1) Call to Order
   a) Pledge of Allegiance
   b) Introductions: City Council: Mayor Lisa Whalen, Patricia Thoele, Mark Vanderlinde, Pam Mortenson, Bob Christians; Staff: City Administrator Michael Barone, Community Development Director David Abel, Finance Director Brian Grimm, Director of Public Safety Paul Falls, and City Clerk Kris Linquist. Consultants: City Attorney Ron Batty, Kennedy & Graven; and City Engineer Paul Hornby, WSB Engineering.
   c) Approval of Agenda

2) Special Presentations
   a) Bill Pinegar – Rotary
   b) Halstead Drive - Update

3) Persons to Be Heard
   The City Council invites residents to share new ideas or concerns related to city business; however, individual questions 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 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 June 6, 2016
   b) Approve Regular Meeting Minutes from June 6, 2016
   c) Res. No. 114-16 Approve Claims
   d) Res. No. 115-16 Approve Appointment of Election Judges for the 2016 Primary and General Elections
   e) Res. No. 116-16 Regarding Certain Lot Combining & Open Space Agreement for South Bay property (Halsted Bay Estates)
   f) Authorize Approval of 2016 GIS/AMS Statement of Work with WSB
   g) Res. No. 117-16 Accept Sponsorship money from Trista Day
   h) Res. No. 118-16 Accept Plans and Specifications and Authorize Ad for Bid Lisle Park Parking Lot
   i) Res. No. 119-16 Approve Step Increase for Randy Storms
   j) Res. No. 120-16 Approve four year contract with Hennepin County to continue providing Assessor Services
   k) Res. No. 121-16 Declaring the Official Intent to Reimburse Certain Expenditures from the Wells 6 and 7 project.

5) Public Hearings
   a) Res. No. 108-16 Vacate Certain Drainage & Utility Easements at 3265 Eagle Bluff Road (Continued from June 6, 2016 Council Meeting)

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.
6) Business Items
   a) Res. No. 105-16 Approve Class III Preliminary & Final Plat to Subdivide the lot located at 3265 Eagle Bluff Road into two lots
   b) Res. No. 122-16 Approve Hiring of additional Public Works employees

7) Administrative Items
   a) Staff Reports
      i) City Administrator
      ii) City Attorney
   b) Council Reports
      i) Mayor Lisa Whalen — Economic Development Authority; Personnel Committee; Planning Commission (rotating); Police Communications Committee; Northwest Hennepin League of Municipalities; Minnehaha Creek Watershed District; Pioneer-Sarah Creek Watershed Management Commission (alternate); Gillespie Center Advisory Council; Mound Fire Advisory Committee (alternate); Parks Commission (rotating)
      ii) Patricia Thoele — Acting Mayor; Personnel Committee; Planning Commission (rotating); Parks Commission (rotating); Economic Development Authority
      iii) Mark Vanderlinde — Economic Development Authority; St. Bonifacius Fire Advisory Committee; Planning Commission (rotating); Parks Commission (rotating)
      iv) Pam Mortenson — Economic Development Authority; Planning Commission (rotating); Parks Commission (rotating); Spirit of the Lakes Festival
      v) Bob Christians — Economic Development Authority; Mound Fire Advisory Committee (rep); Westonka Community & Commerce; Planning Commission (rotating); Parks Commission (rotating)

8) Adjournment

The agenda packet with all background material is located at the back table 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.

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.
1) Call to Order
Mayor Whalen called the meeting to order at 5:32 p.m.

Present – Council: Mayor Lisa Whalen, Patricia Thoele, Mark Vanderlinde (arrived at 6:52 p.m.), Pam Mortenson and Bob Christians; Staff: City Administrator Michael Barone, Finance Director Brian Grimm, Community Development Director David Abel, Public Safety Director Paul Falls, City Clerk Kris Linquist, and HR/Communications Coordinator Cassandra Tabor; Consultant: City Engineer Paul Hornby, WSB Engineering and City Attorney Ron Batty (arrived at 5:55 p.m.).
Absent: None

2) George Gmach – Discussion related to City Compensation Structure
City Administrator introduced George Gmach.

Mr. Gmach overviewed a power point presentation that did a comparison of salaries for certain positions within the city with neighboring communities. He also handed out an updated summary. He spoke on the City’s salary structure.

Thoele asked if the city ever had no increases for a particular year. Barone stated that there were a couple of years where employees did not receive raises or cost of living increases.

Mayor Whalen had questions about the baby boomers retiring. Gmach stated that there will be more positions opening up and fewer people applying for government positions.

There was some discussion of the quality of employees the City currently has.

Mortenson questioned the benefit package. Gmach stated that PERA is higher than the private sector contribution and that Health care is consistent with the private sector.
Christians stated that seeing the comparisons of the different cities is very informational.

3) Halstead Drive Presentation
City Administrator Barone overviewed the power point presentation.
Highlights included:
- Overviewed Proposed Improvements
- Total Estimated Project Cost is $4,803,140
- Special Assessment overview
- Results of Neighborhood Open House that was held May 10, 2016
- Overviewed Project Alternatives
  - Alternate 1: Extend improvements to include the reconstruction and extension of water main along Williams Lane
  - Alternate 2: Extend improvements to include the reconstruction of Farmhill Drive and Farmhill Circle
  - Alternate 3: Pave the gravel portion of Halstead Drive only
  - Alternate 4: Reduce road section to meet State Aid Standards only (non-standard City collector)
- Overview of Preliminary Project Schedule

Mayor Whalen stated one concern that she had with residents in the cul-de-sacs would be paying an assessment.

There was discussion about the amount of usage the road has and what portion of Halstead Drive gets travelled the most.

There was discussion about the benefits of doing only a portion of the road instead of the whole project.

Christians liked the idea of doing the project in phases.

There was discussion of the extension of the water main.

Hornby made a suggestion of a few different options for cost break downs.

Consensus of the council was to direct staff to do a cost analysis of just doing the gravel portion with Farmhill Drive and Farmhill Circle and to do the rest of the project at a later date.

4) Stormwater Projects
City Administrator Barone overviewed the power point presentation that outlined the CIP projects for 2016 and proposed for 2017.

Mayor Whalen overviewed the Hosmer stormwater issue at 1040 W Cove Lane.
Barone asked for direction from Council on how they would like to proceed.

Mayor Whalen stated that she would like to consider a policy that would handle such issues in the future.

Christians commented about current building standards and that the council needed to be careful not to set precedence and policy should be put into place.

Attorney Batty questioned if there has been any established liability on the City’s part.

There was discussion of the differences between the Hosmer and the Hoffman issues.

Thoele questioned if other cities have experienced this. Batty stated not to his knowledge.

Mortenson stated she would like to have a cost share in the policy.

Mayor Whalen directed staff to design a policy to address the Hosmer project and to add cost estimates for the Westwood project.

5) Adjourn
Motion by Christians, seconded by Mortenson to adjourn the Work Session Meeting.
Motion carried 5-0. Absent: None

Mayor Whalen adjourned the meeting at 7:04 p.m.

Respectfully Submitted,

Kris Linquist
Kris Linquist, CMC
City Clerk
1) Call to Order
Mayor Whalen called the meeting to order at 7:11 p.m.

a) Pledge of Allegiance

b) Introductions:
City Council: Mayor Lisa Whalen, Patricia Thoele, Mark Vanderlinde, Pam Mortenson and Bob Christians; Staff: City Administrator Michael Barone, Community Development Director David Abel, Finance Director Brian Grimm, Public Safety Director Paul Falls, City Clerk Kris Linquist, and HR/Communications Coordinator Cassandra Tabor; Consultants: City Attorney Ron Batty, Kennedy & Graven and City Engineer Paul Hornby, WSB Engineering.
Absent: None

c) Approval of Agenda

Motion by Vanderlinde, seconded by Christians to approve the agenda as presented.
Motion carried 5-0.

Mayor Whalen announced that there would be City sponsored bus tour open to residents with a limited amount of seats on June 23, 2016. Advised to check City’s website for more information.

2) Special Presentations
a) Introduction of Trevor Barrett, Public Works Maintenance Worker
Barone provided the City Council with some background information about the new Public Works employee. Barrett introduced himself to the City Council and residents and thanked them for the opportunity to work with the city.

b) Christie Larson, Executive Director – WeCAN
Christie Larson from WeCAN overviewed what WeCAN has been doing for the community.

c) Water Treatment Project Update – Chris Larson, S.E.H.
Chris Larson from S.E.H. overviewed the progress of the Water Treatment Plants and the projected completion dates of both plants. He also gave projected completion dates for the Watermain Connection and Wells 6 & 7.

3) Persons to Be Heard - None
4) Consent Agenda
   a) Approve Work Session Meeting Minutes from May 16, 2016
   b) Approve Closed Work Session Meeting Minutes from May 16, 2016
   c) Approve Regular Meeting Minutes from May 16, 2016
   d) Res. No. 104-16 Approve Claims
   e) Approve Purchase of a 2017 Utility SUV Interceptor Police Vehicle
   f) Res. No. 106-16 Approve Lakeside Setback Variance for an addition at 4772 Crane Island
   g) Approve Amended Water Tower Lease Agreement with New Cingular Wireless
   h) Res. No. 107-16 Approve Right of Entry Authorization for Watercraft Inspections during 2016 Boating Season with Lake Minnetonka Conservation District

Vanderlinde requested to have consent agenda item d removed from the consent agenda.

Motion by Vanderlinde, seconded by Thoele to approve the Consent Agenda with the exception of item d) Claims.
Motion carried 5-0.

Item 4d – Vanderlinde questioned why the city was paying for the pig races. Mortenson stated that the amount was covered by sponsorships and that money would be going to the city. Vanderlinde questioned why the City paid for the MADD car display. Falls stated that it is a non-profit organization and the City has always paid a fee for this display for Trista Day. Vanderlinde questioned why the City paid for Hay bales for Trista Day. Mortenson explained the hay bales were on loan but had gotten destroyed during Trista Day so the City needed to pay for the bales which the cost was recouped with the sponsorship monies the City received.

Motion by Vanderlinde, seconded by Christians to approve consent agenda item 4d) claims as stated.
Motion carried 5-0.

5) Public Hearings
   a) Res. No. 108-16 Vacate Certain Drainage & Utility Easements at 3265 Eagle Bluff Road
      Community Development Director Abel requested to continue the Public Hearing until June 20, 2016.

      Mayor Whalen opened the public hearing at 7:35 p.m.

      Motion by Thoele, seconded by Mortenson to continue the public hearing to the June 20, 2016 Council Meeting.
      Motion carried 5-0.

   b) Res. No. 109-16 Vacate a Certain Portion of an Open Space Easement at 6190 Pine Circle
Community Development Abel presented the Staff report found in the City Council Packet dated June 6, 2016. He overviewed the request for vacating a portion of an open space easement. Highlights included in the presentation were:
- The applicant is requesting the vacation of a portion of an open space easement to construct a deck.
- The open space easement was created in 1979 as a condition of a subdivision approval.
- In 1989, the council had granted a 6 foot encroachment into the easement area for a deck. This deck was never constructed for unknown reasons.
- Notices were sent to property owners within 500 feet. The City received no objections.

Mayor Whalen opened the public hearing at 7:39 p.m.

Darin Hargreaves, Applicant - explained the reason for the request.

Mayor Whalen closed the public hearing at 7:41 p.m.

Motion by Christians, seconded by Vanderlinde to approve Resolution No. 109-16 to vacate a portion of an Open Space Easement located at 6190 Pine Circle. Motion carried 5-0.

6) Business Items
   a) Consider Serenity Hills of Lake Minnetonka Development Proposal

Community Development Director Abel presented the Staff report found in the City Council Packet dated June 6, 2016. He overviewed the proposal for the new proposed development.

Dan Andersen, developer – presented a power point presentation outlining the revised community building that would have a flat rooftop deck and walkout.

There was discussion about the width of proposed Halstead Avenue.

Andersen overviewed the proposed drainage between the two residences on Halstead Avenue. Hornby made comments about the drainage.

Public Comments:
Blake Smith, 6685 Halstead Avenue, commented that he is not in favor of no parking on the street of Halstead Avenue. He also commented on the drainage that runs between his property and the property of Gary Ingle. He would like to see the drainage be kept on the development property.

Christians inquired if there is going to be a golf cart access, trail access to Cardinal Cove, buffer of trees along Cardinal Cove and an easement to the Fasching’s property. Andersen said yes to all of these.

Thoele questioned if pervious pavers were going to be used. Andersen stated that pervious pavers would be used in the trails and portions of the roadway.
Thoele questioned the density of the project. Abel stated that the project would exceed the density requirement of the Met Council. The City would receive credits that could be used to offset future developments.

Mortenson commended the developer for listening to the suggestions of the community, planning commission and staff.

Vanderlinde stated that he likes the concept.

Mayor Whalen questioned if there would be backup generators installed. Andersen stated that it is required by the building code.

Mayor Whalen commented that she was not in favor of the beach house but overall was in favor of the project. She would like to see the ground cover be reduced and more screening be put in place.

Mayor Whalen questioned the process for the Comprehensive Plan and Rezoning if the development doesn’t commence. Abel stated the Comprehensive Plan and Rezoning would be implemented at Final Plat approval. He also commented that each building would have an individual building plan review.

Thoele commented that the design of the buildings and landscaping was appealing.

i) Comprehensive Plan Amendment to Residential Medium

Highlights included:
- The applicant applied to amend the Comprehensive Plan from Residential Medium 2006 CPA to Residential Medium and allow for an increase in density from a maximum of 3.5 units/acre to maximum 8.0 units/acre at 6701 & 6705 Halstead Avenue and other parcels with unassigned addresses.
- The proposed subdivision would result in a total 70 condominium units (one existing family lot and a community building. 60 of the 70 units are proposed in the Minnetrista portion (and one existing home) on 9.4 net acres.
- There have been various applications made for this site dating back to 2004. The city ultimately approved a Preliminary Plat on the associated properties back in 2008. The Preliminary Plat approval expired in 2011. In order for the preliminary plat for Serenity Hills to move forward, a Comprehensive Plan Amendment would need to occur.

Motion by Mortenson, seconded by Christians to direct staff to bring back a resolution approving the request for a Comprehensive Plan amendment. Motion carried 5-0.

ii) Zoning Amendment for R-2 to Planned Unit Development (PUD)

Highlights included:
- The purpose of the rezoning is to accommodate a unique style of housing within the R-2 Residential district and because the Shoreland
District regulations require the use of a PUD when examining any non-single family development.

- If the City Council approves the Comprehensive Plan to allow the increase in density, staff is supportive of the rezoning to Planned Unit Development. This will accommodate a unique housing style and type on this property and allow flexibility.
- At the April 25, 2016 Planning Commission meeting, the commission voted 6-0 to recommend approval of Ordinance 436 to rezone to PUD.

Motion by Thoele, seconded by Vanderlinde to direct staff to bring back a resolution approving the request for rezoning from R-2 to PUD
Motion carried 5-0.

iii) Preliminary Plat for 60 condominium units
Highlights include:

- The Applicant has made an application for a 70 unit retirement condominium development that includes property both in the City of Minnetrista and the City of Mound.
- The Applicant submitted for a concept plan review during the fall of 2015 and the application was before the Parks Commission on September 9, 2015. At their meeting, the Parks Commission made a motion to recommend the City Council to approve a cash in lieu of land be required.
- The concept plan came before the Planning Commission on September 28, 2015 for review. At that meeting, the Planning Commission made a motion that the City Council direct the applicant to submit a preliminary plat application.
- The concept plan was before the City Council on October 5, 2015 for review. At that meeting, the Council made a motion to direct the applicant to move forward with a preliminary plat application subject to the comments outlined in the staff report and associated attachments.
- If it is deemed that the request is suitable for a planned unit development, staff would recommend the following conditions of approval:
  1) Building “F” must be removed off of the municipal border as shown on revised preliminary plan set documents dated May 3, 2016;
  2) The Applicant satisfy the comments made in the letter from Hennepin County dated March 2, 2016 regarding access, right-of-way, and permits;
  3) The Applicant address comments numbered 1 through 50 as stated in the memorandum from the City Engineer dated March 25, 2016 regarding the preliminary plat application;
  4) The preliminary plat is subject to Minnesota State Fire code and review by the Chief of the Mound Fire Department;
  5) The Applicant must submit a full set of revised preliminary plat plans based on feedback received from City staff, Planning Commission on April 25, 2016, City Council on June 6, 2016, and other governmental agencies with jurisdiction over the proposal prior to
resolutions being brought to the city council;
6) A site plan will be required prior to the construction of any buildings;
7) A set of architectural guidelines be included with the site plan to ensure consistency with the preliminary plat application;
8) The applicant shall contribute a warning siren fee of $64/unit at the time of final plat;
9) A park dedication fee in the amount of 15% of the appraised value of the land shall be paid at the time of final plat;
10) A sewer area charge of $1,100/acre above the ordinary high water mark at the time of final plat;
11) A water area charge of $8,700/acre above the ordinary high water mark at the time of final plat;
12) THz applicant shall contribute $229,500 to the tree replacement and environmental fund or provide a landscape plan showing 2,295 caliper inches of replacement;
13) The applicant shall comply with all of the rules, regulations, and permitting requirements of Hennepin County and MCWD;
14) All utilities for the proposed development shall be located underground;
15) Standard drainage and utility easements shall be provided around the boundaries of all lots and wetlands;
16) A developer’s agreement must be executed before the final plat will go to the City Council;
17) The applicant shall be responsible for public improvements associated with the project as well as improving Halstead Avenue that runs east-west and including a water main along the entire street;
18) The applicant shall provide adequate title evidence satisfactory to the City Attorney prior to final plat approval;
19) Payment of all associated preliminary plat review fees shall be received by the City prior to acceptance of a final plat application; and
20) The applicant shall submit a completed application for final plat within one hundred eighty (180) days of date of adoption of resolution by the City Council.

Motion by Christians, seconded by Thoele to direct staff to bring back a resolution approving the request for Preliminary Plat subject to the conditions outlined in the staff report.
Motion carried 5-0.

Mayor Whalen called for a short break at 8:45 p.m.
The meeting reconvened at 8:53 p.m.

b) Res. No. 110-16 Accept and Approve Annual City Administrator Performance Review
HR/Communications Coordinator Tabor presented the Staff report found in the City Council Packet dated June 6, 2016. She overviewed the Performance Review for the City Administrator.
Highlights include:
• Mike Barone has been in his current position since January 2015.

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.
- A Personnel review as distributed to council and certain staff members for completion.
- The Personnel Committee met and reviewed the completed reviews.
- Mr. Barone scored 4.64 on a 5.00 scale, with above satisfactory work being reported by the Councilmembers and City Staff.
- Per the contract, Mr. Barone is to be granted a 3% increase as of January 21, 2016 based on the satisfactory review outcome and by the recommendation of the Personnel Committee.

Mayor Whalen commended Mr. Barone on his performance.

Barone thanked the council and staff for the feedback and he commended the staff for their support and hard work.

Motion by Christians, seconded by Vanderlinde to Approve Resolution No. 110-16 Approving Michael Barone’s one year performance review, with an above average rating of 4.64/5.00, and a 3% salary increase per his employment contract. Motion carried 5-0.

c) Res. No. 111-16 Approve Market Pay Adjustments for Director of Public Safety, Director of Finance and Community Development Director.
City Administrator Barone presented the Staff report found in the City Council Packet dated June 6, 2016. He overviewed the salary increases for certain department leadership positions. Highlights include:
- George Gmach of Gmach Compensation Consulting, LLC reviewed the city’s current compensation structure during the work session
- The market for certain city positions in those upper grade levels has outpaced the rate increases given in the past few years.
- The Personnel Committee recommends the pay increases for the Director of Public Safety, Director of Finance, and the Community Development Director.

Christians questioned the benefit package. Barone stated that the City offers a cafeteria plan of $1,100 per employee plus PERA.

Motion by Thoele, seconded by Mortenson to Approve Resolution No. 111-16 Approve the market-based department director pay increases outlined in the Memorandum for the Community Development Director, Finance Director and Director of Public Safety/Police Chief positions, effective July 1, 2016 and again on January 1, 2017. Motion carried 5-0.

d) Res. No. 112-16 Approve Plans and Specifications and Authorize Advertisement for Bid for the 2016 Mill and Overlay Project (City Project 02-16)
City Engineer Hornby presented the Staff report found in the City Council Packet dated June 6, 2016. He overviewed the 2016 Mill and Overlay Project. Highlights include:

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.
The Project includes Crest Ridge Court, Fairway Ridge Drive, and Fairway Ridge Court.

The Project will be completed in the summer of 2016.

Motion by Vanderlinde, seconded by Thoele to Approve Resolution No. 112-16 Approving the Plans and Specifications and Authorizing the Advertisement for Bids for the 2016 Mill and Overlay Improvement Project (City Project 02-16). Motion carried 5-0.

e) Res. No. 113-16 Accept Quotes and Award Contract for the City Hall Campus Security System

HR/Communications Coordinator Tabor presented the Staff report found in the City Council Packet dated June 6, 2016. She overviewed the need for a new security system for the City Hall Campus which includes City Hall and the Police Station Brown.

Highlights include:

- The current security system is outdated and can no longer be supported.
- The city has experienced a number of controlled access system failures resulting in significant interruptions to daily operations.
- The city received four quotes for a controlled access/video system.
- USA Security was the lowest quote and contained all RFQ requirements, including the Watchdog Cameras.
- USA will complete the installation and set-up work no later than July 29, 2016 for the quoted price of $70,519.00

Falls stated that this system will allow the City to add the Water Treatment Plants and Well houses in the future.

Christians asked about a yearly maintenance fee. Tabor stated the City can purchase it at a later date. Falls stated that there is a three year warranty.

Vanderlinde questioned the difference in the quotes. Tabor explained the quote from Floyds Security.

Mayor Whalen questioned if there were other cities that use this product. Falls stated that there are other cities using the proposed system and the system is user friendly.

Motion by Mortenson, seconded by Vanderlinde to Approve Resolution No. 113-16 Awarding USA Security with the contract for controlled access/video system and Watchdog camera installation in the amount of $70,519.00. Motion carried 5-0.

7) Administrative Items

a) Staff Reports
   i) City Administrator
      • June 14-16 League Conferences

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.
ii) Finance Director
   • Recycling Day Recap

iii) Community Development Director
   • June 27th Planning Commission meeting
     Christians will check his schedule, Mortenson as a back up
   • Update on Pending Appeal from Kauppi’s
   • Ordinance Amendment to the Riparian View Shed

iv) City Clerk
   • Meeting to Canvas the Primary Election results.

Motion by Vanderlinde, seconded by Christians to call for a special City
Council Meeting on August 11, 2016 at 9:00 a.m. for the sole purpose to
Canvas the Primary Election results.
Motion carried 5-0.

v) HR/Communications Coordinator
   • June 23, 2016 Bus Tour of Minnetrista

b) Council Reports
i) Mayor Lisa Whalen
   • Historical Society
   • Trista Day
   • Buttons

ii) Patricia Thoele
   • Trista Day
   • Personnel Committee

iii) Mark Vanderlinde
   • May Planning Commission Meeting
   • St. Boni Fire Meeting

iv) Pam Mortenson
   • Spirit of the Lakes
   • Steering Committee – 2040 Comp Plan
   • Trista Day
   • League Conference

v) Bob Christians
   • Trista day
   • St. Boni Fire Meeting
   • Mound Fire Meeting
8) **Adjournment**  
Motion by Christians, seconded by Vanderlinde to adjourn the meeting at 9:46 p.m.  
Motion carried 5-0.

Respectfully submitted,

Kris Linquist, CMC  
City Clerk
RESOLUTION NO. 114-16

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 59116 through 59177; electronic checks E1000587 through E1000599; including payroll transactions.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA, that the attached list of claims in the amount of $1,617,309.20 is hereby approved.

ADOPTED this 20th day of June 2016 by a vote of ______ Ayes ______ Nays.

__________________________________________
Lisa Whalen, Mayor

ATTEST:

__________________________________________
Kris Linquist, City Clerk

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BLUE CROSS BLUE SHIELD MN: $27,113.00

CARTEGRAPH: $5,508.41

ADVANTAGE PROPERTY MAINTENANCE: $5,420.00

AMERIPRIDE SERVICES INC: $332.01

ARCHER, JESSICA: $150.88

BRYAN ROCK PRODUCTS: $31,006.10

CITY OF MOUND: $70,143.75

CITY OF ST BONIFACIUS: $52,985.50

ECM PUBLISHERS, INC: $52,985.50
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### CITY OF MINNETRISTA

**CITY OF MINNETRISTA**

**06/17/16 9:59 AM**

**Page 4**

### Check Detail Register

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### MOUND TRUE VALUE HARDWARE

**Total**

$195.33

**Paid Chk# 059151**

### MOUND TRUE VALUE-PD

**Total**

$133.51

**Paid Chk# 059152**

### NCPERS MINNESOTA

**Total**

$256.00

**Paid Chk# 059153**

### NORTHERN SALT INCOPORATED

**Total**

$9,900.00

**Paid Chk# 059154**

### OFFICE DEPOT - CHICAGO

**Total**

$298.61

**Paid Chk# 059155**

### PREMIUM WATERS, INC

**Total**

$113.48

**Paid Chk# 059156**

### RIGID HITCH INC.

**Total**

$117.91

**Paid Chk# 059157**

### Pioneer-Sarah Creek Watershed

**Total**

$6,715.37

**Paid Chk# 059158**
## Check Detail Register

**MAY 2016 to JUNE 2016**

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- **ROBERT THOMAS HOMES**
  - 101-400-34109 MISC FEES $150.00
  - **Comment: Rfd for Partial Sponsorship Fees**

### Paid Chk# 059160 6/20/2016
- **SEH**
  - E 491-43241-303 ENGINEERING SERV $8,647.48 316419
  - South Central Water Main System Improv
  - E 491-43241-303 ENGINEERING SERV $27,371.85 316512
  - Water Treatment Plants

### Paid Chk# 059161 6/20/2016
- **SPECIALIZED ENVIROMENTAL TECH**
  - E 101-45202-401 BLDG/STRUCT MAINTENANCE $175.00 Mulch
  - E 101-41940-402 LAWN MAINTENANCE $256.00 Mulch
  - E 101-41940-402 LAWN MAINTENANCE $320.00 Mulch

### Paid Chk# 059162 6/20/2016
- **STAR TRIBUNE**
  - E 101-42110-433 DUES & SUBSRIPT & TRAINING $42.25 5220862 Paper-PD
  - E 101-41320-202 COPY & PRINTING SUPPLIES $42.25 7633734 Paper Subscription

### Paid Chk# 059163 6/20/2016
- **Streicher s**
  - E 101-42110-417 UNIFORMS $145.97 1208435 Uniforms

### Paid Chk# 059164 6/20/2016
- **SUN LIFE FINANCIAL**
  - G 101-2380 PAYROLL CLEARING LIFE INS $1,733.80 June 2016 * Life Insurance

### Paid Chk# 059165 6/20/2016
- **TASC FLEX SYSTEMS REIMBURSEMENT**
  - E 101-42110-437 MISCELLANEOUS EXPENSE $47.34 IN804595 Admin Fees

### Paid Chk# 059166 6/20/2016
- **THE DALE GREEN COMPANY**
  - E 101-43121-224 STREET MAINTENANCE SUPPL $180.00 1560 Mix

### Paid Chk# 059167 6/20/2016
- **TOLL GAS & WELDING SUPPLY**
  - E 101-43121-215 SHOP MATERIALS $22.08 40047310 Med Acetylene Cyl

### Paid Chk# 059168 6/20/2016
- **TRUENORTH STEEL**
  - E 651-49590-224 STREET MAINTENANCE SUPPL $2,443.83 BL0000004845 Culvert Pipe

### Paid Chk# 059169 6/20/2016
- **TRUGREEN CHEMLAWN**
  - E 101-45202-402 LAWN MAINTENANCE $1,964.00 47599488 Weed Control
  - E 101-41940-402 LAWN MAINTENANCE $220.00 47599488 Weed Control
  - E 601-49440-402 LAWN MAINTENANCE $30.00 47599488 Weed Control

### Paid Chk# 059170 6/20/2016
- **UNIFORMS UNLIMITED, INC.**
  - E 101-42110-417 UNIFORMS $113.96 21065-2 Uniforms
  - E 101-42110-417 UNIFORMS $83.90 21306-2 Uniforms

### Paid Chk# 059171 6/20/2016
- **US BANK CORPORATE SYSTEMS**
  - E 101-45202-437 MISCELLANEOUS EXPENSE $115.00 05/10/16 Dog Waste Station Bags
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**Check Detail Register©**

**MAY 2016 to JUNE 2016**

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Subject: Appointing Election Judges for 2016 Election Cycle
Prepared By: Kris Linquist, City Clerk
Meeting Date: June 20, 2016

Issue:
Appointment of Election and Absentee Judges for the 2016 Primary to be held August 9, 2016 and 2016 General Election to be held November 8, 2016.

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 Primary Election will be held August 9, 2016 with Absentee Balloting opening on June 24, 2016.

The attached resolution (Exhibit A) lists the persons intended to serve as Election Judges and/or Absentee Judges. We will be placing 3 to 4 persons in each polling location at the Primary and 6 to 8 persons in each polling location for the General. In addition, we will train alternates to substitute in case others cannot serve. 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.

Absentee voting begins on June 24, 2016 for the Primary and on September 23, 2016 for the General Elections. The Absentee board will process ballots in a timely manner beginning after June 24, 2016 for the Primary and after September 23, 2016 for the General.

Election Judges that attend training and/or serves as an election judge will be compensated $9.50 per hour. Head Judges will be compensated $10.00 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 Election Day.

Conclusion:

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.
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.

Approval of Resolution No. 115-16 Appointing Election and Absentee Judges for the 2016 Primary and General Elections and Authorize the City Clerk / Election Administrator to add, replace or substitute judges as necessary before Election Day.

**Recommended City Council Action:** Staff recommends approval of Resolution 115-16 Appointing Election and Absentee Judges for the 2016 Primary and General Elections and Authorize the City Clerk/Election Administrator to add, replace or substitute judges as necessary before Election Day.

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

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

Explain:
CITY OF MINNETRISTA  
HENNEPIN COUNTY, MINNESOTA  
RESOLUTION NO. 115-16  
APPOINTING ELECTION JUDGES AND ABSENTEE BALLOT BOARD ELECTION JUDGES FOR THE AUGUST 9, 2016 PRIMARY ELECTION AND THE NOVEMBER 8, 2016 GENERAL ELECTION  

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 Freshwater Community Church and Minnetrista P-04A with the polling place located at Minnetrista Police Training Facility;  

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 contingent upon completion of the necessary judge training for the August 9, 2016 Primary Election and the November 8, 2016 General Election; 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 Manager to serve 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 $9.50 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 vacancies and maintain party balance as required by Minnesota § 204B.21, Subd. 2.

Adopted by the City Council of the City of Minnetrista this 20th day of June, 2016 by a vote of ______ ayes and ______ Nays.

Lisa Whalen, Mayor

ATTEST:

Kris Linquist, City Clerk

(Seal)
CITY OF MINNETRISTA
Resolution 115-16
EXHIBIT A
PRIMARY AND GENERAL ELECTION JUDGES / ABSENTEE BALLOT BOARD
JUDGES FOR 2016

• Kris Linquist, Election Administrator
• Angie Boll, Election Official
• Dawn Motzko, Election Official
• Joan Sandquist, Election Official
• Hennepin County appointed Absentee Ballot Board Judges

• Dee Anderson
• Ann Benson
• Christine Bergmann
• Patricia Cappelleri
• Jim Cashman
• Sharon Cashman
• Joel Denney
• Robert Dircks
• Roberta Dircks
• Cinda Dorholt
• Fawn Gage
• MaryAnn Geyen
• Edie Godfrey
• Mary Hoppe
• Kathy Juhl
• Nadine Julian
• Dane Kern
• Michael Kirkwood
• Elroy Kuglin
• Sally Kuglin
• Marcia Langseth
• Teresa Lee
• John Lewman
• Judy Lewman
• Mary Mackres
• Michael McClure
• Sandra Morningstar
• Red Nelson
• Jackie Neubauer
• Cindy Notch
• Roberta Opel
• Karen Philipson
• Suzanne Polkey-Berg
• Dean Rolland
• Char Schmuck
• Sandy Schultz
• Kitty Shea
• Cathy Stepanek
• Roger VonHoltz
• Janet Watson
• John Watson
• Diane Williams
• Damian Young
• Jodie Youngquist
CITY OF MINNETRISTA

BUSINESS / DISCUSSION ITEM

Subject: Termination of development restrictions on lots in Halsted Bay Estates

Prepared By: Ron Batty, city attorney

Meeting Date: June 20, 2016

Issue: The city has been asked to terminate certain restrictions on ownership, use and development of certain lots in Halsted Bay Estates which were imposed prior to the time sanitary sewer was available to the lots.

Background: In 1979 the city council approved the plat of Halsted Bay Estates, an area in which sanitary sewer was not available. The city required the owners of several of the lots to pair the lake lot with the non-lake lot across South Bay Drive. Essentially, only the lake lots could be developed. The non-lake lots had to be held in common ownership with the lake lots and could not be improved. Similar restrictions were also placed against the lots in 1992.

Discussion: The restrictions on ownership, use and development of the non-lake lots were explicitly linked to the availability of sanitary sewer in the area. Sanitary sewer is now available. In light of that, the owner of the non-lake lots has requested that the above restrictions be terminated. The attached resolution will accomplish that and allow the city to collect park dedication fees which have been deferred for 37 years.

Conclusion: Ending the development restrictions is appropriate because the lots are now served by sanitary sewer.

Fiscal Impact: The only fiscal impact on the city will be the collection of $9,200 in deferred park dedication fees.

Recommended City Council Action: Motion to approve and authorize the mayor and city clerk to execute the attached resolution only after payment of deferred park dedication fees for Lots 3 and 4, Block 2, Halsted Bay Estates.

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.

481553v1 RHB MN415-262
CITY OF MINNETRISTA

RESOLUTION NO. 116-16

RESOLUTION REGARDING CERTAIN LOT COMBINATION AND OPEN SPACE AGREEMENTS

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

WHEREAS, on February 26, 1979, the City entered into that certain Lot Combination and Open Space Agreement with Gregory J. Hugh and Linda L. Hugh which was recorded on May 3, 1979 in the Office of the Hennepin County Recorder as document no. 4469117; and

WHEREAS, on February 26, 1979, the City entered into that certain Lot Combination and Open Space Agreement with Gregory J. Hugh and Linda L. Hugh which was recorded on May 3, 1979 in the Office of the Hennepin County Recorder as document no. 4469118; and

WHEREAS, on November 5, 1992, the City entered into that certain Lot Combination and Open Space Agreement with Gregory J. Hugh and Linda L. Hugh and Emmett C. Kurtz and Cynthia Kurtz which was recorded on December 1, 1992 in the Office of the Hennepin County Recorder as document no. 6001431; and

WHEREAS, the above documents are individually and collectively hereinafter referred to as the “Agreements”; and

WHEREAS, the Agreements restrict the development of the land legally described on Exhibit A attached hereto (the “Property”) until the availability of sanitary sewer; and

WHEREAS, the Agreements provide that the restrictions applicable to the Property may only be removed by resolution adopted by the City; and

WHEREAS, sanitary sewer is now available to serve the Property.

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

1. The restrictions contained in the Agreements regarding the Property are hereby terminated.

2. Development and use of the Property shall be subject to all applicable zoning, subdivision and official controls for land within the same zoning district as the Property.

3. The Agreements deferred collection of park dedication fees on Lots 3 and 4, Block 2 which would otherwise have been payable in 1979 upon approval of the plat of Halsted Bay Estates. Those fees, in the amount of $9,200, are now due and payable to the City. Any
future subdivision of any of the Property will be subject to such additional park dedication requirements as are specified in City code at the time of subdivision.

The foregoing resolution was adopted this 20th day of June, 2016 by a vote of ________ ayes and _________ nays.

________________________________________
Lisa Whalen, Mayor

ATTEST:

________________________
Kris Linquist, City Clerk
EXHIBIT A

Legal Description of Property

The Property is legally described as follows:

Lots 3 and 4, Block 1; and
Lots 3 and 4, Block 2,

all in Halsted Bay Estates, Hennepin County, Minnesota
Subject: Authorize Approval of 2016 GIS/AMS Statement of Work with WSB

Prepared By: David Abel, Community Development Director

Meeting Date: June 20, 2016

Issue:
The attached statement of work covers the 2016 work plan for the Cities Datalink, Asset Management/GIS systems and some Hardware/Software Purchases for the Planning and Public Works Departments. The new GPS unit is easier to use and more accurate for Public works. The scope also includes support hours for Public Works staff to get them running more smoothly with their Asset Management Program.

Fiscal Impact:
The total cost to complete this project is $11,027 and it was budgeted for in 2016.

Recommended City Council Action: Authorize Approval of 2016 GIS/AMS Statement of Work with WSB
June 1, 2016

Mr. Mike Barone  
City Administrator  
City of Minnetrista  
7701 Co Rd 110 W  
Minnetrista MN 55364

Re:  2016 GIS/AMS Statement of Work (SOW)

Dear Mr. Barone:

On behalf of WSB & Associates, Inc. (WSB), it is my pleasure to present you with this work plan to enhance the City of Minnetrista’s Geographic Information System (GIS) and Asset Management System (AMS).

Project Background
WSB has been working with City staff since 2006 to create and improve the City’s GIS. In 2013, the City’s on-premises GIS was moved to a system hosted and managed by WSB. This change saved the City $6,299 in 2013 and has since saved over $7,200 in reduced software maintenance costs.

The main focus of this Statement of Work (SOW) is modernizing GIS hardware/software and providing better support for the City’s GIS/AMS. This SOW is divided into three sections:

1. Hardware/Software Purchases
2. AMS/GIS Support
3. Evaluating progress towards goals

Hardware/Software Purchases
In 2016, we recommend the City purchase an ArcGIS for Desktop Basic license for the City Planner. An updated version of the existing license he is using will provide him the ability to connect directly to the hosted GIS using desktop GIS software and keep him current with changes in technology.

Purchasing the ArcGIS for Desktop Basic license will also give the City an ArcGIS Online account and license. This will enable Public Work staff to view, collect, and update GIS data in the field using an iPad with a wireless data connection.

We recommend the City also purchase a Trimble R1 receiver which will give staff sub-meter GPS accuracy when collecting data.
Once all of the software and hardware are purchased WSB will install, configure, and train staff on its use.

Cost:  
- ArcGIS for Desktop: $1,200  
- 4G iPad: $529  
- Trimble R1 and Antenna: $2,298  
- Setup and Training: $1,000

AMS/GIS Support
Public Works staff has identified a number of workflow challenges they have encountered using Cartegraph Asset Management Software (AMS). Based on our experience working with AMS, the City needs to work with an expert in AMS to simplify the software configuration and provide hands on support to staff.

We recommend that Justin Hansen spend up to 16 hours per month for the next three months to work with Public Works staff on AMS/GIS. Justin is the lead AMS professional at WSB and has helped a number of cities that have struggled with AMS gain traction and become successful with their efforts.

Cost: $6,000

Evaluate Progress
Throughout this project WSB will monitor the City’s progress with its AMS efforts. Early on in the project Justin will provide a software recommendation that the City will be able use to set its Asset Management Software roadmap for the foreseeable future. At the end of the project, I will review the projects successes with staff and identify the required level of support moving forward.

Cost: $316

Summary
The total cost to complete this project is $11,027. All hardware and software costs will be invoiced directly to the City of Minnetrista from the appropriate vendors. All WSB hours will be billed hourly on a cost not to exceed basis. If you have any questions concerning our proposal, please feel free to contact me at 763-287-7194. We look forward to working with you and greatly appreciate the opportunity to assist you and your staff in the completion of this project.

Sincerely,

WSB & Associates, Inc.

John Z. Mackiewicz  
Principal

Cc: Paul Hornby, WSB & Associates  
Gary Peters, City of Minnetrista  
David Abel, City of Minnetrista
Bill To:  
CITY OF MINNETRISTA  
7701 COUNTY ROAD 110 WEST  
MINNETRISTA MN 55364  

Ship To:  
CITY OF MINNETRISTA  
7701 COUNTY ROAD 110 WEST  
MINNETRISTA MN 55364  

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<td>Gary Peters</td>
<td>952-241-2532</td>
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Quote Trimble pricing reflects Minnesota State Contract 87135 – Release S934-(5). All other items reflect state contract equivalent discount.

Total: $2,298.00
Resolution No. 117-16 Accepting the donation/sponsorship money from Trista Day

Brian Grimm, Finance Director

June 20, 2016

Issue
This agenda item seeks Council approval of a Resolution accepting the cash donations of funds related to covering costs for the pig races that were a new event this year at Trista Day.

Background
Sponsorship dollars were asked for to cover the new event for 2016 for pig races at Trista Day. Multiple area and community organizations stepped up to contribute and help sponsor the event.

We thank the individuals/businesses listed in the resolution for their generous donation/sponsorship, and note that they make this contribution without any return consideration of any kind by the City of Minnetrista, now or in the future. The entities listed received notation in Trista Day literature and brochures and on the City website.

Recommended City Council Action: City staff recommends approval of Resolution No. 117-16 Accepting the donations of $2,750 from multiple businesses/individuals that were collected for covering costs associated with the Trista Day pig races.

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. 117-16

RESOLUTION ACCEPTING SPONSORSHIP MONEY FOR TRISTA DAY

WHEREAS, the attached list (Exhibit A) of “Donor(s)” wishes to make a cash donation/sponsorship to the City of Minnetrista in the amount of $2,750 to cover costs related to the City to sponsor a new event of pig races at Trista Day.

WHEREAS, the Donor(s) willingly gives this money to the City of Minnetrista without the expectation of any remuneration or any return consideration of any kind by the City of Minnetrista towards the Donor(s); and

THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA, to approve the Resolution, accepting the donation under the terms and conditions expressed above.

This resolution was adopted by the City Council of the City of Minnetrista on the 20th day of June, 2016 by a vote of _____Ayes and _____Nays.

______________________________
Lisa Whalen, Mayor

ATTEST:

_________________________________
Kris Linquist, City Clerk
(seal)
## TRISTA DAY DONATIONS/SPONSORSHIPS

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<td>MVT Excavating</td>
<td>$100</td>
</tr>
<tr>
<td>Perfection Plus</td>
<td>$100</td>
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<tr>
<td>Robert Thomas Homes</td>
<td>$150</td>
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<td>S.E.H.</td>
<td>$300</td>
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<td>Snacks and Such</td>
<td>$300</td>
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<tr>
<td>W.S.B</td>
<td>$500</td>
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**Total**  
$2,750
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
REQUEST FOR CITY COUNCIL ACTION/DISCUSSION

Subject: Approving Plans and Specifications and Authorizing the Advertisement for Bids for the Lisle Park Parking Lot Improvement Project (City Project No. 05-16)

Prepared By: Paul Hornby, City Engineer

Meeting Date: June 20, 2016

Issue: The plans and specifications for the Lisle Park Parking Lot Improvement Project (City Project No. 05-16) are nearly completed and staff requests authorization to advertise for bidding.

Background/Discussion: The Council previously accepted a professional services proposal from WSB and authorized the preparation of plans and specifications for a parking lot at Lisle Park. The parking lot plans are to include a base bid and alternate bid for a 30 stall parking and an additional 30 stall parking. The project includes the following:

- Bituminous parking lot with 30 stalls with alternate to construct an additional 30 stalls
- Bituminous trail
- Storm water drainage system
- Storm water and erosion control permitting
- Electrical system for parking lot lighting

The project schedule anticipates 3 weeks of bidding, bid opening on August 9, 2016, and Council consideration of contract award on August 15, 2016.

Conclusion: The plans and specifications are nearly complete and authorization for advertisement for bidding will provide a desired schedule for late summer and fall construction.

Recommended City Council Action: Staff recommends adopting Resolution No. 118-16 Approving Plans and Specifications and Authorizing the Advertisement for Bids for the Lisle Park Parking Lot Improvement Project (City Project No. 05-16).

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

Mission Statement:
The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.
GENERAL NOTES:
SITE SURVEY AND BOUNDARY INFORMATION PROVIDED BY OWNER.
CONTRACTOR SHALL VERIFY EXISTING CONDITIONS PRIOR TO BIDDING AND
CONSTRUCTION START.
CONTRACTOR SHALL BE RESPONSIBLE FOR ALL LOCATES. ALL LOCATES SHALL
BE VERIFIED BY THE OWNER/L.A. PRIOR TO CONSTRUCTION START.
CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING ALL EXISTING
STRUCTURAL ELEMENTS, UTILITIES, TREES, SITE AMENITIES, ETC. THAT ARE TO REMAIN
FROM DAMAGE DURING CONSTRUCTION.
CONTRACTOR SHALL BE RESPONSIBLE FOR CORRECTING ANY DAMAGE (AT
CONTRACTOR'S EXPENSE) TO EXISTING ITEMS TO REMAIN AT CONTRACTOR'S
EXPENSE AND IS CONSIDERED INCIDENTAL TO THE CONTRACT.
DIMENSIONS TAKE PRECEDENCE OVER SCALE. DIMENSIONS ARE TO BACK OF CURB
WHERE APPLICABLE. UNLESS STATED OTHERWISE, FIELD VERIFY (FV) ITEMS
SHALL BE FIELD VERIFIED BY THE CONTRACTOR.
* ANY DISCREPANCIES FOUND THAT AFFECT THE WORK SHALL BE REPORTED TO
THE OWNER/L.A. FOR CLARIFICATION PRIOR TO ANY ADDITIONAL WORK BEING
COMPLETED.

PROPOSED LAYOUT NOTES:
THE LAYOUT INFORMATION PROVIDED ON THIS SHEET IS FOR BIDDING PURPOSES
AND VERIFICATION OF CRITICAL LAYOUT DIMENSIONS. THE OWNER/L.A. RESERVES
THE RIGHT TO REVISE THE PROJECT LAYOUT TO AVOID UNFORESEEN
CONSTRAINTS, SUCH AS MATURE TREES, UNFORESEEN SOIL CONSTRAINTS, ETC.
THESE ADJUSTMENTS SHALL BE CONSIDERED INCIDENTAL TO THE CONTRACT.
CHANGES IN BID QUANTITIES WILL BE BASED ON A PER UNIT BASIS FOR UNIT BID
ITEMS LISTED ON THE BID FORM.

THE CONTRACTOR SHALL BE RESPONSIBLE FOR GENERATION OF LAYOUT POINTS
FROM THE 3D INFORMATION INCLUDED IN THE ACADRI4 DISK SUPPLIED BY L.A.-E
AND ALL PROJECT FIELD STAKING DURING THE COURSE OF THE PROJECT AS
DEFINED IN THE SPECIFICATIONS UNDER SECTION 00811 - SUPPLEMENTAL
CONDITIONS.

TO AVOID LAYOUT CONFLICTS OR UNCERTAINTIES, THE CONTRACTOR AND
SURVEYOR SHALL MEET AT THE START OF THE PROJECT TO
REVIEW SITE LAYOUT AND GRADING REQUIREMENTS. THE CONTRACTOR AND/OR
SURVEYOR SHALL INITIATE A MEETING WITH THE OWNER/L.A. AT ANY POINT WHEN
QUESTIONS ARISE.

FIELD STAKING AND GRADE STAKES SHALL BE REVIEWED AS NECESSARY WITH THE
OWNER/L.A. TO ENSURE THAT THE LAYOUT AND GRADING ARE PROPERLY INTERPRETED.

THE CONTRACTOR SHALL PROVIDE AND MAINTAIN A 30' WIDE X 75' LONG ROCK
ACCESS DRIVE FOR THE DURATION OF CONSTRUCTION. (SEE SPECIFICATIONS FOR
ADDITIONAL INFORMATION)

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THE CONTRACTOR SHALL PROVIDE AND MAINTAIN A 30' WIDE X 75' LONG ROCK
ACCESS DRIVE FOR THE DURATION OF CONSTRUCTION. (SEE SPECIFICATIONS FOR
ADDITIONAL INFORMATION)
RESOLUTION NO. 118-16
CITY OF MINNETRISTA
HENNEPIN COUNTY, MINNESOTA

RESOLUTION APPROVING PLANS AND SPECIFICATIONS
AND AUTHORIZING THE ADVERTISEMENT FOR BIDS
FOR THE LISLE PARK PARKING LOT DEVELOPMENT PROJECT
(CITY PROJECT NO. 05-16)

WHEREAS, pursuant to a resolution passed by the City Council April 18, 2016, WSB and Associates, Inc. has prepared plans and specifications for the Lisle Park Parking Lot Improvement Project (City Project No. 05-16) and 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, MINNESOTA:

1. Such plans and specifications are hereby approved and AUTHORIZATION placed on file in the office of the City Clerk.

2. The City Engineer 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 publicly opened on August 9, 2016, at 3:00 o’clock p.m. at the Minnetrista City Hall in said City and that no bids will be considered unless sealed and filed with the City Clerk and accompanied by a cash deposit, cashier’s check, bid bond, or certified check payable to the City Clerk for five (5%) percent of the amount of such bid.

BE IT FINALLY RESOLVED that the City Council hereby authorizes the Advertisement for Bids for the Lisle Park Parking Lot Improvement Project (City Project No. 05-16).

This resolution was adopted by the City Council of the City of Minnetrista on the 20th day of June, 2016, by a vote of Ayes and Nays.

Lisa Whalen, Mayor

ATTEST:

Kris Linquist, City Clerk

(seal)
**CITY OF MINNETRISTA**

**CONSENT ITEM**

**Subject:** Request for Approval of a Step Increase from 2016 Step Level 3 to 2016 Step Level 4 for Randall Storms, Public Works Maintenance Worker, effective July 7, 2016

**Prepared By:** Cassandra Tabor, HR/Communications Coordinator

**Meeting Date:** June 20, 2016

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**Issue**

Mr. Randall Storms is eligible to move from 2016 Step Level 3 to 2016 Step Level 4 upon completion of two years of employment and excellent job performance. Mr. Storms is to be compensated in accordance with the current labor agreement between the City of Minnetrista and I.U.O.E. Local 49 Labor Agreement.

**Background**

Randall Storms began employment as a Public Works Maintenance Worker on July 7, 2014.

**Fiscal Impact and Summary**

At this time, there will be a rate increase from $22.36/hr to $23.48/hr for Mr. Storms. Randall Storms will be eligible for an additional pay program increase on January 1, 2017 provided he is successfully making progress in all areas of the position. So far, Mr. Storms has been a very valuable asset to the City and Public Works department, and his efforts are greatly appreciated.

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**Recommended City Council Action:** Recommend approval of Resolution No 119-16

Approve a Step increase for Mr. Randall Storms from 2016 Step 3 to 2016 Step 4 as Public Works Maintenance Worker, effective July 7, 2016.

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Does Recommended Action meet City Mission Statement? Yes ☐ No

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

Explain:

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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.
RESOLUTION NO. 119-16

RESOLUTION APPROVING A STEP INCREASE FOR MR. RANDALL STORMS, PUBLIC WORKS MAINTENANCE WORKER, EFFECTIVE JULY 7, 2016

WHEREAS, Mr. Randall Storms is eligible for a step increase from Step 3 to Step 4 based on the successful completion of two years of employment as a full-time Public Works Maintenance Worker with the City of Minnetrista, effective July 7, 2016; and

WHEREAS, Mr. Randall Storms successfully completed his second year of service with successful performance appraisals performed by his supervisor, Gary Peters, Public Works Director; and

THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA, to approve a step increase for Randall Storms under the terms and conditions of the labor agreement between the City of Minnetrista and I.U.O.E. Local 49 Labor Agreement, effective July 7, 2016.

This resolution was adopted by the City Council of the City of Minnetrista on the 16th day of June 20, 2016, by a vote of ____ Ayes and ____ Nays.

Lisa Whalen, Mayor

ATTEST:

______________________________
Kris Linquist, City Clerk
(Seal)
REQUEST FOR CITY COUNCIL ACTION/DISCUSSION

Subject: Approving agreement between the City of Minnetrista and Hennepin County for Assessment Services

Prepared By: Brian Grimm, Finance Director

Meeting Date: June 20, 2016

Item: The City has previously entered into a service agreement with Hennepin County for Assessing Services. The current agreement is set to expire in July. The new agreement #A165533 has been attached for your review and approval. Per section 12 of this agreement, it outlines that this is a four year agreement for years 2017, 2018, 2019 and 2020 and there is an option of extending the agreement for an additional four years (2021-2024) if both parties agree.

For reference, the City has paid $99,854 in 2014, $109,160 in 2015 and scheduled to pay $124,000 in 2016 for assessing services. Per the attached estimate from the County the estimate for 2017 for assessing services is $130,000. The increases are related to the City adding new parcels and developments as well the County’s Assessing Department increasing accordingly.

Recommended City Council Action: Approve Resolution No. 120-16 Agreement for contracting with Hennepin County for Assessing services for 2017, 2018, 2019 and 2020

Does Recommended Action meet City Mission Statement? x Yes No
Does Recommended Action meet City Goals/Priorities? x Yes No
Explain: Providing assessing services for the City

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 MINNESTRISTA, MINNESOTA

RESOLUTION NO. 120-16

RESOLUTION APPROVING AGREEMENT BETWEEN THE CITY OF MINNESTRISTA AND HENNEPIN COUNTY FOR ASSESSING SERVICES

WHEREAS, the City of Minnetrista has previously entered into an Agreement with the County of Hennepin for the assessment of commercial, industrial and residential properties located in the City of Minnetrista by the County Assessor for Hennepin County pursuant to Minnesota Statutes Sections 273.072 and 471.59 and

WHEREAS, Contract No. A165533, an agreement between the County of Hennepin and City of Minnetrista is attached and would run from August 1, 2017 through July 31, 2020

WHEREAS, Contract No. A165533, has an option to extend the contract for assessing services for an additional four years, years 2021, 2022, 2023 and 2024 if both parties agree to this extension.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF MINNESTRISTA, the aforementioned Agreement, Contract A140961 hereto is entered into and approved for assessing years 2017, 2018, 2019 and 2020

The foregoing resolution was adopted by the Minnetrista City Council this 20 day of June, 2016 by a vote of ______ ayes and ______ nays.

__________________________________________________________________________
Lisa Whalen, Mayor

ATTEST:

__________________________________________________________________________
Kris Linquist, City Clerk
Mike Barone
Administrator
City of Minnetrista
7701 County Rd. 110 West
Minnetrista, MN  55364

RE: Assessment Services Agreement

Dear Mike Barone,

Enclosed for your review and City Council approval is our Assessment Service Agreement (plus three copies) between the City of Minnetrista and Hennepin County. The approval of this agreement will continue our relationship as your City Assessor for the next four (4) years.

In the first year of the agreement we are estimating the cost to complete your 2017 assessment at $130,000.00. This estimate includes the costs to deliver all of the services listed in Exhibit A of the agreement.

I want to assure you that we are making every effort to keep our costs to a minimum while still providing the best possible customer service to your taxpayers in setting and preserving your assessed values.

After City Council approval please return all three (3) signed original agreements by July 11, 2016, to:

James Atchison
c/o Hennepin County Assessor
A – 2103 Government Center MC 213
Minneapolis, MN 55487-0213

I have also enclosed the “Hennepin County Assessor’s Office: At a Glance” document as a reminder of the assessment credentials and professional profile that the Hennepin County Assessor’s Office brings to our collaborative relationship.

If you have any questions, or would like to further discuss any of these items, please contact me at James.Atchison@Hennepin.us or (612)348-4567.

Sincerely,

James R. Atchison
Hennepin County Assessor

Enc
Experience & Expertise

Our team consists of 50 plus staff that collectively has hundreds of years of service and experience in the assessing profession. This does not include additional years of fee appraisal, construction, property management and other real estate experience. In addition, all of our staff receive professional education and continuing assessment training. We have 38 team members with assessment designations through the Minnesota State Board of Assessors, 19 of which are Senior Accredited Minnesota Assessors, the highest level of accreditation given by the State Board of Assessors.

Our staff:

- Includes experts specializing in homesteads, exemptions, Veteran’s Exclusions, Open Space, Green Acres, Local Board of Appeal and Equalization and tax court appeals
- Is qualified to appraise all property in Hennepin County
- Is specialized in dealing with executive homes, lakeshore and agricultural properties
- Has valuation modeling & statistical analysis experts
- Has direct access to IT/technical experts, legal experts, real estate tax experts, project managers, trainers and business analysts

Professional Staff

Our team consists of well-networked, well educated staff who have connections and resources with colleagues not only in the profession of assessing, but also with other county resources such as IT, project management, training and education. In addition:

- Many of our staff members are active in professional organizations, giving them better access to education and training resources, networking and a larger influence in guiding related state wide policies.
- You can have confidence and trust in staff that undergo background checks, driver’s license validations and data security training.
- We engage our staff by offering fair compensation, good benefits, opportunities for growth and an inviting culture.
- We ensure stability and continuity of staff through mentoring and knowledge transfer.
- We do not use sub-contractors for appraisal staff.
AGREEMENT

THIS AGREEMENT, Made and entered into by and between the COUNTY OF HENNEPIN, a political subdivision of the State of Minnesota, hereinafter referred to as the "COUNTY", and the CITY OF MINNETRISTA, a political subdivision of the State of Minnesota, hereinafter referred to as "CITY";

WHEREAS, said CITY lies wholly within the COUNTY OF HENNEPIN and constitutes a separate assessment district; and

WHEREAS, under such circumstances, the provisions of Minnesota Statutes, Section 273.072 and Minnesota Statutes, Section 471.59 permit the County Assessor to provide for the assessment of property; and

WHEREAS, said CITY desires the COUNTY to perform certain assessments on behalf of said CITY; and

WHEREAS, the COUNTY is willing to cooperate with said CITY by completing the assessment in a proper manner;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, it is agreed as follows:

1. The COUNTY shall perform the 2017, 2018, 2019, and 2020 property assessment for the CITY OF MINNETRISTA in accordance with property assessment procedures and practices established and observed by the COUNTY, the validity and reasonableness of which are hereby acknowledged and approved by the CITY. Any such practices and procedures may be changed from time to time, by the COUNTY in its sole judgment, when good and efficient assessment procedures so require. The property assessment by the COUNTY shall be composed of those assessment services
which are set forth in Exhibit A, attached hereto and made a part hereof by this reference, provided that the time frames set forth therein shall be considered to be approximate only.

2. All information, records, data, reports, etc. necessary to allow the COUNTY to carry out its herein responsibilities shall be furnished to the COUNTY without charge by the CITY, and the CITY agrees to cooperate in good faith with the COUNTY in carrying out the work under this Agreement.

3. The CITY agrees to furnish, without charge, secured office space needed by the COUNTY at appropriate places in the CITY’s offices. The keys thereto shall be provided to the COUNTY. Such office space shall be sufficient in size to accommodate reasonably two (2) appraiser and any furniture placed therein. The office space shall be available for the COUNTY’s use at any and all times during typical business hours, and during all such hours the COUNTY shall be provided with levels of heat, air conditioning and ventilation as are appropriate for the seasons.

4. The CITY also agrees to provide appropriate desk and office furniture as necessary, clerical and secretarial support necessary and reasonable for the carrying out of the work herein, necessary office supplies and equipment, copying machines and fax machines and their respective supplies, and telephone and internet service to the COUNTY, all without charge to the COUNTY.

5. It shall be the responsibility of the CITY to have available at the CITY’s offices a person who has the knowledge and skill to be able to answer routine questions pertaining to homesteads and property assessment matters and to receive, evaluate and organize homestead applications. The CITY shall store all homestead applications and homestead data in secure storage meeting the requirements set by the COUNTY.
It shall also be the responsibility of the CITY to promptly refer any homestead application which needs investigation to the COUNTY.

6. In accordance with Hennepin County Affirmative Action Policy and the County Commissioners' policies against discrimination, no person shall be excluded from full employment rights or participation in or the benefits of any program, service or activity on the grounds of race, color, creed, religion, age, sex, disability, marital status, sexual orientation, public assistance status, ex-offender status or national origin; and no person who is protected by applicable Federal or State laws, rules and regulations against discrimination shall be otherwise subjected to discrimination.

7. It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of joint venturers or co-partners between the parties hereto or as constituting the CITY as the agent, representative or employee of the COUNTY for any purpose or in any manner whatsoever. Any and all personnel of CITY or other persons, while engaged in the performance of any activity under this Agreement, shall have no contractual relationship with the COUNTY and shall not be considered employees of the COUNTY and any and all claims that may or might arise under the Workers' Compensation Act of the State of Minnesota on behalf of said personnel or other persons while so engaged, and any and all claims whatsoever on behalf of any such person or personnel arising out of employment or alleged employment including, without limitation, claims of discrimination against the CITY, its officers, agents, CITY or employees shall in no way be the responsibility of the COUNTY, and CITY shall defend, indemnify and hold the COUNTY, its officials, officers, agents, employees and duly authorized volunteers harmless from any and all such claims regardless of any determination of any pertinent tribunal,
agency, board, commission or court. Such personnel or other persons shall not require nor be entitled to any compensation, rights or benefits of any kind whatsoever from the COUNTY, including, without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Re-employment Compensation, disability, severance pay and retirement benefits.

8. CITY agrees that it will defend, indemnify and hold the COUNTY, its elected officials, officers, agents, employees and duly authorized volunteers harmless from any and all liability (statutory or otherwise) claims, suits, damages, judgments, interest, costs or expenses (including reasonable attorney's fees, witness fees and disbursements incurred in the defense thereof) resulting from or caused by the negligent or intentional acts or omissions of the CITY, its officers, agents, contractors, employees or duly authorized volunteers in the performance of the responsibilities provided by this Agreement. The CITY's liability shall be governed by Minn. Stat. Chapter 466 and other applicable law, rule and regulation, including common law.

9. COUNTY agrees that it will defend, indemnify and hold the CITY, its elected officials, officers, agents, employees and duly authorized volunteers harmless from any and all liability (statutory or otherwise) claims, suits, damages, judgment, interest, costs or expenses (including reasonable attorney's fees, witness fees and disbursements incurred in the defense thereof) resulting from or caused by the negligent or intentional acts or omissions of the COUNTY, its officers, agents, contractors, employees or duly authorized volunteers in the performance of the responsibilities provided by this Agreement. The COUNTY's liability shall be governed by Minn. Stat. Chapter 466 and other applicable law, rule and regulation, including common law.
10. The COUNTY shall endeavor to perform all services called for herein in an efficient manner. The sole and exclusive remedy for any breach of this Agreement by the COUNTY and for COUNTY's liability of any kind whatsoever, including but not limited to liability arising out of, resulting from or in any manner related to contract, tort, warranty, statute or otherwise, shall be limited to correcting diligently any deficiency in said services as is reasonably possible under the pertinent circumstances.

11. Neither party hereto shall be deemed to be in default of any provision of this Agreement, or for delay or failure in performance, resulting from causes beyond the reasonable control of such party, which causes shall include, but are not limited to, acts of God, labor disputes, acts of civil or military authority, fire, civil disturbance, changes in laws, ordinances or regulations which materially affect the provisions hereof, or any other causes beyond the parties' reasonable control.

12. This Agreement shall commence on August 1, 2016, and shall terminate on July 31, 2020. Either party may initiate an extension of this Agreement for a term of four (4) years by giving the other written notice of its intent to so extend prior to March 1, 2020. If the party who receives said notice of intent to extend gives written notice to the other party of its desire not to extend prior to, April 15, 2020 this Agreement shall terminate on July 31, 2020.

Nothing herein shall preclude the parties, prior to the end of this Agreement, from agreeing to extend this contract for a term of four (4) years. Any extended term hereof shall be on the same terms and conditions set forth herein and shall commence on August 1, 2020. Either party may terminate this Agreement for "just cause" as determined by the Commissioner of Revenue after hearing for such a determination is held by the Commissioner of Revenue and which has been attended by representatives of COUNTY and CITY or which said
representatives had a reasonable opportunity to attend, provided that after such determination, any party desiring to cancel this Agreement may do so by giving the other party no less than 120 days' written notice. If the CITY should cancel this Agreement, as above provided, before the completion of the then current property assessment by the COUNTY, the CITY agrees to defend and hold the COUNTY, its officials, officers, agents, employees and duly authorized volunteers harmless from any liability that might ensue as a result of the non-completion of a property tax assessment.

For the purpose of this Agreement, the term "just cause" shall mean the failure of any party hereto reasonably to perform a material responsibility arising hereunder.

13.A. In consideration of said assessment services, the CITY agrees to pay the COUNTY the sum of One Hundred Thirty Thousand Dollars ($130,000) for each assessment, provided that any payment for the current year's assessment may be increased or decreased by that amount which exceeds or is less than the COUNTY's estimated cost of appraising new construction and new parcels for the current year's assessment. The amount of any increase or decrease shall be specified in the billing for the current year's assessment.

13.B. Regarding each assessment, in addition to being subject to adjustment in the above manner, said assessment cost of $130,000 may also be increased by the COUNTY if:

1) The COUNTY determines that any cost to the COUNTY in carrying out any aspect of this Agreement has increased, including but not limited to the following types of costs: new construction and new parcel appraisals, mileage, postage, supplies, labor (including fringe benefits) and other types of costs, whether similar or dissimilar; and/or

2) The COUNTY reasonably determines that other costs should be included in the costs of assessment work.
If the COUNTY desires to increase the assessment cost pursuant to this paragraph 13(B), it shall give written notice thereof by June 15 of any year and such increase shall apply to the assessment for the calendar year next following the current calendar year. Any such notification shall specifically set forth the amount of any new construction and new parcel appraisal charges. Notwithstanding any provisions herein to the contrary, if any such increase, exclusive of any charge for the estimated costs of new construction and new parcel appraisals, exceeds seven and one half percent (7.5%) of the amount charged for the assessment for the then current calendar year, exclusive of any charge for the estimated costs of new construction and new parcel appraisals, the CITY may cancel this Agreement by giving to the COUNTY written notice thereof, provided that said cancellation notice must be received by the COUNTY not later than July 24 of the then current calendar year and said cancellation shall be effective no earlier than five (5) days after the receipt of said notice by the COUNTY and not later than July 31 of said next calendar year. Supportive records of the cost increase will be open to inspection by the CITY at such times as are mutually agreed upon by the COUNTY and CITY.

Failure of the COUNTY to give the CITY a price-change notice by June 15 shall not preclude the COUNTY from giving CITY such notice after said date but prior to September 1 of any year, provided that if such price increase exceeds said ten (10%) - all as above set forth - the CITY may cancel this Agreement if the COUNTY receives notice thereof not later than thirty-nine (39) days from the date of receipt by the CITY of any said late price-change notice, provided further that any such cancellation shall be effective not earlier than five (5) days after COUNTY’s receipt of said cancellation notice and not later than forty-six (46) days after the CITY’s receipt of any said price-increase notice.
Payment for each assessment shall be made in the following manner:

Any bill from the COUNTY for the current year's assessment which is received by the CITY before August 18 of the current year shall be due on September 7 of said year, provided that the City may elect to pay said bill before said date. Any bill received by the city after August 18 shall be due no later than twenty-one (21) days after the CITY's receipt thereof.

The COUNTY may bill the CITY after the aforesaid dates and in each such case, the CITY shall pay such bill within thirty (30) days after receipt thereof.

14. Any notice or demand, which may or must be given or made by a party hereto, under the terms of this Agreement or any statute or ordinance, shall be in writing and shall be sent registered or certified mail to the other party addressed as follows:

TO CITY: Mayor, City of Minnetrista
7701 County Road 110 West
Minnetrista, MN 55364

TO COUNTY: Hennepin County Administrator
2300A Government Center
Minneapolis, MN 55487

copies to: County Assessor
Hennepin County
2103A Government Center
Minneapolis, MN 55487

copies to: Assistant County Assessor
Hennepin County
2103A Government Center
Minneapolis, MN 55487
Any party may designate a different addressee or address at any time by giving written notice thereof as above provided. Any notice, if mailed, properly addressed, postage prepaid, registered or certified mail, shall be deemed dispatched on the registered date or that stamped on the certified mail receipt and shall be deemed received within the second business day thereafter or when it is actually received, whichever is sooner. Any notice delivered by hand shall be deemed received upon actual delivery.

15. It is expressly understood that the obligations of the CITY under Paragraphs 7, 8, 12, and 13 hereof and the obligations of the CITY which, by their sense and context, are intended to survive the performance thereof by the CITY, shall so survive the completion of performance, termination or cancellation of this Agreement.
EXHIBIT A
CITY OF MINNETRISTA

During the contract term, the County shall:

1. Physically inspect and revalue 20% of the real property, as required by law.

2. Physically inspect and value all new construction, additions and renovation.

3. Adjust estimated market values on those properties not physically inspected as deemed necessary per sales ratio analysis.

4. Prepare the initial assessment roll.

5. Print and mail valuation notices.

6. Respond to taxpayers regarding assessment or appraisal problems or inquiries.

7. Conduct valuation reviews prior to Board of Review or Open Book Meetings, as determined by the City – approximate dates: March through May 15.


9. Maintain an updated property file – current values, classification data and characteristic data.

10. Prepare divisions and combinations as required.

11. Administer the abatement process pursuant to Minn. Stat. §375.192.

12. Prepare appraisals; defend and/or negotiate all Tax Court cases.

13. Provide all computer hardware and software applications necessary to complete contracted services.

14. Process all homestead and special program applications.
Subject: Declaring the Official Intent of the City of Minnetrista to Reimburse Certain Expenditures from the Well 6 and Well 7 projects

Prepared By: Brian Grimm, Finance Director

Meeting Date: June 20, 2016

Item: Attached is the resolution adopting a reimbursement resolution in conjunction with the Well 6 and Well 7 water infrastructure projects. The estimated principal cost of the project at this time is included in the resolution.

This is a standard resolution and is done to reserve the right to include in a subsequent bond issue if the City would choose to include in with a project an example being the projected upcoming Water Tower Project. Right now these wells are being paid for out of cash/fund balance on hand in the water funds.

Recommended City Council Action: Resolution No. 121-16 Declaring the Official Intent of the City of Minnetrista to Reimburse Certain Expenditures from the Well 6 and Well 7 projects

Does Recommended Action meet City Mission Statement? x Yes No
Does Recommended Action meet City Goals/Priorities? x Yes No

Explain: Resolution regarding potential future financing of Wells 6 & 7

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, MINNESOTA

RESOLUTION NO. 121-16

DECLARING THE OFFICIAL INTENT OF THE CITY OF MINNETRISTA TO REIMBURSE CERTAIN EXPENDITURES FROM THE PROCEEDS OF BONDS TO BE ISSUED BY THE CITY

WHEREAS, the Internal Revenue Service has issued Treas. Reg. § 1.150-2 (the “Reimbursement Regulations”) providing that proceeds of tax-exempt bonds used to reimburse prior expenditures will not be deemed spent unless certain requirements are met; and

WHEREAS, the City of Minnetrista, Minnesota (the “City”) expects to incur certain expenditures that may be financed temporarily from sources other than bonds, and reimbursed from the proceeds of a tax-exempt bond;

WHEREAS, the City has determined to make this declaration of official intent (the “Declaration”) to reimburse certain costs from proceeds of bonds in accordance with the Reimbursement Regulations.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA, MINNESOTA AS FOLLOWS:

1. The City proposes to undertake the construction of two new wells (the “Project”):

2. The City reasonably expects to reimburse the expenditures made for certain costs of the Project from the proceeds of bonds in an estimated maximum principal amount of $500,000. All reimbursed expenditures will be capital expenditures, costs of issuance of the bonds, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations.

3. This Declaration has been made not later than sixty (60) days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of bonds, except for the following expenditures: (a) costs of issuance of bonds; (b) costs in an amount not in excess of $100,000 or five percent (5%) of the proceeds of an issue; or (c) “preliminary expenditures” up to an amount not in excess of twenty percent (20%) of the aggregate issue price of the issue or issues that finance or are reasonably expected by the City to finance the project for which the preliminary expenditures were incurred. The term “preliminary expenditures” includes architectural, engineering, surveying, bond issuance, and similar costs that are incurred prior to commencement of acquisition, construction or rehabilitation of a project, other than land acquisition, site preparation, and similar costs incident to commencement of construction.

4. This Declaration is an expression of the reasonable expectations of the City based on the facts and circumstances known to the City as of the date hereof. The anticipated original expenditures for the Project and the principal amount of the bonds described in paragraph 2 are consistent with the City’s budgetary and financial circumstances. No sources other than proceeds of bonds to be issued by the City are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside pursuant to the City’s budget or financial policies to pay such Project expenditures.

5. This Declaration is intended to constitute a declaration of official intent for purposes of the Reimbursement Regulations.
Adopted by the City Council of the City of Minnetrista, Minnesota this 20th day of June, 2016, by a vote
of ________ ayes and _________ nays.

________________________________________
Lisa Whalen, Mayor

ATTEST:

________________________________________
Kris Linquist, City Clerk
CITY OF MINNETRISTA

PUBLIC HEARING

Subject: Vacating Drainage and Utility Easements and a Slope Preservation Easement at 3265 Eagle Bluff Road, PID# 27-117-24-11-0011.

Prepared By: Nick Olson, Associate Planner
Through: David Abel, Community Development Director

Meeting Date: June 20, 2016

Background:
Pursuant to Minnesota Statute 412.851 the council can by resolution vacate certain easements. There are existing drainage and utility easements and a slope preservation easement at 3265 Eagle Bluff Road which require vacation for the development of the Eagle Bluff 4th Addition Plat. New drainage and utility easements will be platted with Eagle Bluff 4th Addition and a new slope preservation easement will be executed as a condition of approval.

Recommended City Council Action: Motion to adopt Resolution No. 108-16 vacating certain drainage and utility easements and a slope preservation easement at 3265 Eagle Bluff Road.

Attachments:
1. Comment Letter from MN DNR

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.
June 10, 2016

Nickolas Olson  
Associate Planner  
7701 County Rd 110 West  
Minnetrista, MN  55364

Re: Proposed vacation of the drainage and utility easements in Eagle Bluff 3rd Addition

Dear Mr. Olson:

Thank you for seeking input from the Department of Natural Resources regarding the proposal to vacate the drainage and utility easements over the previous common lot line between Lots 1 and 2, Block 1, Eagle Bluff 3rd Addition. Your letter, with enclosures, was forwarded to me to review as required by M.S. 412.851.

During a phone conversation with Mr. Olson on June 8, he explained that the city is proposing to vacate both drainage and utility easements and a slope preservation easement with the idea that these easements will be replaced in similar locations with the plat of Eagle Bluff 4th Addition and the execution of a new slope preservation easement which will be a condition of plat approval.

The Department of Natural Resources has evaluated the proposal and does not object to vacation.

Thank you for the opportunity to review the proposed vacation. DNR does not plan to attend the public hearing. Please send us the results of the hearing and the city’s final decision on this road vacation. If you have any questions or concerns about this letter, please contact Rachel Hintzman, Parks and Trails Area Supervisor with DNR Parks and Trails Division, at rachel.hintzman@state.mn.us, or 651-259-5875. Thank you.

Sincerely,

Keith Parker  
DNR Central Region Director

cc: Rachel Hintzman, DNR Parks and Trails
CITY OF MINNETRISTA

RESOLUTION NO. 108-16

RESOLUTION VACATING CERTAIN DRAINAGE AND
UTILITY EASEMENTS AND SLOPE PRESERVATION EASEMENT
ON LOTS 1 AND 2, BLOCK 1, EAGLE BLUFF 3RD ADDITION

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

WHEREAS, Joseph Bocklage and Berva Bocklage (the “Applicants”), are the fee owners of the property legally described on Exhibit A attached hereto (the “Property”); and

WHEREAS, the Applicants have requested that the City vacate the drainage and utility easements and slope preservation easement (individually and collectively, the “Easements”) currently existing on the Property in anticipation of replacement easements being granted in connection with the replat of the Property; and

WHEREAS, pursuant to Minn. Stat. § 412.851, the City scheduled a public hearing for June 6, 2016 to consider vacation of the Easements on Lots 1 and 2, Block 1, Eagle Bluff 3rd Addition 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 and to the Minnesota Department of Natural Resources, all in accordance with law; and

WHEREAS, at its meeting on June 6, 2016, the city council opened and continued the public hearing until June 20, 2016; and

WHEREAS, the public hearing on the proposed vacation was reopened on June 20, 2016, at which hearing all interested parties were heard; and

WHEREAS, following the public hearing, the City determined that vacation of the Easements as requested is in the public interest.

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

1. The City hereby declares that the drainage and utility easements on Lots 1 and 2, Block 1, Eagle Bluff 3rd Addition, Hennepin County, Minnesota and the slope preservation easement dedicated to the City per document no. 1505807 recorded in Hennepin County, Minnesota.

2. The city administrator or his 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 Hennepin County the described vacation following the final approval of the plat of Eagle Bluff 4th Addition and assurance that said plat will be duly recorded and the drainage and utility easements depicted thereon conveyed to the City and that a replacement slope preservation easement be conveyed to the City.

The foregoing resolution was adopted by the city council of the city of Minnetrista this 20th day of June, 2016 by a vote of _____ ayes and ______ nays.

____________________________________
Lisa Whalen, Mayor

ATTEST:

_____________________________
Kris Linquist, City Clerk
(SEAL)
EXHIBIT A

Legal Description of the Property

Lots 1 and 2, Block 1, Eagle Bluff 3rd Addition, Hennepin County, Minnesota
CITY OF MINNETRISTA

REQUEST FOR CITY COUNCIL ACTION

Subject: CLASS III PRELIMINARY & FINAL PLAT: Application from Joseph & Berva Bocklage to subdivide the lot located at 3265 Eagle Bluff Road into two lots; R-1 Low Density Single Family Residence Zoning District; PID# 27-117-24-11-0011.

Prepared By: Nick Olson, Associate Planner
Through: David Abel, Community Development Director

Meeting Date: June 20, 2016

Overview / Background:
Joseph & Berva Bocklage (the “Applicants”) wish to subdivide the lot located at 3265 Eagle Bluff Road into two separate parcels. This lot was originally platted as part of Eagle Bluff 3rd Addition in 1983. Eagle Bluff 3rd Addition was approved with a lot width variance at the road with Resolution 17-83. At that time it was two separate lots legally described as Block 1, Lot 1 and Block 1, Lot 2.

In 1987, the Applicants owned and combined both lots into one lot, presumably for tax purposes. At this time, there was no house on the property.

In 1988, the Applicants wanted to again subdivide the lots back into two separate lots as originally platted in 1983. This action was approved by Resolution 82-88 again with a lot width variance as previously permitted. Later that year, the Applicants submitted for a new home permit. Per the new home survey on file, the proposal was to build right up to the 15 foot side yard setback. No foundation or grading as built surveys were required at the time.

In 1993, the Applicants submitted a land use application to combine the lots back into one lot. It was noted on the application that no city action was required and this could be done through Hennepin County. The easements that were platted in 1988 when the lot was most recently subdivided were not vacated because the approval process for combination did not require city action.

In 2016, the Applicants submitted for sketch plan review to gauge the interest of the Planning Commission and City Council for a two lot subdivision with a proposed lot configuration that is different than the previous two subdivisions. The reason for this changes is to minimize the need for variances and to accommodate the hardcover percentage. As part of this proposal, the Applicants will ask that the minimum lot width variance that has been previously approved and upheld. Also, there is a side yard

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.
encroachment of 0.7 feet due to an error in the placement of the foundation which was not caught due to the lack of a foundation as built survey requirement. All other subdivision and zoning requirements are being met.

Tonight, the Applicants are submitting for Preliminary and Final Plat approval with the same plans as submitted with the sketch plan review. As part of this proposal, the Applicants have submitted for an easement vacation to vacate the easements that were not vacated when the lots were most recently combined. A letter was been sent to the commissioner notifying him of the pending vacation on March 28, 2016.

**Applicable Zoning Regulations:**

**505.15 R-1 Residential Zoning District**

Subdivision 1. **Intent**

This district is intended to preserve, create and enhance areas for low density single-family dwelling development as an extension of existing residential areas and to allow low density development in areas indicated as such in the comprehensive plan where public utilities are available. In general, this district is intended to meet overall density goals of a minimum of 2 units per net acre, however, the city reserves the right to approve developments at a lower density when unique natural features exist that are not conducive to such densities. Unique circumstances include regionally significant woodlands or historic areas or environmental considerations such as steep slopes, shoreland preservation, or floodplain protection.

Subd. 2. **Lot area, depth, width, coverage, setbacks, and height standards.**

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Lot Area (sq. ft.)</td>
<td>14,500</td>
</tr>
<tr>
<td>Density Range (units per net acre)</td>
<td>2 to 3</td>
</tr>
<tr>
<td>Minimum Lot Depth (ft.)</td>
<td>120</td>
</tr>
<tr>
<td>Minimum Lot Width (ft.) (measured at OHW, if applicable and building setback line)</td>
<td>90</td>
</tr>
<tr>
<td>Maximum Impervious Surface Coverage (%)</td>
<td>35</td>
</tr>
<tr>
<td>Front Yard Setback (ft.)*</td>
<td></td>
</tr>
<tr>
<td>- principal structure</td>
<td>35</td>
</tr>
<tr>
<td>- detached accessory structures or other uses</td>
<td>50</td>
</tr>
<tr>
<td>Side Yard Setback (ft.)</td>
<td></td>
</tr>
<tr>
<td>- principal structure (including attached accessory structures)</td>
<td>15</td>
</tr>
<tr>
<td>- detached, accessory structures &gt; or = 1,000 sq. ft.</td>
<td>30</td>
</tr>
<tr>
<td>- detached, accessory structures &lt; 1,000 sq. ft.</td>
<td>10</td>
</tr>
<tr>
<td>- other uses abutting residences</td>
<td>45</td>
</tr>
<tr>
<td>- other uses</td>
<td>10</td>
</tr>
<tr>
<td>Non-Lakeshore Rear Yard Setback (ft.)</td>
<td></td>
</tr>
<tr>
<td>- principal structure</td>
<td>25</td>
</tr>
<tr>
<td>- detached accessory structures or uses</td>
<td>10</td>
</tr>
<tr>
<td>- other uses</td>
<td>40</td>
</tr>
<tr>
<td>Lakeshore Rear Yard (Streetside) Setback (ft.)</td>
<td></td>
</tr>
<tr>
<td>- principal structure</td>
<td>35</td>
</tr>
<tr>
<td>- detached accessory structures or uses</td>
<td>50</td>
</tr>
<tr>
<td>- other uses</td>
<td>50</td>
</tr>
<tr>
<td>Maximum Building Height (ft./stories)**</td>
<td></td>
</tr>
</tbody>
</table>

**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.
505.49 Shoreland Overlay District

Subdivision 1. Statutory authorization.
This section is adopted pursuant to the authorization and policies contained in Minnesota Statutes, Chapter 103F, Minnesota Regulations, Parts 6120.2500-6120.3900.

Subd. 2. Purpose.
The uncontrolled use of shorelands of the city affects the public health, safety and general welfare not only by contributing to pollution of public waters, but also by impairing the local tax base. Therefore, it is in the best interests of the public health, safety and welfare to provide for the wise development of shorelands of public waters. The legislature of Minnesota has delegated responsibility to the municipalities of the state to regulate the subdivision, use and development of the shorelands of public waters and thus preserve and enhance the quality of surface waters, preserve the economic and natural environmental values of shorelands, and provide for the wise utilization of waters and related land resources, and to protect these areas from encroachment by commercial and industrial establishments.

Subd. 3. Conflict with pre-existing zoning regulations.
The shoreland district will be considered an overlay zoning district to all existing land use regulations of the community. The uses permitted in subdivision 7 below will be permitted only if not prohibited by any established, underlying zoning district. The requirements of this section will apply in addition to other legally established regulations of the community and where this section imposes greater restrictions, the provisions of this section will apply.

Subd. 8. Lot area, width, setbacks, coverage.
The following standards shall apply to all shorelands of the protected waters listed in subdivision 5 above except where superseded by the flood plain district as defined in Section 510.05, or where the standards of the underlying zoning district are more restrictive, and then the more restrictive provisions will prevail:

(b) Sewered areas. Land served by municipal sanitary sewer within a designated shoreland district shall be subject to the following requirements:

<table>
<thead>
<tr>
<th>Natural Environment Waters</th>
<th>Recreational Development Waters/Tributary Streams</th>
<th>General Development Waters</th>
</tr>
</thead>
</table>

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.
Lot area (sq. ft.)
- waterfront lots
- other lots

<table>
<thead>
<tr>
<th>Lot area (sq. ft.)</th>
<th>40,000</th>
<th>20,000</th>
<th>23,000</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>20,000</td>
<td>20,000</td>
<td>23,000</td>
</tr>
</tbody>
</table>

Minimum Lot Width at building setback and OHW (ft.)

<table>
<thead>
<tr>
<th>Minimum Lot Width at building setback and OHW (ft.)</th>
<th>100</th>
<th>100</th>
<th>100</th>
</tr>
</thead>
</table>

Top Bluff

<table>
<thead>
<tr>
<th>Top Bluff</th>
<th>30</th>
</tr>
</thead>
</table>

Structures setback from ordinary high water mark (ft.)

<table>
<thead>
<tr>
<th>Structures setback from ordinary high water mark (ft.)</th>
<th>150</th>
<th>75</th>
</tr>
</thead>
</table>

Structure setback from federal, state or county right-of-way

<table>
<thead>
<tr>
<th>Structure setback from federal, state or county right-of-way</th>
<th>50</th>
<th>50</th>
</tr>
</thead>
</table>

Structure setback from municipal or private right-of-way

<table>
<thead>
<tr>
<th>Structure setback from municipal or private right-of-way</th>
<th>35</th>
<th>35</th>
<th>35</th>
</tr>
</thead>
</table>

Road and parking area setback from ordinary high water mark

<table>
<thead>
<tr>
<th>Road and parking area setback from ordinary high water mark</th>
<th>Same as structure setback, when feasible, but in all instances at least 50 feet.</th>
</tr>
</thead>
</table>

Maximum lot area covered by impervious surface (%)

<table>
<thead>
<tr>
<th>Maximum lot area covered by impervious surface (%)</th>
<th>25</th>
<th>25</th>
<th>25</th>
</tr>
</thead>
</table>

Lot width at both the lakeshore building setback line and at the OHW shall be equal to or greater than the minimum required rear yard lot width for the underlying zoning district.

**Park Dedication:**
Park Dedication was paid for when this lot when it was originally platted as Eagle Bluff 3rd Addition. When it was later subdivided again, no park dedication was required to be paid. Staff recommends that no park dedication be required for this subdivision either.

**Planning Commission:**
At their April 25, 2016 meeting, the Planning Commission considered the requested class III preliminary and final plat known as Eagle Bluff 4th Addition, held a public hearing and, after consideration of the record before it, voted 6-0 in favor of recommending approval of Eagle Bluff 4th Addition.

**Conclusion:**
The proposed subdivision meets all applicable subdivision other than the previously approved minimum lot width on the streetside. A variance was granted for this when the lots were initially platted in 1983 and upheld again in 1988 when the lots were split a second time.

The proposed subdivision meets all applicable zoning regulations except the side yard setback on the south side of Lot 2. This error occurred because there was not requirement of a foundation as built survey. The initial survey showed the proposed home right at the

**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.
15’ setback. When the home was surveyed for this sketch plan, it was discovered that the home is actually 14.3’ from the side lot line.

In review of the proposed subdivision, staff has made the following findings of fact:

1. The proposed subdivision is a division of property previously combined for tax purposes;
2. The plat is consistent with the comprehensive plan;
3. The plat does conform with existing zoning and subdivision regulations and other applicable city code provisions or laws not including the lot width at the street which was previously approved through variance by the City and the error in the foundation of the existing home on proposed Lot 2;
4. Adequate public infrastructure, including, but not limited to, roads, utilities, storm water systems, emergency services, schools, exist to support the additional development potential created by the plat;
5. The road was designed with the understanding of the Property being two lots. The additional development created by the plat does not increase traffic levels beyond the capacity of existing roads;
6. The new lot has been designed to accommodate a building pad large enough to allow for the construction of a home absent of a variance;
7. The plat is designed to mitigate potential negative impacts upon the environment, including, but not limited to, topography; steep slopes; trees; vegetation; naturally occurring lakes, ponds, rivers and streams; susceptibility of the site to erosion and sedimentation; drainage; susceptibility of the site to flooding; and stormwater storage needs; and
8. The plat is not detrimental to the health, safety, or general welfare of the public.

Based on the information above, staff’s recommendation would be for the City Council to approve the preliminary and final plat based on the following comments/conditions:

1. Hardcover of Lot 2 must be reduced to under 25%;
2. Well servicing Lot 2 must be located on Lot 2;
3. Gazebo must be removed to avoid an encroachment into the side yard setback;
4. Existing stairway and dock must be removed/relocated as to not cross over the property line between Lot 1 and Lot 2;
5. Any applicable home owner’s association documents shall be recorded to the title of the new lot being created including, but not limited, those pertaining to the maintenance of the road per the home owner’s association;
6. The office of the commissioner of the MN DNR does not object to the proposed easement vacation;
7. Approval by the city council must be received for the vacation of all drainage and utility easements on the Property as shown on Eagle Bluff 3rd Addition and the slope preservation easement per document number 1505807 recorded in Hennepin County, Minnesota;

**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.
8. The Applicant record a new slope preservation easement in a form satisfactory to the city;
9. Three copies of the final plat, mylars, a certified copy of the final plat, and an electronic digital copy of the final plat must be presented to the City;
10. The plat must be recorded within 120 days of the date of the plat Eagle Bluff 4th Addition is executed by the City;
11. The Applicants are responsible for all fees and costs incurred by the City in review of the application for plat approval; and
12. An approval resolution will not be released until evidence is provided to the city that the above conditions have been met

**Recommended Action:**

Motion to approve a preliminary and final plat application for a two lot subdivision of the property located at 3265 Eagle Bluff Road subject to conditions outlined in the staff report.

**Attachments:**

1. Location Map
2. Applicant Narrative
3. Preliminary Plat
4. Final Plat
5. Res. No. 105-16 Approving Eagle Bluff 4th Preliminary and Final Plat

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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.
Executive Summary- Joe and Berva Bocklage, the property owners in fee title at 3265 Eagle Bluff Road are proposing to reverse a previously approved tax parcel lot combination to create Eagle Bluff 4th Addition, Block 1, Lots 1 and 2, with a minor lot line adjustment to the original plat. The existing drainage and utility easements will be vacated and replaced with new drainage and utility easements per the Final Plat. No infrastructure additions are required and the one new single family residence will not impact the neighborhood. The plan is compliant with previously approved plats, does not require any variances, and corrects a setback issue on the north side of the residence.

Project Information, Final Plat Code Requirements

(Same Order as Noted in the Code)

3. a. Contact Information-
   1. Owners of Record- Joseph & Berva Bocklage, 3265 Eagle Bluff Road, Minnetrista, MN 55364, 952-472-2590
   2. Surveyor- Brent Peters, Egan, Field, Nowak, Inc. 1229 Tyler Street NE, Suite 100, Minneapolis, MN. 55413 612-466-3300
   3. Project Coordinators- Chuck Alcon, Alcon Associates, 6138 76th Lane, Greenfield, MN. 55357, 612-201-7139,alcon@usinternet.com; Brian Benson, 201 E. Lake Street, Wayata, MN, 55391; bkbenson@cbburnet.com.


c. General Info- Lot 1 and Lot 2, Block 1, Eagle Bluff 4th Addition, none, none (existing).

d. See Final Plat exhibit with enclosure 5).

e. The conditions of approval for the Sketch Plan are consistent with the plan submission; items 1, 2, 3, and 4 will be addressed by a demolition contractor after Final Plat approval, item 5, the HOA documents, will be provided for recording with the Final Plat.

f. Density- 1 per 0.7908 acres and 1 per 0.9848 per survey area tabulation data.

g. The final lakeshore access arrangements will be determined after construction of the new residence on the new lot, it is anticipated that there will be two individual docks, one for each lot.

h. Ownership of the existing residence and the new lot is to be determined, maintenance responsibilities will be per the HOA requirements.

i. The demolition will begin immediately after Final Plat approval. The build schedule for the new lot is dependent upon the date of the lot sale.

e. Proposed ownership- The new residence build schedule is dependent upon the lot sale date and the construction schedule of the new residence; specific schedule information cannot be provided at this time.

Project Information, Preliminary Plat Code Requirements

(Items Not Addressed in the Final Plat Section

(Same Order as the Code)

2. a. Narrative- This project proposes to create a single additional residential lot on the existing acreage essentially returning the land tax parcel configuration to the original Block 1, Lot 1 and Block 1, Lot 2 configuration. The additional lot will not be graded in favor of custom grading until the final design of the new residence is finalized. This approach has proven to be successful in minimizing the loss of significant trees.
Upon approval of the Final Plat, the applicant will remove the gazebo and stairs on the north side of the house, modify the driveway width and the south patio and revise the stairs to the lake that are in the new lot. The existing functioning well on Lot 1, which supplies the current residence, will be retained until the new home design is completed and located on the lot; if the present well location conflicts with the new home location than it will be abandoned and capped in accordance with current abandonment procedures. Upon Final Plat approval a new well will be drilled to supply water for the existing home, location of this new well is to be determined.

b. Neighboring property concerns and issues- None to date; the property owners have advised some of the immediate neighbors of the project and the HOA without any objections from those neighbors.

c. Infrastructure extensions- None required.

d. Conflicts- None

e. Infrastructure burdens- None, a new well will be provided as described above; all other infrastructure concerns were addressed with the original plat approval which included these lots.

f. Lakeshore access- The current access will be modified to accommodate the existing single dock on Lot 2; future access and dockage for Lot 1 will be determined by the new owners; a new individual dock for Lot 1 can be anticipated.

g. Park/open space- None, park dedication previously paid.

h. Proposed ownership- The new residence build schedule is dependent upon the lot sale date and the construction schedule of the new residence; specific schedule information cannot be provided at this time.
PRELIMINARY PLAT OF:
EAGLE BLUFF 4TH ADDITION

LEGAL DESCRIPTION:

This Plat of Land is located in the Township of Eagle Bluff, in the County of Dakota, State of Minnesota, standing on the West Half of the West Half of Section 32, in Township 118 North, Range 5 East, Second Principal Meridian.

SURVEYED TO SURVEYORS' BEST KNOWLEDGE AND BELIEF.

PROPOSED LEGAL DESIGNS:

[Diagram and text related to legal descriptions and designations]

PROPOSED EASEMENT VACATION:

[Diagram and text related to proposed easement vacation]

PROPOSED EASEMENT DEDICATION:

[Diagram and text related to proposed easement dedication]

NOTES:

1. The surveying of this platting system is based on the Minnesota County Coordinate grid [not shown].
2. The above map is made byenson, Minnesota County Coordinate grid [not shown]. The map shows the location of the property in the Township of Eagle Bluff, in the County of Dakota, State of Minnesota.
3. The true description and annexation of easements and the boundaries of the survey are based on the Coordinate of 120, 000, 200.6, which intersected through 2006 06.
4. Surveying, mapping, and design shall be done by an independent engineering firm and presented to the County and described to the County Surveyor. The surveyor shall be responsible for the survey of the property in accordance with the County Surveyor's instructions.
5. The surveyor is expected to deliver the survey report within 45 days from the receipt of the County's authorization.

PROPERTY INFORMATION:

[Diagram and text related to property information and certification]

CERTIFICATION:

[Diagram and text related to certification by the surveyor]

OWNER/SUBDIVIDER
JOSEPH & BERTA BOCOLAGE

LAND SURVEYOR
Egan, Paul & Novak, Inc.
1229 Tyler Street NE, Suite 200
Minneapolis, MN 55413
Phone: (612) 466-3300
Fax: (612) 466-3383

EXISTING ZONING:

[Diagram and text related to existing zoning]

PROPOSED LOT AREAS:

<table>
<thead>
<tr>
<th>LOT</th>
<th>METER</th>
<th>ACRES</th>
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</thead>
<tbody>
<tr>
<td>LOT 1</td>
<td>3,280</td>
<td>0.07</td>
</tr>
<tr>
<td>LOT 2</td>
<td>4,048</td>
<td>0.10</td>
</tr>
</tbody>
</table>

TOWN OF EAGLE BLUFF
MUNICIPALITY OF MINNETRISTA
CITY OF MINNETRISTA

RESOLUTION NO. 105-16

RESOLUTION GRANTING PRELIMINARY AND FINAL APPROVAL
OF THE PLAT OF EAGLE BLUFF 4TH ADDITION

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

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

WHEREAS, Joseph & Berva Bocklage (the “Applicants”), are the fee owners of the land being platted as Eagle Bluff 4th Addition (the “Property”) and which is legally described as:

Lots 1 and 2, Block 1, Eagle Bluff 3rd Addition, Hennepin County, Minnesota;

WHEREAS, the final plat of Eagle Bluff 4th Addition will create 2 lots; and

WHEREAS, the City has reviewed the Applicants’ submission for its compliance with the terms and conditions of preliminary plat and its consistency with all City ordinances and requirements.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Minnetrista, Minnesota that the City makes the following findings of fact regarding the final plat of Eagle Bluff 4th Addition:

1. Per resolution no. 17-83, lot width variances were granted to the two lots when Eagle Bluff 3rd addition was platted. This was reconfirmed per resolution no. 82-88. The city council reconfirms these resolutions as they apply to the current request.

2. The final plat is consistent with the City’s comprehensive plan and, as conditioned herein, its zoning ordinance, its subdivision regulations and its other official controls; and

3. The final plat is consistent with the terms and conditions of preliminary plat.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that final approval is granted to the plat of Eagle Bluff 4th Addition, subject to the following terms and conditions:

1. Hardcover of Lot 2 must be reduced to under 25%;

2. Well servicing Lot 2 must be located on Lot 2;

3. Gazebo must be removed to avoid an encroachment into the side yard setback;

4. Existing stairway and dock must be removed/relocated as to not cross over the property line between Lot 1 and Lot 2;
5. Any applicable home owner’s association documents shall be recorded to the title of the new lot being created including, but not limited, those pertaining to the maintenance of the road per the home owner’s association;

6. The office of the commissioner of the MN DNR does not object to the proposed easement vacation;

7. Approval by the city council must be received for the vacation of all drainage and utility easements on the Property as shown on Eagle Bluff 3rd Addition and the slope preservation easement per document number 1505807 recorded in Hennepin County, Minnesota;

8. The Applicant record a new slope preservation easement in a form satisfactory to the city;

9. Three copies of the final plat, mylars, a certified copy of the final plat, and an electronic digital copy of the final plat must be presented to the City;

10. The plat must be recorded within 120 days of the date of the plat Eagle Bluff 4th Addition is executed by the City;

11. The Applicants are responsible for all fees and costs incurred by the City in review of the application for plat approval; and

12. An approval resolution will not be released until evidence is provided to the city that the above conditions have been met.

This resolution was adopted by the City Council of the City of Minnetrista on the 20th day of June, 2016 by a vote of _____ ayes and _____ nays.

____________________________________
Lisa Whalen, Mayor

ATTEST:

________________________________
Kris Linquist, City Clerk
(SEAL)
CITY OF MINNETRISTA

BUSINESS / DISCUSSION ITEM

Subject: Request for Approval of Personnel Action item:
Public Works Maintenance Worker

Prepared By: Cassandra Tabor, HR/Communications Coordinator

Meeting Date: June 20, 2016

Issue
The City Council had previously approved a full year Water Treatment Plant Operator position for 2016 for the Public Works Department and a full year Maintenance Worker position for 2017. Due to an increase in workload and staffing changes, the Public Works Department is currently understaffed.

In December of 2011, the City of Minnetrista’s former Public Works Superintendent resigned and at that point staffing included eight (8) fulltime public works maintenance workers and the Superintendent for a total of nine (9) staff. In April of 2016, a public works maintenance worker, with an expertise in sewer, resigned and we replaced that headcount in May of 2016 with an extended seasonal worker. Since 2011’s original staffing count, workload at the City has increased and we currently have a Superintendent and seven (7) public works maintenance employee with one of the seven employees out on light duty for the last 1 year and 6 months. As a result, the public works department is currently functioning with six (6) public works maintenance workers under the direction of Gary Peters, Public Works Superintendent.

At this time, Public Works is approved for a Superintendent, seven (7) maintenance workers, and one water treatment plant operator. City Staff would like to request approval to move the 2017 maintenance worker hire to Quarter 4 of 2016. Due to the timeline with the water treatment plant, we have not had to use the dollars allotted for a full year Water Treatment Plant Operator and are anticipating hiring that position by Quarter 4 of 2016. If the City were to be approved to hire the 2017 maintenance worker position by Quarter 4 of 2016, the cost for these two positions would be about $10,000 less than the amount budgeted for 2016 and allow the City to still bring a Water Treatment Plant Operator on board as planned and bring the Public Works department staffing back up to where it was in 2011.

Summary
The process of hiring the 2017 Public Works approved position in Quarter 4 of 2016, along with the Quarter 4 hire of the 2016 approved Water Treatment Plant Operator, will allow for

Mission Statement:
The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.
the workload demand on the public works department to be met, will allow us to make a focused hire of a public maintenance worker with a sewer emphasis to offset the skill set lost when Steven Jeska resigned in April of 2016, and bring the staffing count back up to where it was in 2011.

**Recommended City Council Action:** Recommend Approval of Resolution No 122-16 Authorizing City Staff to move the 2017 approved Public Works position hire to Quarter 4 of 2016.

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

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

Explain:

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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.
RESOLUTION NO. 122-16

RESOLUTION APPROVING THE REQUEST FOR PERSONNEL ACTION
ITEM: PUBLIC WORKS MAINTENANCE WORKER

WHEREAS, the Public Works Department is understaffed and in need of an additional Public Works Maintenance Worker, and;

WHEREAS, a Public Works Maintenance Worker position was previously approved for 2017, and funding is available for this adjusted position due to the 2016 Water Treatment Plant Operator being a full year position that will not be hired until Quarter 4 2016 and;

THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA, that the approved 2017 Public Works Maintenance Worker position be approved for an adjusted hire date of Quarter 4 of 2016, rectifying our headcount issue in the public works department.

This resolution was adopted by the City Council of the City of Minnetrista on the 20th day of June, 2016, by a vote of ____ Ayes and ____ Nays.

_________________________________
Lisa Whalen, Mayor

ATTEST:

_________________________________
Kris Linquist, City Clerk

(seal)