



**CITY COUNCIL MEETING AGENDA**  
**January 22, 2024**  
**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) Minnehaha Watershed District Update – James Whisker

b) GFOA Award

**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 January 8, 2024

b) Approve City Council Regular Meeting Minutes from January 8, 2024

c) Res No. 3-24 Approve Claims

d) Res No. 4-24 Approve Plans and Specs and Authorize Advertisement for Bids – 2024 Street Improvement Project, City Project 01-24

e) Res No. 5-24 Appointing Election Judges for the March 5<sup>th</sup> Presidential Primary

f) Res No. 6-24 Approve Task Order #8: General Services Agreement with Advanced Engineering and Environmental Services, LLC (AE2S)

**5) Public Hearings**

a) Res. No. 7-24 Approve Easement Vacation at 3316 & 3320 Williams Lane as requested by Sharon Thaler

**6) Business Items**

## **7) Administrative Items**

### **a) Staff Reports**

#### **1. City Administrator – Senate Bonding Tour Update**

### **b) Council Reports**

i) **Mayor Lisa Whalen** – *Economic Development Authority; 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); Westonka Community & Commerce*

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); Personnel Committee; Pioneer-Sarah Creek Watershed Management Commission (alternate)*

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; Gillespie Center Advisory Council*

## **8) Adjournment**

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



## CITY OF MINNETRISTA

### REQUEST FOR CITY COUNCIL ACTION/DISCUSSION

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**Subject: Item** – Recognition and Presentation of 2022 GFOA Award for Excellence in Financial Reporting on 2022 Audited Comprehensive Financial Report

**Prepared By:** Brian Grimm, Finance Director

**Meeting Date:** January 22, 2024

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**Item:** Attached is our Certificate of Achievement that we received from the Government Finance Officers Association for our 2022 Audited Comprehensive Annual Financial Report. Each year Cities can submit their financials to the GFOA to be reviewed for this award. GFOA awards these Certificates to Cities whose annual reports achieve the highest standards in government accounting and financial reporting.

The City has received this award since 2004 and plans to submit its 2023 financial report again once it is completed. One item of note to mention is that the GFOA reviewer only found 4 comments to suggest for incorporation into next year's report submission.

I would also like to express my thanks to Angie Boll, Associate Accountant and Renae Neumann, Utility Billing and Recycling Coordinator for all of their hard work throughout the 2022 audit and reporting process. Without their help and others, the City would not be able to obtain this prestigious award.

<b><u>Recommended City Council Action:</u></b> Accept 2022 ACFR award from GFOA
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Does Recommended Action meet City Mission Statement?      Yes      No

Does Recommended Action meet City Goals/Priorities?      Yes      No

Explain: **Special Presentation to Accept 2022 ACFR award from GFOA**

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#### **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.



GOVERNMENT FINANCE OFFICERS ASSOCIATION  
**NEWS RELEASE**

**FOR IMMEDIATE RELEASE**

1/8/2024

**For more information contact:**  
**Michele Mark Levine, Director/TSC**  
**Phone: (312) 977-9700**  
**Fax: (312) 977-4806**  
**Email: [mlevine@gfoa.org](mailto:mlevine@gfoa.org)**

(Chicago, Illinois)—Government Finance Officers Association of the United States and Canada (GFOA) has awarded the Certificate of Achievement for Excellence in Financial Reporting to **City of Minnetrista** for its annual comprehensive financial report for the fiscal year ended December 31, 2022. The report has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the report.

The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

*Government Finance Officers Association (GFOA) advances excellence in government finance by providing best practices, professional development, resources, and practical research for more than 21,000 members and the communities they serve.*



Government Finance Officers Association  
203 North LaSalle Street, Suite 2700  
Chicago, Illinois 60601-1210  
312.977.9700 fax: 312.977.4806

1/8/2024

Brian Grimm  
Finance Director  
City of Minnetrista, Minnesota

Dear Brian:

Congratulations!

We are pleased to notify you that your annual comprehensive financial report for the fiscal year ended December 31, 2022 has met the requirements to be awarded GFOA's Certificate of Achievement for Excellence in Financial Reporting. The GFOA established the Certificate of Achievement for Excellence in Financial Reporting Program (Certificate Program) in 1945 to encourage and assist state and local governments to go beyond the minimum requirements of generally accepted accounting principles to prepare annual comprehensive financial reports that evidence the spirit of transparency and full disclosure and then to recognize individual governments that succeed in achieving that goal. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting. Congratulations, again, for having satisfied the high standards of the program.

Your electronic award packet contains the following:

- **A "Summary of Grading" form and a confidential list of comments and suggestions for possible improvements.** We strongly encourage you to implement the recommended improvements in your next report. Certificate of Achievement Program policy requires that written responses to these comments and suggestions for improvement be included with your 2023 fiscal year end submission. If a comment is unclear or there appears to be a discrepancy, please contact the Technical Services Center at (312) 977-9700 and ask to speak with a Certificate of Achievement Program in-house reviewer.
- **Certificate of Achievement.** A Certificate of Achievement is valid for a period of one year. A current holder of a Certificate of Achievement may reproduce the Certificate in its immediately subsequent annual comprehensive financial report. Please refer to the instructions for reproducing your Certificate in your next report.
- **Award of Financial Reporting Achievement.** When GFOA awards a government the Certificate of Achievement for Excellence in Financial Reporting, we also present an Award of Financial Reporting Achievement (AFRA) to the department identified in the application as primarily responsible for achievement of the Certificate.
- **Sample press release.** Attaining this award is a significant accomplishment. Attached is a sample news release that you may use to give appropriate publicity to this notable achievement.

In addition, award recipients will receive via mail either a plaque (if first-time recipients or if the government has received the Certificate ten times since it received its last plaque) or a brass medallion to affix to the plaque (if the government currently has a plaque with space to affix the medallion). Plaques and medallions will be mailed separately.

As an award-winning government, we would like to invite one or more appropriate members of the team that put together your annual comprehensive financial report to apply to join the Special Review Committee. As members of the Special Review Committee, peer reviewers get exposure to a variety of reports from around the country; gain insight into how to improve their own reports; achieve professional recognition; and provide valuable input that helps other local governments improve their reports. Please see our website for [eligibility requirements](#) and [information on completing an application](#).

Thank you for participating in and supporting the Certificate of Achievement Program. If we may be of any further assistance, please contact the Technical Services Center at (312) 977-9700.

Sincerely,

A handwritten signature in black ink, reading "Michele Mark Levine". The signature is written in a cursive, flowing style.

Michele Mark Levine  
Director, Technical Services

## Certificate of Achievement for Excellence in Financial Reporting Summary of Grading

**City of Minnetrista, Minnesota**

**Member ID: 135362004**

**Report #: COA-2022-03237**

The Certificate of Achievement Program Special Review Committee (SRC) has completed its review of your annual comprehensive financial report. The grades awarded for each grading category are listed below, followed by comments and suggestions for improvement grouped by category.

Grading Category	Grade
101 - Cover, table of contents, and formatting	Proficient
102 - Introductory section	Proficient
103 - Report of the independent auditor	Proficient
104 - Management's discussion and analysis (MD&A)	Proficient
105 - Basic financial statements (preliminary considerations)	Proficient
106 - Government-wide financial statements	Proficient
107 - Fund financial statements (general considerations)	Proficient
108 - Governmental fund financial statements	Proficient
109 - Proprietary fund financial statements	Proficient
110 - Fiduciary fund financial statements	Not Applicable
111 - Summary of significant accounting policies (SSAP)	Proficient
112 - Note disclosure (other than the SSAP and pension-related disclosures)	Proficient
113 - Pension-related note disclosures	Proficient
114 - Required supplementary information (RSI)	Proficient
115 - Combining and individual fund information and other supplementary information	Proficient
118 - Statistical section	Proficient
119 - Other considerations	Proficient



Government Finance Officers Association

Certificate of  
Achievement  
for Excellence  
in Financial  
Reporting

Presented to

**City of Minnetrista  
Minnesota**

For its Annual Comprehensive  
Financial Report  
For the Fiscal Year Ended

December 31, 2022

*Christopher P. Morill*

Executive Director/CEO



# **Certificate of Achievement for Excellence in Financial Reporting Detailed Listing of Comments and Suggestions for Improvement**

**City of Minnetrista, Minnesota**  
**Member ID: 135362004**  
**Report #: COA-2022-03237**

## **102 - Introductory section**

**Comment Number: 2238**      **Checklist Question: 2-001-04-7**

Page 3 - Information should be updated to be consistent with the related disclosure on page 42.

It is recommended that the letter of transmittal identify which governmental funds are annually (or biennially) appropriated. [Certificate Program requirement; eGAAFR Chapter 33 - Introductory section-Formal transmittal]

## **105 - Basic financial statements (preliminary considerations)**

**Comment Number: 9999**

On pages 23 and 29, it is unclear why the City does not report any portion of the total OPEB liability as due within one year/current. Normally, untrusted pension/OPEB plans have a portion of the liability that meets the requirement to be reported as due within one year/current. Refer to page 65. Please clarify. [GASB Cod. Sec. 2200.708-5; GASB Cod. Sec. P52.708-2, .727-1, .745-1, and .756-1]

## **109 - Proprietary fund financial statements**

**Comment Number: 1494**      **Checklist Question: 9-005-08**

Page 31 - Clarify for the "non-cash transactions."

As a rule, only items giving rise to actual cash receipts or disbursements should be reported as cash flows. Exceptions include checks not yet presented for payment and borrowings from internal cash and investment pools. [GASB Cod. Sec. 2450.133; GASB-S9: 7; eGAAFR Chapter 15 - Statement of cash flows-Format]

## **118 - Statistical section**

**Comment Number: 3132**      **Checklist Question: 18-802-02**

Pages 108 and 109 - For fiscal year 2022.

The total direct rate in the schedule of direct and overlapping property tax rates should be the same as the direct rate presented in the schedule of taxable value of property. [GASB Cod. Sec. 2800.115-.117; eGAAFR Chapter 35 - Information about revenue rates (ten years)]

## **120 - New Pronouncements**

### **Comment Number: 3655**

The GASB has issued the following statements:

1. Statement No. 94, "Public-Private and Public-Public Partnerships and Availability Payment Arrangements." The requirements of this Statement will take effect for financial statements starting with the fiscal year that ends June 30, 2023.
2. Statement No. 96, "Subscription-Based Information Technology Arrangements." The requirements of this Statement will take effect for financial statements starting with the fiscal year that ends June 30, 2023.
3. Statement No. 99, "Omnibus 2022." The requirements related to leases, PPPs, and SBITAs will take effect for financial statements starting with the fiscal year that ends June 30, 2023. The requirements related to financial guarantees and the classification and reporting of derivative instruments within the scope of Statement 53 will take effect for financial statements starting with the fiscal year that ends June 30, 2024.
4. Statement No. 100, "Accounting Changes and Error Corrections—an amendment of GASB Statement No. 62." The requirements of this Statement will take effect for financial statements starting with the fiscal year that ends June 30, 2024.
5. Statement No. 101, "Compensated Absences." The requirements of this Statement will take effect for financial statements starting with the fiscal year that ends December 31, 2024.

Earlier application of these statements is encouraged. For the original pronouncements and the implementation guides, please visit the GASB's website, [www.gasb.org](http://www.gasb.org).

\*\*\*\*\* END OF COMMENTS FOR COA-2022-03237 \*\*\*\*\*



**CITY COUNCIL  
WORK SESSION MEETING MINUTES**

**January 8, 2024  
6:00 – 6:30pm**

**1) Call to Order**

**2) Personnel Policy Review**

Mayor Whalen called the meeting to order 6:00 p.m.

Administrator Kruggel gave an overview of the history of the personnel policy and the updates to the policy over the years. The language is based on the League of Minnesota City's (LMC) recommended template and the updates to the policy are based on legislative changes or LMC recommended revisions. Councilmember Reffkin wished to discuss certain sections of the personnel policy with the Council.

The City Council had discussions on various sections of the personnel policy and how the policy may or may not affect the public. Reffkin stated concerns about consistency while dealing with the public.

There was discussion about the bathrooms in City Hall and how those need to be addressed in the near future and will be discussed at the Strategic Planning Session.

The City Council directed staff to reach out the legal counsel so they can provide guidance on these sections of the personnel policy. This item will be brought back for discussion at a future Work Session.

**3) Adjourn**

Motion by Lacy, seconded by Vickery to adjourn the work session at 6:32 p.m.



**CITY COUNCIL MEETING MINUTES**  
**January 8, 2024**  
**7:00pm**

**1) Call to Order**

Mayor Whalen called the meeting to order at 7:02

a) Pledge of Allegiance

b) Introductions: City Council: Mayor Lisa Whalen, Ann MacGregor; Cathleen Reffkin, Peter Vickery, and Claudia Lacy Staff: City Administrator Jasper Kruggel, Finance Director Brian Grimm, Director of Public Safety Paul Falls, Director of Public Works Gary Peters and City Clerk Ann Meyerhoff  
Consultants: City Attorney Joshua Weir, 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**

**3) Persons to Be Heard**

Margaret Davis, 9455 County Road 26, addressed Council about a plan she has for splitting her property.

Mayor Whalen informed Ms. Davis that the plan needs to go in front of the Planning Commission first and will come back to City Council on the February 21<sup>st</sup> meeting.

**4) Consent Agenda**

- a) Approve Work Session Meeting Minutes from December 4, 2023
- b) Approve City Council Regular Meeting Minutes from December 4, 2023
- c) Approve Pay Equity Implementation Report (PEIR)
- d) Approve Letter of Resignation from Police Sergeant Justin Thompson, effective January 16, 2024.
- e) Approve 2024 City Council Appointments and Designations
- f) Approve MOU with Local 49
  - i. Revising Probationary Language
  - ii. Earned Sick and Safe Time
- g) Res. No. 1-24 Approve Claims
- h) Res. No. 2-24 Polling Place Change

Mayor Whalen pulled item d, e, and h for further discussion.

Motion by Lacy, seconded by Vickery to approve consent agenda as amended.

Motion passed 5-0.

Item d) Approve Letter of Resignation from Police Sergeant Justin Thompson, effective January 16, 2024.

Mayor Whalen thanked Justin Thompson for his years of service.

Motion by Vickery, seconded by Reffkin to approve Item d on consent agenda.  
Motion passed 5-0.

Item e) Approve 2024 City Council Appointments and Designations

Macgregor pulled item e to pass on the Gillespie Center to Council Member Lacy. Mayor Whalen made a minor change to tag team the WCC with Council Member Lacey.

Motion by Macgregor, seconded by Reffkin to approve Item e on the consent agenda.

Motion passed 5-0.

Item h) Res. 2-24 Polling Place Change

Mayor Whalen pulled the polling place change because it has a Saint Bonifacious mailing address but the church is in Minnetrista. She wanted residents to be aware.

Motion by Whalen, seconded by Reffkin to approve Item h on the consent agenda.  
Motion passed 5-0.

## **5) Public Hearings**

## **6) Business Items**

### **a) Consider Approval of LELS 473 Labor Union Agreement**

Jasper Kruggel gave an overview which included.

1. Contract term will be January 1, 2024 through December 31, 2026
2. Article 12 – reflects a family contribution change from \$1,300 to \$1,500 and an insurance reopener in 2025 and 2026.
3. Article 13 – reflects a total of \$525 or \$175 per year
4. Article 17 – includes that addition of Juneteenth to the list of holidays
5. Article 20 – wages demonstrate a 14.5% increase in 2024, a 3% increase in 2025, and a 2% increase in 2026

The proposed changes are consistent with the other LELS contracts, and the wage adjustments are supported by market data.

Motion by Reffkin, seconded by Lacy to approve Law Enforcement Labor Services 473 Labor union Agreement.

Motion passed 5-0.

### **b) Approve MOU with LELS 116, 343, 473 regarding Earned Sick and Safe Time**

Jasper Kruggel stated that the State of Minnesota recently passed legislation

requiring employers to implement Earned Sick and Safe Time policies within their organization.

Kruggel gave an overview of how the policy will be implemented that includes:

- 80 hours of existing sick time will be designated as ESST Time on 1/1/2024
- ESST will follow the State statute for allowed usages
  - The use of ESST is to be approved by the supervisor
- If an employee doesn't have 80 hours available (new or newer employees), their sick bank will go negative the amount it takes to balance out 80 hours of ESST. Employees will accrue 3.69 hours biweekly per the existing policy and eventually go towards positive.
- An employee cannot use negative sick time unless approved by the City Administrator

Motion by Reffkin, seconded by MacGregor to approve Law Enforcement Services (LELS) Groups 116, 343, and 473 Memos of Understanding (MOU) Related to the Earned Sick and Safe Time (ESST) Policy.

Motion passed 5-0.

## **7) Administrative Items**

### **a) Staff Reports**

Strategic Planning February 22, 2024 12.30-3:00.

### **b) Council Reports**

#### **i) Mayor Lisa Whalen –**

- GFOA Award to be add to next Council Meeting.
- Post Holiday tree lighting meeting.
- Round Table with Rep Meyers.
- Northwest League, Westonka Rotary Lunch.
- Coming up: Senate Bonding Tour & Park Commission Meeting.

#### **ii) Cathleen Reffkin**

#### **iii) Ann MacGregor**

#### **iv) Peter Vickery**

#### **v) Claudia Lacy –**

- Holiday Party for Westonka Community & Commerce, discussed Polar Plunge.

## **8) Adjournment**

Motion by Reffkin, seconded by Macgregor to adjourn meeting at 7:35.

Motion Passed 5-0.

**RESOLUTION NO. 3-24**

**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 70764 through 70846; electronic checks E1002885 through E1002898; Claims batch includes an electronic transfers for payroll in the amount of \$93,470.00.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA, that the attached list of claims in the amount of \$625,044.54 is hereby approved.

ADOPTED this 22nd day of January 2024 by a vote of \_\_\_\_ Ayes  
\_\_\_\_ Nays.

\_\_\_\_\_  
Lisa Whalen, Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

(seal)

## CITY OF MINNETRISTA

01/18/24 12:40 PM

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**\*Check Detail Register©**

Batch: 122123DepRtn,AFLAC010824,PR01042024,012224AP23,012224AP24,Medsurety011024,10524 PSN,POSTAGE 1-4-24,GreatAm011224HP23,01122024HP23,Xcel01122024

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>1010 1ST BK OF THE LAKES</b>					
<b>70764</b>	01/12/24	<b>CINTAS</b>			
E 101-43121-417		UNIFORMS	\$124.34		Uniforms
		Total	\$124.34		
<b>70765</b>	01/12/24	<b>MINNESOTA/WISCONSIN PLAYGROUND</b>			
E 404-45202-530		IMPROVEMENTS	\$14,781.27	2023614	Installation of Playground Equipment at Gene Lehner Park
		Total	\$14,781.27		
<b>70766</b>	01/22/24	<b>AMAZON CAPITAL SERVICES</b>			
E 101-41320-201		OFFICE SUPPLIES	\$92.01	17JG-K1V3-Y	Calendars and Planners for City Hall
E 101-43121-417		UNIFORMS	\$201.89	196W-RYRT-	Muck Boots and Winter Bibs
E 101-41320-201		OFFICE SUPPLIES	\$27.00	1FJC-KTFQ-	Replacement Glass Pot
E 101-41320-201		OFFICE SUPPLIES	\$52.65	1H3T-CJCN-	Sharpie Highlighters and Paper Towels
E 101-43121-221		EQUIPMENT PARTS, TIR	\$7.77	1H9V-XJDV-	Fuel Line Assembly for Snowblower
E 101-41320-201		OFFICE SUPPLIES	\$24.99	1KT1-YHK3-	Mouse
E 101-41320-201		OFFICE SUPPLIES	\$45.97	1ML4-C17D-	Heater, Wall Charger
E 101-41320-201		OFFICE SUPPLIES	\$34.25	1MVJ-YFD9-	Clock
E 602-49490-240		SMALL TOOLS AND MIN	\$172.66	1MVJ-YFD9-	Tools for Sewer Dept
E 101-41320-201		OFFICE SUPPLIES	\$39.99	1P11-QJ4C-V	Heater
E 101-43121-201		OFFICE SUPPLIES	\$41.10	1TJN-RN6D-	Desk and Wall Calendars for PW
		Total	\$740.28		
<b>70767</b>	01/22/24	<b>ASPEN MILLS</b>			
E 101-42110-417		UNIFORMS	\$228.80	325470	Uniform
		Total	\$228.80		
<b>70768</b>	01/22/24	<b>CONSTRUCTION MATERIALS, INC</b>			
E 101-43121-224		STREET MAINTENANCE	\$2,054.09	0238486-IN	Concrete Forms and Supplies
		Total	\$2,054.09		
<b>70769</b>	01/22/24	<b>CORE AND MAIN</b>			
E 601-49440-227		UTILITY SYSTEM MAINT	\$648.80	INV0004547	Water Testing Chemicals
E 601-49440-227		UTILITY SYSTEM MAINT	\$514.75	U138821	Hydrant Repair Kit
		Total	\$1,163.55		
<b>70770</b>	01/22/24	<b>CULLIGAN</b>			
E 101-42110-211		CLEANING & MAINT SUP	\$104.86	114x9507990	Water
		Total	\$104.86		
<b>70771</b>	01/22/24	<b>Dept. of Labor &amp; Industry</b>			
G 101-2103		BLDG VAL BSD - STATE	\$8,180.68	Dec 2023	Surcharges
G 101-2102		HVAC - STATE SURCH	\$51.00	Dec 2023	Surcharges
G 101-2101		PLUMBING - STATE SUR	\$41.00	Dec 2023	Surcharges
G 101-2100		BLDG GEN - STATE SUR	\$35.00	Dec 2023	Surcharges
		Total	\$8,307.68		
<b>70772</b>	01/22/24	<b>FASTENAL COMPANY</b>			
E 602-49490-227		UTILITY SYSTEM MAINT	\$175.81	MNWAC7697	Nitrile Disposable Gloves



## CITY OF MINNETRISTA

01/18/24 12:40 PM

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**\*Check Detail Register©**

Batch: 122123DepRtn,AFLAC010824,PR01042024,012224AP23,012224AP24,Medsurety011024,10524 PSN,POSTAGE 1-4-24,GreatAm011224HP23,01122024HP23,Xcel01122024

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$175.81		
<b>70773</b>	01/22/24	<b>AT &amp; T MOBILITY</b>			
E 101-42110-321		TELEPHONE	\$671.30	28733308499	Cell Phones
E 101-43121-321		TELEPHONE	\$1,584.92	28733314966	Cell Phones (2 months)
E 101-41940-321		TELEPHONE	\$1,056.62	28733314966	Cell Phones (2 Months)
Total			\$3,312.84		
<b>70774</b>	01/22/24	<b>Fury Motors</b>			
E 101-42110-221		EQUIPMENT PARTS, TIR	\$328.88	777922/1	Unit 68- Electrical, Battery Replacement
Total			\$328.88		
<b>70775</b>	01/22/24	<b>HENNEPIN COUNTY INFO TECH DEPT</b>			
E 401-42110-560		EQUIP AND FURNISHIN	\$2,807.53	1000217120	radio lease - PD
E 401-43126-560		EQUIP AND FURNISHIN	\$590.40	1000217154	Radio Lease
Total			\$3,397.93		
<b>70776</b>	01/22/24	<b>Hennepin County Treasurer</b>			
E 101-42110-441		CORRECTION FEES/CH	\$721.75	1000216864	Booking Fee
Total			\$721.75		
<b>70777</b>	01/22/24	<b>LANO EQUIPMENT, INC.</b>			
E 651-49590-221		EQUIPMENT PARTS, TIR	\$1,201.31	03-1049770	Controller Module for Skid 33
Total			\$1,201.31		
<b>70778</b>	01/22/24	<b>LEXISNEXIS RISK DATA MNGMT INC</b>			
E 101-42110-307		PROFESSIONAL SERVIC	\$34.00	1085510-202	Contract Fee
Total			\$34.00		
<b>70779</b>	01/22/24	<b>LOFFLER</b>			
E 101-42110-410		COMPUTER SERVICES/	\$95.97	4572024	Copies
E 401-43126-560		EQUIP AND FURNISHIN	\$534.75	CW186685	Sever Storage
Total			\$630.72		
<b>70780</b>	01/22/24	<b>Martin McAllister</b>			
E 101-42110-418		RECRUITING	\$625.00	15844	Assessment
Total			\$625.00		
<b>70781</b>	01/22/24	<b>MET COUNCIL</b>			
G 602-2395		SAC CLEARING	\$19,681.20	Dec 2023	* Monthly SAC
Total			\$19,681.20		
<b>70782</b>	01/22/24	<b>MID COUNTY</b>			
E 101-42110-212		MOTOR FUELS AND LUB	\$909.53	59156	Squad Fuel
E 101-42110-212		MOTOR FUELS AND LUB	\$749.61	59188	Squad Fuel
E 101-42110-212		MOTOR FUELS AND LUB	\$1,000.27	59228	Squad Fuel
E 101-42110-212		MOTOR FUELS AND LUB	\$628.38	59234	Squad Fuel
Total			\$3,287.79		
<b>70783</b>	01/22/24	<b>MORRIES Parts and Service Group</b>			
E 602-49490-404		VEHICLE & EQUIP MAIN	\$607.34	582029	Engine Work on Sewer Service Truck 1

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Batch: 122123DepRtn,AFLAC010824,PR01042024,012224AP23,012224AP24,Medsurety011024,10524 PSN,POSTAGE 1-4-24,GreatAm011224HP23,01122024HP23,Xcel01122024

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-42401-404		VEHICLE & EQUIP MAIN	\$2,229.04	582100	Inspector Vehichle Repairs-Manifold, Plugs, Check Engine Light
		Total	\$2,836.38		
<b>70784</b>	01/22/24	<b>MOUND TRUE VALUE HARDWARE</b>			
E 101-42110-211		CLEANING & MAINT SUP	\$25.46	190173	Wipes, Clorox and Soap
E 101-42110-211		CLEANING & MAINT SUP	\$11.94	190273	Gatorades-Training
E 101-43121-215		SHOP MATERIALS	\$0.45	190310	Bolts
		Total	\$37.85		
<b>70785</b>	01/22/24	<b>Oak Ridge Kennels</b>			
E 101-42110-319		KENNEL CHARGES	\$413.00		Reimburse for Dog Service
		Total	\$413.00		
<b>70786</b>	01/22/24	<b>OVERLINE &amp; SON, INC</b>			
E 602-49490-227		UTILITY SYSTEM MAINT	\$1,560.00	1266	Cleaning of Sewer Line
		Total	\$1,560.00		
<b>70787</b>	01/22/24	<b>PREMIUM WATERS, INC</b>			
E 101-41940-211		CLEANING & MAINT SUP	\$100.55	605123-12-23 Water	
		Total	\$100.55		
<b>70788</b>	01/22/24	<b>William R Miles Sr.</b>			
E 101-42110-401		BLDG/STRUCT MAINTEN	\$265.00	014164	Lock Key/Service
		Total	\$265.00		
<b>70789</b>	01/22/24	<b>TOWMASTER</b>			
E 101-43125-221		EQUIPMENT PARTS, TIR	\$188.74	465724	Plow Parts for Rear Wing on Truck 11
		Total	\$188.74		
<b>70790</b>	01/22/24	<b>TRITECH SOFTWARE SYSTEMS</b>			
E 101-42110-410		COMPUTER SERVICES/	\$11,257.83	400114	Annual Software Maintenace and Annual Fee
		Total	\$11,257.83		
<b>70791</b>	01/22/24	<b>US BANK CORPORATE SYSTEMS</b>			
E 101-42110-431		TRAIN/MTG/EXP & SUPP	\$158.13		Food Meeting
E 101-42110-201		OFFICE SUPPLIES	\$180.20		USB Hard Drive Storage
E 101-42110-201		OFFICE SUPPLIES	\$139.13		Flash Drives
E 101-42110-201		OFFICE SUPPLIES	(\$15.51)		Sales Tax Credited -Charged in Error
E 101-42110-201		OFFICE SUPPLIES	\$7.99		Paper
E 101-42110-431		TRAIN/MTG/EXP & SUPP	\$69.84		Food Meeting
E 101-42110-417		UNIFORMS	\$23.74		Tounriquet Holder
E 101-42110-201		OFFICE SUPPLIES	\$15.98		Tape
E 101-42110-201		OFFICE SUPPLIES	\$107.06		Office Supplies
E 101-41320-201		OFFICE SUPPLIES	\$71.84		Signature Stamps (2)
E 101-41320-433		DUES & SUBSRIPT & TR	\$102.00		CPA License Annual Renewal - Grimm
		Total	\$860.40		
<b>70792</b>	01/22/24	<b>WSB &amp; ASSOCIATES</b>			
E 651-49590-303		ENGINEERING SERV	\$262.75	R-013428-00	MS4 Services
G 801-1170		LAND USE RECEIVABLE	\$1,896.00	R-018539-00	* Woodland Cove 4th Addn

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Batch: 122123DepRtn,AFLAC010824,PR01042024,012224AP23,012224AP24,Medsurety011024,10524 PSN,POSTAGE 1-4-24,GreatAm011224HP23,01122024HP23,Xcel01122024

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-42401-303		ENGINEERING SERV	\$340.00	R-019691-00	* Bldg Permits/Review 2022
G 801-1170		LAND USE RECEIVABLE	\$158.00	R-019857-00	* Woodland Cove 8th Addn
E 433-43122-303		ENGINEERING SERV	\$20,503.80	R-020668-00	2023 Street and Utility Reconstruction
E 601-43241-303		ENGINEERING SERV	\$19,297.67	R-020668-00	2023 Street and Utility Reconstruction
E 602-49490-303		ENGINEERING SERV	\$402.03	R-020668-00	2023 Street and Utility Reconstruction
E 601-43241-303		ENGINEERING SERV	\$2,234.50	R-020670-00	2023 Street Reclamation
E 433-43122-303		ENGINEERING SERV	\$493.05	R-020764-00	2023 Street Overlay Project
E 601-43241-303		ENGINEERING SERV	\$5.19	R-020764-00	2023 Street Overlay Project
E 602-49490-303		ENGINEERING SERV	\$20.76	R-020764-00	2023 Street Overlay Project
E 101-42401-303		ENGINEERING SERV	\$720.00	R-021390-00	* Bldg Permits/Review 2023
E 601-49440-303		ENGINEERING SERV	\$500.00	R-021449-00	General Engineering Svcs
E 602-49490-303		ENGINEERING SERV	\$500.00	R-021449-00	General Engineering Svcs
E 651-49590-303		ENGINEERING SERV	\$500.00	R-021449-00	General Engineering Svcs
E 101-42600-303		ENGINEERING SERV	\$1,000.00	R-021449-00	General Engineering Svcs
E 404-45202-303		ENGINEERING SERV	\$478.50	R-021557-00	Gene Lehner Park Design and Construction
G 801-1170		LAND USE RECEIVABLE	\$3,013.00	R-021587-00	* 2023 WCA Services
E 406-43121-303		ENGINEERING SERV	\$16,301.00	R-023861-00	2024 Mill and Overlay
		Total	\$68,626.25		
<b>70793</b>	01/22/24	<b>AXON ENTERPRISE, INC</b>			
E 101-42110-417		UNIFORMS	\$485.35	INUS216073	Uniform
		Total	\$485.35		
<b>70794</b>	01/22/24	<b>Banyon Data Systems, Inc.</b>			
E 601-49440-433		DUES & SUBSCRIPT & TR	\$300.00	00164847	PSN Module, Vault and UB Support
E 602-49490-433		DUES & SUBSCRIPT & TR	\$300.00	00164847	PSN Module, Vault and UB Support
E 651-49590-433		DUES & SUBSCRIPT & TR	\$164.00	00164847	PSN Module, Vault and UB Support
E 101-41320-433		DUES & SUBSCRIPT & TR	\$400.00	00164847	PSN Module, Vault and UB Support
		Total	\$1,164.00		
<b>70795</b>	01/22/24	<b>Car-Co Auto Parts</b>			
E 101-43121-221		EQUIPMENT PARTS, TIR	\$58.70	49-731816	Mater Shut Off Switch
		Total	\$58.70		
<b>70796</b>	01/22/24	<b>CINTAS</b>			
E 101-43121-417		UNIFORMS	\$124.34	4179505758	Uniforms
		Total	\$124.34		
<b>70797</b>	01/22/24	<b>City of Mound Finance Dept</b>			
E 101-42210-316		FIRE CONTRACT MOUN	\$100,806.25	1st Qtr 2024	Quarterly Fire Service
		Total	\$100,806.25		
<b>70798</b>	01/22/24	<b>City of St Bonifacius</b>			
E 101-42210-318		FIRE CONTRACT ST BO	\$78,447.75	1st Qtr 2024	Quarterly Fire Service
		Total	\$78,447.75		
<b>70799</b>	01/22/24	<b>CORE AND MAIN</b>			
E 602-49490-227		UTILITY SYSTEM MAINT	\$2,990.00	SO6169	Hydroranger for FS#14
		Total	\$2,990.00		
<b>70800</b>	01/22/24	<b>CUMMINGS, PATRICK</b>			

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-42110-431		TRAIN/MTG/EXP & SUPP	\$50.68		Reimbursement for Meals-Training
		Total	\$50.68		
<b>70801</b>	01/22/24	<b>DASH MEDICAL GLOVES</b>			
E 101-42110-417		UNIFORMS	\$121.35	INV1301281	Gloves
		Total	\$121.35		
<b>70802</b>	01/22/24	<b>DAVID DROWN ASSOCIATES</b>			
E 101-49020-437		MISCELLANEOUS EXPE	\$1,500.00	00000717	Market Analysis Refresh/Update
		Total	\$1,500.00		
<b>70803</b>	01/22/24	<b>Earl F. Anderson Inc.</b>			
E 101-43121-224		STREET MAINTENANCE	\$397.40	0135165-IN	Signs and Posts
		Total	\$397.40		
<b>70804</b>	01/22/24	<b>ECM Publishers, Inc.</b>			
E 101-41910-351		LEGAL NOTICE & ORD P	\$45.38	980178	PC Hearing
E 101-41910-351		LEGAL NOTICE & ORD P	\$61.88	980990	PC Hearing
		Total	\$107.26		
<b>70805</b>	01/22/24	<b>AT &amp; T MOBILITY</b>			
E 101-42110-321		TELEPHONE	\$707.21	28733308499	Cell Phones
E 101-41940-321		TELEPHONE	\$786.18	28733314926	Cell Phones
		Total	\$1,493.39		
<b>70806</b>	01/22/24	<b>FRONTIER OH</b>			
E 101-41940-321		TELEPHONE	\$547.17		Monthly Phone Service
E 101-43121-321		TELEPHONE	\$547.18		Monthly Phone Service
E 101-42110-321		TELEPHONE	\$547.18		Monthly Phone Service
E 101-43121-321		TELEPHONE	\$117.67	952-446-9997	Fire Alarm
		Total	\$1,759.20		
<b>70807</b>	01/22/24	<b>Fury Motors</b>			
E 101-42110-404		VEHICLE & EQUIP MAIN	\$84.30	778010/1	Unit 76- Oil Change
		Total	\$84.30		
<b>70808</b>	01/22/24	<b>GREAT AMERICA FINANCIAL SVCS</b>			
E 101-41320-322		POSTAGE	\$175.85	35674120	Postage Machine
		Total	\$175.85		
<b>70809</b>	01/22/24	<b>HACH COMPANY</b>			
E 601-49440-227		UTILITY SYSTEM MAINT	\$1,774.00	13866974	Yearly Calibration of WTP Spectrophotometers
		Total	\$1,774.00		
<b>70810</b>	01/22/24	<b>HAWKINS INC</b>			
E 601-49440-227		UTILITY SYSTEM MAINT	\$170.00	6666628	Chlorine Cylinder
		Total	\$170.00		
<b>70811</b>	01/22/24	<b>Int'l Union of Oper. Engineers</b>			
G 101-2360		PAYROLL CLEARING UN	\$315.00	Jan 2024	* Union dues
		Total	\$315.00		

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>70812</b>	01/22/24	<b>INTL ASSN FOR PROPERTY &amp; EVIDE</b>			
E 101-42110-433		DUES & SUBSCRIPT & TR	\$65.00	M24-24338	2024 IAPE Membership
		Total	\$65.00		
<b>70813</b>	01/22/24	<b>LAKE MINNETONKA CONSERVATION</b>			
E 651-49590-307		PROFESSIONAL SERVIC	\$5,585.75	2024Q1Mintr	LMCD Levy Pmt
		Total	\$5,585.75		
<b>70814</b>	01/22/24	<b>LANO EQUIPMENT, INC.</b>			
E 101-45202-221		EQUIPMENT PARTS, TIR	\$31.05	03-1051520	Hour Meter for Z Turn #39
		Total	\$31.05		
<b>70815</b>	01/22/24	<b>League of Minnesota Cities</b>			
E 101-42110-434		POLICE TRAINING	\$1,710.00	397822	Patrol Training Online (19)
E 101-41320-433		DUES & SUBSCRIPT & TR	\$499.00	398173	Membership-Polsfuss
E 101-41320-433		DUES & SUBSCRIPT & TR	\$539.00	398179	Membership-Kruggel
E 101-41320-433		DUES & SUBSCRIPT & TR	\$125.00	398180	Registration-Kruggel
		Total	\$2,873.00		
<b>70816</b>	01/22/24	<b>LELS</b>			
G 101-2360		PAYROLL CLEARING UN	\$916.50	Jan 2024	PD Union Dues (13x\$70.50)
G 101-2360		PAYROLL CLEARING UN	\$124.32	Jan 2024	CSO Union Dues (2x\$62.16)
		Total	\$1,040.82		
<b>70817</b>	01/22/24	<b>LIFELOC TECHNOLOGIES INC</b>			
E 401-42110-560		EQUIP AND FURNISHIN	\$320.36	392479	Portable Breath Tester
		Total	\$320.36		
<b>70818</b>	01/22/24	<b>LOFFLER</b>			
E 101-41320-410		COMPUTER SERVICES/	\$1,335.32	4573011	Monthly Support
E 101-42110-410		COMPUTER SERVICES/	\$1,907.60	4573011	Monthly Support
E 101-43121-410		COMPUTER SERVICES/	\$286.14	4573011	Monthly Support
E 601-49440-410		COMPUTER SERVICES/	\$619.97	4573011	Monthly Support
E 602-49490-410		COMPUTER SERVICES/	\$619.97	4573011	Monthly Support
E 101-41320-410		COMPUTER SERVICES/	\$168.00	4583922	HP Care Pack 3 year
		Total	\$4,937.00		
<b>70819</b>	01/22/24	<b>MCMA</b>			
E 101-41320-433		DUES & SUBSCRIPT & TR	\$132.00		Membership-Polsfuss
		Total	\$132.00		
<b>70820</b>	01/22/24	<b>MEDICA</b>			
E 101-41320-131		HEALTH & LIFE INS - E C	\$4,650.00	62596055934	Insurance Premium
E 101-41910-131		HEALTH & LIFE INS - E C	\$2,200.00	62596055934	Insurance Premium
E 101-43121-131		HEALTH & LIFE INS - E C	\$4,155.25	62596055934	Insurance Premium
E 101-42110-131		HEALTH & LIFE INS - E C	\$15,190.08	62596055934	Insurance Premium
E 101-43125-131		HEALTH & LIFE INS - E C	\$982.15	62596055934	Insurance Premium
E 101-45202-131		HEALTH & LIFE INS - E C	\$528.85	62596055934	Insurance Premium
E 601-49440-131		HEALTH & LIFE INS - E C	\$2,243.00	62596055934	Insurance Premium
E 602-49490-131		HEALTH & LIFE INS - E C	\$1,948.00	62596055934	Insurance Premium
E 651-49590-131		HEALTH & LIFE INS - E C	\$672.75	62596055934	Insurance Premium

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-42401-131		HEALTH & LIFE INS - E C	\$2,275.00	62596055934	Insurance Premium
		Total	\$34,845.08		
<b>70821</b>	01/22/24	<b>METLIFE</b>			
E 101-41320-131		HEALTH & LIFE INS - E C	\$383.50		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	\$288.26		Dental Insurance
E 101-43125-131		HEALTH & LIFE INS - E C	\$68.13		Dental Insurance
E 101-45202-131		HEALTH & LIFE INS - E C	\$36.69		Dental Insurance
E 101-42110-131		HEALTH & LIFE INS - E C	\$881.07		Dental Insurance
E 601-49440-131		HEALTH & LIFE INS - E C	\$120.36		Dental Insurance
E 602-49490-131		HEALTH & LIFE INS - E C	\$110.93		Dental Insurance
E 651-49590-131		HEALTH & LIFE INS - E C	\$35.64		Dental Insurance
		Total	\$2,010.08		
<b>70822</b>	01/22/24	<b>METRO CITIES ASSOC OF METRO</b>			
E 101-41320-433		DUES & SUBSCRIPT & TR	\$3,652.00	1750	Membership Dues
		Total	\$3,652.00		
<b>70823</b>	01/22/24	<b>MEYERHOFF, ANN</b>			
E 101-41320-433		DUES & SUBSCRIPT & TR	\$26.20		Mileage Reimbursement-Clerk Meeting
		Total	\$26.20		
<b>70824</b>	01/22/24	<b>MID COUNTY</b>			
E 601-49440-212		MOTOR FUELS AND LUB	\$391.66	59285	Dyed Diesel Fuel
E 602-49490-212		MOTOR FUELS AND LUB	\$391.66	59285	Dyed Diesel Fuel
E 101-43121-212		MOTOR FUELS AND LUB	\$979.15	59285	Dyed Diesel Fuel
E 101-43125-212		MOTOR FUELS AND LUB	\$195.82	59285	Dyed Diesel Fuel
E 601-49440-212		MOTOR FUELS AND LUB	\$165.44	59340	Dyed Diesel Fuel
E 602-49490-212		MOTOR FUELS AND LUB	\$165.44	59340	Dyed Diesel Fuel
E 101-43121-212		MOTOR FUELS AND LUB	\$165.44	59340	Dyed Diesel Fuel
E 101-43125-212		MOTOR FUELS AND LUB	\$330.86	59340	Dyed Diesel Fuel
		Total	\$2,785.47		
<b>70825</b>	01/22/24	<b>Minnesota Safety Council</b>			
E 101-43121-307		PROFESSIONAL SERVIC	\$665.00	002870-2025	MSC Membership Fees
		Total	\$665.00		
<b>70826</b>	01/22/24	<b>Minnesota Pollution Control</b>			
E 602-49490-433		DUES & SUBSCRIPT & TR	\$23.00		Certification Renewal-Pawelk
		Total	\$23.00		
<b>70827</b>	01/22/24	<b>MOUND TRUE VALUE HARDWARE</b>			
E 101-43121-215		SHOP MATERIALS	\$11.99	190465	Zip Ties
E 101-43121-221		EQUIPMENT PARTS, TIR	\$6.28	190507	Parts for Shut Off Switch
E 601-49440-322		POSTAGE	\$180.10	190547	Mailing and Insurance of Spectrophotometer
E 601-49440-401		BLDG/STRUCT MAINTEN	\$10.95	190558	Bathroom Supplies
E 601-49440-227		UTILITY SYSTEM MAINT	\$21.48	190582	N WTP Feed Line install
		Total	\$230.80		

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>70828</b>	01/22/24	<b>NAT'L ASSOCIATION OF TOWN WATC</b>			
E 101-42110-433		DUES & SUBSCRIPT & TR	\$35.00		NATW Membership
		Total	\$35.00		
<b>70829</b>	01/22/24	<b>NORTHLAND BUSINESS SYSTEMS</b>			
E 401-42110-560		EQUIP AND FURNISHIN	\$460.00	IN107695	Voice Recorder
		Total	\$460.00		
<b>70830</b>	01/22/24	<b>OFFICE DEPOT</b>			
E 101-42110-202		COPY & PRINTING SUPP	\$142.68	34648066300	Paper and Ink
E 101-41320-201		OFFICE SUPPLIES	\$26.99	34980867300	Calendar
E 101-41320-201		OFFICE SUPPLIES	\$11.89	34980959200	Legal Pad
		Total	\$181.56		
<b>70831</b>	01/22/24	<b>Pioneer-Sarah Creek Watershed</b>			
E 651-49590-433		DUES & SUBSCRIPT & TR	\$15,008.81	248	2024 Member Assessment
		Total	\$15,008.81		
<b>70832</b>	01/22/24	<b>PLUNKETTS</b>			
E 601-49440-401		BLDG/STRUCT MAINTEN	\$56.98	8379044	Pest Control
E 601-49440-401		BLDG/STRUCT MAINTEN	\$56.98	8379346	Pest Control
E 601-49440-401		BLDG/STRUCT MAINTEN	\$36.40	8379454	Pest Control
E 601-49440-401		BLDG/STRUCT MAINTEN	\$35.00	8379533	Pest Control
E 101-43121-401		BLDG/STRUCT MAINTEN	\$60.00	8379728	Pest Control
E 101-41940-401		BLDG/STRUCT MAINTEN	\$58.28	8379728	Pest Control
E 101-42110-401		BLDG/STRUCT MAINTEN	\$175.27	8379807	Pest Control
		Total	\$478.91		
<b>70833</b>	01/22/24	<b>POWER PLAN</b>			
E 101-43121-221		EQUIPMENT PARTS, TIR	\$82.21	P4420201	Exhaust Parts for the Grader (31)
		Total	\$82.21		
<b>70834</b>	01/22/24	<b>Press Perfect</b>			
E 101-42110-202		COPY & PRINTING SUPP	\$61.85	24937	Business Cards
		Total	\$61.85		
<b>70835</b>	01/22/24	<b>RAKOW RANCH LLC</b>			
E 101-42110-440		APPRECIATION EVENTS	\$1,235.51	117	Trista Day Zoo Animals
		Total	\$1,235.51		
<b>70836</b>	01/22/24	<b>REVOIR,TRACY</b>			
R 601-400-37120		UNDISTRIBUTED UTILITI	\$633.92		Refund Overpmt Utility - 4860 Mpls Ave
		Total	\$633.92		
<b>70837</b>	01/22/24	<b>SQUIRES, CRAIG T</b>			
E 101-42110-431		TRAIN/MTG/EXP & SUPP	\$48.86		Reimbursement for Meals-Training
		Total	\$48.86		
<b>70838</b>	01/22/24	<b>ST. CLOUD STATE UNIVERSITY</b>			
E 101-41320-433		DUES & SUBSCRIPT & TR	\$435.00		MCFOA Conference
		Total	\$435.00		

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>70839</b>	01/22/24	<b>SUN LIFE FINANCIAL</b>			
G 101-2340		PAYROLL CLEARING HE	\$934.42	Feb 2024	LTD
G 101-2340		PAYROLL CLEARING HE	\$604.41	Feb 2024	STD
		Total	\$1,538.83		
<b>70840</b>	01/22/24	<b>TASC</b>			
E 101-42110-437		MISCELLANEOUS EXPE	\$27.84	IN2983842	FSA Admin Fees
E 101-41320-437		MISCELLANEOUS EXPE	\$20.00	IN2983842	FSA Admin Fees
		Total	\$47.84		
<b>70841</b>	01/22/24	<b>The Standard</b>			
G 101-2380		PAYROLL CLEARING LIF	\$1,936.75	Feb 2024	Life Insurance
		Total	\$1,936.75		
<b>70842</b>	01/22/24	<b>Toll Gas &amp; Welding Supply</b>			
E 101-43121-215		SHOP MATERIALS	\$243.81	10547848	Forklift and Welding Gas refills
		Total	\$243.81		
<b>70843</b>	01/22/24	<b>TRI-STATE BOBCAT</b>			
E 101-43121-221		EQUIPMENT PARTS, TIR	\$479.96	P10730	Knives and Hardware for Chipper
		Total	\$479.96		
<b>70844</b>	01/22/24	<b>US BANK CORPORATE SYSTEMS</b>			
E 101-42401-433		DUES & SUBSRIPT & TR	\$630.00		2024 Annual Bldg Officials Institute-Goodman and Pool
E 101-41110-433		DUES & SUBSRIPT & TR	\$83.40		Doddle Poll Subscription
E 101-41320-433		DUES & SUBSRIPT & TR	\$399.46		Lodging -Polsfuss MCMA Conf
E 101-41110-437		MISCELLANEOUS EXPE	\$75.06		Council Meeting Food
E 101-41320-433		DUES & SUBSRIPT & TR	\$798.86		Lodging- MCMA Conf Kruggel
E 101-42110-433		DUES & SUBSRIPT & TR	\$35.00		Annual Membership- MAPET
E 101-42110-434		POLICE TRAINING	\$195.00		EMR Training- Johnson
E 602-49490-227		UTILITY SYSTEM MAINT	\$856.03		Transducer for FS 14
E 101-42110-202		COPY & PRINTING SUPP	\$39.99		Printer Paper
		Total	\$3,112.80		
<b>70845</b>	01/22/24	<b>WASTE MANAGEMENT OF WI-MN</b>			
E 671-43230-384		REFUSE REMOVAL	\$18,765.54	7874228-159	* Recycling
E 671-43230-384		REFUSE REMOVAL	\$91.81	9016811-228	* Recycling
		Total	\$18,857.35		
<b>70846</b>	01/22/24	<b>XCEL ENERGY</b>			
E 602-49490-381		ELECTRIC UTILITIES	\$1,962.59	51-6565409-5	Electricity-Lift Stations
		Total	\$1,962.59		
<b>1002885 e</b>	01/08/24	<b>AFLAC</b>			
G 101-2348		AFLAC INS	\$98.30		* Aflac Supplemental Insurance
		Total	\$98.30		
<b>1002886 e</b>	01/02/24	<b>BRIDGEWATER BANK</b>			
E 101-42110-101		SALARIES-REGULAR	\$125.00		Payment Return-12/21/23 Payroll -Johnson
		Total	\$125.00		



## CITY OF MINNETRISTA

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**\*Check Detail Register©**

Batch: 122123DepRtn,AFLAC010824,PR01042024,012224AP23,012224AP24,Medsurety011024,10524 PSN,POSTAGE 1-4-24,GreatAm011224HP23,01122024HP23,Xcel01122024

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>1002887 e</b>	01/09/24	<b>Internal Revenue Service</b>			
G 101-2300		PAYROLL CLEARING FE	\$13,643.71		* PR - Fed w/h
G 101-2320		PAYROLL CLEARING FIC	\$13,952.50		* PR - SS/Medicare w/h
		Total	\$27,596.21		
<b>1002888 e</b>	01/09/24	<b>MINNESOTA DEPT. OF REV.</b>			
G 101-2310		PAYROLL CLEARING ST	\$6,419.51		* State w/h
		Total	\$6,419.51		
<b>1002889 e</b>	01/09/24	<b>Public Employees Retirement</b>			
G 101-2330		PAYROLL CLEARING PE	\$28,704.90		* Pera w/h
		Total	\$28,704.90		
<b>1002890 e</b>	01/09/24	<b>ICMA</b>			
G 101-2370		PAYROLL CLEARING DE	\$400.00		* Roth IRA Contributions
		Total	\$400.00		
<b>1002891 e</b>	01/09/24	<b>EDWARD JONES</b>			
G 101-2370		PAYROLL CLEARING DE	\$2,326.64		* Deferred Comp w/h
		Total	\$2,326.64		
<b>1002892 e</b>	01/09/24	<b>HCSP</b>			
G 101-2370		PAYROLL CLEARING DE	\$250.00		* HCSP Retirement
		Total	\$250.00		
<b>1002893 e</b>	01/09/24	<b>Optum</b>			
G 101-2347		HSA CLEARING ACCT	\$6,344.42		HSA Employer and Employee Cont
		Total	\$6,344.42		
<b>1002894 e</b>	01/11/24	<b>MEDSURETY, LLC</b>			
E 101-41320-437		MISCELLANEOUS EXPE	\$70.00	283326	Cobra Administration-Set Up Renewal Fee
		Total	\$70.00		
<b>1002895 e</b>	01/11/24	<b>PSN</b>			
E 601-49440-307		PROFESSIONAL SERVIC	\$105.28	01/22/24	MONTHLY ONLINE PAYMENT FEES DEC 2023
E 602-49490-307		PROFESSIONAL SERVIC	\$105.27	01/22/24	MONTHLY ONLINE PAYMENT FEES DEC 2023
E 651-49590-307		PROFESSIONAL SERVIC	\$70.18	01/22/24	MONTHLY ONLINE PAYMENT FEES DEC 2023
E 671-43230-307		PROFESSIONAL SERVIC	\$70.18	01/22/24	MONTHLY ONLINE PAYMENT FEES DEC 2023
		Total	\$350.91		
<b>1002896 e</b>	01/11/24	<b>Postmaster</b>			
E 101-41320-322		POSTAGE	\$500.00	1/22/24	POSTAGE ADDED TO MACHINE (ECHECK)
		Total	\$500.00		
<b>1002897 e</b>	01/12/24	<b>GREAT AMERICA FINANCIAL SVCS</b>			
E 101-41320-322		POSTAGE	\$175.85		Postage-Returned Check, made online payment
		Total	\$175.85		
<b>1002898 e</b>	01/12/24	<b>XCEL ENERGY</b>			
E 601-49440-381		ELECTRIC UTILITIES	\$10,293.16	51-6565410-8 Electricity-Wells/Watertower	
E 101-43160-381		ELECTRIC UTILITIES	\$2,782.55	51-6565411-9 Electricity-Street Lights	

## CITY OF MINNETRISTA

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**\*Check Detail Register©**

Batch: 122123DepRtn,AFLAC010824,PR01042024,012224AP23,012224AP24,Medsurety011024,10524 PSN,POSTAGE 1-4-24,GreatAm011224HP23,01122024HP23,Xcel01122024

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
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Total			\$13,075.71		
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1010 1ST BK OF THE LAKES			\$531,574.54		
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**Fund Summary****1010 1ST BK OF THE LAKES**

101 GENERAL FUND	\$353,799.88
401 CAPITAL IMPROVEMENT PROGRAM	\$4,713.04
404 PARK DEDICATION FUND	\$15,259.77
406 ROAD MAINTENANCE FUND	\$16,301.00
433 2023 STREET PROJECTS	\$20,996.85
601 WATER FUND	\$40,415.59
602 SEWER FUND	\$32,592.69
651 STORM WATER MGMT FUND	\$23,501.19
671 RECYCLING FUND	\$18,927.53
801 LANDUSE AGENCY	\$5,067.00
	\$531,574.54

## CITY OF MINNETRISTA



### CITY COUNCIL AGENDA ITEM 4d

---

**Subject:** Approve Plans and Specifications and Authorize Advertisement for Bids for the 2024 Mill and Overlay Project, City Project 01-24

**Prepared By:** Chris Bunders, PE, Assistant City Engineer

**Meeting Date:** January 22, 2024

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**Issue:**

Should the City approve plans and specifications and authorize the advertisement for bids for the 2024 Mill and Overlay Project, City Project 01-24?

**Overview:**

The 2024 Street Improvement Project, City Project 01-24, was initiated by the City Council at their October 2, 2023, regular meeting when they passed Resolution 97-23, Authorizing Professional Services for the mill and overlay of Ambjor Lane, Hermitage Circle, Hermitage Trail, Stonebridge Lane, and Nike Road. This work is collectively referred to as the 2024 Mill and Overlay Project and generally consists of milling a portion of the existing roadway and paving a new surface. A small amount of curb and gutter removal and replacement is anticipated. The pedestrian ramps along Hermitage Trail do not need to be replaced and storm sewer improvements are not proposed within any of the project areas.

**Bid alternate - Hunters Trail Overlay (Hennepin County trail and County Road 92)**

This section of the Hunters Trail has a PCI of 55 and Public Works receives many complaints about the condition. Public Works requests that a one inch overlay be performed to improve the driving surface until the adjacent properties develop and the road is realigned. This is being added as a bid alternate to the project so that council can consider awarding the project per the original scope, or they can add this section of Hunters Trail to the project. .

The plans and specifications are available for viewing here:

<https://wsbeng.sharefile.com/d-sfe25a5ae979b4d60bac672e6602d36f7>

**Fiscal Impact:**

The city's Street Fund included a budget of \$553,249 for this project and the opinion of probable cost (OPC) is \$452,666.34. The estimated costs include the bid alternate and 20% indirect costs and a 5% contingency. The anticipated cost of the project is lower than the budgeted amount due to the minimal amount of curb and gutter removal and

**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.

replacement, which also reduces the amount of restoration. Additionally, we do not anticipate impacts to irrigation systems or underground pet fences, which further reduces the anticipated cost of the project

Final indirect costs will be determined if a contract is awarded and will be based on indirect costs to-date and anticipated construction services costs. A proposal for construction services will be provided for City Council consideration after the project has been awarded.

The bid opening is scheduled for February 21, 2024 and the award of contract is scheduled for March 18, 2024.

**Recommended Action:**

Staff recommends the City Council approve the attached resolution approving the plans and specifications and authorizing the advertisement for bids for the 2024 Mill and Overlay Project, City Project 01-24.

**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. 4-24**

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS  
AND AUTHORIZING THE ADVERTISEMENT FOR BIDS FOR THE  
2024 MILL AND OVERLAY PROJECT,  
CITY PROJECT NO. 01-24**

**WHEREAS**, pursuant to a resolution passed by the City Council October 2, 2023, WSB has prepared plans and specifications for the mill and overlay of Ambjor Lane, Hermitage Circle, Hermitage Trail, Stonebridge Lane, and Nike Road; and

**WHEREAS**, pursuant to a resolution passed by the City Council October 2, 2023, WSB has presented such plans and specifications to the Council for approval.

**NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA,**

1. Such plans and specifications are hereby approved and placed on file in the office of the City Clerk.
2. WSB shall prepare and cause to be inserted in the official City newspaper, the Finance & Commerce, and QuestCDN.com an advertisement for bids upon the making of such improvement under such approved plans and specifications.
3. The advertisement shall be published in each of said publications at least once not less than three (3) weeks before the date set for opening bids, shall specify the work to be done, shall state the bids will be opened electronically on Wednesday, February 21, 2024, at 1:00 o'clock p.m. through the QuestCDN service. Individual bids will only be considered if all bid requirements are met.

**BE IT FINALLY RESOLVED** that the City Council hereby authorizes the Advertisement for Bids for the 2024 Mill and Overlay Project, City Project No. 01-24.

This resolution was adopted by the City Council of the City of Minnetrista on the 22<sup>nd</sup> day of January 2024, by a vote of \_\_\_\_\_ Ayes and \_\_\_\_\_ Nays.

\_\_\_\_\_  
Mayor Lisa Whalen

ATTEST:

\_\_\_\_\_  
Ann Meyerhoff  
City Clerk

(seal)

# CITY OF MINNETRISTA



## CONSENT AGENDA ITEM 4e

---

**Subject:**                    **Appointing Election Judges for 2024 Presidential Nomination Primary Election**

**Prepared By:**            **Ann Meyerhoff, City Clerk**

**Meeting Date:**         **January 22, 2024**

---

**Issue:**

Appointment of Election and Absentee Judges for the 2024 Presidential Nomination Primary (PNP) to be held March 5, 2024.

**Background:**

Minnesota Election Law 204B.21 requires that the governing body of the municipality appoint election judges to administer the polling places at least 25 days before each election. The Presidential Nomination Primary will be held March 5, 2024 and In Person Absentee began January 19, 2024 at City Hall.

The attached resolution (Exhibit A) lists the persons intended to serve as Election Judges and/or Absentee Judges. When assigning the judges to a precinct, we will maintain the party balance in each precinct and on our absentee board as required by statutes. The City will be using election judges that were trained in 2022 for the PNP and will require those judges to attend an additional one hour training pertaining to the PNP prior to March 4, 2024.

Absentee voting began on January 19, 2024 for the PNP Election.

Election Judges that attend training and/or serves as an election judge will be compensated \$12.50 per hour. Head Judges will be compensated \$13.00 per hour for hours worked. Both positions are without benefits.

I am also requesting, as the City Clerk/Elections Administrator, to have the authority to add, replace or substitute judges as necessary before the Presidential Nomination Primary Day.

---

**Mission Statement:**

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

**Conclusion:**

Approval of Resolution No. 5-24 Appointing Election and Absentee Judges for the 2024 Presidential Nomination Primary and Authorize the City Clerk / Election Administrator to add, replace or substitute judges as necessary before the PNP.

**Recommended City Council Action:** Staff recommends approval of Resolution No. 5-24 Appointing Election and Absentee Judges for the 2024 Presidential Nomination Primary and Authorize the City Clerk/Election Administrator to add, replace or substitute judges as necessary before the PNP.

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.

# **CITY OF MINNETIRSTA**

## **EXHIBIT A**

### **ELECTION JUDGES / ABSENTEE BALLOT BOARD JUDGES FOR THE 2024 PRESIDENTIAL NOMINATION PRIMARY ELECTION**

#### City Staff Election Officials

- Ann Meyerhoff, Election Administrator
- Allie Polfuss, Election Official
- Darci Atkinson, Election Official
- Renae Neumann, Election Official
- Angie Boll, Election Official
- Hennepin County appointed Absentee Ballot Board Judges

#### Election Judges/Absentee Ballot Board members

Dee Anderson  
Robert Beck  
Shannon Bruce  
Peter Buckley  
Chris Carlson  
Guy Doot  
Cinda Dorholt  
Geoffrey Evans  
Fawn Gage  
Tracy Inglis  
Deborah Jindra  
Kristin Johnson  
Michael Kirkwood  
Sharon Lucas  
JoAnn Mortenson  
Cindy Notch  
Robert Peterson  
Melissa Pickert  
Suzanne Polkey-Berg  
Nina Richter  
Joan Sandquist  
Timothy Schwob  
Kathleen Soshnick  
Cathy Stepanek  
Vera Thorpe  
Kimberly Wilburn  
Mollie Wise



**RESOLUTION NO. 5-24**

**CITY OF MINNETRISTA**

**APPOINTING ELECTION JUDGES AND ABSENTEE BALLOT BOARD  
ELECTION JUDGES FOR THE PRESIDENTIAL NOMINATION PRIMARY  
MARCH 5, 2024**

**WHEREAS**, Minnesota Election Law 204B.21 requires that persons serving as election judges and absentee judges be appointed by the Council at least 25 days before the election; and

**WHEREAS**, Minnesota Election Law 203B.121 requires the establishment and appoint election judges to an absentee ballot board for the purpose of accepting and rejecting ballot envelopes for each election in accordance with the procedures set forth in state statutes and rules; and

**WHEREAS**, The City of Minnetrista contains four (4) precincts: Minnetrista P-01A with the polling place located at the Mound-Westonka District Education Center, Minnetrista P-02A with the polling place located at Minnetrista City Hall, Minnetrista P-03A with the polling place located at Minnetrista Baptist Church and Minnetrista P-04A with the polling place located at Minnetrista Police Training Room.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Minnetrista, that the individuals named in Exhibit A, and on file in the office of the City Clerk be appointed as the Election Judges and Absentee Ballot Board Judges based on previous 2022 election judge training with an additional one (1) hour necessary Presidential Nomination Primary training before February 28, 2024; and

**BE IT FURTHER RESOLVED**, the Minnetrista City Council also appoints other individuals and members appointed to the Hennepin County Absentee Ballot Board as authorized under Minnesota § 204B.21 Subd. 2 under the direction of the Election Administrator to server as members of the Minnetrista Absentee Ballot Board; and

**BE IT FURTHER RESOLVED**, that those election judges who attend trainings and/or serve on Election Day be paid a wage of \$12.50 per hour with no benefits and Head Judges will be paid an additional \$.50 per hour; and

**BE IT FURTHER RESOLVED**, by the Minnetrista City Council that the City Clerk/Election Administrator is authorized to administratively amend the official appointments in order to fill vacancies and maintain party balance as required by Minnesota § 204B.21, Subd. 2.

This resolution was adopted by the City Council of the City of Minnetrista on the 22<sup>nd</sup> day of January 2024, by a vote of \_\_\_\_\_Ayes and \_\_\_\_\_Nays.

\_\_\_\_\_  
Mayor Lisa Whalen

ATTEST:

\_\_\_\_\_  
Ann Meyerhoff  
City Clerk

(seal)

## CITY OF MINNETRISTA

### CONSENT AGENDA ITEM 4f



**Subject:** Approve Task Order #8: General Services Agreement with Advanced Engineering and Environmental Services, LLC (AE<sub>2</sub>S)

**Prepared By:** Gary Peters, Public Works Director

**Meeting Date:** January 22, 2024

---

**Issue:**

The City and Advanced Engineering and Environmental Services, LLC (AE<sub>2</sub>S) need a general services task order agreement.

**Discussion:**

Task orders are used to identify specific City projects, description and details of those projects and AE<sub>2</sub>S staff assigned to these tasks. This general services task order agreement will be used to cover broad questions from City staff that are not part of an existing assigned task order. Such questions would be for issues that might arise with our current water treatment plants, wells, or water system; and includes AE<sub>2</sub>S's assistance with house/senate bonding solicitation. The duration of this general services task order agreement will be January 1, 2024 to December 31, 2024. There will be a new general services task order agreement executed for 2025.

**Fiscal Impact:**

Compensation for these general professional consulting services will be invoiced at hourly rates, and total compensation is not to exceed \$25,000.00.

**Recommended City Council Action:** Staff recommends approving the general services task order agreement with AE<sub>2</sub>S for the period of January 1, 2024 to December 31, 2024; at a not-to-exceed total of \$25,000.00.

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.

## **Task Order No. 8**

---

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: January 12, 2024
- b. Owner: City of Minnetrista
- c. Engineer: Advanced Engineering and Environmental Services, LLC (AE2S)
- d. Specific Project (title): General Professional Consulting Services
- e. Specific Project (description): Provide Professional Consulting Services for Minnetrista on an as-needed basis.

### **2. Services of Engineer**

- A. The specific services to be provided or furnished by Engineer under this Task Order are as follows:
  - 1. This is an “open-ended” Task Order in which specific tasks will be performed upon request as project requirements are identified. The following are examples of specific tasks that could be performed under this Task Order upon request by Owner:
    - a. Project Management:
      - 1) Perform general project management duties to coordinate the work efforts of Engineer and Owner which includes: supervision and coordination of project team, monitoring project budget and schedule, invoicing, response to client needs, and other general administrative tasks.
    - b. Professional Consulting Services shall generally include:
      - 1) Provide Owner with general consulting services, as requested, through the duration of the Time for Rendering Services.
      - 2) Prepare and provide documentation as necessary to complete various specific tasks under this specific project as requested by the Owner.
      - 3) Prepare for, attend, and/or facilitate meetings between the Engineer and Owner regarding specific tasks under this specific project as requested by the Owner. It is anticipated that meetings will be scheduled on an as-needed basis for the duration of the Time for Rendering Services.

- 4) Advise Owner as to the necessity of Owner providing data or services, which are not part of the Engineer's services, and assist Owner in obtaining such data and services.

B. Resident Project Representative (RPR) Services – Not Applicable

C. Other Services – None

D. All of the services included above comprise Basic Services for purposes of Engineer's compensation under this Task Order.

### 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

A. Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B, subject to the following: None

### 5. Task Order Schedule

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

<u>Phase</u>	<u>Completion Date</u>
General Professional Consulting Services	December 31, 2024

### 6. Payments to Engineer

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

Description of Service	Amount	Basis of Compensation
1. General Professional Consulting Services	NA	Hourly Rates

*Total Compensation during the Task Order Schedule is not to Exceed \$25,000 without consent of the Owner.*

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**

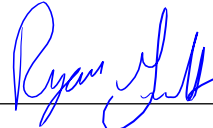
Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is January 12, 2024.

OWNER:

ENGINEER:

By: \_\_\_\_\_

By:  \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: Ryan Grubb

Title: \_\_\_\_\_

Title: Operations Manager

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Gary Peters

Name: Richard Wagner

Title: Public Works Director

Title: Senior Project Manager

Address: 7701 County Road 110 W  
Minnetrista, MN 55364

Address: 4170 28<sup>th</sup> Ave South  
Fargo, ND 58104

E-Mail Address: GaryPeters@ci.minnetrista.mn.us

E-Mail Address: Richard.Wagner@AE2S.com

Phone: 952-241-2532

Phone: 701-364-9111

**RESOLUTION NO. 6-24**

**CITY OF MINNETRISTA  
HENNEPIN COUNTY, MINNESOTA**

**RESOLUTION AWARDING A TASK ORDER #8: GENERAL SERVICES  
AGREEMENT WITH ADVANCED ENGINEERING AND ENVIRONMENTAL  
SERVICES, LLC (AE<sub>2</sub>S).**

**WHEREAS**, The City of Minnetrista has a need to enter into a Task Order #8: General Services agreement with Advanced Engineering and Environmental Services, LLC (AE<sub>2</sub>S) for professional services, and wishes to contract with AE<sub>2</sub>S of Maple Grove, MN for these services;

**WHEREAS**, The City received Task Order #8: General Services agreement from AE<sub>2</sub>S for professional services.

**NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA**, this contract is hereby executed with the intent to contract with AE<sub>2</sub>S for professional services for Task Order #8: General Services agreement.

This resolution was adopted by the City Council of the City of Minnetrista on the 22<sup>nd</sup> day of January, 2024 by a vote of \_\_\_\_\_Ayes and \_\_\_\_\_Nays.

\_\_\_\_\_  
Mayor  
City of Minnetrista

ATTEST:

\_\_\_\_\_  
City Clerk  
City of Minnetrista

(seal)

**CITY OF MINNETRISTA**



**CITY COUNCIL AGENDA ITEM 5A**

---

**Subject:** Easement Vacation Request from Sharon Thaler

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

**Meeting Date:** January 22, 2024

---

**Issue:** Sharon Thaler (the “Applicant”) is the fee owner of 3316 & 3320 Williams Lane (collectively the “Properties”). The City Council approved an adjustment to the common lot line between the Properties to meet a condition regarding lot coverage of a previously approved variance for a porch addition. There is currently a drainage and utility easement over the common lot line that has since been adjusted. The Applicant has requested these be vacated. Since new easements over the new common lot line have been dedicated, staff finds it acceptable for the City Council to vacate the old easements.

<p><b><u>Recommended City Council Action:</u></b> Motion to adopt Res. No.7-24 Approving Easement Vacation at 3316 &amp; 3320 Williams Lane as requested by Sharon Thaler</p>
---

**Attachments:**

1. Location Map
2. Res. No. 07-24 Approving Easement Vacation at 3316 & 3320 Williams Lane as requested by Sharon Thaler

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**Mission Statement:**


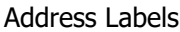

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.



3316 & 3320 Williams Lane



1 in = 192 Ft

-  City Boundary
-  Address Labels
-  Parcels



**CITY OF MINNETRISTA**

**RESOLUTION NO. 7-24**

**RESOLUTION VACATING A PORTION OF DRAINAGE AND UTILITY  
EASEMENTS**

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

WHEREAS, Sharon R. Pelletier Thaler, as sole trustee of the Sharon R. Pelletier Thaler Revocable Living Trust dated January 29, 2008, (the “Owner”) is the fee owner of two separate parcels of property located in the City as legally described as:

Lot 1, Block 1, J. Williams Second Addition, Hennepin County, Minnesota

AND

That part of Lot 3, Auditor’s Subdivision No. 219, Hennepin County, Minnesota, and that part of the Southeast Quarter of the Southwest Quarter of Section 22, Township 117, Range 24, Hennepin County, Minnesota described as follows: Beginning at the Northeast corner of said Lot 3; thence Southerly along the Easterly line of said Lot 3 a distance of 128.83 feet; thence Westerly deflecting to the right 90 degrees 00 minutes a distance of 100.00 feet; thence Southerly, parallel with the Easterly line of said Lote 3, a distance of 420.00 feet, more or less, to the shore line of Lake Minnetonka; thence Westerly along the shore line of Lake Minnetonka to its intersection with the Northeasterly line of J. Williams Second Addition, according to the plat on file or of record in the office of the County Recorder in and for said Hennepin County; thence Northwesterly along said Northeasterly line to the Northeasterly corner of said Addition; thence Westerly along the Northerly line of said Addition to its intersection with the Northeasterly line of Elbert Lee Shores, according to the plat on file or of record in the office of the County Recorder in and for said Hennepin County; thence Northwesterly along the aid Northeasterly line of Elbert Lee shores to the Southwesterly corner of Block 1, J. Williams Addition, according to the plat on file or of record in the office of the County Recorder in and for said Hennepin County; thence Northeasterly along the South line of said last Addition to the Southeast corner thereof; thence Northerly along the East line of said last Addition and its Northerly extension to its intersection with a line run from the Northeast corner of Elbert Lee Shores to the Northwest corner of Lot 1, Block 1, Cardinal Cove, according to the plat on file or of record in the office of the County Recorder in and for said Hennepin County; thence Easterly along the said last described line to the Northwest corner of Lot 1, Block 1, Cardinal Cove; thence Southerly along the Westerly line of Cardinal Cove to the point of beginning.

EXCEPT

That part of the following described property: That part of the Southeast Quarter of the Southwest Quarter of Section 22, Township 117, Range 24, Hennepin County, Minnesota described as follows: Beginning at the Northwest corner of Lot

1, Block 1, Cardinal Cove; thence South along the West line of said Lot 1 to the South line of the Southeast Quarter of said Section 22; thence North 14 degrees 06 minutes West (assuming said South line as bearing East and West) a distance of 140.00 feet to the Easterly extension of the North line of Block 1, J. Williams Addition; thence Westerly along said extension and along said North line to the Williams Addition; thence Westerly along said extension and along said North line to the East line of Elbert Lee Shores; thence North to the Northeast corner of Elbert Lee Shores; thence Easterly to the point of beginning, lying Easterly of the East line of said Block 1, J. Williams Addition and its Northerly extension.

According to the Government Survey thereof.

(the “Property”); and

WHEREAS, the Owner has requested to combine the two parcels into one parcel pursuant to a simple subdivision (the “Simple Subdivision”); and

WHEREAS, as part of the requested Simple Subdivision, the Owner has requested that the City vacate certain platted drainage and utility easements on the Property that are between the lot lines; and

WHEREAS, pursuant to Minn. Stat. § 412.851, the City scheduled a public hearing for January 22, 2024, to consider vacation of the platted drainage and utility easements described on Exhibit A and depicted on Exhibit B attached hereto; and

WHEREAS, notice of the public hearing was posted, published in the official newspaper, and mailed to the owners of affected properties, all in accordance with law; and

WHEREAS, the City held the public hearing on the proposed vacation on January 22, 2024, at which hearing all interested parties were heard; and

WHEREAS, the Owner has conveyed new drainage and utility easements in favor of the public for drainage and utility purposes pursuant to the Simple Subdivision; and

WHEREAS, following the public hearing, the City determined that vacation of the drainage and utility easements as requested is in the public interest; and

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

1. The City hereby declares that the easements legally described on Exhibit A and depicted on Exhibit B attached hereto are hereby vacated conditioned upon new drainage and utility easements being conveyed to the City pursuant to the Simple Subdivision.
2. The City Clerk or their designee is authorized and directed to prepare and present to the Hennepin County Auditor a notice that the City has completed these vacation proceedings and record with the Hennepin County Recorder the described vacation.

The foregoing resolution was adopted by the City Council of the City of Minnetrista this 22<sup>nd</sup> day of January, 2024 by a vote of \_\_\_\_\_ ayes and \_\_\_\_\_ nays.

\_\_\_\_\_  
Lisa Whalen, Mayor

ATTEST:

\_\_\_\_\_  
Ann Meyerhoff, City Clerk

(SEAL)

## **EXHIBIT A**

### **Legal Descriptions of the Easements Being Vacated**

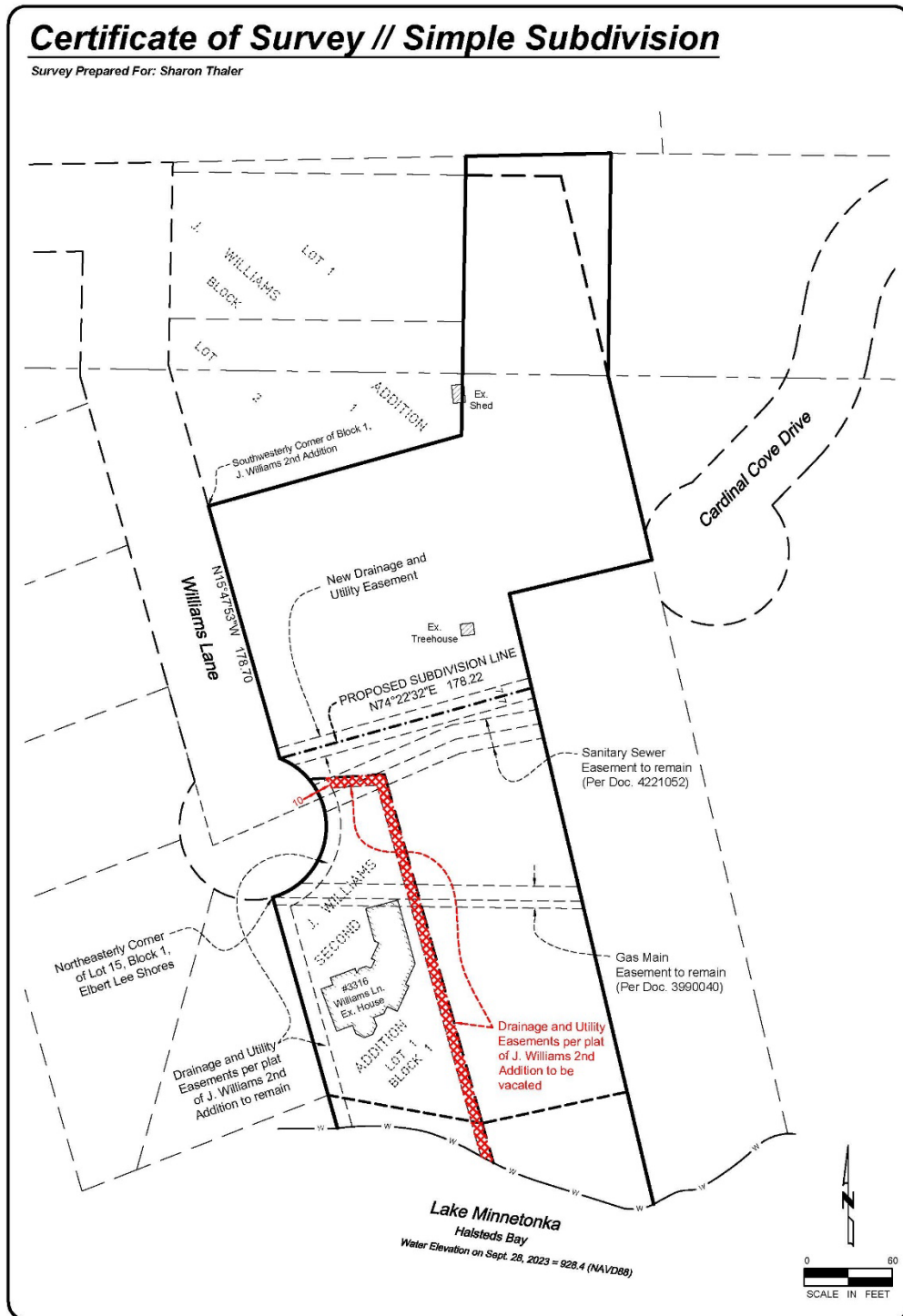
A portion of the drainage and utility easements on Lot 1, Block 1, J. Williams 2nd Addition:

The Drainage and Utility Easement along the East Line of Lot 1, Block 1, J. Williams 2nd Addition, according to the recorded plat thereof on file in the County Recorder's Office, Hennepin County, Minnesota.

AND

The Drainage and Utility Easement along the North Line of Lot 1, Block 1, J. Williams 2nd Addition, except the West 10 feet, according to the recorded plat thereof on file in the County Recorder's Office, Hennepin County, Minnesota.

**EXHIBIT B**  
Depiction of Easements Being Vacated



<b>LINDGREN</b> Land Surveying PO Box 217 Chanhassen, MN 55317 (952) 223-0063	<b>Easements; New and to be Vacated</b> <small>Copyright © 2023 by Lindgren Land Surveying, PLLC. All rights reserved.</small>	PROJ. NO. 15022R
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