



CITY COUNCIL MEETING AGENDA
November 13, 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 Ann Meyerhoff Consultants: City Attorney Sarah Sonsalla, Kennedy & Graven and City Engineer Alyson Fauske, WSB Engineering
- c) Approval of Agenda

2) Special Presentations

- a) Res No. 102-23 Lora Sandholm Public Service Recognition
- b) Res No. 103-23 Gary Pettis Public Service Recognition
- c) Senator Kelly Morrison Legislative 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 Work Session Meeting Minutes from October 16, 2023
- b) Approve City Council Regular Meeting Minutes from October 16, 2023
- c) Approve Conditional Offer of Employment to Tyler Anderson for Police Officer Position
- d) Approve City of Minnetrista "Not to Waive" the Monetary Limits on Municipal Tort Liability
- e) Approve new Off-Sale Intoxicating Liquor License for The Cove Wine & Spirits Inc.
- f) Approve AE2S Task Order No. 06 - Bonding Bill Engineering Support
- g) Res. No. 104-23 Approve Claims
- h) Res. No. 105-23 Accept Donations for Holiday Tree Lighting Event
- i) Res. No. 106-23 Approve Agreement with Advantage Property Maintenance, inc. for Lawn Mowing Services
- j) Res. No. 107-23 Approve Agreement with TruGreen for Fertilization and Weed Control Services

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. 108-23 Approve Counting Write-In Votes for Elective Offices

7) Administrative Items

a) Staff Reports

- i) City Engineer – Street Project Update

- ii) City Administrator – Holiday Tree Lighting, Bonding Bill Tour, Hwy 7 Corridor Coalition

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.

RESOLUTION NO. 102-23

**RESOLUTION RECOGNIZING LORA SANDHOLM FOR HER CONTRIBUTIONS
TO MINNETRISTA THROUGH MEMBERSHIP ON THE PLANNING
COMMISSIONS**

WHEREAS, Lora Sandholm served on the Minnetrista Planning Commission from 2008 through 2023, serving as the Planning Commission Chair from 2016 through 2023; and

WHEREAS, Lora Sandholm participated in the 2007 Public Facilities Task Force; and

WHEREAS, Lora Sandholm participated in the 2030 Comprehensive Plan Steering Committee.

NOW THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA, that we are forever thankful for Lora Sandholm's contribution to the City of Minnetrista and for his service to the residents of the City of Minnetrista.

ADOPTED this 13th day of November 2023, by a vote of ___ Ayes and ___ Nays.

Mayor Lisa Whalen

ATTEST:

Ann Meyerhoff, City Clerk

RESOLUTION NO. 103-23

RESOLUTION RECOGNIZING GARY PETTIS FOR HIS CONTRIBUTIONS TO MINNETRISTA THROUGH MEMBERSHIP ON THE PARKS AND PLANNING COMMISSIONS

WHEREAS, Gary Pettis was a very active member of the Minnetrista community, being appointed to the Parks Commission from 2000 through 2016, where he served as the Vice Chair from 2003 through 2005, the Chair from 2005 through 2009, and Vice Chair again from 2009 through 2013; and

WHEREAS, Gary Pettis was a member of the Minnetrista Planning Commission from 2016 through 2022; and

WHEREAS, Gary Pettis participated in guiding the direction and long-term vision of the City of Minnetrista by being a member of the 2040 Comprehensive Plan Steering Committee; and

WHEREAS, Gary Pettis participated in the 2002 Citizens Advisory Committee for Green Infrastructure.

NOW THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA, that we are forever thankful for Gary Pettis's contribution to the City of Minnetrista and for his service to the residents of the City of Minnetrista.

ADOPTED this 13th day of November 2023, by a vote of ___ Ayes and ___ Nays.

Mayor Lisa Whalen

ATTEST:

Ann Meyerhoff, City Clerk



**CITY COUNCIL
WORK SESSION MEETING MINUTES
October 16, 2023**

1) Call to Order

Mayor called meeting to order at 5:30 p.m.

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, Public Works Director Gary Peters, Director of Administration Allie Polsfuss, City Clerk Ann Meyerhoff, City Attorney Sarah Sonsalla, Kennedy and Graven.

2) Water Fund Budget Follow up Discussion

Finance Director, Brian Grimm provided an overview.

Highlights include:

- Updated utility rate study which reflects additional projected revenue for this year.
- Updated 2024 Water Fund Budget that incorporates a rate adjustment of 6% for 2024 from 2023 for utility rates. This is down from the original 8% projected increase that was presented at the September 18, 2023 meeting.

There was discussion about the sewer connection fees and rates as well as utility rate increases in the future.

Council agreed on a 7% water utility increase for 2024 and raising the connection fees to \$3700.00.

3) Recycling Fund Budget Discussion

Finance Director, Brian Grimm provided an overview.

Highlights include:

- Staff is looking for Council feedback and direction as to the budgets and utility rates for 2024 Recycling Fund activities.
- In order to fund these recycling activities, analysis is needed as to the current and projected cash balance in this fund.
- The City's contracted rates with Waste Management are

locked in through August 2025. The recycling rate is currently \$13 a quarter.

- The current cash balance in the fund as of September 2023 is \$142,827.

MacGregor shared frustration that residents are being charged for recycling even if they don't use the services.

Whalen explained that because of how the contract is written, the City is getting charged for every house therefore it is passed on to all residents regardless of if they use the service.

City Administrator added that State Statue 115A dictates that this required.

Council agreed to raise the rate \$1 changing the quarterly rate to \$14 in 2024.

4) Cable Fund Budget Discussion

Finance Director, Brian Grimm provided an overview.

Highlights include:

- The current cash balance in the fund as of September 2023 is \$64,022.
- The cash and fund balance in the fund is much lower than it was as planned in the 2023 budget due to the Midcontinent broadband expansion project.
- The franchise agreement with Mediacom has been renewed, so the City will continue to get some level of franchise fee revenue in 2024.

Discussion has had about salary expenditures from this fund and taking from the general fund.

Whalen indicated if the Council would like to redistribute employee salaries from the cable fund, it would increase the levy. The Council would like to keep it the same for the 2024 budget and revisit for the 2025 budget.

5) Closed session - pursuant to Minn. Stat. 13D.05, subd. 3(b) to discuss the City's options to participate in multidistrict lawsuit class settlements entitled: *In RE: Aqueous Film Forming Foams Products Liability Litigation; United States District Court, District of South Carolina – Charleston Division; MDL No. 2:18-mn-2873-RMB; City of Camden, et al., v. 3M Company, Case No. 2:23-cv-03147-RMG; City of Camden, et al., v. E.I. DuPont de Nemours and Company, et al., Case No. 2:23-cv-0320-RMG.*

Motion by Reffkin, seconded by Vickery to enter into closed session.

Motion passed 5-0.

Motion by Reffkin, seconded MacGregor to end the closed session.

Motion passed 5-0

6) Adjourn

Motion by Vickery, seconded by Reffkin to adjourn at 6:13 p.m.

Motion passed 5-0.



CITY COUNCIL MEETING MINUTES October 16, 2023

1) Call to Order

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

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 Ann Meyerhoff Consultants: City Attorney Sarah Sonsalla, Kennedy & Graven and City Engineer Alyson Fauske, WSB Engineering

c) Approval of Agenda

Motion by Reffkin, seconded by Lacy to approve agenda as presented.

Motion passed 5-0.

2) Special Presentations

a) 3rd Quarter 2023 Financial Update

Grimm presented a year-to-date revenue report and expenditure by department for the general fund as well as an overall current cash and investment report. The reports reflected activity through 3rd quarter 2023.

He explained that revenues are tracking positively as our overall collections are at 68% of our budgeted amounts. An item to note is that building permit revenue continues to track very well into the latter part of this year.

On the expenditure report most items are tracking as expected as well. Overall general fund expenditures are at about 78% year to date in comparison to the total 2023 general fund budgeted expenditures.

3) Persons to Be Heard

No Persons to be heard.

4) Consent Agenda

a) Approve Work Session Meeting Minutes from October 2, 2023

b) Approve City Council Regular Meeting Minutes from October 2, 2023

c) Approve Application for a Temporary One-day Intoxicating Liquor License for the Northwest Tonka Lions for the Minnetrista Holiday Tree Lighting

d) Res. No. 101-23 Approve Claims

e) Res. No.98-23 Approving Simple Subdivision between 5900 West Branch Road and

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.

5875 Painter Road

- f) Res. No. 99-23 Approve Change Order 1 for the 2023 Street Reconstruction and Utility Improvement Project, City Project 01-23
- g) Res. No. 100-23 Accept Improvements and Authorize Final Payment for City Project 05-23 Pavement Maintenance Project

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

5) Public Hearings

No Public Hearings

6) Business Items

a) AE2S Task Orders and Water System Update

Aaron Vollmer with AE2S presented on the preliminary design for new City wells #8 and #9 placement options and water availability, quality and required regulatory requirements.

These wells will be used to supply the new water treatment plant. The overall findings for wells #8 and #9 show that water quality meets all maximum contaminant levels set for the by the EPA National Secondary Drinking Water Regulations. The overall findings show that wells #8 and #9 can be placed in this area, and that they can adequately supply enough water for the new water treatment plant. There may also be a need for a third well, and this too can be placed in this area as needed. The next step will be the design of the water treatment facility and where distribution lines need to be installed.

Lacy asked if he had seen a lot of PFAs contamination in MN. Vollmer responded that MN has been pretty aggressive with testing and working on solutions.'

AE2S will return to a future Council meeting to present their water infrastructure design plans.

7) Administrative Items

a) Staff Reports

- i) City Engineer- Project Update on paving
- ii) City Administrator – Bonding Tour November 14th and Mayor for a day contest
- iii) Director of Public Works – Playground Update

b) Council Reports

- i) Mayor Lisa Whalen
 - Northwest League Meeting
 - WeCan Open House
 - Holiday Tree Lighting – November 30th

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- ii) Cathleen Reffkin
- iii) Ann MacGregor
 - Gillespie Center Bingo Night
- iv) Peter Vickery
- v) Claudia Lacy

8) Adjournment

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

Mayor Whalen adjourned the meeting at 7:46 p.m.

Respectfully submitted,

Ann Meyerhoff
City Clerk

CITY OF MINNETRISTA

CITY COUNCIL AGENDA ITEM 4c



Subject: Request to Approve an Offer of Employment for Tyler Anderson as Police Officer

Prepared By: Allie Polsfuss, Director of Administration, on behalf of the Personnel Committee: Mayor Lisa Whalen, Councilmember Cathleen Reffkin, City Administrator Jasper Kruggel, and Finance Director Brian Grimm

Meeting Date: November 13, 2023

Issue

The City Council is being asked to approve an offer of employment for Tyler Anderson as Police Officer, filling the 15th officer position approved mid-2023.

Overview

The Council approved an additional 15th officer position to continue to provide public safety services to our growing community. The position was posted in July 2023. Seven applications were received throughout the posting, and six interviews were held. Staff conducted two final interviews.

Tyler Anderson emerged as the final candidate for the 15th Police Officer position. The Personnel Committee provided direction to the Director of Administration to continue the contingent offer segment of the process.

At tonight's City Council meeting, we are asking the City Council to approve this conditional offer of employment (Attachment A,) contingent upon Mr. Anderson successfully completing a background investigation, psychological evaluation, and physical exam. The background investigation is currently underway.

A little more information on Tyler's background; He graduated from Vermillion Community College with his degree in Police Science and attended skills at Vermillion Community College as well. His law enforcement career began in Lake County Sheriff's Office as a 911 dispatcher/jailer from 2015-2016. In 2016, he obtained a job as a Police Officer for Two Harbors Police Department. Most recently, in 2021, he was hired as a Deputy for St. Louis County Sheriff's Office.

Due to his experience and qualifications, the Personnel Committee recommends entering Mr. Anderson into level five of the LELS 116 Police Officer Union pay schedule at \$41.83/hr with performance evaluations and six months and one year with possible pay adjustments per the LELS #116 Officers Labor Agreement. Due to the difficulty in recruiting Police Officers,

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the Personnel Committee also recommends offering a signing incentive of \$3,000. Half would be paid after six months of successful employment and half would be paid after a year of successful employment. We believe this competitive offer is necessary to recruit this experienced candidate.

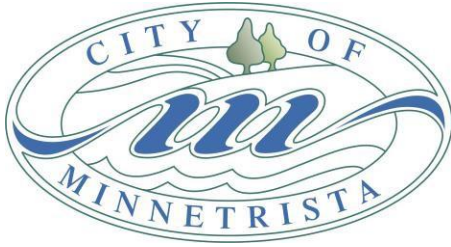
Summary

On behalf of the Personnel Committee, we are asking for approval of this conditional offer of employment at tonight's City Council meeting. We expect Tyler to join our staff by the end of the year.

Recommended City Council Action: The Personnel Committee recommends approval of the full offer of employment for Tyler Anderson as Police Officer with the City of Minnetrista, based on successfully completing all aspects of the conditional offer of employment.

Mission Statement:

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

October 10, 2023

Mr. Tyler Anderson
<Address>

Dear Tyler,

This is a conditional offer of employment for the Police Officer position with the City of Minnetrista. Final approval of your hiring will be granted by the Minnetrista City Council at a future City Council meeting, but this conditional offer allows us to continue with the final steps of the hiring process.

A few additional items need to be successfully completed, including a pre-placement physical examination, a pre-placement drug and alcohol screening test, a psychological evaluation, and a complete background investigation to our satisfaction in order to finalize your position. These items are at the City's expense. Information provided by you to the examining physicians must be accurate and complete in order for you to qualify for employment.

We are offering you the 2023 rate of pay at Level 5 of the Police Officer wage program which is \$41.83 per hour (or \$87,010.09 annually), plus a full benefit package that begins on your first day of employment. We are offering a signing incentive of \$1,500 to be paid after having been successfully employed for six months, and another \$1,500 after successfully completing your one-year probation period. You will accrue leave benefits at the six years of service threshold (120 hours per year,) and be placed at six years in the longevity schedule.

According to City of Minnetrista policy and the union contract under which you will work, you will serve a one-year (1) probation period, with performance reviews at six-months and at one-year of employment. Upon a successful one-year performance review, you are eligible for a change in job status from "probationary" employee to a "full-time" employee. In future years, your annual performance reviews will be done at the end of each calendar year, with possible pay adjustment granted each January 1. You will receive Level increases on your anniversary date each year, as well. This position is part of Local #116 of the Law Enforcement Labor Services, Inc (LELS) union.

We look forward to you completing these final steps and joining our staff at the City of Minnetrista.

Sincerely,
Allie Polsfuss
Allie Polsfuss

Mr. Tyler Anderson
<Address>

I accept all the terms and conditions as set forth in this conditional offer of employment for the Police Officer position with the City of Minnetrista.

Tyler Anderson

Date

cc: Paul Falls, Police Chief / Director of Public Safety
Personnel File

CITY OF MINNETRISTA

CONSENT AGENDA ITEM 4d



Subject: Approve City of Minnetrista “Not to Waive” the Monetary Limits on Municipal Tort Liability Established by Minnesota Statutes 466.04

Prepared By: Allie Polsfuss, Director of Administration

Meeting Date: November 13, 2023

Issue

Cities obtaining the required liability insurance coverage through the League of Minnesota Cities Insurance Trust (LMCIT) or their agents must decide annually whether to waive or not waive the statutory liability limits to the extent of the coverage purchased. The City Council has the option to choose to waive or not waive through the “Liability Coverage Waiver Form”.

Background

The City of Minnetrista utilizes Bearance Management Group, located in Mendota Heights, for its liability insurance needs; Bearance Management is authorized through the LMCIT to provide these services. The City of Minnetrista’s 12-month calendar for LMCIT Liability Insurance coverage has a December 9th renewal date each year.

The choice for the City Council is to “waive” or “not to waive” the statutory liability limits to the extent of the coverage purchased. Here is an explanation of each of the three options available:

*If the city opts to “**waive**” the statutory tort limits and does not purchase excess liability coverage, a single claimant could potentially recover up to \$1,500,000 on a single occurrence. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$1,500,000, regardless of the number of claimants.*

*If the city opts to “**waive**” the statutory tort limits and does purchase excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.*

Mission Statement:

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*If the city opts “**not to waive**” the statutory tort limits, an individual claimant would be able to recover no more than \$500,000 on any claim to which the tort limits apply. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether or not the city purchases the optional excess liability coverage.*

In all previous years, the City has chosen the “**not to waive**” option.

Recommended City Council Action: Staff recommends the following motion be made: “The City Council approves and opts ‘**Not to Waive**’ the statutory tort monetary limits on the municipal tort liability coverage established by Minnesota Statutes 466.04., beginning with the 12-month calendar for LMCIT Liability Insurance coverage, which has a December 9, 2023 renewal date.”

Mission Statement:

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LIABILITY COVERAGE WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before their effective date of coverage.
Email completed form to your city's underwriter, to pstech@lmc.org, or fax to 651.281.1298.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. *The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.* The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name: City of Minnetrista

Check one:

☒ The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#).

☐ The member **WAIVES** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#), to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: 11/13/2023

Signature: Allie Polsfuss

Position: Director of Administration

CITY OF MINNETRISTA



CONSENT AGENDA ITEM 4e

Subject: The Cove Wine and Spirits Liquor License Application

Prepared By: Ann Meyerhoff, City Clerk

Meeting Date: November 13, 2023

Issue/Background:

The Cove Wine & Spirits has applied for a new Off-sale Intoxicating Liquor license for a new liquor store located at 4751 Kings Point Rd as a part of the Mackenthun's Commercial Development in Woodland Cove

Discussion:

The Cove Wine & Spirits, the applicant, is applying for a new Off-Sale liquor license for 4751 Kings Point Rd, which will be attached to the new Mackenthun's Fine Foods.

There will be a separate entrance to the liquor store from the grocery store. The liquor store sale hours will be Monday – Saturday, 8:00 a.m. – 10:00 p.m. and Sunday, 11:00 a.m. – 6:00 p.m. The size of the liquor store is 4,560 square feet, and it is anticipated to open February 21, 2024.

The applicant has submitted all required materials including the required fee of \$240.00 and proof of insurance. The Minnetrista Public Safety Department has conducted a background investigation and the applicant(s) has passed all legally required background and compliance checks. Staff recommends approval of the Off-sale Intoxicating Liquor license.

Attachment A includes the license for approval.

<p><u>Recommended City Council Action:</u> Approve the new Off-sale Intoxicating Liquor license for The Cove Wine & Spirits Inc. a property located at 4751 Kings Point Rd effective December 1, 2023.</p>

Mission Statement:

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No. 2
Fee \$ 240.00



City Minnetrista
County Hennepin

OFF SALE LIQUOR LICENSE

THIS CERTIFIES THAT:

LICENSEE The Cove Wine & Spirits, Inc.

TRADE NAME The Cove Wine & Spirits

STREET ADDRESS OR LOT AND BLOCK NO 4751 Kings Point Rd

Is authorized to sell intoxicating liquor at off sale subject to the laws and regulations of the State of Minnesota and municipal ordinances for the period beginning December 1, 2023 to May 31, 2024

THIS LICENSE IS APPROVED

Alcohol & Gambling Enforcement Director
PS9008-03 (3/05)

Date

Mayor or President
Given under my hand and the Municipal Corporate Seal
City of Minnetrista Date 11-13-2023

CLERK or Recorder

CITY OF MINNETRISTA



CITY COUNCIL AGENDA ITEM 4f

Subject: Bonding Bill Engineering Support – Task Order No. 06 – AE2S

Prepared By: Jasper Kruggel, City Administrator

Meeting Date: November 13, 2023

Issue: The City of Minnetrista is participating in the Minnesota House of Representatives Bonding Bill Tour on November 14th. Preparation of documents related to this event, and future work related to the bonding request may be required to fully satisfy requirements.

Overview: The City of Minnetrista submitted a bonding bill request to the Minnesota Management and Budget Office (MMB) for additional wells, a water treatment plant, and required infrastructure to integrate the additional infrastructure into our existing water system. Representative Andrew Myers has been instrumental in advocating for Minnetrista's water needs, and the House of Representatives Bonding Bill Tour will allow for a forum to present our project to the decision makers in the Minnesota House of Representatives.

Attached you will find Task Order No. 06 outlining tasks related to our bonding bill presentation. Time will be billed as used, and will not exceed \$6,000.

Recommended City Council Action: Staff is recommending that the City Council approved Task Order No. 06 and direct staff to proceed with the Minnesota House of Representatives Bonding Bill Tour initiative.

Mission Statement:

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Task Order No. 6

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated August 1, 2022 ("Agreement"), Owner and Engineer agree as follows:

1. Background Data

- a. Effective Date of Task Order: November 13, 2023
- b. Owner: City of Minnetrista
- c. Engineer: Advanced Engineering and Environmental Services, LLC (AE2S)
- d. Specific Project (title): Bonding Bill Support
- e. Specific Project (description): Provide Professional Consulting Services to Minnetrista for assisting with preparing handouts and attending the MN Bonding Bill tour.

2. Services of Engineer

- A. The specific services to be provided or furnished by Engineer under this Task Order are as follows:
 - 1. Produce 8 ½ x 11 handout for use by city staff at the event
 - 2. Support from engineering staff to produce graphics and technical review.
 - 3. Produce 2 poster boards to accompany attendees at the presentation.
 - 4. Attendance by one AE2S staff to support the communication of the bonding bill message.

3. Additional Services

- A. Additional Services that may be authorized or necessary under this Task Order are:
 - 1. those services (and related terms and conditions) set forth in Paragraph A2.01 of Exhibit A, as attached to the Agreement referred to above, such paragraph being hereby incorporated by reference.

4. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B, subject to the following:

- A. Receive water testing laboratory invoice(s) and make payment(s) directly to water testing laboratory for all water quality testing services.

5. Task Order Schedule

In addition to any schedule provisions provided in Exhibit A or elsewhere, the parties shall meet the following schedule.

<u>Task/Project</u>	<u>Completion Date</u>
Bonding Bill Support	November 14, 2023

6. Payments to Engineer

A. Owner shall pay Engineer for services rendered under this Task Order as follows:

Description of Service	Estimated Hours	Amount	Basis of Compensation
Bonding Bill Support	40	\$6,000	Hourly Rates

Compensation items and totals based in whole or in part on Hourly Rates or Direct Labor are estimates only. Lump sum amounts and estimated totals included in the breakdown by phases incorporate Engineer's labor, overhead, profit, reimbursable expenses (if any), and Consultants' charges, if any. Engineer may alter the distribution of compensation between individual phases (line items) to be consistent with services actually rendered. Engineer shall not exceed the total lump sum compensation amount unless approved in writing by the Owner.

B. The terms of payment are set forth in Article 4 of the Agreement and in the applicable governing provisions of Exhibit C.

7. **Consultants retained as of the Effective Date of the Task Order:** None

8. **Other Modifications to Agreement and Exhibits:** None

9. **Attachments:** None

10. **Other Documents Incorporated by Reference:** None

11. Terms and Conditions

Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is November 13, 2023.

OWNER:

By: _____

Print Name: _____

Title: _____

DESIGNATED REPRESENTATIVE FOR TASK
ORDER:

Name: _____

Title: _____

Address: _____

E-Mail
Address: _____

Phone: _____

ENGINEER:

By:  _____

Print Name: Justin Klabo

Title: Operations Manager

DESIGNATED REPRESENTATIVE FOR TASK
ORDER:

Name: Aaron Vollmer

Title: Project Manager

Address: 6901 East Fish Lake Rd, Suite 184
Maple Grove , MN 55369

E-Mail
Address: Aaron.Vollmer@AE2S.com

Phone: 612-719-5015

RESOLUTION NO. 104-23

**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 70416 through 70534; electronic checks E1002812 through E1002835; Claims batch includes an electronic transfer for payroll in the amount of \$172,800.70.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA, that the attached list of claims in the amount of \$1,295,645.51 is hereby approved.

ADOPTED this 13th day of November 2023 by a vote of ____ Ayes
____ Nays.

Lisa Whalen, Mayor

ATTEST:

City Clerk

(seal)

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Batch: PR10122023,MNDEPT101623,10302023HP,Tasc101923,10152023 BRIDGE,POLICE PC
 10262023,PR10262023,MNDEPT102723,Tasc110223,MEDSURITY1123,11-13-23 STREET_UTIL,Tasc110723,11132023AP,110323PSN

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
1010 1ST BK OF THE LAKES					
70416	10/30/23	ADVANCED POWER SERVICES INC			
E 101-41940-401		BLDG/STRUCT MAINTEN	\$270.00	4835	Generator Inpections
E 101-43121-401		BLDG/STRUCT MAINTEN	\$270.00	4835	Generator Inpections
E 101-42110-404		VEHICLE & EQUIP MAIN	\$300.00	4835	Generator Inpections
E 601-49440-227		UTILITY SYSTEM MAINT	\$630.00	4835	Generator Inpections
E 602-49490-227		UTILITY SYSTEM MAINT	\$1,620.00	4835	Generator Inpections
		Total	\$3,090.00		
70417	10/30/23	ADVANTAGE PROPERTY MAINTENANCE			
E 101-45202-402		LAWN MAINTENANCE	\$6,468.00	3709	Lawn Service
E 601-49440-402		LAWN MAINTENANCE	\$1,488.00	3709	Lawn Service
E 602-49490-402		LAWN MAINTENANCE	\$500.00	3709	Lawn Service
E 101-41940-402		LAWN MAINTENANCE	\$1,080.00	3709	Lawn Service
		Total	\$9,536.00		
70418	10/30/23	AMERICAN ENVIROMENTAL LLC			
E 602-49490-227		UTILITY SYSTEM MAINT	\$2,507.50	3293	Assisting with pumping of LS #6 while pumps were replaced
		Total	\$2,507.50		
70419	10/30/23	ASPEN MILLS			
E 101-42110-428		RESERVE OFFICERS	\$66.45	320855	Uniform
E 101-42110-428		RESERVE OFFICERS	\$62.95	321425	Uniform
		Total	\$129.40		
70420	10/30/23	BOYER TRUCKS ST MICHAEL			
E 101-43121-221		EQUIPMENT PARTS, TIR	\$174.31	093P3289	55 gallon drum-windshield wash fluid
		Total	\$174.31		
70421	10/30/23	Bryan Rock Products			
E 651-49590-224		STREET MAINTENANCE	\$5,141.00	61410	Rock for Ditch Work on North Branch Road
E 101-43121-224		STREET MAINTENANCE	\$2,074.55	61701	Class 2 Rock for Gravel Roads
		Total	\$7,215.55		
70422	10/30/23	CEMSTONE PRODUCTS CO.			
E 602-49490-227		UTILITY SYSTEM MAINT	\$902.50	7293430	Concrete for LP Tank Pad at LS 4
		Total	\$902.50		
70423	10/30/23	CINTAS			
E 101-43121-417		UNIFORMS	\$116.82	4169520461	Uniforms
E 101-43121-417		UNIFORMS	\$118.57	4170910490	Uniforms
E 101-43121-417		UNIFORMS	\$228.06	4171640034	Uniforms
		Total	\$463.45		
70424	10/30/23	City of St Bonifacius			
E 602-49490-390		SEWER SERVICE TO OT	\$18,358.89	2023-38	Minnetrista Hunters Crest Sanitary Sewer Flows
		Total	\$18,358.89		
70425	10/30/23	CONCRETE CUTTING & CORING			
E 651-49590-221		EQUIPMENT PARTS, TIR	\$92.79	36685	Belts for Concrete Saw

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$92.79		
70426	10/30/23	COREMARK METALS			
E 101-41110-440		APPRECIATION EVENTS	\$1,529.76	5432373	Steel for Fire Pits for Holiday Tree Lighting
Total			\$1,529.76		
70427	10/30/23	Dept. of Labor & Industry			
G 101-2103		BLDG VAL BSD - STATE	\$10,934.03	Qtr 3 2023	Surcharges
G 101-2102		HVAC - STATE SURCH	\$56.00	Qtr 3 2023	Surcharges
G 101-2101		PLUMBING - STATE SUR	\$59.00	Qtr 3 2023	Surcharges
G 101-2100		BLDG GEN - STATE SUR	\$36.00	Qtr 3 2023	Surcharges
Total			\$11,085.03		
70428	10/30/23	EMERGENCY MEDICAL TRAINING			
E 101-42110-434		POLICE TRAINING	\$1,350.00	1998	Training (3)
Total			\$1,350.00		
70429	10/30/23	EROSION PRODUCTS, LLC			
E 101-45202-402		LAWN MAINTENANCE	\$161.50	202310032H	See for areas in Park
Total			\$161.50		
70430	10/30/23	FACTORY MOTOR PARTS			
E 101-43121-212		MOTOR FUELS AND LUB	\$225.03	1-9085200	55 Gallon Drum of Diesel Exhaust Fluid
E 101-43121-215		SHOP MATERIALS	\$77.28	1-9104052	2 Cases of Carb Cleaner
E 101-43121-215		SHOP MATERIALS	\$134.28	231-003199	3 Cases of Brake Cleaner
E 101-43121-215		SHOP MATERIALS	\$100.80	69-505366	2 Cases of Penetrating Oil
Total			\$537.39		
70431	10/30/23	FRONTIER OH			
E 101-43121-321		TELEPHONE	\$369.67	952-446-9997	Fire Alarm-PW
E 601-49440-381		ELECTRIC UTILITIES	\$94.30	952-472-1082	Well #5 Phone Service
Total			\$463.97		
70432	10/30/23	GREAT AMERICA FINANCIAL SVCS			
E 101-41320-322		POSTAGE	\$201.85		Postage Meter
Total			\$201.85		
70433	10/30/23	HAWKINS INC			
E 601-49440-227		UTILITY SYSTEM MAINT	\$160.00	6603902	Chlorine Cylinder Demurrage Charge
E 601-49440-227		UTILITY SYSTEM MAINT	\$2,776.85	6607535	Chemical for WTP's
Total			\$2,936.85		
70434	10/30/23	HEIDEMANN, MARK			
R 601-400-37120		UNDISTRIBUTED UTILITI	\$416.29		Refund Overpmt of Utility-4298 Creekside Way
Total			\$416.29		
70435	10/30/23	HENNEPIN COUNTY INFO TECH DEPT			
E 401-42110-560		EQUIP AND FURNISHIN	\$2,596.86	1000213041	radio lease - PD
Total			\$2,596.86		
70436	10/30/23	HENNES SEPTIC PUMPING			

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 602-49490-227		UTILITY SYSTEM MAINT	\$3,750.00		Pumping of Sewage while pumps and piping were replaced at LS 4
		Total	\$3,750.00		
70437	10/30/23	KWIK TRIP			
E 101-42110-431		TRAIN/MTG/EXP & SUPP	\$10.97	9033460	Car Wash Card
		Total	\$10.97		
70438	10/30/23	LANGUAGE LINE SERVICES			
E 101-42110-307		PROFESSIONAL SERVIC	\$136.35	11117170	Services
		Total	\$136.35		
70439	10/30/23	LANO EQUIPMENT, INC.			
E 401-43126-560		EQUIP AND FURNISHIN	\$875.00	01-1019276	Pallet Forks
E 101-43121-221		EQUIPMENT PARTS, TIR	\$217.86	03-1031562	Kubota tractor Parts
E 101-43121-404		VEHICLE & EQUIP MAIN	\$86.70	03-1033193	Service Check of Skid #29
		Total	\$1,179.56		
70440	10/30/23	LE-AST SERVICE CONSELING			
E 101-42110-307		PROFESSIONAL SERVIC	\$740.00	1288	Services
E 101-42110-307		PROFESSIONAL SERVIC	\$880.00	1289	Services
		Total	\$1,620.00		
70441	10/30/23	LIFELOC TECHNOLOGIES INC			
E 401-42110-560		EQUIP AND FURNISHIN	\$319.60	74037	Portable Breath Testers
		Total	\$319.60		
70442	10/30/23	LOFFLER			
E 101-41320-410		COMPUTER SERVICES/	\$285.00	4504460	WatchGuard Subscription
		Total	\$285.00		
70443	10/30/23	MEDICA			
E 101-41320-131		HEALTH & LIFE INS - E C	\$6,516.82	62596725555	Insurance Premium
E 101-41910-131		HEALTH & LIFE INS - E C	\$1,643.72	62596725555	Insurance Premium
E 101-43121-131		HEALTH & LIFE INS - E C	\$4,965.04	62596725555	Insurance Premium
E 101-42110-131		HEALTH & LIFE INS - E C	\$13,774.44	62596725555	Insurance Premium
E 101-43125-131		HEALTH & LIFE INS - E C	\$1,173.56	62596725555	Insurance Premium
E 101-45202-131		HEALTH & LIFE INS - E C	\$631.91	62596725555	Insurance Premium
E 601-49440-131		HEALTH & LIFE INS - E C	\$2,290.16	62596725555	Insurance Premium
E 602-49490-131		HEALTH & LIFE INS - E C	\$2,007.38	62596725555	Insurance Premium
E 651-49590-131		HEALTH & LIFE INS - E C	\$734.15	62596725555	Insurance Premium
E 101-42401-131		HEALTH & LIFE INS - E C	\$1,643.73	62596725555	Insurance Premium
		Total	\$35,380.91		
70444	10/30/23	METLIFE			
E 101-41320-131		HEALTH & LIFE INS - E C	\$359.55		Dental Insurance
E 101-42401-131		HEALTH & LIFE INS - E C	\$42.75		Dental Insurance
E 101-41910-131		HEALTH & LIFE INS - E C	\$42.75		Dental Insurance
E 101-43121-131		HEALTH & LIFE INS - E C	\$325.50		Dental Insurance
E 101-43125-131		HEALTH & LIFE INS - E C	\$76.94		Dental Insurance
E 101-45202-131		HEALTH & LIFE INS - E C	\$41.43		Dental Insurance

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-42110-131		HEALTH & LIFE INS - E C	\$831.07		Dental Insurance
E 601-49440-131		HEALTH & LIFE INS - E C	\$119.14		Dental Insurance
E 602-49490-131		HEALTH & LIFE INS - E C	\$109.71		Dental Insurance
E 651-49590-131		HEALTH & LIFE INS - E C	\$39.01		Dental Insurance
		Total	\$1,987.85		
70445	10/30/23	MID COUNTY			
E 601-49440-212		MOTOR FUELS AND LUB	\$534.24	58641	Dyed Diesel Fuel
E 602-49490-212		MOTOR FUELS AND LUB	\$534.24	58641	Dyed Diesel Fuel
E 101-43121-212		MOTOR FUELS AND LUB	\$1,335.60	58641	Dyed Diesel Fuel
E 101-43125-212		MOTOR FUELS AND LUB	\$267.12	58641	Dyed Diesel Fuel
		Total	\$2,671.20		
70446	10/30/23	MINNESOTA PUMP WORKS			
E 602-49490-580		OTHER EQUIPMENT	\$101,387.58	INV022419	Pump and Wetwell Piping Replacement at LS #6
E 601-49440-227		UTILITY SYSTEM MAINT	\$1,274.50	INV022420	Chemical Feed Pump Parts for S WTP
		Total	\$102,662.08		
70447	10/30/23	MN BCA - MNCJIS			
E 101-42110-410		COMPUTER SERVICES/	\$1,080.00	00000076178	Access Fee
		Total	\$1,080.00		
70448	10/30/23	MOUND TRUE VALUE HARDWARE			
E 101-43121-221		EQUIPMENT PARTS, TIR	\$37.75	185044	Water Tank Trailer Parts
E 601-49440-227		UTILITY SYSTEM MAINT	\$100.54	185087	Shipping Water testing spectrophotometer for calibration
E 101-41940-401		BLDG/STRUCT MAINTEN	\$38.96	185092	Map Gas Tank and Pipe Fitting for City Hall water softner install
E 101-43121-221		EQUIPMENT PARTS, TIR	\$1.29	185109	Adapter
E 101-42110-401		BLDG/STRUCT MAINTEN	\$3.59	186657	Repair of PD Toilet
E 601-49440-227		UTILITY SYSTEM MAINT	\$21.98	189404	Paint and Primer for Hydrant Tool Repair
E 101-43121-437		MISCELLANEOUS EXPE	\$45.36	189420	Shipping of Fluoride and Water Samples to MDH
		Total	\$249.47		
70449	10/30/23	MULTIHOUSING CREDIT CONTROL			
E 101-42110-418		RECRUITING	\$36.00	23090077	Screening
		Total	\$36.00		
70450	10/30/23	NCPERS MINNESOTA - 632400			
G 101-2380		PAYROLL CLEARING LIF	\$240.00	63240001120	*PERA life Ins Employer Paid
		Total	\$240.00		
70451	10/30/23	NORTH AMERICAN SAFETY, INC			
E 101-43121-417		UNIFORMS	\$730.59	INV81028	Hi-Vis Shirts and Jackets
E 101-43121-417		UNIFORMS	\$156.00	INV81393	Winter Gloves for PW Staff
		Total	\$886.59		
70452	10/30/23	NORTHLAND TREE SERVICE INC			
E 101-41110-440		APPRECIATION EVENTS	\$1,650.00	383	Tree for Holiday Tree Lighting
		Total	\$1,650.00		
70453	10/30/23	OEM SERVICES			

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 601-49440-227		UTILITY SYSTEM MAINT	\$10.40	038945	Pipe for Hydrant Wrench
		Total	\$10.40		
70454	10/30/23	OFFICE DEPOT			
E 101-41320-201		OFFICE SUPPLIES	\$69.99	33535662300	Mat for Meyerhoff
E 101-41320-201		OFFICE SUPPLIES	\$31.57	33535706900	Wireless Combo
E 101-41320-201		OFFICE SUPPLIES	\$14.99	33562210100	Sign Wall
E 101-41320-201		OFFICE SUPPLIES	\$43.98	33562260300	Business Cards
		Total	\$160.53		
70455	10/30/23	Optum			
E 101-41320-437		MISCELLANEOUS EXPE	\$133.25	0001507590	H.S.A Monthly Charges
		Total	\$133.25		
70456	10/30/23	OVERLINE & SON, INC			
E 602-49490-227		UTILITY SYSTEM MAINT	\$3,997.50	1239	Vac Truck Services for Pump and Wetwell pipe replacement at LS 6
		Total	\$3,997.50		
70457	10/30/23	Per Mar Security Services			
E 101-42110-404		VEHICLE & EQUIP MAIN	\$91.68	3174336	Monitoring
		Total	\$91.68		
70458	10/30/23	PERFORMANCE PETROLEUM CO			
E 101-43121-212		MOTOR FUELS AND LUB	\$460.00	E151601	4 cases of grease for equipment
		Total	\$460.00		
70459	10/30/23	PIKE TRANSFER			
E 101-43121-224		STREET MAINTENANCE	\$4,543.36	16187	Delivery of Class 2 Rock for Gravel Roads
		Total	\$4,543.36		
70460	10/30/23	PLUNKETTS			
E 101-42110-401		BLDG/STRUCT MAINTEN	\$175.27	8268609	Pest Control
E 101-43121-401		BLDG/STRUCT MAINTEN	\$49.00	8280254	Pest Control
E 101-41940-401		BLDG/STRUCT MAINTEN	\$100.00	8280254	Pest Control
		Total	\$324.27		
70461	10/30/23	PREMIUM WATERS, INC			
E 101-41940-211		CLEANING & MAINT SUP	\$125.28	605123-09-23	Water
		Total	\$125.28		
70462	10/30/23	SEBOLD HEATING AND COOLING			
E 101-41940-401		BLDG/STRUCT MAINTEN	\$695.00	5696	Fall Service Check of City Hall Furnaces
		Total	\$695.00		
70463	10/30/23	Starkrete, LLC			
E 101-43121-224		STREET MAINTENANCE	\$30,849.90	1181	Form and Pour of Replacement sidewalk/trail in S Saunders
E 602-49490-227		UTILITY SYSTEM MAINT	\$8,166.15	1181	Form and Pour of Replacement sidewalk/trail in S Saunders
E 101-43121-224		STREET MAINTENANCE	\$51,718.95	1182	Form and Pour of Replacement sidewalk/trail in S Saunders

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$90,735.00		
70464	10/30/23	SUMMIT FIRE PROTECTION			
E 101-41940-401		BLDG/STRUCT MAINTEN	\$66.00	130088024	Annual Fire Extinguisher check-City Hall
Total			\$66.00		
70465	10/30/23	SUN LIFE FINANCIAL			
G 101-2340		PAYROLL CLEARING HE	\$835.37	Nov 2023	LTD
G 101-2340		PAYROLL CLEARING HE	\$549.23	Nov 2023	STD
Total			\$1,384.60		
70466	10/30/23	The Standard			
G 101-2380		PAYROLL CLEARING LIF	\$1,758.75	Nov 2023	Life Insurance
Total			\$1,758.75		
70467	10/30/23	Toll Gas & Welding Supply			
E 101-43121-215		SHOP MATERIALS	\$225.00	70012450	Lease Renewal for Oxygen Tank for Torch in PW Shop
Total			\$225.00		
70468	10/30/23	TOWMASTER			
E 101-43125-404		VEHICLE & EQUIP MAIN	\$3,001.00	464007	Repair of Truck 3 Snowplow
Total			\$3,001.00		
70469	10/30/23	TRUGREEN CHEMLAWN			
E 101-45202-402		LAWN MAINTENANCE	\$1,850.00	184062605	Weed Control and Fertilizer
E 601-49440-402		LAWN MAINTENANCE	\$40.00	184062605	Weed Control and Fertilizer
E 101-41940-402		LAWN MAINTENANCE	\$964.00	184062605	Weed Control and Fertilizer
Total			\$2,854.00		
70470	10/30/23	US BANK EQUIPMENT FINANCE			
E 101-41320-307		PROFESSIONAL SERVIC	\$41.86	513718411	Copier-City Hall
E 101-41910-307		PROFESSIONAL SERVIC	\$41.86	513718411	Copier-City Hall
E 101-43121-307		PROFESSIONAL SERVIC	\$41.86	513718411	Copier-City Hall
E 601-49440-307		PROFESSIONAL SERVIC	\$41.86	513718411	Copier-City Hall
E 602-49490-307		PROFESSIONAL SERVIC	\$41.88	513718411	Copier-City Hall
Total			\$209.32		
70471	10/30/23	Wm Mueller & Sons Inc.			
E 101-43121-224		STREET MAINTENANCE	\$106.40	293879	Asphalt for Patching
E 101-43121-224		STREET MAINTENANCE	\$92.80	293951	Asphalt for Patching
E 101-43121-224		STREET MAINTENANCE	\$1,115.20	294018	Asphalt for Patching
E 101-43121-224		STREET MAINTENANCE	\$2,206.40	294090	Asphalt for Patching Halstead and Williams
Total			\$3,520.80		
70472	10/30/23	WOLF RIVER ELECTRIC			
R 101-200-32210		BUILDING PERMITS	\$282.08		Dup Pmt on Permit-6635 Walnut
R 101-200-32212		BLDG - ENGINEER REVI	\$88.73		Dup Pmt on Permit-6635 Walnut
Total			\$370.81		
70473	10/30/23	XCEL ENERGY			
E 101-42110-381		ELECTRIC UTILITIES	\$2,794.65	51-95957547-	Electricity-Police

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$2,794.65		
70474	10/30/23	Ziegler Inc.			
E 101-43121-221		EQUIPMENT PARTS, TIR	\$119.08	IN001203721	Fuel Cap for Excavator
Total			\$119.08		
70475	11/13/23	ADVANTAGE PROPERTY MAINTENANCE			
E 101-45202-401		BLDG/STRUCT MAINTEN	\$8,118.00	3723	Maintenace of Parks and Aeration
E 601-49440-402		LAWN MAINTENANCE	\$1,488.00	3723	Maintenace of Parks and Aeration
E 602-49490-402		LAWN MAINTENANCE	\$500.00	3723	Maintenace of Parks and Aeration
E 101-41940-402		LAWN MAINTENANCE	\$1,080.00	3723	Maintenace of Parks and Aeration
Total			\$11,186.00		
70476	11/13/23	AMAZON CAPITAL SERVICES			
E 101-41320-201		OFFICE SUPPLIES	\$215.97	11LF-7M1M-	Office Chair/Printer Ink/Business Card holder
E 101-41110-440		APPRECIATION EVENTS	\$1,439.94	13DT-6GJX-4	Lights for Tree Lighting
E 101-43121-201		OFFICE SUPPLIES	\$9.89	1FDH-JMWL-	Mouse for PW Computer
E 101-41110-440		APPRECIATION EVENTS	\$232.87	1FDH-JMWL-	Light Timer, Ext Cord, Smores Sticks for Tree Lighting
E 101-41320-201		OFFICE SUPPLIES	\$8.59	1JTY-MLWD-	Headset Battery
E 101-41320-201		OFFICE SUPPLIES	\$47.57	1MGK-NJQ4-	Office Supplies
E 101-41110-440		APPRECIATION EVENTS	(\$1,319.94)	1PGY-49J6-6	Credit for Christmas Lights
E 601-49440-221		EQUIPMENT PARTS, TIR	\$34.88	1QKN-QGW6	V-Belts for WTP Blowers
E 601-49440-227		UTILITY SYSTEM MAINT	\$14.39	1WTR-CP1P-	Phone Cases for New PW Phones
E 602-49490-227		UTILITY SYSTEM MAINT	\$14.39	1WTR-CP1P-	Phone Cases for New PW Phones
E 101-43121-224		STREET MAINTENANCE	\$5.99	1WTR-CP1P-	Metal Ice Scoop
E 101-41110-440		APPRECIATION EVENTS	\$1,319.94	1WTR-CP1P-	Lights for the Tree Lighting
E 101-41320-201		OFFICE SUPPLIES	\$56.12	1YJQ-XMNL-	City Hall Office Supplies
Total			\$2,080.60		
70477	11/13/23	ASPEN MILLS			
E 101-42110-417		UNIFORMS	\$228.83	321629	Uniform
Total			\$228.83		
70478	11/13/23	ATKINSON, DARCI			
E 101-41320-331		TRAVEL EXPENSE	\$101.53		Mileage Reimbursement
Total			\$101.53		
70479	11/13/23	Banyon Data Systems, Inc.			
E 101-41320-433		DUES & SUBSRIPT & TR	\$2,105.00	00164560	Fund, Fund Invoice and Property Management Support
Total			\$2,105.00		
70480	11/13/23	BAUER BUILT TIRE			
E 101-42110-221		EQUIPMENT PARTS, TIR	\$504.48	180296214	Tires
E 101-43121-221		EQUIPMENT PARTS, TIR	\$1,358.04	940102714	Tires for Truck #2 and Truck #16
E 602-49490-221		EQUIPMENT PARTS, TIR	\$680.06	940104349	Front Tires for Sewer Service Truck (Truck #1)
Total			\$2,542.58		
70481	11/13/23	BIFFS, INC.			
E 101-45202-401		BLDG/STRUCT MAINTEN	\$106.85	W943623	Lisle Park
E 101-45202-401		BLDG/STRUCT MAINTEN	\$106.85	W943624	Linden Park

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$213.70		
70482	11/13/23	BOYER TRUCKS ST MICHAEL			
E 101-43121-221		EQUIPMENT PARTS, TIR	\$103.04	093P4237	Parts for Truck 17
Total			\$103.04		
70483	11/13/23	CANON FINANCIAL SERVICES INC			
E 101-42110-202		COPY & PRINTING SUPP	\$95.49	31411175	Copier-PD
Total			\$95.49		
70484	11/13/23	CAREFREE SERVICES INC.			
E 651-49590-224		STREET MAINTENANCE	\$727.60	30075	Re-Sweep of the East Side of Woodland Cove due to Resident Complaint
Total			\$727.60		
70485	11/13/23	Center Point Energy			
E 601-49440-383		NATURAL GAS	\$16.13	10654144-4	Gas Utility
E 601-49440-383		NATURAL GAS	\$289.63	10658039-2	Gas Utility
E 601-49440-383		NATURAL GAS	\$25.12	10658041-8	Gas Utility
E 601-49440-383		NATURAL GAS	\$18.14	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
E 601-49440-383		NATURAL GAS	\$16.13	11833736-9	Gas Utility
E 101-41940-383		NATURAL GAS	\$148.80	5651357-5	Gas Utility - Gov't Bldg
E 601-49440-383		NATURAL GAS	\$19.66	5659223-1	Gas - Well #5
E 601-49440-383		NATURAL GAS	\$351.04	6401076054-	Gas Utility
E 101-43121-383		NATURAL GAS	\$30.74	6744979-3	Gas Utility - PW
E 101-42110-383		NATURAL GAS	\$77.42	8486433-9	Gas Utility - PD
E 101-43121-383		NATURAL GAS	\$26.00	8486442-0	Gas Utility - PW
Total			\$1,051.07		
70486	11/13/23	CINTAS			
E 101-43121-417		UNIFORMS	\$132.75	4172354681	Uniforms
E 101-43121-417		UNIFORMS	\$125.27	4173045193	Uniforms
Total			\$258.02		
70487	11/13/23	CLASSIC CLEANING COMPANY			
E 101-42110-211		CLEANING & MAINT SUP	\$937.00	35445	Monthly Cleaning PD-Oct 2023 Toliet paper and Paper Towels
E 101-41940-211		CLEANING & MAINT SUP	\$400.00	35446	Monthly Cleaning-Oct 2023
E 101-43121-211		CLEANING & MAINT SUP	\$375.00	35446	Monthly Cleaning-Oct 2023
Total			\$1,712.00		
70488	11/13/23	CULLIGAN			
E 101-42110-211		CLEANING & MAINT SUP	\$114.31	114x9419820	Water
Total			\$114.31		
70489	11/13/23	CUMMINGS, PATRICK			
E 101-42110-417		UNIFORMS	\$54.13		Reimbursement
Total			\$54.13		
70490	11/13/23	DVS			

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-42110-404		VEHICLE & EQUIP MAIN	\$15.25		Unit 83
E 101-42110-404		VEHICLE & EQUIP MAIN	\$15.25		Unit 80
		Total	\$30.50		
70491	11/13/23	FALLS, PAUL			
E 101-42110-431		TRAIN/MTG/EXP & SUPP	\$81.96		Reimbursement for IACP 2023
		Total	\$81.96		
70492	11/13/23	FIELDSTONE			
G 101-2025		DEPOSITS PAYABLE	\$5,000.00		MB-22211 R1 Temp Co Rtn-9189 Maas Drive
		Total	\$5,000.00		
70493	11/13/23	FRONTIER OH			
E 601-49440-381		ELECTRIC UTILITIES	\$380.00		952-196-0117 WTP Internet Access
E 601-49440-381		ELECTRIC UTILITIES	\$390.00		952-196-1926 WTP Internet Access
		Total	\$770.00		
70494	11/13/23	Fury Motors			
E 101-42110-404		VEHICLE & EQUIP MAIN	\$84.36	776003/1	Unit 84- the works
E 101-42110-404		VEHICLE & EQUIP MAIN	\$37.95	776514/1	Unit 80- Tire Patch
E 101-42110-404		VEHICLE & EQUIP MAIN	\$289.46	776541/1	Unit 79-Engine Diagnosis
		Total	\$411.77		
70495	11/13/23	GONYEA HOMES			
G 101-2025		DEPOSITS PAYABLE	\$10,000.00		MB-21337 R1 Temp Co Rtn-6592 Big Woods Dr
G 101-2025		DEPOSITS PAYABLE	\$10,000.00		MB-22041 R1 Temp Co Rtn-4606 Sunset Lane
G 101-2025		DEPOSITS PAYABLE	\$10,000.00		MB-22095 R1 Temp Co Rtn-4499 Meadowview Ct
G 101-2025		DEPOSITS PAYABLE	\$5,000.00		MB-22096 R1 Temp Co Rtn-4272 Woodland Ct
G 101-2025		DEPOSITS PAYABLE	\$5,000.00		MB-22112 R1 Temp Co Rtn-4249 Halsteads Bay Alcove
G 101-2025		DEPOSITS PAYABLE	\$5,000.00		MB-22164 R1 Temp Co Rtn-4517 Meadowview Lane
G 101-2025		DEPOSITS PAYABLE	\$5,000.00		MB-22166 R1 Temp Co Rtn-4598 Sunset Lane
		Total	\$50,000.00		
70496	11/13/23	Gopher State One Call			
E 601-49440-227		UTILITY SYSTEM MAINT	\$130.95	3100605	Sewer & Water Locates
E 602-49490-227		UTILITY SYSTEM MAINT	\$130.95	3100605	Sewer & Water Locates
		Total	\$261.90		
70497	11/13/23	GREATER MN COMMUNICATIONS			
E 101-42110-202		COPY & PRINTING SUPP	\$300.00	29417	Fall/Winter Newsletter
E 101-41320-202		COPY & PRINTING SUPP	\$800.00	29417	Fall/Winter Newsletter
E 101-42401-202		COPY & PRINTING SUPP	\$450.00	29417	Fall/Winter Newsletter
E 101-43121-437		MISCELLANEOUS EXPE	\$456.21	29417	Fall/Winter Newsletter
E 101-41910-202		COPY & PRINTING SUPP	\$650.00	29417	Fall/Winter Newsletter
		Total	\$2,656.21		
70498	11/13/23	HAWKINS INC			
E 601-49440-227		UTILITY SYSTEM MAINT	\$236.89	6619821	Chemicals for WTP
		Total	\$236.89		
70499	11/13/23	HENNEPIN COUNTY INFO TECH DEPT			

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 401-43126-560		EQUIP AND FURNISHIN	\$590.40	1000214336	Radio Lease
		Total	\$590.40		
70500	11/13/23	Int'l Union of Oper. Engineers			
G 101-2360		PAYROLL CLEARING UN	\$315.00	Nov 2023	* Union dues
		Total	\$315.00		
70501	11/13/23	KENNEDY & GRAVEN, CHARTERED			
E 101-41610-304		LEGAL FEES - ATTORNE	\$3,000.00	177627	General
E 101-41610-304		LEGAL FEES - ATTORNE	\$48.75	MN415-0005	Ordinances
E 101-41610-304		LEGAL FEES - ATTORNE	\$740.00	MN415-0014	Administration
E 673-49600-307		PROFESSIONAL SERVIC	\$195.00	MN415-0036	Mediacom Franchise Renewal
G 801-1170		LAND USE RECEIVABLE	\$2,867.50	MN415-0037	* Woodland Cove 10th Addn
G 801-1170		LAND USE RECEIVABLE	\$300.00	MN415-0037	* M/I Homes Sidewalk Easement
E 101-41610-304		LEGAL FEES - ATTORNE	\$547.50	MN415-0037	3790 and 3800 Emchanted Lane Variances
G 801-1170		LAND USE RECEIVABLE	\$565.50	MN415-0037	* 5900 West Brance Road and 5875 Painter Rd Simple Subdivision
G 801-1170		LAND USE RECEIVABLE	\$705.00	MN415-0037	* Dock Structure Located 3470 Tuxedo Rd
		Total	\$8,969.25		
70502	11/13/23	LAKETOWN ELECTRIC CORP			
E 601-49440-227		UTILITY SYSTEM MAINT	\$498.19	39485	Emergency Repair of LS 16 VFD
		Total	\$498.19		
70503	11/13/23	League of Minnesota Cities			
E 101-41320-433		DUES & SUBSRIPT & TR	\$15.00	395193	Elections Administration-Meyerhoff
		Total	\$15.00		
70504	11/13/23	LEIF, ISAAC			
E 673-49600-307		PROFESSIONAL SERVIC	\$750.00	03-117	Worksessions and City Council Meetings
		Total	\$750.00		
70505	11/13/23	LELS			
G 101-2360		PAYROLL CLEARING UN	\$877.50	Nov 2023	PD Union Dues (13x\$67.50)
G 101-2360		PAYROLL CLEARING UN	\$59.16	Nov 2023	CSO Union Dues (1x\$59.16)
		Total	\$936.66		
70506	11/13/23	LEXISNEXIS RISK DATA MNGMT INC			
E 101-42110-307		PROFESSIONAL SERVIC	\$33.50	1085510-231	Contract Fee
		Total	\$33.50		
70507	11/13/23	LOFFLER			
E 101-41320-410		COMPUTER SERVICES/	\$1,296.12	4517603	General Support
E 101-42110-410		COMPUTER SERVICES/	\$1,851.60	4517603	General Support
E 101-43121-410		COMPUTER SERVICES/	\$277.74	4517603	General Support
E 601-49440-410		COMPUTER SERVICES/	\$601.77	4517603	General Support
E 602-49490-410		COMPUTER SERVICES/	\$601.77	4517603	General Support
		Total	\$4,629.00		
70508	11/13/23	M/I HOMES OF MPLS			
G 101-2025		DEPOSITS PAYABLE	\$5,000.00	MB-21276 R1	Temp Co Rtn-6791 Bluestem Way

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 101-2025		DEPOSITS PAYABLE	\$5,000.00		MB-21277 R1 Temp Co Rtn-6795 Bluestem Way
G 101-2025		DEPOSITS PAYABLE	\$5,000.00		MB-22058 R1 Temp Co Rtn-4631 Meadowview Lane
G 101-2025		DEPOSITS PAYABLE	\$10,000.00		MB-22183 R1 Temp Co Rtn-6755 Bluestem Way
G 101-2025		DEPOSITS PAYABLE	\$10,000.00		MB-22185 R1 Temp Co Rtn-6763 Bluestem Way
G 101-2025		DEPOSITS PAYABLE	\$5,000.00		MB-22186 R1 Temp Co Rtn-6767 Bluestem Way
G 101-2025		DEPOSITS PAYABLE	\$1,000.00		MB-22251 R1 Temp Co Rtn-6743 Bluestem Way
G 101-2025		DEPOSITS PAYABLE	\$10,000.00		MB-23063 R1 Temp Co Rtn-4689 Lavender Lane
		Total	\$51,000.00		
70509	11/13/23	Media Com			
E 673-49600-307		PROFESSIONAL SERVIC	\$394.90		Internet
		Total	\$394.90		
70510	11/13/23	MENARDS-BUFFALO			
E 101-41940-401		BLDG/STRUCT MAINTEN	\$471.41	95936	Pallet of Ice Melt for Campus Sidewalks
		Total	\$471.41		
70511	11/13/23	Metropolitan Council WW Servic			
E 602-49490-438		EXPENSE MWCC	\$32,573.45	0001164372	* Monthly Sewer
		Total	\$32,573.45		
70512	11/13/23	MN Highway Safety & Research			
E 101-42110-434		POLICE TRAINING	\$1,020.00	337900-1042	Traning (2)
		Total	\$1,020.00		
70513	11/13/23	MID COUNTY			
E 101-42110-212		MOTOR FUELS AND LUB	\$1,271.51	58541	Squad Fuel
E 101-42110-212		MOTOR FUELS AND LUB	\$801.57	58642	Squad Fuel
E 101-42110-212		MOTOR FUELS AND LUB	\$735.59	58699	Squad Fuel
E 101-42110-212		MOTOR FUELS AND LUB	\$936.52	58803	Squad Fuel
E 101-42110-212		MOTOR FUELS AND LUB	\$33.36	8093	Locking Assembly
E 101-43121-212		MOTOR FUELS AND LUB	\$1.00	8981	Fuel Tank Rent
E 101-42110-212		MOTOR FUELS AND LUB	\$1.00	8984	Annual Rent
		Total	\$3,780.55		
70514	11/13/23	MN DEPT OF AGRICULTURE			
G 101-1350		PREPAID ITEMS	\$25.00		2024 Tree Renewal
		Total	\$25.00		
70515	11/13/23	MORRIES Parts and Service Group			
E 101-43121-404		VEHICLE & EQUIP MAIN	\$6,468.49	579226	Repair of Truck #5
E 101-43121-404		VEHICLE & EQUIP MAIN	\$8,876.72	579237	Repair of Truck #6
		Total	\$15,345.21		
70516	11/13/23	MOUND TRUE VALUE HARDWARE			
E 601-49440-227		UTILITY SYSTEM MAINT	\$15.96	189534	Airwick Sticks and Odor Genie
E 101-42110-211		CLEANING & MAINT SUP	\$6.98	189588	Windshield Fluid
		Total	\$22.94		
70517	11/13/23	MSCIC			
E 101-42110-433		DUES & SUBSRIPT & TR	\$450.00		Training (3)

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$450.00		
70518	11/13/23	NEUMANN, RENAE			
E 101-41320-435		COUNCIL TRAIN/RETRE	\$13.76		Mileage Reimbursement
Total			\$13.76		
70519	11/13/23	NORTHERN SAFETY TECHNOLOGY			
E 101-43121-221		EQUIPMENT PARTS, TIR	\$268.37	56598	Strobe Light Housing for Truck 17
Total			\$268.37		
70520	11/13/23	Northwest Hennepin League of			
G 101-1350		PREPAID ITEMS	\$200.00	2024	Annual Dues
Total			\$200.00		
70521	11/13/23	OFFICE DEPOT			
E 101-41110-201		OFFICE SUPPLIES	\$14.49	32792561600	Water
E 101-41320-201		OFFICE SUPPLIES	\$42.64	32792561600	Folders, Hand Wash, Batteries
E 101-42110-201		OFFICE SUPPLIES	\$58.90	33256484900	Batteries
E 101-42110-201		OFFICE SUPPLIES	\$39.12	33628139500	Tissues, Spoons, Pads, Memo Books
E 101-42110-201		OFFICE SUPPLIES	\$5.87	33634401600	Baby Powder
E 101-42110-201		OFFICE SUPPLIES	\$30.10	33634402200	Air Refreshner Refills
Total			\$191.12		
70522	11/13/23	OFFICE OF MNIT SERVICES			
E 101-42110-410		COMPUTER SERVICES/	\$100.00	DV23090437	Charges
Total			\$100.00		
70523	11/13/23	Per Mar Security Services			
E 101-41940-401		BLDG/STRUCT MAINTEN	\$44.10	3177583	Monitoring
Total			\$44.10		
70524	11/13/23	PLUNKETTS			
E 601-49440-401		BLDG/STRUCT MAINTEN	\$36.40	8114996	Pest Control
E 601-49440-401		BLDG/STRUCT MAINTEN	\$35.00	8278304	Pest Control
Total			\$71.40		
70525	11/13/23	Postmaster			
E 101-41320-322		POSTAGE	\$1,060.26	PI 89	Postage for Newsletter
Total			\$1,060.26		
70526	11/13/23	SCHMIDT, JESSE			
E 101-42110-417		UNIFORMS	\$214.03		Uniform reimbursement
Total			\$214.03		
70527	11/13/23	SEBOLD HEATING AND COOLING			
E 101-43121-401		BLDG/STRUCT MAINTEN	\$625.00	5707	Fall Furnace Chek in PW Shop Buildings
E 601-49440-401		BLDG/STRUCT MAINTEN	\$1,405.00	5708	Fall Furnace Check at WTPs and Well Houses
Total			\$2,030.00		
70528	11/13/23	Stericycle, Inc.			
E 101-41320-307		PROFESSIONAL SERVIC	\$163.09	8005148873	Shredding Services

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$163.09		
70529	11/13/23	STREICHER'S			
E 101-42110-417		UNIFORMS	\$1,265.76	I1655939	Ammo
E 101-42110-417		UNIFORMS	\$58.99	I1657265	Case
E 101-42110-417		UNIFORMS	\$23.98	I1657471	Strike Mount Platform
E 101-42110-417		UNIFORMS	\$57.99	I1660074	Glove
E 101-42110-417		UNIFORMS	\$290.99	I1661323	Assult Carrier and Patches
Total			\$1,697.71		
70530	11/13/23	TASC			
E 101-41320-437		MISCELLANEOUS EXPE	\$60.41	IN2908050	FSA Admin Fees
Total			\$60.41		
70531	11/13/23	Toll Gas & Welding Supply			
E 101-43121-215		SHOP MATERIALS	\$25.42	40184350	Gas Cylinder Demurrage
Total			\$25.42		
70532	11/13/23	VERIZON WIRELESS			
E 401-42110-560		EQUIP AND FURNISHIN	\$280.16	9947644332	MDC Connections
Total			\$280.16		
70533	11/13/23	WILLIAMS TOWING			
E 101-42110-404		VEHICLE & EQUIP MAIN	\$125.00	23-16768	Tow
Total			\$125.00		
70534	11/13/23	WSB & ASSOCIATES			
E 101-42401-303		ENGINEERING SERV	\$180.00	R-017490-00	* Bldg Permits/Review-2021 Building Permit
G 801-1170		LAND USE RECEIVABLE	\$6,946.50	R-018539-00	* Woodland Cove 4th Addition
G 801-1170		LAND USE RECEIVABLE	\$51.75	R-019514-00	* Woodland Cove 6th Addn
E 101-42401-303		ENGINEERING SERV	\$700.00	R-019691-00	* Bldg Permits/Review-2022 Building Permit
G 801-1170		LAND USE RECEIVABLE	\$51.75	R-019857-00	* Woodland Cove 8th Addn
E 406-43121-303		ENGINEERING SERV	\$6,125.00	R-020670-00	2023 Street Reclamation
E 433-43122-303		ENGINEERING SERV	\$8,131.65	R-020764-00	2023 Street Overlay
E 601-43241-303		ENGINEERING SERV	\$85.60	R-020764-00	2023 Street Overlay
E 602-49490-303		ENGINEERING SERV	\$342.39	R-020764-00	2023 Street Overlay
G 801-1170		LAND USE RECEIVABLE	\$1,431.50	R-021220-00	* 2023 Engineering Misc
E 101-42401-303		ENGINEERING SERV	\$1,570.00	R-021390-00	* Bldg Permits/Review-2021 Building Permit
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	\$5,393.00	R-021557-00	Gene Lehner Park Design and Construction
G 801-1170		LAND USE RECEIVABLE	\$1,310.00	R-021587-00	* 2023 WCA Services
E 602-49490-303		ENGINEERING SERV	\$395.50	R-021703-00	2023 Sanitary Sewer Replacement Proj
E 602-49490-303		ENGINEERING SERV	\$875.50	R-021899-00	2023 GIS Services
E 406-43121-303		ENGINEERING SERV	\$1,898.50	R-023081-00	2023 Pavement Maintenance Proj
E 406-43121-303		ENGINEERING SERV	\$2,841.25	R-023676-00	2024 CIP Coring Project
Total			\$40,829.89		
1002812 e	10/16/23	Internal Revenue Service			

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Batch: PR10122023,MNDEPT101623,10302023HP,Tasc101923,10152023 BRIDGE,POLICE PC
 10262023,PR10262023,MNDEPT102723,Tasc110223,MEDSURITY1123,11-13-23 STREET_UTIL,Tasc110723,11132023AP,110323PSN

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 101-2300		PAYROLL CLEARING FE	\$12,417.75		* PR - Fed w/h
G 101-2320		PAYROLL CLEARING FIC	\$13,312.78		* PR - SS/Medicare w/h
		Total	\$25,730.53		
1002813 e	10/16/23	MINNESOTA DEPT. OF REV.			
G 101-2310		PAYROLL CLEARING ST	\$5,938.56		* State w/h
		Total	\$5,938.56		
1002814 e	10/16/23	Public Employees Retirement			
G 101-2330		PAYROLL CLEARING PE	\$26,396.00		* Pera w/h
		Total	\$26,396.00		
1002815 e	10/16/23	ICMA			
G 101-2370		PAYROLL CLEARING DE	\$400.00		* Roth IRA Contributions
		Total	\$400.00		
1002816 e	10/16/23	HCSP			
G 101-2370		PAYROLL CLEARING DE	\$250.00		* HCSP
		Total	\$250.00		
1002817 e	10/16/23	EDWARD JONES			
G 101-2370		PAYROLL CLEARING DE	\$2,409.45		* Deferred Comp w/h
		Total	\$2,409.45		
1002818 e	10/16/23	Optum			
G 101-2347		HSA CLEARING ACCT	\$4,953.55		HSA Employer and Employee Cont
		Total	\$4,953.55		
1002819 e	10/16/23	MINNESOTA DEPT. OF REV.			
G 101-2390		PAYROLL CLEARING GA	\$729.39		* Garnishment
		Total	\$729.39		
1002820 e	10/19/23	TASC			
G 101-2346		PR CLEARING DAYCARE	\$416.66		* Dependent Care
		Total	\$416.66		
1002821 e	10/19/23	BRIDGEWATER BANK			
E 101-41320-437		MISCELLANEOUS EXPE	\$99.75	10/16/23	REMOTE DEPOSIT AND POSITIVE PAY MONTHLY FEE
		Total	\$99.75		
1002822 e	10/30/23	Internal Revenue Service			
G 101-2300		PAYROLL CLEARING FE	\$12,428.09		* PR - Fed w/h
G 101-2320		PAYROLL CLEARING FIC	\$13,148.74		* PR - SS/Medicare w/h
		Total	\$25,576.83		
1002823 e	10/30/23	MINNESOTA DEPT. OF REV.			
G 101-2310		PAYROLL CLEARING ST	\$5,974.33		* State w/h
		Total	\$5,974.33		
1002824 e	10/30/23	Public Employees Retirement			
G 101-2330		PAYROLL CLEARING PE	\$26,481.96		* Pera w/h

CITY OF MINNETRISTA

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Batch: PR10122023,MNDEPT101623,10302023HP,Tasc101923,10152023 BRIDGE,POLICE PC
 10262023,PR10262023,MNDEPT102723,Tasc110223,MEDSURETY1123,11-13-23 STREET_UTIL,Tasc110723,11132023AP,110323PSN

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$26,481.96		
1002825 e	10/30/23	Optum			
G 101-2347		HSA CLEARING ACCT	\$4,953.55		HSA Employer and Employee Cont
Total			\$4,953.55		
1002826 e	10/30/23	EDWARD JONES			
G 101-2370		PAYROLL CLEARING DE	\$2,253.40		* Deferred Comp w/h
Total			\$2,253.40		
1002827 e	10/30/23	ICMA			
G 101-2370		PAYROLL CLEARING DE	\$400.00		* Roth IRA Contributions
Total			\$400.00		
1002828 e	10/30/23	HCSP			
G 101-2370		PAYROLL CLEARING DE	\$250.00		* HCSP Retirement
Total			\$250.00		
1002829 e	10/30/23	MINNESOTA DEPT. OF REV.			
G 101-2390		PAYROLL CLEARING GA	\$500.61		* Garnishment
Total			\$500.61		
1002830 e	10/31/23	Petty Cash			
E 101-42110-431		TRAIN/MTG/EXP & SUPP	\$54.72		Meeting Expenses
E 101-42110-322		POSTAGE	\$18.98		Mail
Total			\$73.70		
1002831 e	11/02/23	TASC			
G 101-2346		PR CLEARING DAYCARE	\$208.33		* Dependent Care
Total			\$208.33		
1002832 e	11/02/23	MEDSURETY, LLC			
E 101-41320-437		MISCELLANEOUS EXPE	\$34.00	26990	Cobra Administration-Continuation
Total			\$34.00		
1002833 e	11/07/23	LaTour Construction, Inc.			
E 433-43122-530		IMPROVEMENTS	\$202,461.43	11/13/2023	2023 STREET RECONSTRUCTION & UTILITY IMP PROJ PAY VOUCHER 5
E 601-43241-530		IMPROVEMENTS	\$190,551.93	11/13/2023	2023 STREET RECONSTRUCTION & UTILITY IMP PROJ PAY VOUCHER 5
E 602-43251-530		IMPROVEMENTS	\$3,969.82	11/13/2023	2023 STREET RECONSTRUCTION & UTILITY IMP PROJ PAY VOUCHER 5
Total			\$396,983.18		
1002834 e	11/07/23	TASC			
G 101-2346		PR CLEARING DAYCARE	\$208.33		* Dependent Care
Total			\$208.33		
1002835 e	11/07/23	PSN			
E 601-49440-307		PROFESSIONAL SERVIC	\$1,478.59	11/3/23	MONTHLY ONLINE PAYMENT FEES OCTOBER 2023-PROF SERVICES WATER
E 602-49490-307		PROFESSIONAL SERVIC	\$1,478.59	11/3/23	MONTHLY ONLINE PAYMENT FEES OCTOBER 2023-PROF SERVICES SEWER

CITY OF MINNETRISTA

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Batch: PR10122023,MNDEPT101623,10302023HP,Tasc101923,10152023 BRIDGE,POLICE PC
 10262023,PR10262023,MNDEPT102723,Tasc110223,MEDSURITY1123,11-13-23 STREET_UTIL,Tasc110723,11132023AP,110323PSN

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 651-49590-307		PROFESSIONAL SERVIC	\$985.73	11/3/23	MONTHLY ONLINE PAYMENT FEES OCTOBER 2023-PROF SERVICES SURFACE WATER MGMT
E 671-43230-307		PROFESSIONAL SERVIC	\$985.73	11/3/23	MONTHLY ONLINE PAYMENT FEES OCTOBER 2023-PROF SERVICES RECYCLING
Total			\$4,928.64		
1010 1ST BK OF THE LAKES			\$1,122,844.81		

Fund Summary

1010 1ST BK OF THE LAKES

101 GENERAL FUND	\$471,960.88
401 CAPITAL IMPROVEMENT PROGRAM	\$4,662.02
404 PARK DEDICATION FUND	\$5,393.00
406 ROAD MAINTENANCE FUND	\$10,864.75
433 2023 STREET PROJECTS	\$210,593.08
601 WATER FUND	\$208,649.92
602 SEWER FUND	\$185,945.75
651 STORM WATER MGMT FUND	\$8,220.28
671 RECYCLING FUND	\$985.73
673 CABLE	\$1,339.90
801 LANDUSE AGENCY	\$14,229.50
	\$1,122,844.81

CITY OF MINNETRISTA

CITY COUNCIL CONSENT AGENDA ITEM 4h



Subject: Donation of Funds for the Tree Lighting Event

Prepared By: Allison Polsfuss
Director of Administration

Meeting Date: November 13, 2023

Issue:

The City of Minnetrista is hosting the first annual Holiday Tree Lighting Event on November 30, 2023 from 5-7pm.

Vendors in the community have been generous and donated money to help fund the activities of the event. Below is a list of the sponsors and amount donated:

Vendor	Donated
AE2S	\$1,000
Curbside Waste	\$100
Doran Co	\$1,000
Kennedy & Graven	\$500
WSB	\$500
Xcel Energy	\$500
Total	\$3,600

The City of Minnetrista thanks these sponsors for making the event possible!

Recommended City Council Action: Approve Resolution Accepting Donation for Holiday Tree Lighting Event in the amount of \$3,600.

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

RESOLUTION NO. 105-23

**RESOLUTION ACCEPTING DONATION OF FUNDS FOR THE HOLIDAY
TREE LIGHTING EVENT**

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

WHEREAS, Minnetrista received donations in the amount of \$3,600.00 to fund the Holiday Tree Lighting Event activities; and

WHEREAS, the City wishes to accept the donation of funds and to express its gratitude to sponsors for their generosity and ongoing commitment to the community.

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

1. The City hereby accepts the donation of funds by this resolution and in satisfaction of the requirements of Minnesota Statutes, section 465.03;

This resolution was adopted by the City Council of the City of Minnetrista on the 13th day of November, 2023 by a vote of _____ ayes and _____ nays.

Mayor

ATTEST:

City Clerk, Ann Meyerhoff

CITY OF MINNETRISTA

CONSENT ITEM 4i



Subject: Awarding turf maintenance services agreement with Advantage Property Maintenance Company

Prepared By: Gary Peters, Public Works Director

Meeting Date: November 13, 2023

Issue:

The City contracts for seasonal lawn mowing and mowing related services for all City parks, trail areas, well houses, lift stations, water towers, water treatment plants and the City Hall/Public Safety campus; a total of thirty (32) sites.

Background:

Public Works focuses its resources on efforts related to road and street maintenance projects and storm water maintenance projects - areas that are needed the most and have the highest capital equipment invested; and leaves the work of mowing and mowing related services to a contracted service.

Discussion/Conclusion:

The city advertised for quotations and received four locally based lawn and landscaping companies. The City asked for pricing for a three year contract period, with a 30-day termination clause. The vendor recommended for selection for the 2024, 2025 and 2026 growing season is Advantage Property Maintenance, Inc. They provided the lowest quotation for services for each of the next three years. Advantage Property Maintenance, Inc. has been the City's mowing contractor for the last eight seasons and has done a tremendous job at getting our properties looking good. Staff recommends this company for our mowing and mowing related services contract for 2024, 2025 and 2026.

Fiscal Impact:

A summary of quotations received is shown:

VENDOR	SERVICE YEAR			3 YEAR TOTAL
	2024	2025	2026	
Advantage Property Services	\$76,524.00	\$79,682.00	\$82,922.00	\$239,128.00
Superior Lawn & Landscape	\$85,450.00	\$88,868.00	\$92,423.00	\$266,741.00
Jim's Lawn & Landscape	\$80,948.00	\$81,008.00	\$81,008.00	\$242,964.00

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.

Recommended City Council Action:

Motion to approve an agreement with Advantage Property Maintenance, Inc. for mowing and mowing related services for thirty (32) City owned properties for the 2024, 2025 and 2026 growing seasons at an expected annual cost of \$76,524.00 for 2024, \$79,682.00 for 2025 and \$82,922.00 for 2026.

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.

RESOLUTION NO. 106-23

**RESOLUTION APPROVING THE TURF MAINTENANCE SERVICES
AGREEMENT BETWEEN THE CITY OF MINNETRISTA AND ADVANTAGE
PROPERTY MAINTENANCE**

WHEREAS, The City of Minnetrista is in need of lawn mowing and mowing related services for the 2024, 2025 and 2026 growing seasons; and

WHEREAS, The Contractor, Advantage Property Maintenance, is a lawn mowing service vendor based in Cologne, MN, and who provides lawn services to the western metro of the Twin Cities; and has the professional expertise, staff, and equipment to perform these duties for the City of Minnetrista; and

WHEREAS, The City received the lowest legitimate quotation from Advantage Property Maintenance; and

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA, this service agreement is hereby executed with the intent of hiring Advantage Property Maintenance, for lawn mowing and mowing related services for the 2024, 2025 and 2026 growing seasons.

This resolution was adopted by the City Council of the City of Minnetrista on the 13th day of November, 2023, by a vote of _____Ayes and _____Nays.

Mayor
City of Minnetrista

ATTEST:

City Clerk
City of Minnetrista

(seal)

**AGREEMENT BETWEEN THE CITY OF MINNETRISTA
AND ADVANTAGE PROPERTY MAINTENANCE COMPANY**

This Agreement is made this 13th day of November, 2023, by and between Advantage Property Maintenance, Inc., Cologne, MN, a Minnesota company (“Contractor”) and the City of Minnetrista, a Minnesota municipal corporation (“City”).

Recitals

WHEREAS, The City of Minnetrista is in need of lawn mowing and mowing related services for the 2024, 2025 and 2026 growing seasons; and

WHEREAS, The Contractor, Advantage Property Maintenance, Inc., is a lawn mowing service retailer based in Cologne, MN; and who provides lawn services to the western metro of the Twin Cities; and has the professional expertise, staff, and equipment to perform these duties for the City of Minnetrista; and

WHEREAS, The City received the lowest legitimate quotation from Advantage Property Maintenance, Inc.; and Advantage Property Maintenance, Inc. has provided lawn mowing and mowing related services for the City of Minnetrista for the past nine years; and

NOW, THEREFORE, the City and the Contractor agree as follows:

Terms

- 1.0 SCOPE OF SERVICES. In addition to the terms contained in this Agreement, the Contractor shall perform the following services as detailed in the proposal.
- 2.0 SERVICES. At each site covered (see addendum list for sites and rates), the Contractor will provide mowing, trimming around trees, bushes, driveway edges, playground equipment and structures after mowing, clearing-off/blowing of all sidewalks, streets, and other impermeable hard surfaces, and will pick-up loose garbage. In the spring and fall, the Contractor will provide a “clean-up” service that includes dethatching of turf areas, vacuuming/bagging of leaves and loosened thatch and other debris for removal.
- 3.0 TERMS OF SERVICE. Contract will commence April 1 of each year (2024, 2025 and 2026) and end October 31 of each year (2024, 2025 and 2026), with most work expected to occur during the 26-week period (average growing season) of April 15 through October 15. Services will be provided approximately once per week per site for 26 weeks. Mowing services will be capped at 26 mowing occurrences per site. If mowing services need to extend beyond this amount, the Contractor and City will need to discuss and agree to a contract extension. Either party may terminate this Agreement for any reason with thirty (30) days written notice to the other party.
- 4.0 CITY OBLIGATIONS. City acknowledges that Contractor’s services are for the benefit of and apply only to the City.

- 5.0 **COMPENSATION.** The City will compensate the Contractor for all mowing and mowing related services, including spring and fall clean-up work, in the amount of \$76,524.00 for the 2024 growing season, \$79,682.00 for the 2025 growing season and \$82,922.00 for the 2026 growing season; under this Agreement for all properties identified in the quotation process. The contractor will provide an itemized bill to the City monthly.
- 6.0 **INDEPENDENT CONTRACTOR.**
- 6.1 Both the Contractor and the City acknowledge and agree that the Contractor is an independent contractor and not an employee of the City. Any employee or subcontractor who may perform services for the Contractor in connection with this Agreement is also not an employee of the City. Contractor understands that the City will not provide any benefits of any type in connection with this Agreement, including but not limited to health or medical insurance, worker's compensation insurance and unemployment insurance, nor will the City withhold any state or federal taxes, including income or payroll taxes, which may be payable by the Contractor.
- 6.2 Contractor shall secure at its own expense all personnel required to perform services under this agreement; and supply and use its own equipment/tools to complete the services under this Agreement.
- 6.3 The contractor acknowledges that any general instruction it receives from the City has no effect on its status as an independent contractor.
- 7.0 **LICENSE AND INSURANCE.** If applicable, the Contractor shall be licensed in the State of Minnesota to perform its services under this Agreement and shall provide a certificate of licensure and bonding to the City. Contractor shall maintain adequate insurance in an amount of \$1,500,000.00 to protect itself and the City from claims and liability for injury or damage to persons or property for all services performed by the Contractor and its respective employees, subcontractors, or agents under this Agreement. The contractor shall name the City as an additional insured under its commercial general liability policy. In addition, Contractor agrees to maintain such motor vehicle liability insurance as required by state and federal laws. The contractor shall also provide its own workers' compensation insurance. Prior to performing any services under this Agreement, the Contractor shall provide evidence to the City that all required insurance coverage is in effect.
- 8.0 **WARRANTIES.** Contractor makes no warranties, express or implied, including, but not limited to, the implied warranties of merchantability and fitness for a particular purpose. In no event will Contractor be liable for consequential damages even if Contractor has been advised of the possibility of such damages. No warranty is transferable. Contractor shall have no liability or responsibility to the City or any person or entity with respect to any loss, damage, or injury to persons or property caused directly or indirectly by the use or inability to use the fore mentioned equipment and/or services.

- 9.0 INDEMNIFICATION. The Contractor shall hold harmless, indemnify and defend the City, its officials, employees, contractors and agents, against any and all claims, causes of action, lawsuits, losses, damages, costs and expenses (including reasonable attorneys' fees) for claims arising out of or resulting from the Contractor's (including its officials, agents and employees) performance of the duties required under this Agreement.
- 10.0 CONFIDENTIALITY/DATA PRACTICES. Under no circumstances may the Contractor, or any of its employees, agents, or personnel, provide information or data to anyone outside of what is described in this Agreement without written permission from the City of Minnetrista. The books, records, documents, and accounting procedures of the Contractor, relevant to this Agreement are subject to examination by the City, and either the legislative or State Auditor as appropriate, pursuant to Minnesota Statute Section 16C.05, subdivision 5. The Contractor shall comply with all applicable provisions of the Minnesota Government Data Practices Act, Chapter 13 of the Minnesota Statutes.
- 11.0 APPLICABLE LAW. The execution, interpretation, and performance of this Agreement shall, in all respects, be controlled and governed by the laws of Minnesota.
- 12.0 ASSIGNMENT. The Contractor may not assign this Agreement or procure the services of another individual or company to provide services under this Agreement without first obtaining the express written consent of the City.
- 13.0 ENTIRE AGREEMENT; AMENDMENTS. This Agreement constitutes the entire Agreement between the parties, and no other agreement prior to or contemporaneous with this Agreement shall be effective, except as expressly set forth or incorporated herein. Any purported amendment to this Agreement is not effective unless it is in writing and executed by both parties.
- 14.0 NO WAIVER BY CITY. By entering into this Agreement, the City does not waive its entitlement to any immunities under statute or common law.
- 15.0 SEVERABILITY. Should any part or portion of this Agreement be deemed illegal or non-binding by a court of law, the remainder of the Agreement shall remain in effect.
- 16.0 COMPLIANCE. Contractor agrees to comply with all applicable local, state, and federal laws, rules and regulations in the performance of its services under this Agreement.
- 17.0 RELATIONSHIP BETWEEN THE PARTIES. It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of copartners between the parties hereto or as constituting Contractor's employees as the agents, representatives, or employees of the City for any purpose in any manner whatsoever.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date and year written above.

City of Minnetrista

By: _____
Its: Mayor

By: _____
Its: City Clerk

Advantage Property Maintenance

By: _____

Its: _____

Lawn Mowing & Turf Maintenance Related Services Quote Summary

		Advantage Property Maintenance											
		2024 (LIST M1A)				2025 (LIST M2A)				2026 (LIST M3A)			
PARK	ADDRESS	Weekly Cost	Annual Cost	Spring Clean-Up	Fall Clean-Up	Weekly Cost	Annual Cost	Spring Clean-Up	Fall Clean-Up	Weekly Cost	Annual Cost	Spring Clean-Up	Fall Clean-Up
Gene Lehner Park	4180 Trillium Ln E	\$75.00	\$1,950.00	\$240.00	\$240.00	\$78.00	\$2,028.00	\$250.00	\$250.00	\$81.00	\$2,106.00	\$260.00	\$260.00
Jennings Park	865 Jennings Cove Rd	\$60.00	\$1,560.00	\$130.00	\$130.00	\$62.00	\$1,612.00	\$135.00	\$135.00	\$64.00	\$1,664.00	\$140.00	\$140.00
Douglas Park	3441 Tuxedo Rd	\$50.00	\$1,300.00	\$100.00	\$100.00	\$52.00	\$1,352.00	\$104.00	\$104.00	\$54.00	\$1,404.00	\$108.00	\$108.00
Slow Creek Park & Trail	5738 Sunnybrook Cir	\$38.00	\$988.00	\$75.00	\$75.00	\$40.00	\$1,040.00	\$78.00	\$78.00	\$42.00	\$1,092.00	\$81.00	\$81.00
North Cusoke Park & Trail	2600 Saunders Lake Dr N	\$38.00	\$988.00	\$75.00	\$75.00	\$40.00	\$1,040.00	\$78.00	\$78.00	\$42.00	\$1,092.00	\$81.00	\$81.00
South Cusoke Park & Trail	6467 Saunders Lake Dr S	\$38.00	\$988.00	\$75.00	\$75.00	\$40.00	\$1,040.00	\$78.00	\$78.00	\$42.00	\$1,092.00	\$81.00	\$81.00
Linden Park	3900 Hunters Tr	\$150.00	\$3,900.00	\$300.00	\$300.00	\$156.00	\$4,056.00	\$312.00	\$312.00	\$162.00	\$4,212.00	\$324.00	\$324.00
Lisle Park	4600 Hunters Tr	\$480.00	\$12,480.00	\$675.00	\$675.00	\$499.00	\$12,974.00	\$702.00	\$702.00	\$519.00	\$13,494.00	\$730.00	\$730.00
North Lisle Park	9036 Partridge Rd	\$55.00	\$1,430.00	\$200.00	\$200.00	\$57.00	\$1,482.00	\$208.00	\$208.00	\$59.00	\$1,534.00	\$216.00	\$216.00
Woods of Saga Hill	4900-4930 Grandview Ave	\$38.00	\$988.00	\$75.00	\$75.00	\$40.00	\$1,040.00	\$78.00	\$78.00	\$42.00	\$1,092.00	\$81.00	\$81.00
Merz Marsh Park	4230 Turtle Rd	\$110.00	\$2,860.00	\$250.00	\$250.00	\$114.00	\$2,964.00	\$260.00	\$260.00	\$119.00	\$3,094.00	\$270.00	\$270.00
Adler Nature View Trail	3801 Eagle Nest Dr	\$38.00	\$988.00	\$50.00	\$50.00	\$40.00	\$1,040.00	\$52.00	\$52.00	\$42.00	\$1,092.00	\$54.00	\$54.00
Friendship Park	5876 Kramer Rd	\$57.00	\$1,482.00	\$150.00	\$150.00	\$59.00	\$1,534.00	\$156.00	\$156.00	\$61.00	\$1,586.00	\$162.00	\$162.00
Perennial Park	1270 Langewood Dr	\$57.00	\$1,482.00	\$125.00	\$125.00	\$59.00	\$1,534.00	\$130.00	\$130.00	\$61.00	\$1,586.00	\$135.00	\$135.00
Kings Point Park	3505 Kings Point Rd	\$57.00	\$1,482.00	\$150.00	\$150.00	\$59.00	\$1,534.00	\$156.00	\$156.00	\$61.00	\$1,586.00	\$162.00	\$162.00
Gillespie Park	1420 Westwood Dr	\$110.00	\$2,860.00	\$150.00	\$150.00	\$114.00	\$2,964.00	\$156.00	\$156.00	\$119.00	\$3,094.00	\$162.00	\$162.00
Halstead Boat Launch	Halstead Dr	\$38.00	\$988.00	\$75.00	\$75.00	\$40.00	\$1,040.00	\$78.00	\$78.00	\$42.00	\$1,092.00	\$81.00	\$81.00
Merriman Cemetery	5900 Sunnyfield Rd	\$50.00	\$1,300.00	\$200.00	\$200.00	\$52.00	\$1,352.00	\$208.00	\$208.00	\$54.00	\$1,404.00	\$216.00	\$216.00
Retaining Wall	Bwtn Loring Dr & Maple Forest	\$50.00	\$1,300.00	\$125.00	\$125.00	\$52.00	\$1,352.00	\$130.00	\$130.00	\$54.00	\$1,404.00	\$135.00	\$135.00
Cty Rd 110 N walking trail		\$100.00	\$2,600.00	\$130.00	\$130.00	\$104.00	\$2,704.00	\$135.00	\$135.00	\$108.00	\$2,808.00	\$140.00	\$140.00
		\$1,689.00	\$43,914.00	\$3,350.00	\$3,350.00	\$1,757.00	\$45,682.00	\$3,484.00	\$3,484.00	\$1,828.00	\$47,528.00	\$3,619.00	\$3,619.00

		Advantage Property Maintenance											
		2024 (LIST M1B)				2025 (LIST M2B)				2026 (LIST M3B)			
FACILITY	ADDRESS	Weekly Cost	Annual Cost	Spring Clean-Up	Fall Clean-Up	Weekly Cost	Annual Cost	Spring Clean-Up	Fall Clean-Up	Weekly Cost	Annual Cost	Spring Clean-Up	Fall Clean-Up
Sunnyfield Rd WT	5890 Sunnyfield Rd	\$50.00	\$1,300.00	\$100.00	\$100.00	\$52.00	\$1,352.00	\$104.00	\$104.00	\$54.00	\$1,404.00	\$108.00	\$108.00
SW Water Tower	9350 State Hwy 7	\$125.00	\$3,250.00	\$150.00	\$150.00	\$130.00	\$3,380.00	\$156.00	\$156.00	\$135.00	\$3,510.00	\$162.00	\$162.00
South WTP	4691 Kings Point Rd	\$65.00	\$1,690.00	\$150.00	\$150.00	\$68.00	\$1,768.00	\$156.00	\$156.00	\$71.00	\$1,846.00	\$162.00	\$162.00
North WTP	5980 Game Farm Rd	\$65.00	\$1,690.00	\$150.00	\$150.00	\$68.00	\$1,768.00	\$156.00	\$156.00	\$71.00	\$1,846.00	\$162.00	\$162.00
Well House #3	5890 Game Farm Rd	\$40.00	\$1,040.00	\$125.00	\$125.00	\$42.00	\$1,092.00	\$130.00	\$130.00	\$44.00	\$1,144.00	\$135.00	\$135.00
Well House #4	4270 County Road 44	\$40.00	\$1,040.00	\$125.00	\$125.00	\$42.00	\$1,092.00	\$130.00	\$130.00	\$44.00	\$1,144.00	\$135.00	\$135.00
Well House #5	6205 Lotus Dr	\$40.00	\$1,040.00	\$125.00	\$125.00	\$42.00	\$1,092.00	\$130.00	\$130.00	\$44.00	\$1,144.00	\$135.00	\$135.00
Well Site #7	4342 Kings Point Rd	\$50.00	\$1,300.00	\$75.00	\$75.00	\$52.00	\$1,352.00	\$78.00	\$78.00	\$54.00	\$1,404.00	\$81.00	\$81.00
Lift Station #1	1570 County Rd 110 N	\$40.00	\$1,040.00	\$65.00	\$65.00	\$42.00	\$1,092.00	\$68.00	\$68.00	\$44.00	\$1,144.00	\$71.00	\$71.00
Lift Station #2	920 County Rd 110 N	\$40.00	\$1,040.00	\$65.00	\$65.00	\$42.00	\$1,092.00	\$68.00	\$68.00	\$44.00	\$1,144.00	\$71.00	\$71.00
Lift Station #21	4970 Minneapolis Ave	\$40.00	\$1,040.00	\$65.00	\$65.00	\$42.00	\$1,092.00	\$68.00	\$68.00	\$44.00	\$1,144.00	\$71.00	\$71.00
Cty Hall/ PD Campus	7701-7651 Cty Rd 110 W	\$275.00	\$7,150.00	\$450.00	\$450.00	\$286.00	\$7,436.00	\$468.00	\$468.00	\$297.00	\$7,722.00	\$487.00	\$487.00
		\$870.00	\$22,620.00	\$1,645.00	\$1,645.00	\$908.00	\$23,608.00	\$1,712.00	\$1,712.00	\$946.00	\$24,596.00	\$1,780.00	\$1,780.00

TOTAL LAWN	\$66,534.00	TOTAL LAWN	\$69,290.00	TOTAL LAWN	\$72,124.00
TOTAL SPRING CLEAN-UP	\$4,995.00	TOTAL SPRING CLEAN-UP	\$5,196.00	TOTAL SPRING CLEAN-UP	\$5,399.00
TOTAL FALL CLEAN-UP	\$4,995.00	TOTAL FALL CLEAN-UP	\$5,196.00	TOTAL FALL CLEAN-UP	\$5,399.00
TOTAL LAWN + SPRING + FALL	\$76,524.00	TOTAL LAWN + SPRING + FALL	\$79,682.00	TOTAL LAWN + SPRING + FALL	\$82,922.00

3-YR TOTAL LAWN	\$207,948.00
3-YR TOTAL SPRING CLEAN-UP	\$15,590.00
3-YR TOTAL FALL CLEAN-UP	\$15,590.00
3-YR TOTAL	\$239,128.00

Lawn Mowing & Turf Maintenance Related Services Quote Summary

		Jim's Lawn & Landscape											
		2024 (LIST M1A)				2025 (LIST M2A)				2026 (LIST M3A)			
PARK	ADDRESS	Weekly Cost	Annual Cost	Spring Clean-Up	Fall Clean-Up	Weekly Cost	Annual Cost	Spring Clean-Up	Fall Clean-Up	Weekly Cost	Annual Cost	Spring Clean-Up	Fall Clean-Up
Gene Lehner Park	4180 Trillium Ln E	\$86.00	\$2,236.00	\$275.00	\$275.00	\$86.00	\$2,236.00	\$275.00	\$275.00	\$86.00	\$2,236.00	\$275.00	\$275.00
Jennings Park	865 Jennings Cove Rd	\$65.00	\$1,690.00	\$185.00	\$185.00	\$65.00	\$1,690.00	\$185.00	\$185.00	\$65.00	\$1,690.00	\$185.00	\$185.00
Douglas Park	3441 Tuxedo Rd	\$56.00	\$1,456.00	\$140.00	\$140.00	\$56.00	\$1,456.00	\$140.00	\$140.00	\$56.00	\$1,456.00	\$140.00	\$140.00
Slow Creek Park & Trail	5738 Sunnysbrook Cir	\$41.00	\$1,066.00	\$90.00	\$90.00	\$41.00	\$1,066.00	\$90.00	\$90.00	\$41.00	\$1,066.00	\$90.00	\$90.00
North Cusoke Park & Trail	2600 Saunders Lake Dr N	\$41.00	\$1,066.00	\$70.00	\$70.00	\$41.00	\$1,066.00	\$70.00	\$70.00	\$41.00	\$1,066.00	\$70.00	\$70.00
South Cusoke Park & Trail	6467 Saunders Lake Dr S	\$41.00	\$1,066.00	\$90.00	\$90.00	\$41.00	\$1,066.00	\$90.00	\$90.00	\$41.00	\$1,066.00	\$90.00	\$90.00
Linden Park	3900 Hunters Tr	\$146.00	\$3,796.00	\$365.00	\$365.00	\$146.00	\$3,796.00	\$365.00	\$365.00	\$146.00	\$3,796.00	\$365.00	\$365.00
Lisle Park	4600 Hunters Tr	\$518.00	\$13,468.00	\$910.00	\$910.00	\$518.00	\$13,468.00	\$910.00	\$910.00	\$518.00	\$13,468.00	\$910.00	\$910.00
North Lisle Park	9036 Partridge Rd	\$43.00	\$1,118.00	\$185.00	\$185.00	\$43.00	\$1,118.00	\$185.00	\$185.00	\$43.00	\$1,118.00	\$185.00	\$185.00
Woods of Saga Hill	4900-4930 Grandview Ave	\$41.00	\$1,066.00	\$90.00	\$90.00	\$41.00	\$1,066.00	\$90.00	\$90.00	\$41.00	\$1,066.00	\$90.00	\$90.00
Merz Marsh Park	4230 Turtle Rd	\$110.00	\$2,860.00	\$275.00	\$275.00	\$110.00	\$2,860.00	\$275.00	\$275.00	\$110.00	\$2,860.00	\$275.00	\$275.00
Adler Nature View Trail	3801 Eagle Nest Dr	\$41.00	\$1,066.00	\$70.00	\$70.00	\$41.00	\$1,066.00	\$70.00	\$70.00	\$41.00	\$1,066.00	\$70.00	\$70.00
Friendship Park	5876 Kramer Rd	\$61.00	\$1,586.00	\$185.00	\$185.00	\$61.00	\$1,586.00	\$185.00	\$185.00	\$61.00	\$1,586.00	\$185.00	\$185.00
Perennial Park	1270 Langewood Dr	\$61.00	\$1,586.00	\$140.00	\$140.00	\$61.00	\$1,586.00	\$140.00	\$140.00	\$61.00	\$1,586.00	\$140.00	\$140.00
Kings Point Park	3505 Kings Point Rd	\$64.00	\$1,664.00	\$185.00	\$185.00	\$64.00	\$1,664.00	\$185.00	\$185.00	\$64.00	\$1,664.00	\$185.00	\$185.00
Gillespie Park	1420 Westwood Dr	\$103.00	\$2,678.00	\$185.00	\$185.00	\$103.00	\$2,678.00	\$185.00	\$185.00	\$103.00	\$2,678.00	\$185.00	\$185.00
Halstead Boat Launch	Halstead Dr	\$41.00	\$1,066.00	\$90.00	\$90.00	\$41.00	\$1,066.00	\$90.00	\$90.00	\$41.00	\$1,066.00	\$90.00	\$90.00
Merriman Cemetery	5900 Sunnysfield Rd	\$56.00	\$1,456.00	\$230.00	\$230.00	\$56.00	\$1,456.00	\$230.00	\$230.00	\$56.00	\$1,456.00	\$230.00	\$230.00
Retaining Wall	Bwtn Loring Dr & Maple Forest	\$56.00	\$1,456.00	\$140.00	\$140.00	\$56.00	\$1,456.00	\$140.00	\$140.00	\$56.00	\$1,456.00	\$140.00	\$140.00
Cty Rd 110 N walking trail		\$79.00	\$2,054.00	\$155.00	\$155.00	\$79.00	\$2,054.00	\$185.00	\$185.00	\$79.00	\$2,054.00	\$185.00	\$185.00
		\$1,750.00	\$45,500.00	\$4,055.00	\$4,055.00	\$1,750.00	\$45,500.00	\$4,085.00	\$4,085.00	\$1,750.00	\$45,500.00	\$4,085.00	\$4,085.00

		Jim's Lawn & Landscape											
		2024 (LIST M1B)				2025 (LIST M2B)				2026 (LIST M3B)			
FACILITY	ADDRESS	Weekly Cost	Annual Cost	Spring Clean-Up	Fall Clean-Up	Weekly Cost	Annual Cost	Spring Clean-Up	Fall Clean-Up	Weekly Cost	Annual Cost	Spring Clean-Up	Fall Clean-Up
Sunnysfield Rd WT	5890 Sunnysfield Rd	\$56.00	\$1,456.00	\$140.00	\$140.00	\$56.00	\$1,456.00	\$140.00	\$140.00	\$56.00	\$1,456.00	\$140.00	\$140.00
SW Water Tower	9350 State Hwy 7	\$150.00	\$3,900.00	\$350.00	\$350.00	\$150.00	\$3,900.00	\$350.00	\$350.00	\$150.00	\$3,900.00	\$350.00	\$350.00
South WTP	4691 Kings Point Rd	\$72.00	\$1,872.00	\$185.00	\$185.00	\$72.00	\$1,872.00	\$185.00	\$185.00	\$72.00	\$1,872.00	\$185.00	\$185.00
North WTP	5980 Game Farm Rd	\$56.00	\$1,456.00	\$140.00	\$140.00	\$56.00	\$1,456.00	\$140.00	\$140.00	\$56.00	\$1,456.00	\$140.00	\$140.00
Well House #3	5890 Game Farm Rd	\$41.00	\$1,066.00	\$140.00	\$140.00	\$41.00	\$1,066.00	\$140.00	\$140.00	\$41.00	\$1,066.00	\$140.00	\$140.00
Well House #4	4270 County Road 44	\$41.00	\$1,066.00	\$140.00	\$140.00	\$41.00	\$1,066.00	\$140.00	\$140.00	\$41.00	\$1,066.00	\$140.00	\$140.00
Well House #5	6205 Lotus Dr	\$41.00	\$1,066.00	\$91.00	\$91.00	\$41.00	\$1,066.00	\$91.00	\$91.00	\$41.00	\$1,066.00	\$91.00	\$91.00
Well Site #7	4342 Kings Point Rd	\$45.00	\$1,170.00	\$90.00	\$90.00	\$45.00	\$1,170.00	\$90.00	\$90.00	\$45.00	\$1,170.00	\$90.00	\$90.00
Lift Station #1	1570 County Rd 110 N	\$41.00	\$1,066.00	\$70.00	\$70.00	\$41.00	\$1,066.00	\$70.00	\$70.00	\$41.00	\$1,066.00	\$70.00	\$70.00
Lift Station #2	920 County Rd 110 N	\$41.00	\$1,066.00	\$91.00	\$91.00	\$41.00	\$1,066.00	\$91.00	\$91.00	\$41.00	\$1,066.00	\$91.00	\$91.00
Lift Station #21	4970 Minneapolis Ave	\$45.00	\$1,170.00	\$90.00	\$90.00	\$45.00	\$1,170.00	\$90.00	\$90.00	\$45.00	\$1,170.00	\$90.00	\$90.00
City Hall/ PD Campus	7701-7651 Cty Rd 110 W	\$270.00	\$7,020.00	\$455.00	\$455.00	\$270.00	\$7,020.00	\$455.00	\$455.00	\$270.00	\$7,020.00	\$455.00	\$455.00
		\$899.00	\$23,374.00	\$1,982.00	\$1,982.00	\$899.00	\$23,374.00	\$1,982.00	\$1,982.00	\$899.00	\$23,374.00	\$1,982.00	\$1,982.00

TOTAL LAWN	\$68,874.00	TOTAL LAWN	\$68,874.00	TOTAL LAWN	\$68,874.00
TOTAL SPRING CLEAN-UP	\$6,037.00	TOTAL SPRING CLEAN-UP	\$6,067.00	TOTAL SPRING CLEAN-UP	\$6,067.00
TOTAL FALL CLEAN-UP	\$6,037.00	TOTAL FALL CLEAN-UP	\$6,067.00	TOTAL FALL CLEAN-UP	\$6,067.00
TOTAL LAWN + SPRING + FALL	\$80,948.00	TOTAL LAWN + SPRING + FALL	\$81,008.00	TOTAL LAWN + SPRING + FALL	\$81,008.00

3-YR TOTAL LAWN	\$206,622.00
3-YR TOTAL SPRING CLEAN-UP	\$18,171.00
3-YR TOTAL FALL CLEAN-UP	\$18,171.00
3-YR TOTAL	\$242,964.00

Lawn Mowing & Turf Maintenance Related Services Quote Summary

		Superior Lawn & Landacpe											
		2024 (LIST M1A)				2025 (LIST M2A)				2026 (LIST M3A)			
PARK	ADDRESS	Weekly Cost	Annual Cost	Spring Clean-Up	Fall Clean-Up	Weekly Cost	Annual Cost	Spring Clean-Up	Fall Clean-Up	Weekly Cost	Annual Cost	Spring Clean-Up	Fall Clean-Up
Gene Lehner Park	4180 Trillium Ln E	Gave lump sum price for year				Gave lump sum price for year				Gave lump sum price for year			
Jennings Park	865 Jennings Cove Rd												
Douglas Park	3441 Tuxedo Rd												
Slow Creek Park & Trail	5738 Sunnybrook Cir												
North Cusoke Park & Trail	2600 Saunders Lake Dr N												
South Cusoke Park & Trail	6467 Saunders Lake Dr S												
Linden Park	3900 Hunters Tr												
Lisle Park	4600 Hunters Tr												
North Lisle Park	9036 Partridge Rd												
Woods of Saga Hill	4900-4930 Grandview Ave												
Merz Marsh Park	4230 Turtle Rd												
Adler Nature View Trail	3801 Eagle Nest Dr												
Friendship Park	5876 Kramer Rd												
Perennial Park	1270 Langewood Dr												
Kings Point Park	3505 Kings Point Rd												
Gillespie Park	1420 Westwood Dr												
Halstead Boat Launch	Halstead Dr												
Merriman Cemetery	5900 Sunnyfield Rd												
Retaining Wall	Bwtn Loring Dr & Maple Forest												
Cty Rd 110 N walking trail													
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

		Superior Lawn & Landacpe											
		2024 (LIST M1B)				2025 (LIST M2B)				2026 (LIST M3B)			
FACILITY	ADDRESS	Weekly Cost	Annual Cost	Spring Clean-Up	Fall Clean-Up	Weekly Cost	Annual Cost	Spring Clean-Up	Fall Clean-Up	Weekly Cost	Annual Cost	Spring Clean-Up	Fall Clean-Up
Sunnyfield Rd WT	5890 Sunnyfield Rd	Gave lump sum price for year				Gave lump sum price for year				Gave lump sum price for year			
SW Water Tower	9350 State Hwy 7												
South WTP	4691 Kings Point Rd												
North WTP	5980 Game Farm Rd												
Well House #3	5890 Game Farm Rd												
Well House #4	4270 County Road 44												
Well House #5	6205 Lotus Dr												
Well Site #7	4342 Kings Point Rd												
Lift Station #1	1570 County Rd 110 N												
Lift Station #2	920 County Rd 110 N												
Lift Station #21	4970 Minneapolis Ave												
City Hall/ PD Campus	7701-7651 Cty Rd 110 W												
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

TOTAL LAWN	\$0.00	TOTAL LAWN	\$0.00	TOTAL LAWN	\$0.00
TOTAL SPRING CLEAN-UP	\$0.00	TOTAL SPRING CLEAN-UP	\$0.00	TOTAL SPRING CLEAN-UP	\$0.00
TOTAL FALL CLEAN-UP	\$0.00	TOTAL FALL CLEAN-UP	\$0.00	TOTAL FALL CLEAN-UP	\$0.00
TOTAL LAWN + SPRING + FALL	\$85,450.00	TOTAL LAWN + SPRING + FALL	\$88,868.00	TOTAL LAWN + SPRING + FALL	\$92,423.00

3-YR TOTAL LAWN	\$0.00
3-YR TOTAL SPRING CLEAN-UP	\$0.00
3-YR TOTAL FALL CLEAN-UP	\$0.00
3-YR TOTAL	\$266,741.00

CITY OF MINNETRISTA

CONSENT ITEM 4j



Subject: Awarding fertilization and weed control services with TruGreen

Prepared By: Gary Peters, Public Works Director

Meeting Date: November 13, 2023

Issue:

The City contracts for seasonal fertilization and weed control related services for City parks, trail areas, well houses, lift stations, water towers, water treatment plants and the City Hall/Public Safety campus; a total of twenty-three (27) sites.

Background:

Public Works focuses its resources on efforts related to street maintenance and storm water maintenance projects - areas that are needed the most and have the highest capital equipment invested; and leaves the work of mowing and mowing related services to a contracted service.

Discussion/Conclusion:

The city requested quotations from locally based lawn and landscaping companies and received three fertilization & weed control quotes back. The City asked for pricing for a three-year contract period, with a 30-day termination clause. The vendor recommended for selection for 2024, 2025 and 2026 growing seasons is TruGreen. TruGreen provided the lowest quotation for services; staff is recommending this company for our fertilization and weed control services for 2024, 2025 and 2026 growing seasons, based on their excellent and cost-effective services for the past 10+ years.

Fiscal Impact:

Vendors were asked to give quotations based on four applications per year for City parks and the City Hall Campus and various applications for City well houses and lift stations. A summary of quotations received is shown:

VENDOR	SERVICE YEAR			TOTAL COST
	2024 COST	2025 COST	2026 COST	
TruGreen	\$14,802.00	\$14,802.00	\$14,802.00	\$44,406.00
Superior Lawn & Landscape	\$15,870.00	\$16,663.00	\$17,500.00	\$50,033.00
Advantage Property Maintenance	\$15,728.00	\$15,560.00	\$15,715.00	\$47,003.00

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.

Recommended City Council Action:

Motion to approve an agreement with TruGreen for fertilization and weed control services for the 2024, 2025 and 2026 growing seasons at a yearly cost of \$14,802.00 for each contract year.

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.

RESOLUTION NO. 107-23

**RESOLUTION APPROVING THE AGREEMENT BETWEEN THE CITY OF
MINNETRISTA AND TRUGREEN**

WHEREAS, The City of Minnetrista is in need of lawn fertilization and weed control services for the 2024, 2025 & 2026 growing seasons; and

WHEREAS, The Contractor, TruGreen, is a lawn service retailer based in Minnetonka, MN, and who has been providing lawn services to the metropolitan Twin Cities; and has the professional expertise, staff, and equipment to perform these duties for the City of Minnetrista; and

WHEREAS, The City received the lowest legitimate quotation from TruGreen; and TruGreen has provided lawn fertilization and weed control services for the City of Minnetrista for the past 10+ years; and

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA, this service agreement is hereby executed with the intent of hiring TruGreen, for lawn fertilization and weed control services for the 2024, 2025 & 2026 growing seasons.

This resolution was adopted by the City Council of the City of Minnetrista on the 13th day of November, 2023 by a vote of _____Ayes and_____Nays.

Mayor
City of Minnetrista

ATTEST:

City Clerk
City of Minnetrista

(seal)

AGREEMENT BETWEEN THE CITY OF MINNETRISTA AND TRUGREEN

This Agreement is made this 13th of November, 2023, by and between TruGreen, a Minnesota company (“Contractor”) and the City of Minnetrista, a Minnesota municipal corporation (“City”).

Recitals

WHEREAS, The City of Minnetrista is in need of lawn fertilization and weed control services for the 2024, 2025 & 2026 growing seasons; and

WHEREAS, The Contractor, TruGreen, is a lawn service retailer based in Minnetonka, MN, and who has been providing lawn services to the metropolitan Twin Cities; and has the professional expertise, staff, and equipment to perform these duties for the City of Minnetrista; and

WHEREAS, The City received the lowest legitimate quotation from TruGreen; and TruGreen has provided lawn fertilization and weed control services for the City of Minnetrista for the past 10+ years; and

NOW, THEREFORE, the City and the Contractor agree as follows:

Terms

- 1.0 **SCOPE OF SERVICES.** In addition to the terms contained in this Agreement, the Contractor shall perform the following services as detailed in the proposal.
- 2.0 **SERVICES.** At each site covered (see addendum list for sites and rates), the Contractor will apply a fertilizer to all sites listed and apply weed control to all sites listed. Contractor will apply four applications, one in the spring and the other in the fall, with an additional two applications during the year. The Contractor selected for the Fertilization and Weed Control Services will work cooperatively with the vendor selected for Lawn Mowing and Mowing Related Services (if it is another vendor) to make sure lawn mowing, fertilization, and weed control processes are done in a coordinated fashion to maximize effectiveness of the treatments.
- 3.0 **TERMS OF SERVICE.** Quotations for four applications have been provided, and applications will occur at dates/times agreed upon between the Contractor and the City. The contract will commence April 1 of each year (2024, 2025 & 2026) and end October 31 of each year (2024, 2025 & 2026), with most work expected to occur during the 26-week period (average growing season) of April 15 through October 15. If additional services are needed, the Contractor and City will need to discuss and agree to a contract change. Either party may terminate this Agreement for any reason with thirty (30) day written notice to the other party.
- 4.0 **CITY OBLIGATIONS.** City acknowledges that Contractor’s services are for the benefit of and apply only to the City.

5.0 **COMPENSATION.** The City will compensate the Contractor in the amount of \$14,802.00 total for each year of the contract (2024, 2025 & 2026), with the Contractor invoicing the City with an itemized bill after each treatment cycle for its services; and the City will pay the Contractor on a per application or per monthly basis, whichever is easiest for both parties.

6.0 **INDEPENDENT CONTRACTOR.**

6.1 Both the Contractor and the City acknowledge and agree that the Contractor is an independent contractor and not an employee of the City. Any employee or subcontractor who may perform services for Contractor in connection with this Agreement is also not an employee of the City. Contractor understands that the City will not provide any benefits of any type in connection with this Agreement, including but not limited to health or medical insurance, worker's compensation insurance and unemployment insurance, nor will the City withhold any state or federal taxes, including income or payroll taxes, which may be payable by the Contractor.

6.2 Contractor shall secure at its own expense all personnel required to perform services under this agreement and supply and use its own equipment/tools to complete the services under this Agreement.

6.3 Contractor acknowledges that any general instruction it receives from the City has no effect on its status as an independent contractor.

7.0 **LICENSE AND INSURANCE.** If applicable, the Contractor shall be licensed in the State of Minnesota to perform its services under this Agreement and shall provide a certificate of licensure and bonding to the City. Contractor shall maintain adequate insurance in an amount of \$1,500,000.00 to protect itself and the City from claims and liability for injury or damage to persons or property for all services performed by the Contractor and its respective employees, subcontractors or agents under this Agreement. Contractor shall name the City as an additional insured under its commercial general liability policy. In addition, Contractor agrees to maintain such motor vehicle liability insurance as required by state and federal laws. Contractor shall also provide its own workers' compensation insurance. Prior to performing any services under this Agreement, the Contractor shall provide evidence to the City that all required insurance coverage is in effect.

8.0 **WARRANTIES.** Contractor makes no warranties, express or implied, including, but not limited to, the implied warranties of merchantability and fitness for a particular purpose. In no event will Contractor be liable for consequential damages even if Contractor has been advised of the possibility of such damages. No warranty is transferable. Contractor shall have no liability or responsibility to the City or any person or entity with respect to any loss, damage, or injury to persons or property caused directly or indirectly by the use or inability to use the fore mentioned equipment and/or services.

9.0 **INDEMNIFICATION.** The Contractor shall hold harmless, indemnify and defend the City, its officials, employees, contractors and agents, against any and all claims, causes of action, lawsuits, losses, damages, costs and expenses (including reasonable attorneys' fees) for claims arising out of or resulting from the Contractor's (including its officials, agents and employees) performance of the duties required under this Agreement.

- 10.0 **CONFIDENTIALITY/DATA PRACTICES.** Under no circumstances may the Contractor, or any of its employees, agents or personnel, provide information or data to anyone outside of what is described in this Agreement without written permission from the City of Minnetrista. The books, records, documents and accounting procedures of the Contractor, relevant to this Agreement are subject to examination by the City, and either the legislative or State Auditor as appropriate, pursuant to Minnesota Statute Section 16C.05, subdivision 5. The Contractor shall comply with all applicable provisions of the Minnesota Government Data Practices Act, Chapter 13 of the Minnesota Statutes.
- 11.0 **APPLICABLE LAW.** The execution, interpretation, and performance of this Agreement shall, in all respects, be controlled and governed by the laws of Minnesota.
- 12.0 **ASSIGNMENT.** The Contractor may not assign this Agreement or procure the services of another individual or company to provide services under this Agreement without first obtaining the express written consent of the City.
- 13.0 **ENTIRE AGREEMENT; AMENDMENTS.** This Agreement constitutes the entire Agreement between the parties, and no other agreement prior to or contemporaneous with this Agreement shall be effective, except as expressly set forth or incorporated herein. Any purported amendment to this Agreement is not effective unless it is in writing and executed by both parties.
- 14.0 **NO WAIVER BY CITY.** By entering into this Agreement, the City does not waive its entitlement to any immunities under statute or common law.
- 15.0 **SEVERABILITY.** Should any part or portion of this Agreement be deemed illegal or non-binding by a court of law, the remainder of the Agreement shall remain in effect.
- 16.0 **COMPLIANCE.** Contractor agrees to comply with all applicable local, state and federal laws, rules and regulations in the performance of its services under this Agreement.
- 17.0 **RELATIONSHIP BETWEEN THE PARTIES.** It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of copartners between the parties hereto or as constituting Contractor's employees as the agents, representatives or employees of the City for any purpose in any manner whatsoever.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date and year written above.

City of Minnetrista

By: _____
Its: Mayor

By: _____
Its: City Clerk

TruGreen

By: _____

Its: _____

Service Quotes for 2024-2026 Fertilizer & Weed Control Services

FACILITY	ADDRESS	TruGreen											
		2024 (LIST F1A)				2025 (LIST F2A)				2026 (LIST F3A)			
		Spring Fert	1st Herb	2nd Herb	Fall Fert	Spring Fert	1st Herb	2nd Herb	Fall Fert	Spring Fert	1st Herb	2nd Herb	Fall Fert
Gene Lehner Park	4180 Trillium Ln E	\$110.00	\$110.00	\$110.00	\$110.00	\$110.00	\$110.00	\$110.00	\$110.00	\$110.00	\$110.00	\$110.00	\$110.00
Jennings Park	865 Jennings Cove Rd	\$97.00	\$97.00	\$97.00	\$97.00	\$97.00	\$97.00	\$97.00	\$97.00	\$97.00	\$97.00	\$97.00	\$97.00
Douglas Park	3441 Tuxedo Rd	\$47.00	\$47.00	\$47.00	\$47.00	\$47.00	\$47.00	\$47.00	\$47.00	\$47.00	\$47.00	\$47.00	\$47.00
Linden Park	3900 Hunters Tr	\$297.00	\$297.00	\$297.00	\$297.00	\$297.00	\$297.00	\$297.00	\$297.00	\$297.00	\$297.00	\$297.00	\$297.00
Lisle Park	4600 Hunters Tr	\$1,297.00	\$1,297.00	\$1,297.00	\$1,297.00	\$1,297.00	\$1,297.00	\$1,297.00	\$1,297.00	\$1,297.00	\$1,297.00	\$1,297.00	\$1,297.00
North Lisle Park	9036 Partridge Rd	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00
Woods of Saga Hill	4900-4930 Grandview Ave	\$87.00	\$87.00	\$87.00	\$87.00	\$87.00	\$87.00	\$87.00	\$87.00	\$87.00	\$87.00	\$87.00	\$87.00
Merz Marsh Park	4230 Turtle Rd	\$165.00	\$165.00	\$165.00	\$165.00	\$165.00	\$165.00	\$165.00	\$165.00	\$165.00	\$165.00	\$165.00	\$165.00
Adler Nature View Park	3799 Eagle Nest Dr	n/a	\$120.00	\$120.00	n/a	n/a	\$120.00	\$120.00	n/a	n/a	\$120.00	\$120.00	n/a
Friendship Park	5876 Kramer Rd	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00
Perennial Park	1270 Langewood Dr	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00
Kings Point Park	3505 Kings Point Rd	\$97.00	\$97.00	\$97.00	\$97.00	\$97.00	\$97.00	\$97.00	\$97.00	\$97.00	\$97.00	\$97.00	\$97.00
Gillespie Park	1420 Westwood Dr	\$147.00	\$147.00	\$147.00	\$147.00	\$147.00	\$147.00	\$147.00	\$147.00	\$147.00	\$147.00	\$147.00	\$147.00
Halstead Boat Launch	Halstead Ave	\$87.00	\$87.00	\$87.00	\$87.00	\$87.00	\$87.00	\$87.00	\$87.00	\$87.00	\$87.00	\$87.00	\$87.00
Merriman Cemetery	585 Cty Rd 92	\$76.00	\$76.00	\$76.00	\$76.00	\$76.00	\$76.00	\$76.00	\$76.00	\$76.00	\$76.00	\$76.00	\$76.00
Loring Dr Retaining Wall	Bwtn Loring Dr & Maple Forest	n/a	\$45.00	\$45.00	n/a	n/a	\$45.00	\$45.00	n/a	n/a	\$45.00	\$45.00	n/a
		\$2,777.00	\$2,942.00	\$2,942.00	\$2,777.00	\$2,777.00	\$2,942.00	\$2,942.00	\$2,777.00	\$2,777.00	\$2,942.00	\$2,942.00	\$2,777.00

PARKS 2024 TOTAL \$11,438.00

PARKS 2025 TOTAL \$11,438.00

PARKS 2026 TOTAL \$11,438.00

FACILITY	ADDRESS	TruGreen											
		2024 (LIST F1A)				2025 (LIST F2A)				2026 (LIST F3A)			
		Spring Fert	1st Herb	2nd Herb	Fall Fert	Spring Fert	1st Herb	2nd Herb	Fall Fert	Spring Fert	1st Herb	2nd Herb	Fall Fert
Sunnyfield Rd WT	5890 Sunnyfield Rd	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00
SW Water Tower	9350 State Hwy 7	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00
South WTP	4691 Kings Point Rd	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00
North WTP	5980 Game Farm Rd	\$47.00	\$47.00	\$47.00	\$47.00	\$47.00	\$47.00	\$47.00	\$47.00	\$47.00	\$47.00	\$47.00	\$47.00
Well House #3	5890 Game Farm Rd	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00
Well House #4	4270 County Road 44	n/a	\$45.00	\$45.00	n/a	n/a	\$45.00	\$45.00	n/a	n/a	\$45.00	\$45.00	n/a
Well House #5	6205 Lotus Dr	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00
Well Site #7	4342 Kings Point Rd	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00
Lift Station #2	920 County Rd 110 N	n/a	\$45.00	\$45.00	n/a	n/a	\$45.00	\$45.00	n/a	n/a	\$45.00	\$45.00	n/a
Lift Station #21	4897 Red Oak Ln	\$52.00	\$52.00	\$52.00	\$52.00	\$52.00	\$52.00	\$52.00	\$52.00	\$52.00	\$52.00	\$52.00	\$52.00
City Hall/ PD Campus	7701-7651 Cty Rd 110 W	\$397.00	\$397.00	\$397.00	\$397.00	\$397.00	\$397.00	\$397.00	\$397.00	\$397.00	\$397.00	\$397.00	\$397.00
Water Total		\$347.00	\$392.00	\$392.00	\$347.00	\$347.00	\$392.00	\$392.00	\$347.00	\$347.00	\$392.00	\$392.00	\$347.00
Sewer Total		\$52.00	\$97.00	\$97.00	\$52.00	\$52.00	\$97.00	\$97.00	\$52.00	\$52.00	\$97.00	\$97.00	\$52.00
Campus Total		\$397.00	\$397.00	\$397.00	\$397.00	\$397.00	\$397.00	\$397.00	\$397.00	\$397.00	\$397.00	\$397.00	\$397.00
		TOTAL \$3,364.00				TOTAL \$3,364.00				TOTAL \$3,364.00			

2024 TOTAL PARKS	\$11,438.00	2025 TOTAL PARKS	\$11,438.00	2026 TOTAL PARKS	\$11,438.00
2024 TOTAL CAMPUS	\$1,588.00	2025 TOTAL CAMPUS	\$1,588.00	2026 TOTAL CAMPUS	\$1,588.00
2024 TOTAL WATER	\$1,478.00	2025 TOTAL WATER	\$1,478.00	2026 TOTAL WATER	\$1,478.00
2024 TOTAL SEWER	\$298.00	2025 TOTAL SEWER	\$298.00	2026 TOTAL SEWER	\$298.00
2024 TOTAL	\$14,802.00	2025 TOTAL	\$14,802.00	2026 TOTAL	\$14,802.00

3-YR TOTAL PARKS	\$34,314.00
3-YR TOTAL CAMPUS	\$4,764.00
3-YR TOTAL WATER	\$4,434.00
3-YR TOTAL SEWER	\$894.00
3-YR TOTAL	\$44,406.00

Service Quotes for 2024-2026 Fertilizer & Weed Control Services

FACILITY	ADDRESS	Superior Lawn & Landscape											
		2024 (LIST F1A)				2025 (LIST F2A)				2026 (LIST F3A)			
		Spring Fert	1st Herb	2nd Herb	Fall Fert	Spring Fert	1st Herb	2nd Herb	Fall Fert	Spring Fert	1st Herb	2nd Herb	Fall Fert
Gene Lehner Park	4180 Trillium Ln E	Gave one lump sum yearly quote	Gave one lump sum yearly quote	Gave one lump sum yearly quote									
Jennings Park	865 Jennings Cove Rd												
Douglas Park	3441 Tuxedo Rd												
Linden Park	3900 Hunters Tr												
Lisle Park	4600 Hunters Tr												
North Lisle Park	9036 Partridge Rd												
Woods of Saga Hill	4900-4930 Grandview Ave												
Merz Marsh Park	4230 Turtle Rd												
Adler Nature View Park	3799 Eagle Nest Dr												
Friendship Park	5876 Kramer Rd												
Perennial Park	1270 Langewood Dr												
Kings Point Park	3505 Kings Point Rd												
Gillespie Park	1420 Westwood Dr												
Halstead Boat Launch	Halstead Ave												
Merriman Cemetery	585 Cty Rd 92												
Loring Dr Retaining Wall	Bwtn Loring Dr & Maple Forest												
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		PARKS 2024 TOTAL \$0.00				PARKS 2025 TOTAL \$0.00				PARKS 2026 TOTAL \$0.00			

FACILITY	ADDRESS	Superior Lawn & Landscape											
		2024 (LIST F1B)				2025 (LIST F2B)				2026 (LIST F3B)			
		Spring Fert	1st Herb	2nd Herb	Fall Fert	Spring Fert	1st Herb	2nd Herb	Fall Fert	Spring Fert	1st Herb	2nd Herb	Fall Fert
Sunnyfield Rd WT	5890 Sunnyfield Rd	Gave one lump sum yearly quote	Gave one lump sum yearly quote	Gave one lump sum yearly quote									
SW Water Tower	9350 State Hwy 7												
South WTP	4691 Kings Point Rd												
North WTP	5980 Game Farm Rd												
Well House #3	5890 Game Farm Rd												
Well House #4	4270 County Road 44												
Well House #5	6205 Lotus Dr												
Well Site #7	4342 Kings Point Rd												
Lift Station #2	920 County Rd 110 N												
Lift Station #21	4897 Red Oak Ln												
City Hall/ PD Campus	7701-7651 Cty Rd 110 W												
Water Total		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sewer Total		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Campus Total		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		TOTAL \$0.00				TOTAL \$0.00				TOTAL \$0.00			

2024 TOTAL PARKS	\$0.00	2025 TOTAL PARKS	\$0.00	2026 TOTAL PARKS	\$0.00
2024 TOTAL CAMPUS	\$0.00	2025 TOTAL CAMPUS	\$0.00	2026 TOTAL CAMPUS	\$0.00
2024 TOTAL WATER	\$0.00	2025 TOTAL WATER	\$0.00	2026 TOTAL WATER	\$0.00
2024 TOTAL SEWER	\$0.00	2025 TOTAL SEWER	\$0.00	2026 TOTAL SEWER	\$0.00
2024 TOTAL	\$15,870.00	2025 TOTAL	\$16,663.00	2026 TOTAL	\$17,500.00

3-YR TOTAL PARKS	\$0.00
3-YR TOTAL CAMPUS	\$0.00
3-YR TOTAL WATER	\$0.00
3-YR TOTAL SEWER	\$0.00
3-YR TOTAL	\$50,033.00

Service Quotes for 2024-2026 Fertilizer & Weed Control Services

FACILITY	ADDRESS	Advantage Property Maintenance											
		2024 (LIST F1A)				2025 (LIST F2A)				2026 (LIST F3A)			
		Spring Fert	1st Herb	2nd Herb	Fall Fert	Spring Fert	1st Herb	2nd Herb	Fall Fert	Spring Fert	1st Herb	2nd Herb	Fall Fert
Gene Lehner Park	4180 Trillium Ln E	\$115.00	\$115.00	\$115.00	\$115.00	\$115.00	\$115.00	\$115.00	\$115.00	\$120.00	\$115.00	\$115.00	\$115.00
Jennings Park	865 Jennings Cove Rd	\$105.00	\$105.00	\$105.00	\$105.00	\$105.00	\$105.00	\$105.00	\$105.00	\$105.00	\$105.00	\$105.00	\$105.00
Douglas Park	3441 Tuxedo Rd	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$55.00	\$50.00	\$50.00	\$50.00
Linden Park	3900 Hunters Tr	\$310.00	\$310.00	\$310.00	\$310.00	\$310.00	\$310.00	\$310.00	\$310.00	\$315.00	\$310.00	\$310.00	\$310.00
Lisle Park	4600 Hunters Tr	\$1,350.00	\$1,350.00	\$1,350.00	\$1,350.00	\$1,320.00	\$1,320.00	\$1,320.00	\$1,320.00	\$1,320.00	\$1,350.00	\$1,350.00	\$1,350.00
North Lisle Park	9036 Partridge Rd	\$170.00	\$170.00	\$170.00	\$170.00	\$170.00	\$170.00	\$170.00	\$170.00	\$170.00	\$170.00	\$170.00	\$170.00
Woods of Saga Hill	4900-4930 Grandview Ave	\$95.00	\$95.00	\$95.00	\$95.00	\$95.00	\$95.00	\$95.00	\$95.00	\$95.00	\$95.00	\$95.00	\$95.00
Merz Marsh Park	4230 Turtle Rd	\$170.00	\$170.00	\$170.00	\$170.00	\$170.00	\$170.00	\$170.00	\$170.00	\$175.00	\$170.00	\$170.00	\$170.00
Adler Nature View Park	3799 Eagle Nest Dr	n/a	\$130.00	\$130.00	n/a	n/a	\$130.00	\$130.00	n/a	n/a	\$130.00	\$130.00	n/a
Friendship Park	5876 Kramer Rd	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00
Perennial Park	1270 Langewood Dr	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00
Kings Point Park	3505 Kings Point Rd	\$105.00	\$105.00	\$105.00	\$105.00	\$105.00	\$105.00	\$105.00	\$105.00	\$110.00	\$105.00	\$105.00	\$105.00
Gillespie Park	1420 Westwood Dr	\$155.00	\$155.00	\$155.00	\$155.00	\$155.00	\$155.00	\$155.00	\$155.00	\$155.00	\$155.00	\$155.00	\$155.00
Halstead Boat Launch	Halstead Ave	\$95.00	\$95.00	\$95.00	\$95.00	\$95.00	\$95.00	\$95.00	\$95.00	\$95.00	\$95.00	\$95.00	\$95.00
Merriman Cemetery	585 Cty Rd 92	\$85.00	\$85.00	\$85.00	\$85.00	\$85.00	\$85.00	\$85.00	\$85.00	\$85.00	\$85.00	\$85.00	\$85.00
Loring Dr Retaining Wall	Bwtn Loring Dr & Maple Forest	n/a	\$50.00	\$50.00	n/a	n/a	\$50.00	\$50.00	n/a	n/a	\$50.00	\$50.00	n/a
		\$2,925.00	\$3,105.00	\$3,105.00	\$2,925.00	\$2,895.00	\$3,075.00	\$3,075.00	\$2,895.00	\$2,920.00	\$3,105.00	\$3,105.00	\$2,925.00
PARKS 2024 TOTAL		\$12,060.00				PARKS 2025 TOTAL \$11,940.00				PARKS 2026 TOTAL \$12,055.00			

FACILITY	ADDRESS	Advantage Property Maintenance											
		2024 (LIST F1A)				2025 (LIST F2A)				2026 (LIST F3A)			
		Spring Fert	1st Herb	2nd Herb	Fall Fert	Spring Fert	1st Herb	2nd Herb	Fall Fert	Spring Fert	1st Herb	2nd Herb	Fall Fert
Sunnyfield Rd WT	5890 Sunnyfield Rd	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
SW Water Tower	9350 State Hwy 7	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00
South WTP	4691 Kings Point Rd	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
North WTP	5980 Game Farm Rd	\$52.00	\$52.00	\$52.00	\$52.00	\$50.00	\$50.00	\$50.00	\$50.00	\$55.00	\$55.00	\$55.00	\$55.00
Well House #3	5890 Game Farm Rd	\$52.00	\$52.00	\$52.00	\$52.00	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00
Well House #4	4270 County Road 44	n/a	\$50.00	\$50.00	n/a	n/a	\$50.00	\$50.00	n/a	n/a	\$50.00	\$50.00	n/a
Well House #5	6205 Lotus Dr	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
Well Site #7	4342 Kings Point Rd	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00
Lift Station #2	920 County Rd 110 N	n/a	\$70.00	\$70.00	n/a	n/a	\$50.00	\$50.00	n/a	n/a	\$50.00	\$50.00	n/a
Lift Station #21	4897 Red Oak Ln	\$58.00	\$58.00	\$58.00	\$58.00	\$55.00	\$55.00	\$55.00	\$55.00	\$60.00	\$60.00	\$60.00	\$60.00
City Hall/ PD Campus	7701-7651 Cty Rd 110 W	\$415.00	\$415.00	\$415.00	\$415.00	\$415.00	\$415.00	\$415.00	\$415.00	\$415.00	\$415.00	\$415.00	\$415.00
Water Total		\$384.00	\$434.00	\$434.00	\$384.00	\$385.00	\$435.00	\$435.00	\$385.00	\$390.00	\$440.00	\$440.00	\$390.00
Sewer Total		\$58.00	\$128.00	\$128.00	\$58.00	\$55.00	\$105.00	\$105.00	\$55.00	\$60.00	\$110.00	\$110.00	\$60.00
Campus Total		\$415.00	\$415.00	\$415.00	\$415.00	\$415.00	\$415.00	\$415.00	\$415.00	\$415.00	\$415.00	\$415.00	\$415.00
TOTAL		\$3,668.00				TOTAL \$3,620.00				TOTAL \$3,660.00			

2024 TOTAL PARKS	\$12,060.00	2025 TOTAL PARKS	\$11,940.00	2026 TOTAL PARKS	\$12,055.00
2024 TOTAL CAMPUS	\$1,660.00	2025 TOTAL CAMPUS	\$1,660.00	2026 TOTAL CAMPUS	\$1,660.00
2024 TOTAL WATER	\$1,636.00	2025 TOTAL WATER	\$1,640.00	2026 TOTAL WATER	\$1,660.00
2024 TOTAL SEWER	\$372.00	2025 TOTAL SEWER	\$320.00	2026 TOTAL SEWER	\$340.00
2024 TOTAL	\$15,728.00	2025 TOTAL	\$15,560.00	2026 TOTAL	\$15,715.00

3-YR TOTAL PARKS	\$36,055.00
3-YR TOTAL CAMPUS	\$4,980.00
3-YR TOTAL WATER	\$4,936.00
3-YR TOTAL SEWER	\$1,032.00
3-YR TOTAL	\$47,003.00

CITY OF MINNETRISTA



BUSINESS ITEM 6a

Subject: Counting Write-In Votes for Local Elective Office
Prepared By: Ann Meyerhoff, City Clerk
Meeting Date: November 13, 2023

Background:

During the 2023 legislative session, several election administration laws were changed.

Now, Minnesota Statue 204B.09, subdivision 3 allows for a governing body of a statutory or home rule charter city to adopt a resolution governing the counting of write-in votes for local elective office.

The change allows election officials to count only registered write-in candidates on election night, aligning with the write-in recording process with Federal, State and County offices. The current write-in vote counting process is overly time consuming and makes unnecessary work for election judges on election night.

Attachment A contains the change in Minnesota Statue 240B.09, subdivision 3 for clarification.

<p><u>Recommended City Council Action:</u> Approve Res. No. 108-23 Counting Write-In Votes for Local Elective Office.</p>
--

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.

Attachment A

Sec. 75.

Minnesota Statutes 2022, section 204B.09, subdivision 3, is amended to read:
Subd. 3.

Write-in candidates.

(a) A candidate for county, state, or federal office who wants write-in votes for the candidate to be counted must file a written request with the filing office for the office sought not more than 84 days before the primary and no later than the seventh day before the general election. The filing officer shall provide copies of the form to make the request. The filing officer shall not accept a written request later than 5:00 p.m. on the last day for filing a written request.

(b) The governing body of a statutory or home rule charter city may adopt a resolution governing the counting of write-in votes for local elective office. The resolution may:

(1) require the candidate to file a written request with the chief election official no later than the seventh day before the city election if the candidate wants to have the candidate's write-in votes individually recorded; or

(2) require that write-in votes for an individual candidate only be individually recorded if the total number of write-in votes for that office is equal to or greater than the fewest number of non-write-in votes for a ballot candidate.

If the governing body of the statutory or home rule charter city adopts a resolution authorized by this paragraph, the resolution must be adopted before the first day of filing for office. A resolution adopted under this paragraph remains in effect until a subsequent resolution on the same subject is adopted by the governing body of the statutory or home rule charter city.

RESOLUTION NO. 108-23
CITY OF MINNETRISTA
COUNTING WRITE-IN VOTES FOR LOCAL ELECTIVE OFFICE

WHEREAS, Minnesota Statutes 204B.09, subd.3 allows for the governing body of a statutory or home rule charter city to adopt a resolution governing the counting of write-in votes for local elective office; and

WHEREAS; the current write-in vote counting process is overly time consuming and unnecessary. Counting only registered write-in candidates aligns the write-in recording process with Federal, State and County offices.

NOW, THEREFORE BE IT RESOLVED that the City of Minnetrista hereby requires candidates for city office to file a written request with the chief election official no later than the seventh day before the city election if the candidate wants to have the candidate's write-in votes individually recorded.

Adopted by the City Council of the City of Minnetrista this 13th day of November, 2023 by a vote of _____ ayes and _____ Nays.

Lisa Whalen, Mayor

ATTEST:

Ann Meyerhoff, City Clerk

(Seal)