



CITY COUNCIL MEETING AGENDA
July 17, 2023
7:00pm

1) Call to Order

- a) Pledge of Allegiance
- b) Introductions: City Council: Mayor Lisa Whalen, Cathleen Reffkin, Ann MacGregor; Peter Vickery, and Claudia Lacy Staff: City Administrator Jasper Kruggel, Finance Director Brian Grimm, Community Development Director David Abel, Director of Public Safety Paul Falls, Director of Administration Allie Polsfuss, Director of Public Works Gary Peters and City Clerk Dawn Motzko Consultants: City Attorney Sarah Sonsalla, Kennedy & Graven and City Engineer Alyson Fauske, WSB Engineering
- c) Approval of Agenda

2) Special Presentations

- a) Midco Broadband Project
- b) 2nd quarter 2023 Financial Update

3) Persons to Be Heard

The City Council invites residents to share new ideas or concerns related to city business not already on the agenda; however, individual question and remarks are limited to three (3) minutes per speaker. No City Council action will be taken, although the Council may refer issues to staff for follow up or for consideration at a future meeting. The Mayor may use discretion if speakers are repeating views already expressed or ask for a spokesperson for groups of individuals with similar views. Speakers should state their name and home address at the podium before speaking.

4) Consent Agenda

- a) Approve City Council Meeting Minutes from June 5, 2023
- b) Approve Work Session Meeting Minutes from June 26, 2023
- c) Approve City Council Meeting Minutes from June 26, 2023
- d) Approve Temporary Liquor License for Northwest Tonka Lions at Minnetonka Orchard for August 12, 2023
- e) Res. No. 61-23 Approve Claims
- f) Res. No. 62-23 Approving Setback Variance at 8280 County Road 15
- g) Res. No. 63-23 Approving Simple Subdivision between 1005, 1015, 1025, and 1105 Sunnyfield Road North
- h) Res. No. 64-23 Accept the CenterPoint Energy Safety Grant

5) Public Hearings

- a) Cannabis Business Moratorium
 - i) Approve Interim Ordinance No. 484 Authorizing a Study and Imposing a Moratorium on the Operation of Cannabis Businesses within the City of Minnetrista
 - ii) Res. No. 65-23 Authorizing Publication of Interim Ordinance No. 484 by Title and Summary

The City of Minnetrista will deliver quality services in a cost effective and innovative manner; and provide opportunities for a high quality of life while protecting natural resources, maintaining a rural character, while effectively managing growth.

6) Business Items

- a) Res. No. 66-23 Accept Quotes and Award Contract for the 2023 Sanitary Sewer Replacement Project, City Project 04-23

7) Administrative Items

a) Staff Reports

- i) Public Works Director – Gene Lehner Park Update/Grant Update
- ii) Police Chief – National Night Out
- iii) City Engineer – Road Project Updates

b) Council Reports

- i) Mayor Lisa Whalen – *Economic Development Authority; Personnel Committee; Planning Commission (rotating); Parks Commission (rotating); Public Safety Advisory Committee; Northwest Hennepin League of Municipalities; Regional Council of Mayors; Minnehaha Creek Watershed District; Mound Fire Advisory Committee (alternate)*
- ii) Cathleen Reffkin – *Acting Mayor; Economic Development Authority; Personnel Committee; Planning Commission (rotating); Parks Commission (rotating); St. Bonifacius Fire Advisory Committee; Mound Fire Advisory Committee*
- iii) Ann MacGregor – *Economic Development Authority; Planning Commission (rotating); Parks Commission (rotating); Gillespie Center Advisory Council*
- iv) Peter Vickery – *Economic Development Authority; Planning Commission (rotating); Parks Commission (rotating); Pioneer-Sarah Creek Watershed Management Commission*
- v) Claudia Lacy - *Economic Development Authority; Planning Commission (rotating); Parks Commission (rotating); Westonka Community & Commerce*

8) Adjournment

The agenda packet with all background material will be available on the City's website for viewing by the public. Published agenda is subject to change without notice. Information and materials relating to the above items are available for review at city hall by appointment.

CITY OF MINNETRISTA

CITY COUNCIL AGENDA ITEM 2B



Subject: Financial Update - For 2nd Quarter 2023

Prepared By: Brian Grimm, Finance Director

Meeting Date: July 17, 2023

Item: Attached is a year-to-date revenue report and expenditure by department report for the general fund as well as an overall current cash and investment report. The reports attached reflect activity through 2nd quarter 2023 (first six months of the year)

As you will see in the attached revenue and expenditure reports, the actual numbers are tracking about where they should be for this point in the year in comparison to the budgeted totals.

Revenues are tracking where they should be as our overall collections are at 49% of our budgeted amounts for 2022. During 2022 at the same time (6/30/22) revenue collections were 44% of general fund budgeted revenues.

On the expenditure report most items are tracking as expected as well. Overall general fund expenditures are at about 53% year to date in comparison to the total 2023 general fund budgeted expenditures. For 2022 the actual general fund expenditure at the end of the second quarter (6/30/22) was 48% of general fund budgeted expenditures. Last year at this time we had not been billed yet for our Hennepin County Assessor services for the year. If you factor in that timing difference, the percentage ends up being very similar when comparing 2023 to 2022.

The current cash and investment total for all funds as of June 2023 is \$18,292,870.48

This information item is a normal update to Council for tracking the 2023 budget to actual numbers.

Mission Statement:

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.

CITY OF MINNETRISTA
Revenue Guideline updated 2023

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Account Descr	2023 YTD Budget	JUNE 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget	2022 YTD Amt
FUND 101 GENERAL FUND						
R 101-100-31010 GENERAL PROPER	\$4,037,333.00	\$1,841,250.00	\$1,841,250.00	\$2,196,083.00	45.61%	\$1,641,250.00
R 101-100-31020 DELINQUENT AD	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 101-100-31040 FISCAL DISPARITI	\$117,667.00	\$0.00	\$0.00	\$117,667.00	0.00%	\$0.00
R 101-200-32120 BUSINESS LICENS	\$6,000.00	\$40.00	\$3,520.00	\$2,480.00	58.67%	\$5,460.00
R 101-200-32210 BUILDING PERMIT	\$700,000.00	\$236,142.73	\$588,355.73	\$111,644.27	84.05%	\$389,530.38
R 101-200-32212 BLDG - ENGINEER	\$45,000.00	\$5,250.00	\$15,316.50	\$29,683.50	34.04%	\$19,900.00
R 101-200-32230 PLUMBING AND H	\$55,000.00	\$5,545.00	\$25,475.72	\$29,524.28	46.32%	\$28,654.00
R 101-200-32240 DOG LICENSES	\$0.00	\$0.00	\$300.00	-\$300.00	0.00%	\$300.00
R 101-200-32250 ELECTRICAL PERM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 101-200-32260 OTHER PERMITS	\$3,000.00	\$105.00	\$1,940.00	\$1,060.00	64.67%	\$2,140.00
R 101-300-33160 FEDERAL GRANT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 101-300-33265 SAFE & SOBER GR	\$2,000.00	\$3,327.51	\$3,827.56	-\$1,827.56	191.38%	\$0.00
R 101-300-33270 FIRE SERVICES G	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 101-300-33401 LOCAL GOVERNME	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 101-300-33402 HOMESTEAD CRE	\$6,000.00	\$0.00	\$0.00	\$6,000.00	0.00%	\$0.00
R 101-300-33406 POST REIMBURSE	\$12,500.00	\$0.00	\$0.00	\$12,500.00	0.00%	\$0.00
R 101-300-33407 POLICE AID	\$140,000.00	\$0.00	\$0.00	\$140,000.00	0.00%	\$0.00
R 101-300-33416 PERA STATE AID	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 101-300-33425 STATE AID OTHER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 101-300-33510 DRUG TASK FORC	\$10,000.00	\$5,615.69	\$94,125.82	-\$84,125.82	941.26%	\$0.00
R 101-400-34101 CITY HALL RENT	\$2,000.00	\$0.00	\$2,185.45	-\$185.45	109.27%	\$2,121.80
R 101-400-34103 ZONING AND SUB	\$45,000.00	\$1,650.00	\$12,640.00	\$32,360.00	28.09%	\$20,510.00
R 101-400-34104 WETLAND PERMIT	\$2,000.00	\$500.00	\$1,000.00	\$1,000.00	50.00%	\$1,550.00
R 101-400-34105 SALE OF MAPS AN	\$500.00	\$1.50	-\$144.50	\$644.50	-28.90%	-\$198.00
R 101-400-34106 REPORT COPIES	\$1,000.00	\$294.00	\$1,137.75	-\$137.75	113.78%	\$931.08
R 101-400-34107 ASSESSMENT SEA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 101-400-34109 MISC FEES	\$500.00	\$50.00	\$1,283.68	-\$783.68	256.74%	\$227.89
R 101-400-34301 STREET STATE AI	\$20,000.00	\$0.00	\$10,000.00	\$10,000.00	50.00%	\$10,000.00
R 101-400-34303 STREET DEPARTM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 101-400-34401 CRIME LEVY - ISD	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.00%	\$0.00
R 101-400-34501 POLICE SERVICES	\$261,259.00	\$65,314.75	\$195,944.25	\$65,314.75	75.00%	\$183,811.50
R 101-400-34502 FIRE SERVICE CAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 101-400-34940 SQUAD/EQUIP SAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 101-400-34950 SUPPLIES/MATERI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 101-400-37170 OTHER/CELL PHO	\$137,000.00	\$0.00	\$18,979.78	\$118,020.22	13.85%	\$18,599.80
R 101-500-35101 COURT FINES	\$35,000.00	\$3,439.00	\$15,618.80	\$19,381.20	44.63%	\$12,846.54
R 101-500-35104 ALARM FINES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00

Account Descr	2023 YTD Budget	JUNE 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget	2022 YTD Amt
R 101-500-35105 DOG RELEASE	\$0.00	\$0.00	\$40.00	-\$40.00	0.00%	\$80.00
R 101-500-35300 FORFEITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 101-600-36101 SPECIAL ASSESSM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 101-610-36210 INTEREST ON INV	\$25,000.00	\$58.10	\$30,290.62	-\$5,290.62	121.16%	-\$129,958.07
R 101-620-36230 CONTRIBUTIONS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 101-620-36240 REVENUE COLL FO	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 101-620-36250 REFUNDS AND REI	\$10,000.00	\$0.00	\$1,222.09	\$8,777.91	12.22%	\$12,152.86
R 101-620-36251 PD REFUNDS/REI	\$5,000.00	\$0.00	\$2,270.59	\$2,729.41	45.41%	\$565.90
R 101-620-37170 OTHER/CELL PHO	\$170,000.00	\$0.00	\$0.00	\$170,000.00	0.00%	\$0.00
R 101-620-39101 SALE OF FIXED AS	\$5,000.00	\$0.00	\$717.36	\$4,282.64	14.35%	\$0.00
R 101-700-40000 OPERATING TRAN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
FUND 101 GENERAL FUND	\$5,903,759.00	\$2,168,583.28	\$2,867,297.20	\$3,036,461.80	48.57%	\$2,220,475.68
	\$5,903,759.00	\$2,168,583.28	\$2,867,297.20	\$3,036,461.80	48.57%	\$2,220,475.68

CITY OF MINNETRISTA
Expenditure Guideline by Departments - 2023 upd

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Account Descr	2023 YTD Budget	JUNE 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget	2022 YTD Amt
FUND 101 GENERAL FUND						
DEPT 41110 COUNCIL						
E 101-41110-101 SALARIES-REGULA	\$28,200.00	\$2,350.00	\$11,750.00	\$16,450.00	41.67%	\$9,250.00
E 101-41110-122 FICA - EMPLOYER	\$2,157.00	\$179.80	\$899.00	\$1,258.00	41.68%	\$707.75
E 101-41110-201 OFFICE SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$51.02
E 101-41110-361 GENERAL LIABILIT	\$2,500.00	\$0.00	\$2,003.70	\$496.30	80.15%	\$1,740.44
E 101-41110-433 DUES & SUBSRIPT	\$1,000.00	\$0.00	\$776.99	\$223.01	77.70%	\$599.00
E 101-41110-435 COUNCIL TRAIN/R	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-41110-436 CONTRIBUTIONS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-41110-437 MISCELLANEOUS E	\$3,000.00	\$80.44	\$3,203.80	-\$203.80	106.79%	\$1,152.97
E 101-41110-440 APPRECIATION EV	\$2,000.00	\$686.51	\$686.51	\$1,313.49	34.33%	\$0.00
E 101-41110-442 LMA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-41110-443 WRA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
DEPT 41110 COUNCIL	\$38,857.00	\$3,296.75	\$19,320.00	\$19,537.00	49.72%	\$13,501.18
DEPT 41320 ADMINISTRATION						
E 101-41320-101 SALARIES-REGULA	\$397,102.00	\$25,241.43	\$149,035.61	\$248,066.39	37.53%	\$100,557.40
E 101-41320-102 SALARIES-OVERTI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-41320-121 PERA - EMPLOYER	\$29,783.00	\$1,796.65	\$10,626.23	\$19,156.77	35.68%	\$7,386.66
E 101-41320-122 FICA - EMPLOYER	\$30,378.00	\$1,887.76	\$11,143.16	\$19,234.84	36.68%	\$7,573.89
E 101-41320-131 HEALTH & LIFE IN	\$39,792.00	\$5,229.19	\$28,770.16	\$11,021.84	72.30%	\$14,720.60
E 101-41320-151 WORKMEN S COM	\$2,500.00	\$0.00	\$2,746.76	-\$246.76	109.87%	\$2,561.81
E 101-41320-201 OFFICE SUPPLIES	\$3,000.00	\$48.94	\$930.49	\$2,069.51	31.02%	\$1,207.20
E 101-41320-202 COPY & PRINTING	\$3,500.00	\$297.84	\$1,993.23	\$1,506.77	56.95%	\$1,236.33
E 101-41320-302 CONSULTANTS/MI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-41320-307 PROFESSIONAL SE	\$5,000.00	\$351.48	\$4,762.10	\$237.90	95.24%	\$2,932.07
E 101-41320-322 POSTAGE	\$7,000.00	\$201.85	\$5,137.23	\$1,862.77	73.39%	\$3,044.33
E 101-41320-331 TRAVEL EXPENSE	\$0.00	\$0.00	\$196.92	-\$196.92	0.00%	\$0.00
E 101-41320-351 LEGAL NOTICE &	\$1,000.00	\$0.00	\$156.76	\$843.24	15.68%	\$637.53
E 101-41320-404 VEHICLE & EQUIP	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-41320-410 COMPUTER SERVI	\$30,000.00	\$1,723.14	\$14,375.20	\$15,624.80	47.92%	\$16,198.97
E 101-41320-433 DUES & SUBSRIPT	\$21,000.00	\$1,060.83	\$13,326.55	\$7,673.45	63.46%	\$10,096.60
E 101-41320-435 COUNCIL TRAIN/R	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$140.40
E 101-41320-437 MISCELLANEOUS E	\$2,500.00	\$1,515.81	\$4,047.41	-\$1,547.41	161.90%	\$1,548.55
DEPT 41320 ADMINISTRATION	\$572,555.00	\$39,354.92	\$247,247.81	\$325,307.19	43.18%	\$169,842.34
DEPT 41410 ELECTIONS						
E 101-41410-101 SALARIES-REGULA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-41410-122 FICA - EMPLOYER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00

Account Descr	2023 YTD Budget	JUNE 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget	2022 YTD Amt
E 101-41410-201 OFFICE SUPPLIES	\$80.00	\$0.00	\$0.00	\$80.00	0.00%	\$0.00
E 101-41410-202 COPY & PRINTING	\$50.00	\$0.00	\$0.00	\$50.00	0.00%	\$0.00
E 101-41410-322 POSTAGE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-41410-404 VEHICLE & EQUIP	\$500.00	\$0.00	\$2,248.20	-\$1,748.20	449.64%	\$2,248.20
E 101-41410-437 MISCELLANEOUS E	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
DEPT 41410 ELECTIONS	\$630.00	\$0.00	\$2,248.20	-\$1,618.20	356.86%	\$2,248.20
DEPT 41530 AUDITOR						
E 101-41530-301 AUDITING AND AC	\$33,600.00	\$3,150.00	\$33,600.00	\$0.00	100.00%	\$27,400.00
DEPT 41530 AUDITOR	\$33,600.00	\$3,150.00	\$33,600.00	\$0.00	100.00%	\$27,400.00
DEPT 41550 ASSESSING						
E 101-41550-310 HENNEPIN COUNT	\$198,000.00	\$198,000.00	\$198,000.00	\$0.00	100.00%	\$0.00
E 101-41550-351 LEGAL NOTICE &	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
DEPT 41550 ASSESSING	\$198,000.00	\$198,000.00	\$198,000.00	\$0.00	100.00%	\$0.00
DEPT 41610 ATTORNEY						
E 101-41610-304 LEGAL FEES - ATT	\$69,000.00	\$4,700.50	\$15,917.48	\$53,082.52	23.07%	\$24,085.25
E 101-41610-305 PROSECUTING AT	\$36,000.00	\$0.00	\$9,000.00	\$27,000.00	25.00%	\$9,000.00
E 101-41610-311 HR ATTORNEY	\$1,400.00	\$0.00	\$0.00	\$1,400.00	0.00%	\$1,424.50
DEPT 41610 ATTORNEY	\$106,400.00	\$4,700.50	\$24,917.48	\$81,482.52	23.42%	\$34,509.75
DEPT 41910 PLANNING						
E 101-41910-101 SALARIES-REGULA	\$227,032.00	\$17,120.00	\$102,720.00	\$124,312.00	45.24%	\$79,564.91
E 101-41910-102 SALARIES-OVERTI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-41910-121 PERA - EMPLOYER	\$17,027.00	\$1,284.00	\$7,704.00	\$9,323.00	45.25%	\$5,967.37
E 101-41910-122 FICA - EMPLOYER	\$17,368.00	\$1,260.22	\$7,563.88	\$9,804.12	43.55%	\$6,042.10
E 101-41910-131 HEALTH & LIFE IN	\$26,400.00	\$2,357.41	\$14,349.24	\$12,050.76	54.35%	\$14,716.14
E 101-41910-151 WORKMEN S COM	\$1,000.00	\$0.00	\$1,098.71	-\$98.71	109.87%	\$1,030.91
E 101-41910-201 OFFICE SUPPLIES	\$1,100.00	\$92.77	\$1,037.14	\$62.86	94.29%	\$332.36
E 101-41910-202 COPY & PRINTING	\$1,950.00	\$228.20	\$1,078.73	\$871.27	55.32%	\$799.00
E 101-41910-302 CONSULTANTS/MI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-41910-303 ENGINEERING SE	\$5,500.00	\$0.00	\$0.00	\$5,500.00	0.00%	\$873.00
E 101-41910-307 PROFESSIONAL SE	\$0.00	\$116.86	\$1,176.59	-\$1,176.59	0.00%	\$160.73
E 101-41910-322 POSTAGE	\$100.00	\$0.00	\$0.00	\$100.00	0.00%	\$0.00
E 101-41910-331 TRAVEL EXPENSE	\$200.00	\$0.00	\$140.69	\$59.31	70.35%	\$0.00
E 101-41910-351 LEGAL NOTICE &	\$1,200.00	\$37.13	\$259.89	\$940.11	21.66%	\$447.93
E 101-41910-433 DUES & SUBSRIPT	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%	\$0.00
E 101-41910-435 COUNCIL TRAIN/R	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-41910-437 MISCELLANEOUS E	\$100.00	\$0.00	\$623.90	-\$523.90	623.90%	\$0.00
DEPT 41910 PLANNING	\$299,977.00	\$22,496.59	\$137,752.77	\$162,224.23	45.92%	\$109,934.45
DEPT 41940 GOVERNMENT BUILDINGS (CH/PW)						

Account Descr	2023 YTD Budget	JUNE 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget	2022 YTD Amt
E 101-41940-101 SALARIES-REGULA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-41940-121 PERA - EMPLOYER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-41940-122 FICA - EMPLOYER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-41940-211 CLEANING & MAIN	\$10,000.00	\$513.68	\$2,965.29	\$7,034.71	29.65%	\$2,972.77
E 101-41940-223 BUILDING REPAIR	\$1,000.00	\$0.00	\$699.70	\$300.30	69.97%	\$219.91
E 101-41940-321 TELEPHONE	\$14,000.00	\$1,176.30	\$5,507.33	\$8,492.67	39.34%	\$6,316.76
E 101-41940-362 PROPERTY INSUR	\$22,000.00	\$0.00	\$25,454.58	-\$3,454.58	115.70%	\$20,547.53
E 101-41940-381 ELECTRIC UTILITI	\$14,000.00	\$1,185.78	\$5,810.20	\$8,189.80	41.50%	\$5,157.37
E 101-41940-383 NATURAL GAS	\$5,000.00	\$228.03	\$4,515.23	\$484.77	90.30%	\$3,364.17
E 101-41940-384 REFUSE REMOVAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-41940-401 BLDG/STRUCT MAI	\$8,000.00	\$44.10	\$5,023.57	\$2,976.43	62.79%	\$5,190.07
E 101-41940-402 LAWN MAINTENAN	\$9,250.00	\$325.00	\$705.00	\$8,545.00	7.62%	\$1,752.00
E 101-41940-404 VEHICLE & EQUIP	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-41940-437 MISCELLANEOUS E	\$100.00	\$0.00	\$0.00	\$100.00	0.00%	\$104.97
E 101-41940-531 BUILDING IMPROV	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
DEPT 41940 GOVERNMENT BUILD	\$83,350.00	\$3,472.89	\$50,680.90	\$32,669.10	60.80%	\$45,625.55
DEPT 42110 POLICE DEPARTMENT						
E 101-42110-101 SALARIES-REGULA	\$1,593,282.00	\$114,204.23	\$682,066.87	\$911,215.13	42.81%	\$623,776.56
E 101-42110-102 SALARIES-OVERTI	\$31,000.00	\$3,463.88	\$25,200.02	\$5,799.98	81.29%	\$22,795.70
E 101-42110-103 SALARIES-SAFE&S	\$5,000.00	\$2,113.25	\$7,436.64	-\$2,436.64	148.73%	\$273.15
E 101-42110-104 SALARIES-DARE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-42110-106 SALARIES-CHFCHA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-42110-121 PERA - EMPLOYER	\$256,944.00	\$19,618.00	\$115,632.13	\$141,311.87	45.00%	\$105,716.46
E 101-42110-122 FICA - EMPLOYER	\$37,805.00	\$2,637.10	\$16,539.99	\$21,265.01	43.75%	\$13,859.79
E 101-42110-131 HEALTH & LIFE IN	\$219,600.00	\$19,115.82	\$125,423.61	\$94,176.39	57.11%	\$124,386.70
E 101-42110-151 WORKMEN S COM	\$75,000.00	\$0.00	\$80,574.97	-\$5,574.97	107.43%	\$44,679.88
E 101-42110-201 OFFICE SUPPLIES	\$4,000.00	\$42.48	\$1,011.45	\$2,988.55	25.29%	\$813.21
E 101-42110-202 COPY & PRINTING	\$3,500.00	\$246.47	\$1,633.77	\$1,866.23	46.68%	\$1,330.09
E 101-42110-211 CLEANING & MAIN	\$13,000.00	\$1,055.22	\$5,365.94	\$7,634.06	41.28%	\$4,819.90
E 101-42110-212 MOTOR FUELS AN	\$35,000.00	\$3,561.09	\$17,717.72	\$17,282.28	50.62%	\$15,286.64
E 101-42110-221 EQUIPMENT PART	\$10,000.00	\$846.56	\$6,927.74	\$3,072.26	69.28%	\$9,404.16
E 101-42110-240 SMALL TOOLS AN	\$1,000.00	\$243.00	\$379.95	\$620.05	38.00%	\$0.00
E 101-42110-301 AUDITING AND AC	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-42110-304 LEGAL FEES - ATT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-42110-307 PROFESSIONAL SE	\$12,000.00	\$80.50	\$11,703.77	\$296.23	97.53%	\$11,059.17
E 101-42110-315 RENT/SIRENS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-42110-319 KENNEL CHARGES	\$2,000.00	\$0.00	\$1,200.00	\$800.00	60.00%	\$750.00
E 101-42110-321 TELEPHONE	\$12,000.00	\$1,096.06	\$5,479.84	\$6,520.16	45.67%	\$4,914.98
E 101-42110-322 POSTAGE	\$1,000.00	\$51.82	\$139.58	\$860.42	13.96%	\$74.31
E 101-42110-339 SIREN AND MAINT	\$18,000.00	\$1,306.30	\$13,315.58	\$4,684.42	73.98%	\$6,278.00

Account Descr	2023 YTD Budget	JUNE 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget	2022 YTD Amt
E 101-42110-362 PROPERTY INSUR	\$18,000.00	\$0.00	\$22,024.66	-\$4,024.66	122.36%	\$16,201.47
E 101-42110-363 AUTOMOBILE INS	\$14,000.00	\$0.00	\$12,769.00	\$1,231.00	91.21%	\$12,909.00
E 101-42110-381 ELECTRIC UTILITI	\$36,000.00	\$5,790.33	\$23,204.09	\$12,795.91	64.46%	\$18,367.47
E 101-42110-383 NATURAL GAS	\$7,000.00	\$199.35	\$5,099.57	\$1,900.43	72.85%	\$6,594.99
E 101-42110-401 BLDG/STRUCT MAI	\$20,000.00	\$5,636.46	\$7,670.30	\$12,329.70	38.35%	\$5,047.24
E 101-42110-404 VEHICLE & EQUIP	\$16,000.00	\$2,242.90	\$8,747.40	\$7,252.60	54.67%	\$6,292.28
E 101-42110-410 COMPUTER SERVI	\$36,000.00	\$3,785.68	\$27,707.90	\$8,292.10	76.97%	\$29,143.69
E 101-42110-415 RADIO LEASE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-42110-416 RENTAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-42110-417 UNIFORMS	\$16,000.00	\$263.00	\$2,955.34	\$13,044.66	18.47%	\$13,217.95
E 101-42110-418 RECRUITING	\$3,000.00	\$218.76	\$5,205.02	-\$2,205.02	173.50%	\$2,855.24
E 101-42110-428 RESERVE OFFICER	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%	\$0.00
E 101-42110-431 TRAIN/MTG/EXP &	\$10,000.00	\$306.98	\$7,092.81	\$2,907.19	70.93%	\$785.54
E 101-42110-432 DRUG TASK FORC	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-42110-433 DUES & SUBSRIPT	\$6,000.00	\$2,389.00	\$6,678.00	-\$678.00	111.30%	\$5,733.94
E 101-42110-434 POLICE TRAINING	\$15,000.00	\$948.00	\$8,211.00	\$6,789.00	54.74%	\$5,638.24
E 101-42110-435 COUNCIL TRAIN/R	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-42110-437 MISCELLANEOUS E	\$3,000.00	\$138.98	\$1,506.00	\$1,494.00	50.20%	\$943.43
E 101-42110-440 APPRECIATION EV	\$8,500.00	\$6,971.20	\$12,373.09	-\$3,873.09	145.57%	\$7,704.98
E 101-42110-441 CORRECTION FEE	\$5,000.00	\$894.21	\$2,150.33	\$2,849.67	43.01%	\$2,109.57
E 101-42110-450 DARE/CRIME PREV	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-42110-510 CITIZEN CORPS C	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-42110-511 CERT TEAM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-42110-512 VOLUNTEERS IN P	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-42110-513 MEDICAL RESERV	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-42110-560 EQUIP AND FURNI	\$0.00	\$0.00	\$7,000.00	-\$7,000.00	0.00%	\$0.00
E 101-42110-590 PROGRAMS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
DEPT 42110 POLICE DEPARTMEN	\$2,544,631.00	\$199,466.63	\$1,278,144.08	\$1,266,486.92	50.23%	\$1,123,763.73
DEPT 42210 FIRE DEPARTMENT						
E 101-42210-307 PROFESSIONAL SE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-42210-316 FIRE CONTRACT M	\$348,047.00	\$87,056.00	\$261,168.00	\$86,879.00	75.04%	\$194,604.75
E 101-42210-317 FIRE SATELLITE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-42210-318 FIRE CONTRACT S	\$279,789.00	\$69,947.25	\$209,841.75	\$69,947.25	75.00%	\$189,192.25
DEPT 42210 FIRE DEPARTMENT	\$627,836.00	\$157,003.25	\$471,009.75	\$156,826.25	75.02%	\$383,797.00
DEPT 42401 BUILDING INSPECTION						
E 101-42401-101 SALARIES-REGULA	\$166,845.00	\$12,554.68	\$75,850.68	\$90,994.32	45.46%	\$63,660.24
E 101-42401-102 SALARIES-OVERTI	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%	\$0.00
E 101-42401-107 SEASONAL SALARI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-42401-121 PERA - EMPLOYER	\$12,513.00	\$941.60	\$5,688.80	\$6,824.20	45.46%	\$4,774.62

Account Descr	2023 YTD Budget	JUNE 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget	2022 YTD Amt
E 101-42401-122 FICA - EMPLOYER	\$12,764.00	\$954.31	\$5,767.33	\$6,996.67	45.18%	\$4,881.68
E 101-42401-131 HEALTH & LIFE IN	\$26,400.00	\$2,348.35	\$13,835.84	\$12,564.16	52.41%	\$15,855.84
E 101-42401-151 WORKMEN S COM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-42401-201 OFFICE SUPPLIES	\$1,000.00	\$137.51	\$336.63	\$663.37	33.66%	\$187.33
E 101-42401-202 COPY & PRINTING	\$1,000.00	\$328.20	\$969.66	\$30.34	96.97%	\$764.01
E 101-42401-303 ENGINEERING SE	\$31,000.00	\$1,490.00	\$4,290.00	\$26,710.00	13.84%	\$4,358.00
E 101-42401-306 BUILDING INSPEC	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-42401-308 PLAN REVIEW FEE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-42401-404 VEHICLE & EQUIP	\$1,500.00	\$185.10	\$1,354.00	\$146.00	90.27%	\$734.91
E 101-42401-433 DUES & SUBSRIPT	\$2,500.00	\$65.00	-\$460.00	\$2,960.00	-18.40%	\$588.61
E 101-42401-437 MISCELLANEOUS E	\$1,000.00	\$69.98	\$69.98	\$930.02	7.00%	\$22.35
DEPT 42401 BUILDING INSPECTI	\$261,522.00	\$19,074.73	\$107,702.92	\$153,819.08	41.18%	\$95,827.59
DEPT 42600 ENGINEER						
E 101-42600-303 ENGINEERING SE	\$13,500.00	\$1,000.00	\$4,103.50	\$9,396.50	30.40%	\$4,000.00
E 101-42600-309 WETLAND REVIEW	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
DEPT 42600 ENGINEER	\$13,500.00	\$1,000.00	\$4,103.50	\$9,396.50	30.40%	\$4,000.00
DEPT 43121 STREET DEPARTMENT						
E 101-43121-101 SALARIES-REGULA	\$400,360.00	\$38,274.84	\$181,017.74	\$219,342.26	45.21%	\$179,122.62
E 101-43121-102 SALARIES-OVERTI	\$6,000.00	\$0.00	\$1,630.71	\$4,369.29	27.18%	\$5,715.69
E 101-43121-105 SALARIES-PAGER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-43121-121 PERA - EMPLOYER	\$27,869.00	\$2,827.23	\$13,655.20	\$14,213.80	49.00%	\$13,543.85
E 101-43121-122 FICA - EMPLOYER	\$28,426.00	\$2,852.41	\$13,591.89	\$14,834.11	47.82%	\$13,882.32
E 101-43121-131 HEALTH & LIFE IN	\$69,740.00	\$5,961.63	\$39,348.28	\$30,391.72	56.42%	\$36,381.18
E 101-43121-151 WORKMEN S COM	\$25,000.00	\$0.00	\$27,467.74	-\$2,467.74	109.87%	\$25,710.78
E 101-43121-201 OFFICE SUPPLIES	\$500.00	\$146.50	\$458.38	\$41.62	91.68%	\$80.97
E 101-43121-211 CLEANING & MAIN	\$5,500.00	\$412.00	\$2,454.70	\$3,045.30	44.63%	\$2,166.50
E 101-43121-212 MOTOR FUELS AN	\$25,000.00	\$2,115.76	\$12,697.25	\$12,302.75	50.79%	\$6,196.23
E 101-43121-215 SHOP MATERIALS	\$6,000.00	\$24.06	\$1,352.26	\$4,647.74	22.54%	\$2,072.18
E 101-43121-221 EQUIPMENT PART	\$16,000.00	\$3,865.46	\$32,159.29	-\$16,159.29	201.00%	\$4,826.41
E 101-43121-224 STREET MAINTEN	\$225,000.00	\$13,026.42	\$19,965.52	\$205,034.48	8.87%	\$27,805.69
E 101-43121-240 SMALL TOOLS AN	\$2,000.00	\$82.67	\$182.65	\$1,817.35	9.13%	\$981.00
E 101-43121-307 PROFESSIONAL SE	\$10,000.00	\$41.86	\$1,194.30	\$8,805.70	11.94%	\$740.62
E 101-43121-321 TELEPHONE	\$11,000.00	\$763.83	\$5,104.32	\$5,895.68	46.40%	\$4,706.73
E 101-43121-363 AUTOMOBILE INS	\$12,000.00	\$0.00	\$13,491.00	-\$1,491.00	112.43%	\$11,831.00
E 101-43121-381 ELECTRIC UTILITI	\$7,000.00	\$695.72	\$4,139.99	\$2,860.01	59.14%	\$3,935.93
E 101-43121-383 NATURAL GAS	\$5,500.00	\$168.68	\$5,679.19	-\$179.19	103.26%	\$4,791.81
E 101-43121-401 BLDG/STRUCT MAI	\$10,000.00	\$925.00	\$1,945.84	\$8,054.16	19.46%	\$827.50
E 101-43121-404 VEHICLE & EQUIP	\$25,000.00	\$961.97	\$28,935.24	-\$3,935.24	115.74%	\$15,980.51
E 101-43121-410 COMPUTER SERVI	\$4,000.00	\$691.05	\$2,447.24	\$1,552.76	61.18%	\$3,320.93

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E 101-43121-415 RADIO LEASE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-43121-416 RENTAL	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%	\$0.00
E 101-43121-417 UNIFORMS	\$8,000.00	\$984.10	\$4,569.47	\$3,430.53	57.12%	\$3,215.45
E 101-43121-433 DUES & SUBSRIPT	\$1,000.00	\$0.00	\$222.45	\$777.55	22.25%	\$431.45
E 101-43121-437 MISCELLANEOUS E	\$3,500.00	\$119.50	\$1,859.05	\$1,640.95	53.12%	\$1,668.16
DEPT 43121 STREET DEPARTMEN	\$936,395.00	\$74,940.69	\$415,569.70	\$520,825.30	44.38%	\$369,935.51
DEPT 43125 ICE AND SNOW REMOVAL						
E 101-43125-101 SALARIES-REGULA	\$36,480.00	\$264.92	\$54,505.31	-\$18,025.31	149.41%	\$17,565.49
E 101-43125-102 SALARIES-OVERTI	\$6,000.00	\$0.00	\$19,000.31	-\$13,000.31	316.67%	\$6,793.06
E 101-43125-121 PERA - EMPLOYER	\$2,736.00	\$19.86	\$5,487.21	-\$2,751.21	200.56%	\$1,823.55
E 101-43125-122 FICA - EMPLOYER	\$2,791.00	\$20.13	\$5,398.90	-\$2,607.90	193.44%	\$1,828.10
E 101-43125-131 HEALTH & LIFE IN	\$13,000.00	\$1,045.78	\$10,728.82	\$2,271.18	82.53%	\$8,026.52
E 101-43125-151 WORKMEN S COM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-43125-212 MOTOR FUELS AN	\$20,000.00	\$423.14	\$8,446.31	\$11,553.69	42.23%	\$9,859.51
E 101-43125-221 EQUIPMENT PART	\$6,500.00	\$0.00	\$3,045.32	\$3,454.68	46.85%	\$2,412.74
E 101-43125-224 STREET MAINTEN	\$31,000.00	\$0.00	\$32,678.08	-\$1,678.08	105.41%	\$30,248.29
E 101-43125-307 PROFESSIONAL SE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-43125-404 VEHICLE & EQUIP	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%	\$0.00
E 101-43125-433 DUES & SUBSRIPT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-43125-437 MISCELLANEOUS E	\$500.00	\$0.00	\$69.37	\$430.63	13.87%	\$0.00
E 101-43125-560 EQUIP AND FURNI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
DEPT 43125 ICE AND SNOW REM	\$121,507.00	\$1,773.83	\$139,359.63	-\$17,852.63	114.69%	\$78,557.26
DEPT 43160 STREET LIGHTING						
E 101-43160-381 ELECTRIC UTILITI	\$27,000.00	\$2,632.13	\$10,613.25	\$16,386.75	39.31%	\$12,446.48
DEPT 43160 STREET LIGHTING	\$27,000.00	\$2,632.13	\$10,613.25	\$16,386.75	39.31%	\$12,446.48
DEPT 45202 PARK AREAS						
E 101-45202-101 SALARIES-REGULA	\$42,000.00	\$2,434.40	\$10,454.40	\$31,545.60	24.89%	\$11,823.60
E 101-45202-102 SALARIES-OVERTI	\$0.00	\$0.00	\$170.10	-\$170.10	0.00%	\$0.00
E 101-45202-107 SEASONAL SALARI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-45202-121 PERA - EMPLOYER	\$3,150.00	\$123.93	\$763.84	\$2,386.16	24.25%	\$676.83
E 101-45202-122 FICA - EMPLOYER	\$3,213.00	\$187.97	\$842.52	\$2,370.48	26.22%	\$904.93
E 101-45202-131 HEALTH & LIFE IN	\$7,000.00	\$661.08	\$5,452.45	\$1,547.55	77.89%	\$4,103.50
E 101-45202-151 WORKMEN S COM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-45202-201 OFFICE SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-45202-202 COPY & PRINTING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-45202-215 SHOP MATERIALS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-45202-221 EQUIPMENT PART	\$500.00	\$231.37	\$771.44	-\$271.44	154.29%	\$36.99
E 101-45202-302 CONSULTANTS/MI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-45202-362 PROPERTY INSUR	\$23,000.00	\$0.00	\$23,654.07	-\$654.07	102.84%	\$21,992.41

Account Descr	2023 YTD Budget	JUNE 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget	2022 YTD Amt
E 101-45202-384 REFUSE REMOVAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-45202-401 BLDG/STRUCT MAI	\$10,000.00	\$621.17	\$2,786.94	\$7,213.06	27.87%	\$2,367.25
E 101-45202-402 LAWN MAINTENAN	\$60,000.00	\$1,886.00	\$4,383.00	\$55,617.00	7.31%	\$10,247.00
E 101-45202-404 VEHICLE & EQUIP	\$500.00	\$0.00	\$0.00	\$500.00	0.00%	\$0.00
E 101-45202-433 DUES & SUBSRIPT	\$1,200.00	\$0.00	\$1,260.00	-\$60.00	105.00%	\$600.00
E 101-45202-437 MISCELLANEOUS E	\$500.00	\$0.00	\$74.92	\$425.08	14.98%	\$341.08
E 101-45202-530 IMPROVEMENTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-45202-590 PROGRAMS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
DEPT 45202 PARK AREAS	\$151,063.00	\$6,145.92	\$50,613.68	\$100,449.32	33.51%	\$53,093.59
DEPT 45203 CULTURAL & RECREATION						
E 101-45203-307 PROFESSIONAL SE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
DEPT 45203 CULTURAL & RECREA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
DEPT 49020 MISCELLANEOUS						
E 101-49020-307 PROFESSIONAL SE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-49020-433 DUES & SUBSRIPT	\$0.00	\$17.31	\$17.31	-\$17.31	0.00%	\$0.00
E 101-49020-437 MISCELLANEOUS E	\$25,000.00	\$4.00	\$3,294.39	\$21,705.61	13.18%	\$10,070.40
E 101-49020-530 IMPROVEMENTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
DEPT 49020 MISCELLANEOUS	\$25,000.00	\$21.31	\$3,311.70	\$21,688.30	13.25%	\$10,070.40
DEPT 49240 INSURANCE UNALLOCATED						
E 101-49240-361 GENERAL LIABILIT	\$11,000.00	\$0.00	\$8,816.29	\$2,183.71	80.15%	\$7,657.94
DEPT 49240 INSURANCE UNALLO	\$11,000.00	\$0.00	\$8,816.29	\$2,183.71	80.15%	\$7,657.94
DEPT 49300 TRANSFERS OUT						
E 101-49300-720 TRANSFERS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$225,000.00
DEPT 49300 TRANSFERS OUT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$225,000.00
FUND 101 GENERAL FUND	\$6,052,823.00	\$736,530.14	\$3,203,011.66	\$2,849,811.34	52.92%	\$2,767,210.97
	\$6,052,823.00	\$736,530.14	\$3,203,011.66	\$2,849,811.34	52.92%	\$2,767,210.97

JUNE 2023 CASH and INVESTMENTS	
DATE	06/30/2023

FUND NO.	DESCRIPTION	TOTAL CASH & INVESTMENTS
101	General Fund	3,276,049.77 *
401	Capital Improvement Program	318,174.73
402	Emergency Warning Siren Fund	243,473.19
404	Park Dedication Fund	985,121.87
406	Road Maintenance Fund	1,247,412.23
407	Tree Replacement Fund	360,948.63
433	2023 Street Improv Projects Fund	4,477,323.51 **
490	Street Improvement Capital Projects	334,715.99 ***
501	Equipment Certificates Fund	199,888.76
526	Maple Crest Debt	18,821.43
527	CIP Project Bonds (Facilities)	98,641.67
528	Game Farm South Bay Project Debt Fund	48,875.88
529	Highland Road Debt Fund	94,107.28
532	2017 A Street Projects Debt	381,945.15
533	2023 Street Improv Projects Debt Fund	53,044.98 **
601	Water Fund	3,426,893.94 ****
602	Sewer Fund	1,684,441.24
651	Storm Water Drainage Fund	607,775.42
671	Recycling Fund	112,013.74
673	Cable Fund	253,297.88
801	Land use Agency	69,903.19
	TOTAL	18,292,870.48

Notes to Cash and Investments Report (2nd quarter 2023)

- 1) * **General Fund (101)**- Actual Fund Balance is \$2,299,241.43. Most of the difference in comparison to the cash and investments total has to do with the temporary CO deposits the City is holding.
- 2) ****2023 Street Projects Improvement and Debt Fund (433 & 533)** These are the new funds created in 2023 in conjunction with the financing of the 2023 street projects. There is about \$4.5 million in current cash on hand. These funds will be spent down over the Summer/Fall as these projects move towards completion.
- 3) *****Street Improvement Capital Project Fund (490)** – Actual Fund Balance is \$24,069. Most of the cash and investments number is escrows and deposits we have for sealcoating and other related street items
- 4) ******Water Fund (Fund 601)** About \$2 million of the cash balance in the fund is associated with the 2023A bond issuance. To cover the costs of the watermain on the 2023 Street and Utilities Project



CITY COUNCIL MEETING MINUTES June 5, 2023

1) Call to Order

Mayor Whalen called the meeting to order at 7:00pm.

a) Pledge of Allegiance

b) Introductions: City Council: Mayor Lisa Whalen, Cathleen Reffkin, Ann MacGregor; Peter Vickery, and Claudia Lacy Staff: City Administrator Jasper Kruggel, Finance Director Brian Grimm, Sergeant Patrick Cummins, Director of Administration Allie Polsfuss, Director of Public Works Gary Peters and City Clerk Dawn Motzko Consultants: City Attorney Sarah Sonsalla, Kennedy & Graven and City Engineer Alyson Fauske, WSB Engineering

c) Approval of Agenda

Motion by Reffkin, seconded by MacGregor to approve the agenda as presented.
Motion passed 5-0.

2) Special Presentations

3) Persons to Be Heard

City Administrator Kruggel read an email received from the Turtle Creek Neighborhood with concerns for the trees in the neighborhood's boulevard islands.

Council discussed the neighborhood concerns and requested staff to add the item to the July 17, 2023 work session for discussion.

4) Consent Agenda

- a) Approve Work Session Meeting Minutes from May 15, 2023
- b) Approve City Council Regular Meeting Minutes from May 15, 2023
- c) Res. No. 52-23 Approve Claims
- d) Res. No. 53-23 Approve Side Yard Setback Variance at 6705 Halstead Avenue
- e) 2021 MSA Improvement Project, City Project 01-21
 - i) Res. No. 54-23 Approve Change Order 2
 - ii) Res. No. 55-23 Accept Improvements and Authorize Final Payment
- f) Approve Non-Union Step Increases Per the Compensation Plan
- g) Approve Summary from City Administrator Performance Review
- h) Approve Memorandum of Understanding for Juneteenth Holiday for Labor Unions and Update to the Personnel Policy
- i) Approve Replacement of Equipment Trailer for Public Works
- j) Approve Replacement Purchase of Vehicle for Public Works

Motion by Lacy, seconded by Vickery to approve the consent agenda as presented.
Motion passed 5-0.

5) Public Hearings

The City of Minnetrista will deliver quality services in a cost effective and innovative manner; and provide opportunities for a high quality of life while protecting natural resources, maintaining a rural character, while effectively managing growth.

6) Business Items

a) Res. No. 56-23 Approve a Professional Services Agreement for the 2023 Pavement Maintenance Project, City Project 05-23

City Engineer Fauske presented information for overview.

Highlights included:

- The 2023 Pavement Maintenance Project is a total street length proposed to receive pavement maintenance is 9.06 miles, with 0.84 miles also receiving a fog sealed chip seal, and 1.38 miles receiving pavement reclaimite.
- Recommendations are from the Public Works Department and in accordance with the Pavement Management Report completed in September 2021.
- The total estimated project cost of the improvements is \$182,662 and will be funded by the Road Maintenance Fund.

Council clarified the roads listed in the 2023 Pavement Maintenance Project and discussed the reclaimite process.

Motion by Reffkin, seconded by Vickery to approve the Professional Services Agreement for the 2023 Pavement Maintenance Project, City Project 05-23.

Motion passed 5-0.

7) Administrative Items

a) Staff Reports

- i) City Engineer - Road Project Update
- ii) City Administrator – Upcoming City events and meetings

b) Council Reports

- i) Mayor Lisa Whalen
 - Public Safety Wellness Center update
 - June Planning Commission meeting
 - Bus Tour
- ii) Cathleen Reffkin
 - St. Bonifacius Fire Commission meeting
- iii) Ann MacGregor
- iv) Peter Vickery
 - Trista Day
 - May Planning Commission meeting
 - Pioneer Sarah Creek Watershed District meeting
 - Minnesota Counties Seminar
 - Budget meeting
- v) Claudia Lacy

8) Adjournment

Motion by Lacy, seconded by MacGregor to adjourn the meeting.

Motion passed 5-0.

Mayor Whalen adjourned the meeting at 7:38 pm.

Respectfully submitted,

Dawn Motzko
City Clerk

DRAFT

The City of Minnetrista will deliver quality services in a cost effective and innovative manner; and provide opportunities for a high quality of life while protecting natural resources, maintaining a rural character, while effectively managing growth.



**CITY COUNCIL
WORK SESSION MEETING MINUTES
June 26, 2023**

1) Call to Order

Mayor Whalen called the meeting to order at 4:00 pm.

Mayor Whalen requested Council and Staff present their reports at the end of the work session meeting instead of the regular City Council meeting, if time remained after the budget discussion, to ensure the City Council meeting was adjourned before the Planning Commission meeting.

Roll Call of Attendees:

Present – Council: Mayor Lisa Whalen, Cathleen Reffkin, Ann MacGregor, Peter Vickery and Claudia Lacy; Staff: City Administrator Jasper Kruggel, Finance Director Brian Grimm, Community Development Director David Abel, Director of Public Safety Paul Falls, Director of Public Works Gary Peters, Director of Administration Allie Polsfuss and City Clerk Dawn Motzko

2) 2024 Budget/Levy Considerations

Finance Director Grimm presented information for overview.

Highlights included:

- Items that the City is committed that will impact the general fund are an increase in compensation (non-union adjustments and new union contracts), an increase in general liability and workers comp insurance and an increase in the cafeteria plan/other benefits.
- Items that will need to be addressed that will impact the general fund are the use of fund balance in 2023 for 2024 and beyond, the one-time admin fee for 2023 roads projects and the additional employees in Police and Public Works.
- Annual items for the Council to discuss will be the Roads levy and raising the levy for funding the Capital Equipment Plan.
- City Staff is working on preliminary levy scenarios and an overall preliminary budget to be brought to City Council at the August work sessions.

Council and staff reviewed the budget process and discussed any additional funds the City could expect and planned increases to City expenses.

3) Council Reports

a) Mayor Lisa Whalen

- League of Minnesota Cities Conference
- Holiday Tree Lighting Event

b) Cathleen Reffkin

- c) Ann MacGregor
 - Gillespie Center meetings
- d) Peter Vickery
 - Pioneer Sarah Creek Watershed District meeting
- e) Claudia Lacy
 - Westonka Community and Commerce meeting

4) Staff Reports

- a) City Administrator
 - League of Minnesota Cities Conference
- b) Community Development Director
 - Upcoming Planning Commission meetings

5) Adjourn

Motion by Reffkin, seconded by Lacy to adjourn the meeting.
Motion passed 5-0.

Mayor Whalen adjourned the meeting at 5:01 pm.

Respectfully submitted,

Dawn Motzko
City Clerk



CITY COUNCIL MEETING MINUTES June 26, 2023

1) Call to Order

Mayor Whalen called the meeting to order at 5:30 pm.

a) Pledge of Allegiance

b) Introductions: City Council: Mayor Lisa Whalen, Cathleen Reffkin, Ann MacGregor; Peter Vickery, and Claudia Lacy Staff: City Administrator Jasper Kruggel, Finance Director Brian Grimm, Director of Public Safety Paul Falls, Director of Administration Allie Polsfuss, Director of Public Works Gary Peters and City Clerk Dawn Motzko Consultants: City Attorney Cristina Cruz-Jennings, Kennedy & Graven

c) Approval of Agenda

Motion by Lacy, seconded by Vickery to approve the agenda as presented with the exception of the Council and Staff reports that were already presented at tonight's work session.

Motion passed 5-0.

2) Special Presentations

3) Persons to Be Heard

4) Consent Agenda

- a) Approve Work Session Meeting Minutes from June 5, 2023
- b) ~~Approve City Council Meeting Minutes from June 5, 2023~~
- c) Res. No. 57-23 Approve Claims
- d) Res. No. 58-23 Approve Minnetrista Water System Improvement Capital Budget Resolution of Support
- e) Authorize Medsurety as Vendor for COBRA and State Continuation Services
- f) Approve Interim Ordinance No. 483 Prohibiting the Sale, Testing, Manufacturing, Cultivating, Growing, Transporting, Delivery and Distribution of Certain Products Containing THC
 - i. Res. No. 59-23 Authorizing Publication of Interim Ordinance No. 483 by Title and Summary
- g) Accept Resignation of Public Works Maintenance Worker, Jack Straus, effective July 7, 2023

Mayor Whalen requested to pull consent agenda item 4b, approve City Council meeting minutes from June 5, 2023 and requested the following change to item 3 in the minutes: Council directed staff to bring back the Turtle Creek neighborhood tree concerns to the July 17th work session for further discussion.

Motion by Vickery, seconded by Reffkin to approve the consent agenda as presented with the exception of item 4b.

Motion passed 5-0.

The City of Minnetrista will deliver quality services in a cost effective and innovative manner; and provide opportunities for a high quality of life while protecting natural resources, maintaining a rural character, while effectively managing growth.

5) Public Hearings

6) Business Items

a) Res. No. 60-23 Accept Quotes and Award Contract for the 2023 Pavement Maintenance Project – Seal Coat and Crack Fill, City Project 05-23

Director of Public Works Peters presented information for overview.

Highlights included:

- A quote package for the seal coat and crack fill project has been prepared by WSB and submitted to eight different pavement repair contractors.
- Two quotes were received, one from Allied Blacktop Company in the amount of \$125,799.45 and Fahrner Asphalt Sealers, LLC in the amount of \$233,179.26.
- The estimated construction cost of the repair was \$108,492.65, which included a 5% contingency.
- The project will be funded by developer escrows obtained from the Woodland Cove and the Road Maintenance Fund.

Council and staff discussed the significant price difference between the two quotes received.

Motion by Reffkin, seconded by MacGregor to accept the quotes and award the contract for the 2023 Pavement Maintenance Project, seal coat and crack fill, to Allied Blacktop Company in the amount of \$125,799.45.

Motion passed 5-0.

b) Res. No. 61-23 Accept Quotes and Award Contract for the 2023 Pavement Maintenance Project – Reclamite No. 05-23

Director of Public Works Peters presented information for overview.

Highlights included:

- A quote package for the reclamite project has been prepared by WSB and submitted to eight pavement repair contractors.
- Quotes were received back from the following four contractors, Allied Blacktop Company, Corrective Asphalt Materials, LLC, Northwest Asphalt and Maintenance and Fahrner Asphalt Sealers.
- The estimated construction cost of the repair was \$82,227.25, which included a 5% contingency.
- After reviewing the bids, staff recommends selecting Corrective Asphalt Materials, LLC because they are able to offer the specified reclamite product requested by the City.
- The project will be funded by developer escrows obtained from the Woodland Cove and the Road Maintenance Fund.

Council and staff discussed the reclamite process and the product used by Corrective Asphalt Materials, LLC.

Motion by Reffkin, seconded by Vickery to accept the quotes and award the contract for the 2023 Pavement Maintenance Project, reclamite, to Corrective Asphalt Materials, LLC in the amount of \$51,253.50.

Motion passed 5-0.

7) Administrative Items

- a) Staff Reports – Presented at the Work Session
- b) Council Reports – Presented at the Work Session

8) Adjournment

Motion by Lacy, seconded by Reffkin to adjourn the meeting.
Motion passed 5-0.

Mayor Whalen adjourned the meeting at 5:46 pm.

Respectfully submitted,

Dawn Motzko
City Clerk

CITY OF MINNETRISTA

CITY COUNCIL AGENDA ITEM 4D



Subject: **Application for a Temporary One-day
Intoxicating Liquor License for the Corks for a Cause event on
August 12, 2023 at Minnetonka Orchard, 6530 County Road 26**

Prepared By: **Dawn Motzko, City Clerk**

Meeting Date: **July 17, 2023**

Issue:

Corks for a Cause is scheduled to be held on Saturday, August 12, 2023 from 5 pm to 9 pm at Minnetonka Orchard located at 6530 County Road 26. This event features live music, a gourmet pizza bar, and a commemorative glass for tastings from a variety of Minnesota wineries. This year's event will benefit the Eli Hart Memorial Playground. A temporary on-sale liquor license is required to conduct this event.

Background:

Temporary intoxicating liquor licenses, with the approval of the Commissioner of Public Safety, may be issued only in connection with a social event sponsored by a club, charitable, religious, or other nonprofit corporation that has existed for at least three years. They may not have an interest in the manufacture or wholesale of alcoholic beverages and cannot have been convicted of a felony or willful violation of federal, state or local ordinance governing the manufacture, sale, distribution or possession for sale or distribution of alcoholic beverages in the last five years. No license shall be for longer than four consecutive days, and the city shall issue no more than 12 days of temporary licenses to any one organization in one calendar year.

Discussion:

All required documentation has been submitted by the applicant, and the Minnetrista Public Safety Department has verified that the applicants named in application have not been convicted within the past five years for any violation of Laws of the State of Minnesota or the City of Minnetrista relating to alcohol. As such, staff would recommend approval of the one day temporary on-sale liquor license for the Northwest Tonka Lions to host the Corks for a Cause event at Minnetonka Orchards with the following conditions:

1. No alcoholic beverages may be allowed on the property except those being provided by participating Minnesota wineries.
 2. No alcoholic beverages may leave the property.
 3. On-site ability to call 911 must be provided at the event location.
 4. All appropriate postings and laws must be enforced.
-

Mission Statement:

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.

5. No one under the age of 21 will be permitted at the event.

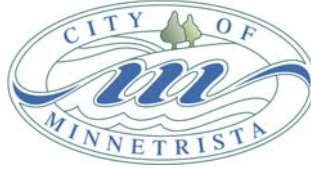
Conclusion:

Staff recommends that the City Council approve a temporary one-day intoxicating liquor license for the Corks for a Cause event being held on Saturday, August 12, 2023 at Minnetonka Orchard located at 6530 County Road 26, Minnetrista held by the Northwest Tonka Lions.

<p><u>Recommended City Council Action:</u> Approve a temporary one-day intoxicating liquor license for the Corks for a Cause event being held on Saturday, August 12, 2023 at Minnetonka Orchard located at 6530 County Road 26, Minnetrista held by the Northwest Tonka Lions with conditions as noted in the staff report.</p>

Mission Statement:

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.



TEMPORARY ONE-DAY INTOXICATING LIQUOR LICENSE

This license is hereby granted for Corks for a Cause to be held August 12, 2023 to:

NORTHWEST TONKA LIONS
FOR CONSUMPTION ON THE PREMISES LOCATED AT:
MINNETONKA ORCHARD; 6530 COUNTY RD 26; MINNETRISTA MN 55364

This license is granted subject to all the provisions and conditions of the ordinances of this municipality and the laws of the State of Minnesota, and of the Federal Government pertaining to such sale including: no alcoholic beverages may be permitted on the property other than those sold/served by Minnesota Wineries authorized by the Northwest Tonka Lions, no alcoholic beverages may leave the property of Minnetonka Orchard, all federal, state and local laws must be observed and on-site ability to call 911 must be provided at the location of the sale, no one under 21 be permitted at the event.

Issued by the authority of the Minnetrista City Council

Lisa Whalen, Mayor

Date

Dawn Motzko, City Clerk

Date

RESOLUTION NO. 61-23

**RESOLUTION APPROVING JUST AND CORRECT
CLAIMS AGAINST CITY FUNDS**

WHEREAS, the City Council of the City of Minnetrista, pursuant to MS 412.241, shall have the full authority over the financial affairs of the City; and

WHEREAS, the City Council reviewed the Claims for payment, with checks numbered 69951 through 70047; electronic checks E1002705 through E1002726; Claims batch includes electronic transfers for payroll in the amount of \$173,765.91.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA, that the attached list of claims in the amount of \$1,250,189.00 and a wire transfer to our 4m Fund of \$800,000.00 are hereby approved.

ADOPTED this 17th day July 2023 by a vote of ____ Ayes
____ Nays.

Lisa Whalen, Mayor

ATTEST:

Dawn Motzko, City Clerk

(seal)

CITY OF MINNETRISTA

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Batch: Tasc062023,PR06222023,Tasc062623,Aflac063023,Tasc063023,070523 PSN,7-5-23
 4MP,PR07062023,071123HP,071723AP,071723 2023 RECLAM,071723 STREET_UTIL

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
1010 1ST BK OF THE LAKES					
69951	07/11/23	A-1 Rent It			
E 101-45202-437		MISCELLANEOUS EXPE	\$75.00	186469-1	Edger Rental for Perennial Park
		Total	\$75.00		
69952	07/11/23	ADVANCED POWER SERVICES INC			
E 601-49440-580		OTHER EQUIPMENT	\$42,875.00	4546	Back up Generator at well 7
E 602-43251-580		OTHER EQUIPMENT	\$48,885.00	4547	Gas Generator for LS4
		Total	\$91,760.00		
69953	07/11/23	ADVANTAGE PROPERTY MAINTENANCE			
E 101-41940-402		LAWN MAINTENANCE	\$1,080.00	3654	Mowing and Maintenance
E 101-45202-402		LAWN MAINTENANCE	\$6,066.00	3654	Mowing and Maintenance
E 601-49440-227		UTILITY SYSTEM MAINT	\$1,516.00	3654	Mowing and Maintenance
E 602-49490-227		UTILITY SYSTEM MAINT	\$500.00	3654	Mowing and Maintenance
		Total	\$9,162.00		
69954	07/11/23	ASPEN MILLS			
E 101-42110-417		UNIFORMS	\$123.61	315035	Uniforms
E 101-42110-417		UNIFORMS	\$320.00	315044	Vest
		Total	\$443.61		
69955	07/11/23	AUTOMATIC SYSTEMS CO.			
E 601-49440-227		UTILITY SYSTEM MAINT	\$769.65	36378	Issue with key card reader at N WTP. Waiting for Internet and computer upgrade so loffler could fix
		Total	\$769.65		
69956	07/11/23	Banyon Data Systems, Inc.			
E 101-41320-433		DUES & SUBSRIPT & TR	\$1,325.00	00164157	Payroll and POS Support
		Total	\$1,325.00		
69957	07/11/23	BEAR TREE CARE			
E 407-45202-530		IMPROVEMENTS	\$3,500.00		Removal of 5 Large Trees by Enchanted Island Bridge and Lee Road
		Total	\$3,500.00		
69958	07/11/23	BOYER TRUCKS ST MICHAEL			
E 101-43121-221		EQUIPMENT PARTS, TIR	\$99.94	003P42103	Chamber
E 101-43121-221		EQUIPMENT PARTS, TIR	\$150.72	003P42103.0	Rear Brake Parts #13
		Total	\$250.66		
69959	07/11/23	CANON FINANCIAL SERVICES INC			
E 101-42110-202		COPY & PRINTING SUPP	\$95.49	30656188	Copier-PD
		Total	\$95.49		
69960	07/11/23	Center Point Energy			
E 601-49440-383		NATURAL GAS	\$26.64	10654144-4	Gas Utility
E 601-49440-383		NATURAL GAS	\$444.28	10658039-2	Gas Utility
E 601-49440-383		NATURAL GAS	\$22.81	10658041-8	Gas Utility
E 601-49440-383		NATURAL GAS	\$37.12	11144790-0	Gas Utility
E 601-49440-383		NATURAL GAS	\$16.13	11431330-7	Gas Utility
E 601-49440-383		NATURAL GAS	\$16.13	11553312-7	Gas Utility

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 4MP,PR07062023,071123HP,071723AP,071723 2023 RECLAM,071723 STREET_UTIL

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 601-49440-383		NATURAL GAS	\$16.13	11833736-9	Gas Utility
E 101-41940-383		NATURAL GAS	\$29.04	5651357-5	Gas Utility - Gov't Bldg
E 601-49440-383		NATURAL GAS	\$15.00	5659223-1	Gas - Well #5
E 601-49440-383		NATURAL GAS	\$325.16	6401076054-	Gas Utility
E 101-43121-383		NATURAL GAS	\$30.55	6744979-3	Gas Utility - PW
E 101-42110-383		NATURAL GAS	\$67.77	8486433-9	Gas Utility - PD
E 101-43121-383		NATURAL GAS	\$26.00	8486442-0	Gas Utility - PW
Total			\$1,072.76		
69961	07/11/23	CINTAS			
E 101-43121-417		UNIFORMS	\$123.83	4158263148	Uniforms
E 101-43121-417		UNIFORMS	\$126.81	4159691660	Uniforms
Total			\$250.64		
69962	07/11/23	CLASSIC CLEANING COMPANY			
E 101-42110-211		CLEANING & MAINT SUP	\$1,600.00	34905	Monthly Cleaning PD-Toilet Paper, Bags, Hand Cleaner, Window Washing
E 101-43121-211		CLEANING & MAINT SUP	\$700.00	34906	Monthly Cleaning City Hall-Towels, Window Washing
E 101-41940-211		CLEANING & MAINT SUP	\$766.00	34906	Monthly Cleaning PWI-Towels, Window Washing
Total			\$3,066.00		
69963	07/11/23	CONCRETE CUTTING & CORING			
E 101-43121-224		STREET MAINTENANCE	\$244.00	33741	Pump Sprayers for concrete form oil and sealant
Total			\$244.00		
69964	07/11/23	CORE AND MAIN			
E 601-49440-227		UTILITY SYSTEM MAINT	\$733.71	S983640	Rite-Hites Valve Replacement Top Sections
E 601-49440-227		UTILITY SYSTEM MAINT	\$3,353.78	S987885	Gate Valve Replacement Sections
Total			\$4,087.49		
69965	07/11/23	CULLIGAN			
E 101-42110-211		CLEANING & MAINT SUP	\$170.92	114x9243440	Water
Total			\$170.92		
69966	07/11/23	Delegard Tool Company			
E 101-43121-224		STREET MAINTENANCE	\$446.95	292607/1	Battery Starter jump pack and Air Hammer Kits
Total			\$446.95		
69967	07/11/23	ECM Publishers, Inc.			
E 101-41320-351		LEGAL NOTICE & ORD P	\$594.00	953592	2022 Financial Statement
Total			\$594.00		
69968	07/11/23	EMBEDDED SYSTEMS, INC			
E 101-42110-339		SIREN AND MAINTENAN	\$4,664.48	344550	6 Month Siren Maintenance Fee
Total			\$4,664.48		
69969	07/11/23	ENVIROTECH SERVICES INC			
E 101-43121-224		STREET MAINTENANCE	\$11,345.40	CD20231639	Dust Abatement Chemical
E 101-43121-224		STREET MAINTENANCE	\$11,610.00	CD20231639	Dust Abatement Chemical
Total			\$22,955.40		

CITY OF MINNETRISTA

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 4MP,PR07062023,071123HP,071723AP,071723 2023 RECLAM,071723 STREET_UTIL

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
69970	07/11/23	EROSION PRODUCTS, LLC			
E 651-49590-224		STREET MAINTENANCE	\$212.50	231646	Ditch Seed Mix
		Total	\$212.50		
69971	07/11/23	FACTORY MOTOR PARTS			
E 101-43121-221		EQUIPMENT PARTS, TIR	\$132.56	1-8719479	Hydraulic Fittings for bucket broom
		Total	\$132.56		
69972	07/11/23	FRONTIER OH			
E 601-49440-381		ELECTRIC UTILITIES	\$390.00	952-472-1082 Well #5 Phone Service	
E 101-43121-321		TELEPHONE	\$92.17	952-472-1082 Fire Alarm-PW	
		Total	\$482.17		
69973	07/11/23	Kenneth Potts P.A			
E 101-41610-305		PROSECUTING ATTORN	\$9,000.00		Prosecution Services 4/1/23-6/30/23
		Total	\$9,000.00		
69974	07/11/23	KROMENHOEK, STACY			
E 406-43121-530		IMPROVEMENTS	\$211.26	06925140	Invisible Fence Repair part of project
		Total	\$211.26		
69975	07/11/23	LAKE MINNETONKA CONSERVATION			
E 651-49590-307		PROFESSIONAL SERVIC	\$5,585.75	2023Q3Mintr	LMCD Levy Pmt
		Total	\$5,585.75		
69976	07/11/23	League of Minnesota Cities			
E 101-41320-433		DUES & SUBSRIPT & TR	\$475.00	383682	2023 LMC Annual Conference
		Total	\$475.00		
69977	07/11/23	LOFFLER			
E 101-41320-410		COMPUTER SERVICES/	\$759.00	4402502	APC Service/Support
		Total	\$759.00		
69978	07/11/23	METERING AND TECHNOLOGY			
E 601-49440-227		UTILITY SYSTEM MAINT	\$3,794.65	INV2569	Meter and Parts for New Apartment Building
		Total	\$3,794.65		
69979	07/11/23	METRO GARAGE DOOR			
E 101-42110-401		BLDG/STRUCT MAINTEN	\$380.00	318229	Spring Garage Door maintenace check
E 101-43121-401		BLDG/STRUCT MAINTEN	\$470.00	318229	Spring Garage Door maintenace check
		Total	\$850.00		
69980	07/11/23	MID COUNTY			
E 101-42110-212		MOTOR FUELS AND LUB	\$797.64	57502	Squad Fuel
E 101-42110-212		MOTOR FUELS AND LUB	\$784.81	57573	Squad Fuel
E 101-42110-212		MOTOR FUELS AND LUB	\$831.27	57618	Squad Fuel
E 101-42110-212		MOTOR FUELS AND LUB	\$359.80	57636	Squad Fuel
E 101-42110-212		MOTOR FUELS AND LUB	\$1,248.85	57756	Squad Fuel
		Total	\$4,022.37		
69981	07/11/23	MINI BIFF INC			

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 4MP,PR07062023,071123HP,071723AP,071723 2023 RECLAM,071723 STREET_UTIL

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-45202-401		BLDG/STRUCT MAINTEN	\$333.58	A-141017	Handicapped Unit at Linden Park
E 101-45202-401		BLDG/STRUCT MAINTEN	\$333.58	A-141026	Handicapped Unit at Lisle Park
		Total	\$667.16		
69982	07/11/23	MINNESOTA PLAYGROUND			
E 101-45202-401		BLDG/STRUCT MAINTEN	\$2,580.00	2023135	Mulch for Linden and Douglas Park
		Total	\$2,580.00		
69983	07/11/23	MOUND TRUE VALUE HARDWARE			
E 601-49440-227		UTILITY SYSTEM MAINT	\$6.99	187022	Large Hose Clamps to Mount Water Conservation Signs
E 601-49440-227		UTILITY SYSTEM MAINT	\$19.99	187117	Cold Patch Asphalt for Sink hole in Watermain Break-Westwood
E 601-49440-227		UTILITY SYSTEM MAINT	(\$2.52)	187118	Credit
E 601-49440-227		UTILITY SYSTEM MAINT	\$79.96	187120	Cold Patch Asphalt for Sink hole in Watermain Break-Westwood
E 602-49490-227		UTILITY SYSTEM MAINT	\$103.81	187133	Conduit Parts for Generator Install at LS#4
E 101-42110-322		POSTAGE	\$27.64	187473	Shipping Charge
		Total	\$235.87		
69984	07/11/23	NCPERS MINNESOTA - 632400			
G 101-2380		PAYROLL CLEARING LIF	\$256.00	63240007202	*PERA life Ins Employer Paid
		Total	\$256.00		
69985	07/11/23	OFFICE OF MNIT SERVICES			
E 101-42110-410		COMPUTER SERVICES/	\$50.00	DV22110433	MNET Access
E 101-42110-410		COMPUTER SERVICES/	\$100.00	DV22120436	MNET Access
E 101-42110-410		COMPUTER SERVICES/	\$100.00	DV23010434	MNET Access
E 101-42110-410		COMPUTER SERVICES/	\$100.00	DV23020439	MNET Access
E 101-42110-410		COMPUTER SERVICES/	\$100.00	DV23030437	MNET Access
E 101-42110-410		COMPUTER SERVICES/	\$100.00	DV23040438	MNET Access
E 101-42110-410		COMPUTER SERVICES/	\$100.00	DV23050439	MNET Access
		Total	\$650.00		
69986	07/11/23	Postmaster			
E 601-49440-437		MISCELLANEOUS EXPE	\$85.35	PI 89	Mailer for Water Conservation
E 602-49490-322		POSTAGE	\$355.65	PI 89	Utility Billing
E 671-43230-322		POSTAGE	\$118.56	PI 89	Utility Billing
E 601-49440-322		POSTAGE	\$592.78	PI 89	Utility Billing
E 651-49590-322		POSTAGE	\$118.56	PI 89	Utility Billing
		Total	\$1,270.90		
69987	07/11/23	Press Perfect			
E 101-42110-202		COPY & PRINTING SUPP	\$61.70	24807	Business Cards-Carlson
		Total	\$61.70		
69988	07/11/23	RIGID HITCH INC.			
E 101-45202-221		EQUIPMENT PARTS, TIR	\$173.21	1928790964	Parts for Water tank Trailer
		Total	\$173.21		
69989	07/11/23	Stericycle, Inc.			
E 101-41320-307		PROFESSIONAL SERVIC	\$155.40	DA0616	Shredding Services

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 AMP,PR07062023,071123HP,071723AP,071723 2023 RECLAM,071723 STREET_UTIL

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$155.40		
69990	07/11/23	Siteone Landscape Supply			
E 101-43121-224		STREET MAINTENANCE	\$56.48	1304000008-	3 gallon sprayer for weed Killer
E 101-45202-401		BLDG/STRUCT MAINTEN	\$168.39	131730807-0	Edging and Pre-emergent for Perennial Park
Total			\$224.87		
69991	07/11/23	STREICHER'S			
E 101-42110-417		UNIFORMS	\$49.99	I1638082	Uniform
E 101-42110-417		UNIFORMS	\$173.96	I1639794	Uniform
Total			\$223.95		
69992	07/11/23	SUN BADGE CO.			
E 101-42110-417		UNIFORMS	\$139.00	414590	Badge Repair
E 101-42110-417		UNIFORMS	\$75.00	414766	Badge
Total			\$214.00		
69993	07/11/23	TRUENORTH STEEL			
E 651-49590-224		STREET MAINTENANCE	\$2,740.20	BL000001613	Culvert and Parts
Total			\$2,740.20		
69994	07/11/23	TWIN CITY GARAGE DOOR CO.			
E 101-42110-401		BLDG/STRUCT MAINTEN	\$618.50	Z245822	Port Door stuck-Serviced
Total			\$618.50		
69995	07/11/23	US BANK EQUIPMENT FINANCE			
E 101-41320-307		PROFESSIONAL SERVIC	\$41.86	504391558	Copier
E 101-41910-307		PROFESSIONAL SERVIC	\$41.86	504391558	Copier
E 101-43121-307		PROFESSIONAL SERVIC	\$41.86	504391558	Copier
E 601-49440-307		PROFESSIONAL SERVIC	\$41.87	504391558	Copier
E 602-49490-307		PROFESSIONAL SERVIC	\$41.87	504391558	Copier
Total			\$209.32		
69996	07/11/23	VERIZON WIRELESS			
E 101-42110-321		TELEPHONE	\$427.02	9937993741	PD Cell phones
E 101-41940-321		TELEPHONE	\$499.86	9937993741	Admin Cell phones
E 101-43121-321		TELEPHONE	\$41.11	9937993741	PW Cell Phones
E 602-49490-227		UTILITY SYSTEM MAINT	\$81.12	9937993741	PW Cell Phones
E 601-49440-227		UTILITY SYSTEM MAINT	\$117.39	9937993741	PW Cell Phones
E 651-49590-224		STREET MAINTENANCE	\$13.34	9937993741	PW Cell Phones
E 101-43121-321		TELEPHONE	\$13.34	9937993741	PW Cell Phones
E 602-49490-227		UTILITY SYSTEM MAINT	\$40.01	9937993741	PW Cell Phones
E 401-42110-560		EQUIP AND FURNISHIN	\$280.18	9938032063	MDC Connections
Total			\$1,513.37		
69997	07/11/23	Whalen, Lisa			
E 101-41110-437		MISCELLANEOUS EXPE	\$140.17		Mileage
E 101-41110-437		MISCELLANEOUS EXPE	\$567.53		Hotel, Dinner, and Parking Conference
Total			\$707.70		
69998	07/11/23	Wm Mueller & Sons Inc.			

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 4MP,PR07062023,071123HP,071723AP,071723 2023 RECLAM,071723 STREET_UTIL

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 602-49490-227		UTILITY SYSTEM MAINT	\$854.10	288715	Repair of LS #4
		Total	\$854.10		
69999	07/11/23	XCEL ENERGY			
E 101-43160-381		ELECTRIC UTILITIES	\$2,473.45		Electricity-Street Lights
		Total	\$2,473.45		
70000	07/17/23	A-1 Rent It			
E 101-41110-437		MISCELLANEOUS EXPE	\$128.32	186844-1	Log Splitter rental for Holiday tree lighting
		Total	\$128.32		
70001	07/17/23	ADVANTAGE PROPERTY MAINTENANCE			
E 101-45202-402		LAWN MAINTENANCE	\$6,440.00	3667	Lawn Maintenance
E 601-49440-401		BLDG/STRUCT MAINTEN	\$1,516.00	3667	Lawn Maintenance
E 602-49490-402		LAWN MAINTENANCE	\$500.00	3667	Lawn Maintenance
E 101-41940-402		LAWN MAINTENANCE	\$1,080.00	3667	Lawn Maintenance
		Total	\$9,536.00		
70002	07/17/23	BANK OF AMERICA LEGAL			
E 101-42110-307		PROFESSIONAL SERVIC	\$20.00	790674	Service
		Total	\$20.00		
70003	07/17/23	CARQUEST			
E 101-43121-221		EQUIPMENT PARTS, TIR	\$93.55	419196	Hydraulic Hoses for the Trackhoe Grapple Attachment
		Total	\$93.55		
70004	07/17/23	CEMSTONE PRODUCTS CO.			
E 602-49490-227		UTILITY SYSTEM MAINT	\$742.00	7159105	Concrete for Generator pad at LS #4
		Total	\$742.00		
70005	07/17/23	CERTIFIED CRIME FIGHTER			
E 101-42110-434		POLICE TRAINING	\$1,176.00	PD45089	Annual Subscription
		Total	\$1,176.00		
70006	07/17/23	CINTAS			
E 101-43121-417		UNIFORMS	\$128.56	4160440394	Uniform
E 101-43121-417		UNIFORMS	\$120.36	4161068198	Uniform
		Total	\$248.92		
70007	07/17/23	CIVICS PLUS LLC			
E 673-49600-307		PROFESSIONAL SERVIC	\$2,326.50	265411	Subscription and Design
		Total	\$2,326.50		
70008	07/17/23	CLASSIC CARPET AND FLOOR CARE			
E 101-43121-211		CLEANING & MAINT SUP	\$475.00	1691	Striping and Waxing of PW Floors
		Total	\$475.00		
70009	07/17/23	ENGEL WATER TESTING			
E 601-49440-227		UTILITY SYSTEM MAINT	\$690.00	23-26706	Bacteria Water Testing
		Total	\$690.00		

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 4MP,PR07062023,071123HP,071723AP,071723 2023 RECLAM,071723 STREET_UTIL

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
70010	07/17/23	FRONTIER OH			
E 601-49440-381		ELECTRIC UTILITIES	\$392.50	952-196-0117 WTP	
		Total	\$392.50		
70011	07/17/23	Gopher State One Call			
E 601-49440-227		UTILITY SYSTEM MAINT	\$178.87	3060604	Sewer & Water Locates
E 602-49490-227		UTILITY SYSTEM MAINT	\$178.88	3060604	Sewer & Water Locates
		Total	\$357.75		
70012	07/17/23	HAWKINS INC			
E 601-49440-227		UTILITY SYSTEM MAINT	\$150.00	6500144	Cylinder Dummerage
E 601-49440-227		UTILITY SYSTEM MAINT	\$4,663.08	6508266	WTP Chemicals
		Total	\$4,813.08		
70013	07/17/23	HENNEPIN COUNTY INFO TECH DEPT			
E 401-42110-560		EQUIP AND FURNISHIN	\$2,596.86	1000208813	radio lease - PD
E 401-43126-560		EQUIP AND FURNISHIN	\$590.40	1000208847	Radio Lease
		Total	\$3,187.26		
70014	07/17/23	KENNEDY & GRAVEN, CHARTERED			
E 101-41610-304		LEGAL FEES - ATTORNE	\$3,000.00	MN415-0000	General
E 101-41610-304		LEGAL FEES - ATTORNE	\$481.00	MN415-0014	Administration
E 673-49600-307		PROFESSIONAL SERVIC	\$175.50	MN415-0036	Mediacom Franchise Renewal
E 433-43122-307		PROFESSIONAL SERVIC	\$19.50	MN415-0036	2023 Street Improvements Projects
G 801-1170		LAND USE RECEIVABLE	\$275.50	MN415-0036	* Nike Storage Site Easement Vacation
		Total	\$3,951.50		
70015	07/17/23	LAND AND RESOURCE CONSULTING, INC			
E 101-42110-437		MISCELLANEOUS EXPE	\$1,120.00	1024	Building Survey
		Total	\$1,120.00		
70016	07/17/23	LANO EQUIPMENT, INC.			
E 101-43121-221		EQUIPMENT PARTS, TIR	\$252.94	03-1004963	Lift Arm for Tractor
		Total	\$252.94		
70017	07/17/23	LEGEND COMPANIES			
E 101-42110-401		BLDG/STRUCT MAINTEN	\$855.00	105893	Maintenance for June
		Total	\$855.00		
70018	07/17/23	LEIF, ISAAC			
E 673-49600-307		PROFESSIONAL SERVIC	\$600.00	03-113	City Council Worksessions and Meetings
		Total	\$600.00		
70019	07/17/23	LELS			
G 101-2360		PAYROLL CLEARING UN	\$810.00	July 2023	PD Union Dues (12x\$67.50)
G 101-2360		PAYROLL CLEARING UN	\$118.32	July 2023	CSO Union Dues (2x\$59.16)
		Total	\$928.32		
70020	07/17/23	LEXISNEXIS RISK DATA MNGMT INC			
E 101-42110-307		PROFESSIONAL SERVIC	\$42.00	1085510-230	Contract Fee
		Total	\$42.00		

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
70021	07/17/23	LOFFLER			
E 101-41320-410		COMPUTER SERVICES/	\$1,235.64	4408524	General Support
E 101-42110-410		COMPUTER SERVICES/	\$1,765.20	4408524	General Support
E 101-43121-410		COMPUTER SERVICES/	\$264.78	4408524	General Support
E 601-49440-410		COMPUTER SERVICES/	\$573.69	4408524	General Support
E 602-49490-410		COMPUTER SERVICES/	\$573.69	4408524	General Support
E 401-43126-560		EQUIP AND FURNISHIN	\$5,731.50	CW170060	Server Upgrades
		Total	\$10,144.50		
70022	07/17/23	M/I HOMES OF MPLS			
G 101-2025		DEPOSITS PAYABLE	\$5,000.00	MB-20275 R1 Temp Co Deposit Rfd - 4345 Ginger Dr	
G 101-2025		DEPOSITS PAYABLE	\$5,000.00	MB-21131 R1 Temp Co Deposit Rfd - 4778 Foxtail Lane	
G 101-2025		DEPOSITS PAYABLE	\$5,000.00	MB-21278 R1 Temp Co Deposit Rfd - 6799 Bluestem Way	
G 101-2025		DEPOSITS PAYABLE	\$10,000.00	MB-21305 R1 Temp Co Deposit Rfd - 6783 Bluestem Way	
G 101-2025		DEPOSITS PAYABLE	\$5,000.00	MB-21319 R1 Temp Co Deposit Rfd - 4779 Foxtail Lane	
G 101-2025		DEPOSITS PAYABLE	\$5,000.00	MB-21320 R1 Temp Co Deposit Rfd - 4775 Foxtail Lane	
G 101-2025		DEPOSITS PAYABLE	\$10,000.00	MB-21321 R1 Temp Co Deposit Rfd - 4771 Foxtail Lane	
G 101-2025		DEPOSITS PAYABLE	\$10,000.00	MB-21326 R1 Temp Co Deposit Rfd - 6740 Bellflower Drive	
G 101-2025		DEPOSITS PAYABLE	\$10,000.00	MB-21328 R1 Temp Co Deposit Rfd - 4790 Foxtail Lane	
G 101-2025		DEPOSITS PAYABLE	\$5,000.00	MB-21329 R1 Temp Co Deposit Rfd - 4786 Foxtail Lane	
G 101-2025		DEPOSITS PAYABLE	\$5,000.00	MB-21332 R1 Temp Co Deposit Rfd - 4774 Foxtail Lane	
G 101-2025		DEPOSITS PAYABLE	\$5,000.00	MB-21333 R1 Temp Co Deposit Rfd - 4770 Foxtail Lane	
G 101-2025		DEPOSITS PAYABLE	\$10,000.00	MB-22001 R1 Temp Co Deposit Rfd - 4671 Meadowview Lane	
G 101-2025		DEPOSITS PAYABLE	\$10,000.00	MB-22016 R1 Temp Co Deposit Rfd - 6754 Woodland Cove Pkwy	
G 101-2025		DEPOSITS PAYABLE	\$5,000.00	MB-22056 R1 Temp Co Deposit Rfd - 4623 Meadowview Lane	
		Total	\$105,000.00		
70023	07/17/23	MCCARTHY, ROBERT & JENNIFER			
E 406-43121-530		IMPROVEMENTS	\$190.16	36790	Repair of Sprinkler- Project Related
		Total	\$190.16		
70024	07/17/23	MCMA			
E 101-41320-433		DUES & SUBSRIPT & TR	\$183.03	5/1/23-4/30/2	Membership Dues
		Total	\$183.03		
70025	07/17/23	MEDICA			
E 101-41320-131		HEALTH & LIFE INS - E C	\$4,823.78		Health Insurance
E 101-41910-131		HEALTH & LIFE INS - E C	\$1,920.00		Health Insurance
E 101-43121-131		HEALTH & LIFE INS - E C	\$3,520.00		Health Insurance
E 101-43125-131		HEALTH & LIFE INS - E C	\$832.00		Health Insurance
E 101-45202-131		HEALTH & LIFE INS - E C	\$448.00		Health Insurance
E 101-42110-131		HEALTH & LIFE INS - E C	\$13,480.24		Health Insurance
E 601-49440-131		HEALTH & LIFE INS - E C	\$1,852.00		Health Insurance
E 602-49490-131		HEALTH & LIFE INS - E C	\$1,592.00		Health Insurance
E 651-49590-131		HEALTH & LIFE INS - E C	\$580.00		Health Insurance
E 101-42401-131		HEALTH & LIFE INS - E C	\$2,000.00		Health Insurance
		Total	\$31,048.02		
70026	07/17/23	Menards			
E 101-43121-224		STREET MAINTENANCE	\$112.04	84037	Fence Repair-Mpls Ave

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$112.04		
70027	07/17/23	MENARDS BUFFALO			
E 602-49490-227		UTILITY SYSTEM MAINT	\$272.29	88319	Stain and Supplies for Fencing/Screening at LS 1, LS 8, and LS 9
E 101-45202-401		BLDG/STRUCT MAINTEN	\$97.94	88688	Stain
E 651-49590-224		STREET MAINTENANCE	\$507.66	88688	Storm
Total			\$877.89		
70028	07/17/23	Metropolitan Council WW Servic			
E 602-49490-438		EXPENSE MWCC	\$32,573.45	0001160284	* Monthly Sewer
Total			\$32,573.45		
70029	07/17/23	MID COUNTY			
E 601-49440-212		MOTOR FUELS AND LUB	\$326.05	57783	Dyed Diesel Fuel
E 602-49490-212		MOTOR FUELS AND LUB	\$326.05	57783	Dyed Diesel Fuel
E 101-43121-212		MOTOR FUELS AND LUB	\$815.13	57783	Dyed Diesel Fuel
E 101-43125-212		MOTOR FUELS AND LUB	\$163.03	57783	Dyed Diesel Fuel
Total			\$1,630.26		
70030	07/17/23	MINI BIFF INC			
E 101-45202-401		BLDG/STRUCT MAINTEN	\$121.56	A-141547	Final Bill for Lisle Park Porta-Potty
E 101-45202-401		BLDG/STRUCT MAINTEN	\$121.56	A-141548	Final Bill for Linden Park Porta -Potty
Total			\$243.12		
70031	07/17/23	MN CHIEFS OF POLICE ASSN.			
E 101-42110-202		COPY & PRINTING SUPP	\$77.00	14489	Permits
Total			\$77.00		
70032	07/17/23	MN Dept. Of Transportation			
E 433-43122-307		PROFESSIONAL SERVIC	\$2,128.68	P00016998	Material Testing and Inspection
Total			\$2,128.68		
70033	07/17/23	Minnesota Dept. of Labor/Indus			
E 601-49440-227		UTILITY SYSTEM MAINT	\$40.00	ABR0305608	Pressure Vessels
E 101-43121-215		SHOP MATERIALS	\$20.00	ABR0305608	Pressure Vessels
Total			\$60.00		
70034	07/17/23	MOUND TRUE VALUE HARDWARE			
E 101-45202-401		BLDG/STRUCT MAINTEN	\$30.97	187579	Repaint Stripe on Tennis Court
E 601-49440-227		UTILITY SYSTEM MAINT	\$25.97	187616	Water Testing Supplies
E 601-49440-227		UTILITY SYSTEM MAINT	\$30.47	187668	Water Testing Supplies
E 601-49440-322		POSTAGE	\$67.03	187799	Shipping of Water Samples to MDH
E 601-49440-227		UTILITY SYSTEM MAINT	\$12.45	187800	Chain
Total			\$166.89		
70035	07/17/23	OPG3 INC			
E 101-43121-410		COMPUTER SERVICES/	\$901.49	6884	Laserfische Renewal/Cloud
E 101-41320-410		COMPUTER SERVICES/	\$901.49	6884	Laserfische Renewal/Cloud
E 601-49440-410		COMPUTER SERVICES/	\$901.49	6884	Laserfische Renewal/Cloud
E 101-41910-433		DUES & SUBSRIPT & TR	\$901.49	6884	Laserfische Renewal/Cloud

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 602-49490-410		COMPUTER SERVICES/ Total	\$901.50 \$4,507.46	6884	Laserfische Renewal/Cloud
70036	07/17/23	OVERLINE & SON, INC			
E 602-49490-227		UTILITY SYSTEM MAINT	\$1,560.00	1207	Emergency Cleaning of the Sanitary Sewer Lines at Hunters Trail
		Total	\$1,560.00		
70037	07/17/23	Per Mar Security Services			
E 601-49440-227		UTILITY SYSTEM MAINT	\$105.30	3063801	Fire Suppression System Monitoring-N WTP
E 601-49440-227		UTILITY SYSTEM MAINT	\$105.30	3063802	Fire Suppression System Monitoring-S WTP
		Total	\$210.60		
70038	07/17/23	PLUNKETTS			
E 101-43121-401		BLDG/STRUCT MAINTEN	\$118.28	8111477	Pest Control
E 101-42110-401		BLDG/STRUCT MAINTEN	\$175.27	8112317	Pest Control
		Total	\$293.55		
70039	07/17/23	Stericycle, Inc.			
E 101-41320-307		PROFESSIONAL SERVIC	\$154.45	8004198230	Shred it
		Total	\$154.45		
70040	07/17/23	SPECIALIZED ENVIROMENTAL TECH			
E 101-45202-401		BLDG/STRUCT MAINTEN	\$76.00		Mulch for Beds at Perennial Park
		Total	\$76.00		
70041	07/17/23	TASC			
G 101-2346		PR CLEARING DAYCARE	\$60.41	IN2793682	Admin Fees
		Total	\$60.41		
70042	07/17/23	Toll Gas & Welding Supply			
E 101-43121-215		SHOP MATERIALS	\$18.86	40176604	Welding Cylinder Dummerage
E 101-43121-215		SHOP MATERIALS	\$5.74	40178159	Welding Gas Cylinder Tank Demurrage
		Total	\$24.60		
70043	07/17/23	US BANK CORPORATE SYSTEMS			
E 101-42110-433		DUES & SUBSRIPT & TR	\$90.00		POST Board Renewal -Therres
E 101-42110-201		OFFICE SUPPLIES	\$6.99		Hintz Business card holder
E 101-42110-201		OFFICE SUPPLIES	\$31.49		Tissues
E 101-42110-404		VEHICLE & EQUIP MAIN	\$325.00		Car wash cards
E 101-42110-202		COPY & PRINTING SUPP	\$39.99		Paper
E 101-42110-433		DUES & SUBSRIPT & TR	\$90.00		POST Board Renewal - Thompson
E 101-42110-437		MISCELLANEOUS EXPE	\$23.82		Cable for Monitors
E 101-41320-437		MISCELLANEOUS EXPE	\$9.59		Cabling
E 101-41320-201		OFFICE SUPPLIES	\$36.05		Plates/Kitchen Supplies
E 101-42110-437		MISCELLANEOUS EXPE	\$33.99		Dual Monitor Stand
E 101-43121-401		BLDG/STRUCT MAINTEN	\$896.10		Replacement of PW Gate Keypad
E 101-43121-224		STREET MAINTENANCE	\$95.19		Splash Guard and Organizer for New Truck
E 101-43125-224		STREET MAINTENANCE	\$108.40		Mailbox hit by snowplow last winter-Replacment
E 101-43121-221		EQUIPMENT PARTS, TIR	\$223.44		Floor mats and storage for new truck #18
E 101-45202-402		LAWN MAINTENANCE	\$354.00		New Plants for Perennial Park

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-41940-401		BLDG/STRUCT MAINTEN	\$13.90		Mat for under recycling bin
		Total	\$2,377.95		
70044	07/17/23	Vault Health			
E 101-43121-437		MISCELLANEOUS EXPE	\$115.14	FL00587737	Randoms
		Total	\$115.14		
70045	07/17/23	Wm Mueller & Sons Inc.			
E 101-43121-224		STREET MAINTENANCE	\$2,205.60	288324	Patching for Kristen Lane
E 101-43121-224		STREET MAINTENANCE	\$2,156.80	289258	Patching-Painter Road Area, Ridgewood Cove
E 101-43121-224		STREET MAINTENANCE	\$2,180.80	289424	Patching-Old Part of Game Farm Road
		Total	\$6,543.20		
70046	07/17/23	WSB & ASSOCIATES			
G 801-1170		LAND USE RECEIVABLE	\$2,370.00	R-010544-00	* Woodland Cove 3rd Addition
E 651-49590-303		ENGINEERING SERV	\$149.00	R-013428-00	MS4 Services
E 406-43121-303		ENGINEERING SERV	\$306.00	R-016882-00	2021 MSA Street Improv Proj
E 101-42401-303		ENGINEERING SERV	\$180.00	R-017490-00	* Bldg Permits/Review-2021
G 801-1170		LAND USE RECEIVABLE	\$632.00	R-018539-00	* Woodland Cove 4th Addn
E 101-42401-303		ENGINEERING SERV	\$2,700.00	R-019691-00	* Bldg Permits/Review-2022
E 433-43122-303		ENGINEERING SERV	\$3,296.60	R-020670-00	2023 Street Reclamation
E 433-43122-303		ENGINEERING SERV	\$17,044.00	R-020688-00	2023 Street and Utility Reconstruction
E 601-43241-303		ENGINEERING SERV	\$16,041.40	R-020688-00	2023 Street and Utility Reconstruction
E 602-49490-303		ENGINEERING SERV	\$334.20	R-020688-00	2023 Street and Utility Reconstruction
E 433-43122-303		ENGINEERING SERV	\$51,541.06	R-020764-00	2023 Street Overlay Project
E 601-43241-303		ENGINEERING SERV	\$542.54	R-020764-00	2023 Street Overlay Project
E 602-49490-303		ENGINEERING SERV	\$2,170.15	R-020764-00	2023 Street Overlay Project
G 801-1170		LAND USE RECEIVABLE	\$2,659.25	R-021013-00	* Site Plan and Final Plat Mackentuns Development
G 801-1170		LAND USE RECEIVABLE	\$524.00	R-021220-00	* 2023 Engineering Misc
E 407-45202-303		ENGINEERING SERV	\$127.50	R-021220-00	2023 Misc Engineering-Resident Question on Tree
E 101-42401-303		ENGINEERING SERV	\$1,260.00	R-021390-00	* Bldg Permits/Review-2023
E 601-49440-303		ENGINEERING SERV	\$500.00	R-021449-00	General Engineering Svcs
E 602-49490-303		ENGINEERING SERV	\$500.00	R-021449-00	General Engineering Svcs
E 651-49590-303		ENGINEERING SERV	\$500.00	R-021449-00	General Engineering Svcs
E 101-42600-303		ENGINEERING SERV	\$1,000.00	R-021449-00	General Engineering Svcs
E 404-45202-303		ENGINEERING SERV	\$1,253.00	R-021557-00	Gene Lehner Park Design and Construction
G 801-1170		LAND USE RECEIVABLE	\$551.75	R-021587-00	2023 WCA Services
E 406-43121-303		ENGINEERING SERV	\$4,847.00	R-021587-00	2023 WCA Services
E 602-49490-303		ENGINEERING SERV	\$1,773.00	R-021899-00	2023 GIS Services
G 801-1170		LAND USE RECEIVABLE	\$866.50	R-022917-00	*4800 Casamita Road Excav/Fill
E 101-43121-307		PROFESSIONAL SERVIC	\$3,600.00	R-023032-00	2023 Datafi Subscription
		Total	\$117,268.95		
70047	07/17/23	XCEL ENERGY			
E 101-41940-381		ELECTRIC UTILITIES	\$1,076.76	51-6565407-3	Electricity-City Hall
E 101-43121-381		ELECTRIC UTILITIES	\$395.32	51-6565407-3	Electricity-PW
E 101-43160-381		ELECTRIC UTILITIES	\$47.47	51-6565407-3	Electricity-Signal Sunnyfield
E 101-45202-401		BLDG/STRUCT MAINTEN	\$10.71	51-6565407-3	Electricity-Hunters Trail
E 101-43160-381		ELECTRIC UTILITIES	\$51.15	51-6565407-3	Electricity-Street Lights
E 101-43121-381		ELECTRIC UTILITIES	\$67.61	51-6565407-3	Electricity-PW

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$1,649.02		
1002705 e	06/26/23	TASC			
G 101-2347		HSA CLEARING ACCT	\$28.02		* FSA Healthcare
Total			\$28.02		
1002706 e	06/28/23	Internal Revenue Service			
G 101-2300		PAYROLL CLEARING FE	\$12,134.60		* PR - Fed w/h
G 101-2320		PAYROLL CLEARING FIC	\$12,999.30		* PR - SS/Medicare w/h
Total			\$25,133.90		
1002707 e	06/28/23	MINNESOTA DEPT. OF REV.			
G 101-2310		PAYROLL CLEARING ST	\$5,726.12		* State w/h
Total			\$5,726.12		
1002708 e	06/28/23	Public Employees Retirement			
G 101-2330		PAYROLL CLEARING PE	\$25,223.07		* Pera w/h
Total			\$25,223.07		
1002709 e	06/28/23	EDWARD JONES			
G 101-2370		PAYROLL CLEARING DE	\$2,240.01		* Deferred Comp w/h
Total			\$2,240.01		
1002710 e	06/28/23	Optum			
G 101-2347		HSA CLEARING ACCT	\$5,177.97		HSA Employer and Employee Cont
Total			\$5,177.97		
1002711 e	06/28/23	ICMA			
G 101-2370		PAYROLL CLEARING DE	\$480.00		* Roth IRA Contributions
Total			\$480.00		
1002712 e	06/28/23	HCSP			
G 101-2370		PAYROLL CLEARING DE	\$225.00		HCSP Retirement
Total			\$225.00		
1002713 e	06/28/23	TASC			
G 101-2345		PR CLEARING HEALTH F	\$17.11		* Healthcare FSA
Total			\$17.11		
1002714 e	06/28/23	AFLAC			
G 101-2348		AFLAC INS	\$150.50		* Supplemental Insurance
Total			\$150.50		
1002715 e	06/30/23	TASC			
G 101-2346		PR CLEARING DAYCARE	\$416.66		* Dependent Care
Total			\$416.66		
1002716 e	07/07/23	PSN			
E 601-49440-307		PROFESSIONAL SERVIC	\$132.62	07/17/2023	MONTHLY ONLINE PAYMENT FEES JUNE 2023 WATER
E 602-49490-307		PROFESSIONAL SERVIC	\$132.62	07/17/2023	MONTHLY ONLINE PAYMENT FEES JUNE 2023 SEWER

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 651-49590-307		PROFESSIONAL SERVIC	\$88.41	07/17/2023	MONTHLY ONLINE PAYMENT FEES JUNE 2023
E 671-43230-307		PROFESSIONAL SERVIC	\$88.41	07/17/2023	SURFACE WATER MGMT
					MONTHLY ONLINE PAYMENT FEES JUNE 2023
		Total	\$442.06		RECYCLING
1002717 e	07/07/23	Four M Fund			
G 101-1040		INVESTMENTS	\$800,000.00	07/17/23	7-5-23 WIRE TRANSFER TO INVESTMENT 4M
		Total	\$800,000.00		FUND
1002718 e	07/10/23	Internal Revenue Service			
G 101-2300		PAYROLL CLEARING FE	\$13,206.30		* PR - Fed w/h
G 101-2320		PAYROLL CLEARING FIC	\$13,760.68		* PR - SS/Medicare w/h
		Total	\$26,966.98		
1002719 e	07/10/23	MINNESOTA DEPT. OF REV.			
G 101-2310		PAYROLL CLEARING ST	\$6,112.80		* State w/h
		Total	\$6,112.80		
1002720 e	07/10/23	Public Employees Retirement			
G 101-2330		PAYROLL CLEARING PE	\$26,715.53		* Pera w/h
		Total	\$26,715.53		
1002721 e	07/10/23	ICMA			
G 101-2370		PAYROLL CLEARING DE	\$480.00		* Roth IRA Contributions
		Total	\$480.00		
1002722 e	07/10/23	EDWARD JONES			
G 101-2370		PAYROLL CLEARING DE	\$2,214.50		* Deferred Comp w/h
		Total	\$2,214.50		
1002723 e	07/10/23	Optum			
G 101-2347		HSA CLEARING ACCT	\$5,177.97		HSA Employer and Employee Cont
		Total	\$5,177.97		
1002724 e	07/10/23	HCSP			
G 101-2370		PAYROLL CLEARING DE	\$225.00		* HCSP retirement
		Total	\$225.00		
1002725 e	07/12/23	ASPHALT SURFACE TECH CORP			
E 433-43122-530		IMPROVEMENTS	\$164,316.32	07/17/2023	2023 STREET IMPROVEMENT PROJECT PAY
		Total	\$164,316.32		VOUCHER 1
1002726 e	07/12/23	LaTour Construction, Inc.			
E 433-43122-530		IMPROVEMENTS	\$123,140.29	07/17/23	2023 STREET RECONSTRUCTION AND UTILITY
E 601-43241-530		IMPROVEMENTS	\$115,896.74	07/17/23	IMPROVEMENT PROJECT -PAY VOUCHER 1
E 602-43251-530		IMPROVEMENTS	\$2,414.52	07/17/23	2023 STREET RECONSTRUCTION AND UTILITY
		Total	\$241,451.55		IMPROVEMENT PROJECT -PAY VOUCHER 1

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
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1010	1ST BK OF THE LAKES	\$1,876,423.09			
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Fund Summary**1010 1ST BK OF THE LAKES**

101 GENERAL FUND	\$1,176,175.98
401 CAPITAL IMPROVEMENT PROGRAM	\$9,198.94
404 PARK DEDICATION FUND	\$1,253.00
406 ROAD MAINTENANCE FUND	\$5,554.42
407 TREE REPLACEMENT FUND	\$3,627.50
433 2023 STREET PROJECTS	\$361,486.45
601 WATER FUND	\$200,037.50
602 SEWER FUND	\$97,405.91
651 STORM WATER MGMT FUND	\$10,495.42
671 RECYCLING FUND	\$206.97
673 CABLE	\$3,102.00
801 LANDUSE AGENCY	\$7,879.00
	\$1,876,423.09

CITY OF MINNETRISTA



CITY COUNCIL AGENDA ITEM 4F

Subject: Application from Joseph and Megan Webster for a rear yard setback variance at 8280 County Road 15

Prepared By: Nickolas Olson, Senior City Planner
Through: David Abel, Community Development Director

Meeting Date: July 17, 2023

Overview: Joseph and Megan Webster (the “Applicants”) have made a request for a rear yard setback variance to reduce the required setback from 50 feet to 41 feet to allow for a home addition at 8280 County Road 15; AP – Agriculture Preserve Zoning District; PID# 08-117-24-43-0003 (the “Property”).

Background: The Applicants have owned the Property since 2008, which contains a single family dwelling built in 1972. Seeking to renovate the dated dwelling, the Applicants applied for a building permit to add a 2 car attached garage with living space above. The existing home does not currently have an attached garage. During the permit review process, staff noticed that the proposed addition does not meet the required rear yard setback of 50 feet. This is because the existing home sits almost entirely within the required setback, making it very difficult for the Applicants to conform to the setback requirements. The Applicants have set the home as far away from the rear property line as they can while maintaining the functional flow of the home, but unfortunately cannot meet the setback requirement and approval of a variance is necessary. City staff has outlined the variance process and submittal requirements to the Applicants. The Applicants have put together the necessary documents attached hereto for the City Council to consider.

Variance Request: City Code Section 505.05 Subd. 9 allows the City to issue variances from the provisions of the zoning code. A variance is a modification or variation of the provisions of the zoning code as applied to a specific piece of. A variance is only permitted when:

a. The variance is in harmony with the general purposes and intent of this ordinance.

Section 505.03 Subd. 1 outlines the specific purpose and intent of the City’s zoning ordinance. One of those purpose and intent is to protect the general health and safety of the inhabitants of the City. This is accomplished through the promotion of proper use of land and structures with reasonable standards to which buildings, structures, and land will conform to for the benefit of all.

Mission Statement:

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.

The existing home is located 28 feet from the rear property line. The Applicants have placed the proposed addition as far from the rear property line as they can while maintaining functionality. Given the situation, the Applicants have done the best they can to maintain reasonable setback standards for the proposed addition by not further encroaching upon the rear property line and the adjacent property.

b. The variance is consistent with the comprehensive plan.

The basic intent of the comprehensive planning process is to provide a well-founded and coordinated decision-making framework to guide both public and private development and community improvements. In this regard, the comprehensive plan represents the development framework to guide and direct future land development decisions within the City. The Land Use Plan is a narrative and graphic representation of the community's land use and growth management goals and policies that provides the background and rationale for land use designations as represented on the Proposed Land Use Map.

The Property and surrounding area are guided for long term Permanent Agriculture per the 2040 Minnetrista Comprehensive Plan. The proposed variance does not alter the future use of the Property and thus remains consistent with the long term goals for the area, which includes low density single family residential. In addition to simply complying with the future land use plan, the proposed addition preserves the neighboring property views and does not further crowd the adjacent properties because the existing home already sits closer to the rear property line than the proposed addition.

A variance may be granted when the applicant establishes there are practical difficulties in complying with this ordinance. Practical difficulties, as used in connection with granting a variance, means:

1. The property owner proposes to use the property in a reasonable manner not permitted by this ordinance.

This factor means that the landowner would like to use the property in a particular reasonable way, but cannot do so under the rules of the ordinance. It does not mean that the land cannot be put to any reasonable use whatsoever without the variance.

The proposed addition and remodel project includes an attached garage, which the home does not currently have. The proposed addition is also set back further from the rear property line than the existing home's current setback. The proposal also complies with all other requirements of City Code, including hardcover allowance and front yard setback. Based on all these factors, the Applicants requests is reasonable.

Mission Statement:

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2. The plight of the landowner is due to circumstances unique to the property not created by the landowner.

The uniqueness generally relates to the physical characteristics of the particular piece of property, that is, to the land and not personal characteristics or preferences of the landowner. When considering the variance for a building to encroach or intrude into a setback, the focus of this factor is whether there is anything physically unique about the particular piece of property.

The existing home was built in 1972 in its current location, which is non-conforming with respects to the rear yard setback requirement. This is well before the Applicants purchased the Property in 2008, so they could not have created this situation themselves. The Property is also non-conforming with respects to the lot standards for the Agriculture Preserve zoning district. This is further complicated by the right-of-way for County Road 15, which has been applied since the lot was created. When all these factors are put together, they create a unique set of circumstances for the Applicants that they themselves did not create.

3. The variance would not alter the essential character of the locality.

Under this factor, consider whether the resulting structure will be out of scale, out of place, or otherwise inconsistent with the surrounding area.

The locality is spread out due to the rural nature of the area, but the proposed addition includes a 2 car attached garage which is common amongst the other homes in the area. The proposed addition also does not increase the building height and the resulting footprint is consistent with the area. It also does not encroach further upon any property line or roadway. That said, the proposed addition does not alter the character of the locality.

Neighborhood Comments: Notices were sent out to all property owners within 500 feet of the subject property prior to the public hearing with the Planning Commission. Staff did not speak with any neighboring property owners, but did receive one written comment in support of this request as a result of sending the public notice. The written comment has been attached for review.

Planning Commission Recommendation: The Applicants' request was presented to the Planning Commission at their June 26th meeting. At that meeting, the Planning Commission discussed the Applicants' request and held the required public hearing. Outside of the Applicants, there was no one present to speak regarding the request. After hearing no testimony at the public hearing and after considering the entire record before them, the Planning Commission made a motion to recommend the City Council approve the requested rear yard setback variance, based on certain findings of fact and subject to conditions. Motion passed 5-0. Absent: Taylor, Livermore, Gangestad (Alternate 1), and Ragnoli (Alternate 2).

Mission Statement:

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.

Conclusion: The City Council should review the staff report and the recommendation of the Planning Commission. After review, the City Council should consider the entire record before it prior to making a motion. Along with making a motion, findings of fact should be established which support the motion. Findings of fact based on the information submitted by the Applicants may be as follows:

1. The requested variance is in harmony with the purpose and intent of the City's zoning ordinances because the proposed addition does not extend closer to the rear property line than the existing dwelling and provides the most reasonable setback given the circumstances;
2. The requested variance is consistent with the City's comprehensive plan because the Property is guided for long term Permanent Agriculture per the 2040 Minnetrista Comprehensive Plan. The proposed variance is consistent with this long term goal as single family residential is an allowed use and the proposed addition does not impede on views from or encroach further upon adjacent properties;
3. The Applicants propose to use the Property in a reasonable manner because the proposed addition includes an attached garage and master bedroom suite, both of which are reasonable, and the Applicants have done the best they can to set back the addition as far back from the rear property line as functionally possible;
4. The requested variance is the result of unique circumstances not created by the landowner because the Applicants did not build the home in its current non-conforming location and the lot was created before the right-of-way for County Road 15 was established which decreases the buildable area when the 50 foot setbacks from the front and rear lot lines are applied; and
5. The requested variance will not alter the character of the locality because the proposed addition includes an attached 2 car garage which is consistent with the surrounding area and the overall size of the structure remains in line, both in height and footprint, as the other homes in the area.

Recommended Action: Motion to adopt a resolution approving the requested rear yard setback variance at 8280 County Road 15 based on certain findings of fact outlined in the staff report and subject to the following conditions:

1. The construction shall be consistent with the plan and survey documents submitted with this variance application;
2. Any required grading shall maintain existing drainage patterns or improve the existing drainage of the lot and adjacent lots;
3. The Applicants obtain all necessary permits and approvals from the City and other applicable entities with jurisdiction over the Property prior to any construction;
4. The Applicants are responsible for all fees incurred by the City in review of this application; and
5. The variance approval is valid for one year from the date of approval and will become void and expire unless a building permit has been issued for the site.

Attachments:

1. Location Map
2. Applicants' Narrative

Mission Statement:

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.

3. Proposed Survey
 4. Proposed Plans
 5. Neighborhood Comments
 6. Res. No. 62-23 Approving Rear Yard Setback Variance at 8280 County Road
- 15




Mission Statement:

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.

8280 County Road 15



1 in = 50 Ft

-  City Boundary
-  Address Labels
-  Parcels

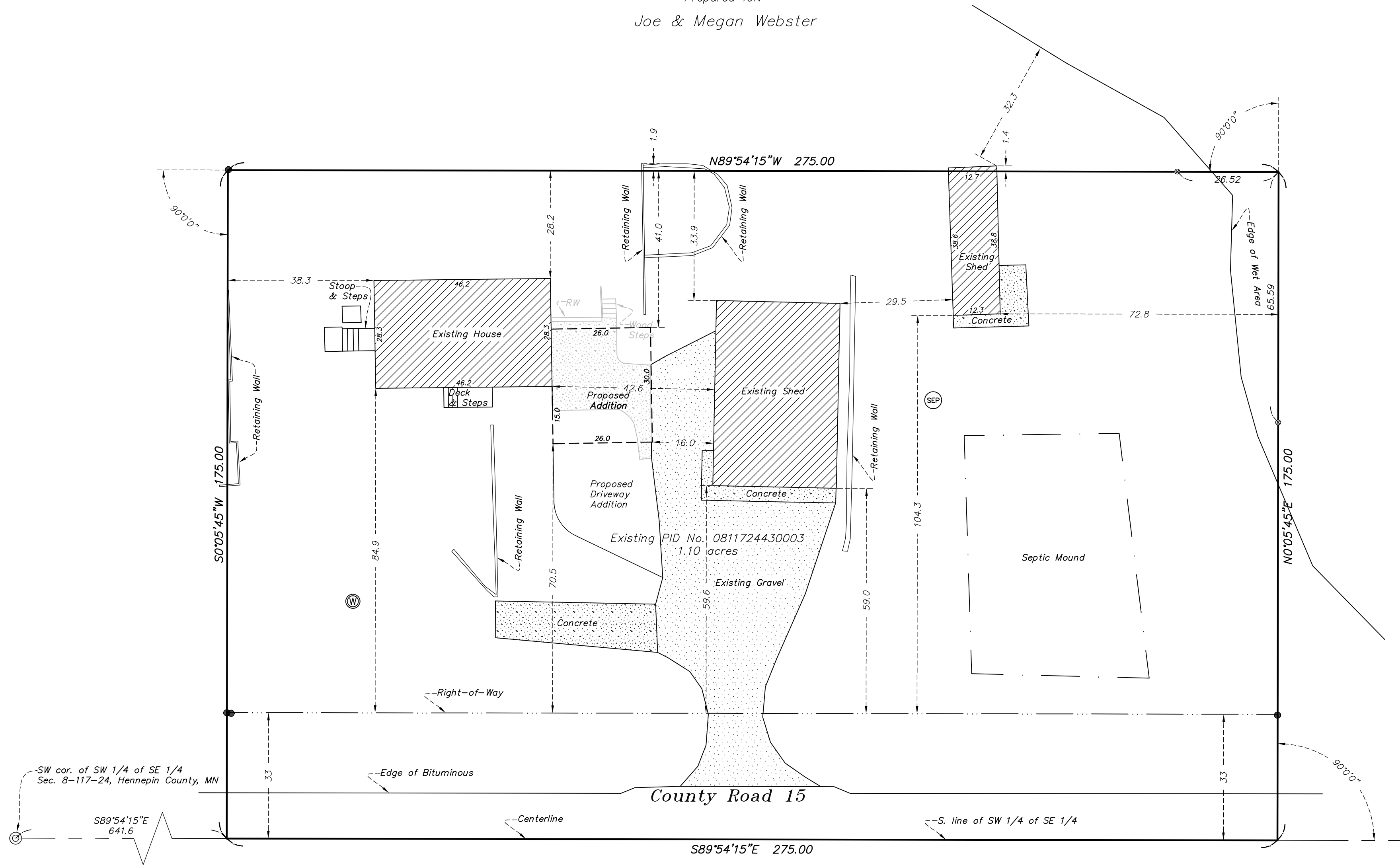


2. Variance Proposal Written Statements

- a. **Property Owners:** Joseph W. Webster and Megan K. Webster(O'Brien)
- b. **Site Data:**
 - Property Address: 8280 County Road 15 Minnetrista, MN 5535
 - Zoning: Agriculture Preservation
 - Existing Use of Land: Residential Homestead
 - Parcel Identification Number: 0811724430003
 - Plat Name: Unplatted 08 117 24
 - Parcel Area: 0.9 acres, 39,050 sq ft
 - Legal Description of Property: All that part of the Southwest Quarter of the Southeast Quarter (SW 1/4 of SE 1/4) in section 8, Township 117 North, Range 24 West, Hennepin County, Minnesota described as follows: Commencing at the Southwest Corner of the Southwest Quarter of the Southeast Quarter (SW 1/4 of SE 1/4) of said Section 8; thence East along the south line of the Southwest Quarter of the Southeast Quarter of said section 8 a distance of 641.6 feet to the actual point of beginning of the land to be described; thence continuing East along said south line a distance of 275 feet; thence deflecting to left 90 degrees a distance of 175 feet; thence deflecting to the left 90 degrees a distance of 275 feet; thence deflecting to the left 90 degrees a distance of 175 feet to the actual point of beginning.
- c. The variance requested is for Minnetrista City Code Section 505.31 Subd. 2.
Lot area, depth, width, coverage, setbacks, and height standards
- d. We are requesting a variance of 9 feet for our proposed addition to be set at 41 feet from the rear yard property line. This would be a provision of the Minnetrista City Code which requires 50 feet.
- e. After talking with Nick Olson, from the City of Minnetrista, we were told that our request for a variance would be reasonable due to the limitations of the property layout. He has guided us in the process and has been very helpful answering all of our questions.
- f. As Minnetrista continues to grow we would like to stay aligned with the current Minnetrista Comprehensive Plan. We have made the decision to make this our forever home and to grow old with the benefits the city of Minnetrista has to offer. We have resided at the property for almost 15 years and keeping the land preserved for nature is essential to us. We have small children that enjoy the property by catching frogs, feeding the birds, learning about all the different species of wildlife they see, and simply being children that love the outdoors.
- g. Our property is zoned for Agriculture Preservation even though the lot size is well under the minimum lot area of 40 acres. Our home was built in 1972 prior to the current code and is set at 28 feet from the rear property line. We are requesting a variance to allow us to add an addition to our home that will consist of an attached 2 car garage with finished living space above. We have moved the proposed addition as far from the north property line as we could with still seeking functional flow of the home. The request will not negatively alter the essential character of the locality.
- h. The proposed addition will increase the value of the property however our main objective is to have a home that grows with us and our family allowing for gatherings of families for future generations.
- i. The variance, if granted, will not adversely affect the health or safety nor diminish or impair property values in the area and meets all safety requirements.

Building Permit Survey

Prepared for:
Joe & Megan Webster



- Legend**
- Found Iron Monument
 - ⊙ Cast Iron Monument
 - ⊗ Set Nail
 - ⊕ Existing Well
 - ⊖ Septic Tank
 - RW Retaining Wall

Existing Hardcover (sq. ft.)		Proposed Hardcover (sq. ft.)	
House	1,305	House	1,305
Deck & Steps	66	Deck & Steps	66
Stoop & Steps	50	Stoop & Steps	50
Wood Steps	18	Wood Steps	0
Gravel Driveway	2,494*	Gravel Driveway	2,489*
Concrete	1,820	Concrete	831
Retaining Walls	236	Retaining Walls	223
Shed	2,035	Shed	2,035
	8,024	Proposed Addition	780
		Proposed Driveway Addn.	830
			8,609

Site Address:
8280 County Road 15
Minnetrista, MN 55359

Boundary Description (supplied by client)
All that part of the Southwest Quarter of the Southeast Quarter in Section 8, Township 117 North, Range 24 West, Hennepin County, Minnesota described as follows:
Commencing at the Southwest corner of the Southwest Quarter of the Southeast Quarter of said Section 8; thence East along the south line of the Southwest Quarter of the Southeast Quarter of said Section 8 a distance of 641.6 feet to the actual point of beginning of the land to be described; thence continuing East along said south line a distance of 275 feet; thence deflecting to left 90 degrees a distance of 175 feet; thence deflecting to left 90 degrees a distance of 275 feet; thence deflecting to left 90 degrees a distance of 175 feet to the actual point of beginning.

Bearings based on Hennepin County coordinate system.

SCHOBORG
LAND SERVICES
INC.

763-972-3221 8997 Co. Rd. 13 SE
www.SchoborgLand.com Delano, MN 55328

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

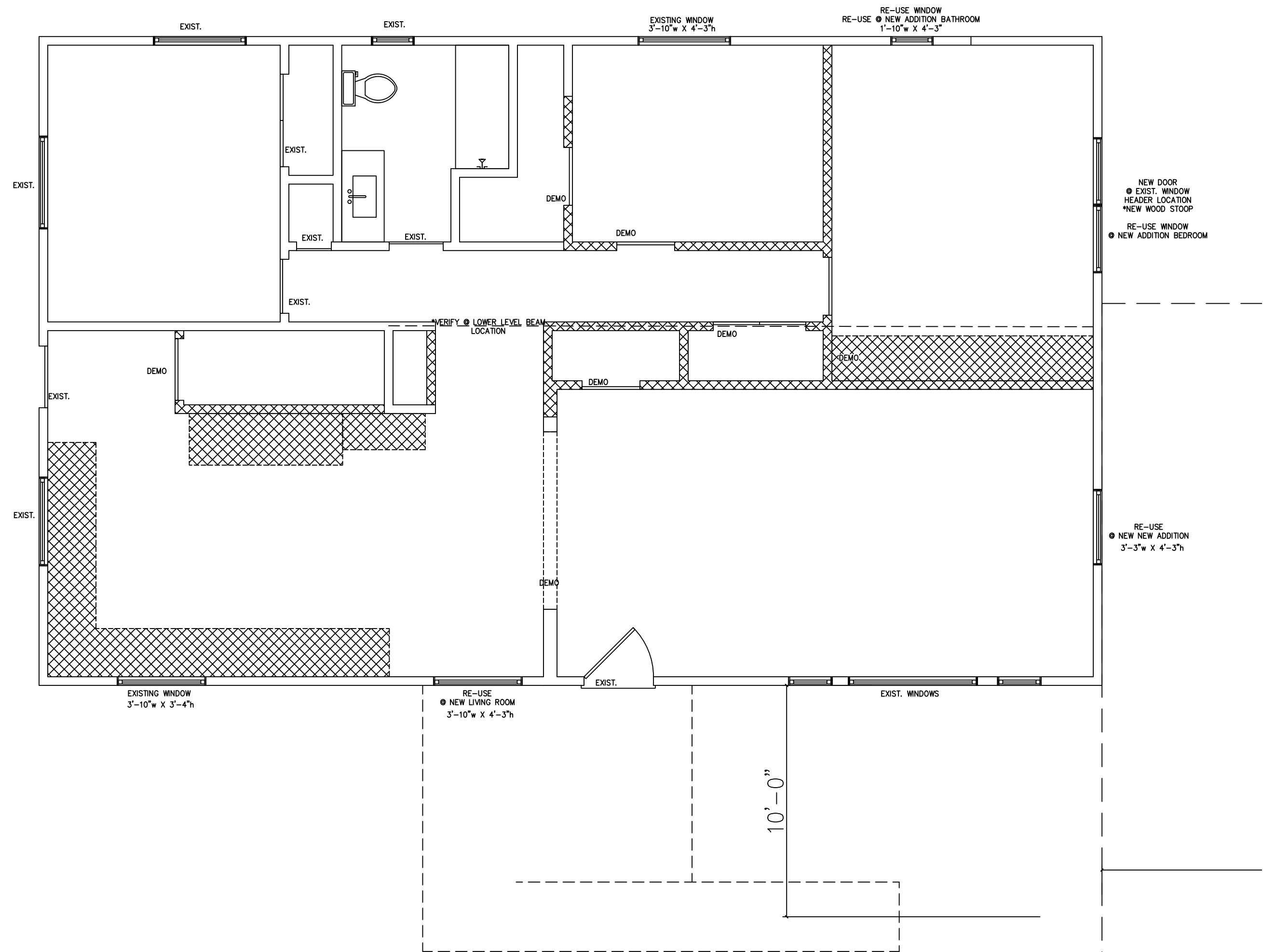
Kelly L. Browne
Paul B. Schoborg

Date: May 22, 2023 Registration No. 14700

Job Number:	9070
Book/Page:	LL
Survey Date:	5/8/20, 5/19/23
Drawing Name:	webster.dwg
Drawn by:	DMS
Revisions:	5/22/23 (prop. addn., hardcover)

Total Parcel Area = 48,125
Parcel Area (excluding R.O.W) = 39,050

*Driveway hardcover calculations exclude that part of the existing driveway located in the road right of way.



WEBSTER Residence
8280 County Rd. 15
Minnetrista, MN

Sheet Title

Sheet Number

A1.0

©BKMdesign 2023

WEBSTER Residence
8280 County Rd. 15
Minnetrista, MN

Issue Date

9/7/2022
2/23/2023
3/1/2023

Sheet Title

Sheet Number

A2.0

2x6 STUD WALL @ 16" O.C.
SIDING @ EXT. TO MATCH HOME
BUILDING WRAP / BARRIER
7/16" O.S.B. SHEATHING
BATT. INSULATION
6 MIL. VAPOR BARRIER
1/2" GYP. BOARD INTERIOR

2x6 TRDT. SILL PLATE
w/ GASKET & 1/2" DIA. ANCHOR BOLT
@ 48" O.C. 7" (MIN. EMBED)

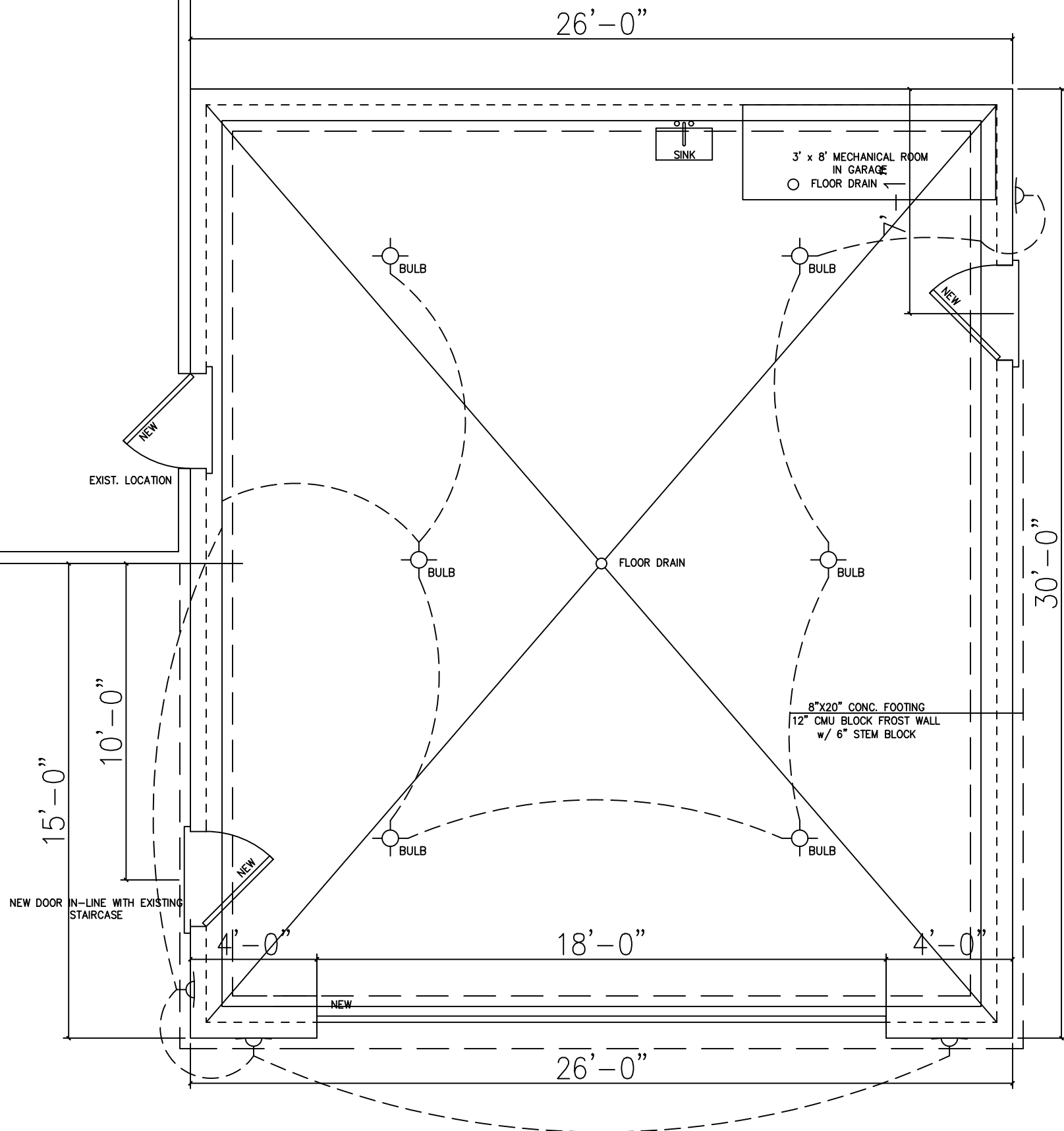
GRADE
(1) COURSES 6" CMU
BLOCK

(5) COURSES 12" CMU
BLOCK

#4 X 2'-0" DOWELS
@ 72" O.C. (5" MIN.
EMBED)
8"x20" CONCRETE FOOTING

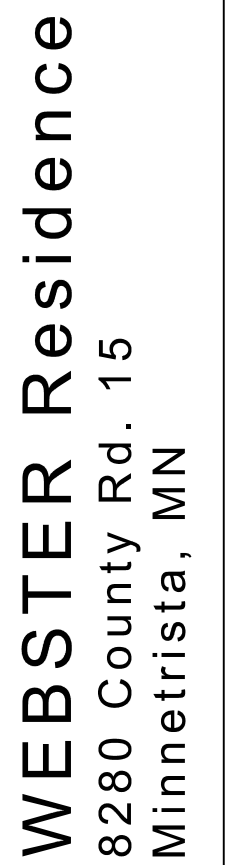
PROPOSED GARAGE ADDITION SECTION PLAN

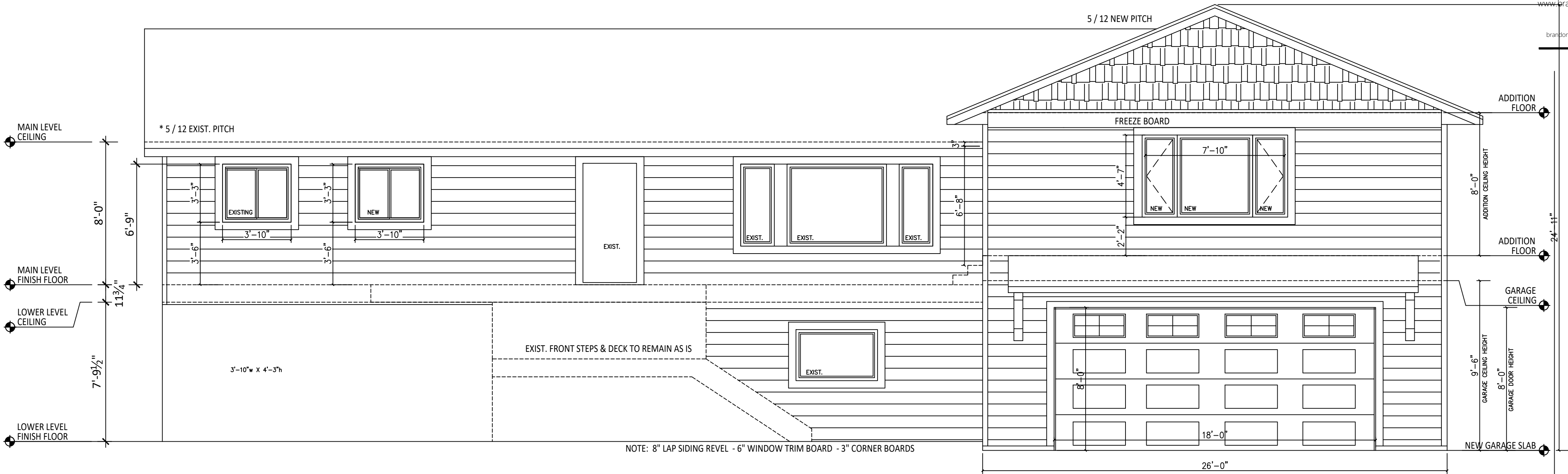
SCALE: 1" = 1'-0"



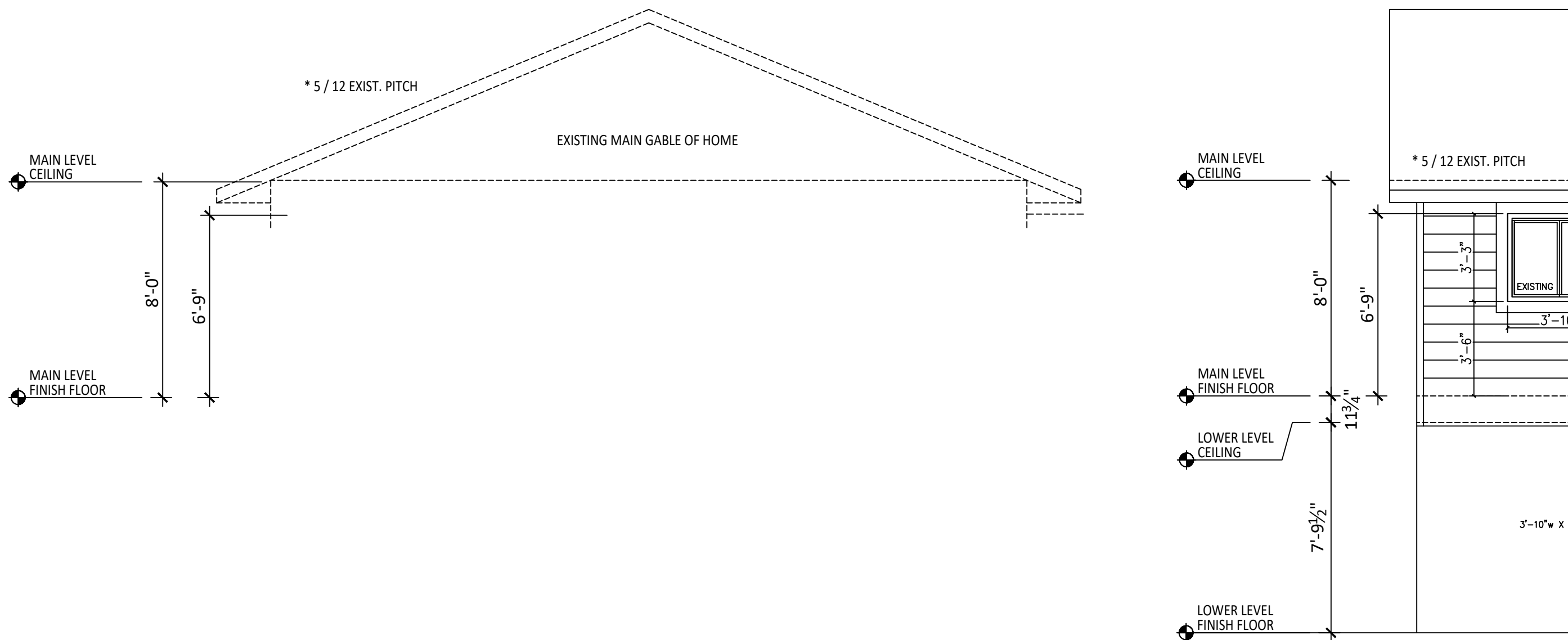
PROPOSED GARAGE ADDITION FOUNDATION PLAN

SCALE: 1/4" = 1'-0"





1 PROPOSED FRONT ELEVATION PLAN
A3.0 SCALE: 1/4" = 1'-0"



2 EXISTING MAIN ROOF GABLE PLAN
A3.0 SCALE: 1/4" = 1'-0"

WEBSTER Residence
8280 County Rd. 15
Minnetrista, MN

Issue Date

9/7/2022

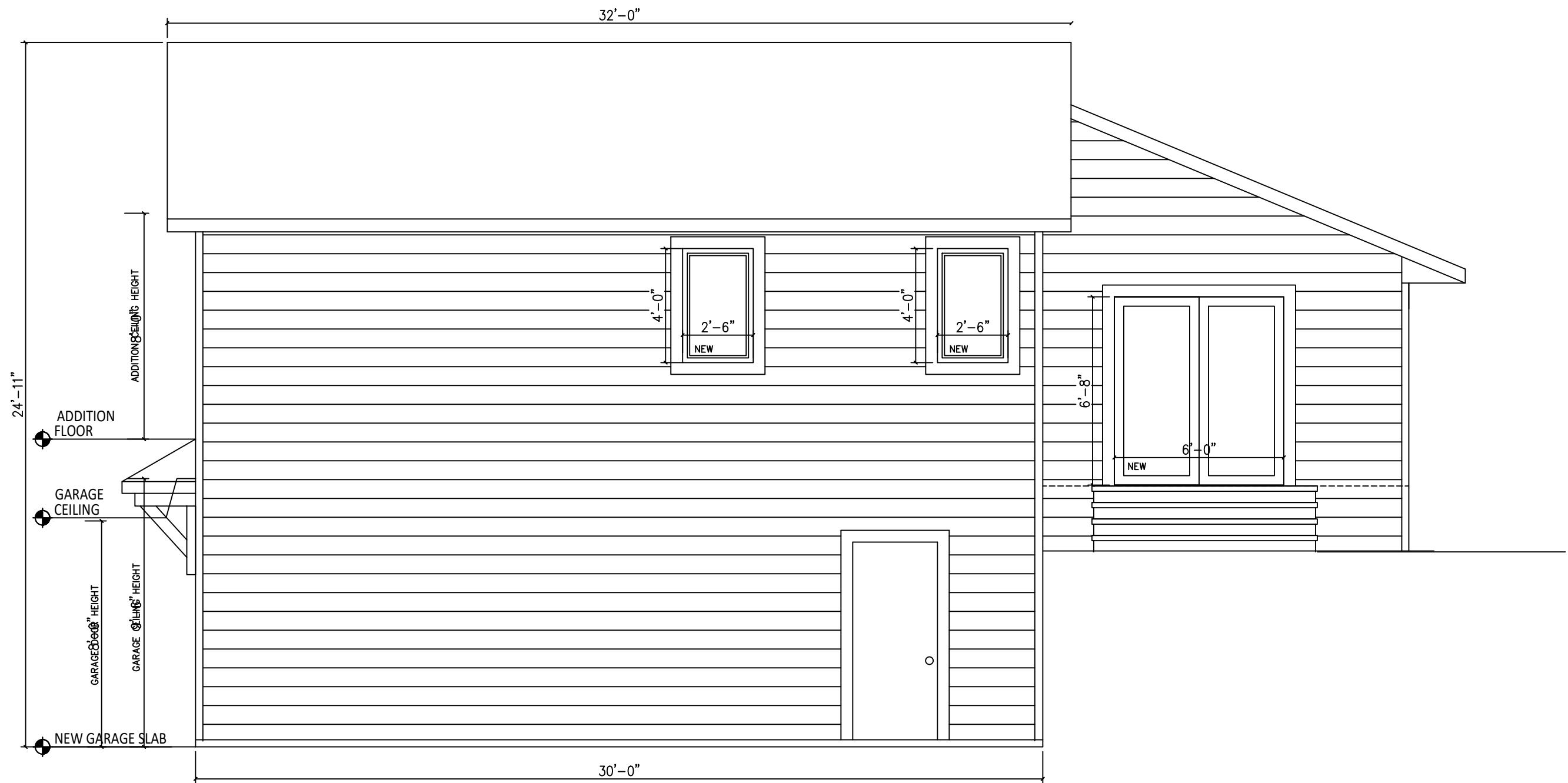
2/23/2023

3/1/2023

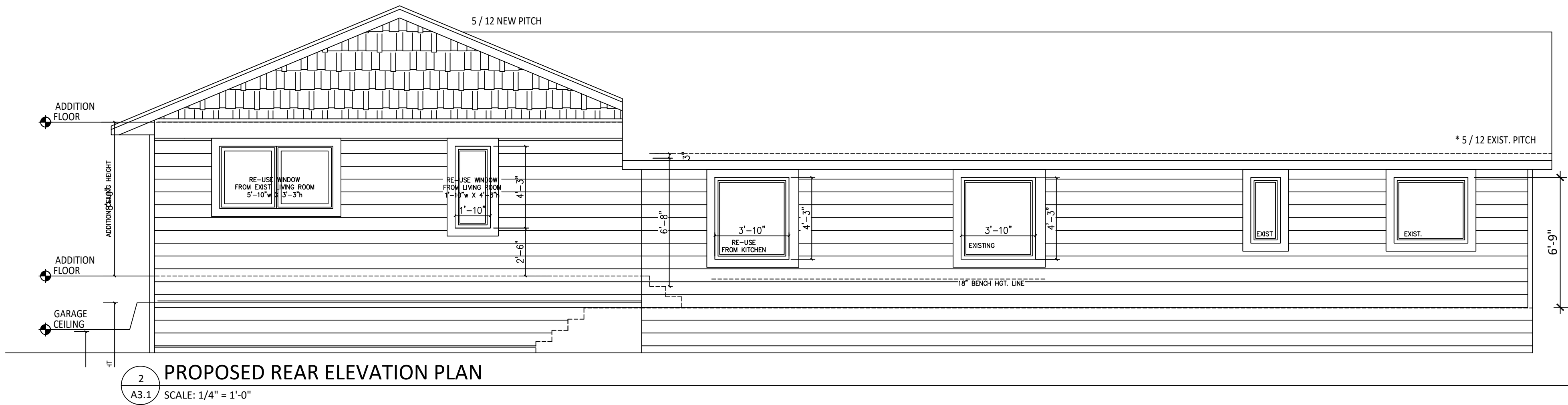
Sheet Title

Sheet Number

A3.0



1 PROPOSED SIDE ELEVATION PLAN
A3.1 SCALE: 1/4" = 1'-0"



2 PROPOSED REAR ELEVATION PLAN
A3.1 SCALE: 1/4" = 1'-0"

WEBSTER Residence
8280 County Rd. 15
Minnetrista, MN

Issue Date

9/7/2022

2/23/2023

3/1/2023

Sheet Title

Sheet Number

A3.1

WEBSTER Residence
8280 County Rd. 15
Minnetrista, MN

Issue Date

9/7/2022

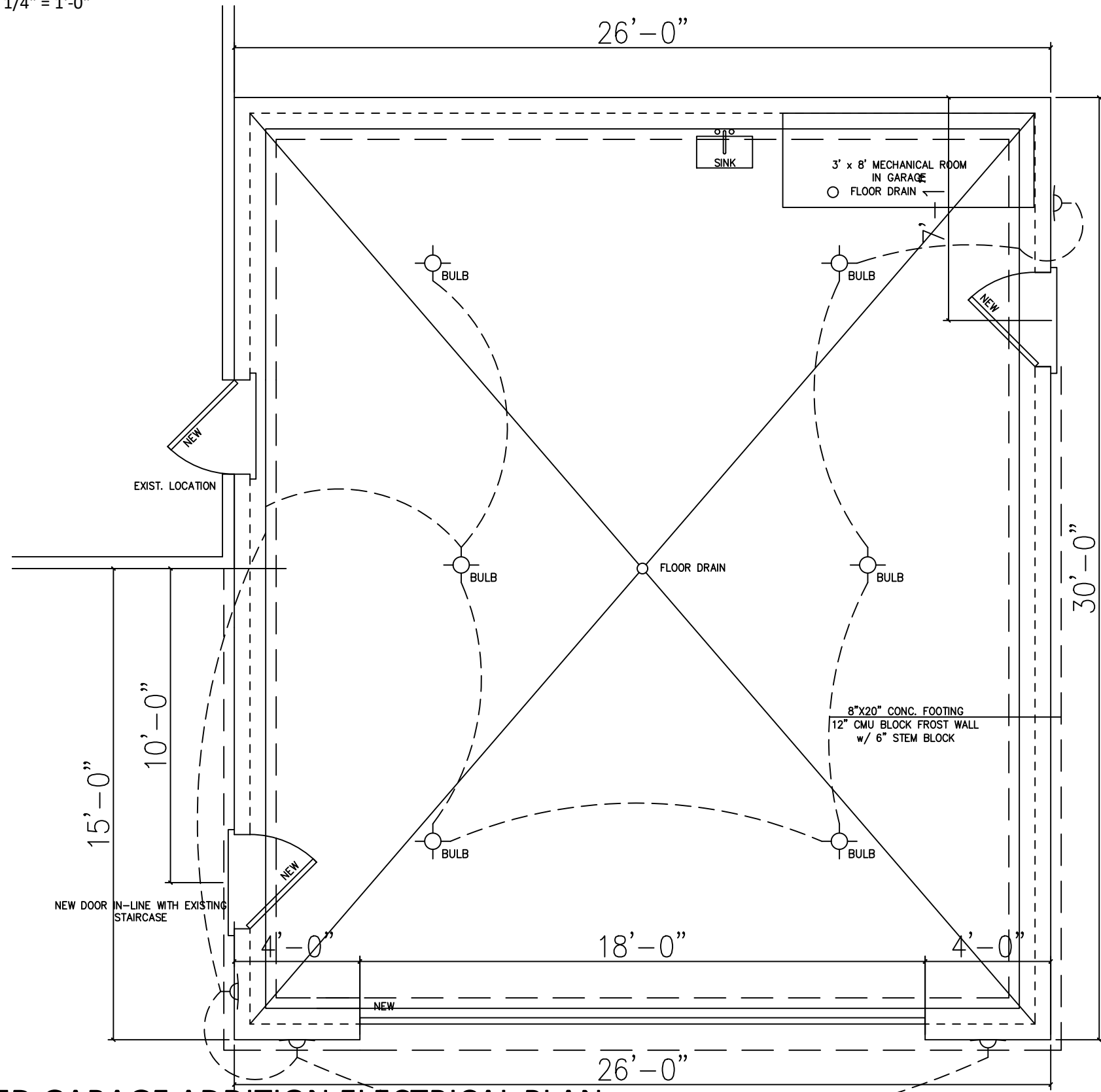
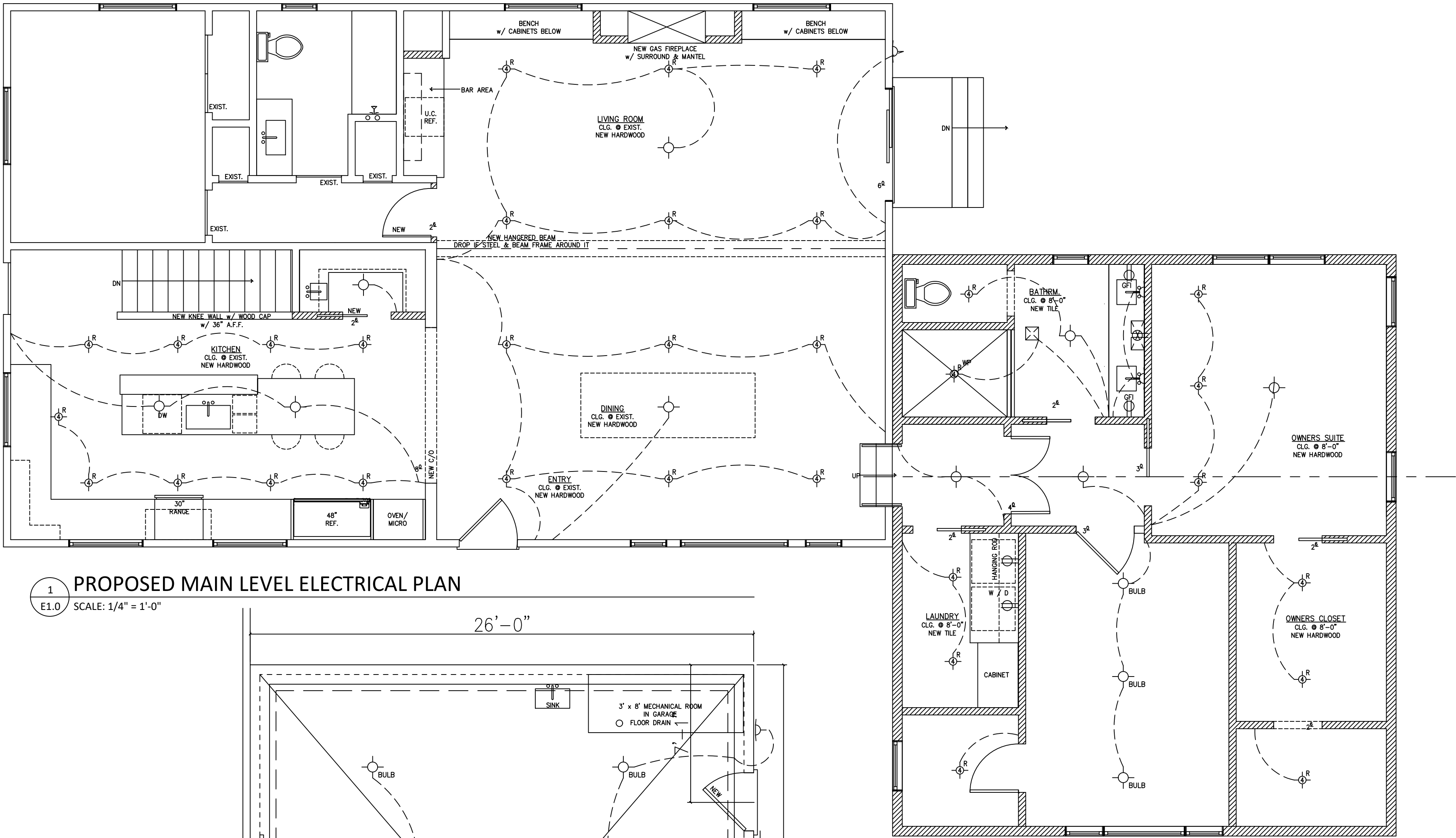
2/23/2023

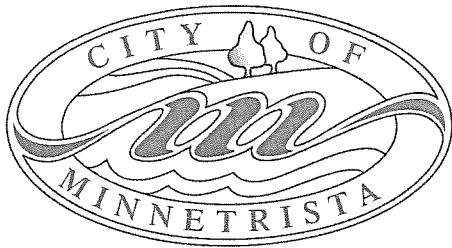
3/1/2023

Sheet Title

Sheet Number

E1.0





Municipal Offices
7701 County Road 110 West
Minnetrista, MN 55364-9552
Email: minnetrista@ci.minnetrista.mn.us



Notice is hereby given that the Minnetrista Planning Commission will be holding a public hearing on the following land use item on Monday June 26, 2023, starting at 7:00 p.m. in the Council Chambers at Minnetrista City Hall.

VARIANCE: Application from Joseph and Megan Webster for a rear yard setback variance to reduce the required setback from 50 feet to 41 feet to allow for a home addition at 8280 County Road 15; AP – Agriculture Preserve Zoning District; PID# 08-117-24-43-0003.

The City of Minnetrista considers your interest and input in this matter, as well as your neighbor's input, as part of the City's review process. If you are unable to attend the public hearing, but would like to provide input, written comments are welcome. Please contact City Staff at your earliest convenience so we may address your questions and advise you on submittal due dates. Plans and materials are available for review at City Hall by appointment.

The list of affected property owners for this public meeting was derived from official records of the Hennepin County Assessor. Because of the lag time between occupancy and record keeping, or because of rental situations, a few affected property owners may have been missed. Please feel free to notify your neighbors of this pending meeting so all may have the opportunity to attend.

Please Note: Due to the number of projects being reviewed, there is no guarantee this item will be heard on the date advertised.

PUBLIC HEARING: Planning Commission Meeting – Monday June 26, 2023 – 7:00 p.m.

Dated this 5th day of June, 2023.

Nickolas Olson
Nickolas Olson
Senior City Planner

We are unable to attend, but wanted it to be known that we support the Webster's application for variance and ask that the Planning Commission approve the variance.

*Steve & Jessie Pinney
1449 Bertram Dr.
Minnetrista, MN*

RESOLUTION NO. 62-23

CITY OF MINNETRISTA

**RESOLUTION APPROVING A REAR YARD SETBACK VARIANCE FOR A HOME
ADDITION AND REMODEL AT 8280 COUNTY ROAD 15**

WHEREAS, the City of Minnetrista (the “City”) is a municipal corporation, organized and existing under the laws of the State of Minnesota; and

WHEREAS, the City Council of the City of Minnetrista has adopted zoning and subdivision regulations, per Chapter 5 of the Municipal Code, to promote the orderly, economic and safe development and utilization of land within the city; and

WHEREAS, Joseph and Megan Webster (the “Applicants”) have made an application for a variance from the required rear yard setback to reduce the required setback from 50 feet to 41 feet to allow for a home addition and remodel at 8280 County Road 15 (the “Property”) and which is legally on Exhibit A attached hereto; and

WHEREAS, on June 26, 2023, the Minnetrista Planning Commission considered the requested rear yard setback variance, held a public hearing and, after consideration of the entire record before it, voted 5-0 in favor of recommending approval of the requested setback variance; and

WHEREAS, the Minnetrista City Council has reviewed the application, as submitted, and has made the following findings of fact:

1. The requested variance is in harmony with the purpose and intent of the City’s zoning ordinances because the proposed addition does not extend closer to the rear property line than the existing dwelling and provides the most reasonable setback given the circumstances;
2. The requested variance is consistent with the City’s comprehensive plan because the Property is guided for long term Permanent Agriculture per the 2040 Minnetrista Comprehensive Plan. The proposed variance is consistent with this long term goal as single family residential is an allowed use and the proposed addition does not impede on views from or encroach further upon adjacent properties;
3. The Applicants propose to use the Property in a reasonable manner because the proposed addition includes an attached garage and master bedroom suite, both of which are reasonable, and the Applicants have done the best they can to set back the addition as far back from the rear property line as functionally possible;
4. The requested variance is the result of unique circumstances not created by the landowner because the Applicants did not build the home in its current non-conforming location and the lot was created before the right-of-way for County Road 15 was established which decreases the buildable area when the 50 foot setbacks from the front and rear lot lines are applied; and

5. The requested variance will not alter the character of the locality because the proposed addition includes an attached 2 car garage which is consistent with the surrounding area and the overall size of the structure remains in line, both in height and footprint, as the other homes in the area.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Minnetrista hereby approves the requested rear yard setback variance to allow for a home addition and remodel on the property generally located at 8280 County Road 15, subject to the following conditions:

1. The construction shall be consistent with the plan and survey documents submitted with this variance application;
2. Any required grading shall maintain existing drainage patterns or improve the existing drainage of the lot and adjacent lots;
3. The Applicants obtain all necessary permits and approvals from the City and other applicable entities with jurisdiction over the Property prior to any construction;
4. The Applicants are responsible for all fees incurred by the City in review of this application; and
5. The variance approval is valid for one year from the date of approval and will become void and expire unless a building permit has been issued for the site.

This resolution was adopted by the City Council of the City of Minnetrista on the 17th day of July, 2023 by a vote of ___ Ayes and ___ Nays.

Lisa Whalen, Mayor

ATTEST:

Dawn Motzko, City Clerk
(SEAL)

EXHIBIT A

Legal description of 8280 County Road 15:

All that part of the Southwest Quarter of the Southeast Quarter in Section 8, Township 117 North, Range 24 West, Hennepin County, Minnesota described as follows:

Commencing at the Southwest corner of the Southwest Quarter of the Southeast Quarter of said Section 8; thence East along the south line of the Southwest Quarter of the Southeast Quarter of Section 8 a distance of 641.6 feet to the actual point of beginning of the land to be described; thence continuing East along said south line a distance of 275 feet; thence deflecting to left 90 degrees a distance of 175 feet; thence deflecting to the left 90 degrees a distance of 275 feet; thence deflecting to left 90 degrees a distance of 175 feet to the actual point of beginning.

CITY OF MINNETRISTA



CITY COUNCIL AGENDA ITEM 4G

Subject: Simple Subdivision request on Sunnyfield Road N

Prepared By: Nickolas Olson, Senior City Planner

Through: David Abel, Community Development Director

Meeting Date: July 17, 2023

Issue: James & Barbara Devick, James & Jane Samuelson, and John Stein (the “Applicants”) are the fee owner of several parcels of land located on Sunnyfield Road N. The parcels have the following addresses: 1005, 1015, 1025, and 1105 Sunnyfield Road N (collectively the “Properties”). The Applicants have proposed to adjust the common lot lines between the Properties to clean up setback issues with the existing homes at 1005 Sunnyfield Road N and 1105 Sunnyfield Road N and to provide ownership of the driveway for 1015 Sunnyfield Road N instead of the current easement situation. The Applicants desire to take care of these issues now before anyone decides to sell.

<p><u>Recommended City Council Action:</u> Motion to adopt Res. No. 63-23 Approve a Simple Subdivision request on Sunnyfield Road N for Devick, Samuelson, and Stein.</p>
--

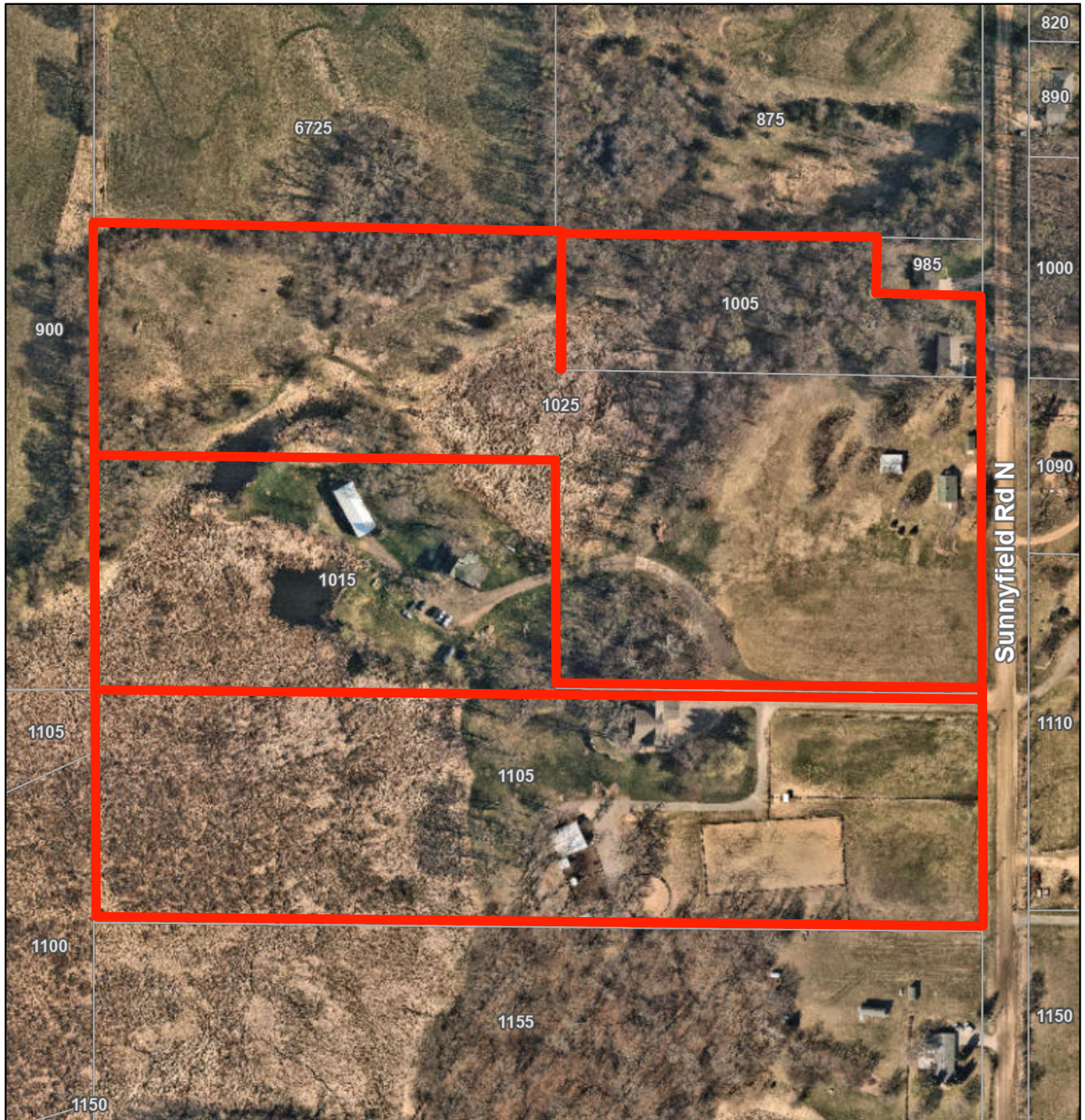
Attachments:

1. Location Map
2. Applicant Narrative
3. Survey of Proposal
4. Res. No. 63-23 Approve a Simple Subdivision request on Sunnyfield Road N for Devick, Samuelson, and Stein


Mission Statement:

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.

Sunnyfield Road N



1 in = 192 Ft

-  City Boundary
-  Address Labels
-  Parcels



III. Property Information continued

Description of Request: Adjust boundaries to remove numerous variances and an easement

- Adjust property line between 1005 and 1025 Sunnyfield Road so 1005 Sunnyfield Rd home meets current setback requirements.
- Adjust property line between 1025, 1015, and 1105 Sunnyfield Road so 1105 Sunnyfield Rd home meets current setback requirements and to transfer land used by 1015 Sunnyfield Road N driveway and eliminate need for the easement

IV. Note from each property owner

James & Jane Samuelson: the adjustments will make the property lines more functional and more practical for the long term and for the future owners of our properties. We will no longer:

- "own" the land under our neighbor's deck attached to the south side of their home
- have our property split by a driveway easement
- worry about a variance on the north side of our home

The finished product is clear property lines with room on all sides.

James & Barbara Devick: This change has been needed for many years. Our south side property line was incorrectly drawn right next to the home and for many years our deck has crossed over that line. Our total acreage has not changed, and we are now fully compliant with all easements.

John Stein: These changes really help out a lot. I get a little more room for my front yard and there are clear property lines with no easement.



This survey intends to show the boundaries of the above described property, and the location of all existing buildings, driveways, culvert and inverts, power poles, overhead wires and topography from county maps and the proposed location of a proposed dividing line thereon. It does not purport to show any other improvements or encroachments.

Mark S. Gronberg Minnesota License Number 12755

REVISIONS	
DATE	
4-13-22	HENNEPIN COUNTY TOPOGRAPHY USED
4-25-22	DEVELOP PARCEL ADDED, PROPOSED DIVIDING LINES SHOWN
12-12-22	REVISIONS
2-6-23	ADDED PROPOSED LEGAL DESCRIPTIONS

RESOLUTION NO. 63-23

CITY OF MINNETRISTA

**RESOLUTION APPROVING A SIMPLE SUBDIVISION FOR JAMES
AND BARBARA DEVICK, JAMES AND JANE SAMUELSON, AND
JOHN STEIN TO ALLOW FOR THE LOT LINE ADJUSTMENT
BETWEEN PROPERTIES LOCATED AT 1005, 1015, 1025, AND 1105
SUNNYFIELD ROAD NORTH**

WHEREAS, the city of Minnetrista (the “City”) is a municipal corporation, organized and existing under the laws of Minnesota; and

WHEREAS, the City has adopted a zoning ordinance and subdivision regulations, which are codified in chapter 5 of the city code, to promote the orderly, economic and safe development and utilization of land within the community; and

WHEREAS, James & Barbara Devick, James & Jane Samuelson, and John Stein (the “Applicants”) are the fee owners of the four adjacent properties located at 1005, 1015, 1025, and 1105 Sunnyfield Road North and which are legally described on Exhibit A attached hereto; and

WHEREAS, the Applicants have requested that the common lot line between the parcels be modified so that the four newly configured properties will be as legally described on Exhibit B attached hereto; and

WHEREAS, the existing and new parcels are depicted on Exhibit C attached hereto; and

WHEREAS, the City Council considered the Applicants’ request for a simple subdivision for a lot line adjustment at its meeting on July 17th, 2023 and adopted the following findings of fact regarding the application:

1. The Applicants have properly applied for a simple subdivision in accordance with city code; and
2. The request does not involve the creation of any additional lots; and
3. The resulting lots conform to the City’s land use regulations.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Minnetrista, Minnesota that the Applicants’ request for a simple subdivision to allow a lot line adjustment of the properties at 1005, 1015, 1025, and 1105 Sunnyfield Road North is hereby approved, subject to the following:

1. The new legal descriptions of the four parcels are those included on Exhibit B attached hereto.
2. The approval of this simple subdivision shall expire within one year of the date of this resolution unless recorded within Hennepin County within that period of time; and

3. The Applicants shall reimburse the City for all costs and expenses associated with the review of this application.

This resolution was adopted by the City Council of the City of Minnetrista on the 17th day of July, 2023 by a vote of _____ ayes and _____ nays.

Lisa Whalen, Mayor

ATTEST:

Dawn Motzko, City Clerk

EXHIBIT A

Existing Legal Descriptions

1015 SUNNYFIELD RD. (JOHN STEIN)

The South 330.0 feet of the West 660.0 feet of the South Half of the Northwest Quarter of the Northeast Quarter of Section 10, Township 117 North, Range 24 West of the 5th Principal Meridian, TOGETHER WITH an easement for driveway purposes over that part of said South Half of the Northwest Quarter of the Northeast Quarter lying East of the West 660.0 feet thereof and lying within 15 feet on each side of the following described centerline: Beginning at the intersection of the North line of the South 15 feet of said South Half of the Northwest Quarter of the Northeast Quarter with the East line of said South Half of the Northwest Quarter of the Northeast Quarter; thence West along said North line of the South 15 feet a distance of 323 feet; thence along a tangential curve to the right having a radius of 120 feet and a central angle of 62 degrees 46 minutes a distance of 131.46 feet; thence Northwesterly tangent to said curve a distance of 45 feet; thence along a tangential curve to the left having a radius of 140 feet and central angle of 86 degrees a distance of 210.14 feet; thence Southwesterly tangent to last-said curve to the East line of the West 660.0 feet, and said centerline there ending.

1025 SUNNYFIELD RD. (JAMES SAMUELSON)

The South Half of the Northwest Quarter of the Northeast Quarter of Section 10, Township 117, Range 24, Hennepin County, Minnesota, except the East 651.0 feet of the North 197.0 feet thereof, and except the South 330.0 feet of the West 660.0 feet thereof, and except a strip of land 10 feet in width adjacent to and parallel with the South edge of said South Half beginning at the West edge of Sunnyfield Road thence westerly approximately 650 feet so as to connect Sunnyfield Road to the 2nd above described exception; Subject to Sunnyfield Road over the Easterly 49.5 feet of the above land recorded in Book 1 of Highway Plats, Page 12, Office of the Register of Deeds; Together with the right to use above described 10 foot strip of land for road purposes as shown in deed Doc. No. 1127081.

1105 SUNNYFIELD RD. (JAMES SAMUELSON)

The North Quarter of the South Half of the West Half of the Northeast Quarter of Section 10, Township 117 North, Range 24 West of the 5th Principal Meridian. For purposes of this survey, the North Quarter of the South Half of the West Half of the Northeast Quarter of Section 10, Township 117, Range 24 West was determined by proportionate measure of the length of the East and West lines of said South Half of the West Half of the Northeast Quarter.

1005 SUNNYFIELD RD. (JAMES DEVICK)

Par 1: The South 112 feet of the North 197 feet of the East 200 feet of the South 1/2 of the Northwest Quarter of the Northeast Quarter of Section 10, Township 117 North, Range 24 West of the 5th Principal Meridian.

Par 2: The North 197 feet of the West 451 feet of the East 651 feet of the South 1/2 of the Northwest Quarter of the Northeast Quarter of Section 10, Township 117 North, Range 24.

EXHIBIT B

New Legal Descriptions

1015 SUNNYFIELD ROAD (JOHN STEIN)

The South 330.0 feet of the West 690.0 feet of the South half of the Northwest Quarter of the Northeast Quarter of Section 10, Township 117 North, Range 24 West of the 5th Principal Meridian. ALSO, a 20 foot wide strip over that part of said South Half of the Northwest Quarter of the Northeast Quarter lying East of the West 690.0 feet thereof and lying within 10 feet on each side of the following described centerline: Commencing at the Northeast corner of the Southwest Quarter of the Northeast Quarter of said Section 10; thence on an assumed bearing of North 0 degrees 14 minutes 57 seconds West along the East line of the Northwest Quarter of the Northeast Quarter of said Section 10 a distance of 11.29 feet to the point of beginning of the line being described; thence North 88 degrees 58 minutes 41 seconds West a distance of 134.57 feet; thence on a tangential curve to the right having a radius of 3075.73 feet and a central angle of 3 degrees 33 minutes 34 seconds a distance of 191.07 feet; thence on a tangential curve to the right with a radius of 127.83 feet and a central angle of 22 degrees 18 minutes 24 seconds a distance of 49.77 feet; thence North 63 degrees 06 minutes 43 seconds West tangent to the last described curve a distance of 44.11 feet; thence North 28 degrees 25 minutes 14 seconds West a distance of 66.16 feet; thence North 35 degrees 29 minutes 13 seconds West a distance of 66.32 feet; thence on a non-tangential curve to the left with a radius of 118.36 feet and a central angle of 23 degrees 43 minutes 52 seconds a distance of 49.02 feet and having a chord bearing of North 59 degrees 46 minutes 01 seconds West and a chord distance of 48.67 feet; thence on a non-tangential curve to the left with a radius of 137.00 feet and a central angle of 29 degrees 51 minutes 47 seconds a distance of 71.41 feet and having a chord bearing of South 89 degrees 58 minutes 59 seconds West and a chord distance of 70.60 feet; thence South 75 degrees 03 minutes 06 seconds West tangent to the last described curve a distance of 40.00 feet, and said line there ending.

1025 SUNNYFIELD ROAD (JAMES SAMUELSON)

The South half of the Northwest Quarter of the Northeast Quarter of Section 10, Township 117 North, Range 24, Hennepin County, Minnesota EXCEPT the East 522.44 feet of the North 245.48 feet thereof; and ALSO EXCEPT the South 330.0 feet of the West 690.0 feet thereof: and ALSO EXCEPT that part of said South Half of the Northwest Quarter of the Northeast Quarter lying southerly of a line 10 feet northerly of and parallel with the following described line: Commencing at the Northeast corner of the Southwest Quarter of the Northeast Quarter of said Section 10; thence on an assumed bearing of North 0 degrees 14 minutes 57 seconds West along the East line of said Northwest Quarter of Northeast Quarter a distance of 11.29 feet to the point of beginning of the line being described; thence North 88 degrees 58 minutes 41 seconds West a distance of 134.57 feet; thence on a tangential curve to the right having a radius of 3075.73 feet and a central angle of 3 degrees 33 minutes 34 seconds a distance of 191.07 feet; thence on a tangential curve to the right with a radius of 127.83 feet and a central angle of 22 degrees 18 minutes 24 seconds a distance of 49.77 feet; thence North 63 degrees 06 minutes 43 seconds West tangent to last described curve a distance of 44.11 feet; thence North 28 degrees 25 minutes 14 seconds West a distance of 66.16 feet; thence North 35 degrees 29 minutes 13 seconds West a distance of 66.32 feet; thence on a non-tangential curve to the left with a radius of 118.36 feet and having a central angle of 34 degrees 43 minutes 52 seconds a distance of 49.02 feet and a chord bearing of North 59 degrees 46 minutes 01 seconds West and a chord distance of 48.67 feet; thence on a non-tangetial curve to the left with a radius of 137.00 feet and a central angle of 29 degrees 51 minutes 47 seconds a distance of 71.41

feet and having a chord bearing of South 89 degrees 58 minutes 59 seconds West and a chord distance of 70.60 feet; thence South 75 degrees 03 minutes 06 seconds West tangent to last described curve a distance of 40.00 feet, and said line there ending.

1105 SUNNYFIELD ROAD (JAMES SAMUELSON)

The North Quarter of the South Half of the West Half of the Northeast Quarter of Section 10, Township 117 North, Range 24 West of the 5th Principal Meridian. For purposes of this survey, the North Quarter of the South Half of the West Half of the Northeast Quarter of Section 10, Township 117, Range 24 West was determined by proportionate measure of the length of the East and West lines of said South Half of the West Half of the Northeast Quarter.

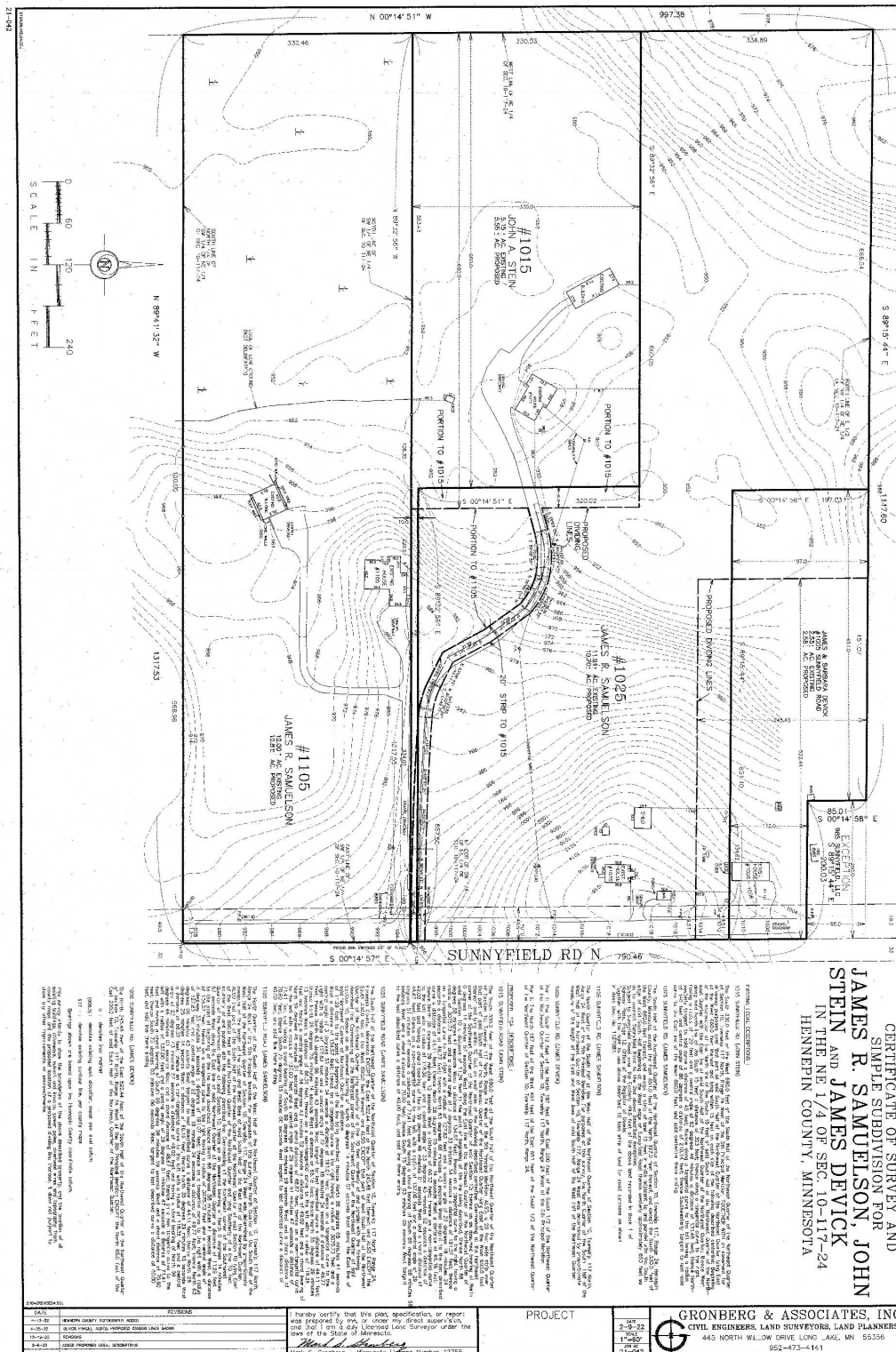
ALSO that part of the South Half of the Northwest Quarter of the Northeast Quarter of said Section 10 lying East of the West 690.0 feet of said Northwest Quarter of the Northeast Quarter and lying Southerly of a line 10 feet southerly of and parallel with the following described line: Commencing at the Northeast corner of the Southwest Quarter of the Northeast Quarter of said Section 10; thence on an assumed bearing of North 0 degrees 14 minutes 57 seconds West along the East line of said Northwest Quarter of the Northeast Quarter a distance of 11.29 feet to the point of beginning of the line being described; thence North 88 degrees 58 minutes 41 seconds West a distance of 134.57 feet; thence on a tangential curve to the right having a radius of 3075.73 feet and a central angle of 3 degrees 33 minutes 34 seconds a distance of 191.07 feet; thence on a tangential curve to the right with a radius of 127.83 feet and a central angle of 22 degrees 18 minutes 24 seconds a distance of 49.77 feet; thence North 63 degrees 06 minutes 43 seconds West tangent to last described curve a distance of 44.11 feet; thence North 28 degrees 25 minutes 14 seconds West a distance of 66.16 feet; thence North 35 degrees 29 minutes 13 seconds West a distance of 66.32 feet; thence on a non-tangential curve to the left with a radius of 118.36 feet and a central angle of 23 degrees 43 minutes 52 seconds a distance of 49.02 feet and having a chord bearing of North 59 degrees 46 minutes 01 seconds West and a chord distance of 48.67 feet; thence on a non-tangential curve to the left with a radius of 137.00 feet and a central angle of 29 degrees 51 minutes 47 seconds a distance of 71.41 feet and having a chord bearing of South 89 degrees 58 minutes 59 seconds West and a chord distance of 70.60 feet; thence South 75 degrees 03 minutes 06 seconds West tangent to last described curve a distance of 40.00 feet, and said line there ending.

1005 SUNNYFIELD RD. (JAMES DEVICK)

The North 245.48 feet of the East 522.44 feet of the South Half of the Northwest Quarter of the Northeast Quarter of Section 10, Township 117 North, Range 24 West of the 5th Principal Meridian EXCEPT the North 85.0 feet of the East 200.0 feet of said South Half of the Northwest Quarter of the Northeast Quarter.

EXHIBIT C

Depiction of Existing and New Parcels



CITY OF MINNETRISTA



CITY COUNCIL AGENDA ITEM 4H

Subject: Acceptance of CenterPoint Community Safety Grant

Prepared By: Gary Peters, Public Works Director

Meeting Date: July 17, 2023

Discussion/Overview:

Minnetrista Public Works Utility Department needs to replace a 20+ year old safety/rescue tripod system. This device is used when a public works employee must enter a utility access hole, or any other confined space entry for maintenance purposes. Our current tripod is 20-plus years old and only has one retrieval rescue reel. All new rescue tripod units have two reels – a primary and a secondary back up. CenterPoint Energy offers Community Safety Grants to help with the purchase of such equipment. The City applied for and was awarded one of these grants. The new tripod we will be purchasing is the French Creek S50G-M7 combination system tripod shown below.



The MW50G rescue winch along with the R50G 3-way winch/lifeline, gives us redundant rescue capability. If the main winch fails, you simply switch over to the other winch and the rescue can continue. Our current rescue tripod does not have a backup system. This new system also has a self-retracting lifeline mode. This means its cable will extend/retract as a person is being lowered or raised. We will also be purchasing storage bags to keep equipment in top working condition.

Mission Statement:

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.

Fiscal Impact:

The cost of this system, complete with storage bags, is around \$3,300.00. CenterPoint Energy will cover half that purchase price, and the City has received a check from them in the amount of \$1,650.00. The remaining \$1,650.00 will be funded by the 602 Sewer Maintenance Fund.

Recommended City Council Action:

Motion to accept \$1,650.00 from the CenterPoint Energy Community Safety Grant to use toward the purchase a new French Creek S50G-M7 combination system rescue tripod for use in the Sewer Utility Department.

Mission Statement:

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.

RESOLUTION NO. 64-23

**CITY OF MINNETRISTA
HENNEPIN COUNTY, MINNESOTA**

**Resolution accepting the CenterPoint Energy Community Safety Grant
in the amount of \$1,650.00 to be used towards the purchase of a French
Creek S50G-M7 Tripod/Rescue Unit.**

WHEREAS, The City of Minnetrista Public Works Utility Department has a need for a new tripod/rescue unit;

WHEREAS, The City received \$1,650.00 from the CenterPoint Community Safety Grant program to cover half the cost of purchase;

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA, this donation of \$1,650.00 from the CenterPoint Community Safety Grant program is accepted and hereby executed with the intention to purchase of a French Creek S50G-M7 Tripod/Rescue Unit.

This resolution was adopted by the City Council of the City of Minnetrista on the 17th day of July, 2023 by a vote of _____Ayes and _____Nays.

Lisa Whalen, Mayor
City of Minnetrista

ATTEST:

Dawn Motzko, City Clerk

(seal)

CITY OF MINNETRISTA

CITY COUNCIL AGENDA ITEM 5A



Subject: Cannabis Business Moratorium

Prepared By: Sarah Sonsalla, City Attorney

Meeting Date: July 17, 2023

Issue: Should the City Council adopt an interim ordinance (moratorium) that would temporarily prohibit the establishment and operation of cannabis businesses within the city of Minnetrista?

Background: The City Council addressed cannabis and hemp product regulation at its work session on June 5th and Council meeting on June 26th. The City Council adopted a 12-month moratorium on the sale of certain products containing tetrahydrocannabinol (THC) (such as gummies and beverages) that are derived from hemp, which have been available since 2022. The City Council indicated that it consider adopting a cannabis business moratorium after July 1, 2023, as allowed by the Cannabis Act.

The attached interim ordinance does the following:

- Temporarily prohibits the establishment and operation of cannabis businesses within the city of Minnetrista and authorizes a study regarding regulating cannabis businesses in the City.
- Allows the City time to review and consider model ordinances and administrative rules that will be drafted by the newly established Office of Cannabis Management and consider adopting longer term regulations (e.g., zoning regulations) before the Office of Cannabis Management can issue any licenses.
- Exempts businesses currently operating under the medical cannabis program.
- Addresses cannabis businesses but does not impact Interim Ordinance 483 regarding certain hemp products.

Fiscal Impact: There is no fiscal impact on the City resulting from this matter.

Recommended City Council Action: Motion to approve Ordinance No. 484

Motion to approve Resolution No. 65-23 Authorizing Publication of Ordinance No. 484 by Title and Summary

Does Recommended Action meet City Mission Statement? ☒ Yes ☐ No

Does Recommended Action meet City Goals/Priorities? ☒ Yes ☐ No

Explain:

Mission Statement:

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.

ORDINANCE NO. 484

**CITY OF MINNETRISTA
COUNTY OF HENNEPIN
STATE OF MINNESOTA**

**AN INTERIM ORDINANCE AUTHORIZING A STUDY AND
IMPOSING A MORATORIUM ON THE OPERATION OF CANNABIS
BUSINESSES WITHIN THE CITY OF MINNETRISTA**

CITY OF MINNETRISTA DOES ORDAIN:

SECTION 1. LEGISLATIVE FINDINGS AND AUTHORITY.

- A. The Minnesota Legislature recently enacted, and the Governor signed, 2023 Minnesota Session Laws, Chapter 63 – H.F. No. 100 (the “Act”), which is comprehensive legislation relating to cannabis including, but not limited to, the establishment of the Office of Cannabis Management (“OCM”), legalizing and limiting the possession and use of cannabis and certain hemp products by adults, providing for the licensing, inspection, and regulation of cannabis and hemp businesses, taxing the sale of cannabis flower, cannabis products, and certain hemp products, establishing grant and loan programs, amending criminal penalties, providing for expungement of certain convictions, and providing for the temporary regulation of Edible Cannabinoid Products.
- B. The Act provides local units of government certain authority related to Cannabis Businesses, including the authority to (i) require local registration of certain Cannabis Businesses operating retail establishments, (ii) adopt reasonable restrictions on the time, place, and manner of the operation of Cannabis Businesses, provided that such restrictions do not prohibit the establishment or operation of a Cannabis Business, (iii) limit the number of certain Cannabis Businesses based on the population of the community, and (iv) prohibit the operation of a Cannabis Business within 1,000 feet of a school, or 500 feet of a day care, residential treatment facility, or an attraction within a public park that is regularly used by minors, including a playground or athletic field.
- C. The Act requires the OCM, which was established effective July 1, 2023, to work with local governments to develop model ordinances for reasonable restrictions on the time, place, and manner of the operation of Cannabis Businesses. The Act also requires the OCM to establish additional rules and regulations relating to the operation of Cannabis Businesses. It is anticipated that the city of Minnetrista (the “City”) will benefit from reviewing and analyzing the OCM’s model ordinances, rules and regulations before making any decisions related to the regulation of Cannabis Businesses in the City.
- D. The Act (Minnesota Statutes, section 342.13(e)) expressly allows a local unit of government that is conducting studies or has authorized a study to be

conducted or has held or scheduled a hearing for the purpose of considering adoption or amendment of reasonable restrictions on the time, place and manner of the operation of Cannabis Businesses to adopt an interim ordinance applicable to all or part of its jurisdiction for the purpose of protecting the planning process and the health, safety, and welfare of its citizens. The interim ordinance may regulate, restrict, or prohibit the operation of Cannabis Businesses within the jurisdiction or a portion thereof until January 1, 2025.

- E. Given the uncertainty regarding the model ordinances to be developed by the OCM and the broad scope of the changes to Minnesota law brought about by the Act, the City desires to adopt an interim ordinance for the purpose of protecting the planning process and the health, safety, and welfare of its citizens.
- F. The City desires to conduct a study for the purpose of considering the adoption or amendment of reasonable restrictions on the time, place and manner of the operation of Cannabis Businesses as well as the other regulations local units of government may adopt under the Act.
- G. On July 17, 2023, after providing at least 10 days published notice, the City Council held a public hearing regarding the consideration and adoption of an interim ordinance prohibiting the operation of Cannabis Businesses within the City until January 1, 2025.

SECTION 2. DEFINITIONS. For purposes of this Ordinance, the following terms shall have the meaning given them in this section.

- A. “Act” means 2023 Minnesota Session Laws, Chapter 63 (H.F. No. 100).
- B. “Cannabis Business” has the meaning given the term in Minnesota Statutes, section 342.01, subdivision 14.
- C. “City” means the city of Minnetrista, a Minnesota municipal corporation.
- D. “Edible Cannabinoid Product” has the meaning given the term in Minnesota Statutes, section 151.72, subdivision 1(f).
- E. “OCM” means the Office of Cannabis Management, established as set forth in Minnesota Statutes, section 342.02, subd. 1.
- F. “Ordinance” means this interim ordinance, which is adopted pursuant to Minnesota Statutes, section 342.13(e).

SECTION 3. STUDY AUTHORIZED. The City Council hereby authorizes and directs City staff to conduct a study regarding the adoption or amendment of reasonable restrictions on the time, place, and manner of the operation of Cannabis Businesses, as well as other

potential local regulations allowed under the Act, and report to the City Council on the potential regulation of Cannabis Businesses. The study may include a review of any model ordinances that OCM is directed to draft under Minnesota Statutes, section 342.13(d), an analysis of potential setback regulations allowed under Minnesota Statutes, section 342.13(c), and such other matters as staff may determine are relevant to the City Council's consideration of this matter. The report may also include City staff's recommendations on whether the City Council should adopt regulations and, if so, the recommended types of regulations.

SECTION 4. MORATORIUM. A moratorium is hereby imposed on the operation of any Cannabis Business within the City. During the term of this Ordinance, no business, person, or entity may establish or operate a Cannabis Business within the jurisdictional boundaries of the City. Accordingly, during the period that this Ordinance is in effect, the City shall not accept, process, or act on any application, site plan, building permit, zoning request, or other approval, including any requested confirmation, certification, approval, or other request from the OCM or other governmental entity requesting City review of any application or proposal for a business proposing to engage in the operation of a Cannabis Business. During the term of the moratorium, it is a violation of this Ordinance for any business, person, or entity to establish or operate a Cannabis Business within the City.

SECTION 5. EXCEPTIONS. The moratorium imposed by this Ordinance does not apply to: (i) the continued operation of a duly established business as part of the Medical Cannabis Program administered by the Minnesota Department of Health that was lawfully operating within the City prior to the effective date of this Ordinance; or (ii) the sale of Edible Cannabinoid Products under Minnesota Statutes, Section 151.72, Lower-Potency Hemp Edibles, or Hemp-Derived Consumer Products, provided, however, that nothing in this Ordinance exempts a business, person, or entity from complying with all other requirements and prohibitions of applicable laws and ordinances related to such exceptions. For example, the sale of certain products derived from hemp that contain tetrahydrocannabinol are currently prohibited pursuant to Interim Ordinance No. 483 – Prohibiting the Sale, Testing, Manufacturing, Cultivating, Growing, Transporting, Delivery and Distribution of Certain Products Containing THC.

SECTION 6. ENFORCEMENT. Violation of this Ordinance is a misdemeanor. The City may also enforce this Ordinance by mandamus, injunction, or other appropriate civil remedy in any court of competent jurisdiction. A violation of this Ordinance is also subject to the City's general penalties prescribed in the city code and may further result in the City reporting violations to the OCM, if relevant to OCM licensing. The City Council hereby authorizes City staff and consultants to initiate any legal action deemed necessary to secure compliance with this Ordinance.

SECTION 7. SEVERABILITY. Every section, provision, and part of this Ordinance is declared severable from every other section, provision, and part. If any section, provision, or part of this Ordinance is held to be invalid by a court of competent jurisdiction, such judgment shall not invalidate any other section, provision, or part of this Ordinance.

SECTION 8. EFFECTIVE DATE AND TERM. This Ordinance shall become effective on the first day of publication after adoption. This Ordinance shall remain in effect until January 1, 2025, or until the City Council expressly repeals it, whichever occurs first.

Adopted Date: 17th day of July, 2023

Lisa Whalen, Mayor

ATTEST:

Dawn Motzko, City Clerk

(seal)

CITY OF MINNETRISTA

RESOLUTION NO. 65-23

**RESOLUTION AUTHORIZING PUBLICATION OF
INTERIM ORDINANCE NO. 484 BY TITLE AND SUMMARY**

WHEREAS, the city of Minnetrista (the “City”) is a municipal corporation organized and existing under the laws of Minnesota; and

WHEREAS, the city council of the city of Minnetrista has adopted Interim Ordinance No. 484, An Interim Ordinance Authorizing a Study and Imposing a Moratorium on the Operation of Cannabis Businesses within the City of Minnetrista; and

WHEREAS, Minnesota Statutes, § 412.191, subd. 4, allows publication by title and summary in the case of lengthy ordinances or those containing charts or maps; and

WHEREAS, the ordinance is lengthy, consisting of four pages; and

WHEREAS, the city council believes that the following summary would clearly inform the public of the intent and effect of the ordinance.

NOW, THEREFORE, BE IT RESOLVED by the city council of the city of Minnetrista that the city clerk shall cause the following summary of Ordinance No. 484 to be published in the official newspaper in lieu of the entire ordinance:

Public Notice

The city council of the city of Minnetrista has adopted Ordinance No. 484, An Interim Ordinance Authorizing a Study and Imposing a Moratorium on the Operation of Cannabis Businesses within the City of Minnetrista. The interim ordinance temporarily prohibits the establishment and operation of all cannabis businesses within the city of Minnetrista. The interim ordinance also authorizes a study on city regulations of cannabis businesses and will allow the city to review yet to be published model ordinances and administrative rules from the newly established Office of Cannabis Management. Currently operating Medical Cannabis Businesses are exempt. The interim ordinance addresses cannabis businesses and does not impact Interim Ordinance 483 regarding certain hemp products. The full text of Ordinance No. 484 is available for inspection at Minnetrista city hall during regular business hours.

Dawn Motzko, City Clerk

BE IT FURTHER RESOLVED by the city council of the city of Minnetrista that the city clerk keep a copy of the ordinance in her office at city hall for public inspection and that she post a full copy of the ordinance in a public place within the city.

The resolution was adopted by the city council of the city of Minnetrista on this 17th day of July, 2023, by a vote of ____ ayes and ____ nays.

Lisa Whalen, Mayor

ATTEST:

Dawn Motzko, City Clerk

CITY OF MINNETRISTA

CITY COUNCIL AGENDA ITEM 6A



Subject: Accept Quotes and Award Contract for the
2023 Sanitary Sewer Replacement Project, City Project 04-23

Prepared By: Chris Bunders, PE, Assistant City Engineer

Meeting Date: July 17, 2023

Issue:

Accept quotes to complete the crack sealing and associated work as proposed in the quote package for the 2023 Sanitary Sewer Replacement Project, City Project 04-23.

Background/Discussion:

The goal was to get the quote package out early in the bidding season and provide a flexible window for start of construction to generate interest. One quote was received and is \$5,407 over budget. Based on feedback received from the contractors and discussions with city staff we recommend requoteing the project and posting on QuestCDN to generate more interest. Below is a summary for the quotes received in the rebid of the 2023 Sanitary Sewer Replacement Project, City Project 04-23.

Seven quotes were received and are summarized below:

Levanen Underground, LLC	\$49,524.11
Krueger Excavating, Inc.	\$52,998.00
Bituminous Roadways, Inc.	\$75,817.50
Hobs Excavating, Inc.	\$86,310.00
Geislinger and Sons, Inc.	\$96,278.01
New Look Contracting, Inc.	\$97,358.00
Widmer Construction, LLC	\$107,327.26

The estimated construction cost of the repair was \$72,956.40, which included a 10% contingency.

Staff is currently checking Levanen's references as we have not worked with them in the past. An update will be provided to the city council at the meeting.

Mission Statement:

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.

Conclusion:

Staff recommends the Council accept the quote from Levanen Underground, LLC in the total amount of \$49,524.11 and authorize expenditure of funds to complete the improvements as described.

Fiscal Impact:

The project will be funded by developer escrows obtained from the Woodland Cove and the Road Maintenance Fund.

Recommended City Council Action: Staff recommends Council approve Resolution 66-23, accepting the quote from Levanen Underground, LLC and awarding the contract for the 2023 Sanitary Sewer Replacement Project, City Project 04-23.

Does Recommended Action meet City Mission Statement?

☒ Yes ☐ No

Does Recommended Action meet City Goals/Priorities?

☒ Yes ☐ No

Mission Statement:

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.



July 11, 2023

Honorable Mayor and City Council
City of Minnetrista
7701 County Road 110 West
Minnetrista, MN 55364

Re: 2023 Sanitary Sewer Replacement Project
City of Minnetrista Project No. 04-23
WSB Project No. 021703-000

Dear Mayor and Council Members:

Bids were received for the above-referenced project on Tuesday, July 11, 2023, and were opened and read aloud. Seven bids were received. The bids were checked for mathematical accuracy and tabulated. Please find enclosed the bid tabulation indicating Levanen Underground, LLC, Kimball, Minnesota, as the low bidder with a total bid in the amount of \$49,524.11.

We recommend that the City Council consider these bids and award a contract for a total bid in the amount of \$49,524.11 to Levanen Underground, LLC based on the results of the bids received.

If you have any questions, please contact me at 612.214.2081.

Sincerely,

WSB

Chris Bunders, PE
Project Manager

Attachments

cc: Tony Homola, Levanen Underground, LLC

ar

BID TABULATION SUMMARY

2023 Sanitary Sewer Replacement Project

City of Minnetrista Project No. 04-23

WSB Project No. 021703-000

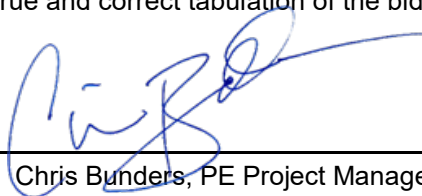
Bid Opening: Tuesday, July 11, 2023, at 11:00 a.m. Local Time



 DENOTES CORRECTED FIGURE

Contractor		Bid Security (5%)	Grand Total Bid
1	Levanen Underground, LLC	X	\$49,524.11
2	Krueger Excavating, Inc.	X	\$52,998.00
3	Bituminous Roadways, Inc.	X	\$75,817.50
4	Hobs Excavating, Inc.	X	\$86,310.00
5	Geislinger and Sons, Inc.	X	\$96,278.01
6	New Look Contracting, Inc.	X	\$97,358.00
7	Widmer Construction, LLC	X	\$107,327.26
Engineer's Opinion of Cost			\$56,035.00

I hereby certify that this is a true and correct tabulation of the bids as received on July 11, 2023.


Chris Bunders, PE Project Manager

RESOLUTION NO. 66-23

**CITY OF MINNETRISTA
HENNEPIN COUNTY, MINNESOTA**

**A RESOLUTION ACCEPTING AND AWARDING CONTRACT FOR THE
2023 SANITARY SEWER REPLACEMENT PROJECT,
CITY PROJECT NO. 04-23**

WHEREAS, pursuant to the request for quotes for sanitary sewer replacement for the 2023 Sanitary Sewer Replacement Project, the following bid was received, opened, and tabulated

Bidder	Total Bid
Levanen Underground, LLC	\$49,524.11
Krueger Excavating, Inc.	\$52,998.00
Bituminous Roadways, Inc.	\$75,817.50
Hobs Excavating, Inc.	\$86,310.00
Geislinger and Sons, Inc.	\$96,278.01
New Look Contracting, Inc.	\$97,358.00
Widmer Construction, LLC	\$107,327.26

AND WHEREAS, Levanen Underground, LLC of Kimball, Minnesota is the lowest responsible bidder,

AND WHEREAS, the low quote received is from Levanen Underground, LLC in the amount of \$49,524.11.

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

1. The City has accepted the quote from Levanen Underground, LLC for all work associated with the 2023 Sanitary Sewer Replacement Project in the amount of \$49,524.11.
2. The Mayor and Clerk are hereby authorized and directed to enter into a contract with said bidder for the construction of said improvements for and on behalf of the City of Minnetrista.

This resolution was adopted by the City Council of the City of Minnetrista on the 17th day of July 2023, by a vote of _____Ayes and_____Nays.

Mayor Lisa Whalen

ATTEST:

Dawn Motzko
City Clerk

(seal)