060849	1	2024 TIF DISCLOSURE	Invoice	08/09/2025	258.00	101-4-1310-4359
Total 17000 E C M PUBLISHERS INC:					510.60	
ECKBERG LAMMERS, P. C.						
101						
47704	1	LEGAL SERVICES - LIDA BANNINK A	Invoice	07/31/2025	11,237.00	101-4-2110-4319
Total 52446 ECKBERG LAMMERS, P. C.:					11,237.00	
ECKBERG LAMMERS, P.C.						
101						
ELT008	1	TRAINING - GUN LAWS 101 / GACKE	Invoice	07/31/2025	99.00	101-4-2110-4331
101						
ELT008	2	TRAINING - GUN LAWS 101 / BIRDSA	Invoice	07/31/2025	99.00	101-4-2130-4331
101						
ELT008	3	TRAINING - GUN LAWS 101 / WOOD	Invoice	07/31/2025	99.00	101-4-2150-4331
Total 14684 ECKBERG LAMMERS, P.C.:					297.00	
ELK RIVER ENDURANCE						
101						
1	1	SUMMER PARK RACE SERIES INSTR	Invoice	08/05/2025	655.00	101-4-5220-4409
Total 15088 ELK RIVER ENDURANCE:					655.00	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
ELK RIVER GREENHOUSE LLC						
101						
7-31-25 FM	1	FARMERS MARKET JUN/JUL	Invoice	07/31/2025	483.00	101-4-5230-4219
Total 11695 ELK RIVER GREENHOUSE LLC:					483.00	
ELK RIVER MUNICIPAL UTILITIES						
101						
8-1-25 ERMU	1	WATER/ELECTRIC	Invoice	08/01/2025	5,517.21	101-4-5110-4389
602						
8-1-25 ERMU	2	ELECTRIC	Invoice	08/01/2025	2,487.08	602-4-9050-4389
101						
8-1-25 ERMU	3	ELECTRIC	Invoice	08/01/2025	138.44	101-4-2330-4389
101						
8-1-25 ERMU	4	ELECTRIC	Invoice	08/01/2025	64.15	101-4-2190-4389
101						
8-1-25 ERMU	5	ELECTRIC	Invoice	08/01/2025	32.00	101-4-5110-4389
Total 17700 ELK RIVER MUNICIPAL UTILITIES:					8,238.88	
101						
2418	1	GIS LICENSE AGREEMENT	Invoice	07/29/2025	12,945.00	101-4-3300-4319
607						
2423	1	BILLING SVCS - JUL 25	Invoice	07/31/2025	871.86	607-4-9310-4319
605						
2423	2	BILLING SVCS - JUL 25	Invoice	07/31/2025	2,265.78	605-4-9210-4319
602						
2423	3	BILLING SVCS - JUL 25	Invoice	07/31/2025	596.37	602-4-9010-4319
Total 17701 ELK RIVER MUNICIPAL UTILITIES:					16,679.01	
ELK RIVER WINLECTRIC						
101						
416564 01	1	SUPPLIES	Invoice	08/04/2025	106.76	101-4-2190-4219
101						
416571 01	1	SUPPLIES	Invoice	08/04/2025	28.26	101-4-5110-4219
Total 17890 ELK RIVER WINLECTRIC:					135.02	
FASTENAL COMPANY						
101						
MNELK143198	1	SUPPLIES - VENDING	Invoice	07/24/2025	111.51	101-4-3120-4219
101						
MNELK143198	2	SUPPLIES - VENDING	Invoice	07/24/2025	12.11	101-4-5110-4219
101						
MNELK143198	3	SUPPLIES - VENDING	Invoice	07/24/2025	16.80	101-4-1600-4219
101						
MNELK143289	1	SUPPLIES - VENDING	Invoice	07/31/2025	146.36	101-4-5110-4219
101						
MNELK143289	2	SUPPLIES - VENDING	Invoice	07/31/2025	52.94	101-4-3120-4219
Total 18453 FASTENAL COMPANY:					339.72	
FERRIS FAMILY FARM LLC						
101						
7-31-25 FM	1	FARMERS MARKET JUN/JUL	Invoice	07/31/2025	503.00	101-4-5230-4219

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 13020 FERRIS FAMILY FARM LLC:					503.00	
FUTURE PLUS BATTERIES						
101						
P84427153	1	PARTS #GEN65	Invoice	08/01/2025	244.95	101-4-3150-4221
Total 11835 FUTURE PLUS BATTERIES:					244.95	
GESTALT ENGINEERING LLC						
228						
1306	1	LANDFILL ASSIST - JUL	Invoice	08/11/2025	315.00	228-4-7000-4319
Total 14099 GESTALT ENGINEERING LLC:					315.00	
GLOBAL RESERVE LLC - GRD						
603						
ORD-18888	1	THC PRODUCTS	Invoice	08/06/2025	728.00	603-4-9111-4256
Total 15311 GLOBAL RESERVE LLC - GRD:					728.00	
GOODIN COMPANY						
101						
1468015-00	1	PLUMBING SUPPLIES	Invoice	07/24/2025	541.38	101-4-1600-4219
Total 20113 GOODIN COMPANY:					541.38	
GOPHER STATE ONE-CALL INC						
602						
5070372	1	LOCATION CALLS	Invoice	07/31/2025	548.10	602-4-9020-4404
Total 20150 GOPHER STATE ONE-CALL INC:					548.10	
GRAFIX SHOPPE						
101						
165659	1	GRAPHICS-FIRE VEHICLES	Invoice	08/01/2025	765.00	101-4-2320-4219
Total 20275 GRAFIX SHOPPE:					765.00	
GRANITE CITY JOBBING CO						
603						
471967	1	POP/MISC	Invoice	08/01/2025	1,067.20	603-4-9111-4255
603						
471967	2	FREIGHT	Invoice	08/01/2025	5.00	603-4-9111-4332
603						
471967	3	SUPPLIES	Invoice	08/01/2025	157.98	603-4-9112-4219
603						
471969	1	POP/MISC	Invoice	08/01/2025	518.84	603-4-9151-4255
603						
471969	2	SUPPLIES	Invoice	08/01/2025	118.10	603-4-9152-4219
603						
471969	3	FREIGHT	Invoice	08/01/2025	5.00	603-4-9151-4332
603						
472210	1	SUPPLIES CREDIT	Invoice	08/01/2025	6.18-	603-4-9112-4219
603						
473336	1	POP/MISC	Invoice	08/08/2025	796.47	603-4-9111-4255

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
473336	2	SUPPLIES	Invoice	08/08/2025	122.71	603-4-9112-4219
603						
473336	3	FREIGHT	Invoice	08/08/2025	5.00	603-4-9111-4332
603						
473339	1	POP/MISC	Invoice	08/08/2025	725.12	603-4-9151-4255
603						
473339	2	FREIGHT	Invoice	08/08/2025	5.00	603-4-9151-4332
603						
473339	3	SUPPLIES	Invoice	08/08/2025	17.25	603-4-9152-4219
Total 10654 GRANITE CITY JOBBING CO:					3,537.49	
GRIMCO, INC						
101						
34318072-01	1	RETURN VINYL	Invoice	07/18/2025	141.76-	101-4-3120-4226
101						
34411287-01	1	SIGN MATERIALS	Invoice	08/08/2025	205.54	101-4-1120-4226
Total 14770 GRIMCO, INC:					63.78	
HACH COMPANY						
602						
14596200	1	SUPPLIES - FILTRAX FILTERS	Invoice	07/25/2025	1,714.10	602-4-9020-4219
602						
2235825	1	MAINTENANCE KIT CREDIT	Invoice	05/12/2025	1,285.00-	602-4-9020-4219
Total 20800 HACH COMPANY:					429.10	
HAWKINS & BAUMGARTNER, P.A.						
101						
8-8-25	1	JULY PROSECUTION SVCS	Invoice	08/08/2025	18,744.74	101-4-1400-4304
Total 21048 HAWKINS & BAUMGARTNER, P.A.:					18,744.74	
HAYDEN HAE						
101						
7-31-25 FM	1	FARMERS MARKET JUN/JUL	Invoice	07/31/2025	95.00	101-4-5230-4219
Total 15333 HAYDEN HAE:					95.00	
HEARTLAND BUSINESS SYSTEMS, LLC						
101						
814554-H	1	SECURITY CAMERAS	Invoice	07/24/2025	2,650.28	101-4-5110-4219
101						
817016-H	1	SECURITY CAMERAS	Invoice	08/06/2025	1,122.16	101-4-2190-4219
Total 14882 HEARTLAND BUSINESS SYSTEMS, LLC:					3,772.44	
HOME DEPOT CREDIT SERVICES						
221						
6616188	1	SUPPLIES	Invoice	07/24/2025	13.96	221-4-5400-4219
Total 21600 HOME DEPOT CREDIT SERVICES:					13.96	
HUMERATECH						

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
221						
250758	1	NEW HEATING CONTROL MODULE E	Invoice	07/31/2025	1,810.98	221-4-5400-4401
Total 11926 HUMERATECH:					1,810.98	
IMPERIAL BAG & PAPER CO LLC						
101						
4408446	1	FLOOR CLEANER	Invoice	08/04/2025	13,497.91	101-4-2310-4219
Total 15302 IMPERIAL BAG & PAPER CO LLC:					13,497.91	
JENNIFER KATKE						
221						
8-11-2025 JK	1	SHIPPING - LOST/FOUND ITEMS	Invoice	08/11/2025	33.94	221-4-5400-4219
Total 52246 JENNIFER KATKE:					33.94	
JEREMY ROSS						
101						
8152025-1	1	ART CLASS- AUGUST 15	Invoice	08/13/2025	455.00	101-4-5510-4409
Total 15122 JEREMY ROSS:					455.00	
JOHNSON BROS LIQUOR						
603						
143397	1	LIQUOR CREDIT	Invoice	07/25/2025	30.43-	603-4-9151-4251
603						
143397	2	WINE CREDIT	Invoice	07/25/2025	52.67-	603-4-9151-4253
603						
144133	1	LIQUOR CREDIT	Invoice	07/31/2025	10.92-	603-4-9151-4251
603						
2844521	1	LIQUOR	Invoice	07/30/2025	3,057.38	603-4-9111-4251
603						
2844521	2	FREIGHT	Invoice	07/30/2025	22.62	603-4-9111-4332
603						
2844522	1	LIQUOR	Invoice	07/30/2025	3,235.07	603-4-9111-4251
603						
2844522	2	FREIGHT	Invoice	07/30/2025	80.91	603-4-9111-4332
603						
2844523	1	WINE	Invoice	07/30/2025	4,456.00	603-4-9111-4253
603						
2844523	2	FREIGHT	Invoice	07/30/2025	113.10	603-4-9111-4332
603						
2844524	1	POP/MISC	Invoice	07/30/2025	96.95	603-4-9111-4255
603						
2844524	2	FREIGHT	Invoice	07/30/2025	3.48	603-4-9111-4332
603						
2844525	1	LIQUOR	Invoice	07/30/2025	190.60	603-4-9151-4251
603						
2844525	2	FREIGHT	Invoice	07/30/2025	1.74	603-4-9151-4332
603						
2844526	1	LIQUOR	Invoice	07/30/2025	2,226.76	603-4-9151-4251
603						
2844526	2	FREIGHT	Invoice	07/30/2025	15.66	603-4-9151-4332
603						
2844527	1	LIQUOR	Invoice	07/30/2025	988.75	603-4-9151-4251

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
2844527	2	FREIGHT	Invoice	07/30/2025	13.92	603-4-9151-4332
603						
2844528	1	WINE	Invoice	07/30/2025	1,242.67	603-4-9151-4253
603						
2844528	2	FREIGHT	Invoice	07/30/2025	26.10	603-4-9151-4332
603						
2847254	1	LIQUOR	Invoice	08/01/2025	495.00	603-4-9111-4251
603						
2847254	2	FREIGHT	Invoice	08/01/2025	17.40	603-4-9111-4332
603						
2847255	1	LIQUOR	Invoice	08/01/2025	742.50	603-4-9151-4251
603						
2847255	2	FREIGHT	Invoice	08/01/2025	26.10	603-4-9151-4332
603						
2849790	1	LIQUOR	Invoice	08/06/2025	12,108.05	603-4-9111-4251
603						
2849790	2	FREIGHT	Invoice	08/06/2025	122.38	603-4-9111-4332
603						
2849791	1	WINE	Invoice	08/06/2025	1,808.00	603-4-9111-4253
603						
2849791	2	FREIGHT	Invoice	08/06/2025	46.11	603-4-9111-4332
603						
2849792	1	THC PRODUCTS	Invoice	08/06/2025	361.10	603-4-9111-4256
603						
2849793	1	LIQUOR	Invoice	08/06/2025	3,748.50	603-4-9111-4251
603						
2849793	2	FREIGHT	Invoice	08/06/2025	48.72	603-4-9111-4332
603						
2849794	1	LIQUOR	Invoice	08/06/2025	2,003.73	603-4-9151-4251
603						
2849794	2	FREIGHT	Invoice	08/06/2025	34.80	603-4-9151-4332
603						
2849795	1	WINE	Invoice	08/06/2025	88.00	603-4-9151-4253
603						
2849795	2	FREIGHT	Invoice	08/06/2025	3.48	603-4-9151-4332
603						
2849796	1	THC PRODUCTS	Invoice	08/06/2025	361.10	603-4-9151-4256
603						
2849797	1	LIQUOR	Invoice	08/06/2025	2,167.88	603-4-9151-4251
603						
2849797	2	FREIGHT	Invoice	08/06/2025	19.14	603-4-9151-4332
Total 22775 JOHNSON BROS LIQUOR:					39,879.68	
JOSHUA BYLER						
221						
1-BYLER	1	SCORE KEEPING	Invoice	08/11/2025	152.83	221-4-5400-4319
Total 52458 JOSHUA BYLER:					152.83	
JUNKYARD BREWING COMPANY						
603						
8222	1	BEER	Invoice	08/03/2025	226.00	603-4-9151-4252
Total 14086 JUNKYARD BREWING COMPANY:					226.00	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
KARLA STALLINGS						
101						
7-31-25 FM	1	FARMERS MARKET JUN/JUL	Invoice	07/31/2025	385.00	101-4-5230-4219
Total 14531 KARLA STALLINGS:					385.00	
KRISS PREMIUM PRODUCTS, INC						
221						
195983	1	WATER TREATMENT & TECH SVCS	Invoice	08/04/2025	281.50	221-4-5400-4219
Total 23297 KRISS PREMIUM PRODUCTS, INC:					281.50	
LAWAL SCOTT ERICKSON ARCHITECTS INC						
604						
6046	1	NORTHBOUND/CANNABOUND PROF	Invoice	07/31/2025	4,328.50	604-4-9410-4319
603						
6046	2	NORTHBOUND/CANNABOUND PROF	Invoice	07/31/2025	8,788.18	603-4-9112-4319
Total 52379 LAWAL SCOTT ERICKSON ARCHITECTS INC:					13,116.68	
LESLIE KIM BOCK						
101						
94052636	1	PAVILION REFUND	Invoice	08/11/2025	20.00	101-3-0000-3472
101						
94052636	2	PAVILION REFUND - SALES TAX	Invoice	08/11/2025	1.57	101-2080
Total 52455 LESLIE KIM BOCK:					21.57	
LITTLE FALLS MACHINE INC						
101						
374054	1	PARTS #235	Invoice	08/05/2025	540.02	101-4-3120-4221
Total 24000 LITTLE FALLS MACHINE INC:					540.02	
LY LEE VUE						
101						
7-31-25 FM	1	FARMERS MARKET JUN/JUL	Invoice	07/31/2025	1,017.00	101-4-5230-4219
Total 13007 LY LEE VUE:					1,017.00	
M T I DISTRIBUTING INC						
101						
1487028-01	1	PARTS #721	Invoice	07/30/2025	139.59	101-4-5110-4221
101						
1487165-00	1	PARTS #724	Invoice	07/29/2025	27.08	101-4-5110-4221
101						
1487165-01	1	PARTS #724	Invoice	08/06/2025	180.18	101-4-5110-4221
Total 24475 M T I DISTRIBUTING INC:					346.85	
MACQUEEN EQUIPMENT, LLC						
101						
P12588	1	PARTS RETURN	Invoice	05/09/2025	981.38-	101-4-2320-4221
101						
P12782	1	PARTS CREDIT	Invoice	06/20/2025	1,500.00-	101-4-2320-4221
101						
P12899	1	PARTS #425	Invoice	07/18/2025	698.76	101-4-2320-4221

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
P49871	1	SCBA REPAIRS	Invoice	06/03/2025	252.00	101-4-2320-4404
101						
P52873	1	SCBA REPAIRS	Invoice	08/05/2025	205.00	101-4-2320-4404
101						
W07121	1	REPAIRS - ENGINE 1	Invoice	07/29/2025	2,204.03	101-4-2320-4404
101						
W07122	1	REPAIRS - ENGINE 2	Invoice	07/29/2025	1,086.15	101-4-2320-4404
101						
W07123	1	REPAIRS - ENGINE 3	Invoice	07/29/2025	636.16	101-4-2320-4404
Total 24576 MACQUEEN EQUIPMENT, LLC:					2,600.72	
MANSFIELD OIL CO						
101						
26784291	1	UNLEADED FUEL	Invoice	08/01/2025	18,107.21	101-4-3120-4212
Total 12310 MANSFIELD OIL CO:					18,107.21	
MARCO HOLDINGS LLC						
101						
INV14135106	1	ACE365	Invoice	07/29/2025	6,390.00	101-4-1350-4404
Total 24714 MARCO HOLDINGS LLC:					6,390.00	
MARTIN MARIETTA MATERIALS						
101						
46544396	1	SUPPLIES - TACK OIL	Invoice	07/23/2025	330.00	101-4-3120-4219
101						
46573643	1	SUPPLIES TACK OIL	Invoice	07/25/2025	330.00	101-4-3120-4219
101						
46609152	1	SUPPLIES - TACK OIL	Invoice	07/29/2025	110.00	101-4-3120-4219
Total 24716 MARTIN MARIETTA MATERIALS:					770.00	
MARTIN-MCALLISTER CONSULTING						
101						
16987	1	PUBLIC SAFETY ASSESSMENTS	Invoice	07/31/2025	4,550.00	101-4-2310-4319
Total 24752 MARTIN-MCALLISTER CONSULTING:					4,550.00	
MAVERICK BEVERAGE CO MN LLC						
603						
CM175593	1	WINE CREDIT	Invoice	06/25/2025	67.98-	603-4-9151-4253
603						
CM176885	1	THC PRODUCTS CREDIT	Invoice	07/30/2025	160.00-	603-4-9111-4256
603						
INV1664327	1	THC PRODUCTS	Invoice	08/07/2025	192.00	603-4-9111-4256
603						
INV1664327	2	FREIGHT	Invoice	08/07/2025	21.00	603-4-9111-4332
603						
INV1664664	1	LIQUOR	Invoice	08/07/2025	1,016.00	603-4-9111-4251
603						
INV1664664	2	FREIGHT	Invoice	08/07/2025	3.50	603-4-9111-4332
Total 14588 MAVERICK BEVERAGE CO MN LLC:					1,004.52	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
MENARDS - ELK RIVER						
221						
7312025	1	SUPPLIES	Invoice	07/31/2025	64.99	221-4-5400-4219
221						
7312025	2	SUPPLIES	Invoice	07/31/2025	22.97	221-4-5400-4219
101						
7312025	3	SUPPLIES	Invoice	07/31/2025	15.92	101-4-1600-4219
101						
7312025	4	SUPPLIES	Invoice	07/31/2025	33.52	101-4-5110-4219
101						
7312025	5	SUPPLIES	Invoice	07/31/2025	573.44	101-4-5110-4219
602						
7312025	6	SUPPLIES CREDIT	Invoice	07/31/2025	89.99-	602-4-9020-4219
101						
7312025	7	SUPPLIES	Invoice	07/31/2025	10.56	101-4-3120-4219
101						
7312025	8	SUPPLIES	Invoice	07/31/2025	40.94	101-4-5110-4219
602						
7312025	9	SUPPLIES	Invoice	07/31/2025	117.49	602-4-9020-4219
101						
7312025	10	SUPPLIES	Invoice	07/31/2025	39.80	101-4-1600-4219
101						
7312025	11	SUPPLIES	Invoice	07/31/2025	14.98	101-4-5110-4219
101						
7312025	12	SUPPLIES	Invoice	07/31/2025	16.96	101-4-1600-4219
602						
7312025	13	SUPPLIES	Invoice	07/31/2025	46.90	602-4-9020-4219
101						
7312025	14	SUPPLIES	Invoice	07/31/2025	14.00	101-4-5110-4219
101						
7312025	15	SUPPLIES	Invoice	07/31/2025	32.97	101-4-2190-4219
101						
7312025	16	SUPPLIES	Invoice	07/31/2025	53.88	101-4-3120-4219
603						
7312025	17	SUPPLIES	Invoice	07/31/2025	35.97	603-4-9112-4404
221						
7312025	18	SUPPLIES	Invoice	07/31/2025	48.87	221-4-5400-4219
101						
7312025	19	SUPPLIES	Invoice	07/31/2025	23.27	101-4-3150-4219
602						
7312025	20	SUPPLIES	Invoice	07/31/2025	13.94	602-4-9020-4219
101						
7312025	21	SUPPLIES	Invoice	07/31/2025	41.76	101-4-5110-4219
602						
7312025	22	SUPPLIES	Invoice	07/31/2025	8.34	602-4-9020-4219
101						
7312025	23	SUPPLIES	Invoice	07/31/2025	3.49	101-4-5110-4219
101						
7312025	24	SUPPLIES	Invoice	07/31/2025	14.46	101-4-5110-4219
101						
7312025	25	SUPPLIES	Invoice	07/31/2025	18.98	101-4-3120-4219
101						
7312025	26	SUPPLIES	Invoice	07/31/2025	60.47	101-4-3120-4219
602						
7312025	27	SUPPLIES	Invoice	07/31/2025	125.90	602-4-9020-4219
101						
7312025	28	SUPPLIES	Invoice	07/31/2025	8.97	101-4-2320-4331

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
7312025	29	SUPPLIES	Invoice	07/31/2025	14.99	101-4-2120-4219
603						
7312025	30	SUPPLIES	Invoice	07/31/2025	33.98	603-4-9112-4219
603						
7312025	31	SUPPLIES	Invoice	07/31/2025	16.00	603-4-9112-4219
101						
7312025	32	SUPPLIES - ELK RIVERFEST	Invoice	07/31/2025	47.94	101-4-1110-4409
221						
7312025	33	SUPPLIES	Invoice	07/31/2025	36.65	221-4-5400-4219
602						
7312025	34	SUPPLIES	Invoice	07/31/2025	37.98	602-4-9020-4219
602						
7312025	35	SUPPLIES - CREDIT	Invoice	07/31/2025	19.99-	602-4-9020-4219
602						
7312025	36	SUPPLIES	Invoice	07/31/2025	19.99	602-4-9020-4219
101						
7312025	37	SUPPLIES	Invoice	07/31/2025	23.98	101-4-1600-4219
101						
7312025	38	SUPPLIES	Invoice	07/31/2025	23.45	101-4-5110-4219
221						
7312025	39	SUPPLIES	Invoice	07/31/2025	222.93	221-4-5400-4219
101						
7312025	40	SUPPLIES	Invoice	07/31/2025	11.74	101-4-1600-4219
101						
7312025	41	SUPPLIES	Invoice	07/31/2025	79.84	101-4-1600-4219
101						
7312025	42	SUPPLIES	Invoice	07/31/2025	77.98	101-4-5110-4219
221						
7312025	43	SUPPLIES	Invoice	07/31/2025	394.36	221-4-5400-4219
101						
7312025	44	SUPPLIES	Invoice	07/31/2025	45.74	101-4-2120-4219
101						
7312025	45	SUPPLIES	Invoice	07/31/2025	36.92	101-4-1600-4219
602						
7312025	46	SUPPLIES	Invoice	07/31/2025	73.98	602-4-9020-4219
221						
7312025	47	SUPPLIES	Invoice	07/31/2025	4.79	221-4-5400-4219
602						
7312025	48	SUPPLIES	Invoice	07/31/2025	159.99	602-4-9020-4219
101						
7312025	49	SUPPLIES	Invoice	07/31/2025	39.43	101-4-5110-4219
101						
7312025	50	SUPPLIES	Invoice	07/31/2025	31.74	101-4-2190-4219
101						
7312025	51	SUPPLIES	Invoice	07/31/2025	33.73	101-4-5110-4219
101						
7312025	52	SUPPLIES	Invoice	07/31/2025	72.40	101-4-2190-4219
101						
7312025	53	SUPPLIES	Invoice	07/31/2025	27.56	101-4-3120-4219
602						
7312025	54	SUPPLIES	Invoice	07/31/2025	844.96	602-4-9020-4219
602						
7312025	55	SUPPLIES	Invoice	07/31/2025	55.35	602-4-9020-4219
Total 25145 MENARDS - ELK RIVER:					3,862.16	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
METRO PRODUCTS LLC						
101						
187618	1	SUPPLIES	Invoice	08/06/2025	224.57	101-4-3120-4219
101						
187618	2	SUPPLIES	Invoice	08/06/2025	224.57	101-4-3150-4219
101						
187618	3	SUPPLIES	Invoice	08/06/2025	224.57	101-4-5110-4219
Total 52382 METRO PRODUCTS LLC:					673.71	
MICHELE BUISMAN						
101						
7-31-25 FM	1	FARMERS MARKET JUN/JUL	Invoice	07/31/2025	84.00	101-4-5230-4219
Total 52335 MICHELE BUISMAN:					84.00	
MIDWEST WASH SYSTEMS LLC						
101						
26172	1	BULK CAR SOAP	Invoice	08/01/2025	400.95	101-4-2190-4219
Total 14620 MIDWEST WASH SYSTEMS LLC:					400.95	
MN DEPT OF LABOR & INDUSTRY						
101						
JULY 2025 BP	1	BP SURCHARGE - JUL CONF #JULY1	Invoice	08/06/2025	2,727.97	101-3-0000-3233
Total 26180 MN DEPT OF LABOR & INDUSTRY:					2,727.97	
MN DEPT OF MOTOR VEHICLES						
101						
139040 - 2016 Ford	1	TAB RENEWAL 139040-2016 FORD	Invoice	08/01/2025	16.25	101-4-2110-4437
Total 26190 MN DEPT OF MOTOR VEHICLES:					16.25	
MOLLY DROSSEL						
101						
7-31-25 FM	1	FARMERS MARKET JUN/JUL	Invoice	07/31/2025	80.00	101-4-5230-4219
Total 15065 MOLLY DROSSEL:					80.00	
N C S I						
221						
60088	1	BACKGROUND CHECKS - FTCENTE	Invoice	08/01/2025	92.50	221-4-5400-4409
221						
60088	2	BACKGROUND CHECKS-BREAKAWA	Invoice	08/01/2025	407.00	221-4-5410-4409
Total 27519 N C S I:					499.50	
NORTHWEST METRO ROBOTICS						
101						
August Camp 2025	1	ROBOTICS CAMP - AUG	Invoice	08/05/2025	240.00	101-4-5220-4409
Total 15042 NORTHWEST METRO ROBOTICS:					240.00	
OMANN BROS INC						
101						
18851*	1	SUPPLIES - AC FINES MIX	Invoice	07/22/2025	495.90	101-4-3120-4219

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
18854*	1	SUPPLIES - AC FINES MIX	Invoice	07/23/2025	270.90	101-4-3120-4219
101						
18861*	1	SUPPLIES - AC FINES MIX	Invoice	07/24/2025	813.60	101-4-3120-4219
101						
18879*	1	SUPPLIES - AC FINES MIX	Invoice	07/28/2025	814.50	101-4-3120-4219
101						
18892*	1	SUPPLIES - AC FINES MIX	Invoice	07/30/2025	722.70	101-4-3120-4219
101						
18902*	1	SUPPLIES - AC FINES MIX	Invoice	07/31/2025	408.60	101-4-3120-4219
Total 28850 OMANN BROS INC:					3,526.20	
OXYGEN SERVICE CO, INC						
101						
3625463	1	WELDING SUPPLIES	Invoice	07/31/2025	201.46	101-4-3150-4219
Total 28960 OXYGEN SERVICE CO, INC:					201.46	
PAUSTIS WINE COMPANY						
603						
271846	1	WINE	Invoice	07/31/2025	2,323.00	603-4-9111-4253
603						
271846	2	FREIGHT	Invoice	07/31/2025	45.00	603-4-9111-4332
603						
271847	1	WINE	Invoice	07/31/2025	61.33	603-4-9111-4253
603						
271847	2	FREIGHT	Invoice	07/31/2025	4.00	603-4-9111-4332
Total 29251 PAUSTIS WINE COMPANY:					2,433.33	
PENNY DIBLEY						
101						
7-31-25 FM	1	FARMERS MARKET JUN/JUL	Invoice	07/31/2025	85.00	101-4-5230-4219
Total 52417 PENNY DIBLEY:					85.00	
PERFECTION PLUS, INC.						
101						
316086	1	EXTRA CLEANINGS MAY-JULY	Invoice	07/29/2025	2,375.00	101-4-5210-4401
101						
316088	1	CLEANING SVCS - MAY-JULY	Invoice	07/30/2025	1,425.00	101-4-5210-4401
101						
316097	1	CLEANING SVCS - TROTT BARN	Invoice	08/01/2025	60.00	101-4-5210-4401
211						
316098	1	MONTHLY CONTRACT CLEANING - P	Invoice	08/01/2025	2,490.00	211-4-5600-4405
Total 12651 PERFECTION PLUS, INC.:					6,350.00	
PHILLIPS WINE & SPIRITS CO						
603						
5019113	1	LIQUOR	Invoice	07/30/2025	4,782.49	603-4-9111-4251
603						
5019113	2	FREIGHT	Invoice	07/30/2025	119.19	603-4-9111-4332
603						
5019114	1	WINE	Invoice	07/30/2025	642.25	603-4-9111-4253

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
5019114	2	FREIGHT	Invoice	07/30/2025	34.80	603-4-9111-4332
603						
5019115	1	POP/MISC	Invoice	07/30/2025	395.50	603-4-9111-4255
603						
5019115	2	FREIGHT	Invoice	07/30/2025	5.50	603-4-9111-4332
603						
5019116	1	LIQUOR	Invoice	07/30/2025	632.48	603-4-9151-4251
603						
5019116	2	FREIGHT	Invoice	07/30/2025	15.66	603-4-9151-4332
603						
5019117	1	WINE	Invoice	07/30/2025	36.00	603-4-9151-4253
603						
5019117	2	FREIGHT	Invoice	07/30/2025	3.48	603-4-9151-4332
603						
5023075	1	LIQUOR	Invoice	08/06/2025	2,470.04	603-4-9111-4251
603						
5023075	2	FREIGHT	Invoice	08/06/2025	46.98	603-4-9111-4332
603						
5023076	1	WINE	Invoice	08/06/2025	687.90	603-4-9111-4253
603						
5023076	2	FREIGHT	Invoice	08/06/2025	24.36	603-4-9111-4332
603						
5023077	1	POP/MISC	Invoice	08/06/2025	41.50	603-4-9111-4255
603						
5023077	2	FREIGHT	Invoice	08/06/2025	.50	603-4-9111-4332
603						
5023078	1	WINE	Invoice	08/06/2025	141.25	603-4-9151-4253
603						
5023078	2	FREIGHT	Invoice	08/06/2025	8.70	603-4-9151-4332
603						
5023079	1	LIQUOR	Invoice	08/06/2025	606.25	603-4-9151-4251
603						
5023079	2	FREIGHT	Invoice	08/06/2025	10.44	603-4-9151-4332
603						
5023080	1	WINE	Invoice	08/06/2025	208.00	603-4-9151-4253
603						
5023080	2	FREIGHT	Invoice	08/06/2025	3.48	603-4-9151-4332
603						
556111	1	THC CREDIT	Invoice	07/31/2025	10.52-	603-4-9151-4256
603						
556112	1	LIQUOR CREDIT	Invoice	07/31/2025	23.04-	603-4-9151-4251
Total 29665 PHILLIPS WINE & SPIRITS CO:					10,883.19	
PITNEY BOWES GLOBAL FINANCIAL SVCS						
101						
3107340560	1	LEASE 6/28 - 9/27/25 - POSTAGE MA	Invoice	08/09/2025	433.05	101-4-1210-4404
Total 15143 PITNEY BOWES GLOBAL FINANCIAL SVCS:					433.05	
PLAISTED COMPANIES INC						
101						
86034	1	SUPPLIES-RED BALL DIAMOND AGG	Invoice	08/04/2025	223.02	101-4-5110-4219
Total 29845 PLAISTED COMPANIES INC:					223.02	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
PRECISE MRM LLC						
101						
IN200-2007180	1	DATA PLAN 2 WAY RADIOS	Invoice	07/31/2025	456.00	101-4-3130-4219
Total 11804 PRECISE MRM LLC:					456.00	
PRO-TEC DESIGN, INC						
101						
119803	1	SECURITY SYSTEM REPAIRS	Invoice	07/31/2025	183.00	101-4-2190-4401
101						
120054	1	BOSCH CELLULAR BACKUP SVC	Invoice	07/31/2025	260.04	101-4-1350-4404
Total 30229 PRO-TEC DESIGN, INC:					443.04	
PRYES BREWING COMPANY LLC						
603						
W-103689	1	BEER	Invoice	08/08/2025	362.00	603-4-9111-4252
Total 52318 PRYES BREWING COMPANY LLC:					362.00	
RALPHIE'S MINNOCO						
101						
1160 - 8/4/25	1	NON-OXY FUEL	Invoice	08/04/2025	110.53	101-4-2320-4212
Total 13175 RALPHIE'S MINNOCO:					110.53	
RANDINE KARNITZ						
101						
7-31-25 FM	1	FARMERS MARKET JUN/JUL	Invoice	07/31/2025	71.00	101-4-5230-4219
Total 52290 RANDINE KARNITZ:					71.00	
RAYMOND MELBERG						
221						
1-MELBERG	1	SCORE KEEPING	Invoice	08/11/2025	163.80	221-4-5400-4319
Total 52459 RAYMOND MELBERG:					163.80	
REPUBLIC SERVICES #899						
101						
899-004808634	1	JUL COMM GARBAGE SVC	Invoice	07/31/2025	140.23	101-4-1600-4389
101						
899-004808634	2	JUL COMM GARBAGE SVC	Invoice	07/31/2025	171.73	101-4-2190-4389
101						
899-004808634	3	JUL COMM GARBAGE SVC	Invoice	07/31/2025	1,103.03	101-4-3120-4389
603						
899-004808634	4	JUL COMM GARBAGE SVC	Invoice	07/31/2025	89.06	603-4-9112-4389
603						
899-004808634	5	JUL COMM GARBAGE SVC	Invoice	07/31/2025	89.06	603-4-9152-4389
602						
899-004808634	6	JUL COMM GARBAGE SVC	Invoice	07/31/2025	148.66	602-4-9020-4389
602						
899-004808634	7	JUL COMM GARBAGE SVC	Invoice	07/31/2025	155.62	602-4-9020-4384
101						
899-004808634	8	JUL COMM GARBAGE SVC	Invoice	07/31/2025	98.72	101-4-2310-4389
101						
899-004808634	9	JUL COMM GARBAGE SVC	Invoice	07/31/2025	98.72	101-4-2310-4389

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
221						
899-004808634	10	JUL COMM GARBAGE SVC	Invoice	07/31/2025	429.80	221-4-5400-4389
228						
899-004808634	11	JUL COMM GARBAGE SVC	Invoice	07/31/2025	609.43	228-4-7000-4389
101						
899-004808634	12	JUL COMM GARBAGE SVC	Invoice	07/31/2025	963.06	101-4-5110-4389
211						
899-004808634	13	JUL COMM GARBAGE SVC	Invoice	07/31/2025	64.46	211-4-5600-4389
605						
899-004808634	14	JUL COMM GARBAGE SVC	Invoice	07/31/2025	126.71	605-4-9230-4384
101						
899-004809037	1	JUL RIVERS EDGE GARBAGE SVC	Invoice	07/31/2025	395.61	101-4-5110-4389
605						
899-004809858	1	RESIDENTIAL GARBAGE SVC	Invoice	07/31/2025	101,951.86	605-4-9210-4409
Total 10407 REPUBLIC SERVICES #899:					106,635.76	
SECURITY & FIRE PARTNERS						
602						
R29123	1	FIRE MONITORING SVC	Invoice	08/02/2025	551.88	602-4-9020-4404
Total 13171 SECURITY & FIRE PARTNERS:					551.88	
SHANNON GILBERTSON						
101						
25290330176	1	ENGRAVED PLAQUE-J GREEN	Invoice	07/31/2025	94.59	101-4-1110-4440
Total 14724 SHANNON GILBERTSON:					94.59	
SKOLD SPECIALTY CONTRACTING, LLC						
221						
258530-AUG25	1	CAFE DOOR REPAIR	Invoice	08/05/2025	1,100.00	221-4-5400-4401
Total 52454 SKOLD SPECIALTY CONTRACTING, LLC:					1,100.00	
SKYLAR NIEBERGALL						
221						
1-NIEBERGALL	1	SCOREKEEPING	Invoice	08/11/2025	99.17	221-4-5400-4319
Total 52460 SKYLAR NIEBERGALL:					99.17	
SNAP-ON INDUSTRIAL						
101						
ARV/65353084	1	SHOP TOOLS	Invoice	07/29/2025	42.77	101-4-3150-4219
Total 32650 SNAP-ON INDUSTRIAL:					42.77	
SORENSEN CONSULTING						
604						
ER.3.25	1	ASSESSMENT SVCS-J. JACKSON	Invoice	07/30/2025	500.00	604-4-9410-4319
Total 14299 SORENSEN CONSULTING:					500.00	
SOUTHERN GLAZER'S WINE & SPIRITS OF MN						
603						
2652749	1	LIQUOR	Invoice	07/31/2025	2,413.90	603-4-9151-4251

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
2652749	2	FREIGHT	Invoice	07/31/2025	32.64	603-4-9151-4332
603						
2652750	1	WINE	Invoice	07/31/2025	794.08	603-4-9151-4253
603						
2652750	2	FREIGHT	Invoice	07/31/2025	17.92	603-4-9151-4332
603						
2655376	1	LIQUOR	Invoice	08/07/2025	1,942.05	603-4-9151-4251
603						
2655376	2	FREIGHT	Invoice	08/07/2025	25.60	603-4-9151-4332
603						
2655377	1	WINE	Invoice	08/07/2025	220.00	603-4-9151-4253
603						
2655377	2	FREIGHT	Invoice	08/07/2025	7.04	603-4-9151-4332
Total 8000 SOUTHERN GLAZER'S WINE & SPIRITS OF MN:					5,453.23	
603						
2652747	1	LIQUOR	Invoice	07/31/2025	7,428.68	603-4-9111-4251
603						
2652747	2	FREIGHT	Invoice	07/31/2025	72.81	603-4-9111-4332
603						
2652748	1	WINE	Invoice	07/31/2025	4,400.74	603-4-9111-4253
603						
2652748	2	FREIGHT	Invoice	07/31/2025	77.81	603-4-9111-4332
603						
2655374	1	LIQUOR	Invoice	08/07/2025	5,663.16	603-4-9111-4251
603						
2655374	2	FREIGHT	Invoice	08/07/2025	74.16	603-4-9111-4332
603						
2655375	1	WINE	Invoice	08/07/2025	1,232.47	603-4-9111-4253
603						
2655375	2	FREIGHT	Invoice	08/07/2025	21.25	603-4-9111-4332
Total 11314 SOUTHERN GLAZER'S WINE & SPIRITS OF MN:					18,971.08	
STAPLES BUSINESS ADVANTAGE						
101						
7006270838	1	SUPPLIES	Invoice	07/31/2025	7.33	101-4-1120-4201
101						
7006270838	2	SUPPLIES	Invoice	07/31/2025	29.30	101-4-1210-4201
101						
7006270838	3	SUPPLIES	Invoice	07/31/2025	14.65	101-4-1220-4201
101						
7006270838	4	SUPPLIES	Invoice	07/31/2025	14.65	101-4-1310-4201
101						
7006270838	5	SUPPLIES	Invoice	07/31/2025	21.98	101-4-1510-4201
101						
7006270838	6	SUPPLIES	Invoice	07/31/2025	21.98	101-4-2410-4201
101						
7006270838	7	SUPPLIES	Invoice	07/31/2025	2.92	101-4-2440-4219
101						
7006270838	8	SUPPLIES	Invoice	07/31/2025	7.33	101-4-3300-4201
101						
7006270838	9	SUPPLIES	Invoice	07/31/2025	14.65	101-4-5210-4219
101						
7006270838	10	SUPPLIES	Invoice	07/31/2025	11.72	101-4-6210-4440

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 33059 STAPLES BUSINESS ADVANTAGE:					146.51	
STEVE TRYGGESETH						
101						
7-31-25 FM	1	FARMERS MARKET JUN/JUL	Invoice	07/31/2025	235.00	101-4-5230-4219
Total 14216 STEVE TRYGGESETH:					235.00	
STREICHER'S						
101						
I1775720	1	UNIFORMS - VEST - PATULLO	Invoice	07/31/2025	45.98	101-4-2120-4217
101						
I1775765	1	VEST - BOOS	Invoice	07/31/2025	366.98	101-4-2120-4217
Total 33300 STREICHER'S:					412.96	
STREICHER'S INC						
101						
I1776687	1	UNIFORMS - BIRDSALL	Invoice	08/06/2025	71.98	101-4-2130-4217
Total 52346 STREICHER'S INC:					71.98	
SVIHEL VEGETABLE FARM						
101						
7-31-25 FM	1	FARMERS MARKET JUN/JUL	Invoice	07/31/2025	1,496.00	101-4-5230-4219
Total 13929 SVIHEL VEGETABLE FARM:					1,496.00	
SYSCO MINNESOTA INC						
221						
647060300	1	CATERING/CONCESSIONS FOOD	Invoice	08/05/2025	464.41	221-4-5430-4259
221						
647063738	1	OPERATING SUPPLIES	Invoice	08/07/2025	133.14	221-4-5430-4219
221						
647063738	2	CATERING/CONCESSIONS FOOD	Invoice	08/07/2025	762.13	221-4-5430-4259
Total 12551 SYSCO MINNESOTA INC:					1,359.68	
TAYLOR GRAPHENTEN						
101						
7-31-25 FM	1	FARMERS MARKET JUN/JUL	Invoice	07/31/2025	20.00	101-4-5230-4219
Total 52415 TAYLOR GRAPHENTEN:					20.00	
THE WINE COMPANY						
603						
301971	1	WINE CREDIT	Invoice	06/03/2025	112.00-	603-4-9151-4253
603						
301971	2	FREIGHT CREDIT	Invoice	06/03/2025	3.00-	603-4-9151-4332
603						
307448	1	LIQUOR	Invoice	08/01/2025	107.00	603-4-9111-4251
603						
307448	2	FREIGHT	Invoice	08/01/2025	30.15	603-4-9111-4332
603						
307448	3	WINE	Invoice	08/01/2025	1,016.00	603-4-9111-4253

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
308081	1	LIQUOR	Invoice	08/08/2025	456.33	603-4-9151-4251
603						
308081	2	FREIGHT	Invoice	08/08/2025	17.00	603-4-9151-4332
603						
308083	1	LIQUOR	Invoice	08/08/2025	456.33	603-4-9111-4251
603						
308083	2	FREIGHT	Invoice	08/08/2025	17.00	603-4-9111-4332
Total 36423 THE WINE COMPANY:					1,984.81	
THYSSENKRUPP ELEVATOR CORP						
221						
3008763362	1	ELEVATOR MAINT AUG-OCT	Invoice	08/01/2025	583.44	221-4-5400-4401
Total 14335 THYSSENKRUPP ELEVATOR CORP:					583.44	
TIFCO INDUSTRIES INC						
602						
72111546	1	SUPPLIES	Invoice	07/31/2025	249.89	602-4-9020-4219
Total 13394 TIFCO INDUSTRIES INC:					249.89	
TRANSUNION RISK & ALTERNATIVE						
101						
556261-202507-1	1	ONLINE INVESTIGATIVE SVCS	Invoice	08/01/2025	122.00	101-4-2130-4433
Total 12665 TRANSUNION RISK & ALTERNATIVE:					122.00	
TROJAN TECHNOLOGIES CORP						
602						
200 / 50004665	1	UV3+ PLUG	Invoice	08/05/2025	777.47	602-4-9020-4219
Total 52374 TROJAN TECHNOLOGIES CORP:					777.47	
URBAN GROWLER BREWING COMPANY, LLC						
603						
E-40522	1	BEER	Invoice	08/07/2025	501.50	603-4-9151-4252
Total 52364 URBAN GROWLER BREWING COMPANY, LLC:					501.50	
UTILITY CONSULTANTS, INC						
602						
124669	1	SAMPLE TESTING	Invoice	07/28/2025	1,754.58	602-4-9020-4319
Total 35571 UTILITY CONSULTANTS, INC:					1,754.58	
VESTIS GROUP INC						
221						
2500750917	1	MOPS, NAPKINS, TABLECLOTHS	Invoice	08/07/2025	35.35	221-4-5430-4219
221						
2500750918	1	LOBBY RUGS	Invoice	08/07/2025	53.35	221-4-5400-4219
Total 52462 VESTIS GROUP INC:					88.70	
VIKING COCA-COLA CO						

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
3728334	1	POP	Invoice	08/01/2025	749.20	603-4-9111-4255
603						
3742811	1	POP/MISC	Invoice	08/08/2025	521.80	603-4-9151-4255
Total 35725 VIKING COCA-COLA CO:					1,271.00	
VINOCOPIA						
603						
377930-IN	1	LIQUOR	Invoice	07/30/2025	356.25	603-4-9111-4251
603						
377930-IN	2	POP/MISC	Invoice	07/30/2025	240.00	603-4-9111-4255
603						
377930-IN	3	FREIGHT	Invoice	07/30/2025	25.50	603-4-9111-4332
603						
377939-IN	1	LIQUOR	Invoice	07/30/2025	356.25	603-4-9151-4251
603						
377939-IN	2	FREIGHT	Invoice	07/30/2025	7.50	603-4-9151-4332
Total 35763 VINOCOPIA:					985.50	
WASTE MANAGEMENT CORP SVCS						
605						
49885-1706-8	1	GARBAGE TIPPING FEES 7/16-7/31/2	Invoice	08/01/2025	27,203.57	605-4-9210-4384
Total 36033 WASTE MANAGEMENT CORP SVCS:					27,203.57	
WATER LABORATORIES						
101						
10575	1	WATER TESTING- JULY E.COLI	Invoice	08/07/2025	897.00	101-4-2440-4409
607						
10575	2	WATER TESTING- JULY PHOSPHOR	Invoice	08/07/2025	146.20	607-4-9310-4409
Total 36050 WATER LABORATORIES:					1,043.20	
WHITE CAP, LP						
101						
50032713570	1	SUPPLIES	Invoice	08/05/2025	255.20	101-4-3120-4219
101						
50032819615	1	SUPPLIES	Invoice	08/11/2025	79.64	101-4-1600-4219
Total 15018 WHITE CAP, LP:					334.84	
WILLIAM MERRITT BUSSIÈRE						
101						
1 8/21/25	1	FARMERS MARKET ENTERTAINMEN	Invoice	03/31/2025	175.00	101-4-5230-4409
Total 15083 WILLIAM MERRITT BUSSIÈRE:					175.00	
WINEBOW						
603						
MN00170193	1	WINE	Invoice	08/01/2025	1,494.00	603-4-9111-4253
603						
MN00170193	2	FREIGHT	Invoice	08/01/2025	14.00	603-4-9111-4332
Total 14002 WINEBOW:					1,508.00	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
WRUCK SEWER & PORTABLE RENTAL						
101						
I28974	1	ELK RIVERFEST PORTABLE BATHRO	Invoice	08/01/2025	1,305.00	101-4-1110-4409
101						
I29033	1	PORTABLE RENTALS	Invoice	08/04/2025	2,440.00	101-4-5110-4415
101						
I29111	1	PORTABLE RENTALS - JUL	Invoice	08/08/2025	2,517.32	101-4-5110-4415
Total 13814 WRUCK SEWER & PORTABLE RENTAL:					6,262.32	
WYATT BAUER						
221						
1-BAUER	1	SCORE KEEPING	Invoice	08/11/2025	57.40	221-4-5400-4319
Total 52461 WYATT BAUER:					57.40	
YALE MECHANICAL LLC						
101						
268342	1	HVAC MAINT	Invoice	07/31/2025	3,987.00	101-4-3120-4401
Total 36620 YALE MECHANICAL LLC:					3,987.00	
Total :					665,759.54	
Grand Totals:					665,759.54	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
101-2080	1.57	.00	1.57
101-3-0000-3233	2,727.97	.00	2,727.97
101-3-0000-3472	20.00	.00	20.00
101-4-1110-4409	1,352.94	.00	1,352.94
101-4-1110-4440	94.59	.00	94.59
101-4-1120-4201	8.98	.00	8.98
101-4-1120-4226	205.54	.00	205.54
101-4-1120-4319	1,330.93	.00	1,330.93
101-4-1210-4201	35.89	.00	35.89
101-4-1210-4404	433.05	.00	433.05
101-4-1220-4201	16.30	.00	16.30
101-4-1310-4201	16.30	.00	16.30
101-4-1310-4359	258.00	.00	258.00
101-4-1350-4219	11.98	.00	11.98
101-4-1350-4404	6,650.04	.00	6,650.04
101-4-1400-4304	33,543.87	.00	33,543.87
101-4-1510-4201	69.46	.00	69.46
101-4-1510-4219	36.00	.00	36.00
101-4-1510-4359	146.20	.00	146.20
101-4-1600-4219	862.98	.00	862.98
101-4-1600-4389	140.23	.00	140.23
101-4-1600-4401	463.00	.00	463.00
101-4-2110-4201	37.00	.00	37.00
101-4-2110-4319	11,237.00	.00	11,237.00

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
101-4-2110-4331	99.00	.00	99.00
101-4-2110-4437	16.25	.00	16.25
101-4-2120-4217	522.95	.00	522.95
101-4-2120-4219	60.73	.00	60.73
101-4-2130-4217	71.98	.00	71.98
101-4-2130-4219	13.98	.00	13.98
101-4-2130-4331	99.00	.00	99.00
101-4-2130-4433	122.00	.00	122.00
101-4-2150-4331	99.00	.00	99.00
101-4-2150-4409	361.54	.00	361.54
101-4-2190-4219	2,858.46	.00	2,858.46
101-4-2190-4389	235.88	.00	235.88
101-4-2190-4401	3,510.28	.00	3,510.28
101-4-2310-4219	13,497.91	.00	13,497.91
101-4-2310-4319	10,050.00	.00	10,050.00
101-4-2310-4389	197.44	.00	197.44
101-4-2310-4401	682.00	.00	682.00
101-4-2320-4212	110.53	.00	110.53
101-4-2320-4219	9,361.05	.00	9,361.05
101-4-2320-4221	698.76	2,481.38-	1,782.62-
101-4-2320-4331	939.97	.00	939.97
101-4-2320-4404	4,383.34	.00	4,383.34
101-4-2330-4389	138.44	.00	138.44
101-4-2410-4201	24.95	.00	24.95
101-4-2440-4219	5.89	.00	5.89
101-4-2440-4409	897.00	.00	897.00
101-4-3120-4212	18,107.21	.00	18,107.21
101-4-3120-4219	5,131.63	.00	5,131.63
101-4-3120-4221	1,595.01	.00	1,595.01
101-4-3120-4226	6.98	141.76-	134.78-
101-4-3120-4389	1,103.03	.00	1,103.03
101-4-3120-4401	4,149.00	.00	4,149.00
101-4-3120-4404	523.38	.00	523.38
101-4-3120-4409	165.11	.00	165.11
101-4-3130-4219	456.00	.00	456.00
101-4-3150-4219	492.07	.00	492.07
101-4-3150-4221	244.95	.00	244.95
101-4-3300-4201	10.63	.00	10.63
101-4-3300-4319	12,945.00	.00	12,945.00
101-4-5110-4219	6,262.22	.00	6,262.22
101-4-5110-4221	346.85	.00	346.85
101-4-5110-4389	6,907.88	.00	6,907.88
101-4-5110-4409	1,453.44	.00	1,453.44
101-4-5110-4415	4,957.32	.00	4,957.32
101-4-5210-4219	18.60	.00	18.60
101-4-5210-4401	3,860.00	.00	3,860.00
101-4-5220-4409	2,245.00	.00	2,245.00
101-4-5230-4219	8,855.00	.00	8,855.00
101-4-5230-4409	350.00	.00	350.00
101-4-5510-4219	79.00	.00	79.00
101-4-5510-4409	455.00	.00	455.00
101-4-6210-4440	15.02	.00	15.02
211-4-5600-4219	210.37	.00	210.37
211-4-5600-4389	64.46	.00	64.46
211-4-5600-4401	245.00	.00	245.00

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
211-4-5600-4405	2,490.00	.00	2,490.00
221-4-5400-4219	2,014.09	.00	2,014.09
221-4-5400-4319	677.37	.00	677.37
221-4-5400-4389	429.80	.00	429.80
221-4-5400-4401	3,619.42	.00	3,619.42
221-4-5400-4409	92.50	.00	92.50
221-4-5410-4409	10,267.00	.00	10,267.00
221-4-5430-4219	1,516.56	.00	1,516.56
221-4-5430-4259	1,462.79	.00	1,462.79
228-4-7000-4319	315.00	.00	315.00
228-4-7000-4389	609.43	.00	609.43
245-4-6210-4440	21,477.72	.00	21,477.72
290-4-1350-4409	3,120.00	.00	3,120.00
291-4-7000-4361	10,500.00	.00	10,500.00
292-4-2310-4319	22,778.57	.00	22,778.57
602-4-9010-4319	596.37	.00	596.37
602-4-9020-4219	5,359.66	1,420.96-	3,938.70
602-4-9020-4319	1,754.58	.00	1,754.58
602-4-9020-4384	155.62	.00	155.62
602-4-9020-4389	148.66	.00	148.66
602-4-9020-4404	4,017.58	.00	4,017.58
602-4-9020-4417	484.11	.00	484.11
602-4-9050-4389	2,487.08	.00	2,487.08
603-4-9111-4251	54,312.84	328.50-	53,984.34
603-4-9111-4252	88,157.34	434.66-	87,722.68
603-4-9111-4253	19,333.69	.00	19,333.69
603-4-9111-4255	4,787.08	.00	4,787.08
603-4-9111-4256	5,213.21	356.00-	4,857.21
603-4-9111-4332	1,201.83	2.90-	1,198.93
603-4-9112-4219	363.29	6.18-	357.11
603-4-9112-4319	8,788.18	.00	8,788.18
603-4-9112-4331	22.40	.00	22.40
603-4-9112-4389	89.06	.00	89.06
603-4-9112-4404	230.24	18.23-	212.01
603-4-9151-4251	18,747.43	190.66-	18,556.77
603-4-9151-4252	39,024.14	384.01-	38,640.13
603-4-9151-4253	3,245.80	312.65-	2,933.15
603-4-9151-4255	2,222.23	82.67-	2,139.56
603-4-9151-4256	1,639.92	10.52-	1,629.40
603-4-9151-4332	339.46	4.69-	334.77
603-4-9152-4219	135.35	.00	135.35
603-4-9152-4389	89.06	.00	89.06
603-4-9152-4404	211.06	.00	211.06
604-4-9410-4319	4,828.50	.00	4,828.50
605-4-9210-4319	2,265.78	.00	2,265.78
605-4-9210-4384	27,203.57	.00	27,203.57
605-4-9210-4409	101,951.86	.00	101,951.86
605-4-9230-4384	126.71	.00	126.71
607-4-9310-4319	871.86	.00	871.86
607-4-9310-4409	146.20	.00	146.20
Grand Totals:	671,935.31	6,175.77-	665,759.54

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
00/00	671,935.31	6,175.77-	665,759.54
Grand Totals:	671,935.31	6,175.77-	665,759.54

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 {AND} {<>} 14623
 Check Type = {<>} "Adjustment"
 Bank: Bank number = 1
 [Report] Invoice GL Account = {<>} "1012040"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	Bank Number
130505										
08/25	08/13/2025	130505	13710	A T & T	576291	101-4-2130-4319	.00	95.00	95.00	1
Total 130505:									95.00	
130506										
08/25	08/13/2025	130506	15081	HARMONY ENTERPRISES INC	91367	603-4-9152-4219	.00	424.64	424.64	1
Total 130506:									424.64	
130507										
08/25	08/13/2025	130507	26725	MN STATE FIRE CHIEFS ASN	9398	101-4-2310-4331	.00	325.00	325.00	1
Total 130507:									325.00	
130508										
08/25	08/13/2025	130508	28937	O'REILLY AUTOMOTIVE, INC	72825	101-4-2120-4221	.00	1,308.37	1,308.37	1
Total 130508:									1,308.37	
130509										
08/25	08/13/2025	130509	13048	STEP SAVER INC	185682	101-4-2190-4219	.00	124.50	124.50	1
Total 130509:									124.50	
130510										
08/25	08/13/2025	130510	10138	A T & T MOBILITY	X07282025	101-4-2130-4433	.00	83.92	83.92	1
Total 130510:									83.92	
130511										
08/25	08/13/2025	130511	10138	A T & T MOBILITY	X08032025	602-4-9010-4321	.00	3,773.17	3,773.17	1

M = Manual Check, V = Void Check

CITY OF ELK RIVER

GL	Check Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	Bank Number
	Total 130511:										
								.00		3,773.17	
130512	08/25	08/13/2025	130512	14662	ARVIG	3097643 - 7/2	602-4-9010-4321	.00	96.40	96.40	1
	Total 130512:										
								.00		96.40	
130513	08/25	08/13/2025	130513	13845	CENTERPOINT ENERGY	11504615-3 J	602-4-9050-4389	.00	30.91	30.91	1
	08/25	08/13/2025	130513	13845	CENTERPOINT ENERGY	11809755-9 J	101-4-2310-4389	.00	401.41	401.41	1
	08/25	08/13/2025	130513	13845	CENTERPOINT ENERGY	14577-3 JUNE	603-4-9112-4389	.00	10,008.78	10,008.78	1
	08/25	08/13/2025	130513	13845	CENTERPOINT ENERGY	6781052-3 JU	211-4-5600-4389	.00	92.31	92.31	1
	08/25	08/13/2025	130513	13845	CENTERPOINT ENERGY	7628405-8 JU	602-4-9050-4389	.00	51.27	51.27	1
	08/25	08/13/2025	130513	13845	CENTERPOINT ENERGY	7836556-6 JU	602-4-9050-4389	.00	20.91	20.91	1
	08/25	08/13/2025	130513	13845	CENTERPOINT ENERGY	9497572-9 JU	101-4-3120-4389	.00	320.99	320.99	1
	Total 130513:										
								.00		10,928.58	
130514	08/25	08/13/2025	130514	11047	CORNERSTONE AUTO	16465716/1	101-4-2410-4404	.00	139.95	139.95	1
	08/25	08/13/2025	130514	11047	CORNERSTONE AUTO	16467549/1	101-4-1600-4404	.00	139.95	139.95	1
	Total 130514:										
								.00		279.90	
130515	08/25	08/13/2025	130515	15573	CULLIGAN	101X4046470	602-4-9020-4219	.00	41.00	41.00	1
	08/25	08/13/2025	130515	15573	CULLIGAN	101X4050100	602-4-9020-4219	.00	20.50	20.50	1
	Total 130515:										
								.00		61.50	
130516	08/25	08/13/2025	130516	14277	DAVIS-DARROW-MEYER POST 112	7-10-2025 RE-	101-3-0000-3211	.00	1,300.00	1,300.00	1
	Total 130516:										
								.00		1,300.00	
130517	08/25	08/13/2025	130517	21600	HOME DEPOT CREDIT SERVICES	2821 00062 93	101-4-5110-4219	.00	114.58	114.58	1

M = Manual Check, V = Void Check

GL	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	Bank Number
Total 130517:										
130518	08/25	08/13/2025	12332	MARCO TECHNOLOGIES LLC	560931685	101-4-1350-4404	.00	3,708.19	3,708.19	1
Total 130518:										
130519	08/25	08/13/2025	130519	MINNESOTA AG POWER INC	11014073	410-4-5110-4560	.00	38,586.20	38,586.20	1
Total 130519:										
130520	08/25	08/13/2025	130520	MN DEPT OF MOTOR VEHICLES	11575	101-4-2110-4437	.00	16.25	16.25	1
Total 130520:										
130521	08/25	08/13/2025	130521	NAPA OF ELK RIVER, LLC	296184	101-4-2120-4221	.00	16.13	16.13	1
Total 130521:										
130522	08/25	08/13/2025	130522	NUTRIEN AG SOLUTIONS	57686364	101-4-3120-4219	.00	501.20	501.20	1
Total 130522:										
130523	08/25	08/13/2025	130523	OCCUPATIONAL HEALTH CENTERS	104220404	101-4-2310-4319	.00	4,001.00	4,001.00	1
08/25	08/13/2025	130523	13789	OCCUPATIONAL HEALTH CENTERS	104224463	101-4-2310-4319	.00	1,041.00	1,041.00	1
08/25	08/13/2025	130523	13789	OCCUPATIONAL HEALTH CENTERS	104225080	101-4-2110-4319	.00	1,298.00	1,298.00	1
Total 130523:										
130524	08/25	08/13/2025	130524	SURPLUS SERVICES	20041911	101-4-2120-4219	.00	250.00	250.00	1

M = Manual Check, V = Void Check

CITY OF ELK RIVER

GL	Check Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	Bank Number
	Total 130524:										
								.00		250.00	
130525	08/25	08/13/2025	130525	12551	SYSCO MINNESOTA INC	647048359	221-4-5430-4259	.00	2,882.91	2,882.91	1
	Total 130525:										
								.00		2,882.91	
130526	08/25	08/13/2025	130526	35560	US AUTOFORCE	INV001060650	101-4-3150-4221	.00	508.00	508.00	1
	Total 130526:										
								.00		508.00	
130527	08/25	08/13/2025	130527	11102	WINDSTREAM	8-5-25	101-4-2320-4321	.00	182.64	182.64	1
	Total 130527:										
								.00		182.64	
1008417	08/25	08/14/2025	1008417	13706	AMAZON CAPITAL SERVICES	11CT-XQVW-9	101-4-1600-4219	.00	102.64	102.64	1
	08/25	08/14/2025	1008417	13706	AMAZON CAPITAL SERVICES	1V39-4KD4-F	101-4-5220-4219	.00	69.88	69.88	1
	08/25	08/14/2025	1008417	13706	AMAZON CAPITAL SERVICES	1VCF-NP6V-9	101-4-5230-4219	.00	14.39	14.39	1
	Total 1008417:										
								.00		186.91	
1008418	08/25	08/14/2025	1008418	15332	ATT LLC	S28983	101-4-2150-4219	.00	697.50	697.50	1
	08/25	08/14/2025	1008418	15332	ATT LLC	S29023	101-4-2150-4219	.00	90.00	90.00	1
	Total 1008418:										
								.00		787.50	
1008419	08/25	08/14/2025	1008419	11700	BECKER ARENA PRODUCTS INC	616344	221-4-5400-4530	.00	57,400.65	57,400.65	1
	Total 1008419:										
								.00		57,400.65	
1008420	08/25	08/14/2025	1008420	12307	CORNERSTONE CHEVROLET	6189021/1	101-4-2120-4404	.00	530.87	530.87	1

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
101-4-2110-4437	16.25	.00	16.25
101-4-2120-4219	250.00	.00	250.00
101-4-2120-4221	76.96	.00	76.96
101-4-2120-4404	530.87	.00	530.87
101-4-2130-4319	95.00	.00	95.00
101-4-2130-4433	45.94	.00	45.94
101-4-2150-4219	787.50	.00	787.50
101-4-2190-4219	124.50	.00	124.50
101-4-2190-4389	346.09	.00	346.09
101-4-2310-4319	5,042.00	.00	5,042.00
101-4-2310-4321	762.55	.00	762.55
101-4-2310-4331	325.00	.00	325.00
101-4-2310-4389	591.67	.00	591.67
101-4-2320-4221	152.27	.00	152.27
101-4-2320-4321	51.74	.00	51.74
101-4-2410-4404	543.42	.00	543.42
101-4-3120-4219	501.20	.00	501.20
101-4-3120-4221	74.87	.00	74.87
101-4-3120-4389	320.99	.00	320.99
101-4-3150-4221	684.73	18.69-	666.04
101-4-3150-4409	4,389.32	.00	4,389.32
101-4-5110-4219	114.58	.00	114.58
101-4-5110-4221	267.35	.00	267.35
101-4-5220-4219	69.88	.00	69.88
101-4-5230-4219	14.39	.00	14.39
211-4-5600-4389	92.31	92.31-	92.31-
221-4-5400-4389	8,727.74	69,669.47-	69,669.47-
221-4-5400-4415	658.17	.00	8,727.74
221-4-5400-4530	57,400.65	.00	658.17
221-4-5430-4259	2,882.91	.00	57,400.65
291-4-7000-4219	3,166.00	3,166.00-	2,882.91
410-4-5110-4560	38,586.20	38,586.20-	3,166.00-
602-4-9010-4321	141.29	.00	3,166.00
602-4-9010-4404	510.02	.00	38,586.20-
602-4-9020-4219	244.22	.00	38,586.20

GL Account	Debit	Credit	Proof
602-4-9020-4389	267.96	.00	267.96
602-4-9050-4389	103.09	.00	103.09
603-2020	.00	1,114.05-	1,114.05-
603-4-9112-4389	209.98	.00	209.98
603-4-9112-4404	212.59	.00	212.59
603-4-9152-4219	424.64	.00	424.64
603-4-9152-4389	54.25	.00	54.25
603-4-9152-4404	212.59	.00	212.59
Grand Totals:	138,456.61	138,456.61-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

GL Account	Debit	Credit	Proof
------------	-------	--------	-------

Report Criteria:

Report type: Invoice detail
Vendor: Vendor number = {<>} 13164 {AND} {<>} 13165 {AND} {<>} 14623
Check Type = {<>} "Adjustment"
Bank: Bank number = 1
[Report] Invoice GL Account = {<>} "1012040"



Request for Action

To
City Council

Item Number
4.3

Meeting Date
August 18, 2025

Prepared By
Lauren Wipper, Human Resources Manager

Item Description
Hire Part-time Community Service Officer

Reviewed by
David Kuhnly
Cal Portner
Tina Allard

Action Requested

Approve, by motion, the hiring of Jocelyn Eckstrom to the position of part-time community service officer I, effective August 18, 2025.

Background/Discussion

The part-time Community Service Officer I position is designed for students in a law enforcement program. Ms. Eckstrom is currently attending Colorado Christian University and expects to obtain her Bachelor's Degree in Applied Psychology with an understudy in Criminal Justice in the fall of 2027. She will do her POST training at North Hennepin Tech with a projected graduation in the summer of 2026.

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

Financial Impact

This is a budgeted position.

Mission/Policy/Goal

The Elk River Mission Statement.

Attachments

None

The Elk River Vision

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





Request for Action

To
City Council

Item Number
4.4

Meeting Date
August 18, 2025

Prepared By
Lauren Wipper, Human Resources Manager

Item Description
Hire Paid On-Call Firefighters

Reviewed by
Cal Portner
Tina Allard

Action Requested

Approve, by motion, hiring the following as paid on-call firefighters effective August 20, 2025.

Cody Harff

Justin Moehle

Garrett Reighard

Zachary Saulter

Joshua Schwartz

Matthew Tokpah

Andy Erickson

Samuel Benjamin

Background/Discussion

We went to market in April to recruit firefighters for this year's academy. We received 22 applications and reviewed each for response time requirements. Each completed an interview, firefighter agility test, background, physical, and psychological assessment. We recommend the above candidates for the position of on-call firefighter.

Financial Impact

These are budgeted positions.

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
4.5

Meeting Date
August 18, 2025

Prepared By
Ryan Sandhoefner, Engineering Project Manager

Item Description
Professional Engineering Services for the Downtown
Reconstruction Project

Reviewed by
Justin Femrite
Cal Portner
Tina Allard

Action Requested

Approve, by motion, a professional services contract for \$476,801 with Bolton & Menk, Inc. for engineering services associated with the Downtown Reconstruction Project.

Background/Discussion

The City of Elk River solicited proposals from qualified professional engineering firms to provide design and construction engineering services for the reconstruction of streets, sidewalks, utilities, and parking lots in the downtown area. The intent is to improve infrastructure conditions, enhance pedestrian access and safety, and support the economic vitality of the downtown district. This reconstruction effort is aligned with the goals and strategies outlined in the Downtown Master Plan, which was formally adopted by the Elk River City Council on June 2, 2025.

We received five proposals ranging from \$476,801 to \$902,558. Staff evaluated the proposals based on several criteria, including project understanding, relevant experience, qualifications of the project team, past performance, and cost. After careful consideration, staff recommends Bolton & Menk for these services.

Financial Impact

Costs associated with consulting services for the Downtown Reconstruction Project have been budgeted for in the CIP. The approval of this item will commit \$476,801 of expenditure toward the project.

Mission/Policy/Goal

Support the growth and development of the community.

Attachments

- I. Bolton & Menk Proposal

The Elk River Vision

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





PROFESSIONAL ENGINEERING
SERVICES FOR
**DOWNTOWN
RECONSTRUCTION –
STREETS,
SIDEWALKS,
UTILITIES, AND
PARKING LOTS**

AUGUST 1, 2025



**BOLTON
& MENK**

Real People. Real Solutions.

Contact:

Jason Cook, PE

763-200-2444

Jason.Cook@bolton-menk.com

7533 Sunwood Drive NW | Suite 206

Ramsey, MN 55303

763-433-2851 | Bolton-Menk.com

August 1, 2025

Ryan Sandhoefner, Engineering Project Manager
City of Elk River
rsandhoefner@elkrivernm.gov

RE: PROPOSAL FOR PROFESSIONAL ENGINEERING SERVICES FOR DOWNTOWN RECONSTRUCTION - STREETS, SIDEWALKS, UTILITIES, AND PARKING LOTS

Dear Ryan:

Public investments in downtown infrastructure can be a significant commitment. These projects must address multiple, often competing needs—vehicle and pedestrian access, events, a strong business community, residences, and a unique sense of place—all while being maintained in a financially feasible manner.

The City of Elk River has a strong foundation of planning and infrastructure improvements that have reinforced the unique importance of downtown. These commitments have paid off, as the downtown continues to be a cherished and vibrant place in the city. With the recent adoption of the Downtown Master Plan, now is a critical time to build on plan momentum by replacing aged infrastructure with solutions that support the continued vibrancy and success for the next chapter of downtown Elk River. **We would be distinctly proud to be your consulting partner in this process. We bring the technical skills, knowledge, and process expertise necessary for this project.**

EXPERIENCED IN COMPLEX DOWNTOWN PROJECTS

Bolton & Menk has a proven record of planning, designing, and building beloved downtown places across the Midwest. Through our full suite of services, we help clients establish and deliver processes for what are often complex locations, balancing a variety of needs and expectations. We understand the technical and creative details necessary to bring visionary plans into infrastructure delivery, which allows us to proactively plan for and address challenges that may otherwise be overlooked.

READY TO HIT THE GROUND RUNNING

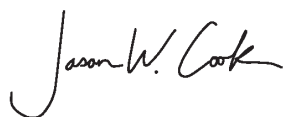
We are committed to ensuring that every detail supports the community's vision. Our experience in facilitating the city's Downtown Master Plan is coupled with our deep knowledge of your infrastructure systems and expectations for process and design. This means we can hit the ground running, resulting in an efficient and effective process that maximizes project readiness. It also means we understand the community importance of this project, and the need for creative approaches to the challenges of construction impact mitigation and access management for downtown businesses. These considerations will be essential throughout the project, and act as guiding criteria.

A PARTNER YOU CAN TRUST

No two cities are alike. Each has its own assets and challenges, histories, and aspirations—particularly in a downtown. Therefore, we treat every project as unique, creating custom solutions that fit the community, rooted in our decades of experience with similar projects. Coupled with our proven track record of complex project delivery with Elk River, we are confident in our ability to lead the city through a successful process that identifies implementable improvements, builds design consensus, and ensures a careful balance of goals, resources, and impacts.

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

Respectfully submitted,
Bolton & Menk, Inc.



Jason Cook, PE, Project Manager/Principal-in-Charge



7533 Sunwood Drive NW | Suite 206
Ramsey, MN 55303
763-433-2851 | Bolton-Menk.com

CONTENTS

FIRM BACKGROUND AND QUALIFICATIONS 4

PROJECT TEAM 5

RELEVANT PROJECT EXPERIENCE 9

APPROACH AND WORK PLAN 12

PROPOSED SCHEDULE 20

ESTIMATED FEE 21

DOWNTOWN IMPROVEMENTS,
CITY OF BELLE PLAINE, MN

FIRM BACKGROUND AND QUALIFICATIONS

At Bolton & Menk, we've been designing safe, sustainable, and beautiful communities for the last 75 years.

We are a full-service planning, design, and engineering firm that believes all people should live in safe, sustainable, and beautiful communities.

Our commitment to this goal drives our team of planners, engineers, landscape architects, technicians, and more. We're dedicated to working alongside clients by listening to what's needed, finding the best solution and process for each community, and treating people right. Through this, we deliver innovative solutions and provide exceptional client-specific services that exceed expectations.

Today, Bolton & Menk has more than 1,000 multiregional employees who help our clients establish best practices while applying lessons learned from across the country. By taking the time to understand the uniqueness of

every community, we create designs that blend form and function, promote health and happiness, and work well now and into the future.

Our Elk River Downtown Reconstruction team will be led by our engineering and urban design staff—a collaborative group of technical designers who specialize in delivering downtown infrastructure that supports vibrant districts, through creative project implementation and thoughtful maintenance planning.

For us, downtown Elk River has special importance; our locally-based staff regularly enjoy downtown and are impacted by the condition of its infrastructure every day.



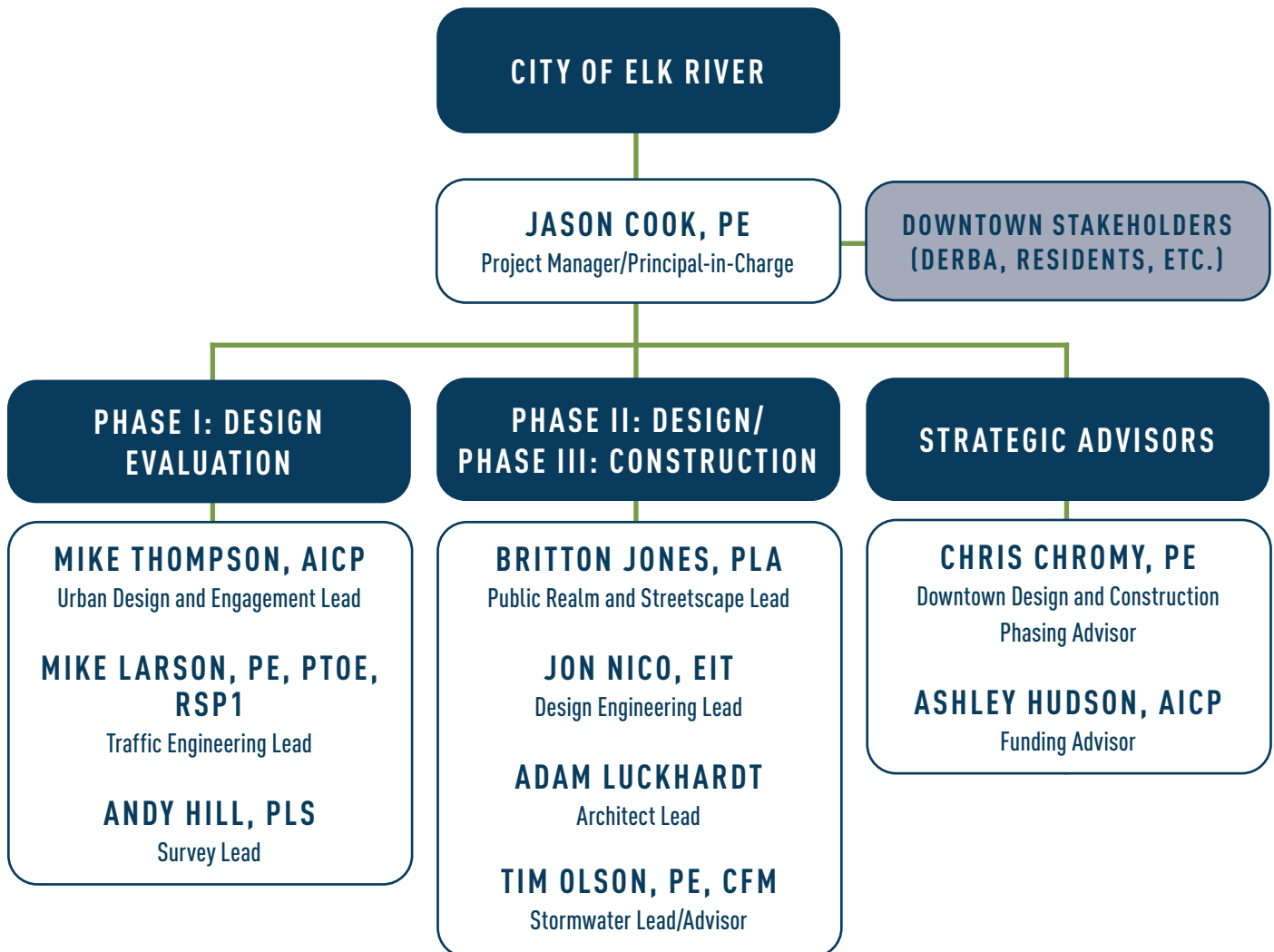
**DOWNTOWN MALL AND MAIN STREET
IMPROVEMENTS, CITY OF LE SUEUR, MN**

PROJECT TEAM

Focused on thorough concept evaluation, interdisciplinary downtown design, and strategic implementation, we have custom-built a team to work alongside city staff and downtown stakeholders to align a design and delivery solution with community goals. Based on our expertise and experience with similar projects, we have structured a team in which staff will work across project phases. This enables us to provide project guidance in a manner that understands the entire project cycle.

While this team will be the core project staff, we can easily draw from our more than 1,000 professional staff as questions or issues arise—we're never more than a conversation away from finding a solution.

The team will be led by **Jason Cook**, who will be the primary client contact. Jason will manage all deliverables, attend all meetings, and bring on task leads throughout the process as necessary.





JASON COOK, PE
Project Manager/Principal-in-Charge

Jason will serve as your primary point of contact and will be responsible for project and team management. In addition, he will facilitate project engagement and concept development.

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

RELEVANT EXPERIENCE

- Main Street Sidewalk Extension, City of Elk River, MN
- Lions Park Drive Improvements, City of Elk River, MN
- 2019-2025 Street Improvements, City of Elk River, MN
- Mega Loop Trail Improvements, City of Elk River, MN
- Line Avenue and Yale Court Realignments, City of Elk River, MN



BRITTON JONES, PLA
Public Realm and Streetscape Lead

Britton will work collaboratively with the design team to develop creative, aesthetically pleasing, and functional landscape features.

Britton is a senior landscape architect project manager who began his career in 2004. He specializes in public space design and his work aims to thoughtfully integrate human needs with ecological function in urban settings. He enjoys working with clients, communities, and stakeholders to create designs that are a framework for development, open space, and flexible programming. Britton understands the importance of creating places that are committed to their unique context through design, materiality, and maintenance and operations realities.

RELEVANT EXPERIENCE

- Downtown Roadway and Pedestrian Improvements, City of Monticello, MN
- Downtown Streetscape Main Street, City of Norwood Young America, MN
- Downtown Street, Utility, and Streetscape Improvements, City of Belle Plaine, MN
- 2025 Downtown Small Area Plan, City of Elk River, MN
- Opportunity Site Small Area Plan, City of Brooklyn Center, MN



MIKE THOMPSON, AICP
Urban Design and Engagement Lead

Mike will lead community outreach and engagement, including public engagement plan development and implementation. He will coordinate closely on each element of community engagement to ensure we capture the voice and that our communication sends the right message.

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

RELEVANT EXPERIENCE

- 2025 Downtown Small Area Plan, City of Elk River, MN
- Downtown Master Plan and Infrastructure Design, City of Brooklyn Center, MN
- Downtown and Station Area Plan, City of Robbinsdale, MN
- Downtown Redevelopment Plan, City of Savage, MN
- Downtown and Infrastructure Plan, City of Wisconsin Rapids, WI



MIKE LARSON, PE, PTOE, RSP1 **Traffic Engineering Lead**

Mike will lead the traffic analysis. He performs traffic engineering studies, traffic operations analyses, traffic control and staging, traffic signal design, lighting design, and signing and pavement marking design.

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

RELEVANT EXPERIENCE

- Downtown Roadway and Pedestrian Improvements, City of Monticello, MN
- TH 41 and CSAH 61 Improvements, City of Chaska, MN
- Downtown Reconstruction, City of Prior Lake, MN
- TH 10 Trail Lighting, City of Elk River, MN
- CSAH 21 Downtown Prior Lake Reconstruction, Scott County, MN



JON NICO, EIT **Design Engineering Lead**

Jon will assist with the design development process.

Jon is a graduate engineer who debuted his professional career at Bolton & Menk in 2022. He has experience in municipalities and is responsible for construction inspection and CAD work. Jon's passion for the field stems from the positive impact his work has on communities.

RELEVANT EXPERIENCE

- 2023 Street Improvements, City of Elk River, MN
- Line Avenue Cul-De-Sac, City of Elk River, MN
- Rolling Hills Sewer Extension, City of Elk River, MN
- Morton Avenue Subwatershed Study, City of Elk River, MN
- Mega Loop Trail Improvements, City of Elk River, MN



ANDY HILL, PLS **Survey Lead**

Andy will manage all survey efforts for this project.

Andy enjoys embracing new technology to make our work more efficient and versatile. He is a survey manager who began the practice of surveying in 2007. His experience includes topographic, engineering design surveys, machine guidance systems, precise concrete construction setout, and detailed volume calculations. Finding a solution to a problem—whether it be with a contractor, an engineer, or a client—is what Andy finds highly rewarding.

RELEVANT EXPERIENCE

- Rolling Hills Sewer Extension, City of Elk River, MN
- 2023 Street Improvements, City of Elk River, MN
- Jarvis Street and 165th Street Improvements, City of Elk River, MN
- Mega Loop Trail Improvements, City of Elk River, MN
- Yale Street Extension, City of Elk River, MN



ADAM LUCKHARDT **Architect Lead**

Adam will provide all necessary architectural services, including advising on the restroom.

As the firm's building and architecture practice leader, Adam is responsible for advising architecture staff and helping complete assessments, space planning, concept designs, construction documents, and administration for our clients. Since starting his career in 2007, he has led projects ranging from \$10,000 to \$200 million, providing creative solutions tailored to each project. Prior to joining Bolton & Menk, Adam spent 17 years at two architecture firms with national footprints. He is experienced working with large, multidisciplinary teams. Adam is committed to being a partner who will listen, understand, and deliver a project that will meet the long-term goals of each client.

RELEVANT EXPERIENCE

- Downtown Community Center Renovations, City of Buffalo, MN
- Fire Station Expansion and Renovation, City of Byron, MN
- Civic Arena Rink Replacement, City of Litchfield, MN
- Government Center, Lower Sioux Indian Community
- Science Building Equipment Replacement and Lab Schematic Design, Anoka Ramsey Community College



TIM OLSON, PE, CFM **Stormwater Lead/Advisor**

Tim will provide project guidance on stormwater management strategies and MS4 requirements.

Tim is a water resources group leader who joined Bolton & Menk in 2006. His experience includes project management in both design and construction of complex water resources and environmentally sensitive projects. He specializes in comprehensive surface water management planning, innovative best management practice design, hydrologic and hydraulic modeling, drainage design and construction plan review, and NPDES Phase I and II MS4 and construction stormwater permitting requirements. He couples GIS techniques with water resources design and analysis. Tim has a passion for stormwater and water quality education and participates in several stormwater-related steering committees and stakeholder groups.

RELEVANT EXPERIENCE

- Downtown Redevelopment Study, City of Forest Lake, MN
- Opportunity Site Stormwater Management Planning, City of Brooklyn Center, MN
- NW Industrial Area Stormwater Study, City of Marshall, MN
- CSAH 61/TH 41 Improvements, Carver County, MN
- Downtown Stormwater Planning, City of Forest Lake, MN

STRATEGIC ADVISORS



CHRIS CHROMY, PE **Downtown Design and Construction Phasing Advisor**

Our team includes in-house experts like Chris who will help inform specialized downtown reconstruction and project phasing considerations.



ASHLEY HUDSON, AICP **Funding Advisor**

Ashley will be available to develop a competitive funding plan, aligning downtown projects with funding programs and phasing strategies.

RELEVANT PROJECT EXPERIENCE

Our team has extensive experience designing and delivering downtown streets that create vibrant urban environments towards supporting businesses and attracting visitors, while maintaining small town charm. We have provided samples of recent projects with similar tasks and challenges to the City of Elk River's Downtown Reconstruction project.

DOWNTOWN ROADWAY AND PEDESTRIAN IMPROVEMENTS CITY OF MONTICELLO, MINNESOTA

Bolton & Menk recently completed the downtown Monticello resurgence with street and public space improvements to the area surrounding the "Block 52" redevelopment site. These enhancements to Walnut Street, Broadway Avenue, and River Street followed guidance from a prior Downtown Small Area Plan by improving pedestrian safety and stormwater management, connecting the community and travelers to downtown and the riverfront, and creating a flexible public space for daily life and annual events.

A key component to this cooperative agreement project with the city and Wright County was a proactive public engagement process, including participation in routine meetings with city and county staff. Additionally, we met with business owners and the public to address their concerns and gather input on key design elements. The result is broad support for a project that supports a vibrant downtown, setting the tone for continued redevelopment in Monticello.

Reference

Matt Leonard, Public Works Director/City Engineer,
763-295-2711, matt.leonard@ci.monticello.mn.us





DOWNTOWN RECONSTRUCTION PHASE I

CITY OF WACONIA, MINNESOTA

Main Street and Olive Street sit in the heart of the City of Waconia's downtown business district. The first utilities in town were constructed in 1924 under these streets. After approximately 100 years of providing needed services to the city, it was time to fully replace the utilities, streets, and sidewalks from building face to building face. On Main Street, the building fronts touch the public right-of-way, creating unique and difficult situations for the construction of the public infrastructure.

Extensive pedestrian access routes were set up and staged with construction activities to accommodate local businesses remaining open to customers during construction. Since businesses were critically affected by the work, it was crucial to maintain close communication and proactive conversations with these project stakeholders. The project also incorporated unique items to meet stormwater quality standards by installing pervious pavers, a 25,000-gallon concrete structure filled with iron-enhanced sand to filter stormwater, and irrigation mains that could be converted to reuse stormwater irrigation in the future. All this work was completed in a timely manner to open the streets back up to the public in time for community events that take place along Main Street each summer.

Reference

Jon Haukaas*, Director of Public Services, 952-442-4265, jhaukaas@waconiamn.gov

**Former public works director is no longer with the city; Jon has been closely involved in Phases II and III of the project*



RIVERFRONT RENAISSANCE IMPROVEMENTS

CITY OF HASTINGS, MINNESOTA

The City of Hastings wanted to revitalize and reconnect their downtown to the Mississippi River while leveraging the nearby regional trail connection. Bolton & Menk collaborated with the city to develop a three-phase Downtown Riverfront Renaissance project. Phases one and three focused primarily on the downtown infrastructure, while phase two focused on Levee Park, a prominent park straddling the Mississippi River, Mississippi River Regional Trail, and downtown business district.

Bolton & Menk provided final design services, including construction document development and construction administration, for new streets, public spaces, and riverfront amenities. The completion of this riverfront improvement project succeeded in connecting downtown Hastings to Levee Park and the regional trail, enhancing the user experience of each amenity, and creating a regional destination that users will want to visit time and again.

Reference

Dan Wietecha, City Administrator, 651-480-2350, dwietecha@hastingsmn.gov



TH 41 AND CSAH 61 IMPROVEMENTS CITY OF CHASKA, MINNESOTA

The City of Chaska aimed to revitalize its downtown area to become a central hub for community activities, reflecting its historic charm and small-town values. However, the transportation network, featuring State Highway 41 and County Highway 61, posed significant challenges. These major highways, essential for regional traffic, created a difficult environment for local residents, businesses, and pedestrians, hindering the city's vision.

To address these challenges, a collaborative effort involving the City of Chaska, MnDOT, Carver County, and Bolton & Menk was initiated. The project involved a comprehensive review of various engineering and planning measures to balance local and regional transportation needs. Through partnerships and compromises, the team evaluated multiple alternatives, including different lane configurations, to find a solution that met the needs of all stakeholders. Bolton & Menk facilitated the agencies in identifying a vision supported by all.

The project, completed in October 2023, resulted in a transportation system rooted in strong partnerships and flexible design. The \$32 million investment significantly reduces traffic crashes, improves local connectivity, and enhances pedestrian accommodations. The innovative, two-lane section with local access and beautification efforts transformed Highway 41, serving as a model for future projects. This holistic approach successfully integrated local and regional goals, revitalizing downtown Chaska as envisioned.

Reference

Matt Clark, City Engineer, 952-227-7522,
mclark@chaskamn.com

"Just like anything, [this project] really meant getting the right people in the room at the right time and understanding that there are multiple stakeholders here—not just one stakeholder because it's a state highway, but there's multiple stakeholders because it's a major thoroughfare for the county and it's a main street for our city. Bolton & Menk knew the right people to bring together at the table to talk about common sense approaches toward how to accomplish the goals we have for this project."

ADDITIONAL SIMILAR WORK DONE BY PROJECT TEAM STAFF

- Downtown Reconstruction, City of Prior Lake, MN
- The Artery, City of Hopkins, MN
- TH 4 in St. James, MnDOT District 7
- Main Street Reconstruction, City of Le Sueur, MN
- Downtown Streets Reconstruction, City of Buffalo, MN

APPROACH AND WORK PLAN

PROJECT UNDERSTANDING

“[...] Downtown Elk River sits at an inflection point in its history”
- Elk River Downtown Master Plan

Downtown is an essential part of Elk River’s character and identity. Even with significant surrounding city growth, downtown is still viewed as a unique destination where people come together to connect and build the culture of community, recreation, and economic activity that makes Elk River an attractive place to call home. As identified in both the city’s Comprehensive Plan and 2025 Downtown Master Plan, people deeply value downtown and desire more of the things that make it a strong place today—a strong business community, walkable streets, inviting public spaces, and access to and views of the Mississippi River.

An essential element to supporting these things is downtown’s infrastructure, particularly its streets, public spaces, and public parking areas. Because downtown is a linear place located adjacent to a major regional

highway, the importance of Main Street and Jackson Avenue cannot be overstated. With their connections to Highway 10, each must also support downtown’s internal circulation for safe pedestrian connectivity, parking, and business activities. As this infrastructure comes to the end of its lifecycle, the city is in a unique position to capitalize on the momentum and interest of the Downtown Master Plan’s recommendations.

However, we understand that resources are limited, and construction impacts are a major concern for many in both downtown and city hall. Through a thoughtful evaluation and design process, we know the city can deliver infrastructure solutions that reflect the Downtown Master Plan’s goals, while necessarily balancing available resources and construction impacts.

KEY OUTCOMES

- Main St and Jackson Ave are destination streets
- New public space on the King Lot
- Phase construction to minimize business impacts





FLEXIBLE EVENT SPACE



NEW ACCESS TO JACKSON AVE SHOPS



CASUAL GATHERING

| Downtown infrastructure recommendations from the 2025 Elk River Downtown Master Plan

We believe that in order to be successful, this process and its outcome must therefore support at least two critical expectations for downtown:

A PROCESS THAT DELIVERS FOR DOWNTOWN

While the Downtown Master Plan recommends a vision for infrastructure, the exact designs must still be determined. We view this project, therefore, as an opportunity to leverage our understanding of the Downtown Master Plan's process, debates, and recommendations to successfully lead the city through a process that evaluates in greater detail the tradeoffs of different designs. In doing so, we will help the city select a design solution that supports area businesses, encourages more frequent events, maximizes parking efficiency, ensures ease of access for those driving and walking downtown, builds upon existing downtown infrastructure, and supports future private redevelopment interest.

In addition, we will ensure design and material choices consider city maintenance practices and capacities. If done well, new downtown infrastructure should require less regular maintenance than the current infrastructure.

BALANCING RESOURCES AND IMPACTS

Among the primary challenges of this project will be to identify and deliver infrastructure improvements within available city resources, and in a manner that minimizes construction impacts on downtown properties. Recognizing the design and cost uncertainty, we will use our decades of experience evaluating, designing, and delivering downtown streets and public spaces to reach a solution that creatively fits within available project constraints.

However, we also recognize the critical importance of proactive, strategic project implementation. The downtown plan's approval was supported with cautious trust from project steering committee members, the Downtown Elk River Business Association (DERBA), and city council. The expectation is that this infrastructure work will minimize adverse impacts during construction. We will bring already in-process creative staging and phasing strategies to concept evaluation and final design decisions to ensure that mitigation commitments made during the downtown plan are delivered.



**DOWNTOWN ROADWAY IMPROVEMENTS,
CITY OF ST. JAMES, MN**

PROJECT APPROACH AND WORK PLAN

Bolton & Menk has successfully led downtown infrastructure assessment, design, and construction for more than 20 communities across the Midwest over the past five years. Based on our experience and local knowledge of downtown, we have crafted a proposed scope of work necessary to develop a thoughtful plan with final recommendations that will ensure downtown Elk River will continue to be enjoyed for generations to come.

As such, we propose a three-phase project approach to cover evaluation, design, and construction. Tasks 0 and 1 will span all three proposed phases, informing project deliverables throughout.

TASK 0: PROJECT MANAGEMENT AND COORDINATION

Our project management approach is rooted in personable and proactive communication that prioritizes collaboration, transparency, and trust. Our team, led by **Jason Cook**, will maintain regular communication with city staff throughout the project. During an initial project kickoff meeting, we will establish a regular meeting and reporting schedule with city staff and leadership.

Task 0 Deliverables:

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

TASK 1: PUBLIC ENGAGEMENT

We know this project will be a high-profile effort, particularly among the business community and elected officials. Our project engagement will recognize this reality by building on prior downtown plan outreach to deliver a focused and proactive engagement effort. Using our existing relationships with area stakeholders such as DERBA, property owners, and the Chamber of Commerce, we will facilitate an open and thoughtful engagement effort to evaluate and select a preferred design scenario (Phase I), provide timely and specific project details (Phase II), and proactively share anticipated impacts while identifying solutions to minimize adverse construction impacts (Phase III).

Our team offers a full suite of in-person and digital engagement and will work with staff to refine engagement tactics at each project phase to ensure stakeholders and decision makers are appropriately and effectively included in the entire project process.

At a minimum, we propose this engagement to include

- One targeted in-person open house to collect input on preliminary design scenarios
- One targeted in-person informational open house to share the preferred design and construction phasing plans, once finalized

- Digital materials to provide a pre-construction update for all downtown business and property owners
- Availability of our construction observation staff at regular downtown stakeholder informational meetings, in coordination with the contractor(s), during construction to share major updates, progress, and milestones
- Attendance and presentation at up to four city council meetings, as necessary

Task 1 Deliverables:

- A facilitated project engagement plan to include all previously mentioned tasks
- Development of all associated materials needed for engagements, including but not limited to
 - Scaled site plan drawings
 - Diagrams to show travel lanes, parking lanes, bike lanes, and sidewalk space
 - Renderings of what the completed project will look like
 - Imagery options for streetscape furniture (lighting, seating, planters, etc.)
 - Imagery options of tree species and planting types
- Engagement reports to summarize what we heard and how we are addressing the feedback in the design; reports will include
 - Frequently asked questions
 - Preferences for design elements, layout, and construction staging strategies

OPTIONAL VALUE-ADD SERVICES

Additional Meetings and Materials

To support the scenario evaluation and/or information sharing, our team is fully capable of hosting additional outreach events. This may include things like pop-up meetings, presentations at planned DERBA meetings, additional open houses, or digital recorded videos. We can also develop additional digital and print materials necessary to support information sharing, such as newsletters, graphics, social media posts, email blasts, mailers, and digital surveys. Our team can also attend additional city council and commission meetings as needed to support the project.

PHASE I – DESIGN EVALUATION

TASK 2: SURVEY AND UTILITY MAPPING

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

Gopher State One Call coordination will be completed to confirm utility owners and locations provided in the topographical survey. Any maps and private utility information we receive will be shared with the city. Our team will identify all private/public utility locations, and any necessary relocations or adjustments for the project. We will follow the MnDOT utility coordination process.

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

Task 2 Deliverables:

- AutoCAD C3D existing conditions base map
- Orthomosaic Image
- Existing right-of-way determination

TASK 3: PRELIMINARY SCENARIO DESIGN AND EVALUATION

This is the opportunity to fully determine what infrastructure (below grade) and streetscape (above grade) design is best to support the future of downtown Elk River. In coordination with city staff, our team will develop up to three plan-view preliminary design scenarios to test different design options for Main Street, Jackson Avenue, off-street parking areas, and potential restroom building locations. Scenarios will, at a minimum, evaluate

- Roadway layouts for both Main Street and Jackson Avenue
- On- and off-street parking arrangements, including maximizing near-term off-street parking on existing public lots
- Preserving or strategically consolidating driveways and access, including delivery impacts
- Utility layouts and connections, including call outs for replacement utilities
- Intersection designs, understanding that downtown is a linear design with no current places to “loop back”

- Pedestrian connections and facility widths, particularly for increasing east side mid-block access to Jackson Avenue properties
- Amenity zones for businesses that may accommodate seating, retail activities, or events
- Streetscape designs and material usage, accompanied by high level maintenance needs

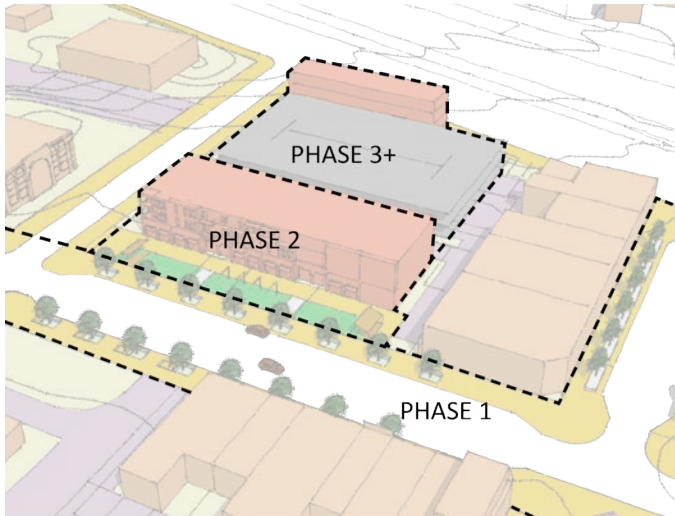
Each scenario will be accompanied by planning-level cost estimates and construction staging assumptions to inform a design evaluation process facilitated by our team; we assume no additional right-of-way will be needed for the project.

Working with city staff, city leaders, and area stakeholders such as DERBA, we will help the city identify a design solution that balances city resources, potential construction impacts, and alignment with the Downtown Master Plan’s goals.

King Lot Development Parking and Public Space Impact Evaluation

We recognize that the city’s near-term priority is to minimize the loss of parking spaces by this project. On a cursory review, we believe the King Lot is the most feasible option to add additional stalls. We believe this lot can be modified to add at least the number of stalls likely to be lost as part of roadway concepts discussed to date, while remaining a single level surface lot. This would require eliminating the existing green space and the concrete median, and reconstructing this portion of the parking lot, while leaving most of the remaining lot layout undisturbed. For the other identified city-owned lots, we would therefore anticipate spot improvements and preservation as the primary areas of focus.

While the reconstruction of Main Street and Jackson Avenue are priority projects, the longer-term redevelopment potential of King Lot is also of interest. We know the city has been fielding development interest and should remain aware of how the roadway projects can support longer-term city goals. As we evaluate roadway and restroom location scenarios, we will consider how the design of Main Street could successfully accommodate a potential future public space and encourage private development within the King Lot.



Recommended phasing and redevelopment scenario from the Downtown Master Plan

Task 3 Deliverables:

- Up to three preliminary plan-view design layout scenarios, to include all the above components
- Preliminary options for site elements to determine the visual character of downtown
 - Paving materials
 - Lighting types
 - Benches/seating styles
 - Waste receptacles
 - Wayfinding and signage
- Cost estimates for each design scenario that clearly describe the below grade and above grade elements of the designs

TASK 4: FUTURE RESTROOM PLANNING AND DESIGN

Despite highly desirable year-round events, the lack of a public restroom downtown is a barrier to people fully enjoying downtown and/or extending their stay. As part of Phase I, our team will identify a location for a future restroom that considers facility orientation, size and programming needs, circulation and access, utility system connections, durability and cleanability, and potential integration with current and future public spaces. During the following Task 5, we will also consider construction impacts to ensure minimal future disruption to guide the enclosed facility's future construction.

Task 4 Deliverables:

- Preferred location of a future enclosed restroom facility, including design and operation assumptions of all above elements

OPTIONAL PHASE I VALUE-ADD SERVICES

Additional Scenario Renderings

To support the evaluation of each preliminary design scenario, our team can create additional renderings of design elements. These can include additional detailed plan-view, perspective, or illustrative renderings.

Parrish Avenue/Main Street Intersection Evaluation and Design

We anticipate that the intersection of Parrish Avenue and Main Street will remain as-is during this project. However, at the request of staff, we can progress concepts explored in the Downtown Master Plan to evaluate design improvements that support “loop back” circulation, safe vehicle and pedestrian access, and a gateway experience into downtown. We will coordinate this design exploration with MnDOT to confirm potential impacts with Highway 10, and will consider potential bridge structure impacts, as applicable. Pending scenario evaluation findings, we can progress a viable design solution into final design, to be incorporated with the rest of the downtown infrastructure project.

Lowell Avenue/Main Street Intersection Evaluation and Design

We anticipate that the intersection of Lowell Avenue and Main Street will remain as-is during this project. However, at the request of staff, we can progress concepts explored in the Downtown Master Plan to evaluate design improvements that support “loop back” circulation, likely in the form of a mini roundabout. Pending scenario evaluation findings, including land acquisition needs, we can progress a viable design solution into final design, to be incorporated with the rest of the downtown infrastructure project.

PHASE II – DESIGN

TASK 5: PUBLIC INFRASTRUCTURE FINAL DESIGN AND PHASING PLAN

Once a preferred design is selected, we will progress into final design for off-street parking lots, and the Main Street/Jackson Avenue improvements. Final design will include coordination with municipal and regulatory agencies, such as MnDOT's Metro District and the State Aid office, and collaboration among our in-house multidisciplinary team of experts. Bolton & Menk's team of engineers, landscape architects, transportation planners, and specialists will develop coordinated plans for each milestone. Throughout the process, we will conduct monthly project management team (PMT) meetings for review and feedback from city staff to ensure the project is progressing toward the most successful project tailored to Elk River.

We will provide cost estimate updates at 30%, 60%, and 90% design plans to ensure clarity and transparency on anticipated project costs.

As final design commences, our team will also begin developing a construction phasing plan that balances project cost, construction duration, and property impacts and access. We know that construction will impact downtown businesses and residences and may need to think outside of the box on how to mitigate construction impacts. This phasing plan will be developed in collaboration with DERBA and other downtown stakeholders to promote transparency while considering potential impacts.



Conceptual improvements to the Lowell Street and Parrish Avenue intersection, from the Downtown Master Plan

In coordination with city staff and downtown stakeholders, we will determine a desired construction timeline to be included in project communication and the bid package. While it may be feasible to complete the entire project within one construction season, downtown impacts may be reduced by spreading it across two seasons.

Task 5 Deliverables:

- 30%, 60%, and 90% construction document sets for both identified parking lot improvements and the Main Street and Jackson Avenue improvements
- Cost estimates at each milestone
- Graphics, drawings, and material options needed for monthly PMT meetings
- Meeting minutes from monthly PMT meetings
- Construction phasing plan to be included with the design bid package

OPTIONAL PHASE II VALUE-ADD SERVICES **Develop and Institute Business Support Programs During Construction**

As needed, our team can further develop business support programs that can be implemented before and

during construction to further offset business impacts. Ideas that emerged during the Downtown Master Plan, and from our experience on similar projects, include

- Expectations in the bid package that the contractor must regularly clean ground floor windows of adjacent properties and sweep sidewalks, as well as incentives for keeping the sidewalk clear during construction
- Provide regular digital and/or in-person project updates to area businesses
- Create business incentive programs like offering construction tours with same-day proof of purchase at an area business
- Design creative and clear signage for business access during construction

Additional Restroom Facility Design and Cost Estimates

To further support the future planning and delivery of a public restroom downtown, our team can progress the restroom into detailed design and cost estimating. This process will allow the city to consider detailed decisions such as facility programming specifics, architectural context, materials and durability, engineering systems, and facility maintenance planning.

Construction Phasing

To balance construction cost, time, and business access, the reconstruction project should utilize a phased construction plan, such as block-by-block phasing. The final phasing plan should be developed in partnership with DERBA to promote project transparency and business readiness.



Example Approach to Project Phasing

- Phase 1
- Phase 2
- Phase 3

Property and Business Support

During project bid preparation, develop a list of support options for area property and business owners. These could include:

- Weekly progress report meetings
- Contractor incentives for time and preserving clear access
- Bi-weekly window and facade cleaning, using local cleaning business(es)
- Artistic access and wayfinding signage, using local artists
- Hosted events during construction to promote activities downtown

Potential phasing strategies were explored as part of the Downtown Master Plan, in partnership with the steering committee, DERBA, and city council

PHASE III – CONSTRUCTION

TASK 6: PROJECT BIDDING, OBSERVATION, AND ADMINISTRATION SUPPORT

We will prepare and assemble bidding documents including project specifications, instructions to bidders, bid proposal form, labor/wage requirements, and MnDOT State Aid attachments. In addition to project design plans, we anticipate including construction phasing expectations within the bid, but can include bid language to invite contractors to submit additional recommendations for city staff evaluation.

We will then complete the construction services needed for the proposed improvements consistent with city and MnDOT State Aid requirements, and in accordance with all state laws, rules, and regulations. At a minimum, this will include the following:

Construction Administration

The project manager will perform the following construction administration responsibilities:

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

Field Staking

Survey crews will complete field staking on the following features:

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

Construction Observation

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

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

Final Project Review

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

Record Drawings

Bolton & Menk will combine a record plan survey and all field information prepared by the construction observer, contractor, and subcontractors for use in preparing record drawings. This information will be used to edit the design drawings for project construction.

Task 6 Deliverables:

- All project bid, observation, and administration requirements including
 - Bid award recommendation
 - Copies of meeting notes, change orders, shop drawings, materials lists, supplier's lists, pay requests, and field stakes
 - Inspection notes, photos, punch list, and final record drawings

OPTIONAL PHASE III VALUE-ADD SERVICES

Alternate Intersection Construction

Should any of the value-add services listed in previous sections be selected to be included in this project scope, we will also provide construction services for the relevant additional work.

We have developed a proposed schedule outlining anticipated tasks across the proposed two-phase project approach. We anticipate all parking lot improvements will be completed in 2026 in order to provide alternative parking and access during the street construction phase of the project that will occur in 2027.

PROPOSED SCHEDULE

ESTIMATED FEE

The following table summarizes the hours and cost breakdown for each major work task item. The estimated fee includes labor, general business, and other normal and customary expenses associated with operating a professional business. Unless otherwise noted, the fees include vehicle and personal expenses, mileage, telephone, survey stakes, and routine expendable supplies; no separate charges will be made for these activities and materials. Expenses beyond the agreed scope of services and non-routine expenses, such as large quantities of prints, extra report copies, out-sourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance, and other items of this general nature will be invoiced separately. **Based on our experience with similar projects and with Elk River processes, we are anticipating a project cost of approximately \$3.5 million. Once a preferred design is selected, we will review project fees and approach with city staff.**

TASK NO.	WORK TASK DESCRIPTION	TOTAL COST
Phase I: Design Evaluation		
0	Project Management	\$7,700
1	Public and Agency Involvement	\$16,279
2 & 3	Preliminary Design and Survey	\$54,747
3 & 4	Concept Layout Development	\$26,964
Concept Layouts and Preliminary Design Subtotal:		\$105,690
Phase II: Design		
0	Project Management	\$13,296
1	Public and Agency Involvement	\$11,190
5	Final Design	\$143,130
Final Design and Delivery Subtotal:		\$167,616
Phase III: Construction		
0	Project Management	\$13,432
1	Public and Agency Involvement	\$9,616
6	Construction Services	\$180,447
Construction Subtotal:		\$203,495
TOTAL NOT-TO-EXCEED FEE		\$476,801
Geotechnical Evaluation and Construction Testing		\$38,000
Alternate Services		
7.1	Additional Public Outreach Services	To be determined upon request
7.2	Additional Scenario Renderings	\$3,500 per render
7.3	Parrish Avenue/Main Street Intersection*	\$149,680
7.4	Lowell Avenue/Main Street Intersection*	\$143,350
7.5	Business Support Programs	To be determined upon request
7.6	Additional Restroom Facility Design	\$29,750 (pending design details)
7.7	Funding Plan and Support	\$19,320
*Not including easements, testing, or land acquisition		

FUNDING PLAN AND SUPPORT

If desired, we can call upon our in-house funding team to create a project external funding matrix, and prepare applications for at least two grant pursuits to either augment or replace city resources. Over the last five years, our funding team has secured more than \$375 million in project funding, and have leveraged more than \$2.3 billion in total projects' costs. On a cursory review, we believe that Main Street and Jackson Avenue would be competitive applications for MnDOT's Local Road Improvement Program (LRIP) and Transportation Partnership Program (TPP).



Request for Action

To
City Council

Item Number
6.1

Meeting Date
August 18, 2025

Prepared By

Item Description
Introduction of New Employee

Reviewed by
Cal Portner
Tina Allard

Action Requested
The Council is asked to welcome new staff.

Background/Discussion
Staff will be in attendance to introduce Multimedia Specialist Amanda Plude.

Financial Impact
N/A

Mission/Policy/Goal
Together we win.

Attachments
None

The Elk River Vision

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



Request for Action

To
City Council

Item Number
6.2

Meeting Date
August 18, 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

Acting Mayor Grupa will recognize and present a plaque to the August Volunteer of the Month Award recipient.

Background/Discussion

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

Financial Impact
N/A

Mission/Policy/Goal
Elk River Mission

Attachments
None

The Elk River Vision

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



Request for Action

To
City Council

Item Number
6.3

Meeting Date
August 18, 2025

Prepared By
Tina Allard, City Clerk

Item Description
Communications Awards

Reviewed by
Starr Sorheim
Cal Portner
Tina Allard

Action Requested
Congratulate and recognize staff for their achievements in communications.

Background/Discussion

The Minnesota Association of Government Communicators hosted its annual Northern Lights Awards program in July. This program recognizes excellence in communications across Minnesota's government, education, and nonprofit sectors. Entries are judged by communication professionals in another state, who provide valuable feedback on each entry.

The City of Elk River received the top awards in the following categories:

- Special Event: *Highway 169 Redefine Ribbon Cutting Ceremony*
- Community Engagement: *Play My Way* campaign.

Senior Communications Coordinator Starr Sorheim will highlight these two campaigns, along with analytics and the shared teamwork that made these programs a success.

Financial Impact
N/A

Mission/Policy/Goal
Together we win and work with citizens to achieve goals.

Attachments
I. MAGC Northern Lights Award Winners

The Elk River Vision

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



NORTHERN
LIGHTS
AWARDS

City of Elk River

Communications Awards

Northern Light Winner #1

Special Event: I 69 Redefine Ribbon Cutting Ceremony



Northern Light Winner #1

Special Event: I 69 Redefine Ribbon Cutting Ceremony

Opportunity Statement: Celebrate the three-year project finishing on time, on budget, and acknowledging the heavy weight it brought on residents and local businesses.

Measurable Achievements: 70 individuals attended, news release on Facebook reached 21,147 people with 48,307 views, 609 reactions, 75 comments, and 32 shares. Recap video had over 1,000 views.

Cost: \$109 from EDA for magnet gifts

Northern Light Winner #1

Special Event: 169 Redefine Ribbon Cutting Ceremony

**FINAL
SCORE**

77/100

Category Average
of 82.26



The flyer features a background image of a highway construction site with a large blue ribbon draped across it. A pair of gold scissors is positioned on the right side, as if about to cut the ribbon. In the top right corner, there is a logo for the City of Elk River, which includes a silhouette of an elk head and the text 'City of Elk River'. In the center, there is a shield-shaped logo with the number '169' and the word 'REDEFINE' below it, flanked by two green pine trees. Below the shield, the text 'Ribbon Cutting' is written in a large, elegant script font, followed by 'CEREMONY' in a bold, sans-serif font. To the left of this text is a blue circular badge with the words 'YOU'RE INVITED!' in white. At the bottom, the date and time 'THURSDAY, NOVEMBER 7 AT 9:30 A.M.' are listed on the left, and the location 'School Street Bridge in Elk River, MN' is listed on the right, separated by a vertical line.

**169
REDEFINE**

**YOU'RE
INVITED!**

Ribbon Cutting
CEREMONY

**THURSDAY, NOVEMBER 7
AT 9:30 A.M.**

**School Street Bridge
in Elk River, MN**

City of
Elk
River

Northern Light Winner #2

Community Engagement: Play My Way Campaign



Opportunity Statement: Unbudgeted engagement campaign to hear directly from playground users what they desire. We believed our communications staff could do it in-house.

Measurable Achievements: 208 survey responses, over 100 Creator Worksheets submitted, engagement boards at public events full of responses, and a successful social media campaign.

Cost: Staff time would total less than \$10,000 for multiple employees, substantially cheaper than a third-party



Popsicles with Public Safety Board Results



Northern Light Winner #2

Community Engagement: Play My Way Campaign



FINAL
SCORE

87/100

Category Average
of 76.6





Request for Action

To
City Council

Item Number
7.1

Meeting Date
August 18, 2025

Prepared By
Chris Leeseberg, Senior Planner

Item Description
Conditional Use Permit: Amend CU 23-02 to allow vehicle repair and storage, Skyline Motors and Collision - 17242 Ulysses St NW

Reviewed by
Zack Carlton
Cal Portner
Tina Allard

Action Requested

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

1. A code analysis finding building code compliance for the areas approved for use under this CUP shall be prepared by an appropriate registered professional.
2. Fencing shall be installed as shown on the Staff Site Plan dated 8-18-2025.
3. The parking lot shall be striped to city requirements for the stalls shown on the Staff Site Plan dated 8-18-2025.
4. Five signs shall be installed indicating "For Sale" vehicles as shown on the Staff Site Plan dated 8-18-2025.
5. The Conditional Use Permit shall not be recorded until all conditions have been completed.
6. The number of motor vehicle sales dealers shall be limited to one (1).
7. No more than 5 "for sale" vehicles may be displayed on the subject property.
8. All motor vehicle repairs, body work, 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 damaged vehicle storage area shall be limited to the area identified on the Staff Site Plan dated 8-18-2025.
11. Conditions 1-4 must be completed by October 15, 2025, or the CUP will be brought to the City Council on November 3, 2025, to discuss revocation.
12. An amendment to this Conditional Use Permit (CUP) will be required for future changes/additions not shown on the Staff Site Plan dated 8-18-2025.
13. Conditional Use Permit CU 23-02 shall become void.

Background/Discussion

The 2.18-acre property is located at 17242 Ulysses Street, zoned Focused Area Study (FAST) subzone E, where vehicle sales and service require a Conditional Use Permit (CUP).

In April 2023, the property received a CUP to allow four (4) automotive dealers with auto repair. The

The Elk River Vision

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



current application/amendment reduces the number of dealers to one (1), providing more space for the outdoor storage of damaged/inoperable vehicles. The request will include auto repair, body work, and painting. Approximately 5,800 square feet of the building will continue to be used for manufacturing by the existing tenants.

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 agreed with the applicant's request to extend the conditions' deadline to October 15, 2025, but questioned what consequences there would be if the applicant does not comply with the deadline. Staff informed the Commission that this is an ongoing struggle with after-the-fact CUPs for uses already "in operation" and that if they do not complete the required conditions by October 15, 2025, staff would bring the CUP back to the council for a revocation discussion.

The commission had no concerns about the request and unanimously recommended approval.

Financial Impact

None

Mission/Policy/Goal

Support the growth and development of the community.

Attachments

1. CU 25-09 Location Map
2. Staff Site Plan 8-18-25
3. Planning Commission Staff Report 07-22-2025
4. Recording Document
5. 7.1 Skyline Motors



Project Location Map

Skyline Motors and Collision

Conditional Use Permit

Case No: CU 25-09

Staff Site Plan 8-18-2025

A CODE ANALYSIS FINDING BUILDING COMPLIANCE SHALL BE COMPLETED BY OCTOBER 15, 2025

ONLY ONE (1) AUTO DEALER WILL BE ALLOWED

3

3

10

PARKING LOT SHALL BE STRIPED BY OCTOBER 15, 2025

5 STALLS "FOR SALE"

22

OUTDOOR VEHICLE STORAGE ONLY
(NOT PARTS, BATTERIES, TIRES, ETC)
THIS AREA DOES NOT NEED TO BE STRIPED

SIGNS AT EACH STALL INDICATING "FOR SALE"
SHALL BE INSTALLED BY OCTOBER 15, 2025

ALL FENCING SHALL BE SIX-FOOT-TALL 100% OPAQUE - INSTALLED BY OCTOBER 15, 2025

EXISTING FENCE
RECOMMENDED FENCE

FOR REFERENCE ONLY, FINAL CONDITIONS AND DATES ARE THOSE APPROVED BY THE CITY COUNCIL WHICH WILL BE RECORDED



Request for Action

To
Planning Commission

Item Number
4.3

Meeting Date
July 22, 2025

Prepared By
Chris Leeseberg, Senior Planner

Item Description
Conditional Use Permit: Amending CU 23-02 to allow vehicle repair and storage - Skyline Motors and Collision, 17242 Ulysses St. NW

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 Conditional Use Permit shall not be recorded until all conditions have been completed.
2. An amendment to this Conditional Use Permit will be required for future changes/additions not shown on the Staff Site Plan dated 7-22-2025.
3. A code analysis finding building code compliance for the areas approved for use under this CUP shall be prepared by an appropriate registered professional.
4. The number of motor vehicle sales dealers shall be limited to one (1).
5. No more than 5 “for sale” vehicles may be displayed on the subject property.
6. All motor vehicle repairs, body work, or detailing shall only occur inside the building.
7. Exterior doors shall be closed while any motor vehicle repair, body work, or detailing occurs.
8. The damaged vehicle storage area shall be limited to the area identified on the Staff Site Plan dated 7-22-2025.

The following conditions must be completed within 15 days of City Council approval:

1. Fencing shall be installed as shown on the Staff Site Plan dated 7-22-2025.
2. The parking lot shall be striped to city requirements for the stalls shown on the Staff Site Plan dated 7-22-2025.
3. Five signs shall be installed indicating “For Sale” vehicles as shown on the Staff Site Plan dated 7-22-2025.

Background/Discussion

The subject property is located at 17242 Ulysses Street and is 2.18 acres in size. The property is zoned Focused Area Study (FAST) Subzone E, where vehicle sales and service require a Conditional Use Permit (CUP).

The Elk River Vision

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



In April 2023, the property received a CUP to allow for four (4) dealers and auto repair. The current application/amendment reduces the number of dealers to one (1), providing more space for the outdoor storage of damaged/inoperable vehicles. The request includes auto repair, body work, and painting. Approximately 5,800 square feet of the building will continue to be used for manufacturing by the existing tenants. The applicant will be utilizing more building space than was approved in 2023.

The site is surrounded by existing businesses on the north, west, and south sides. Ulysses Street abuts the east side of the property. The site has numerous trees and the western third of the site is undeveloped as it contains a regional holding pond.

Transportation/Circulation

Access to and from the site will occur at the one existing access on Ulysses Street. There is sufficient on-site traffic circulation for the business, its customers, and emergency vehicles.

Parking

The city ordinance states:

- *Auto sales, trailer sales, marine and boat sales, implement sales, garden supply store, or building materials sales: one parking space for each 500 square feet of floor area.*
- *Open sales or rental lots shall also provide one parking space for each 5,000 square feet of land which is to be used for sales and display area.*
- *Office building: one parking space for each 300 square feet of floor area.*
- *Manufacturing, fabricating, general industrial: six stalls plus one off-street parking space for each 500 square feet of floor area.*

The state also requires a display area for a minimum of 5 vehicles per dealer. Based on the ordinance, 36 stalls are required with the property having one (1) dealer

Current Parking (Vision Mold and Skyline)

The auto sales floor area is 928 square feet, requiring 2 parking stalls, and 3,900 square feet will be utilized for auto repairs, requiring 13 parking stalls. The sale and rental lot area is 1,135 square feet, requiring 1 stall. The 4,300-square-foot manufacturing portion requires 15 parking stalls. The state also requires five stalls per dealer, resulting in the need for 5 parking stalls. The total required parking stalls is 36.

The parking lot shall be striped to city requirements for the stalls shown on the Staff Site Plan dated 7-22-2025. If the lot is not striped within 15 days after City Council approval, the city will issue a cease-operation order and/or the Council may direct staff to revoke the permit.

Landscaping

The ordinance requires 33 trees for the property. The existing trees on the property satisfy this requirement.

Environmental

There is the potential for environmental concerns related to pollution if paint, chemicals, or other hazardous materials are not maintained properly on site. A stormwater pond to the west could potentially be polluted as well. The applicant and/or property owner shall ensure vehicles stored in the parking lot do not leak fuels or other hazardous materials into the stormwater pond to the west of the parking lot.

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 car dealership is the same as other businesses in the area and is compatible with the other industrial businesses.

The building shall provide all proper exhaust and venting as required by the commercial building code. Exterior doors shall be closed while any motor vehicle repair or finishing occurs.

Paints, chemicals, or other hazardous materials shall be handled and disposed of in accordance with the Minnesota Pollution Control Agency (MPCA).

The applicant and/or property owner shall ensure vehicles stored in the parking lot do not leak fuels or other hazardous materials into the stormwater pond to the west of the parking lot.

With these measures, the proposed motor vehicle repair shop should not endanger, injure or detrimentally affect the use and enjoyment of other property in the immediate vicinity or the public health, safety, morals, comfort, convenience or general welfare of the neighborhood or the city.

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

The underlying land use of the property is Highway Business. The highway business category primarily consists of a mix of auto-oriented retail and service businesses, restaurants, and community- and regional-scale shopping centers. Highway business uses are located along Highway 169 and Highway 10 and have high visibility from these corridors.

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 subject site and surrounding area are already developed. The use will not impede the normal and orderly development and improvement of surrounding vacant property.

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

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

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

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 building shall provide all proper exhaust and venting as required by the commercial building code. Exterior doors shall be closed while any motor vehicle repair, body work, or detailing occurs.

Paints, chemicals, or other hazardous materials shall be handled and disposed of in accordance with the Minnesota Pollution Control Agency (MPCA).

The applicant and/or property owner shall ensure vehicles stored on the parking lot do not leak fuels or other hazardous materials into the stormwater pond to the west of the parking lot.

With these measures, the proposed motor vehicle repair shop should 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.

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

While limited site work is being proposed, the use will not result in the destruction, loss or damage of a natural, scenic or historic feature of major importance.

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

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

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

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. Staff Site Plan 7-22-2025



Project Location Map

Skyline Motors and Collision

Conditional Use Permit

Case No: CU 25-09

CU 25-09 Narrative

Scope of the project: To allow the use and repairs of salvage vehicles, and to also conduct vehicle sales with a main dealer office

Hours of Operation - Monday - Saturday 10am - 7pm

Number of Employees - 0

Number of parking stalls required by ordinance: [City Ordinance Section 30-903](#) outlines these requirements.
33 PARKING SPACES

Number of existing and proposed parking stalls 33 EXISTING

If screening, not associated with outdoor storage, is being proposed, what will it consist of?

EXTENDING FENCED AREA TO FIT 7-8 VEHICLES

What are the proposed building materials? *The required building materials vary from zoning district to zoning district.*

FENCING MATERIAL

Is outdoor storage being proposed? If yes, detail what is being stored, how much/many, and what is the proposed screening? [City Ordinance Section 30-807](#) outlines these requirements.

SALVAGE VEHICLE AUTO PARTS



① This highlighted are will be used for cars that are listed for sale (Dealership cars).

② Fenced area will be used to store damaged cars.

③ This area will be used as a general parking area.

Staff Site Plan 7-22-2025



CITY OF ELK RIVER
SHERBURNE COUNTY

CONDITIONAL USE PERMIT
Case No. CU 25-09

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

Conditional Use Permit to allow vehicle repair and outdoor storage at 17242 Ulysses St NW

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

Lot 3, Block 1, Rail 10, Sherburne County, Minnesota

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

Brian Cain, owner

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

1. A code analysis finding building code compliance for the areas approved for use under this CUP shall be prepared by an appropriate registered professional.
2. Fencing shall be installed as shown on the Staff Site Plan dated 8-18-2025.
3. The parking lot shall be striped to city requirements for the stalls shown on the Staff Site Plan dated 8-18-2025.
4. Five signs shall be installed indicating “For Sale” vehicles as shown on the Staff Site Plan dated 8-18-2025.
5. The Conditional Use Permit shall not be recorded until all conditions have been completed.
6. The number of motor vehicle sales dealers shall be limited to one (1).
7. No more than 5 “for sale” vehicles may be displayed on the subject property.
8. All motor vehicle repairs, body work, 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 damaged vehicle storage area shall be limited to the area identified on the Staff Site Plan dated 8-18-2025.
11. Conditions 1-4 must be completed by October 15, 2025, or the CUP will be brought to the City Council on November 3, 2025, to discuss revocation.
12. An amendment to this Conditional Use Permit (CUP) will be required for future changes/additions not shown on the Staff Site Plan dated 8-18-2025.
13. Conditional Use Permit CU 23-02 shall become void.

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: August 18, 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

Item 7.1

Conditional Use Permit

Skyline Motors and Collision

75-00457-0120

75-00457-0130

SITE

75-00457-0140

Background

- Vehicle sales and repair = CUP
- Property received CUP in 2023
 - 4 dealers
 - Auto repair
 - Compliance issues
- Amendment
 - 1 dealer (allow more outdoor vehicle storage)
 - Auto repair

Background

- Existing similar businesses surrounding the property
- One access from Ulysses St



Parking

- With only one (1) dealer on site, there is sufficient parking for the proposed use and current industrial use

Staff Site Plan

- Staff has been working with the applicant

Staff Site Plan 8-18-2025



PARKING LOT SHALL BE STRIPED BY OCTOBER 15, 2025

5 STALLS "FOR SALE"



OUTDOOR VEHICLE STORAGE ONLY
(NOT PARTS, BATTERIES, TIRES, ETC)
THIS AREA DOES NOT NEED TO BE STRIPED

SIGNS AT EACH STALL INDICATING "FOR SALE"
SHALL BE INSTALLED BY OCTOBER 15, 2025

ALL FENCING SHALL BE SIX-FOOT-TALL 100% OPAQUE - INSTALLED BY OCTOBER 15, 2025

EXISTING FENCE
RECOMMENDED FENCE

FOR REFERENCE ONLY, FINAL CONDITIONS AND DATES ARE THOSE APPROVED BY THE CITY COUNCIL WHICH WILL BE RECORDED

CUP Requirements

- PC's analysis of the application shows compliance with 5 of the 7 standards required for approval of the CUP
- With the recommended conditions, the other 2 standards should be complied with

Planning Commission

- No one spoke for or against the request
- Staff have not received any comments since PC
- Agreed with the October 15, 2025, deadline
- Unanimously recommended approval

Action Requested

- Approve, by motion, the CUP with the 13 conditions outlined in the memo

Staff Site Plan 8-18-2025



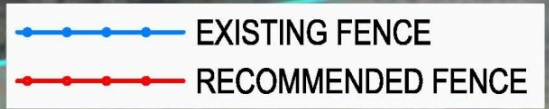
PARKING LOT SHALL BE STRIPED BY OCTOBER 15, 2025

5 STALLS "FOR SALE"



SIGNS AT EACH STALL INDICATING "FOR SALE"
SHALL BE INSTALLED BY OCTOBER 15, 2025

ALL FENCING SHALL BE SIX-FOOT-TALL 100% OPAQUE - INSTALLED BY OCTOBER 15, 2025



FOR REFERENCE ONLY, FINAL CONDITIONS AND DATES ARE THOSE APPROVED BY THE CITY COUNCIL WHICH WILL BE RECORDED

75-00457-0120

75-00457-0130

SITE

75-00457-0140





Request for Action

To
City Council

Item Number
7.2

Meeting Date
August 18, 2025

Prepared By
Chris Leeseberg, Senior Planner

Item Description
Interim Use Permit: Residential Occupation, Robert Kendrick - 11473 199th Ave NW

Reviewed by
Zack Carlton
Cal Portner
Tina Allard

Action Requested

Approve the Interim Use Permit with the following conditions:

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

Background/Discussion

The property is zoned RI-a (Single Family Residential), where residential occupations operating within an accessory structure (detached garage) require an Interim Use Permit (IUP).

The applicant is seeking approval for a home-based business where they will sharpen and repair cutting tools. The business will operate in an accessory structure and will not have any employees, parking needs, outdoor storage, or signage. The hours of operation will be Monday through Friday between 8:00 a.m. and 5:00 p.m.

The closest house/garage is approximately 62' away from the subject garage to the east.

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.

As the Planning Commission report inadvertently outlined CUP requirements, staff handed out an updated IUP requirements document to the Commission.

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

The Elk River Vision

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



Financial Impact

None

Mission/Policy/Goal

Opportunity to live, work, and play.

Attachments

1. Location Map
2. Planning Commission Staff Report 07-22-2025
3. IUP Requirements
4. Recording Document
5. 7.2 Kendrick



Project Location Map

Robert Kendrick

Interim Use Permit

Case No: IU 25-05



Request for Action

To
Planning Commission

Item Number
4.2

Meeting Date
July 22, 2025

Prepared By
Chris Leeseberg, Senior Planner

Item Description
Interim Use Permit: Residential Occupation - Robert Kendrick, 11473 199th Ave NW

Reviewed by
Zack Carlton

Action Requested

Recommend, by motion, approval of the Interim Use Permit with the following conditions:

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

Background/Discussion

The property is zoned R1-a (Single Family Residential) where residential occupations run out of an accessory structure (detached garage) require an Interim Use Permit (IUP).

The applicant is seeking an IUP to operate a home-based business where they will sharpen and repair cutting tools. The business will be in an accessory structure, and will not have any employees, parking needs, outdoor storage, or signage. The hours of operation will be Monday through Friday between 8:00 a.m. and 5:00 p.m.

The closest house/garage is approximately 62' away from the subject garage to the east.

The applicant received a Conditional Use Permit (CUP) for the same operation on another property in Elk River. The city has not received any complaints regarding the business at that location.

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 Elk River Vision

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



Due to the equipment that will be used, there is a potential to generate detrimental noises or odors. To minimize these concerns, staff recommend that all openings to the accessory structure be closed when operating tools associated with the business.

2. Will be consistent with the comprehensive plan.

The Comprehensive Plan guides the property for residential which allows for home occupations. The use will be 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 surrounding property is fully developed. The use will not impede the normal and orderly development and improvement of surrounding vacant property.

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

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

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

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.

There is the potential the proposed uses could generate detrimental noises or odors. Staff recommend that all openings to the accessory structure be closed when the operation of tools, associated with the business, are utilized.

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

No site or structural modifications are being proposed. The use will not result in the destruction, loss or damage of a natural, scenic or historic feature of major importance.

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

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

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

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

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

Attachments

1. Location Map
2. Narrative
3. Aerials



Project Location Map

Robert Kendrick

Interim Use Permit

Case No: IU 25-05

IU 25-05 Narrative

For over 5 years Robert F Kendrick Sales & Sharpening LLC has been an established business in Elk River at 931 Elk Ln NW, working out of my garage/workshop. I am now moving to 11473 199th Ave NW, Elk River and I hope to continue operating at our new home in a detached 24 x 26 garage/workshop. I have established myself in the community with repeat customers such as ISD 728. Although, the bulk of my business is shipped to me through UPS. Nothing out of the ordinary in a neighborhood. I work by myself. I just look like a man who likes to work on projects in his workshop, if anyone was to notice me. I have worked these past 5 years in a residential neighborhood and have never had any complaints. I can assure our new neighbors that I will continue in the same manner. There is no signage on my property, no indication that a business is being operated.

Attached is an ariel view of the property with red dots indicating the workshop at 11473 199th Ave NW.

Hours of operation: weekdays 8-5

75-00510-0135



11455 199TH
AVE NW

11473 199TH
AVE NW

4 DODGE
T NW

Interim Use - Applicable Regulations

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

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

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

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

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

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

Residential occupations are allowed with an IUP in the R1-a zoning district.

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

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

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

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

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

This will be determined at the City Council meeting.

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

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

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

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

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

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

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

CITY OF ELK RIVER
SHERBURNE COUNTY

INTERIM USE PERMIT
Case No. IU 25-05

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

**Interim Use Permit of a Residential Occupation to permit a knife sharpening business, at
11473 199th Ave NW, Elk River**

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

Lot 7, Block 1, Deerfield 2nd Addition, Sherburne County, MN

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

Robert Kendrick, owner

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

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

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

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: August 18, 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

Item 7.2

Interim Use Permit

Robert Kendrick



Background

- IUP – Residential Occupation
 - Knife Sharpening
 - One Person
 - Weekdays: 8:00 a.m. – 5:00 p.m.
 - Bulk of business shipped through UPS
 - Closest house/garage is ~62' away
-
- Received similar approval 2020
 - No complaints

75-00510-0135



11455 199TH
AVE NW

11473 199TH
AVE NW

4 DODGE
T NW

IUP Requirements

- PC's analysis of the application shows compliance with all nine (9) of the standards required for approval of the IUP

Planning Commission

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

Action Requested

- Approve, by motion, the IUP with the five (5) conditions outlined in the memo



75-00510-0135





Request for Action

To
City Council

Item Number
7.3

Meeting Date
August 18, 2025

Prepared By
Chris Leeseberg, Senior Planner

Item Description
Resolution 25-44: Land Use Amendment, Business Park (BP) to Mixed Residential (MR) - City of Elk River

Reviewed by
Zack Carlton
Cal Portner
Tina Allard

Action Requested

Adopt Resolution 25-44 amending the Comprehensive Plan, changing the land use for certain parcels from Highway Business to Mixed Residential.

Background/Discussion

During the 2021 Comprehensive Plan update, the subject property was identified for future use as Highway Business. The designation was consistent with a development vision near a major highway interchange, which had not yet been constructed. However, this designation does not accurately reflect the existing development of the site, which was established in 2020, and will likely outlast the 20-year time horizon of the Comprehensive Plan. The subject site is 1.75 acres and was developed with mixed residential use townhomes in 2020. The use is also similar to the adjacent Tall Pines residential neighborhood.

The surrounding properties include a mix of residential and commercial uses, making the Mixed Residential land use designation more appropriate and consistent with the existing built environment. Amending the land use guidance to Mixed Residential will ensure consistency with the property's likely long-term use, support future planning efforts, and reduce conflicts with zoning.

Planning Commission

During the public hearing, no one spoke for or against the request, and staff have not received any comments since the commission meeting. The Planning Commission had no questions or concerns about the request and unanimously recommended approval.

Financial Impact

None

Mission/Policy/Goal

Support the growth and development of the community.

Attachments

- I. Planning Commission Memo dated 7-22-2025

The Elk River Vision

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



2. Resolution
3. 7.3 Elk River LU Amendment
4. 7.3 Elk River LU Amendment



Request for Action

To
Planning Commission

Item Number
4.5

Meeting Date
July 22, 2025

Prepared By
Chris Leeseberg, Senior Planner

Item Description
Land Use Amendment: City of Elk River Business Park (BP) to Mixed Residential (MR)

Reviewed by
Zack Carlton

Action Requested

Recommend, by motion, approval of the Comprehensive Plan amendment changing the land use from Highway Business to Mixed Residential.

Background/Discussion

During the 2021 Comprehensive Plan update, the subject property was identified for future use as Highway Business. The designation was consistent with a development vision near a major highway interchange, which had not yet been constructed. However, this designation does not accurately reflect the existing development of the site, which was established in 2020, and will likely outlast the 20-year time horizon of the Comprehensive Plan. The subject site is 1.75-acres and was developed with mixed residential use, townhomes, in 2020. The use is also similar to the adjacent Tall Pines residential neighborhood.

The surrounding properties include a mix of residential and commercial uses, making the Mixed Residential land use designation more appropriate and consistent with the existing built environment. Amending the land use guidance to Mixed Residential will ensure consistency with the property's likely long-term use, support future planning efforts, and reduce potential conflicts with zoning.

Financial Impact
None

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

Attachments

1. Location Map
2. Existing & Proposed Land Uses

The Elk River Vision

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





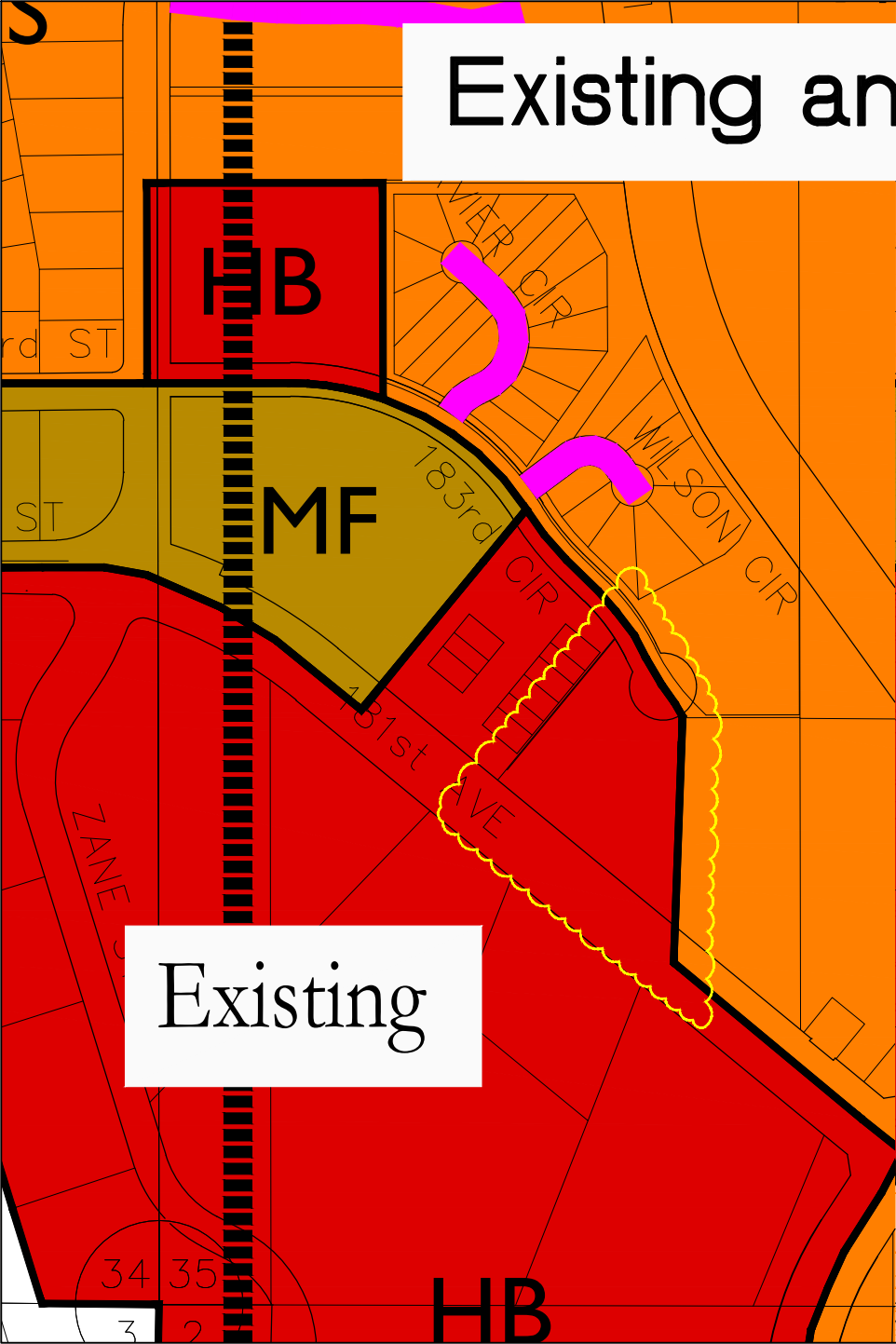
Project Location Map

City of Elk River

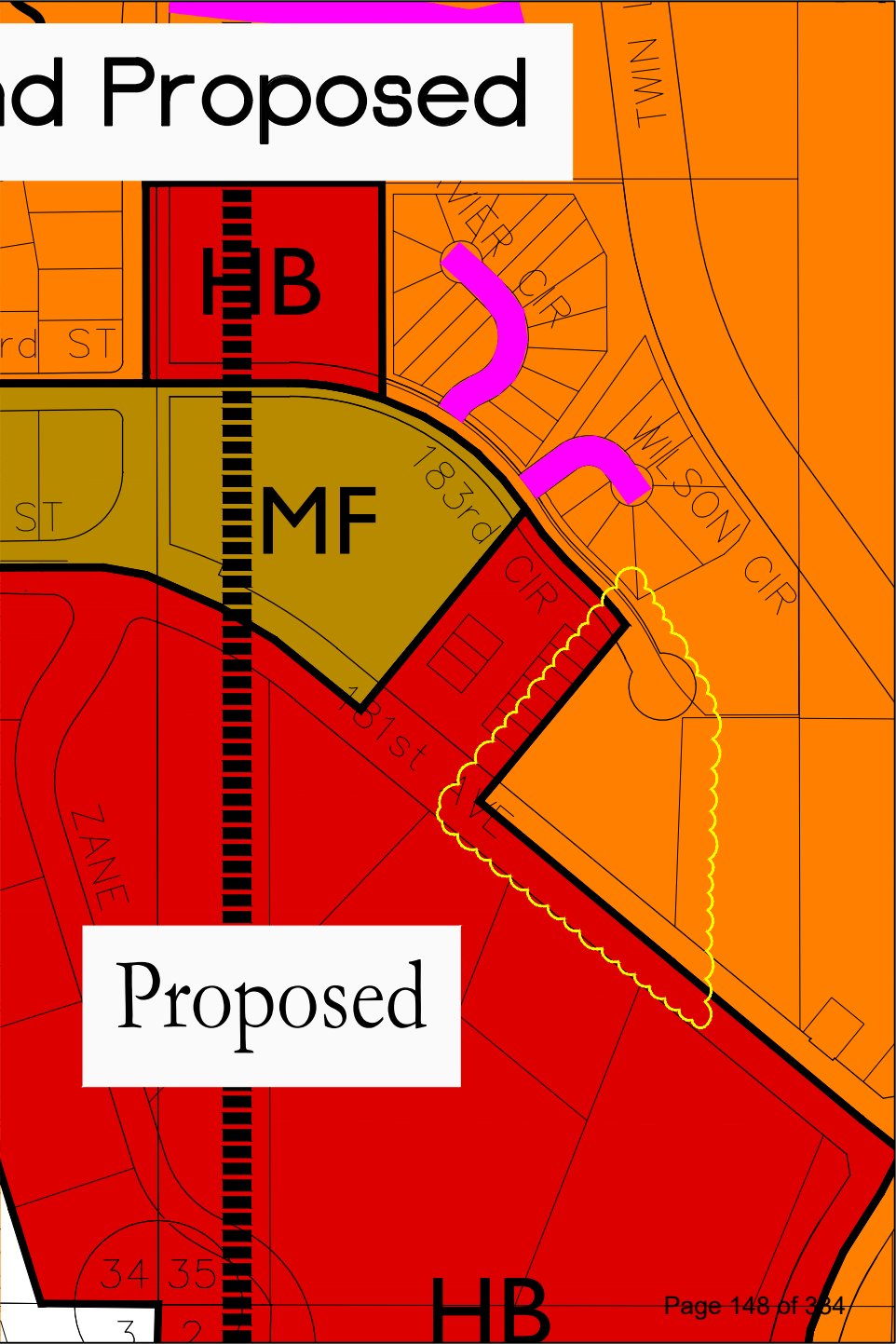
Land Use - LU 25-01



Existing and Proposed



Existing



Proposed



City of Elk River City Council

Resolution 25-44

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

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

WHEREAS, the Planning Commission held a public hearing on July 22, 2025, and recommended approval regarding the Comprehensive Plan amendment request for the property described as in **Exhibit A**, and

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

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

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Elk River, Minnesota, as follows: The Land Use Plan is being amended to change the property as described above from Highway Business to Mixed Residential.

Passed and adopted this 18th day of August 2025.

John J. Dietz, Mayor

ATTEST:

Tina Allard, City Clerk



Exhibit A
LEGAL DESCRIPTION

Lot 1, Block 1, Mulvaney Point Twin Homes, Sherburne County, MN.
Lot 2, Block 1, Mulvaney Point Twin Homes, Sherburne County, MN.
Lot 3, Block 1, Mulvaney Point Twin Homes, Sherburne County, MN.
Lot 4, Block 1, Mulvaney Point Twin Homes, Sherburne County, MN.
Lot 5, Block 1, Mulvaney Point Twin Homes, Sherburne County, MN.
Lot 6, Block 1, Mulvaney Point Twin Homes, Sherburne County, MN.
Lot 7, Block 1, Mulvaney Point Twin Homes, Sherburne County, MN.
Lot 8, Block 1, Mulvaney Point Twin Homes, Sherburne County, MN.
Lot 9, Block 1, Mulvaney Point Twin Homes, Sherburne County, MN.



Item 7.3

Land Use Amendment

city of Elk River





183rd Circle

75-00656-0105

Wilson Circle

13

75-00709-0150

75-00862-0010

SITE

75-00648-0205

1

75-00135-3306

181st Avenue

12

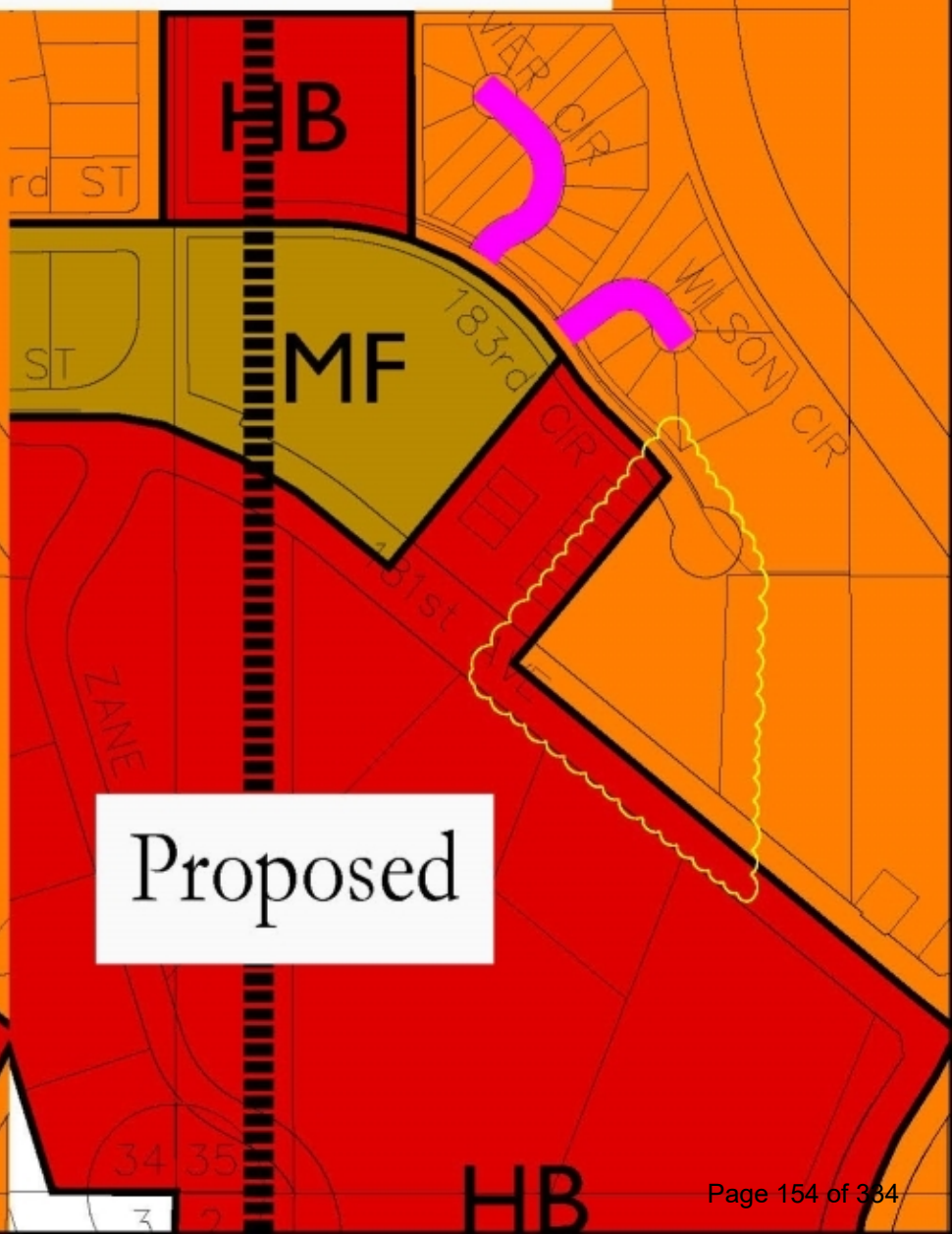
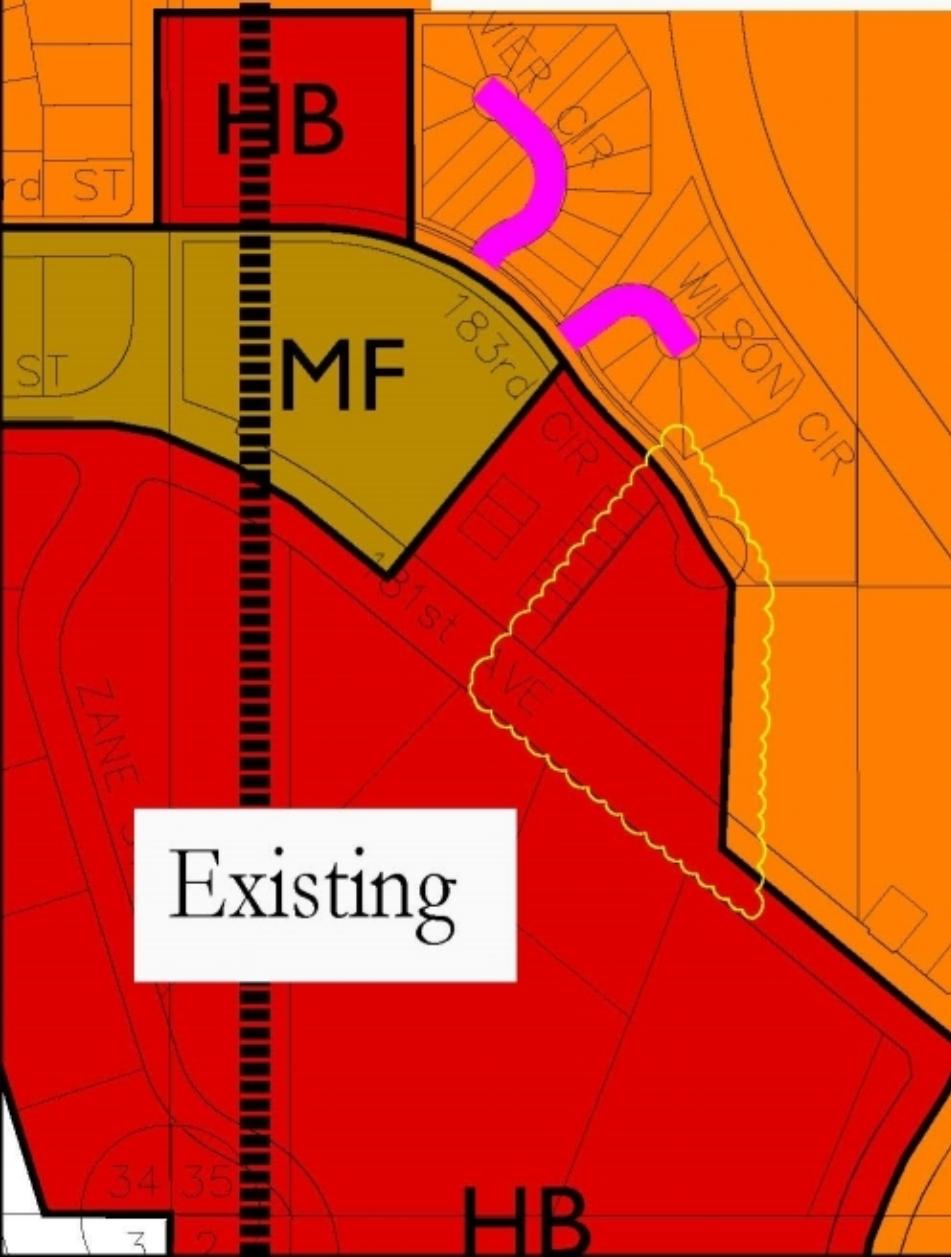
182nd Avenue

75-00648-0210

Background

- Current Land Use
 - Highway Business
 - Does not accurately reflect the existing townhomes (2020)
- Proposed Land Use
 - Mixed Residential
- In general, the land use is guiding for less intensive uses (Highway Business to Residential)

Existing and Proposed



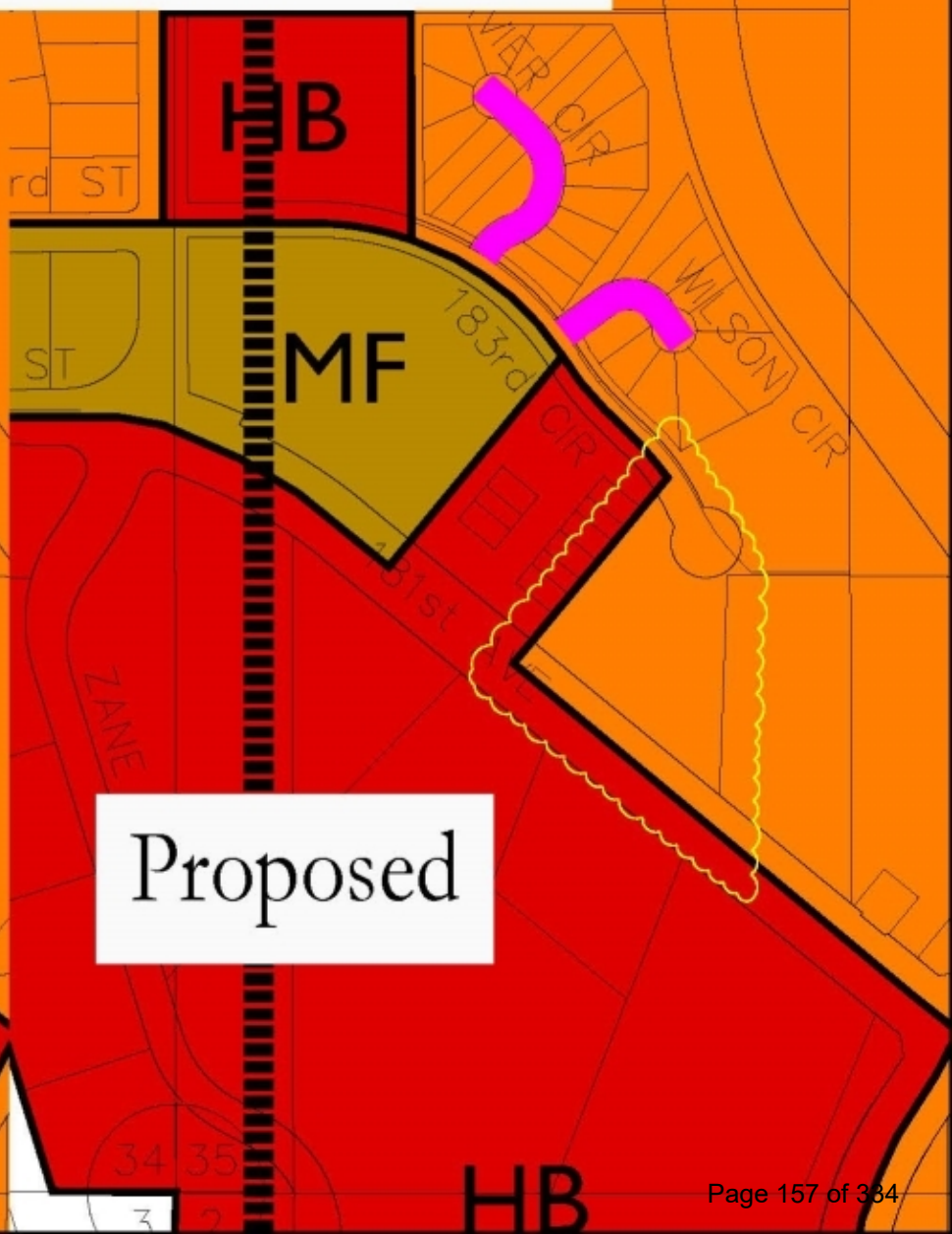
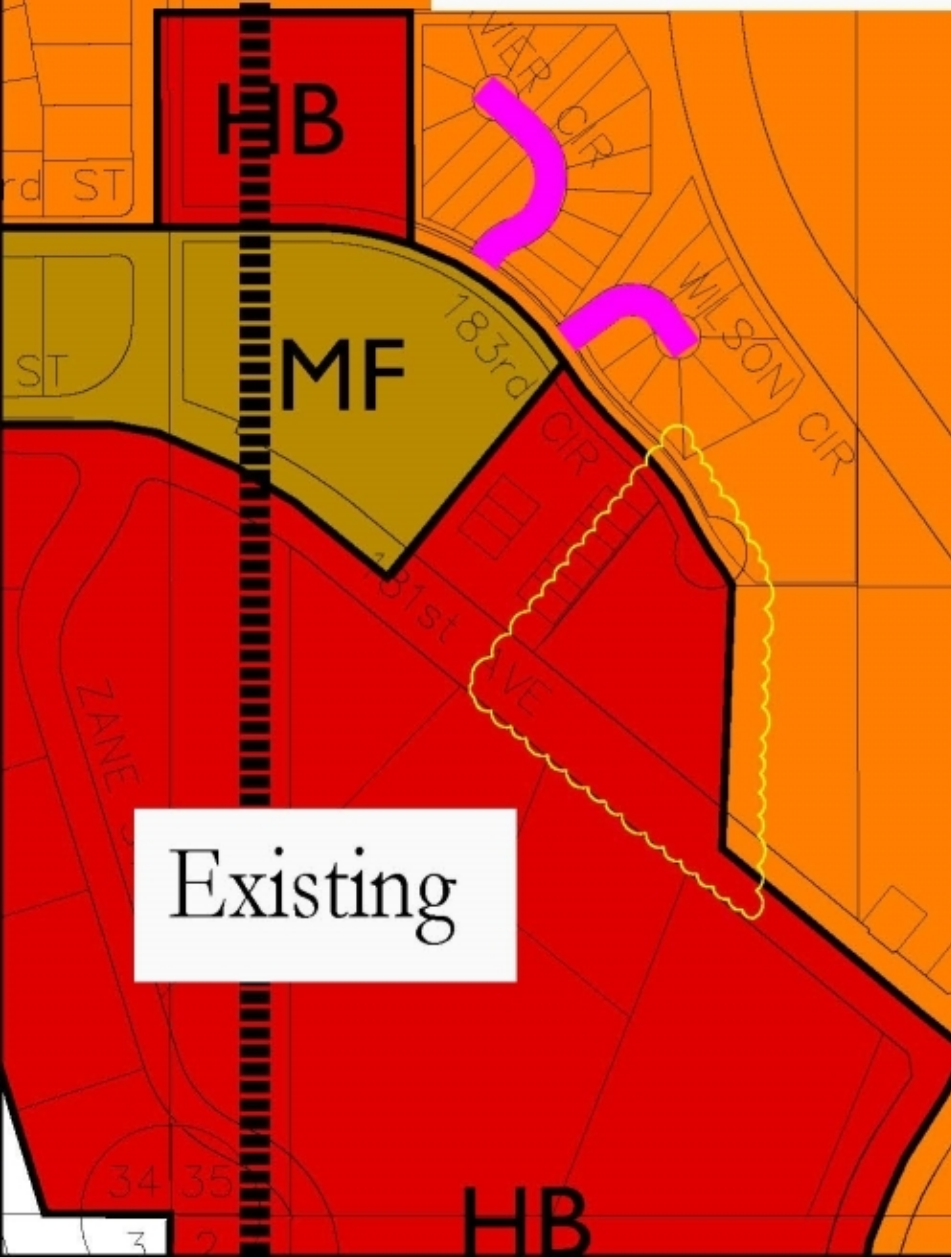
Planning Commission

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

Action Requested

- Adopt Resolution 25-44 amending the Comprehensive Plan, changing the land use for certain parcels from Highway Business to Mixed Residential.

Existing and Proposed





183rd Circle

75-00656-0105

Wilson Circle

13

75-00709-0150

75-00862-0010

SITE

75-00648-0205

1

75-00135-3306

181st Avenue

12

182nd Avenue

75-00648-0210

Item 7.3

Land Use Amendment

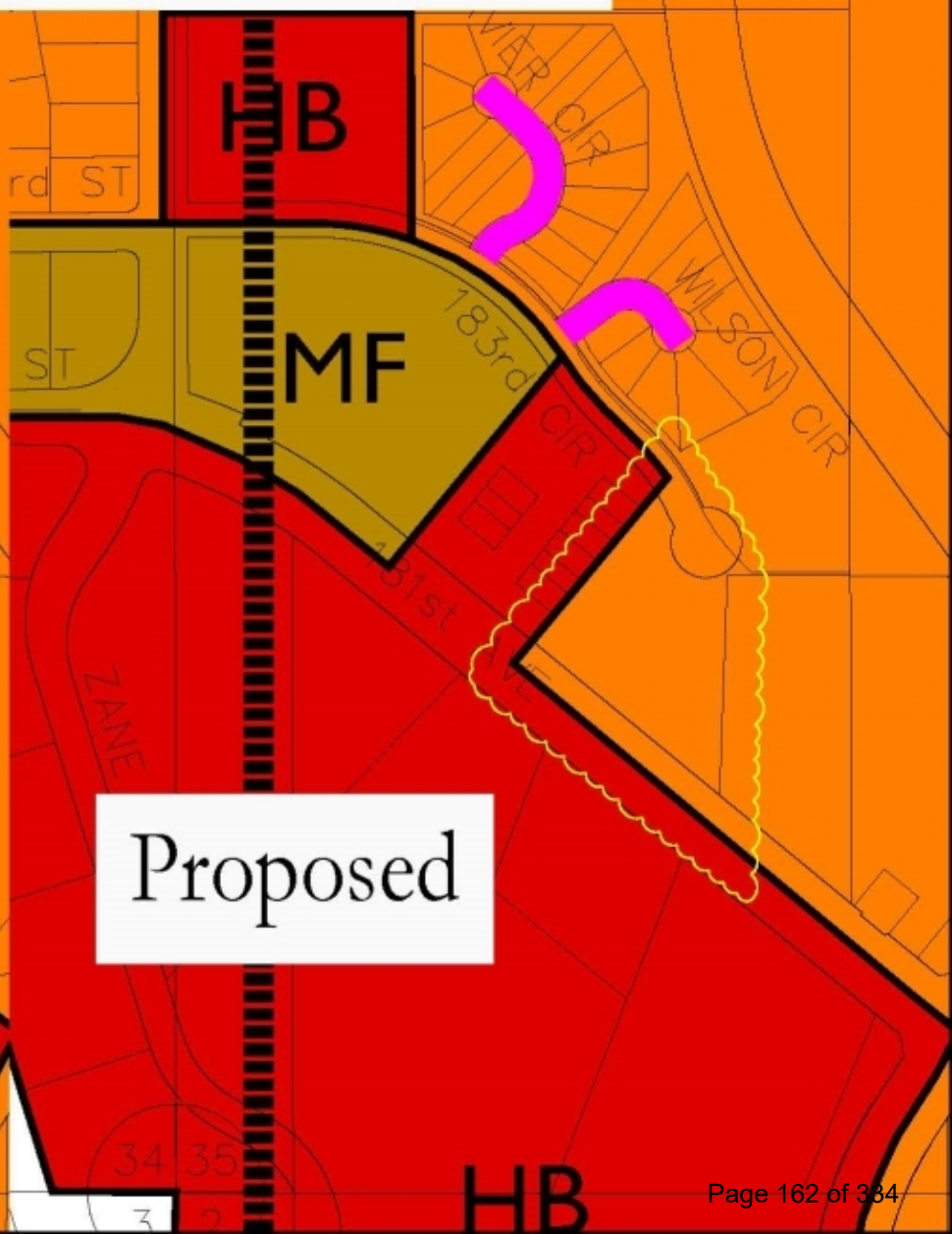
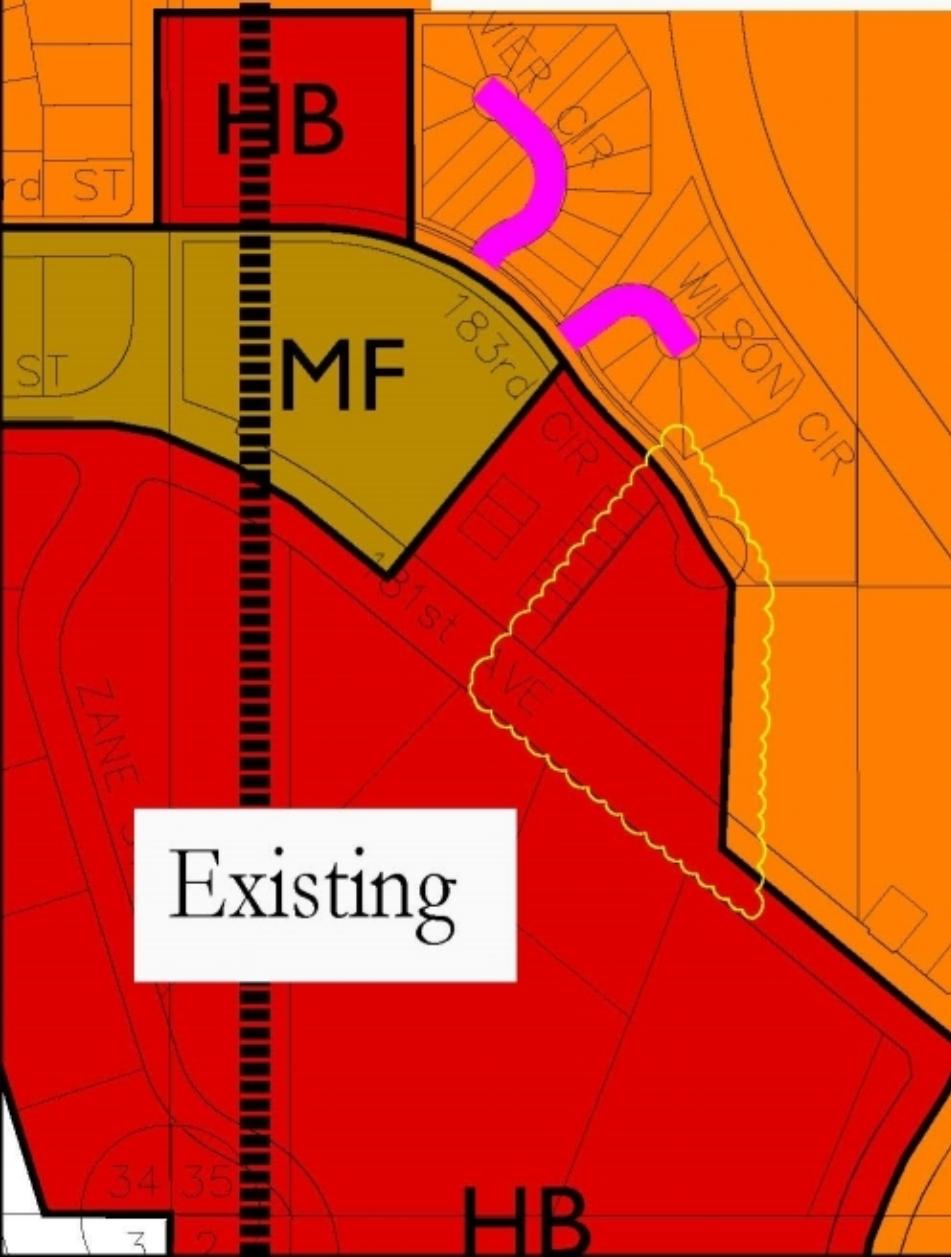
city of Elk River



Background

- Current Land Use
 - Highway Business
 - Does not accurately reflect the existing townhomes (2020)
- Proposed Land Use
 - Mixed Residential
- In general, the land use is guiding for less intensive uses (Highway Business to Residential)

Existing and Proposed



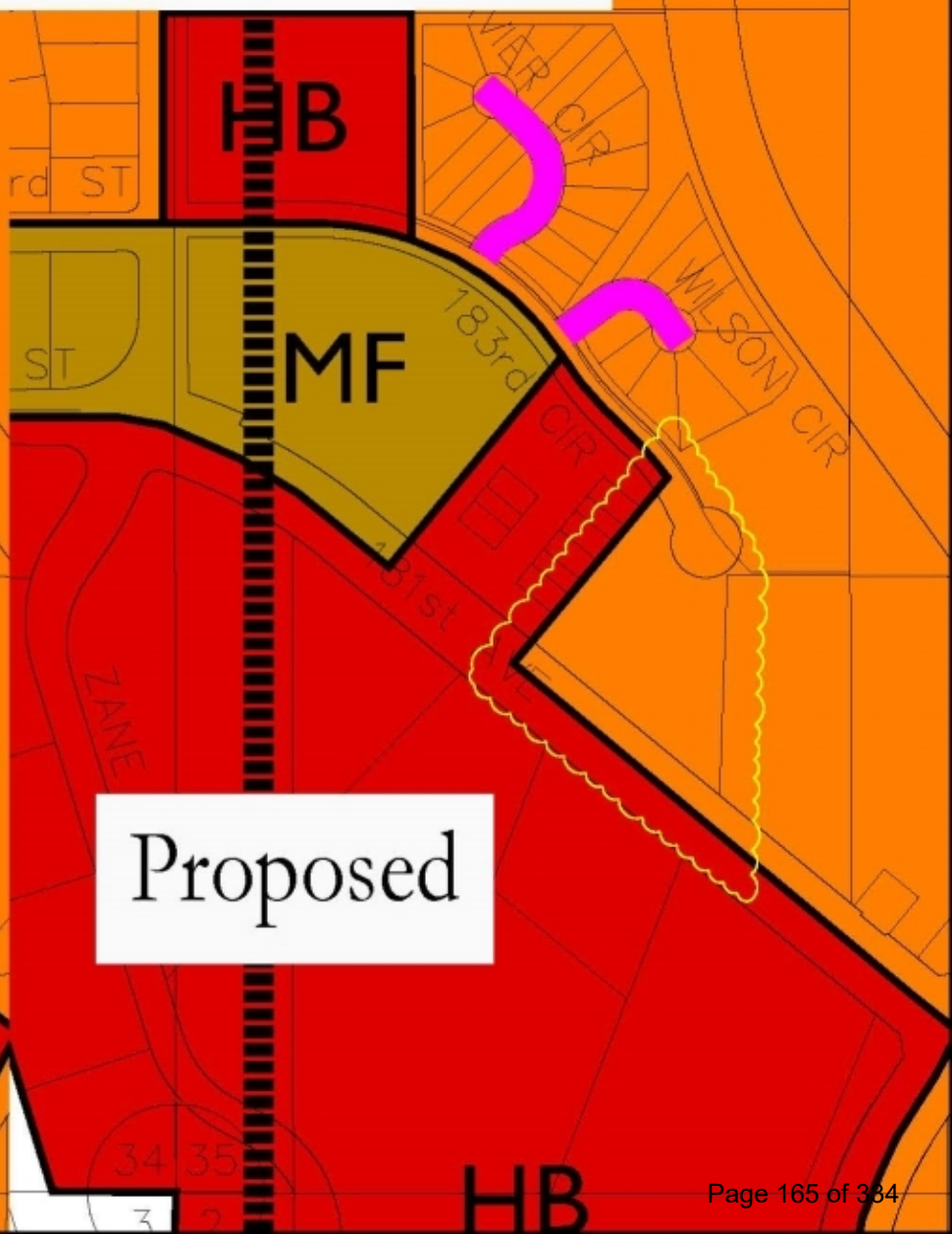
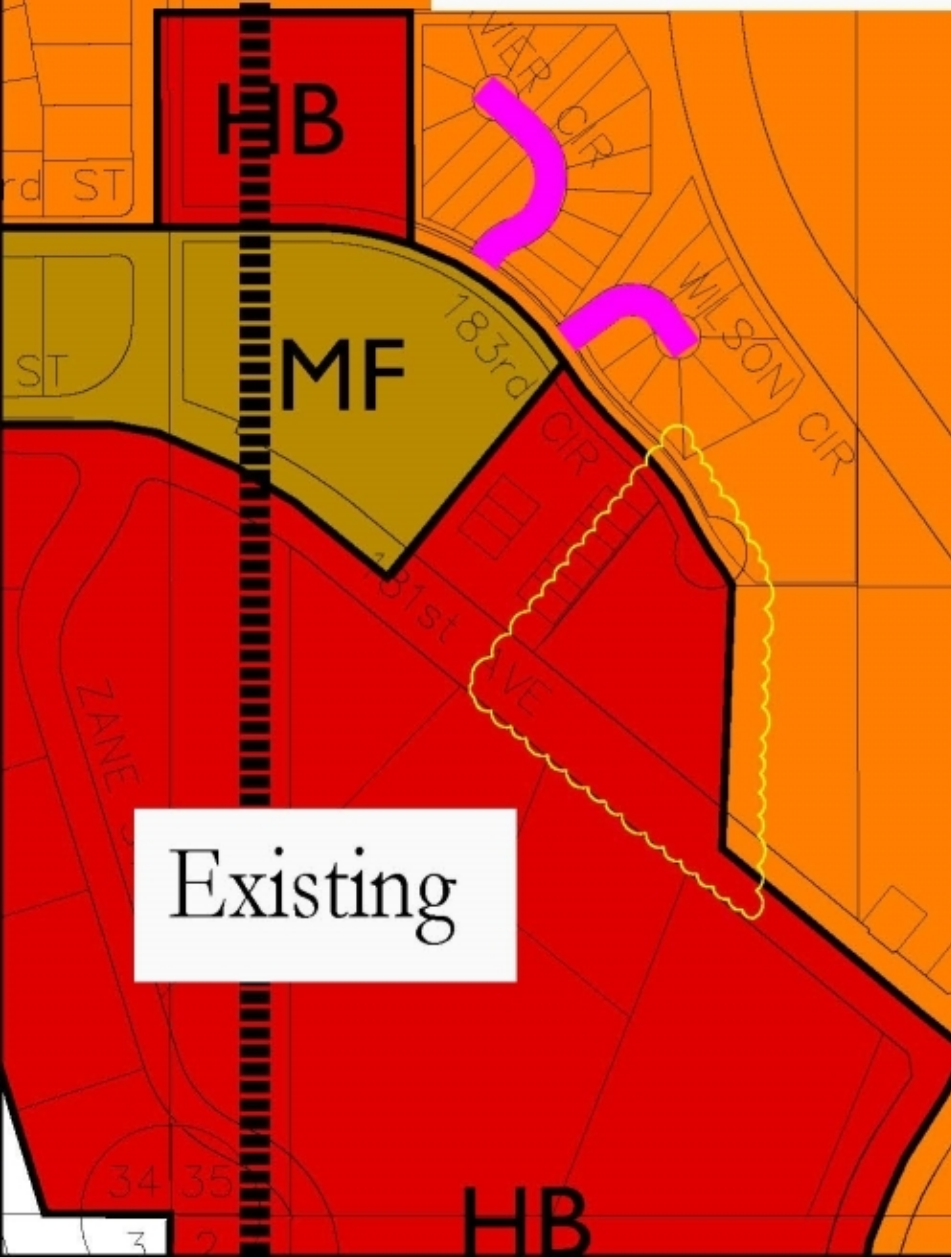
Planning Commission

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

Action Requested

- Adopt Resolution 25-44 amending the Comprehensive Plan, changing the land use for certain parcels from Highway Business to Mixed Residential.

Existing and Proposed





183rd Circle

75-00656-0105

Wilson Circle

13

75-00709-0150

75-00862-0010

SITE

75-00648-0205

1

75-00135-3306

181st Avenue

12

182nd Avenue

75-00648-0210



Request for Action

To
City Council

Item Number
7.4

Meeting Date
August 18, 2025

Prepared By
Chris Leeseberg, Senior Planner

Item Description
Ordinance 25-13: Zone Change, Business Park (BP) to Highway Commercial (C3) and Single Family Residential (R1c) - City of Elk River

Reviewed by
Zack Carlton
Cal Portner
Tina Allard

Action Requested

Adopt Ordinance 25-13 rezoning certain properties from Business Park (BP) to Highway Commercial (C3) and Single Family Residential (R1c), as shown on the Existing and Proposed exhibit.

Background/Discussion

The Comprehensive Plan, adopted by the Elk River City Council in October 2021, includes an updated Land Use Map to guide the community's long-term planning. The subject properties are currently zoned Business Park (BP) but are guided as Highway Business and Mixed Residential. The highway business category primarily consists of a mix of auto-oriented retail and service businesses, restaurants, and community and regional-scale shopping centers. Highway business uses are located along Highway 169 and Highway 10 and have high visibility from these corridors. The mixed residential category consists of neighborhoods with multiple housing types, including single-family detached, townhomes, duplexes, and small-scale multifamily buildings. Mixed residential areas should include existing residential neighborhoods where a gentle increase in density is appropriate.

To ensure consistency between the zoning and the adopted land use designation, the subject properties should be rezoned. The Highway Commercial (C3) and Single Family Residential (R1c) districts are the most appropriate zoning classifications, as the site is located within a regional commercial area and adjacent to residential districts.

Staff recommend rezoning parcels from Business Park (BP) to Highway Commercial (C3) and to Single Family Residential (R1c) as shown on the Existing and Proposed exhibit.

Planning Commission

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

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

Financial Impact

None

The Elk River Vision

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



Mission/Policy/Goal

Ethical, efficient, and responsible.

Attachments

1. Planning Commission Memo dated 07-22-2025
2. Ordinance
3. 7.4 Elk River ZC



Request for Action

To
Planning Commission

Item Number
4.4

Meeting Date
July 22, 2025

Prepared By
Chris Leeseberg, Senior Planner

Item Description
Zone Change: City of Elk River, Business Park (BP)
to Highway Commercial (C3)

Reviewed by
Zack Carlton

Action Requested

Recommend, by motion, approval of the proposed zone changes from Business Park (BP) to Highway Commercial (C3) and Single Family Residential (R1c) as shown on the Existing and Proposed exhibit.

Background/Discussion

The Comprehensive Plan, adopted by the City Council in October 2021, includes an updated Land Use Map to guide the community's long-term planning. The subject properties are currently zoned Business Park (BP) but are guided as Highway Business and Mixed Residential. The highway business category primarily consists of a mix of auto-oriented retail and service businesses, restaurants, and community and regional-scale shopping centers. Highway business uses are located along Highway 169 and Highway 10 and have high visibility from these corridors. The mixed residential category consists of neighborhoods with multiple housing types, including single-family detached, townhomes, duplexes, and small scale multi-family buildings. Mixed residential areas should include existing residential neighborhoods where a gentle increase in density is appropriate, such as surrounding the downtown as well as new neighborhood subdivisions.

To ensure consistency between the zoning and the adopted land use designation, the subject properties should be rezoned to better align with the existing uses. The Highway Commercial (C3) and Single Family Residential (R1c) districts are the most appropriate zoning classifications, as the site is located within a regional commercial area and adjacent to residential districts.

Staff recommend rezoning the parcels from Business Park (BP) to Highway Commercial (C3) and Single Family Residential (R1c) as shown on the Existing and Proposed exhibit.

Financial Impact

None

Mission/Policy/Goal

Ethical, efficient, and responsible.

Attachments

I. Location Map

The Elk River Vision

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



2. Proposed and Existing Zoning Exhibit



Project Location Map

City of Elk River

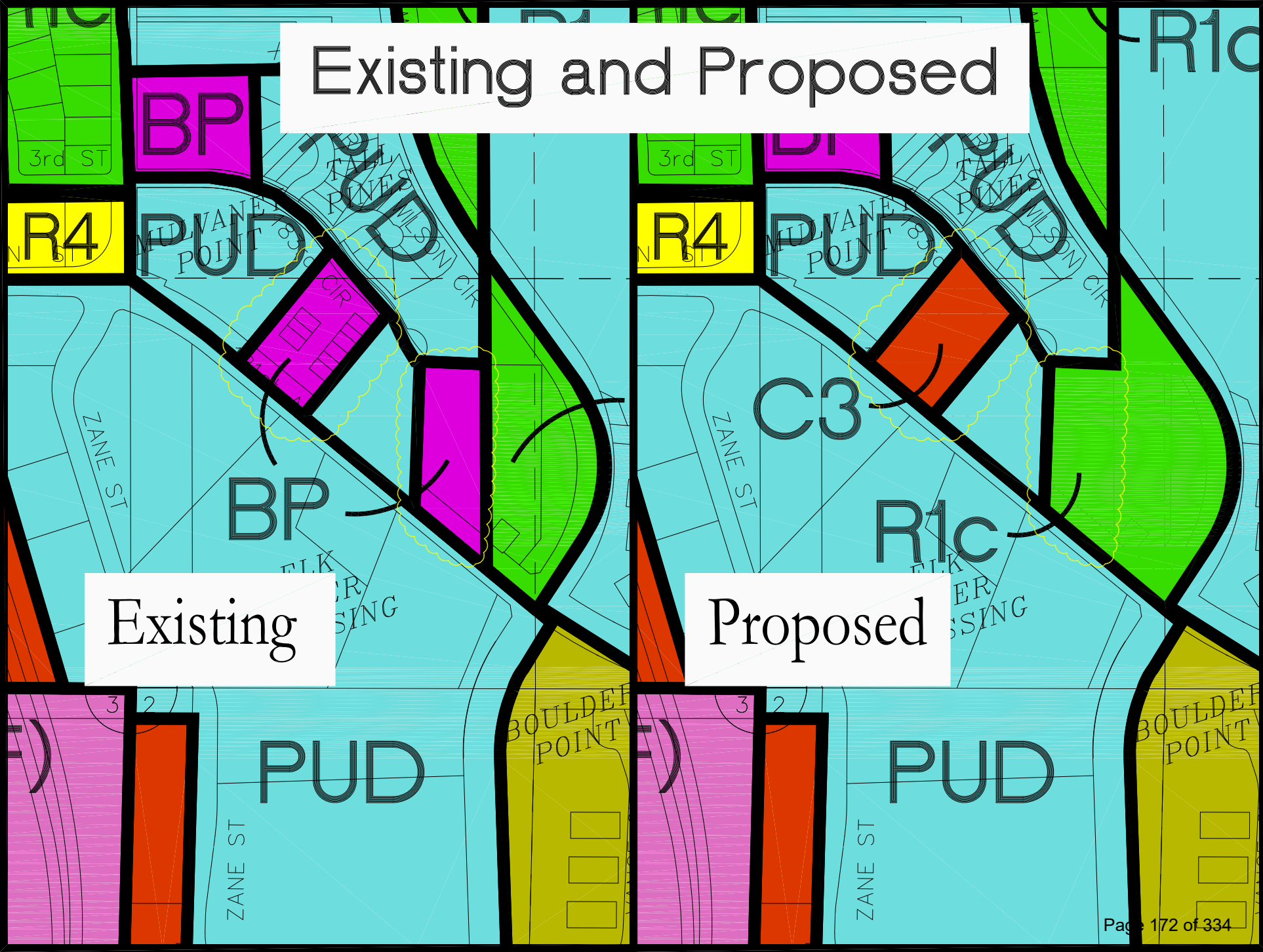
Zone Change - ZC 25-01

Site #1 BP to C3

Site #2 BP to R1c



Existing and Proposed





Ordinance 25-13

An Ordinance Amending the Zoning Map of the City of Elk River, Minnesota, to Rezone Certain Property from BP (Business Park) to C3 (Highway Commercial) and Single Family Residential (R1c)

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

SECTION 1. That the duly adopted Zoning Map of the City of Elk River is hereby amended to rezone the property described on attached **Exhibit A** to Highway Commercial (C3)

SECTION 2. That the duly adopted Zoning Map of the City of Elk River is hereby amended to rezone the property described on attached **Exhibit B** to Single Family Residential (R1c)

SECTION 3. That the rezonings approved by this Ordinance are based on the following findings:

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

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

Passed and adopted by the City Council of the City of Elk River this 18th day of August, 2025.

John J. Dietz, Mayor

ATTEST:

Tina Allard, City Clerk



Exhibit A
LEGAL DESCRIPTION

Lots 1-10, Block 1, The Pines Town Office Park, Sherburne County, MN.



Exhibit B
LEGAL DESCRIPTION

All that part of the Southwest Quarter of the Southwest Quarter (SW1/4 SW1/4) of Section 35, Township 33, Range 26, described as follows:

Commencing at the intersection of the West line of the East 10 rods of said SW1/4 SW1/4 with the centerline of County State Aid Highway No. 12; thence North along said West line of the East 10 rods a distance of 626.90 feet; thence West at right angles a distance of 208.70 feet to a point to be hereafter known as point "A" for the purpose of this description; thence South parallel with said West line of the East 10 rods to the centerline of said County State Aid Highway No. 12 and the actual point of beginning of the land to be described; thence Northwesterly along said centerline a distance of 22.08 feet; thence Northerly to the aforescribed point "A"; thence South parallel with said West line of the East 10 rods to the point of beginning. Subject to that part thereof taken for said County State Aid Highway No. 12.



Item 7.4

Zone Change

city of Elk River





SITE #1

SITE #2

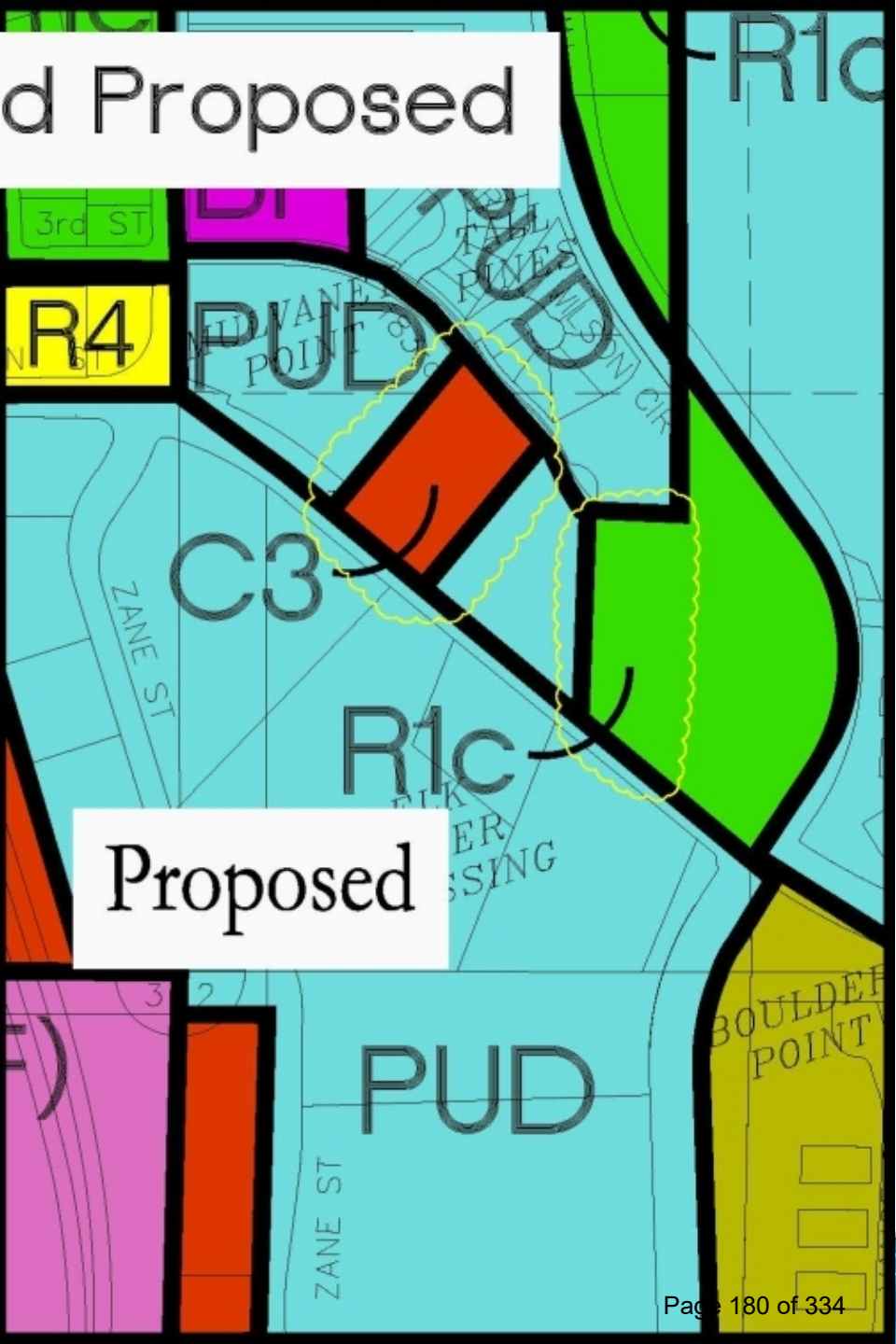
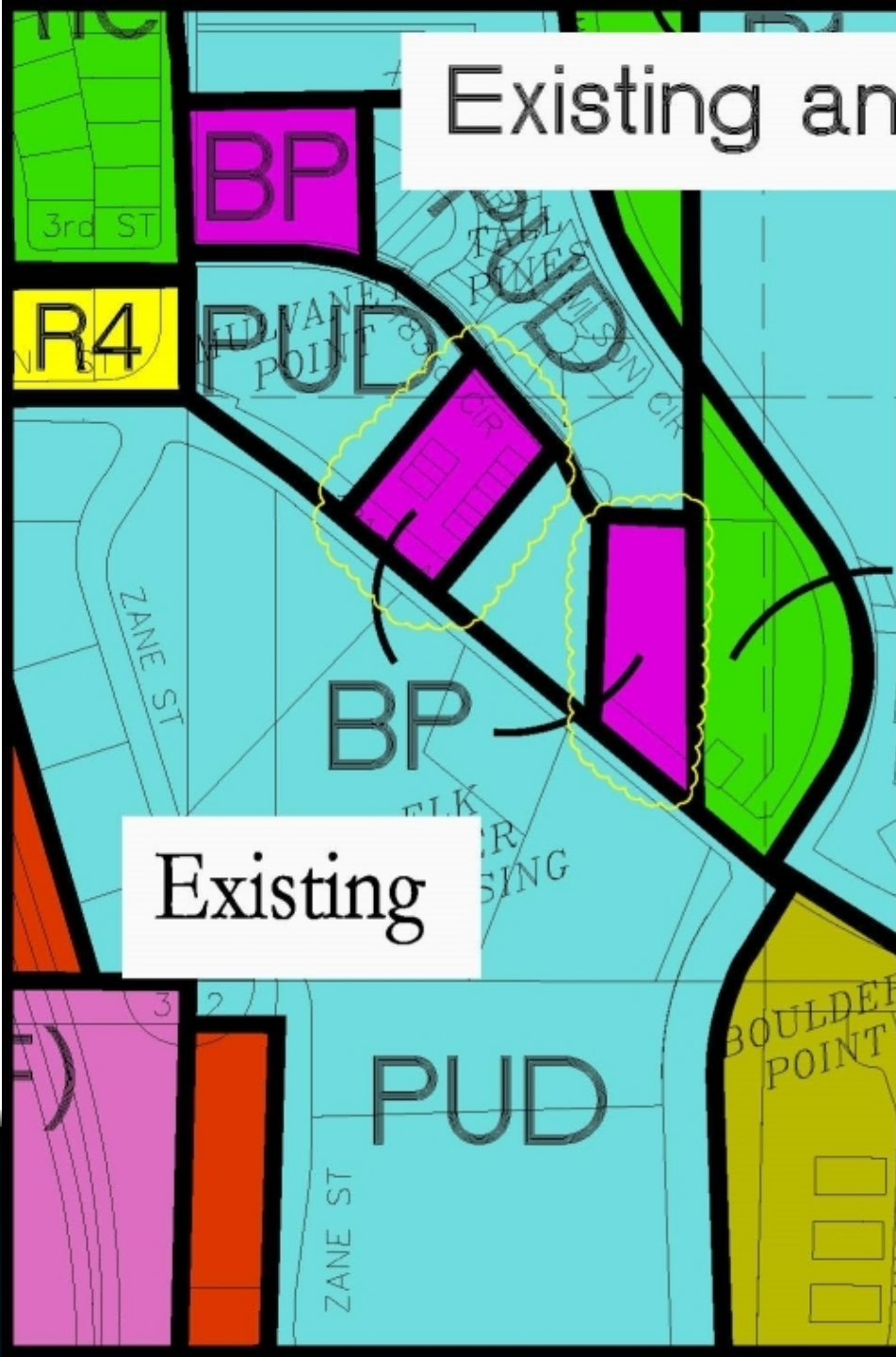
Background

- Land Uses
 - Highway Business
 - Mixed Residential
- Zoning is BP – doesn't match

Background

- To ensure consistency between the zoning & land use
- Properties should be rezoned to better align
- The Highway Commercial (C3) and Single Family Residential (R1c) districts are the most appropriate zoning classifications
- Site is located within a regional commercial area and adjacent to residential districts
- In general, the zoning is becoming less intensive than the current allowed uses (Business Park & pseudo-Industrial)

Existing and Proposed



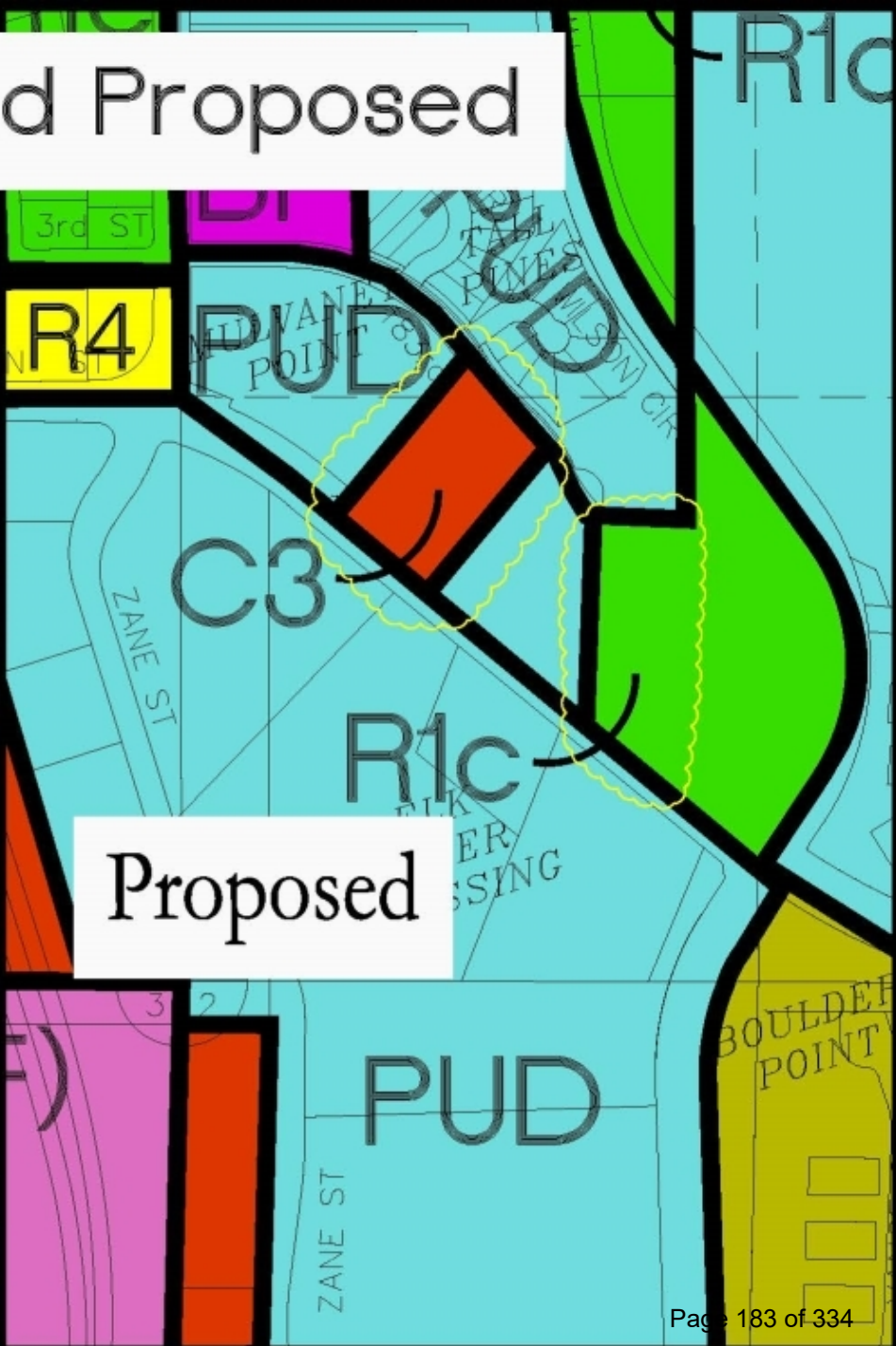
Planning Commission

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

Action Requested

- Adopt Ordinance 25-13 rezoning certain properties from Business Park (BP) to:
 - Highway Commercial (C3) and
 - Single Family Residential (R1c)

Existing and Proposed





et 183rd Circle

75-00656-0105

Wilson Circle

13

75-00709-0150

75-00862-0010

SITE #1

75-00648-0205

1

SITE #2

75-00135-3306

181st Avenue

12

182nd Avenue

75-00648-0210



Request for Action

To
City Council

Item Number
7.5

Meeting Date
August 18, 2025

Prepared By
Zack Carlton, Community Development Director

Item Description
Conditional Use Permit: Renewable Natural Gas Facility, Elk River Landfill/Waste Management - 22460 Highway 169

Reviewed by
Cal Portner
Tina Allard

Action Requested

Approve the Conditional Use Permit for a renewable natural gas processing facility on the Elk River Landfill site, subject to the following conditions:

1. Waste Management must receive all required land use and zoning approvals from Sherburne County for the portion of the operation within their jurisdiction.
2. Approval of the associated variance (V 25-10) approving a zero-foot lot line setback.
3. Any work within MnDOT right-of-way, including underground utility work, will require additional permitting from the state.
4. Utility work within the city's right-of-way requires separate permitting and is in addition to all commercial building permit requirements.

Background/Discussion

The Elk River Landfill has operated in the city for a number of years, and in that time has received a number of permits to amend its operation. The most recent amendment was received in 2023, permitting expansion of the landfill and supporting additional stormwater infrastructure. The current CUP amendment would allow the development of a renewable natural gas processing facility (RNG). This facility will collect the waste gases generated by the decomposing trash in the landfill, refine and clean the gas, and pump the gas to a large natural gas pipeline on the east side of Highway 169, where it can be used in homes and businesses. This waste gas is currently burned off on-site.

The Elk River Landfill previously had a power plant on site that used waste gases to generate electricity. This facility was removed a few years ago, and the gas has been burned off since. The proposed RNG operation will again provide an opportunity to recycle the waste gas rather than burn it off.

The property is within the Solid Waste Facility Overlay District, where solid waste facilities are allowed with a Conditional Use Permit. The landfill meets this definition, and the proposed RNG use is an amendment to the current permit, but is an accessory to the principal use. The CUP application is part of a larger group of applications submitted by both Waste Management (the landfill) and Minnesota Municipal Power Association (MMPA) to support the full operation of the facility - harvesting, processing/cleaning, and pumping. The CUP operation also requires a variance (V 25-10) as the chosen site crosses property lines and the jurisdictional boundary between Elk River and Livonia Township. Waste Management is working directly with the planning

The Elk River Vision

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



and zoning staff at Sherburne County to receive approval of the operation located outside the City of Elk River. Approval of all land use and zoning permits from the county is a condition of approval for this CUP.

Planning Commission

The commission held a public hearing regarding this item on July 22, 2025. The commission asked about potential fumes and noise from the operation. Staff noted that the gas is currently burned off and that it is also associated with an existing landfill, meaning fumes will likely not create detrimental impacts. The site is also adjacent to Highway 169 and incorporated into the landfill operation, mitigating noise concerns.

The Commission had no additional concerns and unanimously recommended approval.

After the public hearing, staff received a question from the public regarding the timing of the project. The applicant indicated that they would like to begin work this fall and continue for approximately one year.

The Board of Adjustments also approved the zero-foot setback variance (V 25-10) on July 22, 2025.

Financial Impact

None

Mission/Policy/Goal

Support the growth and development of the community.

Meet changing needs - agile.

Attachments

1. Planning Commission Memo dated July 22, 2025
2. CU 25-08 Conditional Use Permit
3. 7.5 Landfill CUP



Request for Action

To
Planning Commission

Item Number
4.1

Meeting Date
July 22, 2025

Prepared By
Zack Carlton, Community Development Director

Item Description
Conditional Use Permit: Renewable Natural Gas Facility - Elk River Landfill/Waste Management, 22460 Highway 169

Reviewed by
Chris Leeseberg

Action Requested

Recommend, by motion, approval of the Conditional Use Permit granting approval of a renewable natural gas processing facility on the Elk River Landfill site, subject to the following conditions:

1. Waste Management must receive all required land use and zoning approvals from Sherburne County for the portion of the operation within their jurisdiction.
2. Approval of the associated variance (V 25-10) granting approval of a zero-foot lot line setback.
3. Any work within MnDOT right-of-way, including underground utility work, will require additional permitting from the state.
4. Utility work within the city's right-of-way requires separate permitting, and is in addition to all commercial building permit requirements.

Background/Discussion

The Elk River Landfill has operated in the city for a number of years, and in that time has received a number of permits to amend their operation. The most recent amendment was received in 2023, permitting expansion of the landfill and supporting additional stormwater infrastructure. The current CUP amendment would allow the development of a renewable natural gas processing facility (RNG). This facility will collect the waste gases generated by the decomposing trash in the landfill, refine and clean the gas, and pump the gas to a large natural gas pipeline on the east side of Highway 169 where it can be used in homes and businesses. This waste gas is currently burned off on-site.

The Elk River Landfill previously had a power plant on site that used waste gases to generate electricity. This facility was removed a few years ago and the gas has been burned off since. The proposed RNG operation will again provide an opportunity to recycle the waste gas rather than burn it off.

The property is within the Solid Waste Facility Overlay district where solid waste facilities are allowed with a Conditional Use Permit. The landfill meets this definition and the proposed RNG use is an amendment to the current permit, but is an accessory to the principal use. The CUP application is part of a larger group of applications submitted by both Waste Management (the landfill) and Minnesota Municipal Power Association (MMPA) to support the full operation of the facility - harvesting, processing/cleaning, and pumping. The CUP operation also requires a variance (V 25-10) as the chosen site crosses property lines and the jurisdictional boundary between Elk River and Livonia Township. Waste Management is working directly with the planning

The Elk River Vision

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



and zoning staff at Sherburne County to receive approval of the operation located outside the City of Elk River. Approval of all land use and zoning permits from the county is a condition of approval for this CUP.

Site Plan

The facility includes a new building and equipment to support the RNG operation. The site is located along the northern border with Livonia Township and equipment is located within both jurisdictions. The main building is in the City of Elk River along with some equipment, but the largest tanks and processing equipment are located across the border. A series of support structures are planned along the property line and pipes and conduits will cross the property line, but no structures or equipment will.

Access to the site will largely be internally from the landfill site. The closest existing access to Highway 169 is south of the proposed facility. No new access points with the highway are proposed.

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 landfill operates on all the surrounding properties on the west side of Highway 169 and is not near residential properties, which may find this use detrimental to the use of their properties. Additionally, the proposed operation allows the landfill to stop or significantly reduce the burning of waste gas and instead recycle the fuel into a resource to be used by the community.

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

The underlying land use of the property is industrial. This land use guidance supports higher-intensity industrial operations within the community, including landfill and solid waste facilities.

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

The subject site and surrounding area are already developed for landfill and gravel mining operations. The use will not impede the normal and orderly development and improvement of surrounding vacant property.

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

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

The materials leaving the site will be conveyed through underground pipes and traffic specific to this operation will be minimal when compared to the traffic supporting the landfill operation.

- 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 use is intended to reduce negative environmental impacts by recycling a waste product that is currently being burned on site into something useful for residential and commercial operations within the community.

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

While the project includes a new building and supporting equipment, the site has been impacted with the landfill uses, and the improvements will not result in the destruction, loss or damage of a natural, scenic or historic feature of major importance.

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

The use will 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.

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

Together we win.

Attachments

1. Location Map
2. Applicant's Narrative and Plans
3. Site Plan



Project Location Map

Elk River Landfill

Variance
Conditional Use Permit

Case No: V 25-10 & CU 25-08



**SETBACK VARIANCE REQUEST
TO
THE CITY OF ELK RIVER
FOR
ELK RIVER LANDFILL
RENEWABLE NATURAL GAS PROJECT**

June 30, 2025

Table of Contents

Section 1.	Introduction	Page 1
Section 1.1	Waste Management Background	Page 1
Section 1.2	MMPA Background	Page 1
Section 1.3	Proposed Project Summary	Page 1
Section 2.	Setback Variance Request	Page 2
Section 2.1	Project Narrative	Page 2
Section 2.2	Variance Request	Page 2
Attachment A.	Legal Description	Page A-1
Attachment B.	Setback Plan	Page B-1

Section 1. Introduction

Section 1.1 Waste Management Background

Elk River Landfill, Inc. (ERL), a wholly owned subsidiary of Waste Management (WM) of Minnesota, Inc., owns and operates a mixed municipal solid waste (MSW) landfill (Landfill) under Minnesota Solid Waste Permit Number SW-74. The Landfill is located along U.S. TH 169 in the NW 1/4 of Section 3, T33N, R26W, and the SW 1/4 of Section 34, T34N, R26W, Sherburne County, Minnesota.

The Landfill is permitted to accept MSW, construction and demolition debris, yard waste for composting, and industrial waste in accordance with a MPCA-approved Industrial Solid Waste Management Plan. ERL maintains a Solid Waste Facility (SWF) license and a conditional use permit in accordance with City of Elk River (the City) requirements.

Section 1.2 MMPA Background

The Minnesota Municipal Power Agency (MMPA or Agency) is a municipal power agency and political subdivision of the State of Minnesota engaged in the generation and transmission of electrical power and energy to twelve municipally owned member utilities. MMPA currently serves the Minnesota municipal utilities in Anoka, Arlington, Brownston, Buffalo, Chaska, East Grand Forks, Elk River, Le Sueur, North St. Paul, Olivia, Shakopee, and Winthrop. The member communities, including the City of Elk River, in turn deliver and sell the electricity to residential and business customers in their communities.

MMPA's mission is to provide reliable, competitively priced power to its members and to create value for both the Agency and its members. MMPA's power supply portfolio is a mix of owned generation and power purchase agreements and a combination of conventional and renewable resources. MMPA completed a renewable natural gas project in Le Sueur, MN and plans to add further RNG projects to its portfolio, including this proposed project in Elk River.

Section 1.3 Proposed Project Summary

The proposed project is a landfill gas (LFG) to renewable natural gas (RNG) processing facility. ERL and MMPA executed a contract for MMPA to build, own, and operate the LFG to RNG facility at the Landfill. Under the agreement, ERL will deliver LFG to the MMPA plant for processing and cleanup. MMPA will deliver the RNG to the Northern Natural Gas (NNG) interstate pipeline.

The LFG to RNG cleanup process includes the removal of water vapor, carbon dioxide, nitrogen, oxygen, and other impurities. The processed RNG will be delivered to the NNG pipeline. Process byproducts will be returned to the ERL for disposal under existing permits.

Section 2. Setback Variance Request

Section 2.1 Project Narrative

ERL and MMPA are proposing to develop a landfill gas (LFG) to renewable natural gas (RNG) processing facility located at the Elk River Landfill in Elk River, MN. The legal description of the property is provided in Attachment A.

Landfill gas collected by ERL will be delivered to the RNG facility for processing and cleanup. The RNG facility will remove water vapor, carbon dioxide, nitrogen, oxygen, and other impurities. The processed RNG will be transported via an underground low-pressure pipeline to a location approximately two miles east of the property for delivery to the NNG interstate pipeline. Process byproducts will be returned to the ERL for disposal under existing permits.

The RNG facility equipment will utilize membrane separation, pressure swing absorption, and media vessels to process and clean the gas. The RNG equipment will also utilize blowers and compressors to move the gas through the process. Cooling equipment will be used to cool oil and gas throughout the facility.

The RNG facility will convert the existing LFG to a beneficial use as a renewable fuel. Once delivered to the interstate pipeline, RNG will be used by downstream customers such as homes, businesses, transportation, and power generation. Currently, LFG is combusted through ERL's flare. The LFG to electricity generation plant at this site is no longer in operation.

Section 2.2 Variance Request

ERL owns and operates the Landfill on multiple parcels within the City of Elk River and Livonia Township in Sherburne County, including the adjacent property to the north.

ERL and MMPA request a zero (0) foot setback variance from the north property boundary of the proposed project location. The proposed site layout, indicating equipment, buildings, accessways, fencing and property boundaries are included in Attachment B.

The proposed project is located on parcels in both the City and County because of the location of the landfill gas supply and the need to have sufficient access around the facility. The proposed building is located within the city limits. The only facilities crossing the city boundary are piping supports.

The following information is provided as required by the City of Elk River ordinance Section 30-365.

A variance may be granted by the board only if it finds that:

(1) The variance is in harmony with the general purpose and intent of the ordinance.

The proposed project is located within the Solid Waste Facility overlay zoning district. The adjacent property to the north is also owned by ERL and used as part of the Landfill. Because of the ownership and use of the northern adjacent property, the variance is in harmony with the ordinance.

(2) The variance is consistent with the City of Elk River comprehensive plan.

The City of Elk River comprehensive plan designates the land of the proposed project for Industrial use. The proposed LFG to RNG processing facility is consistent with the comprehensive plan.

Variances may be granted when the petitioner establishes that there are practical difficulties in complying with the zoning ordinance. Practical difficulties means that:

(1) The petitioner proposes to use the property in a reasonable manner not permitted by the zoning ordinance

The zoning ordinance requires a 20-foot side building setback from the property line. However, the landfill is located on multiple parcels within the City of Elk River and Livonia Township, including the property to the north. The proposed use is reasonable for a facility covering multiple parcels.

(2) The plight of the petitioner is due to circumstances unique to the property not a consequence of the petition's own action or inaction

The proposed project location was selected based on access to the landfill gas supply and the existing landfill equipment. In addition, sufficient access around the facility was needed for safety and routine operations and maintenance. Alternate locations were not feasible for the project.

(3) The variance, if granted, will not alter the essential character of the locality.

The proposed project is within the landfill and land owned by ERL. The project will not alter the essential character of the locality.

Attachment A. Legal Description

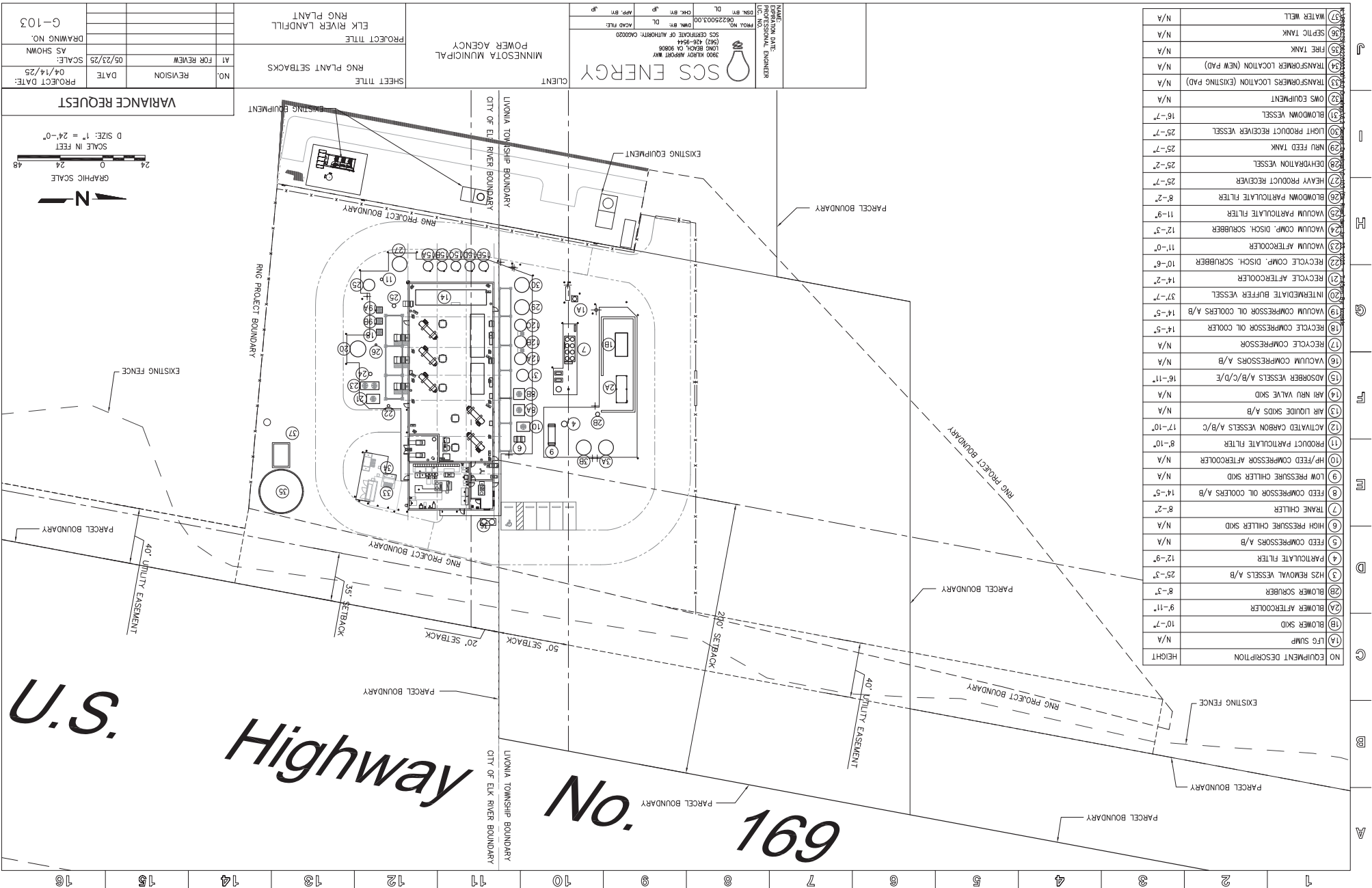
Parcel ID	75-00103-2105
Sec-Twp-Rng	Sec.3 T33N R26W
Legal Description	EAST 650 FT OF THE N 1/2 OF THE NW 1/4 LYING W OF US HWY 169.



Map of Parcel

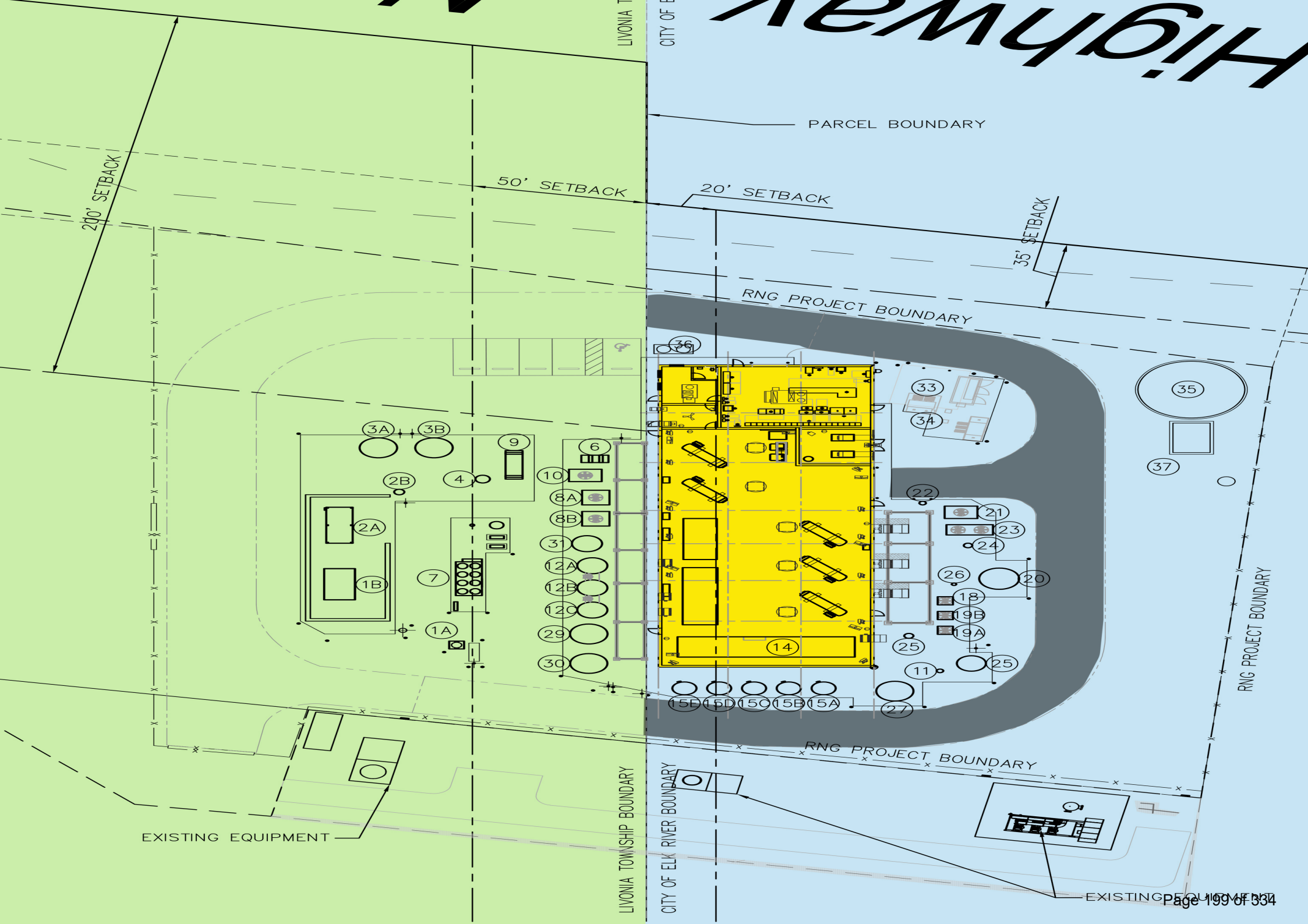
Attachment B. Setback Plan

See Drawing G-103.



VARIANCE REQUEST	
PROJECT DATE: 04/14/25	SCALE: AS SHOWN
REVISION: 05/23/25	DRAWING NO. G-103
SHEET TITLE: RNG PLANT SETBACKS	
PROJECT TITLE: ELK RIVER LANDFILL RNG PLANT	
CLIENT: MINNESOTA MUNICIPAL POWER AGENCY	
SCS ENERGY	
NAME: JANE DOE, PROFESSIONAL ENGINEER	
LICENSE NO. 12345	
FIRM: SCS ENERGY	
ADDRESS: 3900 KILROY AVENUE, LONG BEACH, CA 90808	
PHONE: (562) 456-7890	
FAX: (562) 456-7891	
EMAIL: JDOE@SCS-ENERGY.COM	
CHECKED BY: J. DOE	
DATE: 05/23/25	
APPROVED BY: J. DOE	
DATE: 05/23/25	

Highway



CITY OF ELK RIVER
SHERBURNE COUNTY

CONDITIONAL USE PERMIT
Case No. CU 25-08

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

Conditional Use Permit for a Renewable Natural Gas Facility at 22460 US Highway 169

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

That part of the Southwest Quarter of Section 3, Township 33, Range 26, Sherburne County, Minnesota, lying south of the South line of the North 525.00 feet thereof, and lying west of U.S. Highway No. 169; and that part of the Northeast Quarter of the Southeast Quarter of Section 4, Township 33, Range 26, said county, lying south of the South line of the North 525.00 feet thereof, and lying east of the former Great Northern Railroad. and lying south of the following described line;

Beginning at the intersection of said South line of the North 525.00 feet with the West right of way line of said U.S. Highway No. 169; thence South 07 degrees 30 minutes 44 seconds East, assuming said South line of the North 525.00 feet of said Southwest Quarter bears South 89 degrees 47 minutes 13 seconds East, a distance of 313.67 feet; thence North 90 degrees 00 minutes 00 seconds West, a distance of 2266.51 feet to intersect the easterly right of way line of said former Great Northern Railroad.

And lying north of the following described line:

Beginning at the intersection of said South line of the North 525.00 feet with the West right of way line of said U.S. Highway No. 169; thence South 07 degrees 30 minutes 44 seconds East, assuming said South line of the North 525.00 feet of said Southwest Quarter bears; South 89 degrees 47 minutes 13 seconds East, a distance of 633.89 feet; thence North 90 degrees 00 minutes 00 seconds West, a distance 2394.80 feet to intersect the easterly right of way line of said former Great Northern Railroad.

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

Waste Management, owner

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

1. **Waste Management must receive all required land use and zoning approvals from Sherburne County for the portion of the operation within their jurisdiction.**
2. **Approval of the associated variance (V 25-10) granting approval of a zero-foot lot line setback.**
3. **Any work within MnDOT right-of-way, including underground utility work, will require additional permitting from the state.**
4. **Utility work within the city's right-of-way requires separate permitting and is in addition to all commercial building permit requirements.**

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: August 18, 2025.

CITY OF ELK RIVER

By: _____
Mayor John J. Dietz

By: _____
City Clerk Tina Allard

STATE OF MINNESOTA)
) ss.
COUNTY OF SHERBURNE)

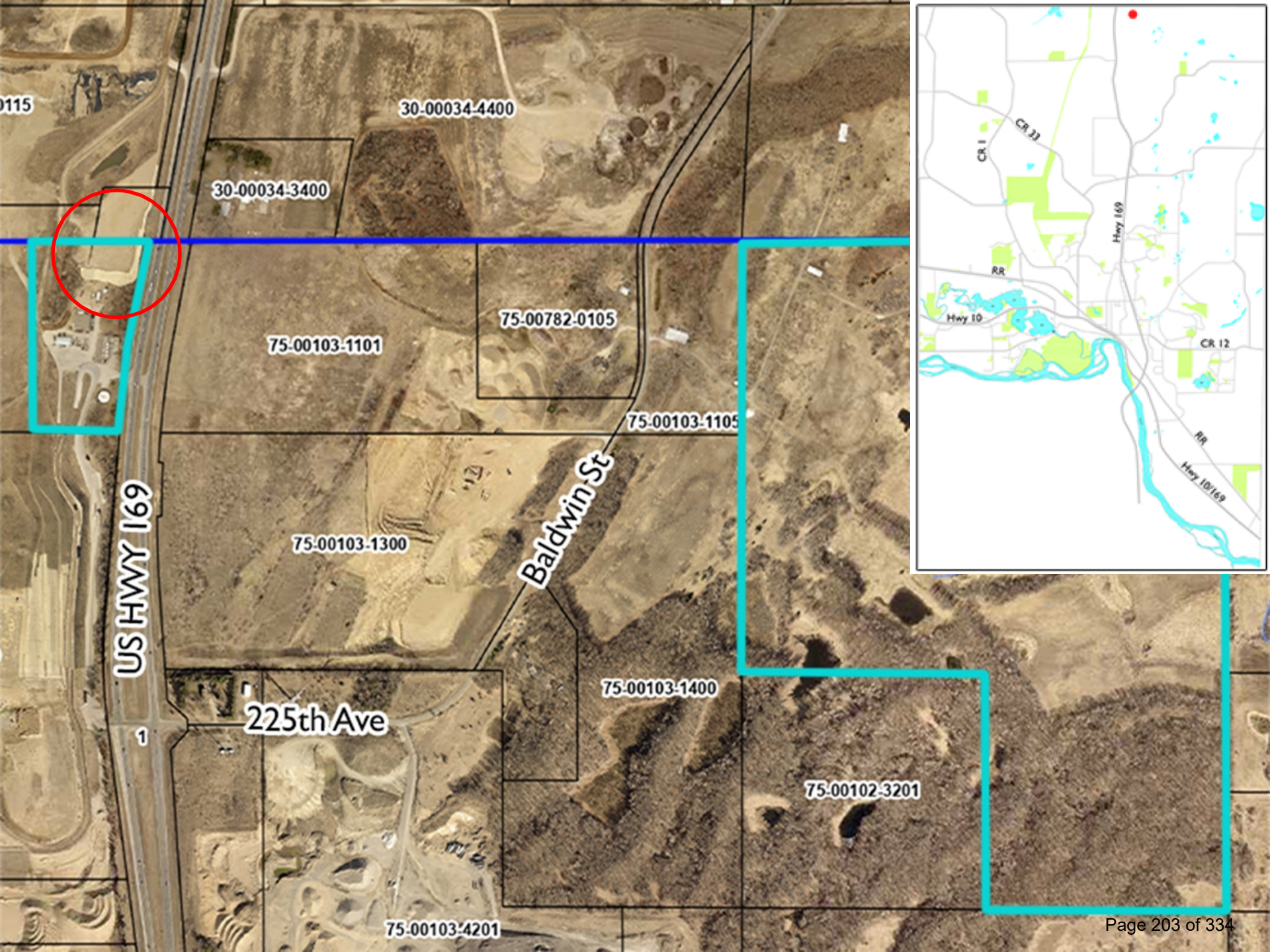
The foregoing instrument was acknowledged before me this ____ day of _____, 2025, by John J. Dietz and Tina Allard, respectively, the Mayor and City Clerk of the City of Elk River, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by the City Council.

Notary Public

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

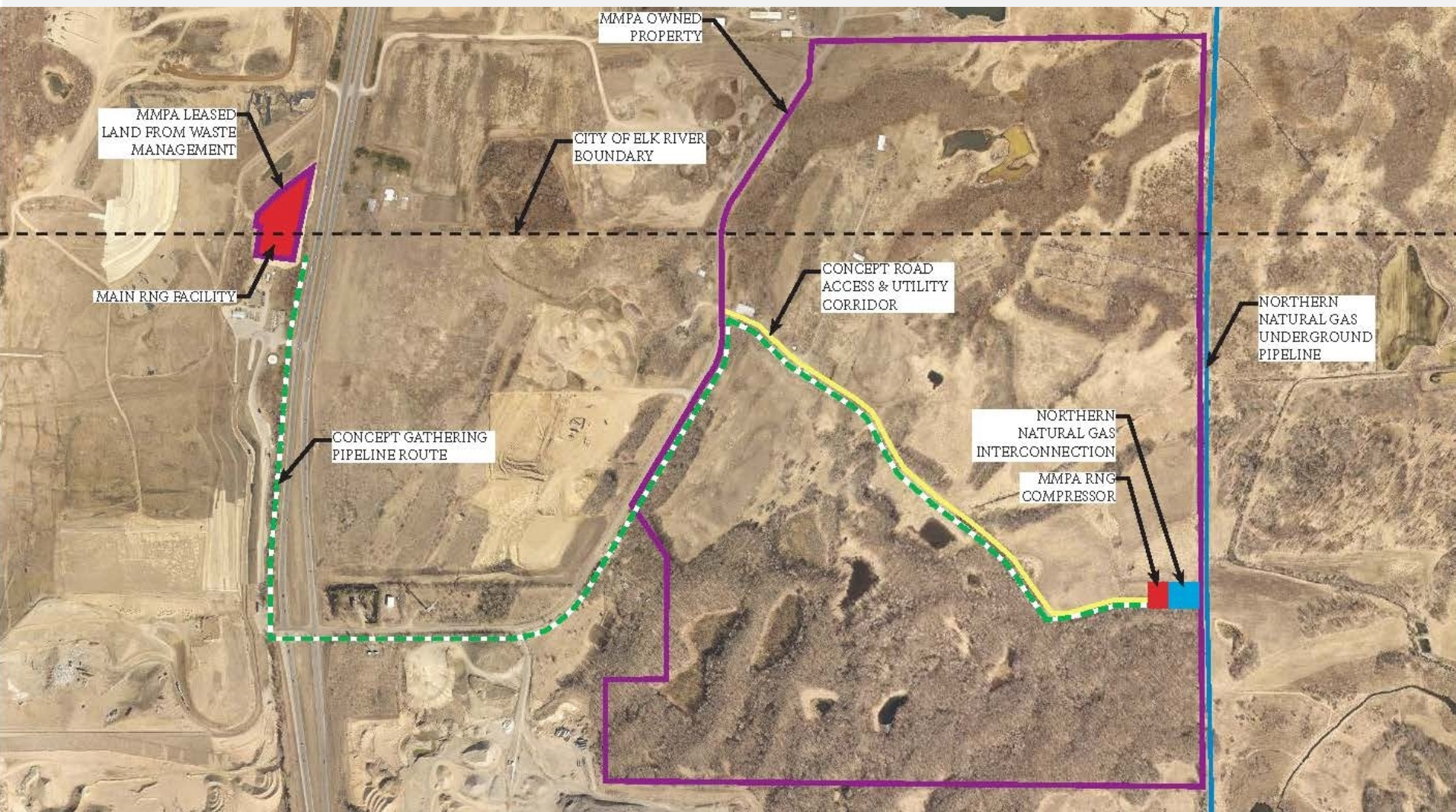
Elk River Landfill/ Waste Management

Conditional Use Permit



Background

- MMPA, in partnership with Waste Management, propose a renewable natural gas facility (RNG).
 - Recycles the waste gas generated from decomposing garbage into usable product for homes and businesses.
 - Gas is currently burned on-site.
- Entire operation will refine, clean, and pump the gas across 169 to the NNG pipeline.



Background

- Amend the existing Landfill CUP to support the RNG operation/facility.
 - Previously operated a powerplant generating electricity from waste gas.
 - No longer in operation, seeking ways to recycle waste gas once again.
- Within the Solid Waste Facility Overlay District
 - Use is allowed with a CUP, will be considered accessory use
- Landfill must work directly with Sherburne County/Livonia Township on ALL required approvals.
 - No CUP required – 2 variances under review in September.

30-00523-0115

30-00034-3401

30-00034-3300

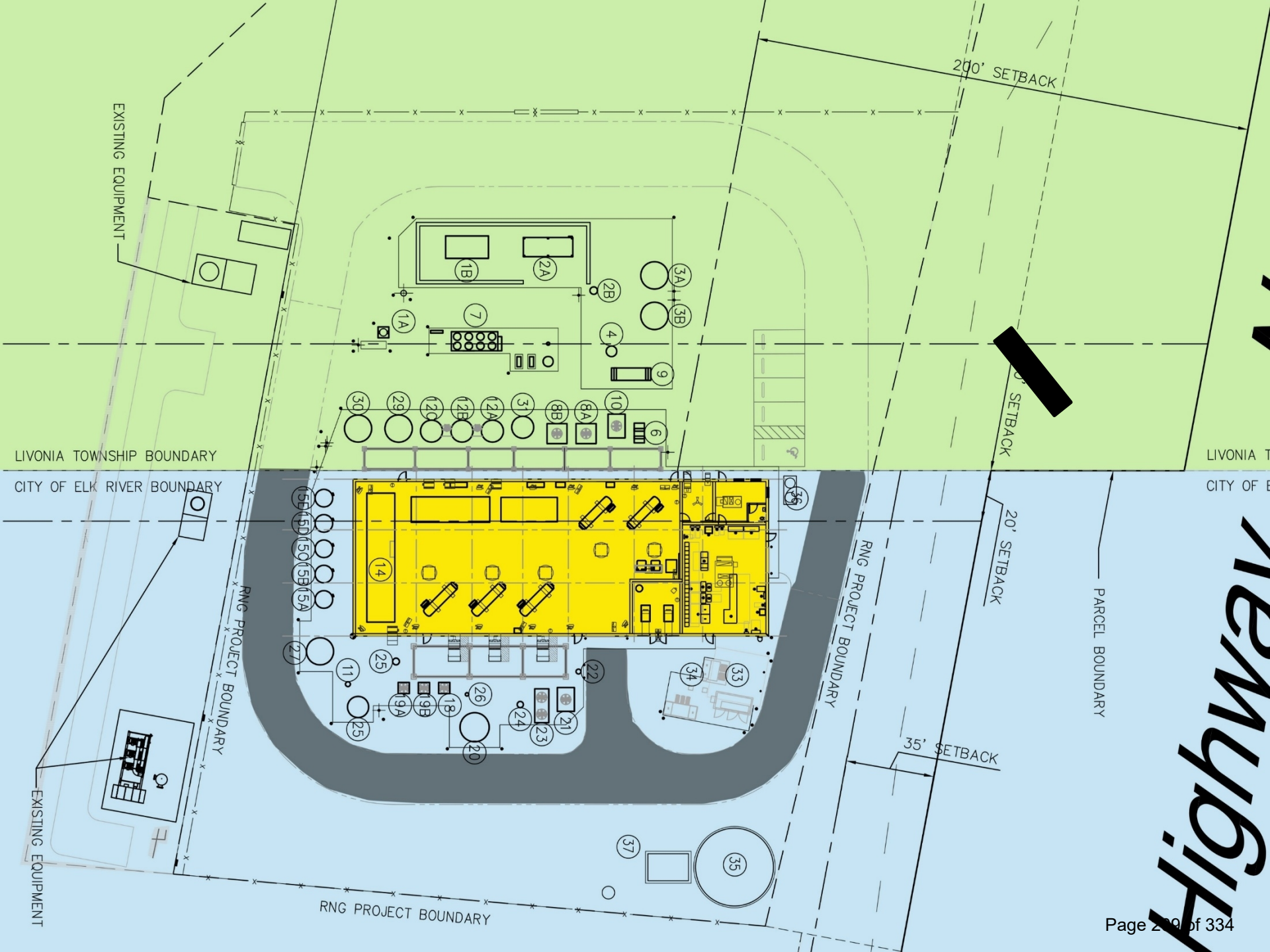
75-00103-2105

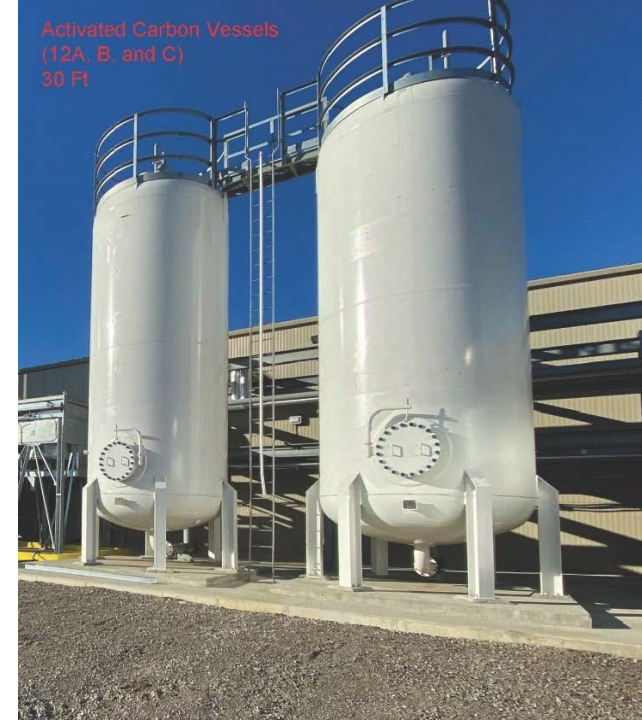
22930 US-169
Elk River, Minnesota

 Google Street View

Jun 2025 [See more dates](#)







Planning Commission

- Held a PH on July 22
 - Questions regarding possible odor.
 - Unanimously recommended approval.
- Question from the public after the meeting about timing.
 - Work to begin this fall and continue for approximately one year.

Action Requested

- Approve the CUP amendment granting approval of the RNG facility with the 4 conditions noted in the memo.
 - The variance was approved, and the 10-day appeal period has ended (condition 2).



Request for Action

To
City Council

Item Number
8.1

Meeting Date
August 18, 2025

Prepared By
Zack Carlton, Community Development Director

Item Description
Essential Services Facility: Renewable Natural Gas
Operation, Minnesota Municipal Power Agency -
PID 75-00102-2000

Reviewed by
Cal Portner
Tina Allard

Action Requested

Approve the essential services facility proposed by the Minnesota Municipal Power Agency

Background/Discussion

The Minnesota Municipal Power Agency (MMPA) has proposed an access road and utility equipment for an underground natural gas interconnection to the existing Northern Natural Gas (NNG) pipeline on the eastern side of the subject site. The underground pipeline and interconnection equipment support the renewable gas project proposed by Waste Management at the Elk River Landfill.

Proposed improvements include a 3,300-foot gravel access road and two fenced equipment yards with a compressor, natural gas instrumentation, measurement and metering equipment, electrical equipment, and underground piping. The gravel access road is proposed within wetland buffer and setback areas, requiring a variance. This variance was approved by the Board of Adjustments on July 22, 2025.

The pipeline and interconnection equipment are considered an essential service. City ordinance requires that plans for proposed essential service improvements be reviewed by the City Council. The review ensures the project is compatible with existing and planned development, including roads, parks, schools, and buildings.

Applicable Ordinance

Sec. 30-797 Essential services

Essential services may be located in any district subject to compliance with all applicable laws, regulations and ordinances. Prior to the commencement of construction, installation or condemnation, plans for the proposed essential service activity shall be submitted to and reviewed by the Council.

The proposed facility is on the eastern limits of a large parcel along the northern limits of the city. The gravel access road, utility corridor, and utility equipment will likely need to remain in place when the property is further developed.

The subject sites are zoned CRT (Commercial Reserve Transition) and R-1a (large lot single-family residential). Future development of the site will need to accommodate the proposed improvements.

The Elk River Vision

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



Financial Impact

None

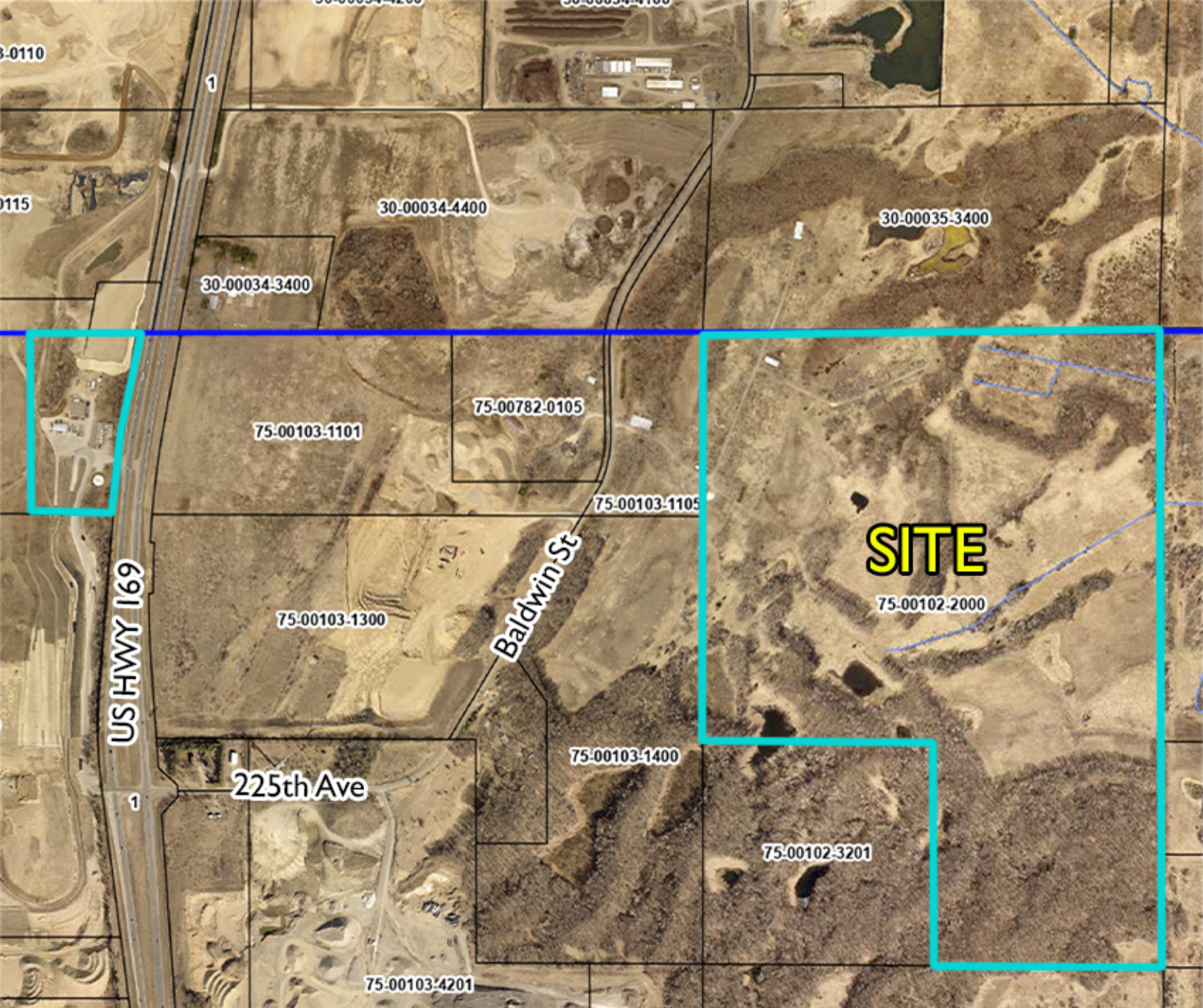
Mission/Policy/Goal

Meet changing needs - agile.

Ethical, efficient, and responsible.

Attachments

1. Location Map
2. Applicant's Narrative and Plans
3. 8.1 MMPA Natural Gas Connection



Project Location Map

MN Municipal Power Agency

Variance Site Plan Review

Case No: V 25-11 & SP 25-08



**SITE PLAN REVIEW APPLICATION
TO
THE CITY OF ELK RIVER
FOR
ACCESS ROAD AND UTILITY EQUIPMENT**

June 30, 2025

Table of Contents

Section 1.	Introduction	Page 1
Section 1.1	MMPA Background	Page 1
Section 2.	Site Plan Review Application	Page 2
Section 2.1	Project Narrative	Page 2
Section 2.2	Existing Conditions	Page 3
Section 2.3	Site Plan, Grading, Drainage, Utilities	Page 3
Section 2.4	Equipment Plan and Elevations	Page 3
Section 2.5	Landscaping	Page 3
Section 2.6	Wetlands	Page 3
Section 2.7	EAW/EIS Requirements	Page 3
Attachment A.	Legal Description	Page A-1
Attachment B.	Access Road Plans	Page B-1
Attachment C.	Equipment Plans	Page C-1
Attachment D.	Drainage Calculations	Page D-1

Section 1. Introduction

Section 1.1 MMPA Background

The Minnesota Municipal Power Agency (MMPA or Agency) is a municipal power agency and political subdivision of the State of Minnesota engaged in the generation and transmission of electrical power and energy to twelve municipally owned member utilities. MMPA currently serves the Minnesota municipal utilities in Anoka, Arlington, Brownton, Buffalo, Chaska, East Grand Forks, Elk River, Le Sueur, North St. Paul, Olivia, Shakopee, and Winthrop. The member communities, including the City of Elk River, in turn deliver and sell the electricity to residential and business customers in their communities.

MMPA's mission is to provide reliable, competitively priced power to its members and to create value for both the Agency and its members. MMPA's power supply portfolio is a mix of owned generation and power purchase agreements and a combination of conventional and renewable resources. MMPA completed a renewable natural gas (RNG) project in Le Sueur, MN and plans to add further RNG projects to its portfolio. This proposed project includes an access road and utility equipment associated with an RNG project located at the Elk River Landfill.

Section 2. Site Plan Review Application

Section 2.1 Project Narrative

The proposed project is an access road and utility equipment for an underground natural gas interconnection to the Northern Natural Gas (NNG) pipeline located on the eastern side of the property. The utility equipment supports the MMPA renewable natural gas project proposed at the Elk River Landfill.

The proposed gravel access road is approximately 3,300 feet in length and 20 feet wide. Underground electric and natural gas utilities are proposed along the length of the access road. The utility equipment includes three equipment enclosures and two fenced equipment yards. The proposed utility equipment includes a compressor, natural gas instrumentation, measurement and metering equipment, electrical equipment, and underground piping.

The City of Elk River Comprehensive Plan designates the future land use of the site as Business Park. The proposed access road and location of the utility equipment enable future development of the land consistent with the Comprehensive Plan.

Hours of operation, number of employees

The intended operation of the utility equipment is 24 hours a day 7 days a week, 365 days a year. During normal operation, no on-site staff will be present. The utility equipment will be continuously monitored and operated remotely. The access road is expected to be used for routine maintenance and monitoring visits.

Number of parking stalls (existing and additional)

No specific parking stalls are proposed. Vehicle space is available at the utility equipment location for routine maintenance and monitoring visits.

Screening

Natural screening by existing trees is proposed. The utility equipment is located more than 3,800 feet from the nearest road and site entrance.

Proposed Building Materials

Pre-engineered metal equipment enclosures are proposed.

Signage

No signage is proposed with this project.

Outdoor Storage

No outdoor storage is proposed with this project.

Lighting

Minimal exterior lighting is proposed. Lighting will be installed for security and way finding located at the utility equipment for safety.

Section 2.2 Existing Conditions

The City of Elk River zoning of the property is R1a, and existing conditions of the site are shown in Attachment B.

Section 2.3 Site Plan, Grading, Drainage, Utilities

Site Plan

The proposed site layout, indicating the access road, equipment enclosures, fencing and property boundaries are included in Attachment B.

Grading/Drainage Plan

The proposed grading and drainage plan are shown in Attachment B. Drainage calculations are provided in Attachment D.

Utility Plan

Utilities for the project are shown on Attachment B.

Section 2.4 Equipment Plan and Elevations

The proposed equipment plan and elevations as shown in Attachment C.

Section 2.5 Landscaping

No landscaping is proposed with the project. Natural screening by existing trees is proposed. The utility equipment is located more than 3,800 feet from the nearest road and site entrance.

Section 2.6 Wetlands

Wetlands near the access road are shown in Attachment B. A wetland delineation report will be submitted separately at the same time as this application.

Section 2.7 EAW/EIS Requirements

Not applicable. There are no EAW/EIS requirements.

Attachment A. Legal Description

Parcel ID	75-00102-2000
Sec-Twp-Rng	Sec.2 T33N R26W
Legal Description	NW 1-4 & NE 1-4 OF SW 1-4



Map of Parcel

Attachment B. Access Road Plans

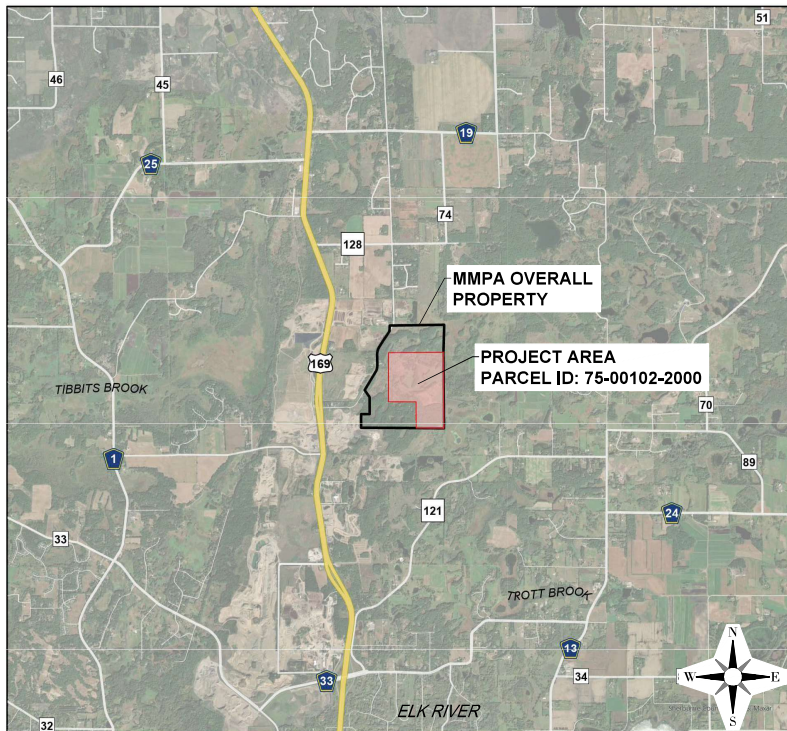
See access road drawing set.

MMPA ELK RIVER EAST SITE

ELK RIVER, MINNESOTA

ISG PROJECT # 25-32893

ISG



LOCATION MAP

0 3,000 6,000
SCALE IN FEET

PROJECT CONTACTS

COMPANY NAME	CONTACT	PHONE NUMBER
NORTHERN NATURAL GAS	CORY WESTPHAL	(402)460-0094
SCS ENERGY	ANDREW SMITH	(315)435-2502

PROJECT GENERAL NOTES

- ALL WORK SHALL CONFORM TO THE CONTRACT DOCUMENTS, WHICH INCLUDE, BUT ARE NOT LIMITED TO, THE OWNER / CONTRACTOR AGREEMENT, THE PROJECT MANUAL (WHICH INCLUDES GENERAL SUPPLEMENTARY CONDITIONS AND SPECIFICATIONS, DRAWINGS OF ALL DISCIPLINES AND ALL ADDENDA, MODIFICATIONS, AND CLARIFICATIONS ISSUED BY ARCHITECT/ENGINEER.
- CONTRACT DOCUMENTS SHALL BE ISSUED TO ALL SUBCONTRACTORS BY THE GENERAL CONTRACTOR IN COMPLETE SETS IN ORDER TO ACHIEVE THE FULL EXTENT AND COMPLETE COORDINATION OF ALL WORK.
- WRITTEN DIMENSIONS TAKE PRECEDENCE OVER SCALED DIMENSIONS. NOTIFY ARCHITECT/ENGINEER OF ANY DISCREPANCIES OR CONDITIONS REQUIRING INFORMATION OR CLARIFICATION BEFORE PROCEEDING WITH THE WORK.
- FIELD VERIFY ALL EXISTING CONDITIONS AND DIMENSIONS. NOTIFY ARCHITECT/ENGINEER OF ANY DISCREPANCIES OR CONDITIONS REQUIRING INFORMATION OR CLARIFICATION BEFORE PROCEEDING WITH THE WORK.
- DETAILS SHOWN ARE INTENDED TO BE INDICATIVE OF THE PROFILES AND TYPE OF DETAILING REQUIRED. THROUGHOUT THE WORK, DETAILS NOT SHOWN ARE SIMILAR IN CHARACTER TO DETAILS SHOWN WHERE SPECIFIC DIMENSIONS, DETAILS, OR DESIGN INTENT CANNOT BE DETERMINED. NOTIFY ARCHITECT/ENGINEER BEFORE PROCEEDING WITH THE WORK.
- ALL MANUFACTURED ARTICLES, MATERIALS, AND EQUIPMENT SHALL BE APPLIED, INSTALLED, CONNECTED, ERECTED, CLEANED, AND CONDITIONED ACCORDING TO MANUFACTURER'S INSTRUCTIONS. IN CASE OF DISCREPANCIES BETWEEN MANUFACTURER'S INSTRUCTIONS AND THE CONTRACT DOCUMENTS, NOTIFY ARCHITECT/ENGINEER BEFORE PROCEEDING WITH THE WORK.
- ALL DISSIMILAR METALS SHALL BE EFFECTIVELY ISOLATED FROM EACH OTHER TO AVOID GALVANIC CORROSION.
- THE LOCATION AND TYPE OF ALL EXISTING UTILITIES SHOWN ON THE PLANS ARE FOR GENERAL INFORMATION ONLY AND ARE ACCURATE AND COMPLETE TO THE BEST OF THE KNOWLEDGE OF I & S GROUP, INC. (ISG). NO WARRANTY OR GUARANTEE IS IMPLIED. THE CONTRACTOR SHALL VERIFY THE SIZES, LOCATIONS, AND ELEVATIONS OF ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION. CONTRACTOR SHALL IMMEDIATELY NOTIFY ENGINEER OF ANY DISCREPANCIES OR VARIATIONS FROM PLAN.
- THE CONTRACTOR IS TO CONTACT "GOPHER STATE ONE CALL" FOR UTILITY LOCATIONS A MINIMUM OF 3 BUSINESS DAYS PRIOR TO ANY EXCAVATION / CONSTRUCTION (1-800-252-1106).

SHEET INDEX

C0-10	TITLE
C0-11	LEGENDS AND NOTES
C0-20	SITE DETAILS
C0-21	SITE DETAILS
C-20	SWPPP DETAILS
C-21	SWPPP DETAILS
C-30	PRE- CONSTRUCTION SWPPP
C-31	PRE- CONSTRUCTION SWPPP
C-32	PRE- CONSTRUCTION SWPPP
C-40	SWPPP
C-41	SWPPP
C-42	SWPPP
C2-10	OVERALL EXISTING SITE PLAN
C2-20	EXISTING SITE AND REMOVAL PLAN
C2-21	EXISTING SITE AND REMOVAL PLAN
C2-22	EXISTING SITE AND REMOVAL PLAN
C3-10	OVERALL SITE AND UTILITY PLAN
C3-20	PLAN AND PROFILE
C3-21	PLAN AND PROFILE
C3-22	PLAN AND PROFILE
C4-10	GRADING PLAN
C4-11	GRADING PLAN
C4-12	GRADING PLAN

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

DATE 08/27/25 LIC. NO.

SHEET NOT VALID UNLESS THIS TEXT IS COLOR.
THIS DOCUMENT IS THE PROPERTY OF I & S GROUP, INC. AND MAY NOT BE USED, COPIED OR DUPLICATED WITHOUT PRIOR WRITTEN CONSENT.
© 2024 I & S GROUP, INC.

PROJECT

**MMPA
ELK RIVER EAST
SITE**

ELK RIVER MINNESOTA

REVISION SCHEDULE		
DATE	DESCRIPTION	BY

PROJECT NO.	25-32893
FILE NAME	32893-C00GENERAL
DRAWN BY	LHH
DESIGNED BY	LHH
REVIEWED BY	BMP
ORIGINAL ISSUE DATE	---
CLIENT PROJECT NO.	-

PROJECT INDEX:

OWNER:
MINNESOTA MUNICIPAL POWER AGENCY
220 SOUTH 6TH STREET, SUITE 1300
MINNEAPOLIS, MN 55402
CONTACT: SAM MEERSMAN
EMAIL: SAM.MEERSMAN@AVANTENERGY.COM

PROJECT ADDRESS / LOCATION:
MMPA OWNED LAND
PARCEL ID: 75-00102-200
SEC2, TWP 33N, RANGE 26W
ELK RIVER, MN

MANAGING OFFICE:
I & S GROUP, INC. (ISG)

MANKATO OFFICE
115 EAST HICKORY STREET
SUITE 300
MANKATO, MN 56001
PHONE: 507.387.6651

PROJECT MANAGER: BRYAN PETZEL
EMAIL: BRYAN.PETZEL@ISGinc.COM

ISG

SPECIFICATIONS REFERENCE

ALL CONSTRUCTION SHALL COMPLY WITH THE CITY OF ELK RIVER REQUIREMENTS AND MINOT STANDARD SPECIFICATIONS FOR CONSTRUCTION, 2020 EDITION, THE STANDARD SPECIFICATIONS FOR SUMMARY SENDER, STORM DRAIN AND VENTILATION AS PROPOSED BY THE CITY ENGINEERS ASSOCIATION OF MINNESOTA, 2023 EDITION, AND THE CURRENT VERSION OF THE MINNESOTA STATE PLUMBING CODE UNLESS DIRECTED OTHERWISE.

PROJECT DATUM

HORIZONTAL COORDINATES HAVE BEEN REFERENCED TO THE NORTH AMERICAN DATUM OF 1983 (NAD83). 1989 ADJUSTMENT (NAD83/1998) ON THE SHERBURNE COUNTY COORDINATE SYSTEM IN U.S. SURVEY FEET.
ELEVATIONS HAVE BEEN REFERENCED TO THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD 88).
RTK GPS METHODS WERE USED TO ESTABLISH HORIZONTAL AND VERTICAL COORDINATES FOR THIS PROJECT.

B.M. ELEVATION=XXXX.XX

TOPOGRAPHIC SURVEY

THIS PROJECT'S TOPOGRAPHIC SURVEY CONSISTS OF DATA COLLECTED IN JUNE 2020 BY ISG.

TITLE
TITLE
SHEET
C0-10



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 08/27/25 LIC. NO. _____
THIS DOCUMENT IS THE PROPERTY OF I & S GROUP, INC., AND MAY NOT BE USED, COPIED OR DUPLICATED WITHOUT PRIOR WRITTEN CONSENT.
© 2024 I & S GROUP, INC.

PROJECT

MMPA ELK RIVER EAST SITE

ELK RIVER MINNESOTA

REVISION SCHEDULE		
DATE	DESCRIPTION	BY

PROJECT NO. 25-32893
FILE NAME 32893-C0-GENERAL
DRAWN BY LHH
DESIGNED BY LHH
REVIEWED BY BMP
ORIGINAL ISSUE DATE
CLIENT PROJECT NO. -

LEGENDS AND NOTES

SHEET

C0-11

SYMBOL LEGEND

EXISTING	PROPOSED

NOTE:
CONTRACTOR SHALL FIELD VERIFY THE LOCATIONS OF ALL EXISTING UTILITIES.

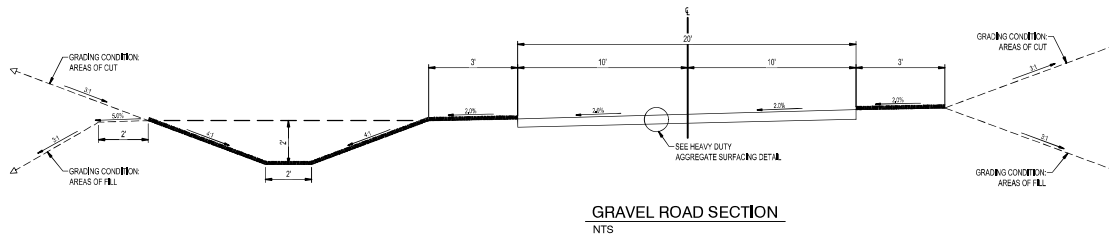
LINETYPE LEGEND

EXISTING	PROPOSED

NOTE:
CONTRACTOR SHALL FIELD VERIFY THE LOCATIONS OF ALL EXISTING UTILITIES.

ABBREVIATIONS

ADA AMERICANS WITH DISABILITIES ACT	GC GENERAL CONTRACTOR	PSI POUNDS PER SQUARE INCH
ADD ADDENDUM	GFE GARAGE FLOOR ELEVATION	PVC POLYVINYL CHLORIDE
AFF ABOVE FLOOR	GL GUTTER LINE	P/MT PAVEMENT QUANTITY
AGG AGGREGATE	GPM GALLONS PER MINUTE	R RADIUS
APPROX APPROXIMATE	GV GATE VALVE	RCR REINFORCED CONCRETE PIPE
ARCH ARCHITECT	HDPE POLYETHYLENE	RD ROOF DRAIN
ARCHITECTURAL	HO HEAVY DUTY	REBAR REINFORCING BAR
BASIN BASIN	HM HANDHOLE	REIN REMOVE
BLDG BUILDING	HMA HOT MIX ASPHALT	ROW RIGHT OF WAY
BM BENCHMARK	HOR HORIZONTAL	RW RIGHT OF WAY
CAD COMPUTER-AIDED DESIGN	HR HOUR	SAN SANITARY
CB CATCH BASIN	HVL HIGH WATER LEVEL	SCH SCHEDULE
CF CUBIC FEET PER SECOND	HVY HIGHWAY	SP SQUARE FOOT
CFS CUBIC FEET PER SECOND	HYD HYDRANT	SPEC SPECIFICATION
CI CAST IRON	I INVERT	SO SQUARE
CI CAST IRON PIPE	ID INCH DIAMETER	STA STATION
CI CAST IRON PIPE	IN INCH	SY SQUARE YARD
CI CAST IRON PIPE	IN INCH	TIC TOP OF CURB
CI CAST IRON PIPE	IPS IRON PIPE SIZE	TCL TELEPHONE
CI CAST IRON PIPE	J BOX JUNCTION BOX	TEMP TEMPORARY
CI CAST IRON PIPE	JT JOINT	THRU THROUGH
CI CAST IRON PIPE	LF LINEAR FEET	TNTH TOP NOT OF FINE
CI CAST IRON PIPE	LN LINEAR	TRANS TRANSFORMER
CI CAST IRON PIPE	LP LOW PRESSURE	TV TELEVISION
CI CAST IRON PIPE	LPS STEAM	TW TOP OF WALL
CI CAST IRON PIPE	LS LUMP SUM LOWEST	TYP TYPICAL
CI CAST IRON PIPE	LSO STRUCTURAL OPENING	UT UNDERGROUND TELEPHONE
CI CAST IRON PIPE	MAX MAXIMUM	VCP VITRIFIED CLAY PIPE
CI CAST IRON PIPE	MB MAIL BOX	W/O WITHOUT
CI CAST IRON PIPE	MECH MECHANICAL	W/ WITH
CI CAST IRON PIPE	MH MANHOLE	YD YARD
CI CAST IRON PIPE	MIN MINIMUM	YR YEAR
CI CAST IRON PIPE	MISC MISCELLANEOUS	
CI CAST IRON PIPE	NO NUMBER	
CI CAST IRON PIPE	NTS NOT TO SCALE	
CI CAST IRON PIPE	NWL NORMAL WATER LEVEL	
CI CAST IRON PIPE	OC ON CENTER	
CI CAST IRON PIPE	OCW ON CENTER EACH WAY	
CI CAST IRON PIPE	OH OVERHEAD	
CI CAST IRON PIPE	OHV OVERHEAD HIGH VOLTAGE	
CI CAST IRON PIPE	OWD OVERHEAD DOOR	
CI CAST IRON PIPE	QZ OUNCE	
CI CAST IRON PIPE	POC PORTLAND CEMENT CONCRETE	
CI CAST IRON PIPE	PP POLYPROPYLENE	



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 06/27/25 LIC. NO.

SHEET NOT VALID UNLESS THIS TEXT IS COLOR.

THIS DOCUMENT IS THE PROPERTY OF I & S GROUP, INC., AND MAY NOT BE USED, COPIED OR DUPLICATED WITHOUT PRIOR WRITTEN CONSENT. © 2024 I & S GROUP, INC.

PROJECT

**MMPA
ELK RIVER EAST
SITE**

ELK RIVER MINNESOTA

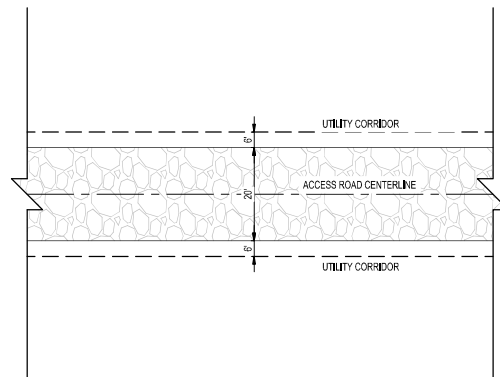
REVISION SCHEDULE		
DATE	DESCRIPTION	BY

PROJECT NO. 25-32893
FILE NAME 32893-C0-DETAILS
DRAWN BY LHH
DESIGNED BY LHH
REVIEWED BY BMP
ORIGINAL ISSUE DATE
CLIENT PROJECT NO.

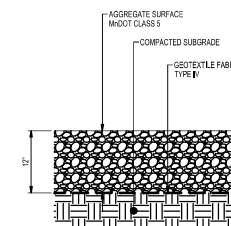
TITLE

SITE DETAILS

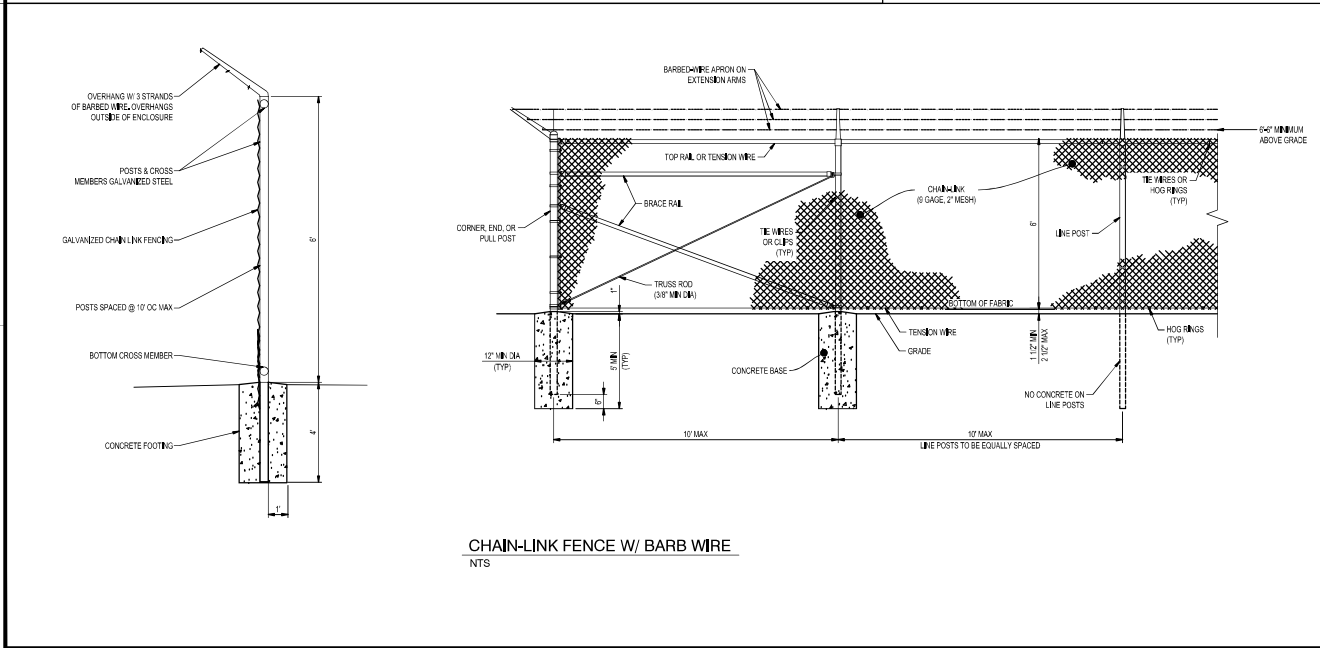
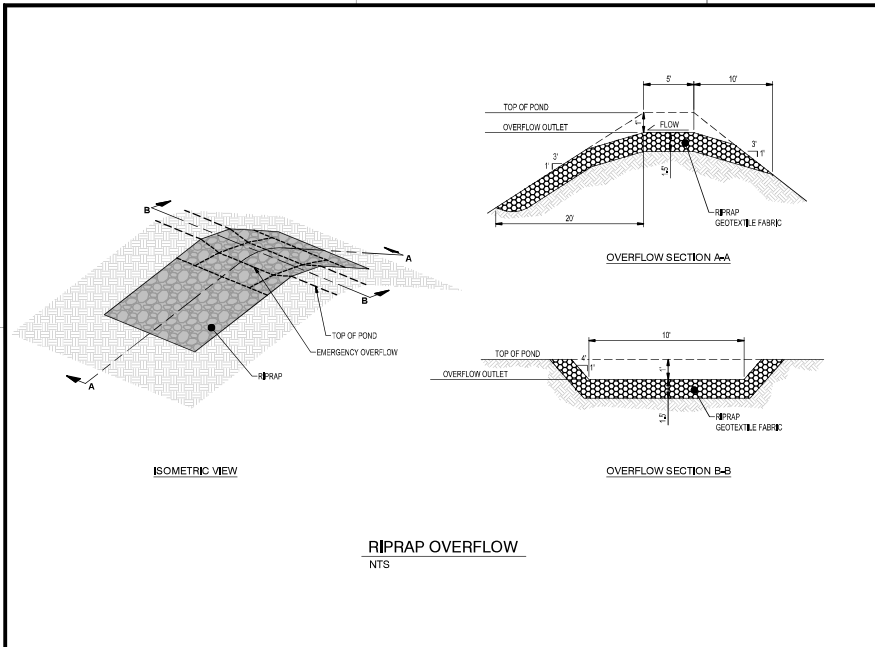
SHEET
C0-20



UTILITY CORRIDOR
NTS



HEAVY DUTY
AGGREGATE SURFACE
NTS





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

DATE: 08/27/25 LIC. NO.:
 SHEET NOT VALID UNLESS THIS TEXT IS COLOR.
 THIS DOCUMENT IS THE PROPERTY OF I & S GROUP, INC., AND MAY NOT BE USED, COPIED OR DUPLICATED WITHOUT PRIOR WRITTEN CONSENT.
 © 2024 I & S GROUP, INC.

PROJECT
MMPA
ELK RIVER EAST SITE
ELK RIVER MINNESOTA

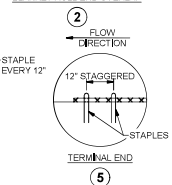
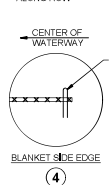
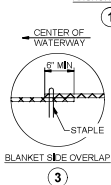
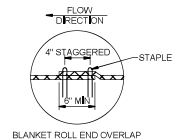
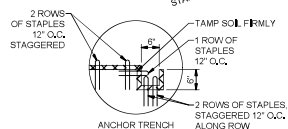
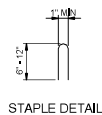
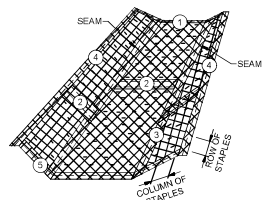
REVISION SCHEDULE		
DATE	DESCRIPTION	BY

PROJECT NO. 25-32893
 FILE NAME 32893-C0-DETAILS
 DRAWN BY LHH
 DESIGNED BY LHH
 REVIEWED BY BMP
 ORIGINAL ISSUE DATE
 CLIENT PROJECT NO.

TITLE
SITE DETAILS

SHEET
C0-21

PRELIMINARY NOT FOR CONSTRUCTION



EROSION CONTROL BLANKET INSTALLATION NTS

KEY NOTES:

- BURY UPSTREAM END OF MAT IN A TRENCH 4" DEEP BY 6" DEEP AND STAPLED IN STAGGERED ROWS ACROSS THE WIDTH.
- FOR JOINING ENDS OF ROLLS, OVERLAP END OF UP SLOPE MAT A MINIMUM OF 6" OVER DOWN SLOPE MAT (SINGLE STYLE), USE A DOUBLE ROW OF STAGGERED STAPLES 4" APART.
- MATS ON SLOPES SHALL OVERLAP A MINIMUM OF 6" OVER THE MAT BELOW (SINGLE STYLE), STAPLE OVERLAP AT 12" INTERVALS.
- THE OUTER EDGE ALONG SIDES OF THE MAT SHALL BE STAPLED EVERY 12".
- DOWNSTREAM (TERMINAL) END OF BLANKET SHALL BE STAPLED WITH A DOUBLE ROW OF STAGGERED STAPLES 12" APART.

NOTES:

- INSTALL EROSION CONTROL BLANKET (ECB) OVER WATERWAYS AS SHOWN IN THE STORM WATER POLLUTION PREVENTION PLAN.
- THE ECB SHALL CONFORM TO MDOT STANDARD SPECIFICATIONS SECTION 388.
- PREPARE SOIL PRIOR TO INSTALLING ECB, INCLUDING SEEDING AND FERTILIZING.
- THE ECB SHALL BE PLACED IN FIRM CONTACT WITH THE SOIL AND NOT BE ALLOWED TO BRIDGE OVER SURFACE IRREGULARITIES. THE MAT SHALL NOT BE STRETCHED.
- START LAYING THE MATS BY ROLLING CENTER MAT IN THE DIRECTION OF FLOW, CENTERED ON THE CENTERLINE OF WATERWAY. THERE SHALL NOT BE AN OVERLAP OF MATS AT THE CENTER OF THE WATERWAY.
- THE ECB SHALL BE ANCHORED, OVERLAPPED, AND STAPLED ACCORDING TO MANUFACTURER'S INSTRUCTIONS. IF NO MANUFACTURER'S INSTRUCTIONS ARE AVAILABLE, INSTALL THE MAT PER DETAIL.
- STAPLES SHALL BE 1/2" SHARP, 6/16" DIAMETER WIRE OR GREATER (#11 GAUGE), (SEE STAPLE DETAIL FOR DIMENSIONS).
- STAPLES ARE TO BE PLACED ALTERNATELY IN COLUMNS IN THE DIRECTION OF THE WATERWAY 2' APART AND IN ROWS (ACROSS THE WATERWAY) 3' APART THROUGHOUT THE AREA COVERED BY THE ECB.



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

DATE 08/27/25 LIC. NO.

SHEET NOT VALID UNLESS THIS TEXT IS COLOR.

THIS DOCUMENT IS THE PROPERTY OF I & S GROUP, INC., AND MAY NOT BE USED, COPIED OR DUPLICATED WITHOUT PRIOR WRITTEN CONSENT.
© 2024 I & S GROUP, INC.

PROJECT

**MMPA
ELK RIVER EAST
SITE**

ELK RIVER MINNESOTA

REVISION SCHEDULE		
DATE	DESCRIPTION	BY

PROJECT NO. 25-32893
FILE NAME 32893-1-16-SWPPPDETAILS
DRAWN BY LHH
DESIGNED BY LHH
REVIEWED BY BMP
ORIGINAL ISSUE DATE ---
CLIENT PROJECT NO. -

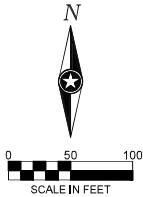
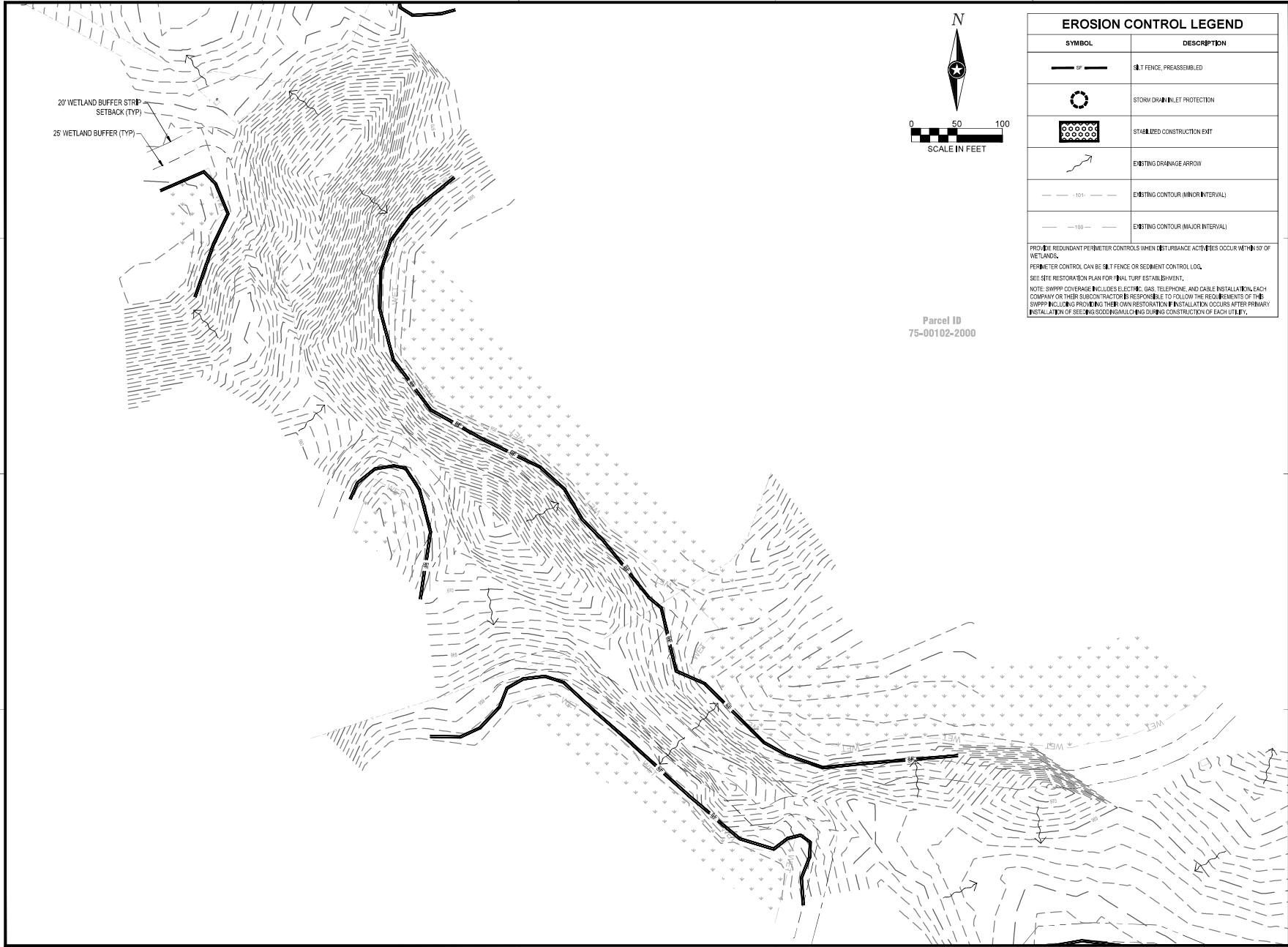
TITLE

SWPPP DETAILS

SHEET

C1-21

PRELIMINARY NOT FOR CONSTRUCTION



Parcel ID
75-00102-2000

EROSION CONTROL LEGEND	
SYMBOL	DESCRIPTION
	SILT FENCE, PREASSEMBLED
	STORM DRAIN INLET PROTECTION
	STABILIZED CONSTRUCTION EXIT
	EXISTING DRAINAGE ARROW
	EXISTING CONTOUR (MINOR INTERVAL)
	EXISTING CONTOUR (MAJOR INTERVAL)

PROVIDE REDUNDANT PERIMETER CONTROLS WHEN DISTURBANCE ACTIVITIES OCCUR WITHIN 50' OF WETLANDS.
PERIMETER CONTROL CAN BE SILT FENCE OR SEDIMENT CONTROL LOG.
SEE SITE RESTORATION PLAN FOR TYPICAL TURF ESTABLISHMENT.
NOTE: SWPPP COVERAGE INCLUDES ELECTRIC, GAS, TELEPHONE, AND CABLE INSTALLATIONS. EACH COMPANY OR THEIR SUBCONTRACTOR IS RESPONSIBLE TO FOLLOW THE REQUIREMENTS OF THE SWPPP INCLUDING PROVIDING THEIR OWN RESTORATION IF INSTALLATION OCCURS AFTER PRIMARY INSTALLATION OF SEEDING/SODDING/MULCHING DURING CONSTRUCTION OF EACH UTILITY.

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: 06/27/25 LIC. NO. _____

SHEET NOT VALID UNLESS THIS TEXT IS COLOR.

THIS DOCUMENT IS THE PROPERTY OF I & S GROUP, INC., AND MAY NOT BE USED, COPIED OR DUPLICATED WITHOUT PRIOR WRITTEN CONSENT.
© 2024 I & S GROUP, INC.

PROJECT

**MMPA
ELK RIVER EAST
SITE**

ELK RIVER MINNESOTA

REVISION SCHEDULE		
DATE	DESCRIPTION	BY

PROJECT NO. 25-32893
FILE NAME 32893-CH06-SWPPP
DRAWN BY LHH
DESIGNED BY LHH
REVIEWED BY BMP
ORIGINAL ISSUE DATE ---
CLIENT PROJECT NO. ---

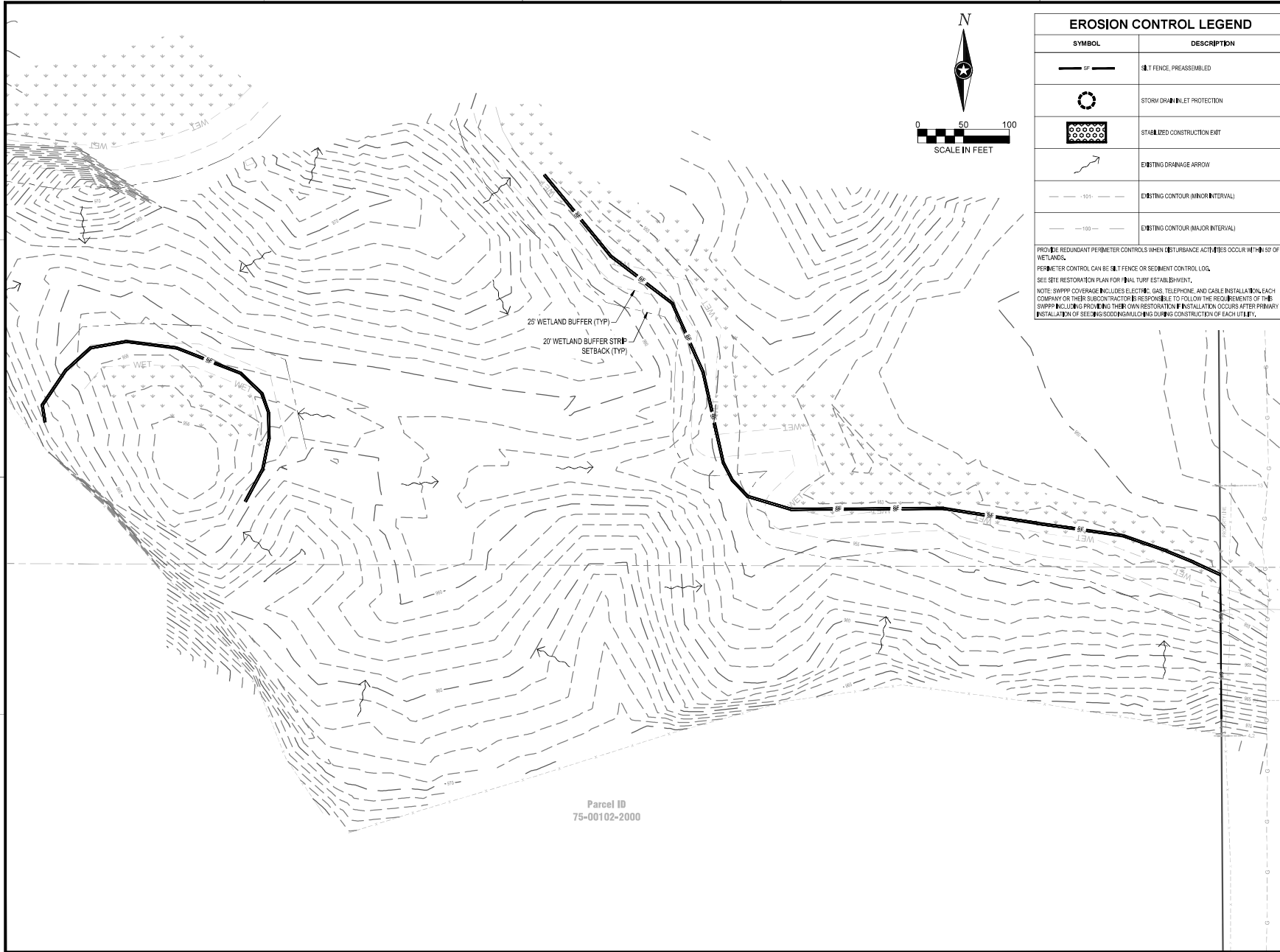
TITLE

**PRE-
CONSTRUCTION
SWPPP**

SHEET

C1-31

PRELIMINARY NOT FOR CONSTRUCTION



EROSION CONTROL LEGEND	
SYMBOL	DESCRIPTION
	SILT FENCE, PREASSEMBLED
	STORM DRAIN INLET PROTECTION
	STABILIZED CONSTRUCTION EXIT
	EXISTING DRAINAGE ARROW
	EXISTING CONTOUR (MINOR INTERVAL)
	EXISTING CONTOUR (MAJOR INTERVAL)
PROVIDE REDUNDANT PERIMETER CONTROLS WHEN DISTURBANCE ACTIVITIES OCCUR WITHIN 50' OF WETLANDS. PERIMETER CONTROL CAN BE SILT FENCE OR SEDIMENT CONTROL LOG. SEE SITE RESTORATION PLAN FOR FINAL TURF ESTABLISHMENT. NOTE: SWPPP COVERAGE INCLUDES ELECTRIC, GAS, TELEPHONE, AND CABLE INSTALLATION. EACH COMPANY OR THEIR SUBCONTRACTOR IS RESPONSIBLE TO FOLLOW THE REQUIREMENTS OF THE SWPPP INCLUDING PROVIDING THEIR OWN RESTORATION IF INSTALLATION OCCURS AFTER PRIMARY INSTALLATION OF SEEDING/SODDING/MULCHING DURING CONSTRUCTION OF EACH UTILITY.	

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: 06/27/25 LIC. NO.:

SHEET NOT VALID UNLESS THIS TEXT IS COLOR.

THIS DOCUMENT IS THE PROPERTY OF I & S GROUP, INC. AND MAY NOT BE USED, COPIED OR DUPLICATED WITHOUT PRIOR WRITTEN CONSENT.
© 2024 I & S GROUP, INC.

PROJECT

**MMPA
ELK RIVER EAST
SITE**

ELK RIVER MINNESOTA

REVISION SCHEDULE		
DATE	DESCRIPTION	BY

PROJECT NO. 25-32893
FILE NAME 32893-CHECKMPP
DRAWN BY LHH
DESIGNED BY LHH
REVIEWED BY BMP
ORIGINAL ISSUE DATE ---
CLIENT PROJECT NO. -

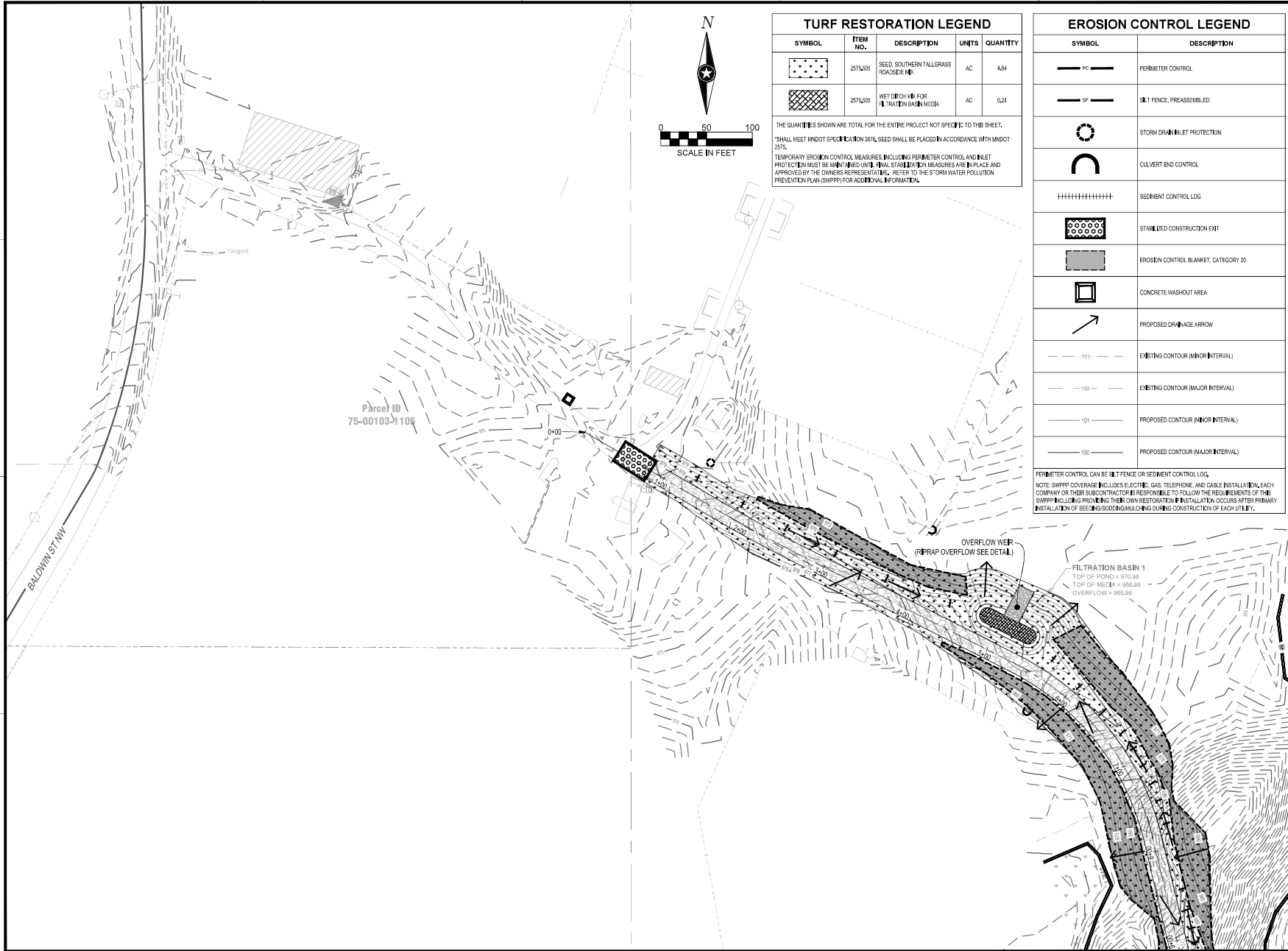
TITLE

**PRE-
CONSTRUCTION
SWPPP**

SHEET

C1-32

PRELIMINARY NOT FOR CONSTRUCTION PRELIMINARY NOT FOR CONSTRUCTION



TURF RESTORATION LEGEND				
SYMBOL	ITEM NO.	DESCRIPTION	UNITS	QUANTITY
	2575,505	SEED, SOUTHERN TALLGRASS ROADSIDE MIX	AC	4.64
	2575,506	WET DITCH MIX FOR FILTRATION BASIN MEDIA	AC	0.24
THE QUANTITIES SHOWN ARE TOTAL FOR THE ENTIRE PROJECT NOT SPECIFIC TO THIS SHEET. *SHALL MEET MNDOT SPECIFICATION 307L SEED SHALL BE PLACED IN ACCORDANCE WITH MNDOT 307L. TEMPORARY EROSION CONTROL MEASURES INCLUDING PERIMETER CONTROL AND INLET PROTECTION MUST BE MAINTAINED UNTIL FINAL STABILIZATION MEASURES ARE IN PLACE AND APPROVED BY THE OWNER'S REPRESENTATIVE. REFER TO THE STORM WATER POLLUTION PREVENTION PLAN (SWPPP) FOR ADDITIONAL INFORMATION.				

EROSION CONTROL LEGEND	
SYMBOL	DESCRIPTION
	PERIMETER CONTROL
	SILT FENCE, PREASSEMBLED
	STORM DRAIN INLET PROTECTION
	CULVERT END CONTROL
	SEDIMENT CONTROL LOG
	STABILIZED CONSTRUCTION EXIT
	EROSION CONTROL BLANKET, CATEGORY 20
	CONCRETE WASHOUT AREA
	PROPOSED DRAINAGE ARROW
	EXISTING CONTOUR (MINOR INTERVAL)
	EXISTING CONTOUR (MAJOR INTERVAL)
	PROPOSED CONTOUR (MINOR INTERVAL)
	PROPOSED CONTOUR (MAJOR INTERVAL)
PERIMETER CONTROL CAN BE SILT FENCE OR SEDIMENT CONTROL LOG. NOTE: SWPPP COVERAGE INCLUDES ELECTRIC, GAS, TELEPHONE, AND CABLE INSTALLATION. EACH COMPANY OR THEIR SUBCONTRACTOR IS RESPONSIBLE TO FOLLOW THE REQUIREMENTS OF THE SWPPP INCLUDING PROVIDING THEIR OWN RESTORATION INSTALLATION OCCURS AFTER PRIMARY INSTALLATION OF SEEDING/GRASSING/MULCHING DURING CONSTRUCTION OF EACH UTILITY.	

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

DATE: 06/27/25 LIC. NO. _____

SHEET NOT VALID UNLESS THIS TEXT IS COLOR.

THIS DOCUMENT IS THE PROPERTY OF I & S GROUP, INC. AND MAY NOT BE USED, COPIED OR DUPLICATED WITHOUT PRIOR WRITTEN CONSENT.
© 2024 I & S GROUP, INC.

PROJECT

MMPA

ELK RIVER EAST SITE

ELK RIVER MINNESOTA

REVISION SCHEDULE		
DATE	DESCRIPTION	BY

PROJECT NO. 25-32893

FILE NAME 32893-CHUCK-SWPPP

DRAWN BY LHH

DESIGNED BY LHH

REVIEWED BY BMP

ORIGINAL ISSUE DATE ---

CLIENT PROJECT NO. ---

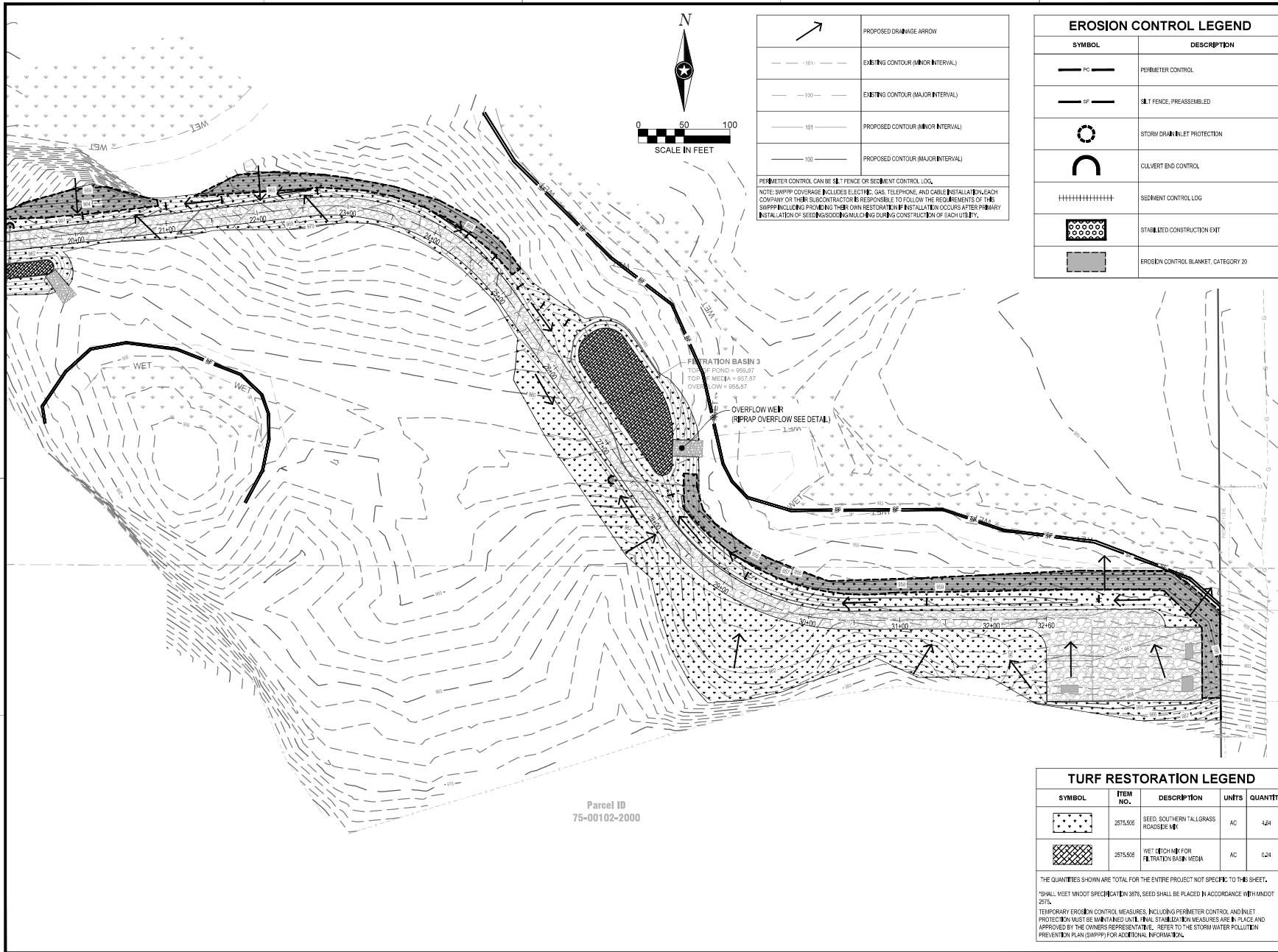
TITLE

SWPPP

SHEET

C1-40

PRELIMINARY NOT FOR CONSTRUCTION



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: 06/27/25 LIC. NO. _____

SHEET NOT VALID UNLESS THIS TEXT IS COLOR.

THIS DOCUMENT IS THE PROPERTY OF I & S GROUP, INC. AND MAY NOT BE USED, COPIED OR DUPLICATED WITHOUT PRIOR WRITTEN CONSENT.
© 2024 I & S GROUP, INC.

PROJECT

**MMPA
ELK RIVER EAST
SITE**

ELK RIVER MINNESOTA

REVISION SCHEDULE		
DATE	DESCRIPTION	BY

PROJECT NO. 25-32893
FILE NAME 32893-CHRC-SWPPP
DRAWN BY LHH
DESIGNED BY LHH
REVIEWED BY BMP
ORIGINAL ISSUE DATE ---
CLIENT PROJECT NO. -

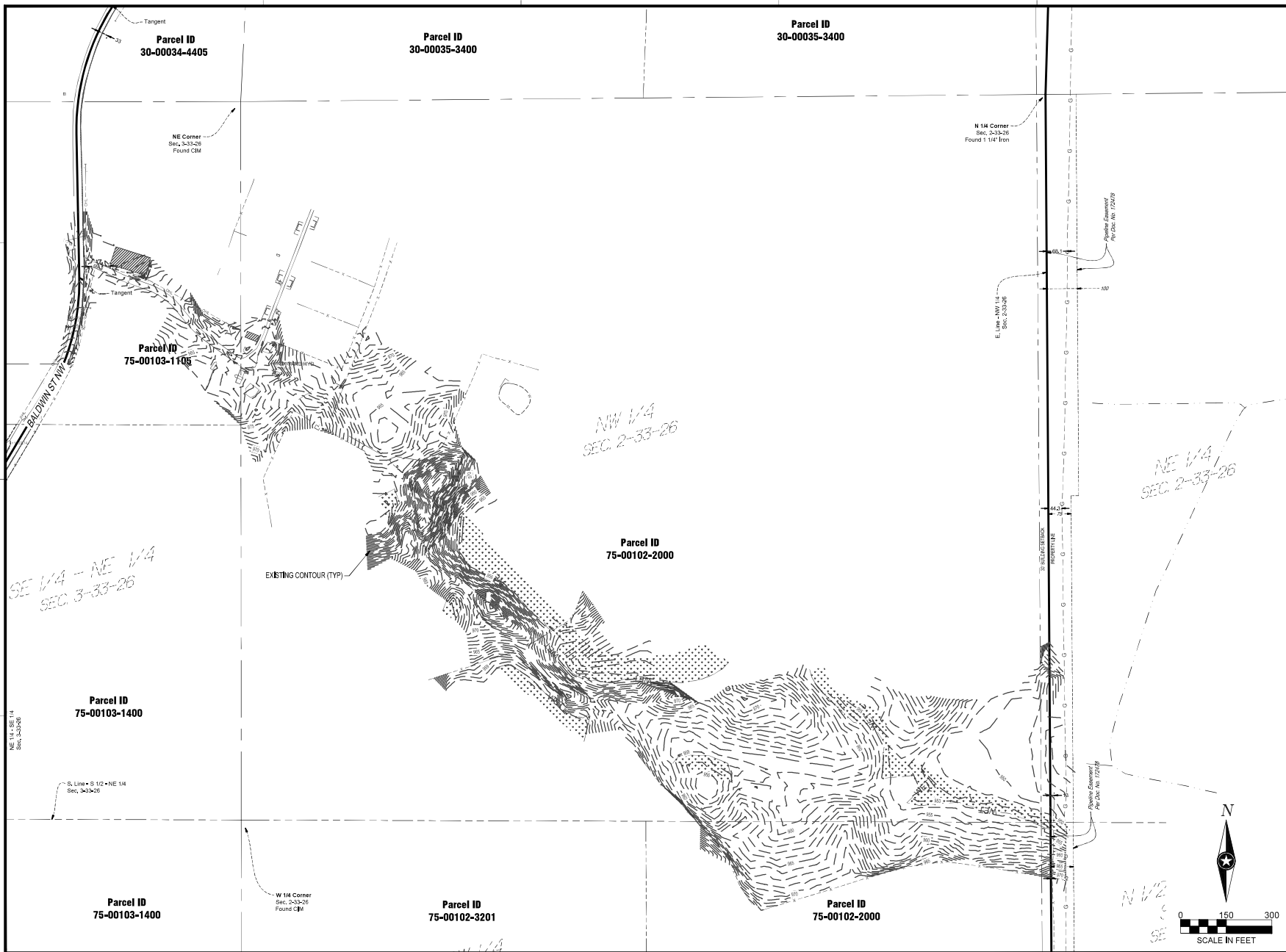
TITLE

SWPPP

SHEET

C1-42

PRELIMINARY NOT FOR CONSTRUCTION PRELIMINARY NOT FOR CONSTRUCTION



SHEET NOT VALID UNLESS THIS TEXT IS COLOR.
 THIS DOCUMENT IS THE PROPERTY OF I & S GROUP, INC., AND MAY NOT BE USED, COPIED OR DUPLICATED WITHOUT PRIOR WRITTEN CONSENT.
 © 2024 I & S GROUP, INC.

PROJECT
MMPA
ELK RIVER EAST
SITE
 ELK RIVER MINNESOTA

REVISION SCHEDULE		
DATE	DESCRIPTION	BY

PROJECT NO. 25-32893
 FILE NAME 32893-CDEGPH-01A
 DRAWN BY LHH
 DESIGNED BY LHH
 REVIEWED BY BMP
 ORIGINAL ISSUE DATE
 CLIENT PROJECT NO. -

TITLE
OVERALL EXISTING
SITE PLAN

SHEET
C2-10

PRELIMINARY NOT FOR CONSTRUCTION PRELIMINARY NOT FOR CONSTRUCTION



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 06/27/25 LIC. NO.
 SHEET NOT VALID UNLESS THIS TEXT IS COLOR.

THIS DOCUMENT IS THE PROPERTY OF I & S GROUP, INC., AND MAY NOT BE USED, COPIED OR DUPLICATED WITHOUT PRIOR WRITTEN CONSENT.
 © 2024 I & S GROUP, INC.

PROJECT
 MMPA
 ELK RIVER EAST
 SITE
 ELK RIVER **MINNESOTA**

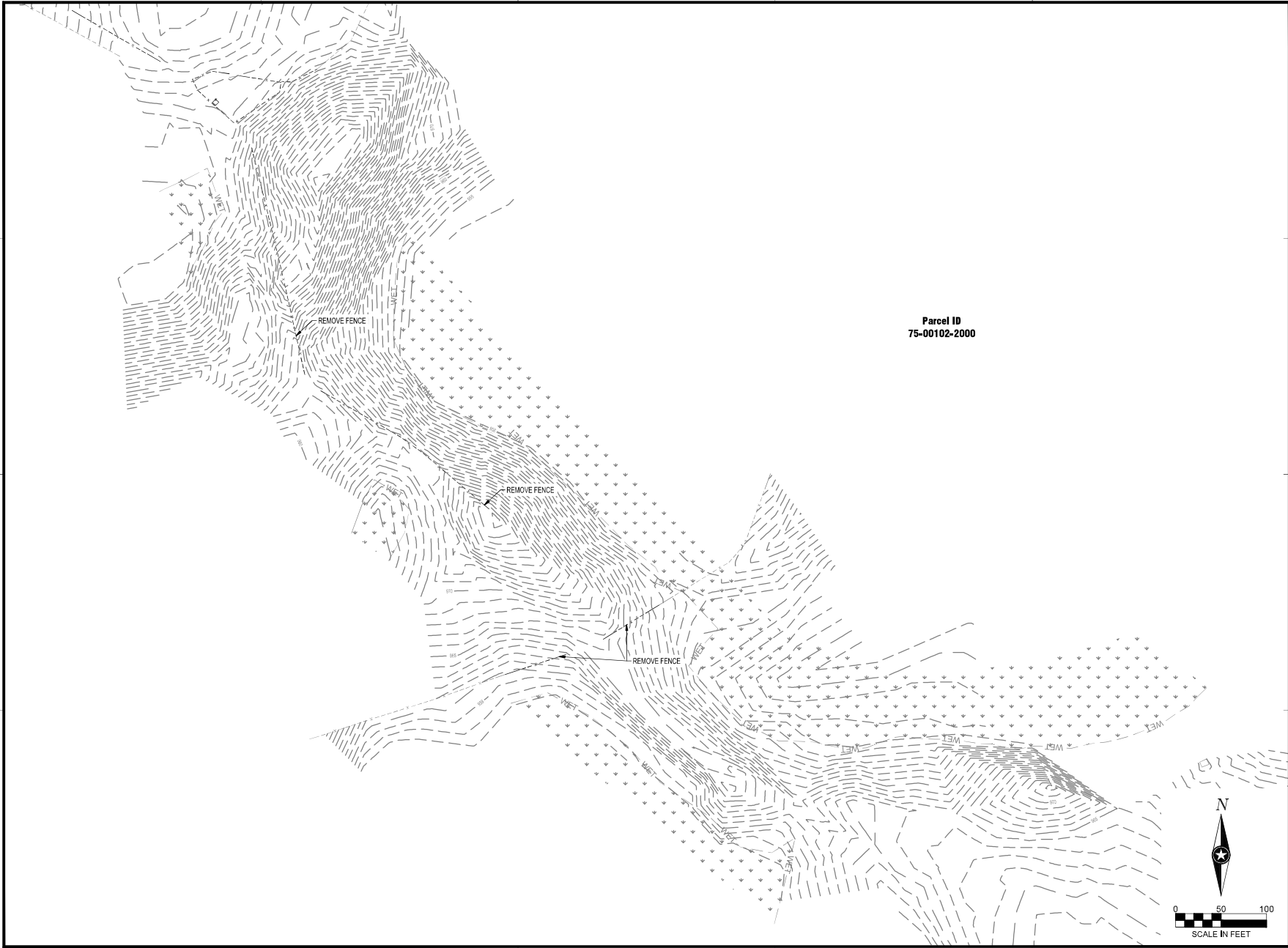
REVISION SCHEDULE		
DATE	DESCRIPTION	BY

PROJECT NO. 25-32893
 FILE NAME 32893-C2-20.dwg
 DRAWN BY LHH
 DESIGNED BY LHH
 REVIEWED BY BMP
 ORIGINAL ISSUE DATE
 CLIENT PROJECT NO. -

TITLE
 EXISTING SITE AND
 REMOVAL PLAN

SHEET
 C2-20

PRELIMINARY NOT FOR CONSTRUCTION PRELIMINARY NOT FOR CONSTRUCTION



Parcel ID
75-00102-2000



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 06/27/25 LIC. NO.

SHEET NOT VALID UNLESS THIS TEXT IS COLOR.

THIS DOCUMENT IS THE PROPERTY OF I & S GROUP, INC. AND MAY NOT BE USED, COPIED OR DUPLICATED WITHOUT PRIOR WRITTEN CONSENT.
© 2024 I & S GROUP, INC.

PROJECT

**MMPA
ELK RIVER EAST
SITE**

ELK RIVER MINNESOTA

REVISION SCHEDULE		
DATE	DESCRIPTION	BY

PROJECT NO. 25-32893
FILE NAME 32893-CD-001.DWG
DRAWN BY LHH
DESIGNED BY LHH
REVIEWED BY BMP
ORIGINAL ISSUE DATE ---
CLIENT PROJECT NO. -

TITLE
**EXISTING SITE AND
REMOVAL PLAN**

SHEET
C2-21

PRELIMINARY NOT FOR CONSTRUCTION



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

DATE 06/27/25 LIC. NO.

SHEET NOT VALID UNLESS THIS TEXT IS COLOR.

THIS DOCUMENT IS THE PROPERTY OF I & S GROUP, INC. AND MAY NOT BE USED, COPIED OR DUPLICATED WITHOUT PRIOR WRITTEN CONSENT. © 2024 I & S GROUP, INC.

PROJECT

**MMPA
ELK RIVER EAST
SITE**

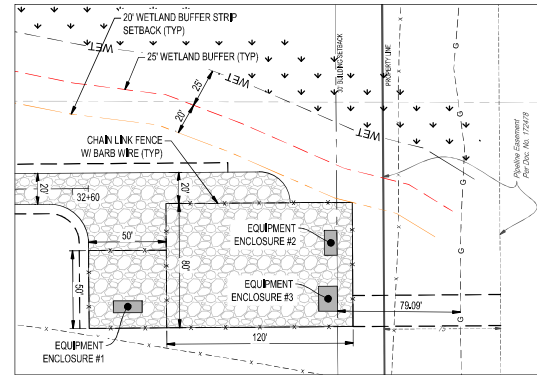
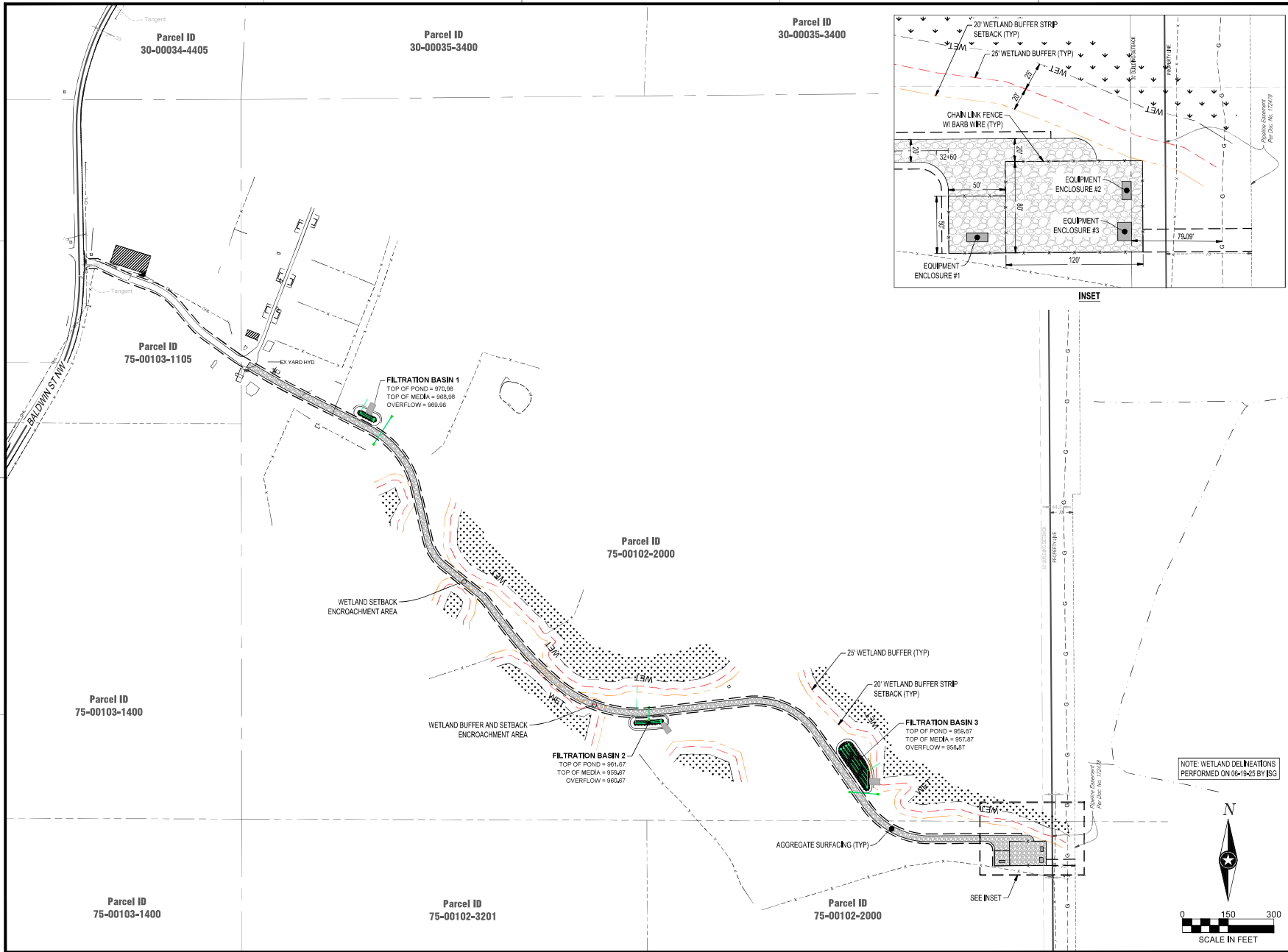
ELK RIVER MINNESOTA

REVISION SCHEDULE		
DATE	DESCRIPTION	BY

PROJECT NO. 25-32893
FILE NAME 32893-C2-22.dwg
DRAWN BY LHH
DESIGNED BY LHH
REVIEWED BY BMP
ORIGINAL ISSUE DATE
CLIENT PROJECT NO.

TITLE
**EXISTING SITE AND
REMOVAL PLAN**

SHEET
C2-22



INSET



SHEET NOT VALID UNLESS THIS TEXT IS COLOR.
THIS DOCUMENT IS THE PROPERTY OF I & S GROUP, INC. AND MAY NOT BE USED, COPIED OR DUPLICATED WITHOUT PRIOR WRITTEN CONSENT.
© 2024 I & S GROUP, INC.

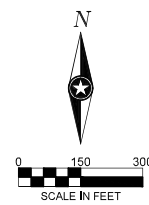
PROJECT
**MMPA
ELK RIVER EAST
SITE**
ELK RIVER MINNESOTA

REVISION SCHEDULE		
DATE	DESCRIPTION	BY

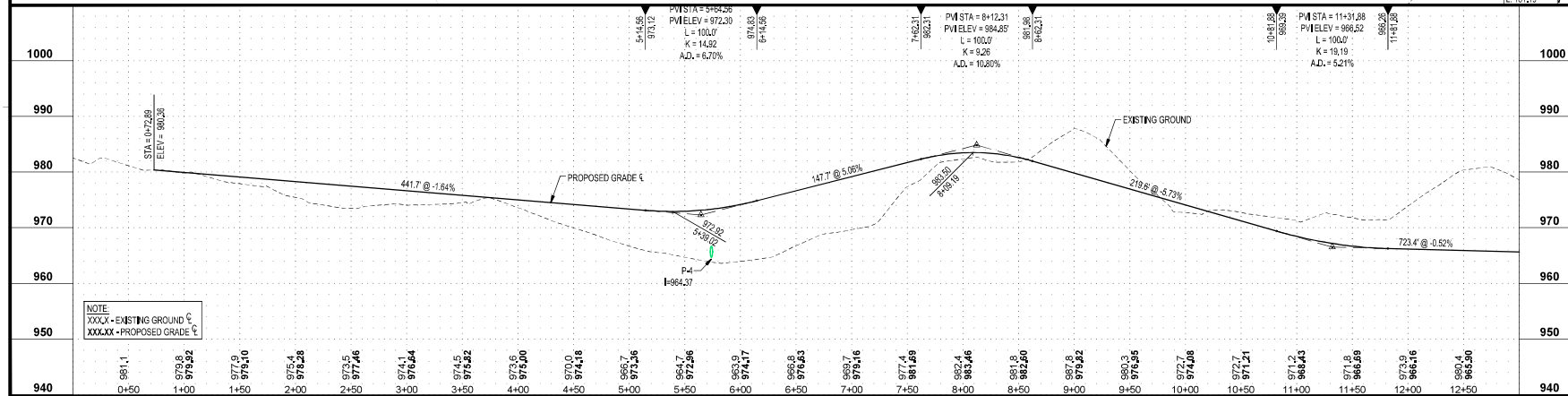
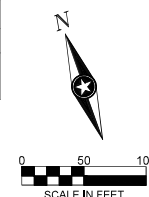
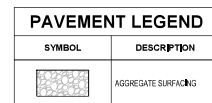
PROJECT NO. 25-32893
FILE NAME 32893-C3-10-10-01
DRAWN BY LHH
DESIGNED BY LHH
REVIEWED BY BMP
ORIGINAL ISSUE DATE 11/11/2024
CLIENT PROJECT NO. 1

TITLE
**OVERALL SITE AND
UTILITY PLAN**

SHEET
C3-10



PRELIMINARY NOT FOR CONSTRUCTION



SHEET NOT VALID UNLESS THIS TEXT IS COLOR,

THIS DOCUMENT IS THE PROPERTY OF I & S GROUP, INC. AND MAY NOT BE USED, COPIED OR DUPLICATED WITHOUT PRIOR WRITTEN CONSENT.
© 2024 I & S GROUP, INC.

PROJECT

MMPA

ELK RIVER EAST

SITE

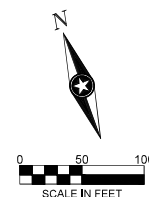
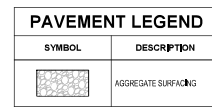
ELK RIVER MINNESOTA

[illegible]

PROJECT NO.	25-32893
FILE NAME	32893-C3-SITE
DRAWN BY	LHH
DESIGNED BY	LHH
REVIEWED BY	BMP
ORIGINAL ISSUE DATE	1-1-11
CLIENT PROJECT NO.	-

TITLE
PLAN AND PROFILE

C3-20



SHEET NOT VALID UNLESS THIS TEXT IS COLOR,
THIS DOCUMENT IS THE PROPERTY OF I & S GROUP,
INC. AND MAY NOT BE USED, COPIED OR DUPLICATED
WITHOUT PRIOR WRITTEN CONSENT,
© 2024 I & S GROUP, INC.

PROJECT

MMPA

ELK RIVER EAST

SITE

ELK RIVER MINNESOTA

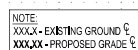
[illegible]

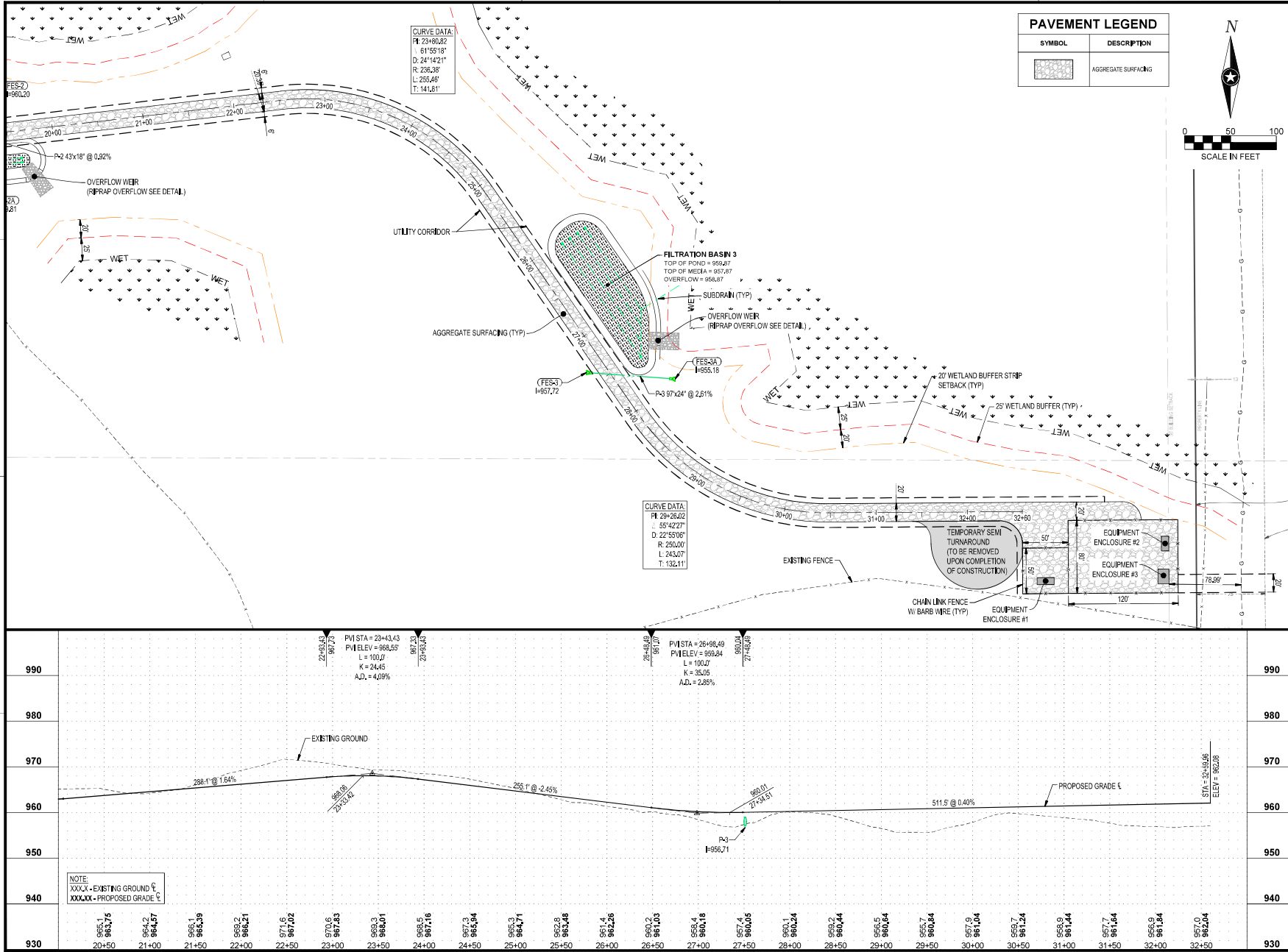
PROJECT NO.	25-32893
FILE NAME	32893-C30-SITE
DRAWN BY	LHH
DESIGNED BY	LHH
REVIEWED BY	BMP
ORIGINAL ISSUE DATE	11-11
CLIENT PROJECT NO.	-

TITLE

PLAN AND PROFILE

SHEET





THIS DOCUMENT IS THE PROPERTY OF I & S GROUP, INC. AND MAY NOT BE USED, COPIED OR DUPLICATED WITHOUT PRIOR WRITTEN CONSENT. © 2024 I & S GROUP, INC.

PROJECT

**MMPA
ELK RIVER EAST
SITE**

ELK RIVER MINNESOTA

REVISION SCHEDULE		
DATE	DESCRIPTION	BY

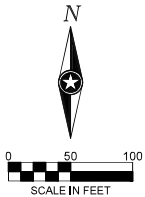
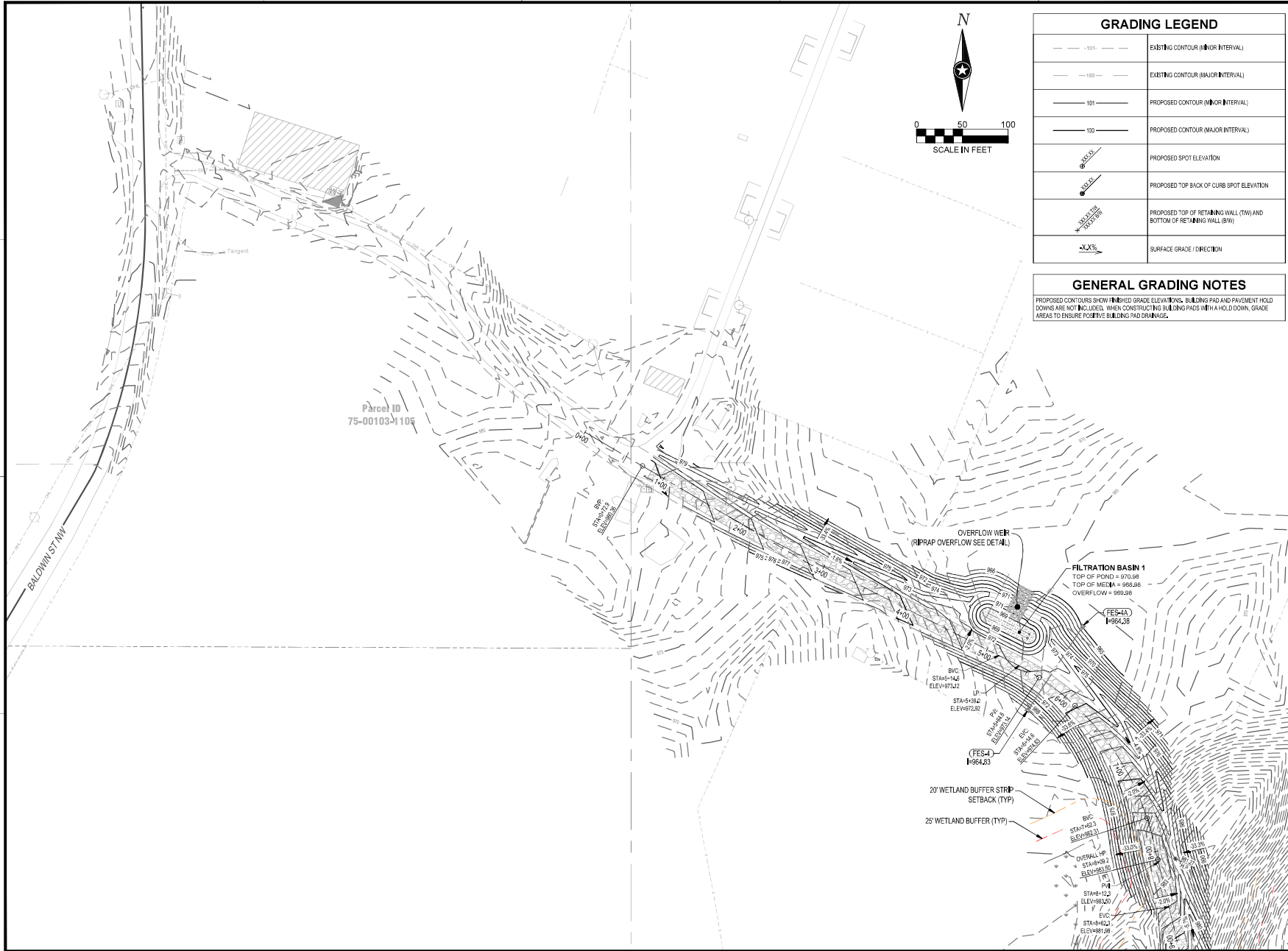
PROJECT NO. 25-32893
FILE NAME 32893-C3-22.DWG
DRAWN BY LHH
DESIGNED BY LHH
REVIEWED BY BMP
ORIGINAL ISSUE DATE
CLIENT PROJECT NO.

TITLE

PLAN AND PROFILE

SHEET

C3-22



GRADING LEGEND	
	EXISTING CONTOUR (MINOR INTERVAL)
	EXISTING CONTOUR (MAJOR INTERVAL)
	PROPOSED CONTOUR (MINOR INTERVAL)
	PROPOSED CONTOUR (MAJOR INTERVAL)
	PROPOSED SPOT ELEVATION
	PROPOSED TOP BACK OF CURB SPOT ELEVATION
	PROPOSED TOP OF RETAINING WALL (TW) AND BOTTOM OF RETAINING WALL (BW)
	SURFACE GRADE / DIRECTION

GENERAL GRADING NOTES

PROPOSED CONTOURS SHOW FINISHED GRADE ELEVATIONS. BUILDING PAD AND PAVEMENT HOLD DOWNS ARE NOT INCLUDED. WHEN CONSTRUCTING BUILDING PADS WITH A HOLD DOWN, GRADE AREAS TO ENSURE POSITIVE BUILDING PAD DRAINAGE.

DATE: 08/27/25 LIC. NO.:

SHEET NOT VALID UNLESS THIS TEXT IS COLOR.

THIS DOCUMENT IS THE PROPERTY OF I & S GROUP, INC. AND MAY NOT BE USED, COPIED OR DUPLICATED WITHOUT PRIOR WRITTEN CONSENT. © 2024 I & S GROUP, INC.

PROJECT

MMPA

ELK RIVER EAST SITE

ELK RIVER MINNESOTA

DATE	REVISION SCHEDULE	DESCRIPTION	BY

PROJECT NO. 25-32893

FILE NAME 32893-C4-GRADING

DRAWN BY LHH

DESIGNED BY LHH

REVIEWED BY BMP

ORIGINAL ISSUE DATE

CLIENT PROJECT NO.

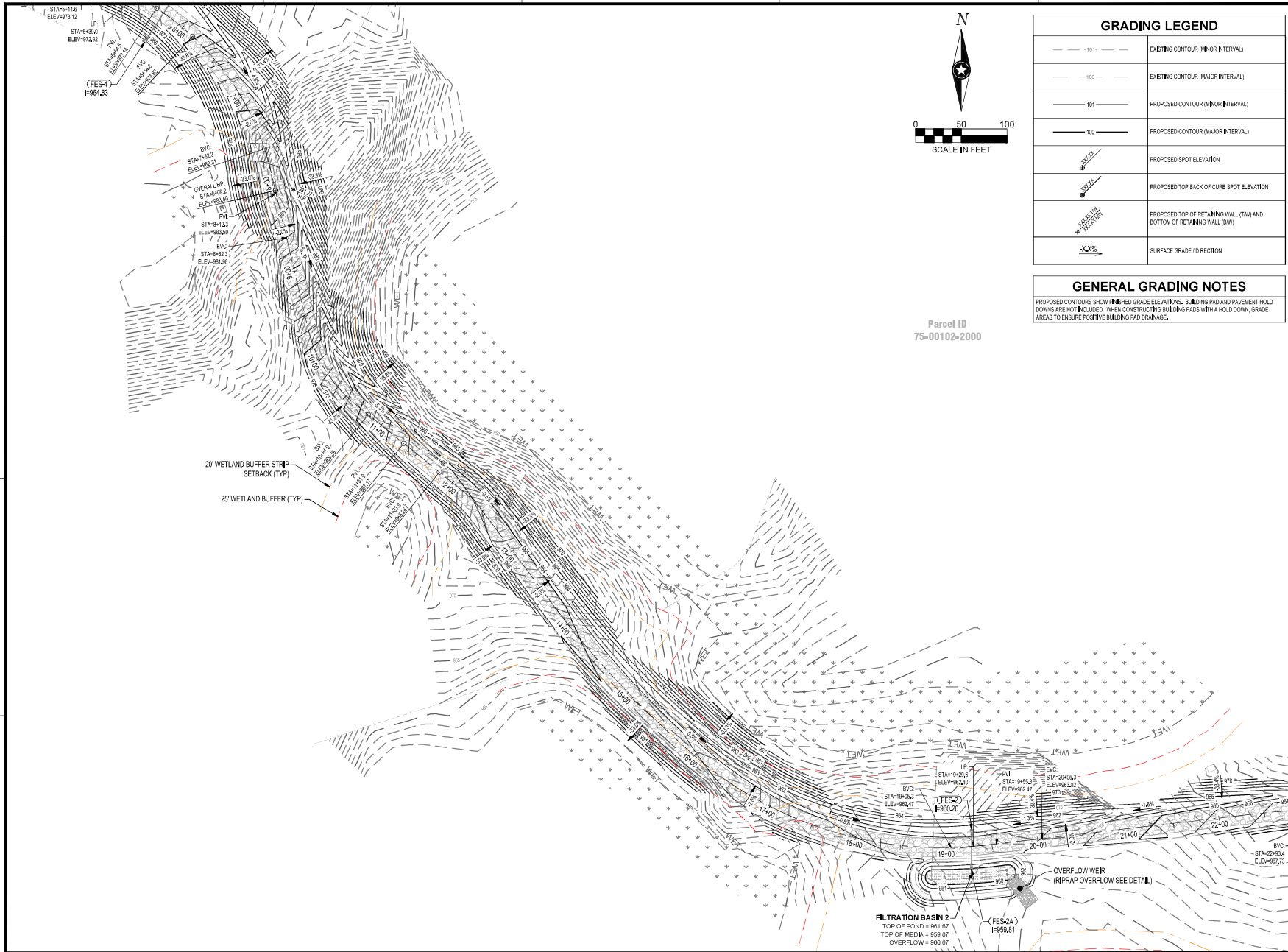
TITLE

GRADING PLAN

SHEET

C4-10

PRELIMINARY NOT FOR CONSTRUCTION PRELIMINARY NOT FOR CONSTRUCTION



GRADING LEGEND	
--- 101 ---	EXISTING CONTOUR (MINOR INTERVAL)
--- 100 ---	EXISTING CONTOUR (MAJOR INTERVAL)
--- 101 ---	PROPOSED CONTOUR (MINOR INTERVAL)
--- 100 ---	PROPOSED CONTOUR (MAJOR INTERVAL)
● 992.0	PROPOSED SPOT ELEVATION
● 992.0	PROPOSED TOP BACK OF CURB SPOT ELEVATION
--- 992.0 ---	PROPOSED TOP OF RETAINING WALL (TW) AND BOTTOM OF RETAINING WALL (BW)
--- 1.0% ---	SURFACE GRADE / DIRECTION

GENERAL GRADING NOTES
PROPOSED CONTOURS SHOW FINISHED GRADE ELEVATIONS. BUILDING PAD AND PAVEMENT HOLD DOWNS ARE NOT INCLUDED. WHEN CONSTRUCTING BUILDING PADS WITH A HOLD DOWN, GRADE AREAS TO ENSURE POSITIVE BUILDING PAD DRAINAGE.

DATE: 08/27/25 LIC. NO.:

SHEET NOT VALID UNLESS THIS TEXT IS COLOR.

THIS DOCUMENT IS THE PROPERTY OF I & S GROUP, INC. AND MAY NOT BE USED, COPIED OR DUPLICATED WITHOUT PRIOR WRITTEN CONSENT. © 2024 I & S GROUP, INC.

PROJECT

**MMPA
ELK RIVER EAST
SITE**

ELK RIVER MINNESOTA

REVISION SCHEDULE		
DATE	DESCRIPTION	BY

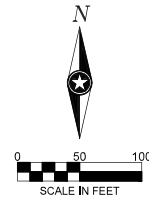
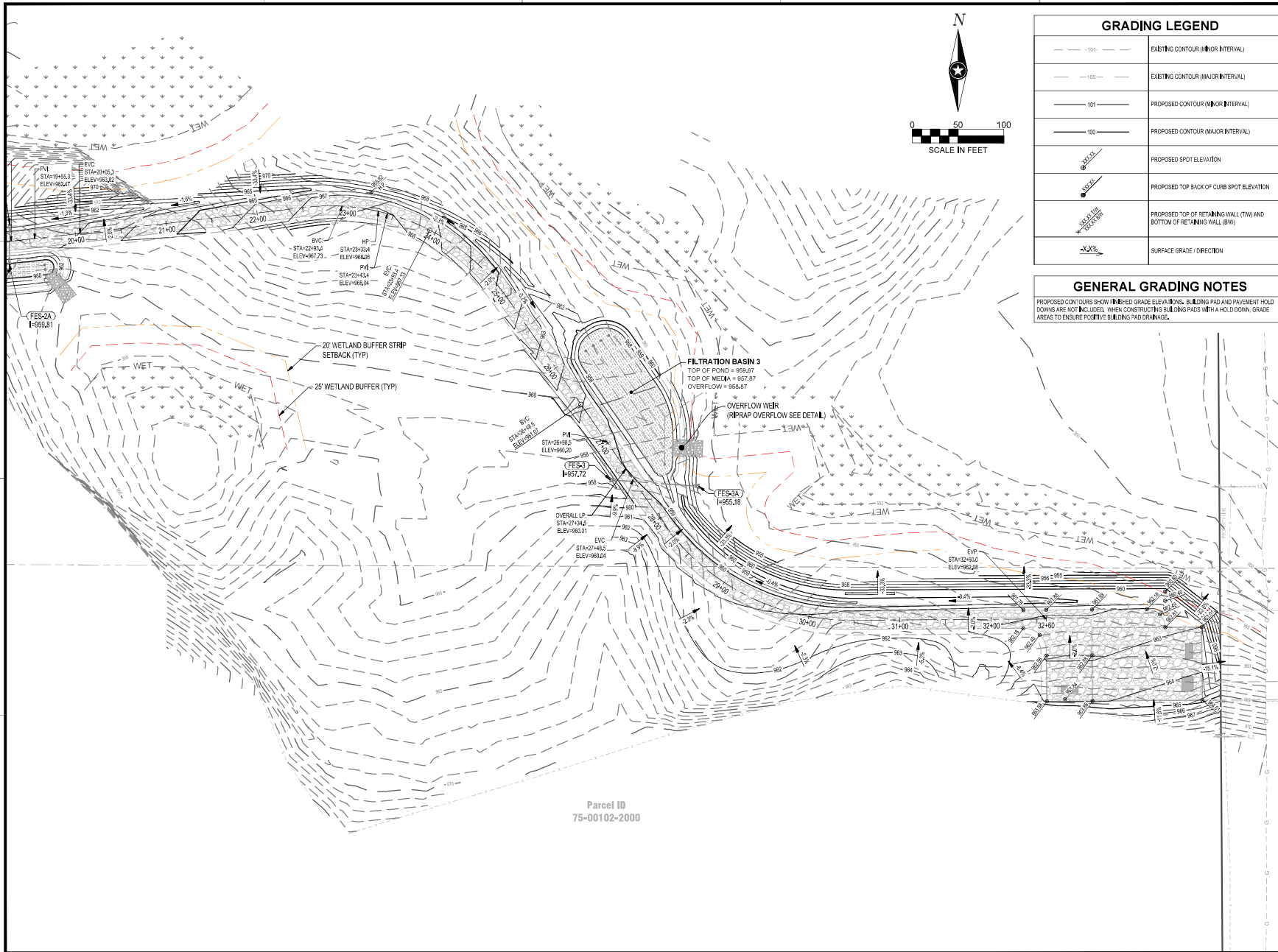
PROJECT NO. 25-32893
FILE NAME 32893-C4-GRADING
DRAWN BY LHH
DESIGNED BY LHH
REVIEWED BY BMP
ORIGINAL ISSUE DATE
CLIENT PROJECT NO. :

GRADING PLAN

SHEET

C4-11

PRELIMINARY NOT FOR CONSTRUCTION PRELIMINARY NOT FOR CONSTRUCTION



GRADING LEGEND	
--- 101 ---	EXISTING CONTOUR (MINOR INTERVAL)
--- 100 ---	EXISTING CONTOUR (MAJOR INTERVAL)
--- 101 ---	PROPOSED CONTOUR (MINOR INTERVAL)
--- 100 ---	PROPOSED CONTOUR (MAJOR INTERVAL)
● 955.8	PROPOSED SPOT ELEVATION
● 955.8	PROPOSED TOP BACK OF CURB SPOT ELEVATION
▲ 955.8	PROPOSED TOP OF RETAINING WALL (TW) AND BOTTOM OF RETAINING WALL (BW)
→ X.X%	SURFACE GRADE / DIRECTION

GENERAL GRADING NOTES

PROPOSED CONTOURS SHOW FINISHED GRADE ELEVATIONS. BUILDING PAD AND PAVEMENT HOLD DOWNS ARE NOT INCLUDED. WHEN CONSTRUCTING BUILDING PADS WITH A HOLD DOWN, GRADE AREAS TO ENSURE POSITIVE BUILDING PAD DRAINAGE.

DATE: 06/27/25 LIC. NO.

SHEET NOT VALID UNLESS THIS TEXT IS COLOR.

THIS DOCUMENT IS THE PROPERTY OF I & S GROUP INC. AND MAY NOT BE USED, COPIED OR DUPLICATED WITHOUT PRIOR WRITTEN CONSENT. © 2024 I & S GROUP, INC.

PROJECT

**MMPA
ELK RIVER EAST
SITE**

ELK RIVER MINNESOTA

REVISION SCHEDULE		
DATE	DESCRIPTION	BY

PROJECT NO. 25-32893

FILE NAME 32893-C4-GRADING

DRAWN BY LHH

DESIGNED BY LHH

REVIEWED BY BMP

ORIGINAL ISSUE DATE

CLIENT PROJECT NO.

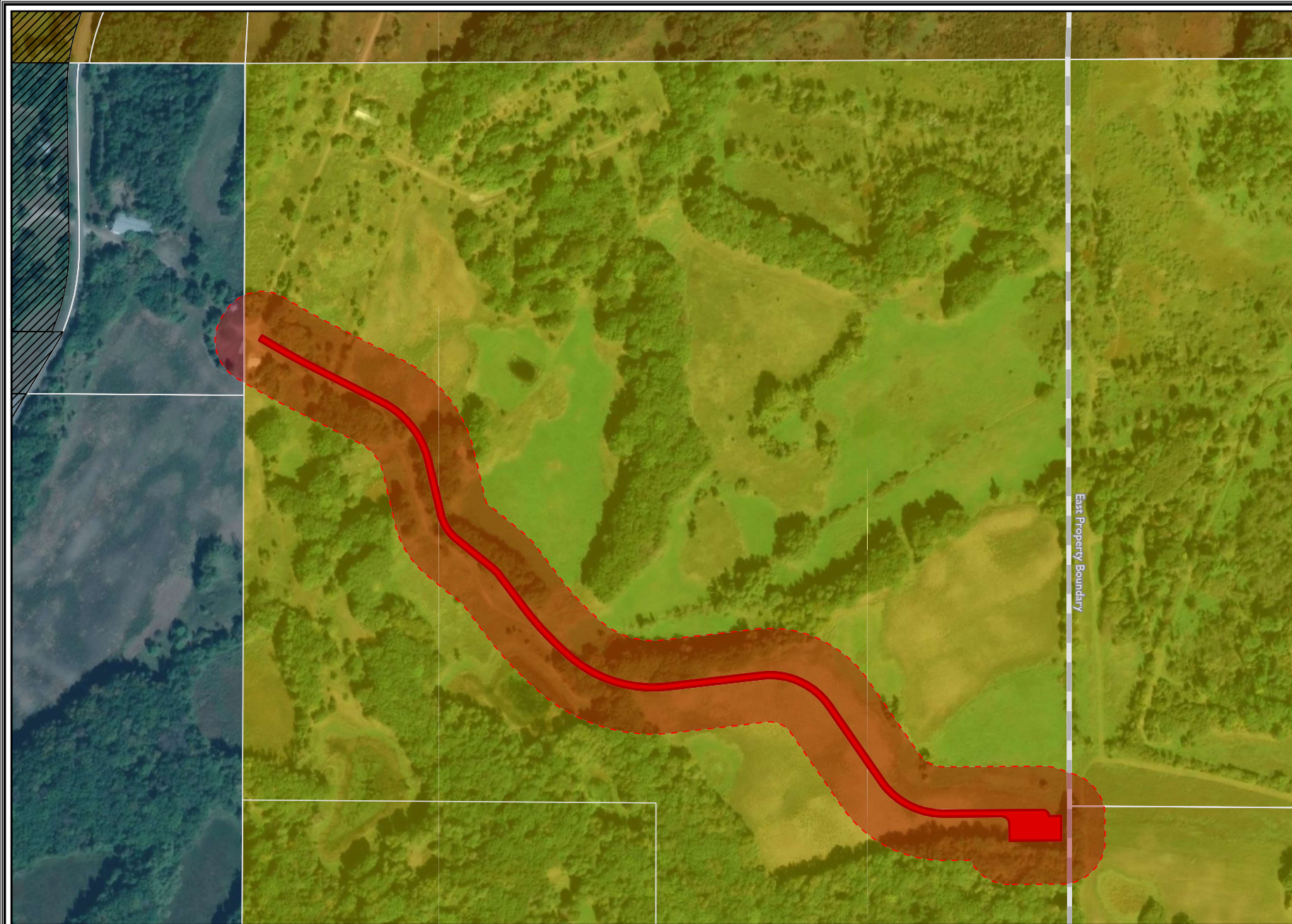
TITLE

GRADING PLAN

SHEET

C4-12

PRELIMINARY NOT FOR CONSTRUCTION PRELIMINARY NOT FOR CONSTRUCTION

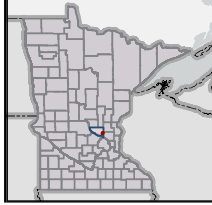
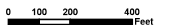


**MMPA
ELK RIVER
EAST SIDE
Zoning Map**
Elk River,
Sherburne County,
Minnesota
June 30, 2025

Legend

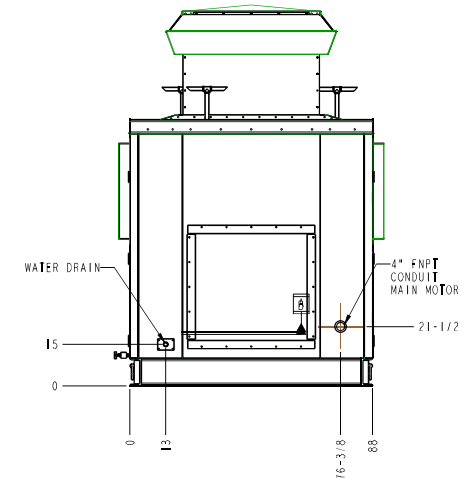
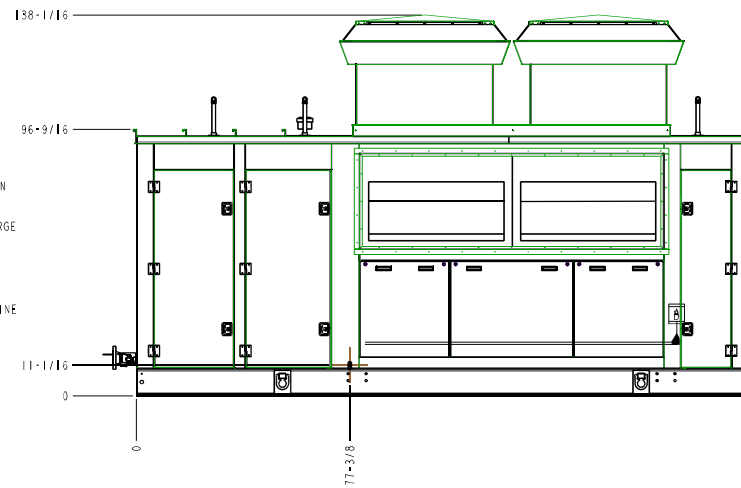
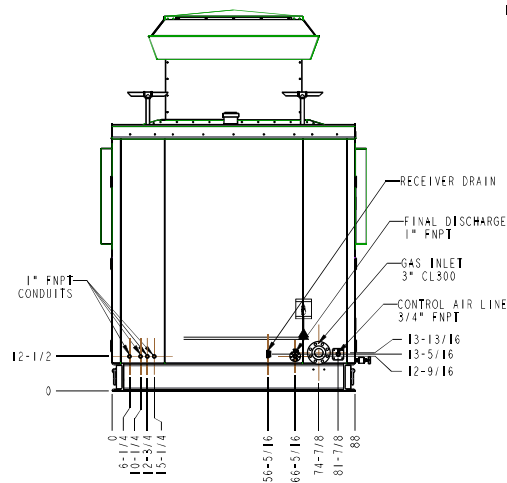
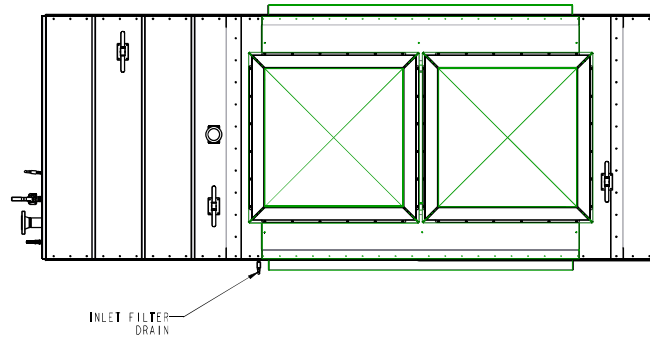
- East Property Boundary
- Project Site
- 200 Foot Radius
- Parcel
- Zoning Classification
 - RIa - Single Family Residential
 - CRT- Commercial Reserve Transition
 - Residential (County)
 - ME - Mineral
 - Excavation Overlay District

N
PN: 25-32893
Source:
Orthophoto (NAP, 2023)
Parcels (County, 2023)
Zoning (County, 2024)



Attachment C. Equipment Plans

See equipment plan drawing set.



COMPRESSOR DATA

WEIGHT: 28,000 LBS (APPROXIMATE).

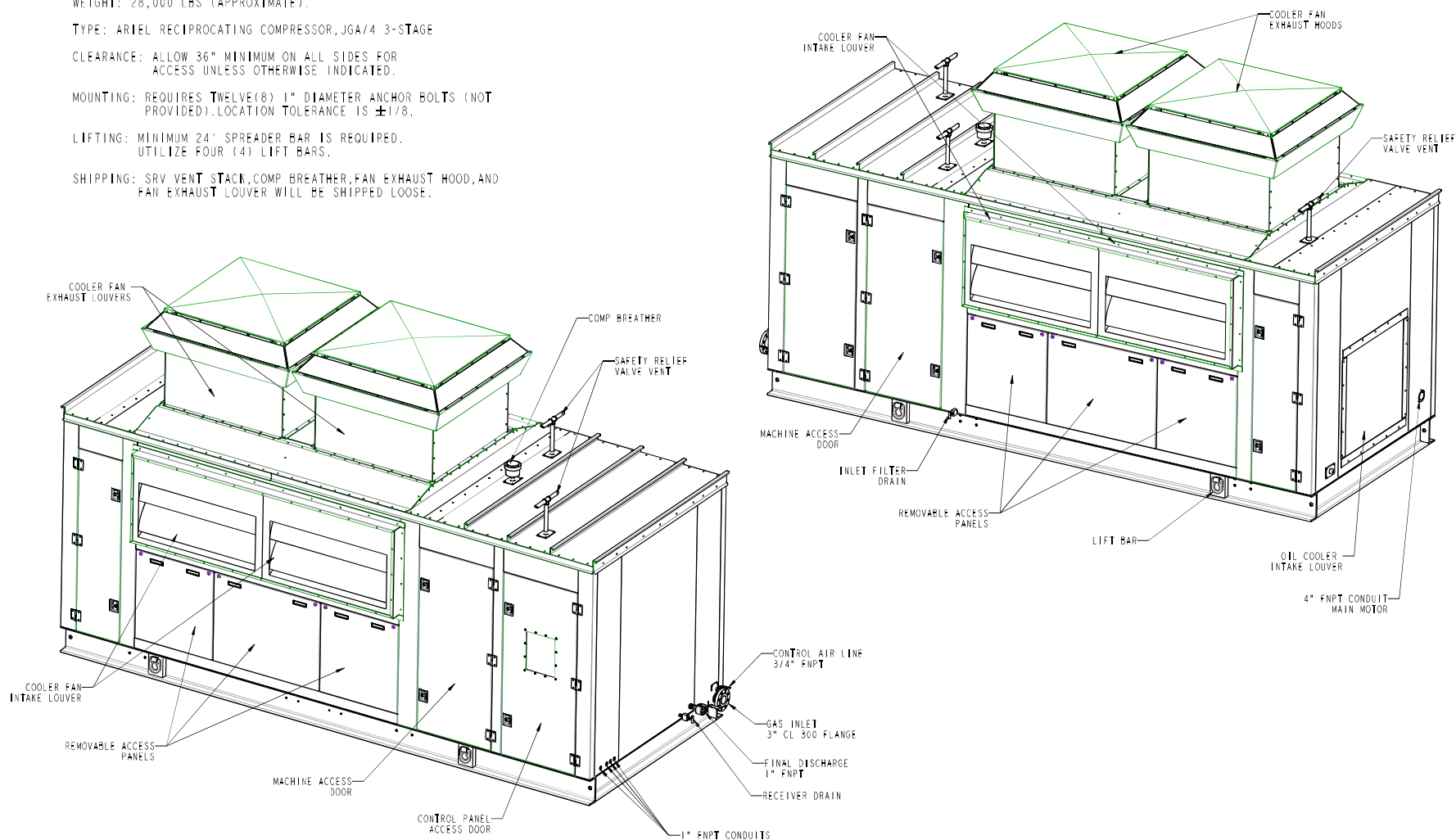
TYPE: ARIEL RECIPROCATING COMPRESSOR, JGA/4 3-STAGE

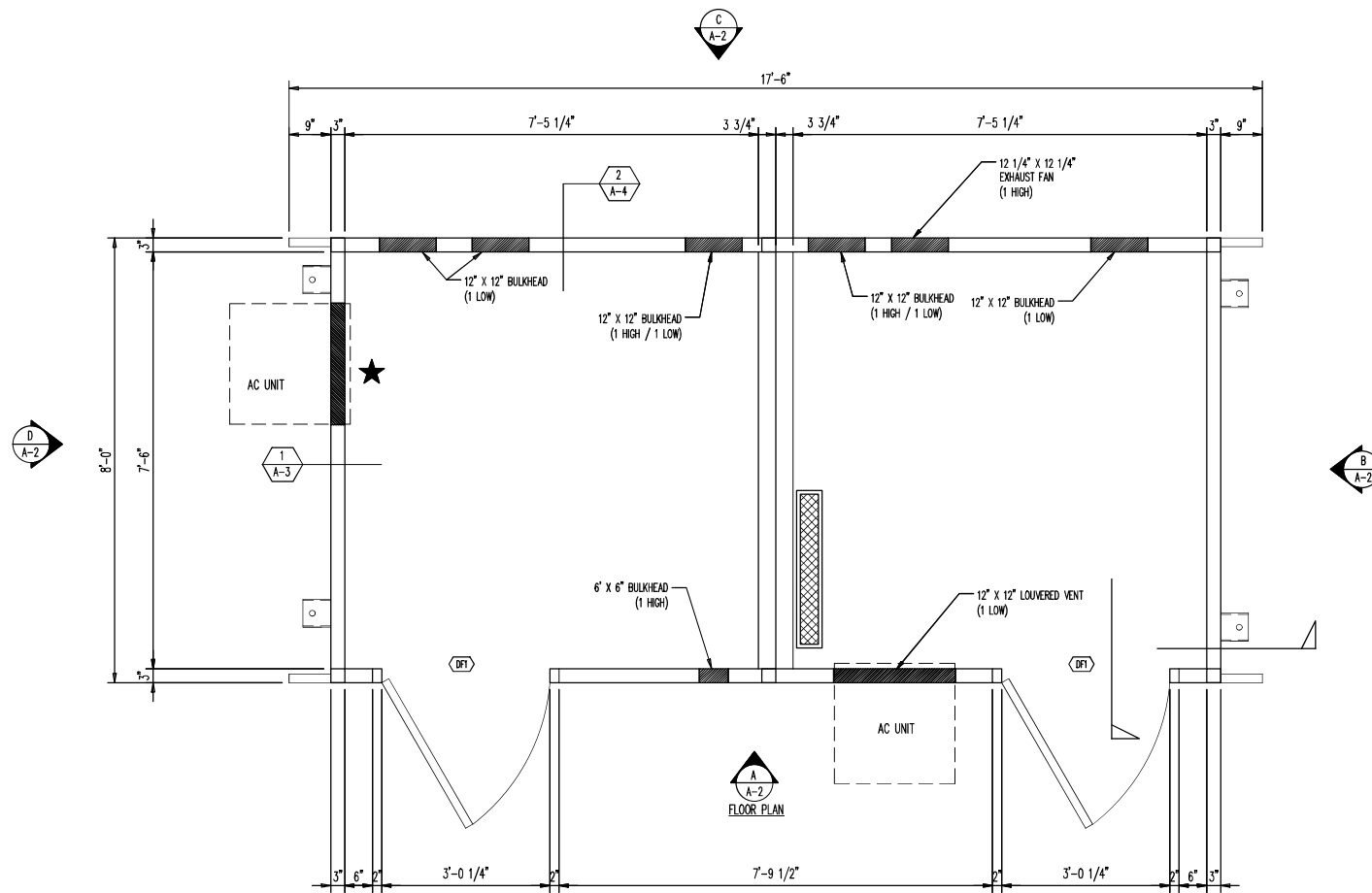
CLEARANCE: ALLOW 36" MINIMUM ON ALL SIDES FOR ACCESS UNLESS OTHERWISE INDICATED.

MOUNTING: REQUIRES TWELVE (8) 1" DIAMETER ANCHOR BOLTS (NOT PROVIDED). LOCATION TOLERANCE IS $\pm 1/8$.

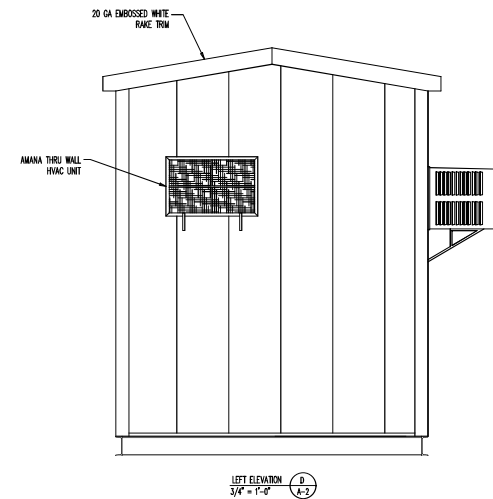
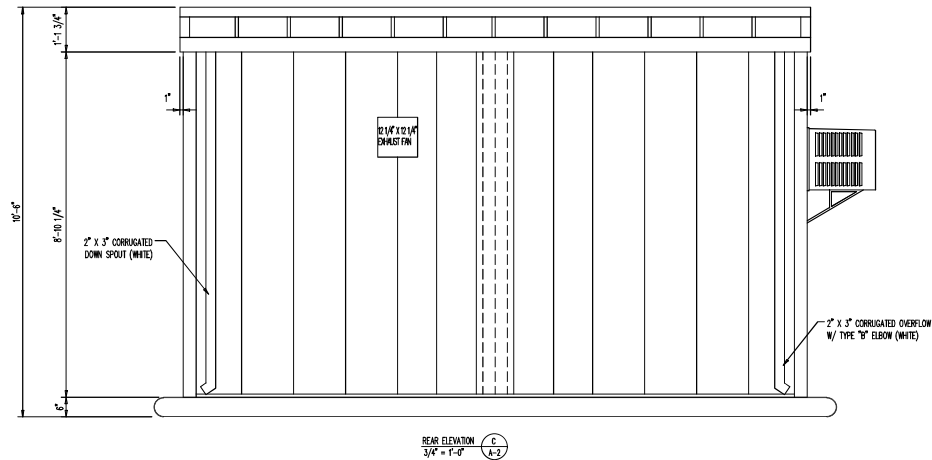
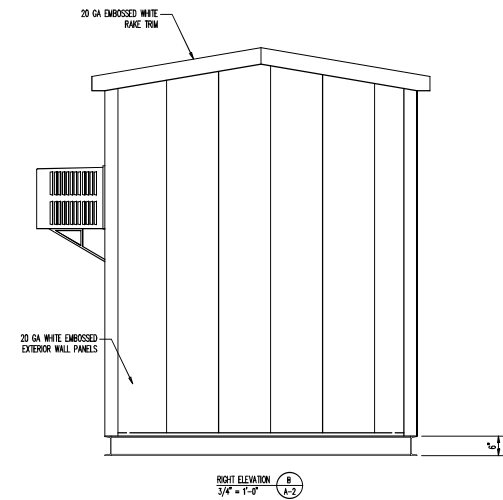
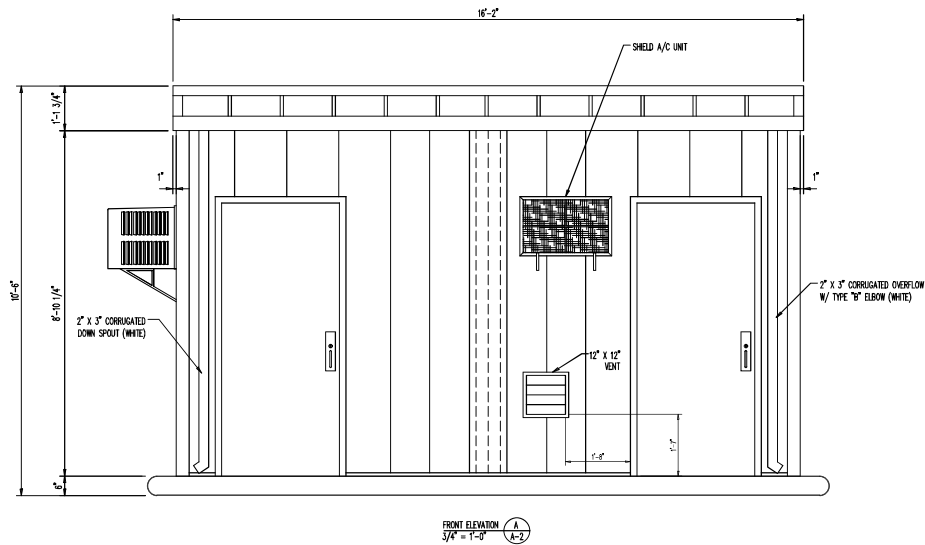
LIFTING: MINIMUM 24" SPREADER BAR IS REQUIRED. UTILIZE FOUR (4) LIFT BARS.

SHIPPING: SRV VENT STACK, COMP BREATHER, FAN EXHAUST HOOD, AND FAN EXHAUST LOUVER WILL BE SHIPPED LOOSE.



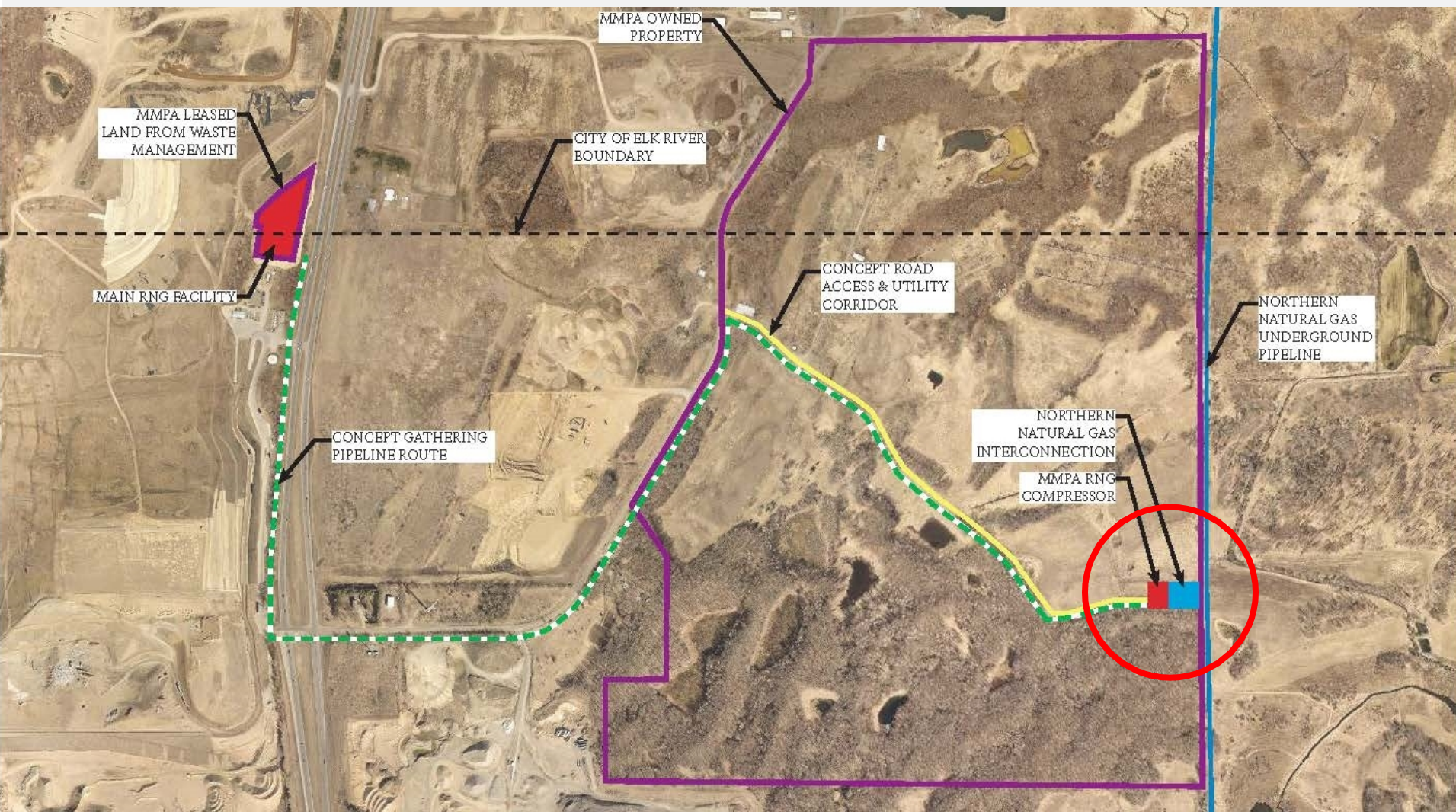


EQUIPMENT ENCLOSURE SIZE: 8 x 16 x 8 FEET



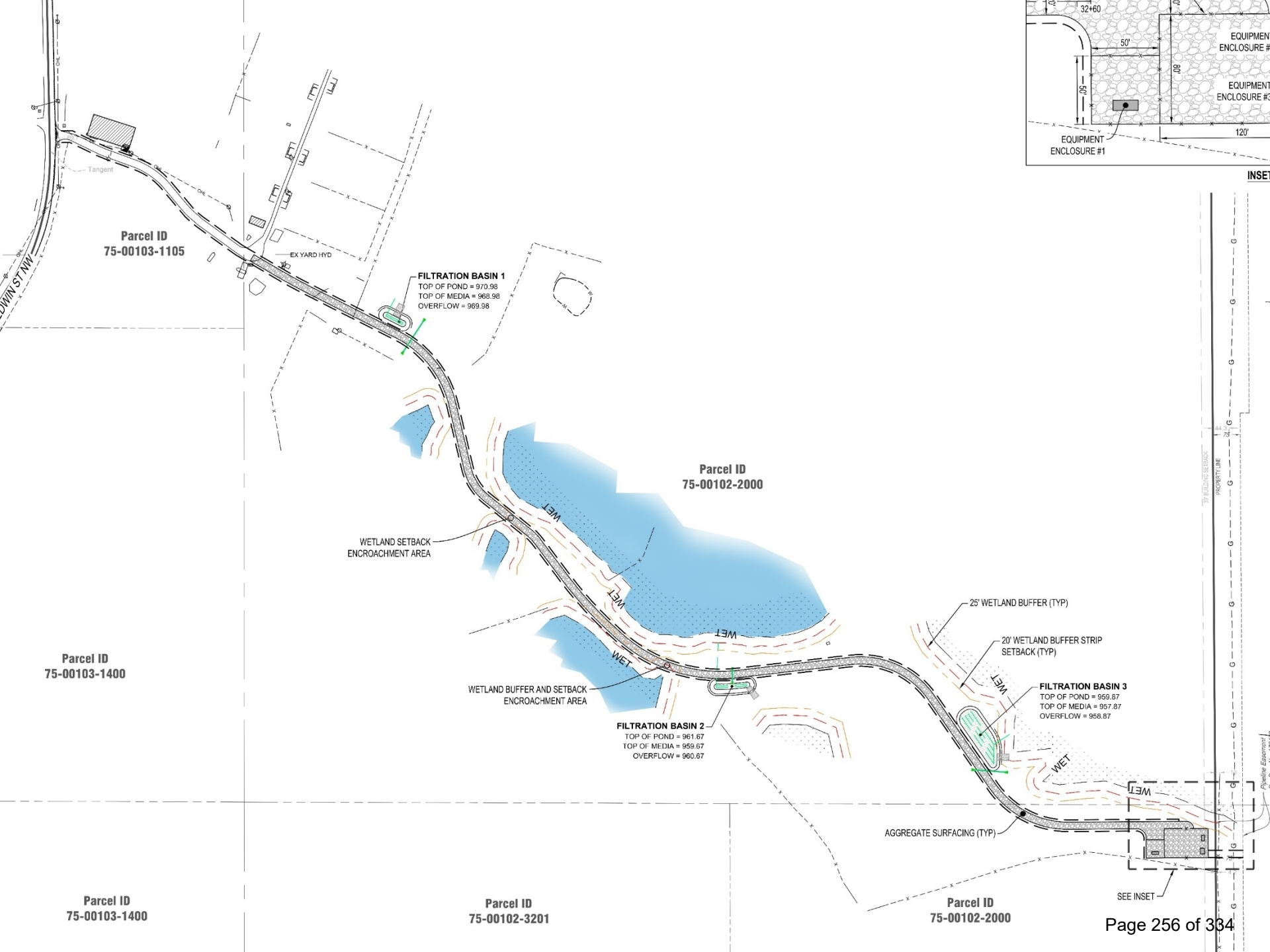
MMPA

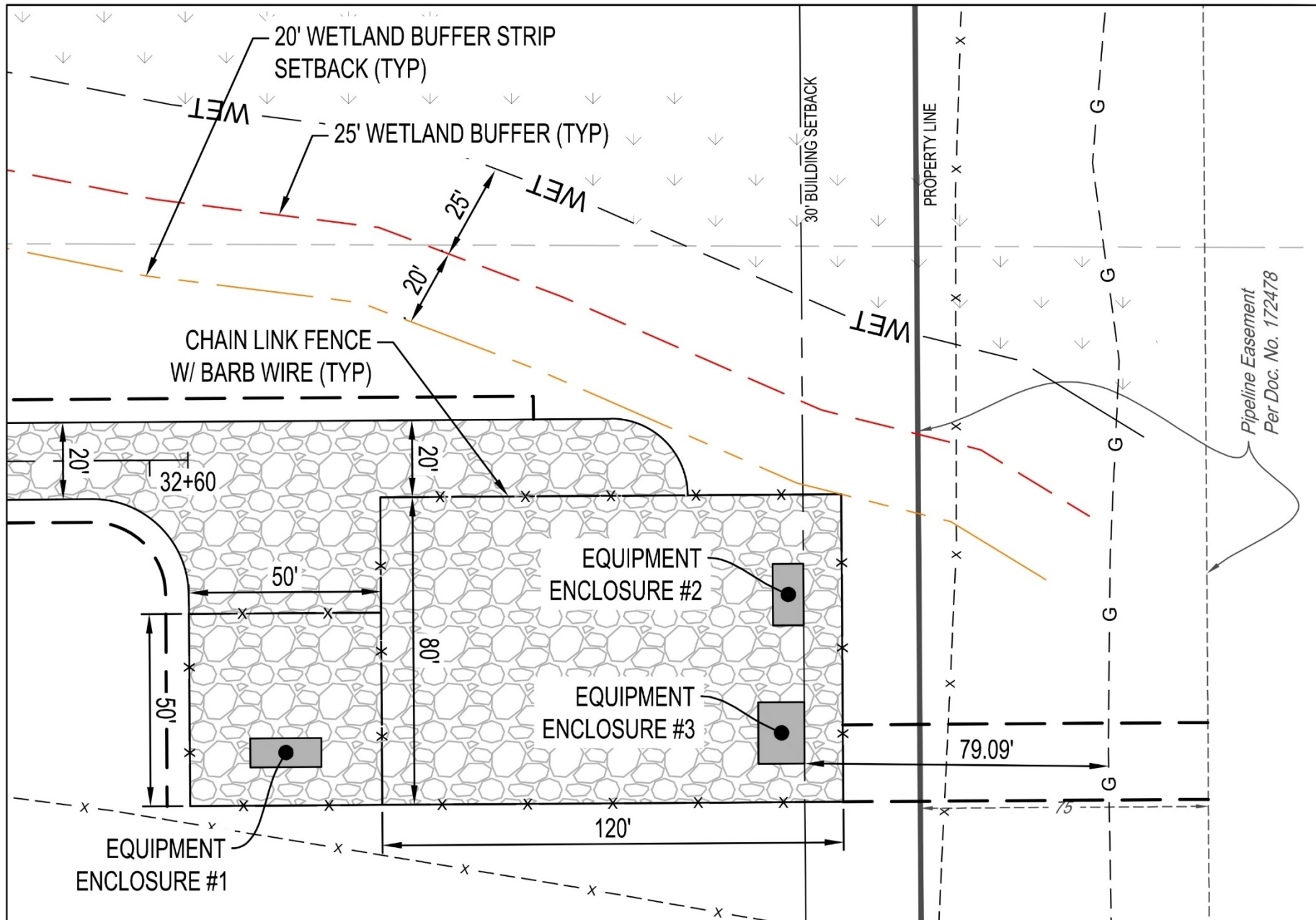
Natural Gas Connection Essential Service



Background

- MMPA, in partnership with Waste Management, propose a renewable natural gas facility.
 - Essential services review – Sec. 30-797
- Site plan application supports the access road and interconnection facility with Northern Natural Gas.
 - Clean gas from landfill added to NNG pipeline.
 - Far eastern side of MMPA property.
- Variance approved for access road through wetland buffer.





INSET

Applicable Regulations

- Essential services may be located in any district subject to compliance with all applicable laws, regulations and ordinances. Prior to the commencement of construction, installation or condemnation, plans for the proposed essential service activity shall be submitted to and reviewed by the council. The council may require that the location and construction of such services be made compatible with the existing and planned development, including, without limitation, roads, parks, schools and buildings.

Applicable Regulations

- Review ensures the project is compatible with existing and planned development.
- Does not impact current plans or uses in the area.
 - Generally vacant or mining operations.
- Future development under the CRT and R-1a zoning standards will need to accommodate the underground pipeline.

Action Requested

- Approve the essential services facility proposed by MMPA.



Request for Action

To
City Council

Item Number
8.2

Meeting Date
August 18, 2025

Prepared By
Starr Sorheim, Senior Communications Coordinator

Item Description
Communications Policy and Procedure Updates

Reviewed by
Cal Portner
Tina Allard

Action Requested
Review and accept updated Communications Policies and Procedures for the City of Elk River.

Background/Discussion
Our policies for the city's communications were outdated. This update includes an expansion on current policies and the addition of sections discussing artificial intelligence, accessibility, crisis communications, and the removal of former employees.

Financial Impact
None

Mission/Policy/Goal
Meet changing needs
Ethical, efficient, and responsible

Attachments
I. Communications Policies FINAL

The Elk River Vision

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

COMMUNICATIONS POLICIES AND PROCEDURES

Developed by the City of Elk River's Communications Department

Last Updated: June 2025



Contents

Communications Department Policies and Procedures	3
Purpose	3
Scope	3
Authority	4
Policy Statement	4
Review	5
Request for Exceptions	5
Definitions.....	5
ADA Compliance.....	7
Plain Language	8
Artificial Intelligence	8
Branding.....	9
Crisis Communications.....	9
Drone Policy	9
Registration.....	10
Eligibility	10
Crew Responsibilities	10
Operational Guidelines	11
General Requests	12
From the Public	12
From Staff to the Communications Department.....	12
From the Communications Division to Staff.....	13
Media Requests	13
Personal Communications	15
Social Media Policy	16
Accounts	16
Guidelines	17
Managing	18

Monitoring	20
Data Practices	20
Elected and Appointed Officials on Social Media	21
Website.....	22
Information for the Public	22
Links.....	23
Disclaimers and Limitations of Liability	24
Copyright Policy	25
Removal of Communications Employees.....	25
Grammar Guidelines	25
Third Parties	29

Communications Department Policies and Procedures

Purpose

The purpose of these policies and procedures is to outline the principles for creating, disseminating, and managing communications that are produced by the City of Elk River. These policies align with the city's goals, mission, and values, ensuring transparent communications and establishing and maintaining consistent communication processes.

Scope

The Communications Division is centralized in the City of Elk River, and all communication activities and efforts related to operations, personnel, and services, media and public relations, brand, identity, and creative services, and social media and website assets are the responsibility of the Communications Division.

Unless specifically exempted, this policy applies to all departments, divisions, sections, sub-sections, and employees. Further, it applies to city-contracted agencies, partners, and vendors involved in producing communication materials and/or efforts on behalf of or associated with the city. In certain situations, these policies may not apply to the Mayor, individuals appointed by the Mayor, the Elk River Police Department, the Elk River Fire Department, Elk River Liquor Stores, or other affiliated groups in the City of Elk River.

Furthermore, unless otherwise approved by the Communications Division, all city departments are prohibited from creating positions that include the coordination or management of:

- Media and public relations activities;
- Social media and website content development and/or design;
- Visual and/or creative communications; and
- Communications activities and efforts via community engagement

City departments are encouraged to work alongside the Communications Division with including communication-related job tasks on job descriptions as deemed

necessary. For example, adding participation in content creation to a retail manager's job description.

The Communications Division currently works alongside the following approved positions that include communication tasks:

- Elk River Fire Department Administrative Assistant
- Elk River Police Department Investigative Analyst
- Elk River Police Department Senior Administrative Assistant
- Economic Development Specialist
- Parks and Recreation Special Events Coordinator
- Parks and Recreation Sports Coordinator

Authority

The Communications Division is responsible for developing and coordinating the city's internal and external communications and all brand functions. The Division reserves the right to enforce this policy and take appropriate action to ensure compliance and alignment.

Additionally, elements of this policy are referenced in the city's Personnel Policy Manual. Failure to comply with certain policy elements may lead to corrective or disciplinary action up to and including termination.

Policy Statement

The Communications Division serves as the primary source of information from the city, both internally and externally. The Division strives to build trust and maintain consistency. The Division is responsible for public relations activities, employee communications, visual communications, and its brand as outlined in the subsequent policies.

The goal of the subsequent policies is to provide internal and external publics accurate, consistent, effective, and transparent communication that mitigates the risk of misinformation or misinterpretation with the utmost professionalism.

Review

These policies will be subject to periodic review by the Communications Division and City Administrator to ensure their effectiveness and relevance. Any necessary updates or revisions will be made as needed to align with the evolving needs and goals of the city.

Request for Exceptions

Any requests for exceptions or modifications to these policies shall be submitted in writing to the Communications Division. Requests will be reviewed on a case-by-case basis, considering the impact on the city's communication strategies, procedures, needs, goals, and/objectives.

Definitions

Boards and Commissions – Resident committees comprised of volunteers and appointees that cover a wide range of topics and interests. Boards and Commissions explore and provide thoughtful advice to help the city create policies and develop programs.

Brand – The overall perception, reputation, and emotional connection that people have with a company, product, or organization. It encompasses the thoughts, feelings, and associations that people have when they encounter or think about a specific company or product. It is shaped by the brand strategy and the multiple tangible and intangible elements involved.

Brand Guidelines – The set of rules, instructions, and specifications that define and communicate how a brand and its various elements should be presented and utilized.

Campaign or Program – A distinct set of visuals and messages developed to promote a specific marketing campaign, program, services, or initiative within the organization.

City – The City of Elk River.

Collateral – Collateral includes, but is not limited to, brands, identities, logos, brochures, handouts, flyers, posters, templates, signs, vehicle markings or decals,

facility signage, uniforms, videos, advertising or marketing campaigns, websites, social media platforms, social media graphics, and any other visual communications or assets used to represent the city, its departments, employees, services, and/or work.

Communication Activities and Efforts – Functions that include media and public relations, brand, identity, creative communications, social media, and web-based communications.

Department – A functional unit or group within the organization that is responsible for carrying out specific tasks or activities related to a particular function or service. For the purpose of this policy, departments are as follows: Administration, Building Safety, Cannabis, Community Development, Economic Development, Engineering, Environmental, Finance, Fire, Furniture and Things Community Event Center, Human Resources, Information Technology, Liquor, Planning, Police, Parks and Recreation, and Public Works.

External Communications – Written, verbal, or visual communications, whether in physical or digital form, that are intended for or distributed to audiences outside city government.

Internal Communications - Written, verbal, or visual communications intended for, or distributed to, city government audiences that include departments, divisions, sections, sub-sections, and employees.

Media Request – Any request for information or interview from traditional media or non-traditional media.

Media Relations – The mutually beneficial relationship between journalists and the city.

Media Training – Required education and instruction provided by the Communications Division for identified city spokespersons.

Personal Social Media Account – A city employee's or city official's personal social media account(s).

Official Social Media Account – A social media account managed on behalf of the city by an approved Social Media/Website Contributor.

Social Media – Websites and applications that enable users to create and share content or to participate in social networking.

Social Media/Website Contributor – At the discretion of the Communications Division, city employees may be granted limited access to specific social media platforms or the city website with the capability of contributing to content posted on those pages. Contributors will be required to demonstrate the appropriate experience, education, or training for social media and website management on behalf of an organization or business.

Spokesperson – Subject matter expert trained and approved by the Communications Division to speak on behalf of their department.

ADA Compliance

On April 24, 2024, the U.S. Department of Justice issued a final rule under Title 11 mandating that government websites and mobile applications comply with the Web Content Accessibility Guidelines (WCAG) 2.1 Level AA. This ADA compliance order ensures that websites and mobile apps are readily accessible to end users. Based on population size, the City of Elk River has until April 2027 to meet these standards. Non-compliance may result in legal action, including potential lawsuits.

Examples of Accessibility Features

- Using clear and concise plain language with contrast between text and background color.
- Providing alternative text descriptions for images so they can be understood by individuals with visual impairments.
- Captioning videos so they can be understood by individuals with hearing impairments.
- Accessible forms that are easy to navigate with assistive technology.

The Communications Division is researching the mandate and assistive tools, creating training opportunities for staff, and developing a remediation plan. This policy will be updated as this work is finalized.

Plain Language

Plain language is communication that all user can understand the first time they read it and know what they need to do next. Plain language follows “everyday” language, short and complete sentences, easy-to-find and understand information, and clearly states directions and deadlines.

The State of Minnesota implements plain language in [Executive Order 19-29](#). While this Executive Order refers to state agencies, the city also values the importance and inclusivity of plain language.

Plain language should be used in all communications, whether printed materials, email, or web content. When writing technical or legal documentation, you should use plain language as much as possible.

Examples of plain language:

Original: Means of Egress: Ways of exit access and the doors to exit to which they lead shall be so designed and arranged as to be clearly recognizable as such. Hangings or draperies shall not be placed over exit doors or otherwise so located as to obscure any exit. Mirrors shall not be placed on exit doors. Mirrors shall not be placed in or adjacent to any exit in such a manner as to confuse the direction of the exit.

Plain Language: Exit routes: An exit door must be free of signs or decorations that obscure its visibility.

When writing in plain language, focus on the person you are writing to and include personal pronouns as applicable. Active voice should be used instead of passive voice. For example, “All homeowners must complete this form.” More examples can be found in the Grammar Guidelines section of this policy.

Artificial Intelligence

With the growing use of Artificial Intelligence (AI), it is important to maintain integrity, branding voice, and transparency in all communications. Staff are encouraged to use AI as a tool, but not as a replacement. For example, staff may utilize AI to assist with editing, streamlining, or brainstorming work. AI should **not**

be used to generate content in its entirety, whether for internal or external communications.

If AI is used to write content in its entirety, it must be disclosed in the submission to the Communications Division. AI-generated or assisted content is not guaranteed to be used in publications. The Communications Division may ask staff to resubmit content due to AI use. Staff are responsible for the accuracy and integrity of all content submitted.

Content that is solely AI-generated will not be published.

For help with understanding AI and acceptable use, please contact the Communications Division.

Branding

The city established a Branding Guide for city brand use, along with specific departments. Please refer to the guide for all branding-related information.

Crisis Communications

The Communications Division has an established Crisis Communications Plan covering a variety of crisis situations. Please refer to the plan for all crisis communication information. Note: Should a crisis arise, notify the Communications Division immediately.

Drone Policy

An unmanned aircraft system (UAS) or drone is an aircraft without a human pilot on board, controlled by an operator on the ground. UAS are considered aircraft and are subject to Federal Aviation Administration (FAA) regulations and the statutes and rules of the State of Minnesota.

This policy establishes criteria for the use of UAS by city employees. UAS will only be used to capture video footage for informational and marketing uses. This policy is not intended for public safety departments which shall have their own policy for UAS use.

Registration

The FAA requires our drones to be registered by make, model, and serial number.

- FAA Registration: <https://faadronezone.faa.gov/#/>
- Minnesota Department of Transportation (MnDOT) Registration: <http://www.dot.state.mn.us/aero/aircraftregistration/index.html>

Eligibility

UAS flights shall only be performed by a city employee, age 18 or older, who has attended a city-approved training program and passed the FAA Part 107 test.

Crew Responsibilities

A minimum of two employees shall work all UAS operations: an operator and a visual observer. The visual observer will accompany the operator at any time the UAS is in use and will serve as an observer to watch for and avoid any safety issues within the flight area or for violations of these guidelines.

Operators shall:

- Conduct and document at least two training flights per year to maintain familiarity with equipment, operational procedures, and policies.
Recommended changes to this policy are welcome to be brought forward for consideration.
- Be solely responsible for the safe operation of the UAS.
- Have full authority to reject a flight due to safety concerns. No one, regardless of authority, can order an operator to make a flight when, in the opinion of the operator, it can't be done safely and within FAA regulations.
- Be knowledgeable about surroundings, including obstructions and airspace activity.
- Be responsive to the visual observer to accomplish a flight.
- Have in possession a UAS registration and operator license when operating the UAS.
- Comply in all respects with all applicable FAA regulations.

Visual Observer (VO) shall:

- Assist the operator in maintaining visual awareness of the airspace and

advise the operator of any imminent hazards.

- Work with the operator to ensure radio communications are made on time.

Pre-Flight Inspections

- The operator shall conduct a preflight inspection of the UAS before each flight.
- All equipment will be tested before the flight by the operator.
- Before initiating a flight, the operator shall check current and forecasted weather conditions.
- Identify and verbalize obstructions and potential obstructions to include water towers, power lines, buildings, cell towers, etc.

Crew Coordination

- The operator and VO will work together to form the crew, which will ultimately accomplish the flight.
- In the interest of safety, both the operator and the VO must be comfortable with all decisions made while working as a crew. If there is a genuine concern on the part of either the operator or the VO, the flight shall not proceed or shall be terminated.
- Concerns by any crew member shall be immediately expressed to the other crew members to ensure clear communication.
- Neither crew member may be under the influence of drugs or alcohol.

Operational Guidelines

The UAS operator shall practice discretion and ensure privacy for all flights. Safety is the primary priority. All flights must meet the following:

- All flights must remain in line of sight.
- Public event coordinators/leaders shall be notified of flights in advance of the event.
- UAS will not be used for intentionally capturing images of private property without the written consent of the property owner, or for conducting any type of surveillance on private property, including surveillance for public safety or code enforcement purposes.
- Footage captured by a UAS shall be maintained per the Minnesota General Records Retention Schedule and is subject to the Minnesota Data Practices

Act. The city attorney shall be consulted for questions related to data requests.

- Flights shall be prohibited:
 - Over stadiums, sporting events, people, vehicles.
 - Within five (5) miles of an airport or near manned aircraft.
 - Near emergency response efforts, such as fires, except in the case of training events to be utilized for marketing purposes.
 - Under the influence of drugs or alcohol.
 - During adverse weather conditions or when adverse conditions are expected.
 - At night without authorization from the City Administrator. If a flight is performed at night, the flight path shall be predetermined, set, and practiced during daylight hours.
 - For personal use.

General Requests

From the Public

All staff are responsible for communicating routine public information to the public about their specific job duties. Requests for private data or information outside the scope of an individual's job duties should be routed to the appropriate department director or the data practices authority.

Official data or records requests under Chapter 13 of the Minnesota Data Practices Act shall be provided to the Data Practices Compliance Official (city clerk) and Responsible Authority (city administrator)

From Staff to the Communications Department

Departments and their staff are expected to submit all communication requests, including but not limited to photography, videography, design, printing, and marketing needs, via the online forms found on the city's Access site.

Departments and their staff should not independently contract with any outside agency to conduct media and public relations, unless otherwise discussed with the Communications Department.

Departments and their staff hiring consultants to conduct community engagement efforts are required to include a representative from the Communications Division in their project team to ensure accuracy and consistency.

From the Communications Division to Staff

The Communications Division is solely responsible for working with departments to perform media relations activities and various communication needs on behalf of the city. The Division will work with each department to build a working relationship of trust that benefits the city and its residents.

Departments are expected to reciprocate this relationship and invest in media relations activities and communication needs to further the city's mission, vision, and goals.

This relationship will often result in collaborative meetings, frequent emails, and ongoing conversations. Periodically, the division may ask for volunteers from staff to participate in various photo and video opportunities. Staff are asked to wear non-branded city apparel and to remove their name badge before being on camera, unless the content being produced is information regarding a city facility, program, or event.

For example, an employee from the Building Division offering to be in a liquor store marketing video should not wear any city apparel or name badge. However, an employee making a video about an upcoming city-hosted event is encouraged to wear appropriately branded apparel if applicable.

Media Requests

The Communications Division is responsible for coordinating all media relations activities and maintaining relationships with all media outlets and reporters.

Apart from routine events and basic information that is readily available to the public, all requests for interviews or information from the media are to be routed

through the City Administrator and the Communications Division. Media requests include anything intended to be published or viewable to others, such as television, radio, newspaper, newsletters, and websites.

Responding to Media Requests

- Requests regarding the following should be directed to the City Administrator.
 - City personnel
 - Potential litigation
 - Controversial issues
 - An opinion on a city matter
 - Any other requests outside of “routine” questions
- Respond to the media representative with the following statement: “I’m sorry, I don’t have the full information regarding that issue. Let me take some basic information and submit your request to the appropriate person, who will get back to you as soon as they can.”
- Collect the following information from the media representative: name and organization they are representing, questions, deadline, and contact information.

Handling Media Requests

- The Communications Division may reach out regarding requests for information or a department spokesperson. It is important to promptly respond.
- Each department should have a designated spokesperson who is trained in their subject matter, public speaking, and media relations.
 - The Fire or Police Chief will speak on behalf of emergencies unless notified by the Mayor or City Administrator to the contrary.
- All defined spokespersons must:
 - Identify themselves as a city representative.
 - Keep information respectful, professional, truthful, and accurate.
 - Correct any errors in a sincere and timely manner.
 - Avoid engaging in speculation.
 - Avoid speaking critically about the city or others involved in a matter.

- Avoid speaking on topics you are not designated to speak upon.
- Avoid sharing personal opinions.

Issuing Media Requests

- The Communications Division initiates all proactive media contacts on behalf of city business, including issuing press releases and pitches to reporters for coverage. It is solely the Division's responsibility to develop and maintain relationships with the media.
- The Communications Division must approve and is responsible for disseminating all news releases.
- Department personnel should not initiate media contacts directly.

Personal Communications

It is important to remember that personal communications may reflect on the city, especially when commenting on city business. The following guidelines apply to personal communications, including, but not limited to, social media, newspaper letters to the editor, readers' comments in newspapers, and personal endorsements.

- Remember that what you write is public and will be for a long time. It may also be spread to large audiences. It is a good idea to refrain from sending or posting information that you would not want your supervisor or other employees to read.
- The city expects employees to be truthful, courteous, and respectful towards all city employees, residents, and other persons associated with the city. Do not engage in name-calling or personal attacks.
- If you publish something related to the city, identify yourself and use a disclaimer such as, "I am an employee of the City of Elk River. However, these are my own opinions, and they do not represent those of the City of Elk River."
- City resources, working time, or official city positions cannot be used for personal profit, business interests, or to participate in personal political activity. For example, a building inspector should not use the city logo to promote their side business.

- Personal social media account names or email names should not be tied to the city to avoid confusion from the public. For example, ElkRiverCop@gmail.com.
- All engagement on city social media accounts should be handled through the official city channels by approved social media contributors.
- Employees should not use their personal accounts to make official statements on behalf of the city or the appearance of statements on behalf of the city.
- Employees should not create an official social media account for themselves, their department, program, etc. for city-related business.
- Employees are encouraged to follow the city social media accounts, share posts, engage, and celebrate.

Social Media Policy

The city recognizes the importance of utilizing social media as a communication tool in various ways. Social media is a tool to share important information, initiatives, and city programs and events. It is also a strong asset for fostering public trust, two-way conversations, and promoting unity. This policy covers all social media accounts operated by the city.

Accounts

The Communications Division generates, manages, and maintains all social media accounts affiliated with the city. They reserve the right to review and revise the approved social media platform list based on current trends, organizational needs, and best practices.

The city uses its social media accounts in two categories:

1. Disseminating time-sensitive information as quickly as possible.
2. As marketing promotional channels

New social media platforms must be proposed by the Communications Division to the City Administrator, IT Manager, and the appropriate department director with the following:

1. Purpose for the new account/platform

2. Year-long strategy plan for content and management

Active Accounts

- Facebook
 - Elk River City Government
 - Elk River Fire Department
 - Elk River Police Department
 - Elk River Parks and Recreation
 - Elk River Farmers Market
 - Elk RiverFest
 - Furniture and Things Community Event Center
 - City of Elk River Economic Development
- Instagram
 - Elk River Liquor Stores
- X (formerly Twitter)
 - City of Elk River
 - Elk River Economic Development
- NextDoor
 - City of Elk River
- LinkedIn
 - Elk River City Government
- YouTube
 - City of Elk River
- Google
 - City of Elk River

Guidelines

The city social media sites shall comply with the Minnesota Government Data Practices Act, Copyright Law, Open Records law, the City of Elk River's ordinances, executive orders, Personnel Manual, and this Communications Policy.

Users and visitors to social media sites will be notified via the "about" section of the intended purpose of the site and its guidelines. They will be listed as such:

1. The city uses this page/profile to serve as a mechanism for communication between the city and members of the public.
2. The views expressed in comments are those of the author and do not necessarily reflect official city views.
3. The purpose of this site is to discuss matters of public interest in the city as identified and raised by the city for discussion. The site also allows users to speak directly to the city.
4. Comments are encouraged that are on topic to the subject matter being posted.
5. Users who submit content to this site agree they have read, understand, and agree to the following terms and conditions.
6. The city reserves the right to regulate and remove (hide) comments that are:
 - a. Obscene or pornographic content.
 - b. Direct threats to persons or property.
 - c. Private, personal information about a person published without their consent, such as, but not limited to, license plate numbers, address, phone numbers, email addresses, or medical information.
 - d. Information that endangers the public by compromising a public safety security system.
 - e. Becomes discriminatory based on race, color, age, religion, gender, marital status, status concerning public assistance, national origin, physical or mental disability, or sexual orientation.
 - f. Statutorily private, confidential, or nonpublic data.
 - g. Commercial spam or hyperlinks to inappropriate content or spam.
7. The city abides by the First Amendment. If you believe your comment has been removed due to the above list and violates the First Amendment, please contact us.
8. The city manages this page during working hours and may not respond to every comment or question posted.

Managing

1. The Communications Division will maintain administrative rights for all city social media accounts, including any login and password information. They may grant access to social media accounts when deemed necessary.

2. All new social media accounts will be established and administered by the Communications Division.
3. All city social media accounts will be audited annually by the Communications Division to maintain consistency, brand recognition, and a cohesive social media strategy.
4. Employees shall not share access to city social media platforms or personal login information.
5. The city is entitled to edit or remove published content from city social media pages. Removed content should be retained for Open Records purposes.
6. All content posted on city accounts is the property of the city.
7. Contributors will be designated by the Communications Division and will be limited to full-time city employees who have completed Social Media Training facilitated by Communications staff. Contributors shall abide by the policy and follow all procedures, guidelines, and best practices. Violation of this policy can result in the revocation of their role as contributors and/or the removal of the account.
8. Outside of emergency or crisis-related content, scheduling of social content will be done at the discretion of the Communications Division to ensure strategic alignment with the stated goals of the city, with every effort to post items in the order they are received, understanding the timeliness of some requests will warrant prioritized scheduling.
9. The Communications Division will work with departments to plan, generate, and review social media content. Content will have multiple reviews before posting.
10. No platform will be used for political purposes.
11. No platform will be used to advertise non-city programs, services, initiatives, or community calendar events, except in situations when the city takes organizational responsibility, is a driver or leader in decision-making, is providing funding, or when an apparent legal agreement is in place.
12. No platform will be used for fundraising, except in the event of an emergency where coordinated efforts may be activated.
13. Appropriate photo and/or video credit shall be given for content. This only applies to direct posts and not sharing from another page.

If an employee creates an unauthorized social media site representing the city, a department, division, program, initiative, etc., Communications will require the site to be taken down immediately. Non-compliance may result in disciplinary action.

Monitoring

1. The Communications Division will monitor all social media accounts. This includes comments and direct messages.
2. City employees and department designees are encouraged to share information with the Communications Division with concerns found on social media regarding the city.
3. Any content removed based on Guideline 6 in the Managing section must be retained, including the time, date, and identity of the poster.
4. The Communications Division will respond to direct messages during work hours with the following guidelines:
 - a. Respond to questions as efficiently as possible
 - b. When waiting for information from staff, provide acknowledgement of receipt and indication of follow-up
 - c. Sign messages with your name and position title
 - d. If the individual begins to debate or elongate the conversation, respond with the invitation to continue the conversation with our City Administrator and then provide his/her phone number.
5. The Communications Division will respond to comments during working hours. Comments that should be responded to include:
 - a. Questions
 - b. Misinformative statements
 - c. Hiding of comments defined in the Guidelines
6. The Communications Division will respond and/or react to comments as a form of engagement when deemed appropriate.

Data Practices

Non-public or confidential data shall not be posted per the Minnesota Government Data Practices Act. Any employee maintaining a social media site is responsible for

responding completely and accurately to any public records requests on social media.

Any content removed based on guidelines 6 in the Managing section must be retained, including the time, date, and identity of the poster. Any city content that is deleted must also be archived appropriately.

The city currently does not use social archiving software.

Elected and Appointed Officials on Social Media

Officials should comply with the following guidelines when posting:

1. Do not use the official city social media sites for campaign purposes.
2. Do not post comments or links to any content that endorses or opposes political candidates or ballot propositions, including links to an elected official's campaign site, on an official city social media site.
3. Be mindful of the risks of electronic communications, which implicate the Minnesota Government Data Practices Act.
4. Be mindful of the Open Meeting Law; communication between officials on social media should be avoided.
5. Refrain from using social media as a mechanism for conducting official city business other than for informal communications.
6. Identify themselves as elected officials of the city if/when making a post on social media, and be honest, straightforward, and respectful.
7. Ensure efforts to be honest don't result in sharing non-public information related to coworkers, personnel data, medical information, claims or lawsuits, or other non-public or confidential information.
8. Ask the appropriate staff person or department to post official city documents, rather than summarizing them from memory. You may post a direct link to a document found on the city's website.
9. Correct mistakes as soon as you are made aware of the error. Corrections should be made as timely as possible. When modifying an earlier post, make it clear that the posting has been corrected.
10. Officials who are contacted by the media on a topic of official city business should follow city communications protocols.

11. Officials are discouraged from speaking poorly about fellow officials online in venues such as pages, groups, or forums.
12. Officials are encouraged to contact the Communications Division when misinformation or concerns are discovered on social media.
13. Officials may respond appropriately when tagged in a comment regarding a city concern.

Website

1. The City of Elk River's website, www.ElkRiverMN.gov, serves as the city's primary and predominant internet presence.
2. All city departments, programs, and services will reside on the city's website and follow a consistent style, brand, and voice across all pages. Variations depend on website functionality, project goals, and Communications Division recommendations.
3. The Communications Division will continually monitor the website for opportunities to expand online services and features for our residents.
4. The city retains an online calendar of city holidays, meetings, and events. Events outside of the city's scope will be considered per the Special Events Permit.
5. The city does not allow paid advertisements on the website.
6. No webpage will be allowed for outside organizations or groups.

Information for the Public

Information Provided to the City

The city does not save personal information about users or their visit to the city site unless volunteered by the user. For instance, information supplied as part of a request for information or for registering or obtaining a license or permit online. Similarly, an email or a message in some other electronic format.

In cases where information is supplied, including financial data, the city will adhere to the Minnesota Government Data Practices Act.

Data Tracking

Like most internet sites, the city website reads some information from computers to help analyze traffic patterns, perform routine maintenance, maintain site security, and help users navigate through the site. Generally, the information collected is temporary and is deleted from the system when the site is left. The city retains the right to collect and maintain the following:

- Total number of visitors to our site
- Types of computer systems used to access the site
- Web browser type and version
- Date and time of access
- The pages visited, downloads, and activities performed on the site
- The website visited before accessing the city site
- Information about possible system security threats

The city occasionally posts surveys intended to allow one vote per visitor. A “cookie” (a simple text file) is created and stored on the user’s computer to track the survey vote.

The cookie will not contain personally identifying information and will not compromise privacy and security. It will remain on the user’s computer for the duration of the survey. The cookie has an expiration date deleting it from the user’s computer.

The privacy policy does not apply to websites operated by third parties accessed through a link on our site.

Links

The purpose of the city website is to provide information about the city government, activities, services, and attractions. The city's website may provide links to websites outside the city's website that also serve this purpose. The city is not responsible for and does not endorse the information on any linked website unless the city's website states otherwise. The following criteria will be used to decide whether to grant requests for city website links. If a particular request does not fit any of the following criteria, the Communications Division will decide whether to approve the request.

The city's website will provide links to websites for:

- Governmental and educational institutions
- Organizations with some relationship to the city (including but not limited to: organizations contracting with the city, organizations sponsoring city activities or programs, and organizations participating in city activities or programs)
- Generally recognized community organizations
- Organizations providing information about art, cultural, and sporting activities in the city's area
- Organizations providing information about tourist attractions in the city's area.

The city's website will not provide links to websites for:

- Candidates for local, state, or federal offices
- Political organizations or other organizations advocating a position on a local, state, or federal issue
- Corporate or other for-profit organizations unless they fit any of the criteria stated above
- Individual or personal home pages

Disclaimers and Limitations of Liability

The information and services included in or available through the city website may include inaccuracies or typographical errors. Changes are periodically added to the information herein.

The city does not represent or warrant that the website will be uninterrupted or error-free, that defects will be corrected, or that the website or the server that makes it available are free of viruses or other harmful components.

The city makes no representations about the suitability, reliability, availability, timeliness, or accuracy of the website for any purpose. The website and information contained on the website are provided "as is" without warranty of any kind. The city hereby disclaims all warranties and conditions regarding the service, including all implied warranties and conditions of merchantability of fitness for a particular purpose, title, and non-infringement.

Copyright Policy

You acknowledge that content, including, but not limited to, text, software, music, sound, photographs, video, graphics, or other material contained in the website, may be protected by copyrights, trademarks, service marks, patents, or other proprietary rights and laws. You may make a copy of this content for your personal, non-commercial use only if you keep all copyright and other proprietary notices intact. You may not modify, copy, reproduce, republish, upload, post, transmit, or distribute content available through the website in any way, including code and software, except for public documents such as agendas or meeting minutes.

Removal of Communications Employees

When an employee from the Communications Division resigns or is removed from their position, in addition to their email being decommissioned, the following protocols will occur:

1. Removal of all access to any city social media.
2. Changing passwords for Google, Instagram, and other sites they may still have access to.
3. Removal from the city website's staff directory.

Grammar Guidelines

Basic Formatting Rules

Item	City Standard Format
Dates	January 1, 2025 (do not include th, st, nd) <i>Incorrect: January 1st, 2025</i>
Times*	1:00 p.m. <i>Incorrect: 1pm</i>
Phone Numbers	763.635.1000 Website: 763-635-1000
Web Address	ElkRiverMN.gov (do not include www)
Email Address	yourname@ElkRiverMN.gov <i>Incorrect: YourName@elkrivernm.gov</i>
Fonts	Body: Open Sans (12pt) Header, Titles, Subheads: Gill Sans (14pt or larger)

Spacing	Single space after a period.
---------	------------------------------

**Some exceptions for marketing purposes*

Topic	Policy
Abbreviations	-Do not punctuate abbreviations: ERMU, ERFD, ERPD, MnDOT, etc. -Spell out the entire phrase the first time you use it and put the abbreviation in parentheses after the words: “The Minnesota Department of Transportation (MnDOT) announced lane closures on Highway 10.” Use the abbreviation throughout the rest of your report. If you only mention the name once, there’s no need for an abbreviation.
Capitalization	lowercase: the word unless followed by a proper noun: <i>Example:</i> city, county, school district, state, federal, staff, city code, ordinance, resolution Uppercase: the word when used as a proper noun <i>Example:</i> Departments/divisions within the city, Funds, Bonds, Board or Commission (when used alone, “the Commission”), Council, City of Elk River, Sherburne County, Elk River School District 728 ALL CAPS: Don’t use all caps in emails or correspondence. Additionally: Not necessary to capitalize internet, intranet, email
Commas	Two commas should set off the year following the month and day <i>Example:</i> On December 31, 2012, we opened a new restaurant. Use a comma after all introductory elements (when it begins a sentence) <i>Example:</i> In September, or At that time, Omit commas around the year when it follows the month alone <i>Example:</i> Sales for February 2009 hit an all-time low. Use serial commas when there are three or more items in a series of items. <i>Example:</i> The company sells houses, trailers, and boats.

Lists	The key to lists is consistency throughout your document with both punctuation and capitalization. Use caps and punctuation if items are listed in complete sentences. Introduce lists with a colon: <u>Bulleted lists</u>: use when order isn't important. Can list items alphabetically. Bullets should be squares. <i>Example</i>: Here is a powerful problem-solving tool that will help you: ▪ Become an effective leader. ▪ Cope with stressful situations on the job. ▪ Improve your relations with subordinates, peers, and superiors. <u>Numbered lists</u>: use when items need to be followed in a certain order. <i>Example</i>: To turn on your laptop: 1. Open the cover. 2. Press the 'on' button. 3. Enter your password. <u>Lettered lists</u>: useful when implying the reader should choose an individual item, or if you refer to an item later in a document. <i>Example</i>: To turn on your laptop: a) Open the cover. b) Press the 'on' button. c) Enter your password. Item (b) may be optional if the unit is already on.
Numbers	Spell out numbers from 1 through 9; use figures for numbers above 9. <i>Example</i>: There were two interested caterers for our 20-year reunion. Shorten written figures and do not use cents if unnecessary. <i>Example</i>: \$10 million (not \$10 million dollars), \$1,340 (not \$1,340.00)

Symbols	% - Percent Use the word “percent” if it’s not tied to a number. § - Section When citing state statutes, the following formats are allowed: Minnesota Statutes Sec. 469.097, subd. 1 Minnesota Statutes, Section 469.097, subd. 1 Minn. Stat. §469.097 & - Ampersand Use the word and instead of & unless it’s part of a company name, such as AT&T. <i>Example:</i> Parks and Recreation instead of Parks & Recreation
Board Staff Reports	Regular meetings: Action requested should be in the present tense. <i>Example:</i> “Approve by motion...” “Adopt by resolution...” “Adopt by ordinance...” Recommendations should use the plural tense. <i>Example:</i> Use “Staff recommends...” or “The Planning Commission recommends...” Not “I recommend...” Work session items: Use language to Direct staff to...Review...Discuss... Whenever possible, try to keep everything on one page, if able, without reformatting the document.
Documents	Letters ▪ Use letterhead, with date and signed by staff person ▪ Use left justification ▪ Fonts: Refer to the “Communication Strategy and Brand Plan Guidelines.” Letters should be of high quality; photocopies sent should be of high quality, i.e., clear and easy to read.

	Documents Refer to the “Communication Strategy and Brand Plan Guidelines.”
Plain Language	Utilize active verbs over passive verbs ▪ Active: Our team launched a new health app. ▪ <i>Passive: The new health app was launched by our team.</i> View Minnesota’s Plain Language Site for Tips

Third Parties

The Communications Division utilizes a variety of vendors to perform tasks. These third-party vendors are as follows:

- Adobe Creative Suite – design program
- Asana - project management
- AudioEye – accessibility tools for website
- Bitly – QR codes and short links provider with analytic tracking
- Canva – design program
- ChatGPT – AI tool for brainstorming
- City Hive – delivery and website host for Elk River Liquor Stores
- CivicClerk – agenda and minutes management site
- CivicPlus – website host
- CivicRec – recreation management site
- Finnly – calendar management site
- Google Analytics – website analytics tracking
- Grammarly – proofing grammar and spelling
- Meta Business Suite – social media management
- Microsoft Suite – documents and ADA remediation
- Monsido – link checker for websites
- SquareSite – website host for non-government sites

- Toast – event management site



Request for Action

To
City Council

Item Number
8.3

Meeting Date
August 18, 2025

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

Item Description
Agreement 25-17: FT Center Field House Naming
Rights

Reviewed by
Katie Harstad
Cal Portner
Tina Allard

Action Requested

Approve, by motion, Agreement 25-XX for Elk River Community Event Center Facility Field House Naming Rights.

Background/Discussion

Rinks and Links, LLC (Sponsor) has agreed to be the primary sponsor of the Field House located within the FT Center.

Staff will work with the Sponsor to develop a signage package with a \$10,000 budget for signage and additional naming rights assets. The City will be responsible for the signage expenses.

The Sponsor agrees to make an initial contribution to the city of Nineteen Thousand Five Hundred and 00/100 dollars (\$19,500.00) payable in full on the Effective Date of this Agreement. This will be an annual contribution with a 7-year term.

The Sponsor may terminate this agreement, without penalty, on the third (3rd) anniversary of the Effective Date (September 1, 2028), if the Sponsor permanently ceases all business operations and formally dissolves the company.

Financial Impact

\$19,500.00 annual contribution totaling \$136,500. \$58,500 if sponsor invokes its early termination provision.

Mission/Policy/Goal

Together we win. Work with citizens to achieve goals.

Attachments

I. Rinks and Links Naming Rights (FINAL as of August 13, 2025)

The Elk River Vision

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



ELK RIVER COMMUNITY EVENT CENTER FACILITY FIELD HOUSE NAMING RIGHTS AGREEMENT

THIS NAMING RIGHTS AGREEMENT (“Agreement”) is made as of this 1st day of September 2025 (the “Effective Date”), by and between the **CITY OF ELK RIVER**, a Minnesota municipal corporation (“City”), and **RINKS AND LINKS, LLC**, a Minnesota Corporation (“Sponsor”). The following recitals form the basis for this Agreement and are made a part hereof.

RECITALS

1. The City of Elk River owns the Elk River Community Event Center facility (“Facility”) with a street address of 1000 School Street, Elk River, MN 55330.
2. Sponsor is a summer camp program located at 19574 York Street NW, Elk River, MN 55330 with the intent of attaining exclusive naming rights to the Field House.
3. The City and Sponsor enter into this Agreement whereby in exchange for Sponsor’s agreement to make initial and annually recurring Contributions (as hereinafter defined) to the City for deposit to the Facility fund, the City agrees to grant to Sponsor the naming rights for the Facility, as set forth and agreed to in this Agreement.
4. Other than the naming rights set forth and agreed to in this Agreement, the City is not giving Sponsor anything of value for the Contributions.

AGREEMENT

NOW, THEREFORE, IN CONSIDERATION OF THE FOREGOING RECITALS, THE MUTUAL PROMISES AND CONSIDERATIONS SET FORTH BELOW, AND OTHER GOOD AND VALUABLE CONSIDERATION, THE RECEIPT AND SUFFICIENCY OF WHICH ARE HEREBY ACKNOWLEDGED, THE CITY AND SPONSOR AGREE AS FOLLOWS:

Article I Sponsorship Rights and Assets

Facility Signage and Related Sponsorship Rights and Assets.

1. Sponsor shall be the primary sponsor of the Field House located within the Facility and will be permitted the Facility signage and promotional assets listed in **Exhibit A**.
2. The City and Sponsor will work together to develop a signage package with a \$10,000 budget for signage and additional naming rights assets. The City will be responsible for the signage expense.
3. The City will fabricate and install the signage and related naming rights assets and will own, maintain, and replace (if required due to normal wear and tear) during the term of this Agreement.

4. Sponsor will also be responsible for any future costs for signage or other naming rights assets related to a request by Sponsor to modify or change the name or logo of the Facility.

Article II Exclusivity

Additional Partners. The City reserves the right to sell advertising and entitlement to additional partners (“Additional Partners”), excluding Competitors (“Competitors”), as set forth herein for naming of other current or future physical spaces within the Facility, including the westerly ice rink (Rink/Arena One), the easterly ice rink (Rink/Arena Two), the senior center, locker rooms, conference rooms, the upper lobby, lounge or café and such other areas as may be delineated or added in the future. The City also reserves the right to sell entitlement to Additional Partners for naming of other Facility assets located in the Field House, including, but not limited to, banners, wall spaces, etc.

Article III Contribution

Sponsor hereby agrees to make an initial contribution (“Contribution”) to City of Nineteen Thousand Five Hundred and 00/100 dollars (\$19,500.00) payable in full on the Effective Date of this Agreement. Thereafter, on or before each annual anniversary of the Effective Date, each year during the term of this Agreement, Sponsor shall make an annual contribution of Nineteen Thousand Five Hundred and 00/100 dollars (\$19,500.00).

Article IV Relationship of Parties; No Property Interest

1. **Relationship of the Parties.** Under this Agreement, the parties shall at all times be acting and performing as independent contractors. Nothing contained in this Agreement shall be construed to create a joint venture, principal, and agent, or any similar legal or equitable relationship between the parties. Neither party shall have or exercise any control or direction over the methods by which the other party provides services contemplated by this Agreement. Nothing in this Agreement shall be construed to give Sponsor any control over or responsibility for operation of the Facility.
2. **No Property Interest.** Nothing in this Agreement shall be construed as granting to Sponsor any property interest in any City-owned property. The City maintains all its rights as the fee owner of the Facility and all improvements thereon on behalf of itself and the public.

Article V Term and Termination

1. **Fixed Term.** The Term of this Agreement shall commence on the Effective Date and remain in effect for a period of seven (7) years, until the seventh anniversary of the Effective Date (the “Expiration Date”) September 1, 2032.

2. Early Termination.

- a. **Early termination by Sponsor.** Sponsor may terminate this Agreement, without penalty, on the third (3rd) anniversary of the Effective Date (September 1, 2028), if the Sponsor permanently ceases all business operations and formally dissolves the company.
- b. **Early Termination for Cause.** Either party may terminate this Agreement for good cause shown. The terminating party shall give a written “Notice of Intent to Terminate” the Agreement. The Notice of Intent to Terminate the Agreement shall set forth the reason(s) for termination of the Agreement and shall allow for a “Cure Period” during which time the non-terminating party shall have the opportunity to cure the purported breach or default. If either party fails to cure and Good Cause continues to exist following the applicable cure period, the other party shall be entitled to terminate the Agreement or seek specific performance, and in any event, may sue for damages. In any action for damages under this Agreement, neither party shall be liable or responsible under any circumstances for consequential, incidental, indirect lost profit, or punitive damages of any kind.
- c. “Good cause” for City to terminate includes, but is not limited to, the following:
 - i. Any material breach of the terms, conditions, and obligations of this Agreement by Sponsor;
 - ii. Failure by Sponsor to deliver the contributions provided for in Article III hereof, or any required payment as set forth herein;
 - iii. Any crime by Sponsor or any principal or owner of Sponsor that causes Sponsor to come into disrepute in the greater Elk River Area;
 - iv. Occurrence of insolvency or bankruptcy of Sponsor, or upon the general assignment by Sponsor for the benefit of creditors, or upon the consent of Sponsor to the appointment of a receiver, trustee, or liquidator of all or substantially all its property; or
 - v. Occurrence of a Transfer Event which City has not consented to, as provided in Article VII of this Agreement.
- d. “Good cause” for Sponsor to terminate includes, but is not limited any material breach of the terms, conditions, and obligations of this Agreement by City.

3. Removal of Signs, Logos, and Marks. Upon termination or expiration of this Agreement, City shall have the right to remove all signs, logos, and marks in all locations throughout the Facility at no cost to the sponsor.

4. First Right of Renewal.

- a. Sponsor shall have the first right to renew this Agreement beyond the Expiration Date

by delivering written notice of its desire to do so at least one year before the Expiration Date.

- b. If Sponsor provides notice of its desire to renew the Agreement, the parties will enter into a good faith negotiation to renew the Agreement on terms acceptable to both parties. All the terms of the Agreement shall be subject to negotiation.
- c. If terms to a new Agreement are not agreed to six (6) months before the Expiration Date, the parties may, at their option, continue negotiations, but City shall have the right to negotiate with third parties for a new Naming Rights Agreement and doing so will not constitute bad faith.
- d. This First Right of Renewal does not obligate either party to agree to a renewed agreement, nor to agree to any particular terms of a new agreement. The intent of this Article V, Section 4, is simply to provide a minimum six-month (6-month) period during which Sponsor shall have the exclusive right to negotiate with City to renew this Agreement.

Article VI Indemnification; Insurance

1. **Indemnification.** Without a waiver of City's statutory immunities pursuant to Minnesota Statutes Chapter 466 or other applicable law, each party agrees to defend, hold harmless and indemnify the other Party against any and all claims, liabilities, damages, judgments, costs, and expenses (including reasonable attorneys' fees and costs) asserted against, imposed upon, or incurred by the other Party that arises out of, or in connection with, the Party's default under or failure to perform any contractual or other obligations, commitment, or undertaking under this Agreement. Each Party further agrees that it shall be responsible for its own acts and results thereof to the extent authorized by law and shall not be responsible for the acts of the other Party and results thereof. The provision of this Article shall survive the termination of the Agreement with respect to any claim, action, or proceeding that relates to acts or omissions during the term of this Agreement.
2. **Insurance.** The City shall maintain such insurance as is customarily maintained by owners of comparable facilities.

Article VII Assignment

1. City shall be free to assign any of its rights or obligations under this Agreement to any successor in interest to City-owned property.
2. In the event Sponsor shall propose to undergo a change in control, sell, assign, merge, reorganize, consolidate, or otherwise dispose of its business (any of the foregoing being a "Transfer Event"), Sponsor shall notify City of such fact within thirty (30) days prior to such proposed Transfer Event. The notice shall state whether the Transfer Event will or could affect the exercise of Sponsor's rights hereunder or whether it could result at any point in the

renaming of the Facility and, if so, the new name proposed by Sponsor or its successor.

If a new name and/or logo for the Facility is proposed in connection with a Transfer Event, the new name and logo must be agreed to by City and approved by the City Council in its sole discretion.

3. If, as a result of the Transfer Event, Sponsor would not be the holder of rights under this Agreement, or Sponsor is not the successor in the Transfer Event, then City's written consent to the Transfer Event shall be required. If City consents, the successor in the Transfer Event shall assume all of the obligations of Sponsor under this Agreement and shall have all of the rights and obligations of Sponsor under this Agreement.
4. In the event that a proposed Transfer Event will result in the renaming of the Facility to a company whose business conflicts with a naming rights or other agreement City has with respect to the Facility, or a company whose business practices could be detrimental to the public image or reputation of City or the Facility, in the sole discretion of City, then City shall have the right to terminate this Agreement by written notification within sixty (60) days after receiving notice of such proposed Transfer Event. In the event of such termination, Sponsor shall be obligated to pay all funds contemplated by this Agreement to be due and payable through the Expiration Date.
5. No Transfer Event shall relieve Sponsor and any successor entity from being jointly and severally liable for payment and performance of all obligations of Sponsor under this Agreement if the City does not exercise its right of termination as provided in Sec. VII (4).

Article VIII Notices

All notices hereunder by either Party to the other shall be in writing. All notices, demands, or requests shall be deemed given when mailed, postage prepaid, registered, or certified mail, return receipt requested.

If to the City:
City of Elk River
Attn: City Administrator
13065 Orono Parkway
Elk River, MN 55330

If to Sponsor:
Rinks and Links
19574 York St. NW
Elk River, MN 55330

Article IX Sponsor Subject to Audit

Pursuant to Minnesota Statutes, § 16C.05, Subdivision 5, the Sponsor agrees that the City, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the City, and involve transactions relating to this Agreement. The Sponsor agrees to maintain these records for a period of six years from the date of termination of this Agreement.

Article X Government Data/Privacy

Sponsor agrees to abide by the applicable provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, HIPAA requirements, and all other applicable state or federal rules, regulations, or orders pertaining to data privacy or confidentiality. The Sponsor understands that all of the data created, collected, received, stored, used, maintained, or disseminated by the Sponsor in performing those functions that the City would perform is subject to the requirements of Chapter 13, and the Sponsor must comply with those requirements as if it were a government entity. This does not create a duty on the part of the Sponsor to provide the public with access to public data if the public data is available from the City, except as required by the terms of this Agreement.

Article IX General Provisions

1. **Amendments.** Neither this Agreement nor any term or provision hereof may be changed, waived, discharged, or terminated, except by a written instrument signed by the Parties hereto.

Interpretation of Agreement. The captions preceding the articles and sections of this Agreement have been inserted for convenience of reference only and such captions shall in no way define or limit the scope of intent of any provision of this Agreement. Unless otherwise

Article IX General Provisions

2. **Amendments.** Neither this Agreement nor any term or provision hereof may be changed, waived, discharged, or terminated, except by a written instrument signed by the Parties hereto.
3. **Interpretation of Agreement.** The captions preceding the articles and sections of this Agreement have been inserted for convenience of reference only and such captions shall in no way define or limit the scope of intent of any provision of this Agreement. Unless otherwise provided herein, whenever the consent of City is required to be obtained, City may give or withhold such consent in its sole and absolute discretion.
4. **Severability.** If any provision of this Agreement or the application thereof to any person, entity, or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Agreement shall not be affected thereby, and each other provision of this Agreement shall be valid and be enforceable to the fullest extent permitted by law.
5. **Attorneys' Fees.** In the event of a dispute regarding any provision of this Agreement, the Party not prevailing in such dispute shall pay any and all costs and expenses incurred by the other Party in enforcing or establishing its rights hereunder (whether or not such action is prosecuted to judgment), including without limitation, court costs and attorneys' fees.
6. **Time of Essence.** Time is of the essence with respect to all provisions of this Agreement in which a definite time for performance is specified including, but not limited to, the expiration of the term.

- 7. Cumulative Remedies.** All rights and remedies of either party hereto set forth in this Agreement shall be cumulative, except as may otherwise be provided herein.
- 8. Survival of Indemnities.** Termination of this Agreement shall not affect the right of City or Sponsor to enforce any and all indemnities and representations and warranties given or made to the other Party under this Agreement, nor shall it affect any provision of this Agreement that expressly states it shall survive termination hereof.
- 9. Entire Agreement; Exhibits.** This Agreement, including exhibits, shall constitute the entire agreement of the Parties. Any and all prior agreements or understandings of the Parties shall, upon execution of this Agreement, be null and void.

10. Waiver.

- a. Any term or condition of this Agreement may be waived at any time by the Party entitled to the benefit thereof. The waiver of any term or condition shall not be construed as a waiver of any other term or condition of this Agreement.
- b. The failure of either Party to give notice or demand strict performance by the other of any of the terms, obligations, covenants, or conditions set forth herein shall not be construed as a waiver or relinquishment of the other Party's right to seek a remedy for or demand strict performance of said terms, obligations, covenants and conditions.
- c. The failure to terminate this Agreement for default shall not constitute a waiver of any remedies the non-defaulting Party would otherwise be entitled to demand.
- d. All waivers shall be done in writing to be valid.

- 11. Force Majeure.** If the performance by any Party of any obligation set forth in this Agreement (other than the payment of money) is prevented by an act of God, force majeure or similar contingency or unexpected event beyond the control of any Party, such occurrence shall be considered a valid excuse for non-performance or delay in the performance of the obligations hereunder.

- 12. Compliance with Laws.** In performing its obligations under this Agreement, each Party will comply with all local ordinances, state and federal statutes, orders, by-laws, regulations, and other laws of any applicable governmental entity or agency.

- 13. Costs and Expenses.** Each Party must pay its own legal costs and expenses for the negotiation, preparation, and execution of this Agreement.

- 14. Governing Law and Jurisdiction.** Any and all matters in dispute between the Parties arising from or relating to this Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Minnesota and the exclusive jurisdiction for any claim or action arising out of or relating to this Agreement shall be the state or federal courts located in Sherburne County, State of Minnesota.

15. Section Headings. Section headings are for reference purposes only and are not intended to create substantive rights or obligations.

IN WITNESS WHEREOF, the parties have executed this agreement to be effective on the Effective Date noted above.

City of Elk River

Sponsor

By

John J. Dietz, Mayor

By

Tina Allard, City Clerk

Exhibit A

Naming Rights Signage and Assets

Final size and design of all branded graphics to be mutually approved by City and Sponsor.

EXTERIOR BRANDING:

- Sponsor to receive one (1) logo placed adjacent to the Facility entry doors on or near the middle-left panel with other naming-rights sponsors.

INTERIOR BRANDING:

- Sponsor to receive inclusion in a rotation of advertising messages displayed on TV in Facility lower-level primary lobby located on viewing windows.
- Sponsor to receive opportunities to display marketing material on all Facility brochure racks and message boards.
- Sponsor to be part of branded interior wayfinding design directing Field House location.

FIELD HOUSE BRANDING:

- Sponsor to receive one (1) vinyl wall graphic installed within the Facility Field House (approximate size of wall graphic to be 168" x 132").
- Sponsor to be recognized as the Naming Rights partner for Field House in the Facility.
- Sponsor to receive graphic treatments at entrances to Field House. These graphic treatments will include:
 - Graphics on the wall immediately adjacent to the entry way to the field house.
 - Vinyl logo door graphics placed on all entry doors. (approximate size of the graphics to be 18" x 18")
 - Vinyl graphic on west exterior double door.
- Sponsor to receive clear vinyl graphic treatments printed in a step and repeat pattern to stairs accessing the Field House walking track.
- Dedicated office space within the Field House
 - During non-business hours:
 - Sponsor is able to access the Facility with electronic/key fob door controls for the sole purpose of accessing office space.
 - No Sponsor guests are permitted to access the office during Facility non-business hours.
 - During normal business hours:
 - Sponsor able to access the office for sole use of the space.
 - Vinyl graphic on office door to match other graphics.
 - Clear vinyl graphics on office window.

ICE ARENA BRANDING

- Rink/Arena One
 - Sponsor to receive two (2) dasher boards in a position mutually agreed upon by Sponsor and City.
 - Sponsor logo exposure and/ or video exposure in an advertising rotation displayed on the video screens throughout applicable events.
- Rink/Arena Two
 - Sponsor to receive two (2) dasher boards in a position mutually agreed upon by Sponsor and City.

ON -SITE ACTIVATION:

- Sponsor to receive use of Facility for up to three (3) hours per year for private events.
 - Scope and dates of activations subject to the approval of City.
 - This usage shall be subject to availability.
- Sponsor's prior year of summer camp Field House rentals will be automatically renewed the following summer annually. Any cancelations or deviations will follow normal Facility operation procedures for rentals.

DIGITAL ACTIVATION:

- Sponsor to receive inclusion on the official website and social media pages of the Facility.
- Sponsor to receive inclusion in e- newsletters and other digital communication distributed by City in connection with the Facility.



Request for Action

To
City Council

Item Number
10.1

Meeting Date
August 18, 2025

Prepared By
Ryan Sandhoefner, Engineering Project Manager

Item Description
Traffic Control Configuration at 193rd/Evans and Elk Hills/Dodge

Reviewed by
Justin Femrite
Cal Portner
Tina Allard

Action Requested

Discuss the results of a formal traffic study surrounding the permanent traffic control layout of 193rd Ave/Evans St and Elk Hills Drive/Dodge Ave.

Background/Discussion

Before the 169 Redefine project, both intersections operated as 3-way stops. Eastbound traffic coming from TH 169 was allowed to flow through without stopping, helping prevent backups from forming on the highway. During the 169 Redefine construction, the intersections were temporarily converted to 4-way stops to better manage traffic changes caused by detours and road closures.

Now that construction is complete and MnDOT is finalizing traffic signal timings in the area, we conducted a formal intersection and traffic study at both locations. The study determined that returning to the 3-way stop configuration would provide the safest and most efficient traffic flow.

Financial Impact
N/A

Mission/Policy/Goal
Meet changing needs - agile

Attachments
1. Intersection Study

The Elk River Vision

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

August 6th, 2025

To: Ryan Sandhoefner, PE, Project Manager – City of Elk River

From: Katie Schmidt, PE (MN PE License #47147)

Re: Intersection Study – School St/Elk Hills Dr & Dodge St and 193rd Av & Evans St, Elk River, MN

SSTS LLC has conducted an intersection study for two intersections; the School St/Elk Hills Dr & Dodge St intersection and the 193rd Ave & Evans St intersection in the City of Elk River, MN. Prior to the 169 Redefine Project both of these intersections operated as 3-way stop-control with the eastbound approach free-flowing. During construction these intersections were temporarily converted to all-way stop-control and are currently operating with this configuration. **Figure 1** shows the intersection locations.

This intersection study reviews operations and safety for these intersections with the following three potential traffic control alternatives to determine the permanent traffic control recommendation:

- 1) Existing all-way stop configuration.
- 2) 3-way stop configuration with eastbound traffic free-flowing.
- 3) 2-way stop configuration with eastbound and westbound traffic free-flowing.



Figure 1. Intersection Locations

Study methodology includes documentation of existing conditions and traffic volumes, crash history investigation, multi-way stop warrant review and traffic operations analyses.

1. Existing Conditions

Existing traffic volumes, geometry and field observations are presented in this section and detailed on **Figure 2**.

1.1 Existing Traffic Volumes

Turning movement counts were collected at the intersections on Thursday, June 26th, 2025 for a 13-hour period (6:00 AM to 7:00 PM). Review of hourly traffic volume found Midday traffic peaks were higher than AM traffic peaks at both intersections. Midday and PM peak hour traffic volumes were used in the operational analysis and peak hour details are noted below. Full count data is included in Appendix A.

School St/Elk Hills Dr & Dodge St

- Midday Peak Hour – 11:30 AM to 12:30 PM
- PM Peak Hour – 4:30 PM to 5:30 PM

193rd Ave & Evans St

- Midday Peak Hour – 11:30 AM to 12:30 PM
- PM Peak Hour – 4:00 PM to 5:00 PM

Existing intersection geometry and field conditions were documented for the analysis. The spacing between the Highway 169 northbound off-ramp right turn lane is noted for each intersection.

1.2 Field Observations

Traffic flow from the Highway 169 interchange traffic signals through the study intersections was observed during peak traffic times and the following critical observations are noted:

School St/Elk Hills Dr & Dodge St

- The eastbound approach has a high right turn volume with minimal conflicting volumes and right turning vehicles were observed to roll through the stop sign, creating safety concerns.
- Eastbound platoons of approximately 5 vehicles frequently arrive from the Highway 169 signalized interchange creating a queue of approximately 100'. This queue does not currently block traffic, but it could grow quickly if traffic volumes increase.

193rd Ave & Evans St

- The eastbound shared left/thru lane experiences long queues that back-up past the eastbound right turn storage bay and past the Highway 169 northbound off-ramp right turn lane. Occasionally the queues extend to the signal.

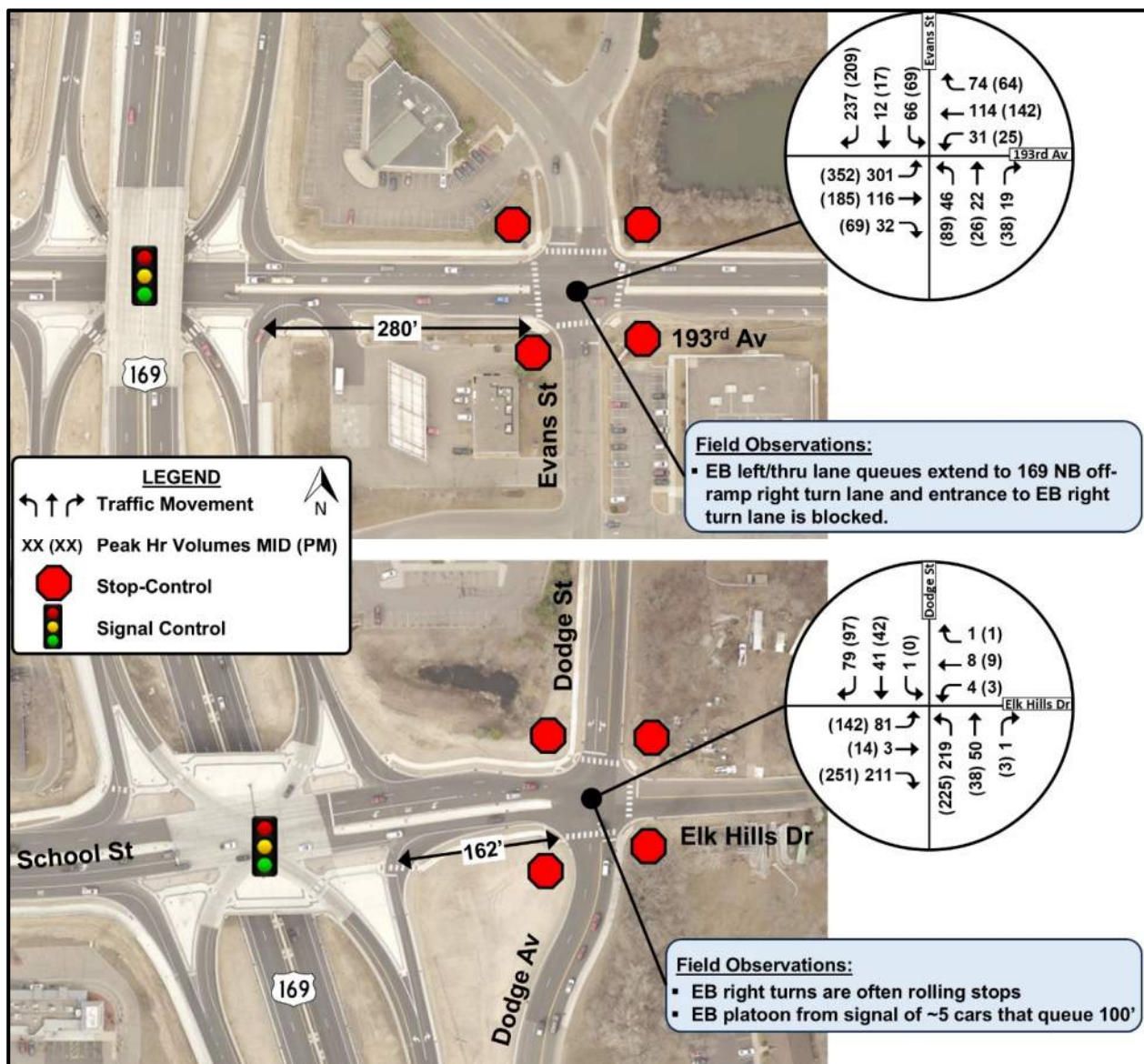


Figure 2. Existing Traffic Conditions

2. Crash History

Historical crash data from MnDOT's Crash Mapping Analysis Tool for the intersections was reviewed for a 5-year period (2018-2022) before the 169 Redefine Project to note any safety concerns with the previous 3-way stop control configuration. It is noted that mainline geometry was slightly different before the 169 Redefine Project and this is a high level comparison. Both intersections had three reported crashes with no fatalities or serious injuries during this timeframe. Calculated intersection crash rates were found to be lower than statewide average crash rates for both all-way stop and two-way stop intersections indicating no safety concerns based on crash data with the previous 3-way stop configurations.

Review of crash data from 2024 and 2025 with the current all-way stop control show no reported crashes at the intersections. Crash rates were not calculated as more data is needed for a statistically significant review.

3. Multi-Way Stop Warrants

The Minnesota Manual on Uniform Traffic Control Devices (MnMUTCD) provides guidance on multi-way stop control. A key factor in justification is hourly traffic volume minimums and minor street vehicle delay. Both intersections meet the traffic volume and delay threshold criteria for a multi-way stop.

Guidance also notes that all-way stops are generally more effective when approach volumes are evenly split. Non compliance can result when one approach has significantly higher volumes stopping without conflicting traffic.

4. Operational Analysis

Operating conditions of intersections are evaluated based on the capacity versus the actual traffic volume. Industry standards for evaluating capacity are contained in the **Highway Capacity Manual**¹. Operating conditions are described in terms of driver delay represented as a Level of Service (LOS) grade with "A" as the best conditions and "F" as the worst. Generally, LOS "D" represents the threshold for acceptable operations. Table 1 summarizes the LOS and delay criteria for unsignalized intersections.

Table 1. Level of Service Criteria – Unsignalized Intersections

LOS	A	B	C	D	E	F
Delay	0-10 seconds	>10-15 seconds	>15-25 seconds	>25-35 seconds	>35-50 seconds	>50 seconds
Description	 Free-flow operation	 Unimpeded operation	 Stable operation	 Less stable & more delay	 Unstable & high delay	 Congested & back-ups

Another component of operational analyses is a study of queuing. An intersection can operate with an acceptable LOS, but if queues from the intersection extend back to block adjacent intersections or entrances to turn lanes, unsafe conditions could result. In this study the industry design standard 95th Percentile Queue Length is considered and reported.

This study utilized the Synchro/SimTraffic software package (12th Edition) for the operational analyses. LOS, delay and queues are reported for each approach lane at the intersections. Synchro's HCM 7th Edition reports were used for the all-way stop and two-way stop conditions and results from SimTraffic simulations (average of 10 simulations) were used for the 3-way stop conditions as Synchro does not have capabilities to report this control.

¹ **Highway Capacity Manual (HCM)**, Transportation Research Board, 7th Edition

4.1 All-Way Stop Control Analysis

Existing all-way stop operations are reported on Table 2 for Midday and PM peak hours. Existing traffic volumes were considered, as well as a sensitivity analysis with 10% growth applied to existing traffic volumes.

Table 2. Existing All-Way Stop Analysis Results

Intersection	Lane	Bay	Existing Volumes				10% Growth Volumes			
			Mid Peak Hour		PM Peak Hour		Mid Peak Hour		PM Peak Hour	
			Delay (s)	Queue (')	Delay (s)	Queue (')	Delay (s)	Queue (')	Delay (s)	Queue (')
School St & Dodge St (All-Way Stop)	EB LTR	162'	B 10.6	48	B 14.4	95	B 11.5	58	C 17.1	125
	WB LTR		A 8.6	3	A 9.0	3	A 8.8	3	A 9.3	3
	NB LTR		B 11.6	48	B 12.9	55	B 12.6	60	B 14.4	70
	LT		A 8.8	5	A 9.3	5	A 9.0	8	A 9.7	8
	SB		A 8.3	10	A 9.1	13	A 8.6	10	A 9.6	15
	R	80'								
Overall			B 10.6		B 13.0		B 11.4		B 14.8	
193rd Av & Evans St (All-Way Stop)	EB LT	280'	D 31.7	195	F 118.7	523	F 51.1	288	F 183.1	705
	R	100'	A 8.6	5	A 9.7	10	A 9.0	5	B 10.2	13
	WB LT	240'	B 11.2	15	B 12.8	20	B 12.0	20	B 13.8	25
	TR		B 11.2	25	B 13.1	30	B 12.2	30	B 14.3	35
	NB LTR		B 12.3	18	C 16.2	43	B 13.3	20	C 18.1	50
	LT		B 11.6	15	B 13.3	20	B 12.3	18	B 14.3	23
	SB		B 13.5	53	C 15.6	55	C 15.7	70	C 17.7	68
	R									
Overall			C 19.8		F 57.8		D 28.1		F 85.6	

- Results from Synchro's HCM 7 AWSC Reports.

The following summarizes the results from the operational analysis for the existing all-way stop control scenario:

- The School St/Elk Hills Dr & Dodge St intersection operates acceptably with LOS C or better and queues do not block turn bays or adjacent intersections for the Midday and PM peak hours. The sensitivity analysis with 10% growth also shows acceptable operations. These operations are consistent with field observations.
- The 193rd St & Evans St intersection experiences failing operations for the eastbound approach for the PM peak hour. The shared eastbound left/thru lane has LOS F with a queue over 500', which extends past the Highway 169 Northbound off-ramp right turn lane and past the 100' eastbound right turn lane, which is consistent with field observations. Operations further deteriorate with the sensitivity analysis. **Figure 3** shows a field picture of the queues during the PM peak hour.



Figure 3. 193rd St & Evans St Field Observations

4.2 3-Way Stop Control Analysis

3-way stop control operations with the eastbound approach free-flowing are reported on Table 3 for Midday and PM peak hours. Existing traffic volumes were considered, as well as a sensitivity analysis with 10% growth applied to existing traffic volumes.

Table 3. 3-Way Stop Analysis Results

Intersection	Lane	Bay	Existing Volumes				10% Growth Volumes			
			Mid Peak Hour		PM Peak Hour		Mid Peak Hour		PM Peak Hour	
			Delay (s)	Queue (')	Delay (s)	Queue (')	Delay (s)	Queue (')	Delay (s)	Queue (')
School St & Dodge St (3-Way Stop)	EB LTR	162'	A 0.0	0	A 0.0	0	A 0.0	0	A 0.0	0
	WB LTR		A 6.1	34	A 6.9	34	A 6.6	34	A 7.9	35
	NB LTR		A 8.1	97	B 10.3	118	A 8.8	108	B 10.3	113
	LT		A 8.6	45	B 10.5	48	A 8.9	46	B 10.4	49
	SB R	80'	A 3.0	46	A 3.4	46	A 3.2	45	A 4.0	57
	Overall		A 4.3		A 4.6		A 4.6		A 4.6	
193rd Av & Evans St (3-Way Stop)	EB LT	280'	A 0.0	0	A 0.0	0	A 0.0	0	A 0.0	0
	R	100'	A 0.0	0	A 0.0	0	A 0.0	0	A 0.0	0
	WB LT	240'	A 7.1	45	B 11.0	75	A 7.5	56	B 11.4	69
	TR		B 12.1	97	C 22.2	147	B 14.7	114	D 27.2	161
	NB LTR		B 10.5	58	C 20.9	124	B 12.1	66	D 32.1	174
	LT		B 14.1	68	D 27.1	100	C 15.9	71	D 34.8	122
	SB R		A 6.6	97	A 7.4	93	A 6.9	91	A 8.0	101
	Overall		A 6.1		A 10.0		A 6.8		B 12.7	

- Results from an average of 10 SimTraffic Simulations.

The following summarizes the results from the operational analysis for the 3-way stop scenario:

- The School St/Elk Hills Dr & Dodge St intersection operates acceptably with LOS B or better and queues do not block turn bays or adjacent intersections for the Midday and PM peak hours. The sensitivity analysis with 10% growth also shows acceptable operations. Overall intersection operations improve with the 3-way stop configuration.
- The 193rd St & Evans St intersection operates acceptably with LOS D or better for the stop-controlled approaches and queues do not block turn bays or adjacent intersections for the Midday and PM peak hours. The sensitivity analysis with 10% growth also shows acceptable operations. It is noted that the northbound queue with the 10% growth does extend south to the Speedway access but queues clear quickly and adverse impacts are not expected.

4.3 2-Way Stop Control Analysis

2-way stop control operations with the eastbound and westbound approaches free-flowing are reported on Table 4 for Midday and PM peak hours. Existing traffic volumes were considered, as well as a sensitivity analysis with 10% growth applied to existing traffic volumes.

Table 4. 2-Way Stop Analysis Results

Intersection	Lane	Bay	Existing Volumes				10% Growth Volumes			
			Mid Peak Hour		PM Peak Hour		Mid Peak Hour		PM Peak Hour	
			Delay (s)	Queue (')	Delay (s)	Queue (')	Delay (s)	Queue (')	Delay (s)	Queue (')
School St & Dodge St (2-Way Stop)	EB LTR	162'	A 7.4	5	A 7.5	8	A 7.4	5	A 7.5	8
	WB LTR		A 7.7	0	A 7.8	0	A 7.7	0	A 7.9	0
	NB LTR		C 20.7	85	E 42.7	163	D 26.5	120	F 79.8	255
	LT		B 13.0	8	C 16.2	10	B 13.7	8	C 17.7	13
	SB R	80'	A 8.7	8	A 8.7	8	A 8.7	8	A 8.8	10
	Overall		B 10.7		C 16.9		B 12.9		D 29.0	
193rd Av & Evans St (2-Way Stop)	EB LT	280'	A 8.4	23	A 8.8	30	A 8.6	25	A 9.1	35
	R	100'	A 0.0	0	A 0.0	0	A 0.0	0	A 0.0	0
	WB LT	240'	A 7.6	3	A 7.9	3	A 7.6	3	A 8.0	3
	TR		A 0.1	0	A 0.1	0	A 0.1	0	A 0.1	0
	NB LTR		E 48.9	70	F 415.7	330	F 85.4	110	F 839.2	450
	SB LT		F 62.7	75	F 289.7	183	F 115.6	118	F 645.7	258
	R		B 10.3	28	B 10.3	25	B 10.6	33	B 10.6	30
	Overall		B 13.4		F 73.1		C 20.4		F 147.5	

- Results from Synchro's HCM 7 TWSC Reports.

The following summarizes the results from the operational analysis for the 2-way stop control scenario:

- The School St/Elk Hills Dr & Dodge St intersection experiences failing operations for the northbound lane with LOS E for the PM peak hour, which degrades to LOS F with 10% growth. Increase in traffic through this intersection is likely when school is in session and the northbound approach is predicted to degrade with this 2-way stop control scenario.
- The 193rd St & Evans St intersection experiences failing operations for the northbound and southbound approaches. Operations completely degrade with 10% growth and modeling software reports unrealistic results.

5. Recommendations

Table 5 summarizes the review and stop configuration recommendation for the School St/Elk Hills Dr & Dodge St intersection. Table 6 summarizes the review and stop configuration recommendation for the 193rd St & Evans St intersection.

Table 5. School St/Elk Hills Dr & Dodge St Intersection Summary and Recommendation

Alternative	Notes
All-Way Stop	Operations – Operations are acceptable but eastbound platoons from the signalized interchange frequently create 100' queues that could quickly increase if traffic volumes increase. Safety – The single lane eastbound approach has higher traffic volumes than the other approaches resulting in non-compliance (rolling the stop) per field observations. This creates safety concerns for all users.
3-Way Stop	Operations – Operations are acceptable and eastbound queuing potential to the interchange is eliminated. Overall intersection operation improves from all-way stop. Safety – eastbound rolling stops are eliminated. Confusion could result from non-standard stop configuration but installation of 'cross-street traffic does not stop' plaques provide guidance. Historical crash review shows no safety issues with the previous 3-way stop configuration.
2-Way Stop	Operations – Operations are failing for the northbound approach lane and are predicted to further degrade with added school traffic. Safety – Longer northbound delays and queues could result in unsafe conditions as drivers become impatient.
Recommendation	3-Way Stop Control with eastbound traffic free-flowing is recommended. Appropriate W4-4P Series plaques should be installed below each stop sign.

Table 6. 193rd St & Evans St Intersection Summary and Recommendation

Alternative	Notes
All-Way Stop	Operations – Operations are unacceptable. Eastbound delays are long and queues back-up past the Highway 169 Northbound off-ramp right turn lane and past the eastbound right turn lane. Safety – Eastbound queuing creates blocked access and unsafe operations.
3-Way Stop	Operations – Operations are acceptable and eastbound queuing potential to the interchange is eliminated. Safety – Confusion could result from non-standard stop configuration but installation of 'cross-street traffic does not stop' plaques provide guidance. Historical crash review shows no safety issues with the previous 3-way stop configuration.
2-Way Stop	Operations – Operations are failing for the northbound and southbound approach lanes with very long delays and queues. Safety – extensive northbound and southbound delays and queues create unsafe conditions.
Recommendation	3-Way Stop Control with eastbound traffic free-flowing is recommended. Appropriate W4-4P Series plaques should be installed below each stop sign.

Intersection: Dodge St & Elk Hills Dr
 Date: Thursday, June 26, 2025
 Duration: 6:00-19:00

Site Code: 5
 Ref Pt: All Way Stop
 Page No: 1 of 3

All Vehicles (Cars & Trucks) Printed

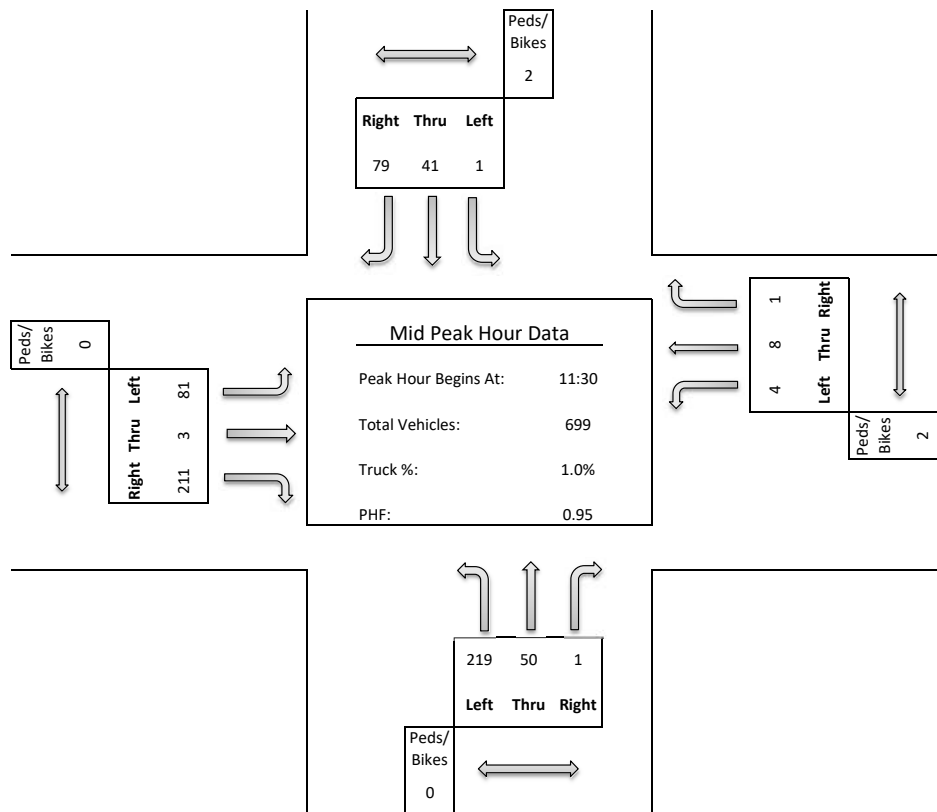
	Dodge St Southbound						Elk Hills Dr Westbound						Dodge Ave Northbound						School St Eastbound						Int. Veh. Total	Int. Ped/ Bike Total	
Start Time	U-Turn	Left	Thru	Right	App. Total	Peds/ Bikes	U-Turn	Left	Thru	Right	App. Total	Peds/ Bikes	U-Turn	Left	Thru	Right	App. Total	Peds/ Bikes	U-Turn	Left	Thru	Right	App. Total	Peds/ Bikes			
6:00	--	--	1	15	16	1	--	--	1	--	1	1	--	17	1	--	18	--	--	4	--	19	23	--	58	2	
6:15	--	--	--	18	18	1	--	1	--	--	1	1	--	25	1	--	26	--	--	8	--	14	22	--	67	2	
6:30	--	--	4	18	22	--	--	--	--	--	0	--	--	17	4	--	21	--	2	3	--	20	25	--	68	--	
6:45	--	--	3	21	24	--	--	1	--	--	1	--	--	23	1	--	24	--	--	3	2	26	31	--	80	--	
Hour Total	--	--	8	72	80	2	--	2	1	--	3	2	--	82	7	--	89	--	2	18	2	79	101	--	273	4	
7:00	--	--	1	22	23	2	--	1	2	--	3	2	--	28	2	1	31	--	--	9	2	22	33	--	90	4	
7:15	1	--	2	29	32	--	--	--	4	--	4	--	--	25	3	--	28	--	--	5	1	26	32	--	96	--	
7:30	--	1	6	23	30	--	--	1	3	--	4	--	--	35	--	2	37	--	--	16	--	34	50	--	121	--	
7:45	--	--	7	38	45	1	--	3	5	--	8	--	--	55	3	--	58	--	--	16	2	41	59	--	170	1	
Hour Total	1	1	16	112	130	3	--	5	14	--	19	2	--	143	8	3	154	--	--	46	5	123	174	--	477	5	
8:00	--	--	6	20	26	--	--	1	1	--	2	--	--	28	6	--	34	--	--	15	--	48	63	--	125	--	
8:15	--	--	5	20	25	--	--	1	1	--	2	--	--	27	1	--	28	--	--	7	--	30	37	--	92	--	
8:30	--	1	5	29	35	1	--	2	4	--	6	1	--	30	4	--	34	--	1	15	2	30	48	--	123	2	
8:45	--	--	9	20	29	--	--	1	3	--	4	--	--	42	6	--	48	--	--	11	2	39	52	--	133	--	
Hour Total	--	1	25	89	115	1	--	5	9	--	14	1	--	127	17	--	144	--	1	48	4	147	200	--	473	2	
9:00	--	--	6	13	19	--	--	--	--	--	0	--	--	38	6	--	44	--	--	16	2	53	71	--	134	--	
9:15	--	--	12	20	32	--	--	--	1	1	2	1	--	28	8	--	36	--	1	12	--	48	61	--	131	1	
9:30	--	3	4	21	28	--	--	1	1	2	4	--	--	28	2	--	30	1	--	16	--	50	66	--	128	1	
9:45	--	1	8	21	30	--	--	--	1	1	2	--	--	42	11	1	54	--	--	19	--	39	58	--	144	--	
Hour Total	--	4	30	75	109	--	--	1	3	4	8	1	--	136	27	1	164	1	1	63	2	190	256	--	537	2	
10:00	--	--	6	16	22	2	--	1	1	--	2	2	--	36	14	1	51	--	--	12	--	39	51	1	126	5	
10:15	--	--	8	16	24	2	--	--	--	--	0	2	--	44	10	--	54	--	--	19	--	49	68	--	146	4	
10:30	--	--	16	17	33	1	--	--	1	--	1	1	--	29	10	1	40	--	--	18	2	46	66	--	140	2	
10:45	--	--	7	23	30	--	--	--	1	1	2	--	--	43	15	--	58	--	--	13	2	43	58	--	148	--	
Hour Total	--	--	37	72	109	5	--	1	3	1	5	5	--	152	49	2	203	--	--	62	4	177	243	1	560	11	
11:00	--	--	10	15	25	1	--	2	2	--	4	1	--	36	9	1	46	--	--	19	3	53	75	--	150	2	
11:15	--	1	12	14	27	--	--	--	--	2	2	--	--	43	8	--	51	--	--	20	4	48	72	1	152	1	
11:30	--	--	8	27	35	--	--	2	3	--	5	--	--	49	16	1	66	--	1	17	1	55	74	--	180	--	
11:45	--	1	15	14	30	1	--	--	--	--	0	1	--	58	14	--	72	--	1	26	2	49	78	--	180	2	
Hour Total	--	2	45	70	117	2	--	4	5	2	11	2	--	186	47	2	235	--	2	82	10	205	299	1	662	5	
12:00	--	--	11	25	36	1	--	1	2	1	4	1	--	67	10	--	77	--	--	20	--	46	66	--	183	2	
12:15	--	--	7	13	20	--	--	1	3	--	4	--	--	45	10	--	55	--	--	16	--	61	77	--	156	--	
12:30	--	--	5	21	26	--	--	--	3	--	3	--	--	58	8	1	67	--	--	18	3	51	72	--	168	--	
12:45	--	1	7	18	26	--	--	--	3	--	3	--	--	49	10	--	59	--	--	33	2	49	84	--	172	--	
Hour Total	--	1	30	77	108	1	--	2	11	1	14	1	--	219	38	1	258	--	--	87	5	207	299	--	679	2	
13:00	--	--	15	15	30	--	--	1	2	--	3	--	--	49	15	--	64	--	1	28	2	54	85	--	182	--	
13:15	--	--	14	17	31	--	--	--	--	1	1	--	--	49	11	1	61	--	--	25	--	50	75	--	168	--	
13:30	--	--	12	9	21	--	--	--	--	--	0	--	--	47	13	--	60	--	1	19	1	50	71	--	152	--	
13:45	--	--	13	18	31	--	--	--	2	--	2	--	--	44	8	--	52	--	1	19	1	62	83	--	168	--	
Hour Total	--	--	54	59	113	--	--	1	4	1	6	--	--	189	47	1	237	--	3	91	4	216	314	--	670	--	
14:00	--	--	6	19	25	--	--	1	2	--	3	--	--	42	13	--	55	--	--	19	3	43	65	--	148	--	
14:15	--	--	5	19	24	--	--	--	1	--	1	--	--	37	9	--	46	--	--	20	1	49	70	--	141	--	
14:30	--	--	10	22	32	--	--	1	1	--	2	--	--	38	10	--	48	--	1	25	4	33	63	--	145	--	
14:45	--	1	2	12	15	2	--	1	--	--	1	2	1	1	37	17	--	55	--	--	27	--	46	73	--	144	4
Hour Total	--	1	23	72	96	2	--	3	4	--	7	2	1	154	49	--	204	--	1	91	8	171	271	--	578	4	
15:00	--	--	7	19	26	--	--	1	1	--	2	--	--	63	11	1	75	--	--	22	1	40	63	--	166	--	
15:15	--	1	9	18	28	--	--	--	--	--	0	--	--	56	12	--	68	--	--	29	1	50	80	--	176	--	
15:30	--	--	7	28	35	3	--	2	--	--	2	--	--	40	7	4	51	--	--	34	2	38	74	--	162	3	
15:45	--	1	11	20	32	3	--	--	1	--	1	2	--	45	4	2	51	--	--	29	3	46	78	4	162	9	
Hour Total	--	2	34	85	121	6	--	3	2	--	5	2	--	204	34	7	245	--	--	114	7	174	295	4	666	12	
16:00	--	--	6	28	34	1	--	--	2	1	3	--	--	48	8	1	57	--	--	41	1	48	90	--	184	1	
16:15	--	3	6	18	27	--	--	--	--	--	0	--	--	51	10	--	61	--	2	32	1	54	89	--	177	--	
16:30	--	--	9	25	34	--	--	--	1	1	2	--	--	61	12	1	74	--	1	33	5	54	93	--	203	--	
16:45	--	--	17	14	31	--	--	1	5	--	6	--	--	53	8	--	61	--	--	34	1	71	106	--	204	--	
Hour Total	--	3	38	85	126	1	--	1	8	2	11	--	--	213	38	2	253	--	3	140	8	227	378	--	768	1	
17:00	--	--	8	31	39	--	--	1	2	--	3	--	--	61	12	2	75	--	--	39	5	59	103	--	220	--	
17:15	--	--	8	27	35	--	--	1	1	--	2	--	--	50	6	--	56	--	--	35	3	67	105	--	198	--	
17:30	--	2	15	20	37	--	--	--	3	2	5	--	--	57	14	1	72	--	2	27	4	53	86	--	200	--	
1																											

Intersection: Dodge St & Elk Hills Dr
Date: Thursday, June 26, 2025
Duration: 6:00-19:00

Site Code: 5
Ref Pt: All Way Stop
Page No: 2 of 3

All Vehicles (Cars & Trucks) Printed

	Dodge St Southbound						Elk Hills Dr Westbound						Dodge Ave Northbound						School St Eastbound						Int. Veh. Total	Int. Ped/ Bike Total
Start Time	U-Turn	Left	Thru	Right	App. Total	Peds/ Bikes	U-Turn	Left	Thru	Right	App. Total	Peds/ Bikes	U-Turn	Left	Thru	Right	App. Total	Peds/ Bikes	U-Turn	Left	Thru	Right	App. Total	Peds/ Bikes		
11:30	--	--	8	27	35	--	--	2	3	--	5	--	--	49	16	1	66	--	1	17	1	55	74	--	180	--
11:45	--	1	15	14	30	1	--	--	--	--	0	1	--	58	14	--	72	--	1	26	2	49	78	--	180	2
12:00	--	--	11	25	36	1	--	1	2	1	4	1	--	67	10	--	77	--	--	20	--	46	66	--	183	2
12:15	--	--	7	13	20	--	--	1	3	--	4	--	--	45	10	--	55	--	--	16	--	61	77	--	156	--
Hour Total	--	1	41	79	121	2	--	4	8	1	13	2	--	219	50	1	270	--	2	79	3	211	295	--	699	4
% of App.	0.0%	0.8%	33.9%	65.3%			0.0%	30.8%	61.5%	7.7%			0.0%	81.1%	18.5%	0.4%			0.7%	26.8%	1.0%	71.5%				
% of Total	0.0%	0.1%	5.9%	11.3%	17.3%	50.0%	0.0%	0.6%	1.1%	0.1%	1.9%	50.0%	0.0%	31.3%	7.2%	0.1%	38.6%	0.0%	0.3%	11.3%	0.4%	30.2%	42.2%	0.0%		
Cars Total	--	1	41	77	119	--	--	4	8	1	13	--	--	216	50	1	267	--	2	79	3	209	293	--	692	--
Cars % of Movement	0.0%	100%	100%	97.5%	98.3%	--	0.0%	100%	100%	100%	100%	--	0.0%	98.6%	100%	100%	98.9%	--	100%	100%	100%	99.1%	99.3%	--	99.0%	
Trucks Total	--	--	--	2	2	2	--	--	--	--	0	2	--	3	--	--	3	--	--	--	--	2	2	--	7	4
Trucks % of Movement	0.0%	0.0%	0.0%	2.5%	1.7%	50.0%	0.0%	0.0%	0.0%	0.0%	0.0%	50.0%	0.0%	1.4%	0.0%	0.0%	1.1%	0.0%	0.0%	0.0%	0.9%	0.7%	0.0%	1.0%		

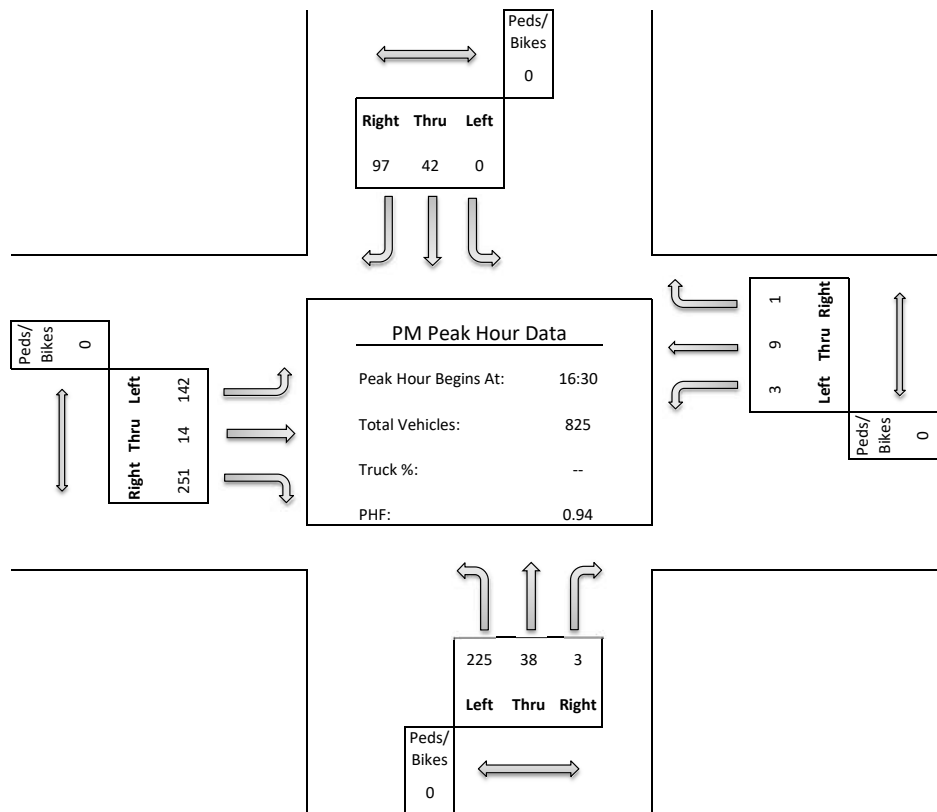


Intersection: Dodge St & Elk Hills Dr
Date: Thursday, June 26, 2025
Duration: 6:00-19:00
Rainy, 70° F

Site Code: 5
Ref Pt: All Way Stop
Page No: 3 of 3

All Vehicles (Cars & Trucks) Printed

Start Time	Dodge St Southbound						Elk Hills Dr Westbound						Dodge Ave Northbound						School St Eastbound						Int. Veh. Total	Int. Ped/ Bike Total
	U-Turn	Left	Thru	Right	App. Total	Peds/ Bikes	U-Turn	Left	Thru	Right	App. Total	Peds/ Bikes	U-Turn	Left	Thru	Right	App. Total	Peds/ Bikes	U-Turn	Left	Thru	Right	App. Total	Peds/ Bikes		
16:30	--	--	9	25	34	--	--	--	1	1	2	--	--	61	12	1	74	--	1	33	5	54	93	--	203	--
16:45	--	--	17	14	31	--	--	1	5	--	6	--	--	53	8	--	61	--	--	34	1	71	106	--	204	--
17:00	--	--	8	31	39	--	--	1	2	--	3	--	--	61	12	2	75	--	--	39	5	59	103	--	220	--
17:15	--	--	8	27	35	--	--	1	1	--	2	--	--	50	6	--	56	--	--	35	3	67	105	--	198	--
Hour Total	--	--	42	97	139	--	--	3	9	1	13	--	--	225	38	3	266	--	1	141	14	251	407	--	825	--
% of App.	0.0%	0.0%	30.2%	69.8%			0.0%	23.1%	69.2%	7.7%			0.0%	84.6%	14.3%	1.1%			0.2%	34.6%	3.4%	61.7%				
% of Total	0.0%	0.0%	5.1%	11.8%	16.8%	--	0.0%	0.4%	1.1%	0.1%	1.6%	--	0.0%	27.3%	4.6%	0.4%	32.2%	--	0.1%	17.1%	1.7%	30.4%	####	--		
Cars Total	--	--	42	97	139	--	--	3	9	1	13	--	--	225	38	3	266	--	1	141	14	251	407	--	825	--
Cars % of Movement	0.0%	0.0%	100%	100%	100%	--	0.0%	100%	100%	100%	100%	--	0.0%	100%	100%	100%	100%	--	100%	100%	100%	100%	100%	--	100%	--
Trucks Total	--	--	--	--	0	--	--	--	--	--	0	--	--	--	--	--	0	--	--	--	--	--	0	--	--	--
Trucks % of Movement	0.0%	0.0%	0.0%	0.0%	0.0%	--	0.0%	0.0%	0.0%	0.0%	0.0%	--	0.0%	0.0%	0.0%	0.0%	0.0%	--	0.0%	0.0%	0.0%	0.0%	0.0%	--	--	--



Intersection: Evans St & 193rd Ave
 Date: Thursday, June 26, 2025
 Duration: 6:00-19:00

Site Code: 10
 Ref Pt: All Way Stop
 Page No: 1 of 3

All Vehicles (Cars & Trucks) Printed

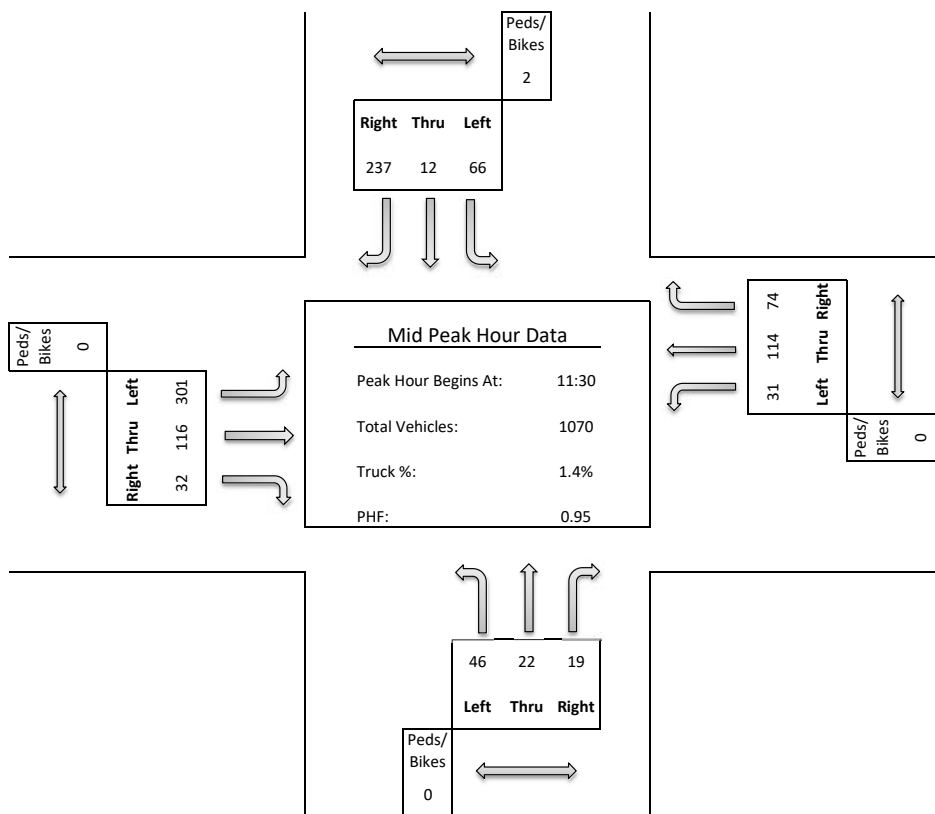
	Evans St Southbound						193rd Ave Westbound						Evans St Northbound						Evans St Eastbound						Int. Veh. Total	Int. Ped/ Bike Total
Start Time	U-Turn	Left	Thru	Right	App. Total	Peds/ Bikes	U-Turn	Left	Thru	Right	App. Total	Peds/ Bikes	U-Turn	Left	Thru	Right	App. Total	Peds/ Bikes	U-Turn	Left	Thru	Right	App. Total	Peds/ Bikes		
6:00	--	1	1	11	13	--	--	1	21	1	23	--	--	1	1	--	2	--	1	5	6	1	13	--	51	--
6:15	--	--	2	16	18	--	--	1	20	5	26	--	--	3	--	1	4	--	1	10	6	3	20	--	68	--
6:30	--	2	--	16	18	--	--	2	23	3	28	--	--	4	--	--	4	--	--	10	12	6	28	--	78	--
6:45	--	4	--	11	15	--	--	3	25	1	29	--	--	5	2	1	8	--	--	10	10	5	25	--	77	--
Hour Total	--	7	3	54	64	--	--	7	89	10	106	--	--	13	3	2	18	--	2	35	34	15	86	--	274	--
7:00	--	2	2	21	25	--	--	7	31	6	44	--	--	11	2	--	13	--	--	16	10	14	40	--	122	--
7:15	--	5	5	17	27	--	--	8	33	12	53	--	--	13	3	1	17	--	1	28	21	12	62	--	159	--
7:30	--	5	2	22	29	--	--	7	45	9	61	--	--	21	3	2	26	--	--	21	19	17	57	--	173	--
7:45	--	6	4	33	43	--	--	7	34	10	51	1	--	10	2	3	15	--	--	32	17	18	67	--	176	1
Hour Total	--	18	13	93	124	--	--	29	143	37	209	1	--	55	10	6	71	--	1	97	67	61	226	--	630	1
8:00	--	9	5	19	33	--	--	6	26	8	40	--	--	11	1	1	13	--	--	30	15	9	54	--	140	--
8:15	--	5	1	24	30	--	--	3	15	5	23	--	--	15	1	3	19	--	--	40	19	13	72	--	144	--
8:30	--	6	1	25	32	--	--	4	25	10	39	1	--	9	3	3	15	--	--	36	13	6	55	--	141	1
8:45	--	6	2	33	41	--	--	5	32	9	46	1	--	6	--	2	8	--	--	47	13	9	69	--	164	1
Hour Total	--	26	9	101	136	--	--	18	98	32	148	2	--	41	5	9	55	--	--	153	60	37	250	--	589	2
9:00	--	7	3	31	41	--	--	2	25	15	42	--	--	6	4	2	12	--	--	48	23	5	76	--	171	--
9:15	--	14	1	31	46	--	--	3	20	11	34	--	--	8	4	2	14	--	--	51	20	12	83	--	177	--
9:30	--	12	4	46	62	1	--	2	22	12	36	--	--	9	1	1	11	--	--	49	17	5	71	--	180	1
9:45	--	9	2	40	51	--	--	3	18	17	38	--	--	11	3	4	18	--	--	45	17	12	74	--	181	--
Hour Total	--	42	10	148	200	1	--	10	85	55	150	--	--	34	12	9	55	--	--	193	77	34	304	--	709	1
10:00	--	13	2	43	58	--	--	2	21	10	33	1	--	16	--	2	18	--	--	51	13	7	71	--	180	1
10:15	--	10	5	38	53	--	--	4	21	14	39	--	--	15	3	3	21	--	--	65	26	2	93	--	206	--
10:30	--	11	4	50	65	--	--	1	19	10	30	--	--	7	2	2	11	--	--	71	14	6	91	--	197	--
10:45	--	13	6	40	59	--	--	6	25	13	44	--	--	13	6	6	25	--	--	67	26	11	104	--	232	--
Hour Total	--	47	17	171	235	--	--	13	86	47	146	1	--	51	11	13	75	--	--	254	79	26	359	--	815	1
11:00	--	12	2	62	76	--	--	3	22	18	43	2	--	8	3	1	12	--	--	65	31	15	111	--	242	2
11:15	--	14	3	39	56	--	--	7	21	25	53	--	--	16	9	4	29	--	2	58	23	8	91	--	229	--
11:30	--	12	1	69	82	--	--	6	33	24	63	--	--	14	3	2	19	--	--	78	34	5	117	--	281	--
11:45	--	20	2	59	81	--	--	8	30	17	55	--	--	9	7	7	23	--	3	77	31	11	122	--	281	--
Hour Total	--	58	8	229	295	--	--	24	106	84	214	2	--	47	22	14	83	--	5	278	119	39	441	--	1033	2
12:00	--	18	6	53	77	1	--	10	28	19	57	--	--	17	7	4	28	--	--	75	28	8	111	--	273	1
12:15	--	16	3	56	75	1	--	7	23	14	44	--	--	6	5	6	17	--	1	67	23	8	99	--	235	1
12:30	--	11	5	62	78	--	--	4	24	15	43	2	--	21	2	5	28	1	--	81	29	8	118	--	267	3
12:45	--	19	5	52	76	--	--	2	31	17	50	--	--	23	5	6	34	--	--	66	18	17	101	--	261	--
Hour Total	--	64	19	223	306	2	--	23	106	65	194	2	--	67	19	21	107	1	1	289	98	41	429	--	1036	5
13:00	--	14	6	55	75	--	--	2	29	11	42	--	--	11	6	3	20	--	--	61	20	10	91	--	228	--
13:15	--	20	5	41	66	--	--	4	22	13	39	--	--	14	2	4	20	--	--	57	25	3	85	--	210	--
13:30	--	13	--	65	78	--	1	3	22	14	40	--	--	10	5	2	17	--	--	68	20	10	98	--	233	--
13:45	--	14	3	49	66	--	--	3	33	15	51	--	--	17	2	1	20	--	1	74	27	10	112	--	249	--
Hour Total	--	61	14	210	285	--	1	12	106	53	172	--	--	52	15	10	77	--	1	260	92	33	386	--	920	--
14:00	--	16	3	51	70	--	--	5	14	18	37	--	--	8	1	2	11	--	--	65	27	6	98	--	216	--
14:15	--	13	6	55	74	--	--	6	21	17	44	--	--	12	7	7	26	--	1	64	33	8	106	--	250	--
14:30	--	10	3	50	63	--	--	3	38	20	61	--	--	14	5	3	22	--	1	62	32	7	102	--	248	--
14:45	--	24	2	48	74	--	--	4	24	26	54	--	--	8	5	4	17	--	1	100	33	13	147	2	292	2
Hour Total	--	63	14	204	281	--	--	18	97	81	196	--	--	42	18	16	76	--	3	291	125	34	453	2	1006	2
15:00	--	16	1	58	75	--	--	2	18	12	32	--	--	23	--	3	26	--	--	86	24	7	117	--	250	--
15:15	--	23	2	48	73	--	--	3	28	24	55	--	--	18	3	4	25	--	2	80	41	11	134	--	287	--
15:30	--	28	1	51	80	--	--	6	31	16	53	--	--	25	4	1	30	--	1	73	42	18	134	--	297	--
15:45	--	23	2	43	68	--	--	7	32	15	54	--	--	30	4	5	39	--	2	79	39	13	133	--	294	--
Hour Total	--	90	6	200	296	--	--	18	109	67	194	--	--	96	11	13	120	--	5	318	146	49	518	--	1128	--
16:00	--	16	5	55	76	1	--	9	30	11	50	--	--	25	11	8	44	--	--	86	48	15	149	--	319	1
16:15	--	21	4	57	82	--	--	9	47	14	70	--	--	15	4	16	35	--	--	96	50	19	165	--	352	--
16:30	--	13	4	47	64	--	--	3	32	14	49	1	--	24	6	6	36	1	2	75	43	15	135	--	284	2
16:45	--	19	4	50	73	--	--	4	33	25	62	--	--	25	5	8	38	--	--	93	44	20	157	--	330	--
Hour Total	--	69	17	209	295	1	--	25	142	64	231	1	--	89	26	38	153	1	2	350	185	69	606	--	1285	3
17:00	--	26	7	48	81	--	--	7	23	24	54	--	--	28	5	6	39	--	1	97	31	12	141	--	315	--
17																										

Intersection: Evans St & 193rd Ave
Date: Thursday, June 26, 2025
Duration: 6:00-19:00

Site Code: 10
Ref Pt: All Way Stop
Page No: 2 of 3

All Vehicles (Cars & Trucks) Printed

Start Time	Evans St Southbound						193rd Ave Westbound						Evans St Northbound						Evans St Eastbound						Int. Veh. Total	Int. Ped/ Bike Total
	U-Turn	Left	Thru	Right	App. Total	Peds/ Bikes	U-Turn	Left	Thru	Right	App. Total	Peds/ Bikes	U-Turn	Left	Thru	Right	App. Total	Peds/ Bikes	U-Turn	Left	Thru	Right	App. Total	Peds/ Bikes		
11:30	--	12	1	69	82	--	--	6	33	24	63	--	--	14	3	2	19	--	--	78	34	5	117	--	281	--
11:45	--	20	2	59	81	--	--	8	30	17	55	--	--	9	7	7	23	--	3	77	31	11	122	--	281	--
12:00	--	18	6	53	77	1	--	10	28	19	57	--	--	17	7	4	28	--	--	75	28	8	111	--	273	1
12:15	--	16	3	56	75	1	--	7	23	14	44	--	--	6	5	6	17	--	1	67	23	8	99	--	235	1
Hour Total	--	66	12	237	315	2	--	31	114	74	219	--	--	46	22	19	87	--	4	297	116	32	449	--	1070	2
% of App.	0.0%	21.0%	3.8%	75.2%			0.0%	14.2%	52.1%	33.8%			0.0%	52.9%	25.3%	21.8%			0.9%	66.1%	25.8%	7.1%				
% of Total	0.0%	6.2%	1.1%	22.1%	29.4%	####	0.0%	2.9%	10.7%	6.9%	20.5%	0.0%	0.0%	4.3%	2.1%	1.8%	8.1%	0.0%	0.4%	27.8%	10.8%	3.0%	42.0%	0.0%		
Cars Total	--	65	12	231	308	--	--	31	113	73	217	--	--	45	22	19	86	--	4	293	115	32	444	--	1055	--
Cars % of Movement	0.0%	98.5%	100%	97.5%	97.8%	--	0.0%	100%	99.1%	98.6%	99.1%	--	0.0%	97.8%	100%	100%	98.9%	--	100%	98.7%	99.1%	100%	98.9%	--	98.6%	--
Trucks Total	--	1	--	6	7	2	--	--	1	1	2	--	--	1	--	--	1	--	--	4	1	--	5	--	15	2
Trucks % of Movement	0.0%	1.5%	0.0%	2.5%	2.2%	####	0.0%	0.0%	0.9%	1.4%	0.9%	0.0%	0.0%	2.2%	0.0%	0.0%	1.1%	0.0%	0.0%	1.3%	0.9%	0.0%	1.1%	0.0%	1.4%	



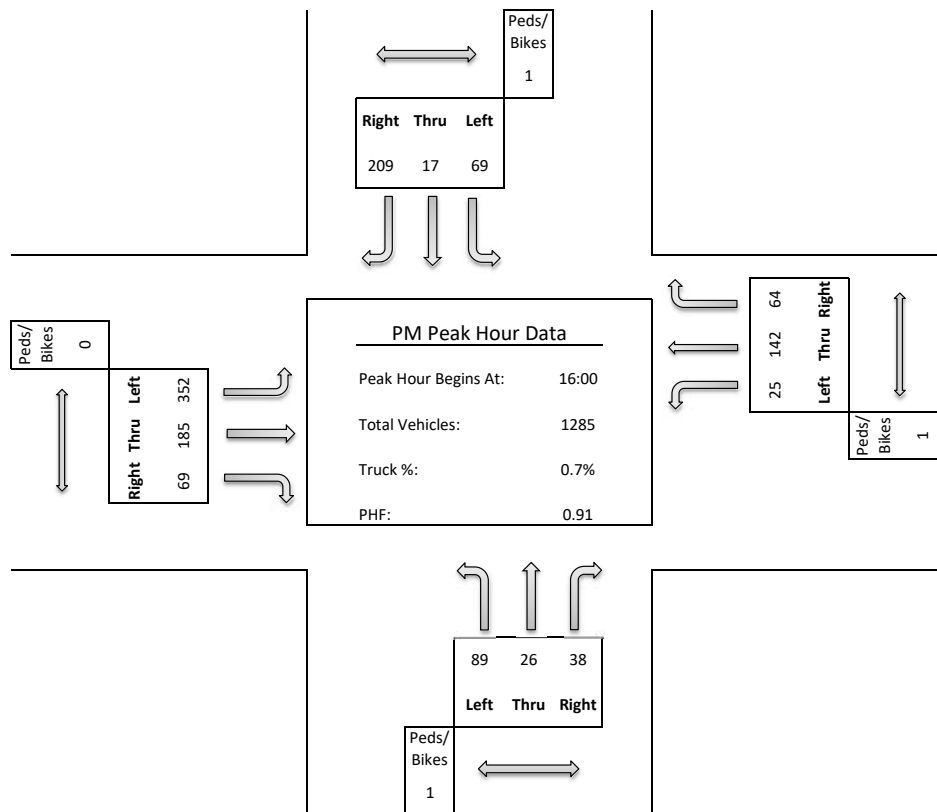
Intersection: Evans St & 193rd Ave
Date: Thursday, June 26, 2025
Duration: 15:00-18:00

Rainy, 70° F

Site Code: 10
Ref Pt: All Way Stop
Page No: 3 of 3

All Vehicles (Cars & Trucks) Printed

Start Time	Evans St Southbound						193rd Ave Westbound						Evans St Northbound						Evans St Eastbound						Int. Veh. Total	Int. Ped/Bike Total
	U-Turn	Left	Thru	Right	App. Total	Peds/Bikes	U-Turn	Left	Thru	Right	App. Total	Peds/Bikes	U-Turn	Left	Thru	Right	App. Total	Peds/Bikes	U-Turn	Left	Thru	Right	App. Total	Peds/Bikes		
16:00	--	16	5	55	76	1	--	9	30	11	50	--	--	25	11	8	44	--	--	86	48	15	149	--	319	1
16:15	--	21	4	57	82	--	--	9	47	14	70	--	--	15	4	16	35	--	--	96	50	19	165	--	352	--
16:30	--	13	4	47	64	--	--	3	32	14	49	1	--	24	6	6	36	1	2	75	43	15	135	--	284	2
16:45	--	19	4	50	73	--	--	4	33	25	62	--	--	25	5	8	38	--	--	93	44	20	157	--	330	--
Hour Total	--	69	17	209	295	1	--	25	142	64	231	1	--	89	26	38	153	1	2	350	185	69	606	--	1285	3
% of App.	0.0%	23.4%	5.8%	70.8%			0.0%	10.8%	61.5%	27.7%			0.0%	58.2%	17.0%	24.8%			0.3%	57.8%	30.5%	11.4%				
% of Total	0.0%	5.4%	1.3%	16.3%	23.0%	33.3%	0.0%	1.9%	11.1%	5.0%	18.0%	33.3%	0.0%	6.9%	2.0%	3.0%	11.9%	33.3%	0.2%	27.2%	14.4%	5.4%	####	0.0%		
Cars Total	--	69	17	206	292	--	--	25	142	63	230	--	--	89	26	38	153	--	2	346	184	69	601	--	1276	--
Cars % of Movement	0.0%	100%	100%	98.6%	99.0%	--	0.0%	100%	100%	98.4%	99.6%	--	0.0%	100%	100%	100%	100%	--	100%	98.9%	99.5%	100%	####	--	99.3%	
Trucks Total	--	--	--	3	3	1	--	--	--	1	1	1	--	--	--	--	0	1	--	4	1	--	5	--	9	3
Trucks % of Movement	0.0%	0.0%	0.0%	1.4%	1.0%	33.3%	0.0%	0.0%	0.0%	1.6%	0.4%	33.3%	0.0%	0.0%	0.0%	0.0%	0.0%	33.3%	0.0%	1.1%	0.5%	0.0%	0.8%	0.0%	0.7%	





Request for Action

To
City Council

Item Number
12.1

Meeting Date
August 18, 2025

Prepared By
Lori Stich, Finance Manager

Item Description
Investment report - 2nd quarter

Reviewed by
Lori Stich
Joe Stremcha
Cal Portner
Tina Allard

Action Requested
Information only

Background/Discussion

Introduction

The purpose of this report is to update the City Council on the status of the various investments the city maintains as of June 30, 2025.

Background

The investment policy complies with state statutes and generally follows the Government Finance Officers Association (GFOA) model.

The investment goals for the City of Elk River are passive due to the allowable investments permitted under state statutes. The city has four objectives for investing. In order of importance, they are: 1) safety of principal, 2) liquidity, 3) return on investment, and 4) maintaining public trust. This means we are focused on not losing on the original investment, having sufficient funds on hand to meet ongoing operating cash needs, getting a market rate of return, and not purchasing speculative investments.

State statutes limit the city's ability to invest in many risky types of investments. The city is generally limited to federal and state government obligations or agencies backed by them, rated debt of local governments, short-term highly rated commercial paper, certificates of deposit, and money market accounts (with collateralization if in excess of FDIC insurance amounts).

The city intends to hold investments until maturity, which means we will get the rate of return at which we invest our funds. The finance staff ensures the city is sufficiently liquid by continually updating our forecast on the anticipated cash flow needs over the next five-year period. We anticipate two large tax settlements each year, along with the regularly scheduled debt service payments. We also build in a reserve balance maintained in money market accounts in case of unexpected expenditures.

The Elk River Vision

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



Cities generally use a short-horizon benchmark such as the two-year Treasury Bill or some similar measure. As of 6/30/25, the two-year T-bill was at 3.72%, down from 3.89% on 3/31/25. Our current portfolio yield is roughly 4.24%.

Our primary reserve account is our 4M Fund, which is a money market account where many cities pool their funds. It currently yields 4.228% with daily withdrawal privileges. It is important that the city maintains a strong diversified portfolio, prioritizing safety, liquidity, and flexibility in this market environment.

Financial Impact

N/A

Mission/Policy/Goal

Responsible for every dollar - good stewards.

Attachments

- I. 06-2025 Investment summary



Bond Summary

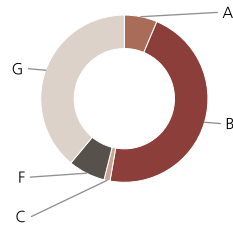
as of June 30, 2025

Bond Overview

Total quantity	50,673,000
Total market value	\$48,523,451.95
Total accrued interest	\$264,395.48
Total market value plus accrued interest	\$48,787,847.42
Total estimated annual bond interest	\$1,527,929.17
Average coupon	3.13%
Average current yield	3.15%
Average yield to maturity	4.24%
Average yield to worst	4.24%
Average modified duration	2.76
Average effective maturity	3.83

Credit Quality of Bond Holdings

Effective credit rating	Issues	Value on 06/30/2025 (\$)	% of port.
A Aaa/AAA/AAA	8	3,101,292.05	6.33
B Aa/AA/AA	50	22,637,338.71	46.38
C A/A/A	2	563,141.87	1.15
D Baa/BBB/BBB	0	0.00	0.00
E Non-investment grade	0	0.00	0.00
F Certificate of deposit	15	3,482,336.77	7.12
G Not rated	27	19,003,738.02	39.02
Total	102	\$48,787,847.42	100%

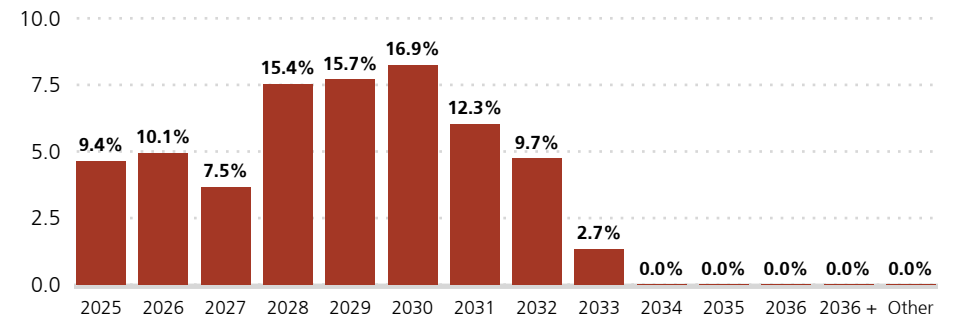


Investment Type Allocation

Investment type	Taxable (\$)	Tax-exempt / deferred (\$)	Total (\$)	% of bond port.
Asset/Mortgage	18,754,065.97	0.00	18,754,065.97	38.44
Certificates of deposit	3,482,336.77	0.00	3,482,336.77	7.14
Municipals	26,551,444.68	0.00	26,551,444.68	54.42
Total	\$48,787,847.42	\$0.00	\$48,787,847.42	100%

Bond Maturity Schedule

\$ Millions



Effective maturity schedule

Cash, mutual funds and some preferred securities are not included.

Includes all fixed income securities in the selected portfolio. Average yields and durations exclude Structured Product, Pass-Through, Perpetual Preferred, and Foreign securities. Accrued interest, if any, has been included in the total market value.



Request for Action

To
City Council

Item Number
12.2

Meeting Date
August 18, 2025

Prepared By
Lori Stich, Finance Manager

Item Description
June Financial Reports

Reviewed by
Lori Stich
Joe Stremcha
Cal Portner
Tina Allard

Action Requested
Information only.

Background/Discussion

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

For June, actual revenues (excluding property taxes and transfers-in) and expenditures should run about 50% of the annual budget. It is natural for some items to vary from month to month, such as exceeding budget for Supplies but being below budget for Services. This is not considered serious as long as the total expenditure budget amount is not overspent. Significant variances from budget are highlighted below, accompanied by a general discussion of the variance.

GENERAL FUND

Revenues:

- June revenues include the 70% advance of the first half property tax settlement. The remaining balance is received in July.
- License & permit collections are 67% of budget estimates, consisting primarily of building-related permits and liquor licenses.
- Charges for services are about 65% of estimates with plan check fees, recreation fees, and the first half 2025-26 school liaison contract making up the majority of June collections.
- Transfers-in consist of ERMU's 4% May monthly electric revenues. The remaining transfers-in will be recorded mid-year.

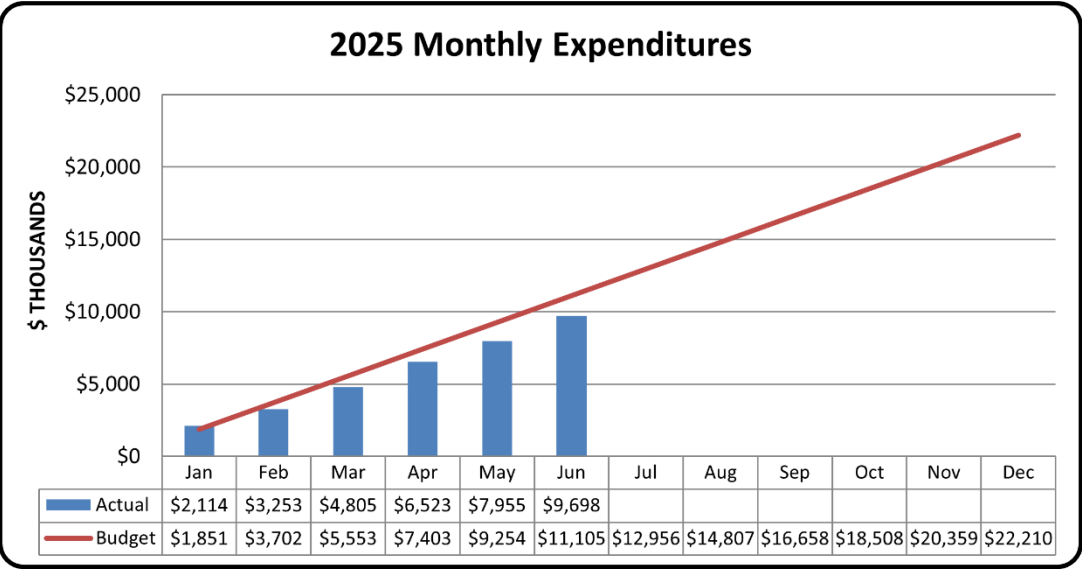
Expenditures:

The Elk River Vision

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



- Total departmental expenditures are about 44% of budget. Most departments are within or below budget estimates.



FTCENTER

Through the end of June, revenues of \$892,896 exceed expenditures of \$769,704 by \$123,192. The majority of June collections consist of ice rent, sponsorships, and concessions, while expenditures are primarily attributable to personal services and service charges such as utilities.

Financial Impact

N/A

Mission/Policy/Goal

Responsible for every dollar - good stewards.

Attachments

1. 06-2025 General Fund
2. 06-2025 Multipurpose Facility
3. 06-2025 Enterprise Funds

General Fund

As of:

6/30/2025**50.00% OF YEAR COMPLETED****REVENUES****Budget****YTD Actual****% of budget****Budget Balance****Taxes**

101-3-0000-3111	Current Ad Valorem Taxes	15,626,050.00	5,616,859.24	35.95%	10,009,190.76
101-3-0000-3112	Delinquent Ad Valorem Taxes	0.00	2,722.46	0.00%	(2,722.46)
101-3-0000-3121	Gravel Tax	225,000.00	15,289.91	6.80%	209,710.09
101-3-0000-3131	Penalties/Interest	0.00	666.98	0.00%	(666.98)
101-3-0000-3132	Tax Forfeited Land Sale	0.00	0.00		0.00
Total Taxes		15,851,050.00	5,635,538.59	35.55%	10,215,511.41

Licenses & Permits

101-3-0000-3211	Liquor License	82,000.00	82,121.25	100.15%	(121.25)
101-3-0000-3212	THC License	5,000.00	650.00	13.00%	4,350.00
101-3-0000-3213	Cigarette License	4,000.00	150.00	3.75%	3,850.00
101-3-0000-3214	Rental License	65,000.00	17,400.00	26.77%	47,600.00
101-3-0000-3216	Mining License	26,000.00	27,006.10	103.87%	(1,006.10)
101-3-0000-3217	Garbage Hauler License	2,500.00	580.00	23.20%	1,920.00
101-3-0000-3218	Other Business License/Permit	16,000.00	9,050.00	56.56%	6,950.00
101-3-0000-3229	NPDES Permit	23,000.00	9,625.00	41.85%	13,375.00
101-3-0000-3231	Building Permit	550,000.00	334,652.15	60.85%	215,347.85
101-3-0000-3232	Plumbing/Heating Permit	175,000.00	132,889.94	75.94%	42,110.06
101-3-0000-3233	Permit Surcharge	700.00	3,509.73	501.39%	(2,809.73)
101-3-0000-3235	Animal License	0.00	325.00	0.00%	(325.00)
101-3-0000-3237	Other Non-Business Lic/Permit	25,000.00	32,664.24	130.66%	(7,664.24)
Total Licenses & Permits		974,200.00	650,623.41	66.79%	323,576.59

Intergovernmental Revenue

101-3-0000-3311	Federal Grant	0.00	0.00		0.00
101-3-0000-3322	MV Credit	6,000.00	0.00	0.00%	6,000.00
101-3-0000-3323	Fire State Aid	275,000.00	0.00	0.00%	275,000.00
101-3-0000-3324	PERA Aid	0.00	0.00		0.00
101-3-0000-3325	Police 2% Aid	414,000.00	0.00	0.00%	414,000.00
101-3-0000-3326	Police Training Reimb	35,000.00	0.00	0.00%	35,000.00
101-3-0000-3329	State Crime Prevention Grant	48,000.00	28,113.55	58.57%	19,886.45
101-3-0000-3330	Other State Grants	0.00	13,789.07	0.00%	(13,789.07)
101-3-0000-3341	County Reimb/Grant	0.00	0.00		0.00
Total Intergovernmental Revenue		778,000.00	41,902.62	5.39%	736,097.38

Charges for Services

101-3-0000-3412	Planning & Zoning Fees	25,000.00	24,402.32	97.61%	597.68
101-3-0000-3413	Plan Check Fee	230,000.00	158,813.89	69.05%	71,186.11
101-3-0000-3415	Special Assessment Search	500.00	150.00	30.00%	350.00
101-3-0000-3417	Copies	1,500.00	677.04	45.14%	822.96
101-3-0000-3418	Other General Govt Services	0.00	0.00		0.00
101-3-0000-3430	Lockout Fees	3,500.00	880.00	25.14%	2,620.00
101-3-0000-3431	Police Services	46,000.00	5,274.65	11.47%	40,725.35
101-3-0000-3432	School Liaison	185,000.00	194,020.99	104.88%	(9,020.99)
101-3-0000-3434	Animal Impound Fee	500.00	550.00	110.00%	(50.00)
101-3-0000-3436	Fire Contracts	465,750.00	253,422.01	54.41%	212,327.99
101-3-0000-3437	Fire Services	3,000.00	0.00	0.00%	3,000.00
101-3-0000-3438	Fire Inspections	0.00	0.00		0.00
101-3-0000-3450	Maintenance Facility Rent	0.00	0.00		0.00
101-3-0000-3451	Street Services	35,000.00	16,944.17	48.41%	18,055.83

101-3-0000-3452	Engineering Services Reimb	20,000.00	0.00	0.00%	20,000.00
101-3-0000-3461	Recreation Fees	52,500.00	35,331.89	67.30%	17,168.11
101-3-0000-3462	Sr Center Activities	47,500.00	27,924.31	58.79%	19,575.69
101-3-0000-3463	Farmer's Market	15,000.00	28,378.00	189.19%	(13,378.00)
101-3-0000-3469	Elk RiverFest	20,000.00	6,590.00	32.95%	13,410.00
101-3-0000-3472	Park Use Fee	76,900.00	44,139.66	57.40%	32,760.34
101-3-0000-3475	Building Rent	0.00	140.00		(140.00)
101-3-0000-3483	Sewer Inspection Fee	15,000.00	7,630.00	50.87%	7,370.00
101-3-0000-3484	Contractor License Check	1,200.00	580.00	48.33%	620.00
Total Charges for Services		1,243,850.00	805,848.93	64.79%	438,001.07
Fines & Forfeits					
101-3-0000-3510	Court Fines	155,000.00	66,585.78	42.96%	88,414.22
101-3-0000-3511	Parking Fines	0.00	0.00		0.00
101-3-0000-3512	Ordinance Violations	0.00	0.00	0.00%	0.00
Total Fines & Forfeits		155,000.00	66,585.78	42.96%	88,414.22
Other Revenue					
101-3-0000-3610	Special Assmts-County	0.00	0.00		0.00
101-3-0000-3621	Interest Income	175,000.00	82,508.93	47.15%	92,491.07
101-3-0000-3625	Refunds & Reimbursements	150,000.00	248,667.30	165.78%	(98,667.30)
101-3-0000-3626	Contributions	26,000.00	26,000.00	100.00%	0.00
101-3-0000-3629	Miscellaneous Revenue	10,000.00	5,711.53	57.12%	4,288.47
101-3-0000-3918	Other Financing Source - Lease	0.00	0.00		0.00
Total Other Revenue		361,000.00	362,887.76	100.52%	(1,887.76)
Transfers In					
101-3-0000-3921	Transfers	0.00	0.00	0.00%	0.00
101-3-0000-3924	Transfer - MPF	0.00	0.00		0.00
101-3-0000-3925	Transfer-Landfill	0.00	0.00		0.00
101-3-0000-3926	Transfer-Capital Outlay Reserv	95,000.00	0.00	0.00%	95,000.00
101-3-0000-3929	Transfer-GRE Reserve	0.00	0.00		0.00
101-3-0000-3930	Transfer-Development	0.00	0.00		0.00
101-3-0000-3942	Transfer-WWTS	180,000.00	0.00	0.00%	180,000.00
101-3-0000-3943	Transfer-Liquor	850,000.00	0.00	0.00%	850,000.00
101-3-0000-3944	Transfer-Garbage	60,000.00	0.00	0.00%	60,000.00
101-3-0000-3945	Transfer-Utilities	1,450,000.00	583,620.36	40.25%	866,379.64
101-3-0000-3946	Transfer-Stormwater	125,000.00	0.00	0.00%	125,000.00
101-3-0000-3948	Transfer-EDA	48,000.00	0.00	0.00%	48,000.00
101-3-0000-3949	Transfer-HRA	39,000.00	0.00	0.00%	39,000.00
Total Transfers In		2,847,000.00	583,620.36	20.50%	2,263,379.64
TOTAL GENERAL FUND REVENUES		22,210,100.00	8,147,007.45	36.68%	14,063,092.55

General Fund

As of:

6/30/2025

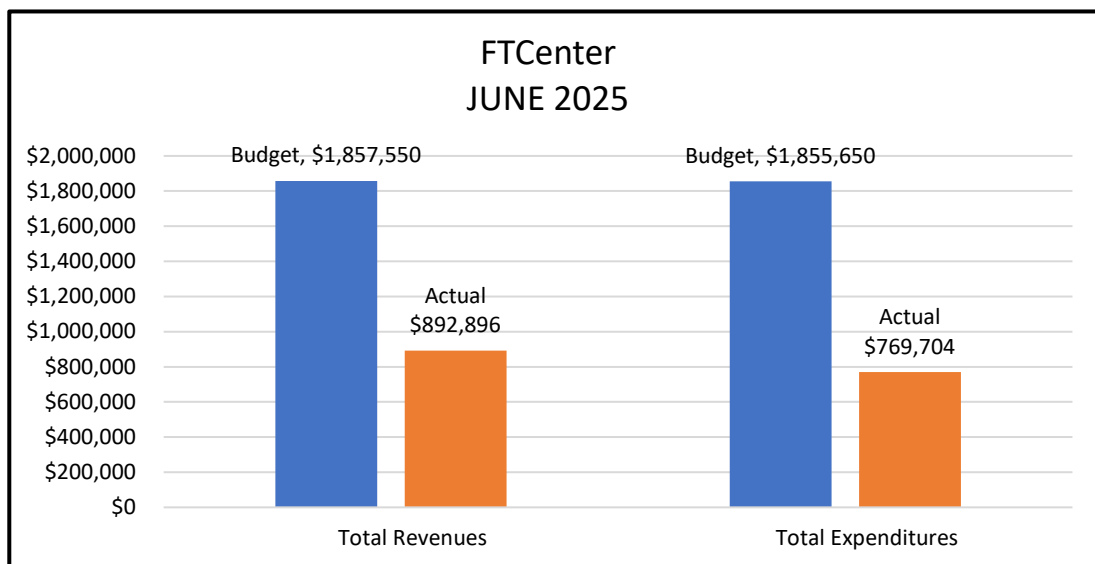
50.00% OF YEAR COMPLETED

EXPENDITURE SUMMARY

	<u>Budget</u>	<u>YTD Actual</u>	<u>% of budget</u>	<u>Budget Balance</u>
<u>General Government</u>				
City Council	233,000.00	90,787.30	38.96%	142,212.70
Communications	522,150.00	242,882.66	46.52%	279,267.34
Administrative Services	727,050.00	317,813.97	43.71%	409,236.03
Human Resources	456,150.00	204,885.21	44.92%	251,264.79
Elections	6,800.00	6,305.86	92.73%	494.14
Finance	850,250.00	439,511.79	51.69%	410,738.21
Information Technology	748,200.00	282,048.58	37.70%	466,151.42
Legal	300,000.00	116,578.97	38.86%	183,421.03
Planning	504,750.00	250,250.39	49.58%	254,499.61
Building Maintenance	1,151,350.00	492,272.23	42.76%	659,077.77
Total General Government	5,499,700.00	2,443,336.96	44.43%	3,056,363.04
<u>Public Safety</u>				
Police Administration	1,257,000.00	665,953.26	52.98%	591,046.74
Patrol	3,992,500.00	1,722,056.91	43.13%	2,270,443.09
Investigations	1,523,350.00	727,328.97	47.75%	796,021.03
Police Support Services	1,002,750.00	423,017.06	42.19%	579,732.94
Police Reserves	16,550.00	1,123.25	6.79%	15,426.75
Public Safety Building	236,150.00	98,440.11	41.69%	137,709.89
Fire Administration	1,405,400.00	528,502.46	37.61%	876,897.54
Fire Operations	658,900.00	282,543.44	42.88%	376,356.56
Emergency Management	32,150.00	8,810.13	27.40%	23,339.87
Building Safety	648,400.00	285,529.69	44.04%	362,870.31
Code Enforcement	132,900.00	58,916.48	44.33%	73,983.52
Environmental	57,800.00	28,772.95	49.78%	29,027.05
Total Public Safety	10,963,850.00	4,830,994.71	44.06%	6,132,855.29
<u>Public Works</u>				
Street Maintenance	1,778,350.00	686,273.72	38.59%	1,092,076.28
Snow Removal	380,650.00	224,360.82	58.94%	156,289.18
Equipment Services	428,700.00	193,826.99	45.21%	234,873.01
Engineering	382,100.00	166,329.50	43.53%	215,770.50
Total Public Works	2,969,800.00	1,270,791.03	42.79%	1,699,008.97
<u>Culture & Recreation</u>				
Parks Department	1,736,000.00	701,565.18	40.41%	1,034,434.82
Parks & Rec Admin	576,100.00	250,719.64	43.52%	325,380.36
Recreation Programs	146,550.00	54,797.71	37.39%	91,752.29
Farmers Market	61,850.00	25,166.59	40.69%	36,683.41
Sr Citizen Programs	216,050.00	98,928.29	45.79%	117,121.71
Total Culture & Recreation	2,736,550.00	1,131,177.41	41.34%	1,605,372.59
<u>Economic Development</u>				
Economic Development	0.00	21,221.13	0.00%	(21,221.13)
Energy City	40,200.00	0.00	0.00%	40,200.00
Total Economic Development	40,200.00	21,221.13	52.79%	18,978.87
TOTAL GENERAL FUND EXPENDITURES	22,210,100.00	9,697,521.24	43.66%	12,512,578.76
REVENUES OVER/(UNDER) EXPENDITURES	0.00	(1,550,513.79)		1,550,513.79

**CITY OF ELK RIVER
FTCENTER - BUDGET TO ACTUAL
MONTH ENDED JUNE 30, 2025**

	Current Budget	Year to Date Actual	% of Budget
Revenues:			
Ice Rental	\$861,000	\$381,730	44.34%
Admissions	6,000	10,493	174.88%
Dry Floor Events/Craft Shows	0	0	0.00%
Facility Rental	245,400	114,694	46.74%
Advertising/Naming Rights/Sponsorships	192,550	89,183	46.32%
Recreation fees (Skating/Hockey)	160,000	86,636	54.15%
Concessions/catering/vending	363,000	199,910	55.07%
Other Revenues (interest, etc.)	29,600	10,250	34.63%
Total Revenues	\$1,857,550	\$892,896	48.07%
Operating expenses:			
Personal services	\$930,900	\$431,217	46.32%
Supplies	197,550	96,012	48.60%
Other service charges	585,450	242,475	41.42%
Capital Outlay	141,750	0	0.00%
Total Expenditures	\$1,855,650	\$769,704	41.48%
Revenues over/(under) expenditures	\$1,900	\$123,192	



CITY OF ELK RIVER
ENTERPRISE FUNDS - BUDGET TO ACTUAL
MONTH ENDED JUNE 30, 2025

	Liquor			Sewer			Garbage			Stormwater		
	Current Budget	Year to Date Actual	% of Budget	Current Budget	Year to Date Actual	% of Budget	Current Budget	Year to Date Actual	% of Budget	Current Budget	Year to Date Actual	% of Budget
Sales and cost of sales:												
Sales	\$ 8,640,000	\$ 4,059,880	46.99%									
Cost of sales	(6,235,750)	(2,691,280)	43.16%									
Gross profit	2,404,250	1,368,600	56.92%									
Operating revenues:												
User charges	-	-	-	\$ 2,745,000	\$ 1,223,267	44.56%	\$ 2,070,000	\$ 826,802	39.94%	\$ 675,000	\$ 280,441	41.55%
Delinquency collections	-	-	-	1,500	-	0.00%	-	-	-	-	-	-
Other	9,000	2,742	30.47%	195,000	74,630	38.27%	-	-	-	-	-	-
Total operating revenues	9,000	2,742	30.47%	2,941,500	1,297,896	44.12%	2,070,000	826,802	39.94%	675,000	280,441	41.55%
Operating expenses:												
Personal services	1,268,300	555,340	43.79%	901,300	398,119	44.17%	29,900	8,315	27.81%	-	-	-
Supplies	31,500	7,097	22.53%	334,900	116,633	34.83%	23,250	666	2.87%	1,000	-	0.00%
Other service charges	397,650	208,623	52.46%	1,007,950	433,185	42.98%	1,844,550	752,705	40.81%	302,950	16,024	5.29%
Depreciation *	70,000	-	0.00%	1,710,000	-	0.00%	-	-	-	500,000	-	0.00%
Total operating expenses	1,767,450	771,060	43.63%	3,954,150	947,936	23.97%	1,897,700	761,687	40.14%	803,950	16,024	1.99%
Operating income (loss)	645,800	600,282	92.95%	(1,012,650)	349,960	-34.56%	172,300	65,115	37.79%	(128,950)	264,417	-205.05%
Nonoperating revenues (expenses):												
Interest income	135,000	37,951	28.11%	135,000	114,499	84.81%	10,000	11,896	118.96%	30,000	28,761	95.87%
Interest expense/agent fees	-	-	-	(77,550)	(39,818)	51.34%	-	-	-	-	-	-
Total nonoperating revenues (expenses)	135,000	37,951	28.11%	57,450	74,682	129.99%	10,000	11,896	118.96%	30,000	28,761	95.87%
Income (loss) before contributions & transfers	780,800	638,233	81.74%	(955,200)	424,642	-44.46%	182,300	77,011	42.24%	(98,950)	293,178	-296.29%
Contributions - connection fees	-	-	-	1,000,000	686,556	68.66%	-	-	-	-	-	-
Transfers in (ARPA funds)	-	-	-	-	-	0.00%	-	-	-	-	-	-
Sale of assets	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%
Transfers out	(1,100,000)	(500,000)	45.45%	(180,000)	-	0.00%	(60,000)	-	0.00%	(125,000)	-	0.00%
NET INCOME (LOSS)	(319,200)	138,233	-43.31%	(135,200)	1,111,198	-821.89%	122,300	77,011	62.97%	(223,950)	293,178	-130.91%
Items reclassified to balance sheet at year end:												
Bond Proceeds	-	-	-	-	-	-	-	-	-	(150,000)	-	-
Capital Outlay	-	-	-	(343,000)	(202,754)	-	-	-	-	-	-	-
Bond Payment	-	-	-	(530,000)	(530,000)	-	-	-	-	-	-	-
Revenues over/(under) expenditures	(319,200)	138,233		(1,008,200)	378,444		122,300	77,011		(373,950)	293,178	

* Recorded at year-end



Request for Action

To
City Council

Item Number
12.3

Meeting Date
August 18, 2025

Prepared By
Lori Stich, Finance Manager

Item Description
July Financial Reports

Reviewed by
Lori Stich
Joe Stremcha
Cal Portner
Tina Allard

Action Requested
Information only.

Background/Discussion

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

For July, actual revenues (excluding property taxes and transfers-in) and expenditures should run about 58% of the annual budget. It is natural for some items to vary from month to month, such as exceeding budget for Supplies but being below budget for Services. This is not considered serious as long as the total expenditure budget amount is not overspent. Significant variances from budget are highlighted below, accompanied by a general discussion of the variance.

GENERAL FUND

Revenues:

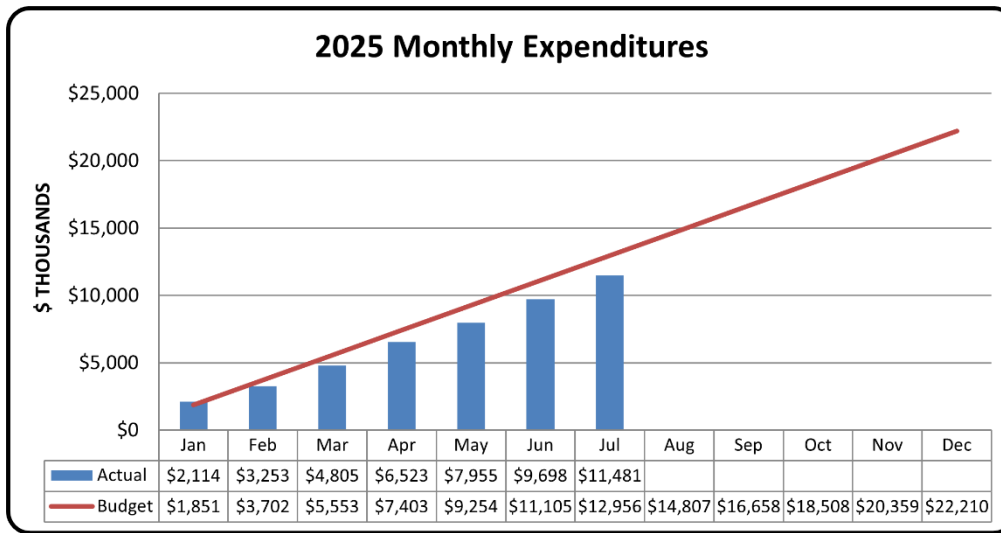
- July revenues include the remaining first-half property tax settlement.
- License & permit collections are 73% of budget estimates, with July collections consisting primarily of building-related permits.
- Charges for services are about 68% of estimates, with plan check fees and recreation fees making up the majority of July collections.
- Transfers-in consist of ERMU's 4% June monthly electric revenues and the budgeted transfers to the General Fund.

Expenditures:

- Total departmental expenditures are about 52% of budget. Most departments are within or below budget estimates.

The Elk River Vision

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



FTCENTER

Through the end of July, revenues of \$952,845 exceed expenditures of \$935,262 by \$17,583. The majority of July collections consist of ice rent, facility rentals, and recreation fees, while expenditures are primarily attributable to personal services, utilities, and the deposit for turf retrofitting.

Financial Impact

N/A

Mission/Policy/Goal

Responsible for every dollar - good stewards.

Attachments

1. 07-2025 General Fund
2. 07-2025 Multipurpose Facility
3. 07-2025 Enterprise Funds

General Fund

As of:

7/31/2025**58.00% OF YEAR COMPLETED****REVENUES****Budget****YTD Actual****% of budget****Budget Balance****Taxes**

101-3-0000-3111	Current Ad Valorem Taxes	15,626,050.00	8,025,640.48	51.36%	7,600,409.52
101-3-0000-3112	Delinquent Ad Valorem Taxes	0.00	56,048.69	0.00%	(56,048.69)
101-3-0000-3121	Gravel Tax	225,000.00	15,289.91	6.80%	209,710.09
101-3-0000-3131	Penalties/Interest	0.00	3,322.56	0.00%	(3,322.56)
101-3-0000-3132	Tax Forfeited Land Sale	0.00	0.00		0.00
Total Taxes		15,851,050.00	8,100,301.64	51.10%	7,750,748.36

Licenses & Permits

101-3-0000-3211	Liquor License	82,000.00	82,121.25	100.15%	(121.25)
101-3-0000-3212	THC License	5,000.00	400.00	8.00%	4,600.00
101-3-0000-3213	Cigarette License	4,000.00	150.00	3.75%	3,850.00
101-3-0000-3214	Rental License	65,000.00	21,190.00	32.60%	43,810.00
101-3-0000-3216	Mining License	26,000.00	27,006.10	103.87%	(1,006.10)
101-3-0000-3217	Garbage Hauler License	2,500.00	580.00	23.20%	1,920.00
101-3-0000-3218	Other Business License/Permit	16,000.00	12,180.00	76.13%	3,820.00
101-3-0000-3229	NPDES Permit	23,000.00	11,375.00	49.46%	11,625.00
101-3-0000-3231	Building Permit	550,000.00	378,250.50	68.77%	171,749.50
101-3-0000-3232	Plumbing/Heating Permit	175,000.00	142,948.01	81.68%	32,051.99
101-3-0000-3233	Permit Surcharge	700.00	3,378.63	482.66%	(2,678.63)
101-3-0000-3235	Animal License	0.00	375.00	0.00%	(375.00)
101-3-0000-3237	Other Non-Business Lic/Permit	25,000.00	34,569.24	138.28%	(9,569.24)
Total Licenses & Permits		974,200.00	714,523.73	73.34%	259,676.27

Intergovernmental Revenue

101-3-0000-3311	Federal Grant	0.00	0.00		0.00
101-3-0000-3322	MV Credit	6,000.00	0.00	0.00%	6,000.00
101-3-0000-3323	Fire State Aid	275,000.00	0.00	0.00%	275,000.00
101-3-0000-3324	PERA Aid	0.00	0.00		0.00
101-3-0000-3325	Police 2% Aid	414,000.00	0.00	0.00%	414,000.00
101-3-0000-3326	Police Training Reimb	35,000.00	0.00	0.00%	35,000.00
101-3-0000-3329	State Crime Prevention Grant	48,000.00	54,352.04	113.23%	(6,352.04)
101-3-0000-3330	Other State Grants	0.00	13,789.07	0.00%	(13,789.07)
101-3-0000-3341	County Reimb/Grant	0.00	0.00		0.00
Total Intergovernmental Revenue		778,000.00	68,141.11	8.76%	709,858.89

Charges for Services

101-3-0000-3412	Planning & Zoning Fees	25,000.00	28,497.32	113.99%	(3,497.32)
101-3-0000-3413	Plan Check Fee	230,000.00	173,459.80	75.42%	56,540.20
101-3-0000-3415	Special Assessment Search	500.00	180.00	36.00%	320.00
101-3-0000-3417	Copies	1,500.00	835.62	55.71%	664.38
101-3-0000-3418	Other General Govt Services	0.00	57.25		(57.25)
101-3-0000-3430	Lockout Fees	3,500.00	1,100.00	31.43%	2,400.00
101-3-0000-3431	Police Services	46,000.00	9,505.90	20.67%	36,494.10
101-3-0000-3432	School Liaison	185,000.00	195,383.56	105.61%	(10,383.56)
101-3-0000-3434	Animal Impound Fee	500.00	600.00	120.00%	(100.00)
101-3-0000-3436	Fire Contracts	465,750.00	253,422.01	54.41%	212,327.99
101-3-0000-3437	Fire Services	3,000.00	0.00	0.00%	3,000.00
101-3-0000-3438	Fire Inspections	0.00	0.00		0.00
101-3-0000-3450	Maintenance Facility Rent	0.00	0.00		0.00
101-3-0000-3451	Street Services	35,000.00	18,064.59	51.61%	16,935.41

101-3-0000-3452	Engineering Services Reimb	20,000.00	0.00	0.00%	20,000.00
101-3-0000-3461	Recreation Fees	52,500.00	39,368.13	74.99%	13,131.87
101-3-0000-3462	Sr Center Activities	47,500.00	31,488.57	66.29%	16,011.43
101-3-0000-3463	Farmer's Market	15,000.00	32,032.00	213.55%	(17,032.00)
101-3-0000-3469	Elk RiverFest	20,000.00	7,915.00	39.58%	12,085.00
101-3-0000-3472	Park Use Fee	76,900.00	48,721.59	63.36%	28,178.41
101-3-0000-3475	Building Rent	0.00	140.00		(140.00)
101-3-0000-3483	Sewer Inspection Fee	15,000.00	9,285.00	61.90%	5,715.00
101-3-0000-3484	Contractor License Check	1,200.00	755.10	62.93%	444.90
Total Charges for Services		1,243,850.00	850,811.44	68.40%	393,038.56
Fines & Forfeits					
101-3-0000-3510	Court Fines	155,000.00	76,380.86	49.28%	78,619.14
101-3-0000-3511	Parking Fines	0.00	0.00		0.00
101-3-0000-3512	Ordinance Violations	0.00	0.00	0.00%	0.00
Total Fines & Forfeits		155,000.00	76,380.86	49.28%	78,619.14
Other Revenue					
101-3-0000-3610	Special Assmts-County	0.00	0.00		0.00
101-3-0000-3621	Interest Income	175,000.00	82,508.93	47.15%	92,491.07
101-3-0000-3625	Refunds & Reimbursements	150,000.00	249,436.63	166.29%	(99,436.63)
101-3-0000-3626	Contributions	26,000.00	26,000.00	100.00%	0.00
101-3-0000-3629	Miscellaneous Revenue	10,000.00	13,056.43	130.56%	(3,056.43)
101-3-0000-3918	Other Financing Source - Lease	0.00	0.00		0.00
Total Other Revenue		361,000.00	371,001.99	102.77%	(10,001.99)
Transfers In					
101-3-0000-3921	Transfers	0.00	0.00	0.00%	0.00
101-3-0000-3924	Transfer - MPF	0.00	0.00		0.00
101-3-0000-3925	Transfer-Landfill	0.00	0.00		0.00
101-3-0000-3926	Transfer-Capital Outlay Reserv	95,000.00	95,000.00	100.00%	0.00
101-3-0000-3929	Transfer-GRE Reserve	0.00	0.00		0.00
101-3-0000-3930	Transfer-Development	0.00	0.00		0.00
101-3-0000-3942	Transfer-WWTS	180,000.00	180,000.00	100.00%	0.00
101-3-0000-3943	Transfer-Liquor	850,000.00	850,000.00	100.00%	0.00
101-3-0000-3944	Transfer-Garbage	60,000.00	60,000.00	100.00%	0.00
101-3-0000-3945	Transfer-Utilities	1,450,000.00	729,697.65	50.32%	720,302.35
101-3-0000-3946	Transfer-Stormwater	125,000.00	125,000.00	100.00%	0.00
101-3-0000-3948	Transfer-EDA	48,000.00	48,000.00	100.00%	0.00
101-3-0000-3949	Transfer-HRA	39,000.00	39,000.00	100.00%	0.00
Total Transfers In		2,847,000.00	2,126,697.65	74.70%	720,302.35
TOTAL GENERAL FUND REVENUES		22,210,100.00	12,307,858.42	55.42%	9,902,241.58

General Fund

As of:

7/31/2025

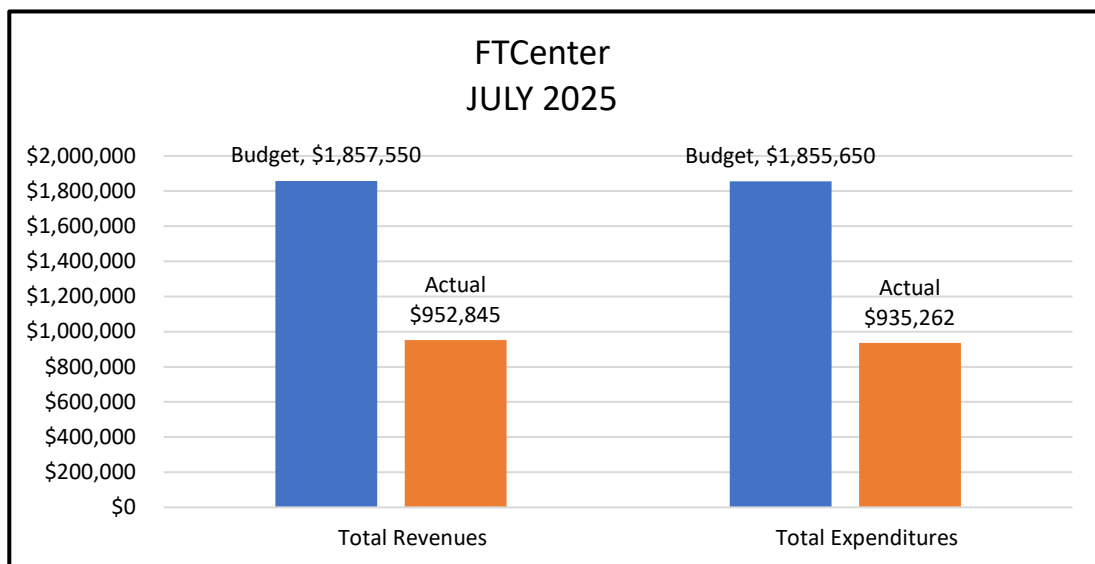
58.00% OF YEAR COMPLETED

EXPENDITURE SUMMARY

	<u>Budget</u>	<u>YTD Actual</u>	<u>% of budget</u>	<u>Budget Balance</u>
<u>General Government</u>				
City Council	233,000.00	131,512.86	56.44%	101,487.14
Communications	522,150.00	275,685.41	52.80%	246,464.59
Administrative Services	727,050.00	369,365.97	50.80%	357,684.03
Human Resources	456,150.00	255,997.63	56.12%	200,152.37
Elections	6,800.00	6,305.86	92.73%	494.14
Finance	850,250.00	507,081.01	59.64%	343,168.99
Information Technology	748,200.00	389,771.10	52.09%	358,428.90
Legal	300,000.00	152,642.86	50.88%	147,357.14
Community Development	0.00	0.00	0.00%	0.00
Planning	504,750.00	287,270.74	56.91%	217,479.26
Building Maintenance	1,151,350.00	576,158.44	50.04%	575,191.56
Total General Government	5,499,700.00	2,951,791.88	53.67%	2,547,908.12
<u>Public Safety</u>				
Police Administration	1,257,000.00	748,263.36	59.53%	508,736.64
Patrol	3,992,500.00	2,045,162.03	51.23%	1,947,337.97
Investigations	1,523,350.00	846,055.66	55.54%	677,294.34
Police Support Services	1,002,750.00	499,161.33	49.78%	503,588.67
Police Reserves	16,550.00	2,784.88	16.83%	13,765.12
Public Safety Building	236,150.00	116,755.79	49.44%	119,394.21
Fire Administration	1,405,400.00	632,184.82	44.98%	773,215.18
Fire Operations	658,900.00	302,142.83	45.86%	356,757.17
Emergency Management	32,150.00	9,569.28	29.76%	22,580.72
Building Safety	648,400.00	333,359.46	51.41%	315,040.54
Code Enforcement	132,900.00	68,734.40	51.72%	64,165.60
Environmental	57,800.00	33,804.39	58.49%	23,995.61
Total Public Safety	10,963,850.00	5,637,978.23	51.42%	5,325,871.77
<u>Public Works</u>				
Street Maintenance	1,778,350.00	802,322.64	45.12%	976,027.36
Snow Removal	380,650.00	228,490.82	60.03%	152,159.18
Equipment Services	428,700.00	224,249.66	52.31%	204,450.34
Engineering	382,100.00	197,983.42	51.81%	184,116.58
Total Public Works	2,969,800.00	1,453,046.54	48.93%	1,516,753.46
<u>Culture & Recreation</u>				
Parks Department	1,736,000.00	872,466.17	50.26%	863,533.83
Parks & Rec Admin	576,100.00	301,492.49	52.33%	274,607.51
Recreation Programs	146,550.00	94,359.97	64.39%	52,190.03
Farmers Market	61,850.00	31,550.20	51.01%	30,299.80
Sr Citizen Programs	216,050.00	116,471.65	53.91%	99,578.35
Total Culture & Recreation	2,736,550.00	1,416,340.48	51.76%	1,320,209.52
<u>Economic Development</u>				
Economic Development	0.00	21,413.32	0.00%	(21,413.32)
Energy City	40,200.00	0.00	0.00%	40,200.00
Total Economic Development	40,200.00	21,413.32	53.27%	18,786.68
TOTAL GENERAL FUND EXPENDITURES	22,210,100.00	11,480,570.45	51.69%	10,729,529.55
REVENUES OVER/(UNDER) EXPENDITURES	0.00	827,287.97		(827,287.97)

**CITY OF ELK RIVER
FTCENTER - BUDGET TO ACTUAL
MONTH ENDED JULY 31, 2025**

	Current Budget	Year to Date Actual	% of Budget
Revenues:			
Ice Rental	\$861,000	\$403,477	46.86%
Admissions	6,000	10,493	174.89%
Dry Floor Events/Craft Shows	0	0	0.00%
Facility Rental	245,400	126,577	51.58%
Advertising/Naming Rights/Sponsorships	192,550	95,692	49.70%
Recreation fees (Skating/Hockey)	160,000	104,132	65.08%
Concessions/catering/vending	363,000	201,800	55.59%
Other Revenues (interest, etc.)	29,600	10,674	36.06%
Total Revenues	\$1,857,550	\$952,845	51.30%
Operating expenses:			
Personal services	\$930,900	\$485,288	52.13%
Supplies	197,550	100,571	50.91%
Other service charges	585,450	292,002	49.88%
Capital Outlay	141,750	57,401	40.49%
Total Expenditures	\$1,855,650	\$935,262	50.40%
Revenues over/(under) expenditures	\$1,900	\$17,583	



CITY OF ELK RIVER
ENTERPRISE FUNDS - BUDGET TO ACTUAL
MONTH ENDED JULY 31, 2025

	Liquor			Sewer			Garbage			Stormwater		
	Current Budget	Year to Date Actual	% of Budget	Current Budget	Year to Date Actual	% of Budget	Current Budget	Year to Date Actual	% of Budget	Current Budget	Year to Date Actual	% of Budget
Sales and cost of sales:												
Sales	\$ 8,640,000	\$ 4,878,733	56.47%									
Cost of sales	(6,235,750)	(3,279,887)	52.60%									
Gross profit	2,404,250	1,598,846	66.50%									
Operating revenues:												
User charges	-	-	-	\$ 2,745,000	\$ 1,473,258	53.67%	\$ 2,070,000	\$ 994,179	48.03%	\$ 675,000	\$ 337,355	49.98%
Delinquency collections	-	-	-	1,500	1,422	94.80%	-	1,013	-	-	45	-
Other	9,000	2,922	32.47%	195,000	94,056	48.23%	-	-	-	-	-	-
Total operating revenues	9,000	2,922	32.47%	2,941,500	1,568,736	53.33%	2,070,000	995,192	48.08%	675,000	337,400	49.99%
Operating expenses:												
Personal services	1,268,300	648,431	51.13%	901,300	464,051	51.49%	29,900	10,408	34.81%	-	-	-
Supplies	31,500	7,943	25.22%	334,900	151,143	45.13%	23,250	666	2.87%	1,000	-	0.00%
Other service charges	397,650	248,138	62.40%	1,007,950	532,917	52.87%	1,844,550	901,558	48.88%	302,950	17,243	5.69%
Depreciation *	70,000	-	0.00%	1,710,000	-	0.00%	-	-	-	500,000	-	0.00%
Total operating expenses	1,767,450	904,512	51.18%	3,954,150	1,148,110	29.04%	1,897,700	912,632	48.09%	803,950	17,243	2.14%
Operating income (loss)	645,800	697,256	107.97%	(1,012,650)	420,626	-41.54%	172,300	82,560	47.92%	(128,950)	320,157	-248.28%
Nonoperating revenues (expenses):												
Interest income	135,000	37,951	28.11%	135,000	114,499	84.81%	10,000	11,896	118.96%	30,000	28,761	95.87%
Interest expense/agent fees	-	-	-	(77,550)	(76,985)	99.27%	-	-	-	-	-	-
Total nonoperating revenues (expenses)	135,000	37,951	28.11%	57,450	37,514	65.30%	10,000	11,896	118.96%	30,000	28,761	95.87%
Income (loss) before contributions & transfers	780,800	735,207	94.16%	(955,200)	458,140	-47.96%	182,300	94,456	51.81%	(98,950)	348,918	-352.62%
Contributions - connection fees	-	-	-	1,000,000	776,106	77.61%	-	-	-	-	-	-
Transfers in (ARPA funds)	-	-	-	-	-	0.00%	-	-	-	-	-	-
Sale of assets	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%
Transfers out	(1,100,000)	(1,350,000)	122.73%	(180,000)	(180,000)	100.00%	(60,000)	(60,000)	100.00%	(125,000)	(125,000)	100.00%
NET INCOME (LOSS)	(319,200)	(614,793)	192.60%	(135,200)	1,054,246	-779.77%	122,300	34,456	28.17%	(223,950)	223,918	-99.99%
Items reclassified to balance sheet at year end:												
Bond Proceeds	-	-	-	-	-	-	-	-	-	(150,000)	-	-
Capital Outlay	-	-	-	(343,000)	(202,754)	-	-	-	-	-	-	-
Bond Payment	-	-	-	(530,000)	(530,000)	-	-	-	-	-	-	-
Revenues over/(under) expenditures	(319,200)	(614,793)		(1,008,200)	321,492		122,300	34,456		(373,950)	223,918	

* Recorded at year-end