



**CITY COUNCIL MEETING AGENDA**  
**August 21, 2017**  
**7:00pm**

**1) Call to Order**

- a) Pledge of Allegiance
- b) Introductions: City Council: Mayor Lisa Whalen, Patricia Thoele, Pam Mortenson, Mike Molitor and Shannon Bruce; Staff: City Administrator Michael Barone, Community Development Director David Abel, Finance Director Brian Grimm, Director of Public Safety Paul Falls, HR/Communications Coordinator Cassandra Tabor, 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**

No presentations

**3) Persons to Be Heard**

*The City Council invites residents to share new ideas or concerns related to city business; however, individual question and remarks are limited to three (3) minutes per speaker. No City Council action will be taken, although the Council may refer issues to staff for follow up or 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 August 7, 2017
- b) Approve Regular Meeting Minutes from August 7, 2017
- c) Res. No. \_\_\_\_ Approve Claims
- d) Res. No. \_\_\_\_ Approve Budget Amendments/Clarifications
- e) Res. No. \_\_\_\_ Approve Election Equipment Lease with Westonka School District (Independent School District # 277)
- f) Res. No. \_\_\_\_ Approve Escrow and Disbursing Agreement for Woodland Cove Lake 2<sup>nd</sup> Addition

**5) Public Hearings**

No Public Hearings

**6) Business Items**

- a) Res. No. \_\_\_\_ Approve Quote to Replace Playground Equipment in Douglas Park
- b) Res. No. \_\_\_\_ Accept Bids and Award Contract for Enchanted Lane and Tuxedo Road Improvements, City Project 04-16, and Grand View Avenue Improvements, City project 08-16.
- c) Res No. \_\_\_\_ Accept Professional Services Agreement for Enchanted Lane, Tuxedo Road, and Grand View Avenue Construction Engineering Services
- d) Res. No. \_\_\_\_ Providing for the sales of \$3,250,000 General Obligation Bonds– Series 2017 A – 2017 Street Projects and Equipment Certificate

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*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.*

- e) Res. No. \_\_\_\_ Providing for the Sale of \$2,860,000 General Obligation Improvement Refunding Bonds Series 2017 B - Refunding/Refinancing of 2013 A Bonds
- f) Res. No. \_\_\_\_ Providing for the Sale of \$2,390,000 Taxable General Obligation Refunding Bonds Series 2017 C - Refunding/Refinancing of 2013 B Bonds
- g) Res. No. \_\_\_\_ Declaring Costs to be Assessed, Ordering Preparation of Proposed Assessments and Ordering Hearing on Proposed Assessments for Halstead Drive Street Improvement Project, City Project 01-16
- h) Res. No. \_\_\_\_ Approve Conditional Offer of Employment for Carter Ostlie as a Public Works Maintenance Worker
- i) Discussion of Lease Agreement for Gale Property adjacent to City Hall
- j) Res. No. \_\_\_\_ Approve City Community Survey Agreement with The Morris Leatherman Company
- k) Res. No. \_\_\_\_ Accept Quotes and Award Contract for Westwood Drive Drainage Improvements (Segment 4), City Project 07-16

## **7) Administrative Items**

- a) Staff Reports
  - i) City Administrator
- 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; 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) **Pam Mortenson** — *Economic Development Authority; Planning Commission (rotating); Parks Commission (rotating); Pioneer-Sarah Creek Watershed Management Commission (alternate); Steering/Comprehensive Plan Committee; Westonka Community & Commerce*
  - iv) **Mike Molitor** — *Economic Development Authority; Planning Commission (rotating); Parks Commission (rotating); Steering/Comprehensive Plan Committee; LMCD*
  - v) **Shannon Bruce** — *Economic Development Authority; Planning Commission (rotating); Parks Commission (rotating); Mound Fire Advisory Committee; St. Bonifacius Fire Advisory Committee; Pioneer-Sarah Creek Watershed District*

## **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.*



**CITY COUNCIL WORK SESSION  
MINUTES  
August 7, 2017  
5:00 p.m.**

**1) Call to Order**

Mayor Whalen called the meeting to order at 5:03p.m.

Present – Council: Mayor Lisa Whalen, Patricia Thoele, Pam Mortenson, Mike Molitor and Shannon Bruce; Staff: City Administrator Michael Barone, Finance Director Brian Grimm, Community Development Director David Abel, HR/Communications Coordinator Cassandra Tabor, and Public Safety Director Paul Falls; Consultant: City Engineer Paul Hornby, WSB Engineering.

Absent: Kris Linquist, City Clerk

**2) Community Survey Discussion- Mr. Peter Leatherman, Morris-Leatherman Company**

Barone introduced Mr. Peter Leatherman from The Morris-Leatherman Company. Mr. Leatherman discussed his company and the methodology of the survey to be used. Other items discussed by both City Council and Staff included

- Discussed how the telephone survey works, selecting 400 residents randomly to take the survey
- Addressed how Morris-Leatherman deals with potential “spam” telephone issues
- Review the survey and question “areas” focusing on what is newly added for this survey as compared to 2011.
- Revisions were made to the questions regarding water quality and water users and their perception of water quality after the water treatment plants came online in 2017

**3) 2018 Budget and Preliminary Levy Discussion**

Grimm presented the 2018 Budget and Preliminary Levy. The following items were discussed:

- Need acceptable preliminary tax levy approved by resolution before September 29, 2017
- 2018 Budget Goals are to ensure the City’s financial stability, address capital improvement needs, monitor staffing and benefit levels to match service levels, and to continue funding the pavement

management

- Overview of the total general fund, debt, and capital and roads levy
- Gross tax levy trends; budgeted general fund expenditures; financial results for the unassigned fund balances; actual CIP and projected CIP for 2018-2022; draft phase-in of the Pavement Management Plan; budget trend analysis; property value tax share for a \$500,000 home for the previous 8 years and the 2018 proposed tax share; and tax impacts on different valued homes
- Where your property tax goes in 2017 for a residential value of \$435,000 home with a total tax of \$4,818 – only 24% (\$1,157) goes to the city
- 2018 Budget Assumptions and Commitments – include increase for labor contracts and non-union salaries and benefits; funding sources for capital improvements – cash and equipment certificates; and funding the pavement management plan with a \$100,000 increase per the 5-year phased in plan; administrative charges and internal transfers for the water treatment project and the 2017 street projects; use of \$325,000 to keep general fund levy flat while keeping the fund balance percentage just below 50%.
- Staff is proposing a net levy increase of 5.34%, funding roads for capital projects and maintenance (majority of increase), plus a budgeted 2018 CIP equipment certificate; with the final budget and levy that is certified can be left the same or lowered, but not increased
- Reviewed the tax rates since 2010, with the proposed 2018 tax rate being lower than any tax rate seen in Minnetrista since 2010.

#### **4) Adjourn**

Motion by Mortenson, second by Bruce to adjourn the Work Session Meeting. Motion carried 5-0. Absent: None

Mayor Whalen adjourned the meeting at 6:50p.m.

Respectfully Submitted,

Michael Barone  
City Administrator



**CITY COUNCIL MEETING AGENDA**  
**August 7, 2017**  
**7:00pm**

**1) Call to Order**

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

a) Pledge of Allegiance

b) Introductions: City Council: Mayor Lisa Whalen, Patricia Thoele, Pam Mortenson, Mike Molitor and Shannon Bruce; Staff: City Administrator Michael Barone, Community Development Director David Abel, Finance Director Brian Grimm, Director of Public Safety Paul Falls, and HR/Communications Coordinator Cassandra Tabor. Consultants: City Attorney Ron Batty, Kennedy & Graven and City Engineer Paul Hornby, WSB Engineering.

c) Approval of Agenda

Motion by Bruce seconded by Thoele to approve the agenda as presented.

Motion carried 5-0 Absent: None

**2) Special Presentations: None**

**3) Persons to Be Heard: None**

**4) Consent Agenda**

a) Approve Work Session Meeting Minutes from June 19, 2017

b) Approve Regular Meeting Minutes from June 19, 2017

c) Approve Closed Session Meeting Minutes from June 19, 2017

d) Approve Work Session Meeting Minutes from July 17, 2017

e) Approve Regular Meeting Minutes from July 17, 2017

f) Res. No. \_\_\_\_ Approve Claims

g) Res. No. \_\_\_\_ Approve Variance 350 Rolling Hills Drive

h) Accept the Resignation of Adam Hegeholz, Public Works Maintenance Worker

i) Res. No. \_\_\_\_ Authorize City Officials and Staff to Solicit Contributions for Events or Purposes Determined to Foster Positive Relationships between Law Enforcement and the Community

Motion by Mortenson seconded by Molitor to approve the Consent Agenda as presented.

Motion carries 5-0 Absent: None

**5) Public Hearings**

None

**6) Business Items**

a) Res. No. \_\_\_\_ Approve Preliminary Plat 1185 County Road 110N

During the discussion, Mayor Whalen had a concern that Lot 1 would be subdivided, as she was concerned about access points once subdivided. Councilmember Molitor said

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that the Planning Commission had discussed access points, and all access points on the current plan are already a compromise. The developer came back with a plan that met what had been asked of him, and Molitor felt that warranted passing the motion.

Also during the discussion, the storm water pond area was mentioned and whether it was part of a private lot or a separate outlot. City Attorney Batty stated the options would be to establish an HOA or create a storm sewer tax district to maintain the storm water pond in the future. He recommended a storm sewer tax district be established over the development. Batty indicated that an HOA does not seem to make sense given the size of the development.

City Staff recommends not supporting the Planning Commission's recommendation and to also create a storm water maintenance agreement and a tax district.

Motion by Thoele seconded by Bruce.

Motion carries 4-1, Whalen opposing. Absent: None

b) Res. No. \_\_\_\_ Approve Preliminary Development Agreement with Mattamy Homes for Woodland Cove 3<sup>rd</sup>

Molitor had a concern that this approval was premature and the request was due to the applicant not having their ducks in a row. Community Development Director Abel clarified that this agreement was to allow for grading only and that the City approved a similar agreement for the second phase of the development. Mr. Batty added that dealing with this up front is a risk for the applicant only, as this agreement does not allow for additional changes aside for the order in which grading is done. They must still complete final plat, which the Council will see in the coming weeks. The City will enter into a separate subdivision agreement at that time.

Motion by Thoele seconded by Mortenson.

Motion carries 5-0 Absent: None

c) Res. No. \_\_\_\_ Approve Quote to Replace Playground Equipment in Douglas Park

Mayor Whalen inquired as to whether the purchase of this equipment is based on need from an inspection, or is it is need because the equipment is broken/deformed. Mr. Peters confirmed that it was both. The playground equipment is out of date and out of compliance and so if it was not replaced, it would need to be removed. Based on inspections by city staff, there will be park equipment in other city parks with similar issues that will need to be replaced in the future, as well.

Councilmember Mortenson inquired as to why there was a large financial spread between the two bidders. Mr. Peters stated that his it could be due to equipment suppliers by these vendors and mark up on work associated with how busy these playground equipment companies are, currently. City Staff was ensuring that this replacement equipment would include virgin rubber and play-safe mulch, and other quotes only offered wood.

Mayor Whalen inquired as to whether this quote comes in under budget and it does.

Motion by Mortenson seconded by Molitor.

Motion carries 5-0 Absent: None

d) Res. No. \_\_\_\_ Approve Contract with The Morris-Leatherman Company for 2017 Community Survey

Mayor Whalen noted that this topic had been discussed at the Work Session earlier in the evening.

Mr. Barone noted that there had been a presentation and that he was looking to bring back a formal contract and a scope of service for the August 21<sup>st</sup> council meeting.

Councilmember Bruce requested it be noted that she is not convinced of the cost benefit, effectiveness, or validity of the information that would be received from the survey. She felt she understood the desires of the residents and could not support a cost of \$20,000.

Councilmember Molitor asked to address that point Councilmember Bruce was making regarding being in touch with the residents and he believes that this survey will validate or correct any perception or understanding that the Council might have.

Motion by Mortenson seconded by Thoele.

Motion carries 4-1, Bruce opposing. Absent: None

e) Res. No. \_\_\_\_ Approve Conditional Offer of Employment for the Customer Service and Communications Assistant position.

Councilmember Molitor expressed his concern and frustration that he was not shown an application or resume for the candidate as requested at the last council meeting. Mayor Whalen spoke to the process in which applications are reviewed by Human Resources, interviewed by staff panels, reviewed by the Personnel Committee and a recommendation is made to Council. Mr. Barone reiterated the standing practice of the City as well as the data practice laws that did not allow candidate information to be shared except for an overview of a candidate's general education level and a summary of work experiences and skills which were stated in the packet item. Councilmember Mortenson recommended that Councilmember Molitor volunteer for the Personnel Committee when a spot become available in the future.

Councilmember Molitor stated that he could not approve a hire of a candidate for which he has not seen a resume or application.

Motion by Bruce seconded by Mortenson

Motion carries 4-1, Molitor opposing. Absent: None

f) Res. No. \_\_\_\_ Approve Purchase of Automatic Hydrant Flushers

Discussion was had regarding functionality and use in the winter. Mr. Peters reported that a propane tank heater could be utilized in the hydrant flusher box, as needed. Limited flushing is anticipated during the winter months.

Motion by Mortenson seconded by Bruce.

Motion carries 5-0 Absent: None

g) Res. No. \_\_\_\_ Approve Purchase of Additional Trees for Tree Trust Sale

A discussion was had regarding the purchase of additional trees. Councilmember Mortenson asked if Mound had extra trees that might be available. Mr. Abel explained that any additional trees would be at a cost, and that the end date for the program hasn't happened, so Mound still could sell their allotment of trees. The original tree purchase

was made with a grant, and the City paid \$2,000 for our allotment of trees, but these additional trees would cost the city \$6,100, with funding for the trees coming from the tree fund.

Councilmember Thoele said the tree program was great the first time with a grant, but she is not in support of it now without grant dollars. Councilmember Bruce felt that without an additional grant, it is not the City's job to provide trees for private citizens. Councilmember Mortenson agreed that without a grant she is not in favor of an additional tree purchases.

***No Motion made or action taken.***

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_.

Motion carries \_\_\_\_\_. Absent: None

h) Res. No. \_\_\_\_ Approve Purchase of Forklift for Public Works department

Discussion was had regarding the need for a forklift and the safety aspect of providing this equipment. There were two option presented: purchase now at flat cost or lease to own with a small interest charge and purchase as budgeted in 2018. The council agreed that there was not a reason to pay interest and to purchase now. The forklift specified is a used forklift and would be purchased at a discount compared to a new forklift, but for the needs of the Public Works department, and used forklift will be just fine, and will be a benefit for many years.

Motion by Molitor seconded by Bruce.

Motion carries 5-0 Absent: None

**7) Administrative Items**

a) Staff Reports

City Administrator

Tracey Stille from the League of Minnesota Cities Insurance Trust is scheduled to come and meet with Staff regarding security at the front service desk area of City Hall. Mr. Barone had heard him speak a year and half ago at a LMC Conference, and believes his insights and recommendations could be valuable. Recommendations will be presented to the Council at a future meeting.

Barone will be sending Councilmembers date options for the dedication of the Water Treatment Plants.

City Engineer

Halstead Drive contractor is working on erosion control. The relocating of utilities is in process by Frontier. Xcel needs additional time to move utilities, but the contractor states he can work around that timeline.

The Storm Water project will go out this week, with the winning bid to be presented at the next council meeting after the bid takes place.

Community Development Director

Parks Commission is not meeting, Planning Commission is August 28, 2017, and Councilmember Mortenson committed to attending.

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b) Council Reports

i) Mayor Lisa Whalen

Attended: Guns and Hoses, Personnel Committee, Fire Commission, Spirit of the Lakes, Community Survey meeting, and attended seven National Night Out parties. The summer newsletter is out. Received an email from a resident wanting to discuss the ordinance surrounding golf carts, would like this to be on a future agenda. Chief Falls stated he would look into this.

ii) Patricia Thoele

Attended the Personnel Committee Meeting and Community Survey meeting.

iii) Pam Mortenson

Attended the WCC meeting this week and The Spirit of the Lakes event.

iv) Mike Molitor

Attended the Planning Commission Meeting and the LMCD meeting.

v) Shannon Bruce

Attended the Fire Commission Meeting, where the 2018 budget was passed.

Attended the Pioneer Sarah Watershed District meeting. Set up a meeting to discuss Whaletail and manure management partnership that is wanted with Minnetrista.

**8) Adjournment**

Motion by Thoele seconded by Mortenson to adjourn the meeting at 8:52 p.m.

Motion carries 5-0. Absent: None

Respectfully submitted,

Cassandra Tabor  
HR/Communications

RESOLUTION NO. \_\_\_\_\_

**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 60985 through 61057; electronic checks E1000951 through E1000964; Claims batch includes an electronic transfers for payroll.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA, that the attached list of claims in the amount of \$ 1,032,453.32 is hereby approved.

ADOPTED this 21st day of August 2017 by a vote of \_\_\_\_ Ayes  
\_\_\_\_ Nays.

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

ATTEST:

\_\_\_\_\_

(seal)

**\*Check Detail Register©**

JULY 2017 to AUGUST 2017

|                                 |                                       | Check Amt          | Invoice                               | Comment                           |
|---------------------------------|---------------------------------------|--------------------|---------------------------------------|-----------------------------------|
| <b>1010 1ST BK OF THE LAKES</b> |                                       |                    |                                       |                                   |
| Paid Chk#                       | 060985                                | 8/21/2017          | <b>A-1 MINNETONKA RENTAL, INC.</b>    |                                   |
| E 101-45202-402                 | LAWN MAINTENANCE                      | \$97.20            | 126198                                | Edger                             |
| <b>Total</b>                    | <b>A-1 MINNETONKA RENTAL, INC.</b>    | <b>\$97.20</b>     |                                       |                                   |
| Paid Chk#                       | 060986                                | 8/21/2017          | <b>ACTION FLEET, INC.</b>             |                                   |
| E 101-42110-404                 | VEHICLE & EQUIP MAINT                 | \$45.00            | 11944                                 | Installation Labor Hours          |
| E 401-42110-540                 | MOTOR VEHICLES & MACHINE              | \$1,325.00         | 11964                                 | Unit 73-Bumper                    |
| E 101-42110-404                 | VEHICLE & EQUIP MAINT                 | \$140.00           | 11965                                 | Installation Unit 76              |
| <b>Total</b>                    | <b>ACTION FLEET, INC.</b>             | <b>\$1,510.00</b>  |                                       |                                   |
| Paid Chk#                       | 060987                                | 8/21/2017          | <b>ADVANTAGE PROPERTY MAINTENANCE</b> |                                   |
| E 101-45202-402                 | LAWN MAINTENANCE                      | \$4,140.00         | 2650                                  | Lawn Service                      |
| E 601-49440-227                 | UTILITY SYSTEM MAINT SUPPL            | \$520.00           | 2650                                  | Lawn Service                      |
| E 602-49490-227                 | UTILITY SYSTEM MAINT SUPPL            | \$420.00           | 2650                                  | Lawn Service                      |
| E 101-41940-402                 | LAWN MAINTENANCE                      | \$720.00           | 2650                                  | Lawn Service                      |
| <b>Total</b>                    | <b>ADVANTAGE PROPERTY MAINTENANCE</b> | <b>\$5,800.00</b>  |                                       |                                   |
| Paid Chk#                       | 060988                                | 8/21/2017          | <b>AMERIPRIDE SERVICES INC</b>        |                                   |
| E 101-43121-215                 | SHOP MATERIALS                        | \$29.50            | 1003867113                            | Shop towels                       |
| E 101-43121-417                 | UNIFORMS                              | \$62.13            | 1003867113                            | Shop uniforms                     |
| E 101-41940-211                 | CLEANING & MAINT SUPPLIES             | \$8.00             | 1003867113                            | Service Charge                    |
| E 101-43121-215                 | SHOP MATERIALS                        | \$29.50            | 1003873115                            | Shop towels                       |
| E 101-43121-417                 | UNIFORMS                              | \$66.55            | 1003873115                            | Shop uniforms                     |
| E 101-41940-211                 | CLEANING & MAINT SUPPLIES             | \$8.00             | 1003873115                            | Service Charge                    |
| E 101-43121-215                 | SHOP MATERIALS                        | \$29.50            | 1003879462                            | Shop towels                       |
| E 101-43121-417                 | UNIFORMS                              | \$62.13            | 1003879462                            | Shop uniforms                     |
| E 101-41940-211                 | CLEANING & MAINT SUPPLIES             | \$8.00             | 1003879462                            | Service Charge                    |
| <b>Total</b>                    | <b>AMERIPRIDE SERVICES INC</b>        | <b>\$303.31</b>    |                                       |                                   |
| Paid Chk#                       | 060989                                | 8/21/2017          | <b>ASPEN EQUIPMENT</b>                |                                   |
| E 401-43126-540                 | MOTOR VEHICLES & MACHINE              | \$8,644.00         | 10178736                              | Truck Replacing Truck #2          |
| <b>Total</b>                    | <b>ASPEN EQUIPMENT</b>                | <b>\$8,644.00</b>  |                                       |                                   |
| Paid Chk#                       | 060990                                | 8/21/2017          | <b>CALATLANTIC HOMES</b>              |                                   |
| G 101-2025                      | DEPOSITS PAYABLE                      | \$1,000.00         | MB-16077 R-6                          | 4854 Red Oak Ln Tree Dep          |
| G 101-2025                      | DEPOSITS PAYABLE                      | \$1,000.00         | MB-16110 R-6                          | 4947 Grandview Tree Dep           |
| <b>Total</b>                    | <b>CALATLANTIC HOMES</b>              | <b>\$2,000.00</b>  |                                       |                                   |
| Paid Chk#                       | 060991                                | 8/21/2017          | <b>CD PRODUCT INC</b>                 |                                   |
| E 602-49490-404                 | VEHICLE & EQUIP MAINT                 | \$130.00           | 69719                                 | Truck Decals                      |
| E 601-49440-404                 | VEHICLE & EQUIP MAINT                 | \$130.00           | 69719                                 | Truck Decals                      |
| E 101-43121-404                 | VEHICLE & EQUIP MAINT                 | \$400.00           | 69719                                 | Truck Decals                      |
| <b>Total</b>                    | <b>CD PRODUCT INC</b>                 | <b>\$660.00</b>    |                                       |                                   |
| Paid Chk#                       | 060992                                | 8/21/2017          | <b>CENTRA HOMES LLC</b>               |                                   |
| G 101-2025                      | DEPOSITS PAYABLE                      | \$5,000.00         | MB-16143 R-7                          | 4531 Landings Way Rtn Temp Co     |
| G 101-2025                      | DEPOSITS PAYABLE                      | \$5,000.00         | MB-16182 R-7                          | 4599 Landings Way Rtn Temp Co     |
| G 101-2025                      | DEPOSITS PAYABLE                      | \$5,000.00         | MB-16224 R-7                          | 4449 Landings Way Rtn Temp Co     |
| G 101-2025                      | DEPOSITS PAYABLE                      | \$5,000.00         | MB-17004 R-7                          | 4501 Games Tr Rtn Temp Co         |
| <b>Total</b>                    | <b>CENTRA HOMES LLC</b>               | <b>\$20,000.00</b> |                                       |                                   |
| Paid Chk#                       | 060993                                | 8/21/2017          | <b>CITY OF ST BONIFACIUS</b>          |                                   |
| E 602-49490-390                 | SEWER SERVICE TO OTHER G              | \$16,485.00        | 43                                    | Hunters Crest Sewer Flows 2nd Qtr |
| <b>Total</b>                    | <b>CITY OF ST BONIFACIUS</b>          | <b>\$16,485.00</b> |                                       |                                   |
| Paid Chk#                       | 060994                                | 8/21/2017          | <b>CLASSIC CLEANING COMPANY</b>       |                                   |
| E 101-41940-211                 | CLEANING & MAINT SUPPLIES             | \$400.00           | 25503                                 | Monthly Chg-Aug 17                |

**\*Check Detail Register©**

JULY 2017 to AUGUST 2017

|                  |                                     |                                     | Check Amt    | Invoice | Comment                         |
|------------------|-------------------------------------|-------------------------------------|--------------|---------|---------------------------------|
| E 101-43121-211  | CLEANING & MAINT SUPPLIES           | \$366.00                            | 25503        |         | Monthly Chg-Aug 17              |
| E 101-42110-211  | CLEANING & MAINT SUPPLIES           | \$558.00                            | 25504        |         | Monthly Chg -Aug 17             |
| <b>Total</b>     | <b>CLASSIC CLEANING COMPANY</b>     | \$1,324.00                          |              |         |                                 |
| Paid Chk# 060995 | 8/21/2017                           | <b>CULLIGAN</b>                     |              |         |                                 |
| E 101-41940-401  | BLDG/STRUCT MAINTENANCE             | \$60.90                             | 101x30432606 |         | Salt                            |
| <b>Total</b>     | <b>CULLIGAN</b>                     | \$60.90                             |              |         |                                 |
| Paid Chk# 060996 | 8/21/2017                           | <b>DPC INDUSTRIES, INC.</b>         |              |         |                                 |
| E 601-49440-227  | UTILITY SYSTEM MAINT SUPPL          | \$582.57                            | 827001178-17 |         | Chemicals                       |
| <b>Total</b>     | <b>DPC INDUSTRIES, INC.</b>         | \$582.57                            |              |         |                                 |
| Paid Chk# 060997 | 8/21/2017                           | <b>EARL F. ANDERSON INC.</b>        |              |         |                                 |
| E 101-43121-224  | STREET MAINTENANCE SUPPL            | \$337.80                            | 0115173-IN   |         | Signs                           |
| <b>Total</b>     | <b>EARL F. ANDERSON INC.</b>        | \$337.80                            |              |         |                                 |
| Paid Chk# 060998 | 8/21/2017                           | <b>ECM PUBLISHERS, INC</b>          |              |         |                                 |
| E 101-41910-351  | LEGAL NOTICE & ORD PUBLIC           | \$30.84                             | 518914       |         | PC Hearing                      |
| <b>Total</b>     | <b>ECM PUBLISHERS, INC</b>          | \$30.84                             |              |         |                                 |
| Paid Chk# 060999 | 8/21/2017                           | <b>ECM PUBLISHERS, INC</b>          |              |         |                                 |
| E 490-43122-437  | MISCELLANEOUS EXPENSE               | \$192.75                            | 513517       |         | Enchanted and Tuxedo Rd Bids    |
| <b>Total</b>     | <b>ECM PUBLISHERS, INC</b>          | \$192.75                            |              |         |                                 |
| Paid Chk# 061000 | 8/21/2017                           | <b>ESS BROTHERS &amp; SONS</b>      |              |         |                                 |
| E 101-43121-224  | STREET MAINTENANCE SUPPL            | \$1,125.00                          | XX5105       |         | Gate Valve Risers               |
| <b>Total</b>     | <b>ESS BROTHERS &amp; SONS</b>      | \$1,125.00                          |              |         |                                 |
| Paid Chk# 061001 | 8/21/2017                           | <b>FASTENAL COMPANY</b>             |              |         |                                 |
| E 101-43121-221  | EQUIPMENT PARTS, TIRES              | \$37.94                             | MNWAC52718   |         | Batteries                       |
| E 101-41940-401  | BLDG/STRUCT MAINTENANCE             | \$9.71                              | MNWAC52719   |         | Sign for PD                     |
| <b>Total</b>     | <b>FASTENAL COMPANY</b>             | \$47.65                             |              |         |                                 |
| Paid Chk# 061002 | 8/21/2017                           | <b>FINANCE AND COMMERCE</b>         |              |         |                                 |
| E 490-43122-437  | MISCELLANEOUS EXPENSE               | \$270.42                            |              |         | Enchanted and Tuxedo Street Bid |
| <b>Total</b>     | <b>FINANCE AND COMMERCE</b>         | \$270.42                            |              |         |                                 |
| Paid Chk# 061003 | 8/21/2017                           | <b>FIRSTSOURCE</b>                  |              |         |                                 |
| E 101-41320-437  | MISCELLANEOUS EXPENSE               | \$25.00                             | FL00179598   |         | Random Screen                   |
| <b>Total</b>     | <b>FIRSTSOURCE</b>                  | \$25.00                             |              |         |                                 |
| Paid Chk# 061004 | 8/21/2017                           | <b>FRONTIER OH</b>                  |              |         |                                 |
| E 101-43121-321  | TELEPHONE                           | \$381.27                            | 952-446-1660 |         | Monthly Phone Service           |
| E 101-41940-321  | TELEPHONE                           | \$381.27                            | 952-446-1660 |         | Monthly Phone Service           |
| E 101-42110-321  | TELEPHONE                           | \$381.26                            | 952-446-1660 |         | Monthly Phone Service           |
| E 101-43121-321  | TELEPHONE                           | \$94.21                             | 952-446-9997 |         | Fire Alarm-PW                   |
| <b>Total</b>     | <b>FRONTIER OH</b>                  | \$1,238.01                          |              |         |                                 |
| Paid Chk# 061005 | 8/21/2017                           | <b>GOPHER STATE ONE CALL</b>        |              |         |                                 |
| E 601-49440-227  | UTILITY SYSTEM MAINT SUPPL          | \$158.25                            | 7070575      |         | Sewer & Water Locates           |
| E 602-49490-227  | UTILITY SYSTEM MAINT SUPPL          | \$159.00                            | 7070575      |         | Sewer & Water Locates           |
| <b>Total</b>     | <b>GOPHER STATE ONE CALL</b>        | \$317.25                            |              |         |                                 |
| Paid Chk# 061006 | 8/21/2017                           | <b>GREAT AMERICA FINANCIAL SVCS</b> |              |         |                                 |
| E 101-41320-322  | POSTAGE                             | \$139.95                            | 21086306     |         | Meter Rental                    |
| <b>Total</b>     | <b>GREAT AMERICA FINANCIAL SVCS</b> | \$139.95                            |              |         |                                 |
| Paid Chk# 061007 | 8/21/2017                           | <b>GREATER MN COMMUNICATIONS</b>    |              |         |                                 |
| E 101-41320-202  | COPY & PRINTING SUPPLIES            | \$700.00                            | 13575        |         | Summer Newsletter               |

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JULY 2017 to AUGUST 2017

|   |                             |                                       | Check Amt    | Invoice                             | Comment |
|---|-----------------------------|---------------------------------------|--------------|-------------------------------------|---------|
| E 101-42110-202                             | COPY & PRINTING SUPPLIES    | \$250.00                              | 13575        | Summer Newsletter                   |         |
| E 101-41910-202                             | COPY & PRINTING SUPPLIES    | \$500.00                              | 13575        | Summer Newsletter                   |         |
| E 101-43121-437                             | MISCELLANEOUS EXPENSE       | \$287.72                              | 13575        | Summer Newsletter                   |         |
| <b>Total GREATER MN COMMUNICATIONS</b>      |                             | \$1,737.72                            |              |                                     |         |
| Paid Chk# 061008                            | 8/21/2017                   | <b>HEALTH PARTNERS</b>                |              |                                     |         |
| E 601-49440-131                             | HEALTH & LIFE INS - E CONTR | \$1,644.52                            | 74738856     | Premium Employer Pd                 |         |
| E 602-49490-131                             | HEALTH & LIFE INS - E CONTR | \$1,406.10                            | 74738856     | Premium Employer Pd                 |         |
| E 651-49590-131                             | HEALTH & LIFE INS - E CONTR | \$529.83                              | 74738856     | Premium Employer Pd                 |         |
| E 101-45202-131                             | HEALTH & LIFE INS - E CONTR | \$407.95                              | 74738856     | Premium Employer Pd                 |         |
| E 101-42401-131                             | HEALTH & LIFE INS - E CONTR | \$1,395.00                            | 74738856     | Premium Employer Pd                 |         |
| E 101-41320-131                             | HEALTH & LIFE INS - E CONTR | \$1,900.87                            | 74738856     | Premium Employer Pd                 |         |
| E 101-41910-131                             | HEALTH & LIFE INS - E CONTR | \$1,380.00                            | 74738856     | Premium Employer Pd                 |         |
| E 101-43121-131                             | HEALTH & LIFE INS - E CONTR | \$3,205.35                            | 74738856     | Premium Employer Pd                 |         |
| E 101-43125-131                             | HEALTH & LIFE INS - E CONTR | \$757.63                              | 74738856     | Premium Employer Pd                 |         |
| E 101-42110-131                             | HEALTH & LIFE INS - E CONTR | \$9,469.35                            | 74738856     | Premium Employer Pd                 |         |
| G 101-2340                                  | PAYROLL CLEARING HEALTH INS | \$622.35                              | 74738856     | * Employee Pd Premium               |         |
| <b>Total HEALTH PARTNERS</b>                |                             | \$22,718.95                           |              |                                     |         |
| Paid Chk# 061009                            | 8/21/2017                   | <b>HENN CO INFO TECHNOLOGY</b>        |              |                                     |         |
| E 401-42110-560                             | EQUIP AND FURNISHINGS       | \$2,179.63                            | 1000096823   | radio lease - PD                    |         |
| E 401-43126-560                             | EQUIP AND FURNISHINGS       | \$619.05                              | 1000096865   | Radio Lease                         |         |
| <b>Total HENN CO INFO TECHNOLOGY</b>        |                             | \$2,798.68                            |              |                                     |         |
| Paid Chk# 061010                            | 8/21/2017                   | <b>HENRYS WATERWORKS INC</b>          |              |                                     |         |
| E 601-49440-227                             | UTILITY SYSTEM MAINT SUPPL  | \$212.64                              | 19173        | Parts for Rental Meter              |         |
| <b>Total HENRYS WATERWORKS INC</b>          |                             | \$212.64                              |              |                                     |         |
| Paid Chk# 061011                            | 8/21/2017                   | <b>INT L UNION OF OPER. ENGINEERS</b> |              |                                     |         |
| G 101-2360                                  | PAYROLL CLEARING UNION DUES | \$379.00                              |              | * Union dues                        |         |
| <b>Total INT L UNION OF OPER. ENGINEERS</b> |                             | \$379.00                              |              |                                     |         |
| Paid Chk# 061012                            | 8/21/2017                   | <b>J. NED DOW</b>                     |              |                                     |         |
| E 101-43121-401                             | BLDG/STRUCT MAINTENANCE     | \$279.00                              | 719080       | Vehicle Lift Inspection and Repair  |         |
| <b>Total J. NED DOW</b>                     |                             | \$279.00                              |              |                                     |         |
| Paid Chk# 061013                            | 8/21/2017                   | <b>LECY BROS. HOMES</b>               |              |                                     |         |
| G 101-2025                                  | DEPOSITS PAYABLE            | \$5,000.00                            | MB-16215 R-7 | 3770 Woodland Cove Temp Co Rfd      |         |
| G 101-2025                                  | DEPOSITS PAYABLE            | \$1,000.00                            | MB-16215 R-7 | 3770 Woodland Cove Tree Deposit Rfd |         |
| <b>Total LECY BROS. HOMES</b>               |                             | \$6,000.00                            |              |                                     |         |
| Paid Chk# 061014                            | 8/21/2017                   | <b>LELS</b>                           |              |                                     |         |
| G 101-2360                                  | PAYROLL CLEARING UNION DUES | \$588.00                              | Aug 2017     | PD Union Dues (12x\$49)             |         |
| G 101-2360                                  | PAYROLL CLEARING UNION DUES | \$588.00                              | Sept 2017    | PD Union Dues (12x\$49)             |         |
| <b>Total LELS</b>                           |                             | \$1,176.00                            |              |                                     |         |
| Paid Chk# 061015                            | 8/21/2017                   | <b>LEXISNEXIS</b>                     |              |                                     |         |
| E 101-42110-307                             | PROFESSIONAL SERVICES       | \$30.00                               | 1085510-1707 | Contract Fee                        |         |
| <b>Total LEXISNEXIS</b>                     |                             | \$30.00                               |              |                                     |         |
| Paid Chk# 061016                            | 8/21/2017                   | <b>LOFFLER COMPANIES INC MO</b>       |              |                                     |         |
| E 101-42110-202                             | COPY & PRINTING SUPPLIES    | \$154.37                              | 336986922    | Copier                              |         |
| <b>Total LOFFLER COMPANIES INC MO</b>       |                             | \$154.37                              |              |                                     |         |
| Paid Chk# 061017                            | 8/21/2017                   | <b>LOFFLER, INC</b>                   |              |                                     |         |
| E 101-41320-410                             | COMPUTER SERVICES/FEES      | \$1,251.60                            | 2582283      | General Support 8/1/17-8/31/17      |         |
| E 101-42110-410                             | COMPUTER SERVICES/FEES      | \$1,788.00                            | 2582283      | General Support 8/1/17-8/31/17      |         |
| E 101-43121-410                             | COMPUTER SERVICES/FEES      | \$268.20                              | 2582283      | General Support 8/1/17-8/31/17      |         |
| E 601-49440-410                             | COMPUTER SERVICES/FEES      | \$581.10                              | 2582283      | General Support 8/1/17-8/31/17      |         |

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JULY 2017 to AUGUST 2017

|   |                            | Check Amt                            | Invoice      | Comment                                  |
|---|----------------------------|--------------------------------------|--------------|--|
| E 602-49490-410                           | COMPUTER SERVICES/FEES     | \$581.10                             | 2582283      | General Support 8/1/17-8/31/17           |
| <b>Total LOFFLER, INC</b>                 |                            | <b>\$4,470.00</b>                    |              |  |
| <hr/>                                     |                            |                                      |              |  |
| Paid Chk# 061018                          | 8/21/2017                  | <b>M/I HOMES OF MPLS</b>             |              |  |
| G 101-2025                                | DEPOSITS PAYABLE           | \$10,000.00                          | MB-17041 R-8 | 6571 Bracken Drive                       |
| <b>Total M/I HOMES OF MPLS</b>            |                            | <b>\$10,000.00</b>                   |              |  |
| <hr/>                                     |                            |                                      |              |  |
| Paid Chk# 061019                          | 8/21/2017                  | <b>MATRIX COMMUNICATIONS, INC.</b>   |              |  |
| E 101-41940-321                           | TELEPHONE                  | \$140.00                             | 208751       | Service on Phones                        |
| <b>Total MATRIX COMMUNICATIONS, INC.</b>  |                            | <b>\$140.00</b>                      |              |  |
| <hr/>                                     |                            |                                      |              |  |
| Paid Chk# 061020                          | 8/21/2017                  | <b>MATTAMY MPLS USE</b>              |              |  |
| G 101-2025                                | DEPOSITS PAYABLE           | \$10,000.00                          | MB-14017 R-4 | 6941 Tonka Bend Rtn Temp Co              |
| G 101-2025                                | DEPOSITS PAYABLE           | \$10,000.00                          | MB-14018 R-4 | 6931 Tonka Bend Rtn Temp Co              |
| G 101-2025                                | DEPOSITS PAYABLE           | \$10,000.00                          | MB-14019 R-4 | 6921 Tonka Bend Rtn Temp Co              |
| G 101-2025                                | DEPOSITS PAYABLE           | \$10,000.00                          | MB-14020 R-4 | 6911 Tonka Bend Rtn Temp Co              |
| G 101-2025                                | DEPOSITS PAYABLE           | \$5,000.00                           | MB-16168 R-7 | 3746 Crane Island Rtn Temp Co            |
| G 101-2025                                | DEPOSITS PAYABLE           | \$5,000.00                           | MB-16169 R-7 | 4346 Creekside Way Rtn Temp Co           |
| G 101-2025                                | DEPOSITS PAYABLE           | \$5,000.00                           | MB-16171 R-7 | 4280 Cottagewood Rtn Temp Co             |
| G 101-2025                                | DEPOSITS PAYABLE           | \$5,000.00                           | MB-16199 R75 | 3744 Crane Island Rtn Temp Co            |
| G 101-2025                                | DEPOSITS PAYABLE           | \$5,000.00                           | MB-16207 R-7 | 4332 Cottagewood Rtn Temp Co             |
| G 101-2025                                | DEPOSITS PAYABLE           | \$5,000.00                           | MB-16251 R-7 | 4284 Cottagewood Rtn Temp Co             |
| G 101-2025                                | DEPOSITS PAYABLE           | \$5,000.00                           | MB-16259 R78 | 4252 Cottagewood Ct Rtn Temp Co          |
| G 101-2025                                | DEPOSITS PAYABLE           | \$10,000.00                          | MB-17006 R-7 | 6862 Big Woods Dr Rtn Temp Co            |
| <b>Total MATTAMY MPLS USE</b>             |                            | <b>\$85,000.00</b>                   |              |  |
| <hr/>                                     |                            |                                      |              |  |
| Paid Chk# 061021                          | 8/21/2017                  | <b>MET COUNCIL (SAC)</b>             |              |  |
| G 602-2395                                | SAC CLEARING               | \$22,141.35                          | July 2017    | * Monthly SAC                            |
| <b>Total MET COUNCIL (SAC)</b>            |                            | <b>\$22,141.35</b>                   |              |  |
| <hr/>                                     |                            |                                      |              |  |
| Paid Chk# 061022                          | 8/21/2017                  | <b>MET COUNCIL ENVIRONMENTAL SVC</b> |              |  |
| E 602-49490-438                           | EXPENSE MWCC               | \$22,913.15                          | 0001071280   | * Monthly Sewer                          |
| <b>otal MET COUNCIL ENVIRONMENTAL SVC</b> |                            | <b>\$22,913.15</b>                   |              |  |
| <hr/>                                     |                            |                                      |              |  |
| Paid Chk# 061023                          | 8/21/2017                  | <b>METERING AND TECHNOLOGY</b>       |              |  |
| E 601-49440-227                           | UTILITY SYSTEM MAINT SUPPL | \$1,520.93                           | 9526         | Meter Ends                               |
| <b>Total METERING AND TECHNOLOGY</b>      |                            | <b>\$1,520.93</b>                    |              |  |
| <hr/>                                     |                            |                                      |              |  |
| Paid Chk# 061024                          | 8/21/2017                  | <b>MID COUNTY</b>                    |              |  |
| E 601-49440-212                           | MOTOR FUELS AND LUBRICAN   | \$229.77                             | 21451        | Dyed Diesel Fuel                         |
| E 602-49490-212                           | MOTOR FUELS AND LUBRICAN   | \$229.77                             | 21451        | Dyed Diesel Fuel                         |
| E 101-43121-212                           | MOTOR FUELS AND LUBRICAN   | \$1,838.17                           | 21451        | Dyed Diesel Fuel                         |
| E 101-42110-212                           | MOTOR FUELS AND LUBRICAN   | \$551.38                             | 31432        | Squad Fuel                               |
| E 101-42110-212                           | MOTOR FUELS AND LUBRICAN   | \$570.63                             | 31490        | Squad Fuel                               |
| <b>Total MID COUNTY</b>                   |                            | <b>\$3,419.72</b>                    |              |  |
| <hr/>                                     |                            |                                      |              |  |
| Paid Chk# 061025                          | 8/21/2017                  | <b>MINI BIFF INC</b>                 |              |  |
| E 101-45202-401                           | BLDG/STRUCT MAINTENANCE    | \$70.38                              | A-88287      | Biff                                     |
| E 101-45202-401                           | BLDG/STRUCT MAINTENANCE    | \$70.38                              | A-88345      | Biff                                     |
| <b>Total MINI BIFF INC</b>                |                            | <b>\$140.76</b>                      |              |  |
| <hr/>                                     |                            |                                      |              |  |
| Paid Chk# 061026                          | 8/21/2017                  | <b>MOUND TRUE VALUE HARDWARE</b>     |              |  |
| E 601-49440-227                           | UTILITY SYSTEM MAINT SUPPL | \$59.98                              | 145241       | South Treament Plant Equip               |
| E 602-49490-221                           | EQUIPMENT PARTS, TIRES     | \$37.46                              | 145277       | Parts for Pressure Washer                |
| E 601-49440-227                           | UTILITY SYSTEM MAINT SUPPL | (\$59.98)                            | 145300       | Credit                                   |
| E 602-49490-227                           | UTILITY SYSTEM MAINT SUPPL | \$14.48                              | 145301       | Cleaning Supplies                        |
| E 601-49440-227                           | UTILITY SYSTEM MAINT SUPPL | \$12.48                              | 145314       | Eye Wash Repair                          |
| E 601-49440-227                           | UTILITY SYSTEM MAINT SUPPL | \$33.96                              | 145458       | North and South Treatment Plant Supplies |
| E 601-49440-322                           | POSTAGE                    | \$48.08                              | 145543       | Water Samples                            |

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JULY 2017 to AUGUST 2017

|  |                            | Check Amt                            | Invoice      | Comment                        |
|--|----------------------------|--------------------------------------|--------------|--------------------------------|
| E 601-49440-227                            | UTILITY SYSTEM MAINT SUPPL | \$27.40                              | 145678       | Painting Supplies              |
| E 601-49440-227                            | UTILITY SYSTEM MAINT SUPPL | \$72.98                              | 145709       | Paint and Mailing Supplies     |
| E 101-43121-221                            | EQUIPMENT PARTS, TIRES     | \$17.41                              | 145791       | Repair of Water Tank           |
| E 601-49440-322                            | POSTAGE                    | \$19.14                              | 145818       | Maining of Water Samples       |
| E 602-49490-401                            | BLDG/STRUCT MAINTENANCE    | \$5.98                               | 145818       | Soap                           |
| E 101-45202-402                            | LAWN MAINTENANCE           | \$13.99                              | 145837       | Weed and Feed Shrubs           |
| <b>Total MOUND TRUE VALUE HARDWARE</b>     |                            | \$303.36                             |              |                                |
| Paid Chk# 061027                           | 8/21/2017                  | <b>MOUND TRUE VALUE-PD</b>           |              |                                |
| E 101-42110-211                            | CLEANING & MAINT SUPPLIES  | \$6.49                               | 145613       | Tire Foam                      |
| <b>Total MOUND TRUE VALUE-PD</b>           |                            | \$6.49                               |              |                                |
| Paid Chk# 061028                           | 8/21/2017                  | <b>MUONIO CONSTRUCTION</b>           |              |                                |
| G 101-2025                                 | DEPOSITS PAYABLE           | \$5,000.00                           | MB-15252 R-7 | 6065 Sunnyfield Rtn Temp Co    |
| <b>Total MUONIO CONSTRUCTION</b>           |                            | \$5,000.00                           |              |                                |
| Paid Chk# 061029                           | 8/21/2017                  | <b>NORTHERN TOOL &amp; EQUIPMENT</b> |              |                                |
| E 602-49490-240                            | SMALL TOOLS AND MINOR EQ   | \$54.99                              | 38401971     | Pipe Wrench Set                |
| E 101-43121-240                            | SMALL TOOLS AND MINOR EQ   | \$86.34                              | 38440293     | Gauge Inflators                |
| <b>Total NORTHERN TOOL &amp; EQUIPMENT</b> |                            | \$141.33                             |              |                                |
| Paid Chk# 061030                           | 8/21/2017                  | <b>OFFICE DEPOT - CHICAGO</b>        |              |                                |
| E 101-42110-201                            | OFFICE SUPPLIES            | \$14.99                              | 949594291001 | Binder                         |
| E 101-42110-201                            | OFFICE SUPPLIES            | \$34.45                              | 949595971001 | Notes, Sheet Protector         |
| E 101-42110-201                            | OFFICE SUPPLIES            | \$8.99                               | 949595972001 | Flags Post It                  |
| <b>Total OFFICE DEPOT - CHICAGO</b>        |                            | \$58.43                              |              |                                |
| Paid Chk# 061031                           | 8/21/2017                  | <b>PEAK HEATING AND COOLING</b>      |              |                                |
| E 101-41940-401                            | BLDG/STRUCT MAINTENANCE    | \$744.30                             | 14129        | Repair AC City                 |
| E 101-41940-401                            | BLDG/STRUCT MAINTENANCE    | \$389.33                             | 14232        | Repair AC unit                 |
| <b>Total PEAK HEATING AND COOLING</b>      |                            | \$1,133.63                           |              |                                |
| Paid Chk# 061032                           | 8/21/2017                  | <b>PLUNKETTS</b>                     |              |                                |
| E 101-43121-401                            | BLDG/STRUCT MAINTENANCE    | \$97.34                              | 5713335      | Pest Control                   |
| E 101-42110-401                            | BLDG/STRUCT MAINTENANCE    | \$150.00                             | 5713336      | Pest Control                   |
| <b>Total PLUNKETTS</b>                     |                            | \$247.34                             |              |                                |
| Paid Chk# 061033                           | 8/21/2017                  | <b>PREMIUM WATERS, INC</b>           |              |                                |
| E 101-41940-211                            | CLEANING & MAINT SUPPLIES  | \$134.14                             | 605123-07-17 | Water                          |
| <b>Total PREMIUM WATERS, INC</b>           |                            | \$134.14                             |              |                                |
| Paid Chk# 061034                           | 8/21/2017                  | <b>PRIDE CONSTRUCTION</b>            |              |                                |
| E 404-45202-530                            | IMPROVEMENTS               | \$6,000.00                           |              | Lisle Park Project             |
| E 601-49440-402                            | LAWN MAINTENANCE           | \$2,500.00                           |              | Tile by Treatment Plant        |
| E 101-41940-402                            | LAWN MAINTENANCE           | \$2,000.00                           |              | Tile in Wet Area               |
| <b>Total PRIDE CONSTRUCTION</b>            |                            | \$10,500.00                          |              |                                |
| Paid Chk# 061035                           | 8/21/2017                  | <b>ROBERT THOMAS HOMES</b>           |              |                                |
| G 101-2025                                 | DEPOSITS PAYABLE           | \$5,000.00                           | MB-16011 R-6 | 5665 Dutch Lake Dr Rtn Temp Co |
| G 101-2025                                 | DEPOSITS PAYABLE           | \$1,000.00                           | MB-16118 R-6 | 1661 Dutch Lake Dr Tree Dep    |
| G 101-2025                                 | DEPOSITS PAYABLE           | \$1,000.00                           | MB-16133 R-6 | 5617 Dutch Lake Dr Tree Dep    |
| <b>Total ROBERT THOMAS HOMES</b>           |                            | \$7,000.00                           |              |                                |
| Paid Chk# 061036                           | 8/21/2017                  | <b>SHRED IT USA INC</b>              |              |                                |
| E 101-41320-307                            | PROFESSIONAL SERVICES      | \$76.46                              | 8122831801   | Shred                          |
| <b>Total SHRED IT USA INC</b>              |                            | \$76.46                              |              |                                |
| Paid Chk# 061037                           | 8/21/2017                  | <b>SMITH, LIZ</b>                    |              |                                |
| G 101-2025                                 | DEPOSITS PAYABLE           | \$5,000.00                           | MB-12149 R62 | Rtn Temp Co 255 Ingerson       |

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JULY 2017 to AUGUST 2017

|                         |                                       |                                       | Check Amt  | Invoice    | Comment   |
|-------------------------|---------------------------------------|---------------------------------------|------------|------------|---|
| <b>Total SMITH, LIZ</b> |                                       |                                       | \$5,000.00 |            |   |
| Paid Chk# 061038        | 8/21/2017                             | <b>SPECIALIZED ENVIROMENTAL TECH</b>  |            |            |   |
| E 101-45202-437         | MISCELLANEOUS EXPENSE                 |                                       | \$288.00   | 22024      | Mulch for Trees at Parks                          |
| <b>Total</b>            | <b>SPECIALIZED ENVIROMENTAL TECH</b>  |                                       | \$288.00   |            |   |
| Paid Chk# 061039        | 8/21/2017                             | <b>STARKETE LLC</b>                   |            |            |   |
| E 101-43121-224         | STREET MAINTENANCE SUPPL              |                                       | \$5,500.00 | 1077       | Curb Replacement in Saunders                      |
| <b>Total</b>            | <b>STARKETE LLC</b>                   |                                       | \$5,500.00 |            |   |
| Paid Chk# 061040        | 8/21/2017                             | <b>TASC FLEX SYSTEMS REIMBURSEMEN</b> |            |            |   |
| E 101-42110-437         | MISCELLANEOUS EXPENSE                 |                                       | \$49.38    | IN1081972  | Admin Fees  |
| <b>tal</b>              | <b>TASC FLEX SYSTEMS REIMBURSEMEN</b> |                                       | \$49.38    |            |   |
| Paid Chk# 061041        | 8/21/2017                             | <b>TEAM LABORATORY CHEMICAL CORP</b>  |            |            |   |
| E 602-49490-227         | UTILITY SYSTEM MAINT SUPPL            |                                       | \$318.00   | INV0007659 | Scent Blocks for Manholes                         |
| <b>otal</b>             | <b>TEAM LABORATORY CHEMICAL CORP</b>  |                                       | \$318.00   |            |   |
| Paid Chk# 061042        | 8/21/2017                             | <b>TEMACA LAWN SPRINKLERS, INC</b>    |            |            |   |
| E 601-49440-437         | MISCELLANEOUS EXPENSE                 |                                       | \$127.26   | 4128       | Irrigation Repair-Damaged During Curb Stop Repair |
| <b>Total</b>            | <b>TEMACA LAWN SPRINKLERS, INC</b>    |                                       | \$127.26   |            |   |
| Paid Chk# 061043        | 8/21/2017                             | <b>THE DALE GREEN COMPANY</b>         |            |            |   |
| E 101-43121-224         | STREET MAINTENANCE SUPPL              |                                       | \$576.00   |            | Black Dirt  |
| <b>Total</b>            | <b>THE DALE GREEN COMPANY</b>         |                                       | \$576.00   |            |   |
| Paid Chk# 061044        | 8/21/2017                             | <b>THE MORRIS LEATHERMAN CO</b>       |            |            |   |
| E 101-49020-437         | MISCELLANEOUS EXPENSE                 |                                       | \$9,500.00 | 081517.2   | Survey -Partial Payment                           |
| <b>Total</b>            | <b>THE MORRIS LEATHERMAN CO</b>       |                                       | \$9,500.00 |            |   |
| Paid Chk# 061045        | 8/21/2017                             | <b>TIMBERWALL LANDSCAPING INC.</b>    |            |            |   |
| E 101-45202-402         | LAWN MAINTENANCE                      |                                       | \$120.52   | 10088244   | Edging for planting bed at Gillespie              |
| <b>Total</b>            | <b>TIMBERWALL LANDSCAPING INC.</b>    |                                       | \$120.52   |            |   |
| Paid Chk# 061046        | 8/21/2017                             | <b>TOLL GAS &amp; WELDING SUPPLY</b>  |            |            |   |
| E 101-43121-215         | SHOP MATERIALS                        |                                       | \$22.08    | 40068524   | Med Acetylene Cyl                                 |
| <b>Total</b>            | <b>TOLL GAS &amp; WELDING SUPPLY</b>  |                                       | \$22.08    |            |   |
| Paid Chk# 061047        | 8/21/2017                             | <b>TRUGREEN CHEMLAWN</b>              |            |            |   |
| E 101-45202-402         | LAWN MAINTENANCE                      |                                       | \$1,546.00 | 70175639   | Weed Control                                      |
| E 101-41940-402         | LAWN MAINTENANCE                      |                                       | \$220.00   | 70175639   | Weed Control                                      |
| E 601-49440-402         | LAWN MAINTENANCE                      |                                       | \$140.00   | 70175639   | Weed Control                                      |
| E 602-49490-402         | LAWN MAINTENANCE                      |                                       | \$60.00    | 70175639   | Weed Control                                      |
| <b>Total</b>            | <b>TRUGREEN CHEMLAWN</b>              |                                       | \$1,966.00 |            |   |
| Paid Chk# 061048        | 8/21/2017                             | <b>UNIFORMS UNLIMITED, INC.</b>       |            |            |   |
| E 101-42110-417         | UNIFORMS                              |                                       | \$295.00   | 46334-2    | Uniform   |
| <b>Total</b>            | <b>UNIFORMS UNLIMITED, INC.</b>       |                                       | \$295.00   |            |   |
| Paid Chk# 061049        | 8/21/2017                             | <b>UNITED FARMERS CORP</b>            |            |            |   |
| E 101-43121-212         | MOTOR FUELS AND LUBRICAN              |                                       | \$21.98    | 853769     | 2 Cycle oil for Mixed Gas                         |
| E 101-43121-224         | STREET MAINTENANCE SUPPL              |                                       | \$119.98   | 85484      | Weed/Grass Killer                                 |
| <b>Total</b>            | <b>UNITED FARMERS CORP</b>            |                                       | \$141.96   |            |   |
| Paid Chk# 061050        | 8/21/2017                             | <b>US BANK CORPORATE SYSTEMS</b>      |            |            |   |
| E 101-45202-437         | MISCELLANEOUS EXPENSE                 |                                       | \$230.62   | 07/11/17   | Nursery Stock Dealer Certificate                  |
| E 101-42401-433         | DUES & SUBSRIPT & TRAINING            |                                       | \$110.98   | 07/13/17   | Szykalski-Bldg Off Lodging                        |
| E 101-42110-431         | TRAIN/MTG/EXP & SUPPLIES              |                                       | \$89.95    | 07/14/17   | Training Equipment                                |
| E 101-41110-437         | MISCELLANEOUS EXPENSE                 |                                       | \$50.00    | 07/17/17   | Food-Council Mtg                                  |



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JULY 2017 to AUGUST 2017

|   |                             | Check Amt                         | Invoice       | Comment                               |
|---|-----------------------------|-----------------------------------|---------------|---------------------------------------|
| E 101-41320-433                         | DUES & SUBSCRIPT & TRAINING | \$225.00                          | 07/19/17      | Grimm-MNGFOA                          |
| E 101-42110-434                         | POLICE TRAINING             | \$375.00                          | 07/19/17      | Brown-DMT Training                    |
| E 101-43121-215                         | SHOP MATERIALS              | \$104.93                          | 07/26/17      | Anti Restart Plug for OSHA compliance |
| E 101-45202-402                         | LAWN MAINTENANCE            | \$293.56                          | 07/26/17      | Plants for bed for Gillespie Park     |
| E 101-41910-433                         | DUES & SUBSCRIPT & TRAINING | (\$60.00)                         | 07/27/17      | Land Use Seminar-Credit               |
| E 101-43121-221                         | EQUIPMENT PARTS, TIRES      | \$376.75                          | 07/27/17      | Parts Truck                           |
| E 101-45202-402                         | LAWN MAINTENANCE            | \$101.33                          | 07/28/17      | Plants for bed for Gillespie Park     |
| E 101-42401-433                         | DUES & SUBSCRIPT & TRAINING | \$95.00                           | 07/31/17      | Dues-State Chapter Inspections        |
| E 101-42401-433                         | DUES & SUBSCRIPT & TRAINING | \$135.00                          | 08/01/17      | Dues-ICC                              |
| E 602-49490-227                         | UTILITY SYSTEM MAINT SUPPL  | \$48.90                           | 08/02/17      | Handle for Lift Station #3            |
| E 101-41110-437                         | MISCELLANEOUS EXPENSE       | \$41.00                           | 08/07/17      | Food-Council Mtg                      |
| <b>Total US BANK CORPORATE SYSTEMS</b>  |                             | <b>\$2,218.02</b>                 |               |                                       |
| <hr/>                                   |                             |                                   |               |                                       |
| Paid Chk# 061051                        | 8/21/2017                   | <b>USA BLUEBOOK</b>               |               |                                       |
| E 601-49440-227                         | UTILITY SYSTEM MAINT SUPPL  | \$1,628.92                        | 324048        | Water Testing Chemicals               |
| <b>Total USA BLUEBOOK</b>               |                             | <b>\$1,628.92</b>                 |               |                                       |
| <hr/>                                   |                             |                                   |               |                                       |
| Paid Chk# 061052                        | 8/21/2017                   | <b>USA SECURITY</b>               |               |                                       |
| E 101-42110-401                         | BLDG/STRUCT MAINTENANCE     | \$18.75                           | 22344         | Remote Support                        |
| <b>Total USA SECURITY</b>               |                             | <b>\$18.75</b>                    |               |                                       |
| <hr/>                                   |                             |                                   |               |                                       |
| Paid Chk# 061053                        | 8/21/2017                   | <b>WACONIA FORD MERCURY</b>       |               |                                       |
| E 101-43121-404                         | VEHICLE & EQUIP MAINT       | \$113.45                          | FOCS113851    | Unit 6-Works                          |
| E 101-42110-221                         | EQUIPMENT PARTS, TIRES      | \$525.07                          | FOCS114070    | Unit 72-The Works                     |
| <b>Total WACONIA FORD MERCURY</b>       |                             | <b>\$638.52</b>                   |               |                                       |
| <hr/>                                   |                             |                                   |               |                                       |
| Paid Chk# 061054                        | 8/21/2017                   | <b>WASTE MANAGEMENT</b>           |               |                                       |
| E 671-43230-384                         | REFUSE REMOVAL              | \$9,075.50                        | 7053059-1593- | * Recycling                           |
| <b>Total WASTE MANAGEMENT</b>           |                             | <b>\$9,075.50</b>                 |               |                                       |
| <hr/>                                   |                             |                                   |               |                                       |
| Paid Chk# 061055                        | 8/21/2017                   | <b>WM MUELLER &amp; SONS INC.</b> |               |                                       |
| E 101-43121-224                         | STREET MAINTENANCE SUPPL    | \$117.42                          | 226081        | Blacktop                              |
| E 101-43121-224                         | STREET MAINTENANCE SUPPL    | \$575.13                          | 226195        | Blacktop                              |
| E 101-43121-224                         | STREET MAINTENANCE SUPPL    | \$801.99                          | 226326        | Blacktop                              |
| E 101-43121-224                         | STREET MAINTENANCE SUPPL    | \$171.00                          | 226440        | Blacktop                              |
| E 101-43121-224                         | STREET MAINTENANCE SUPPL    | \$341.43                          | 226571        | Blacktop                              |
| <b>Total WM MUELLER &amp; SONS INC.</b> |                             | <b>\$2,006.97</b>                 |               |                                       |
| <hr/>                                   |                             |                                   |               |                                       |
| Paid Chk# 061056                        | 8/21/2017                   | <b>WSB &amp; ASSOCIATES, INC.</b> |               |                                       |
| E 406-43121-303                         | ENGINEERING SERV            | \$5,159.50                        | 1 002121-930  | Pavement Management                   |
| G 801-1170                              | LAND USE RECEIVABLE         | \$244.00                          | 1 R-010345-00 | * Sunnyfield Addition                 |
| G 801-1170                              | LAND USE RECEIVABLE         | \$244.00                          | 1 R-010346-00 | * Red Oak View                        |
| G 801-1170                              | LAND USE RECEIVABLE         | \$567.00                          | 11 002121-750 | * Waterset Dev ML-16014               |
| E 651-49590-303                         | ENGINEERING SERV            | \$621.25                          | 12 002121-800 | Westwood Drive Drainage Improv        |
| E 101-42401-303                         | ENGINEERING SERV            | \$3,795.00                        | 14 002121-660 | * Bldg Permits/Review                 |
| E 490-43122-303                         | ENGINEERING SERV            | \$10,060.50                       | 15 002121-690 | Enchanted Lane Reconstruct            |
| E 490-43122-303                         | ENGINEERING SERV            | \$24,001.26                       | 17 002121-640 | Halstead Drive Recon                  |
| E 406-43121-303                         | ENGINEERING SERV            | \$378.00                          | 17 002121-740 | 2016 Mill and Overlay Improv          |
| E 651-49590-303                         | ENGINEERING SERV            | \$550.00                          | 2 002121-960  | SWAMP                                 |
| E 601-49440-303                         | ENGINEERING SERV            | \$3,973.00                        | 2 R-010093-00 | Water System Modeling and Analysis    |
| G 801-1170                              | LAND USE RECEIVABLE         | \$5,002.00                        | 20 002121-550 | * Dutch Lake Knoll 2nd Addition       |
| E 491-43241-303                         | ENGINEERING SERV            | \$400.00                          | 20 002121-580 | Water System Improv                   |
| E 651-49590-303                         | ENGINEERING SERV            | \$436.00                          | 27 002092-390 | MS4 Services                          |
| G 801-1170                              | LAND USE RECEIVABLE         | \$9,294.00                        | 29 002121-410 | * Woodland Cove                       |
| G 801-1170                              | LAND USE RECEIVABLE         | \$29.25                           | 3 002121-770  | * At and T Antenna                    |
| G 801-1170                              | LAND USE RECEIVABLE         | \$2,121.25                        | 3 002121-810  | *Woodland Cove AUAR                   |
| G 801-1170                              | LAND USE RECEIVABLE         | \$336.00                          | 3 002121-950  | * Mound Westonka School Addn          |
| G 801-1170                              | LAND USE RECEIVABLE         | \$378.00                          | 39 002121-340 | * Red Oak                             |

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JULY 2017 to AUGUST 2017

|   |                             |           | Check Amt                             | Invoice       | Comment                          |
|---|-----------------------------|-----------|---------------------------------------|---------------|----------------------------------|
| G 801-1170                                | LAND USE RECEIVABLE         |           | \$40.00                               | 4 002121-880  | * Serenity Hill                  |
| G 801-1170                                | LAND USE RECEIVABLE         |           | \$80.00                               | 4 002121-940  | * Merrywood Ln CUP               |
| G 801-1170                                | LAND USE RECEIVABLE         |           | \$560.00                              | 45 002121-200 | * Woodland Cove Plat             |
| E 601-49440-303                           | ENGINEERING SERV            |           | \$500.00                              | 6 001741-945  | General Engineering Svcs         |
| E 602-49490-303                           | ENGINEERING SERV            |           | \$500.00                              | 6 001741-945  | General Engineering Svcs         |
| E 651-49590-303                           | ENGINEERING SERV            |           | \$500.00                              | 6 001741-945  | General Engineering Svcs         |
| E 101-42600-303                           | ENGINEERING SERV            |           | \$1,000.00                            | 6 001741-945  | General Engineering Svcs         |
| E 490-43122-303                           | ENGINEERING SERV            |           | \$109.00                              | 6 001741-945  | General Engineering Svcs         |
| E 101-42401-303                           | ENGINEERING SERV            |           | \$1,980.00                            | 6 002121-870  | * Bldg Permits/Review            |
| G 801-1170                                | LAND USE RECEIVABLE         |           | \$4,212.00                            | 6 002121-890  | * WCA Services                   |
| E 406-43121-303                           | ENGINEERING SERV            |           | \$160.00                              | 6 002121-900  | Crack Fill and Seal Coat Proj    |
| G 801-1170                                | LAND USE RECEIVABLE         |           | \$360.00                              | 6 002121-920  | * Woodland Cove Lake             |
| G 801-1170                                | LAND USE RECEIVABLE         |           | \$160.00                              | 7 002121-710  | * Serenity Hill on Halstead      |
| E 406-43121-303                           | ENGINEERING SERV            |           | \$972.83                              | 7 002121-860  | 2017 Mill and Overlay Improv     |
| G 801-1170                                | LAND USE RECEIVABLE         |           | \$372.00                              | 8 002121-530  | * Mader Property                 |
| G 801-1170                                | LAND USE RECEIVABLE         |           | \$320.00                              | 8 002121-830  | * MCES Forcemain Improv          |
| E 490-43122-303                           | ENGINEERING SERV            |           | \$132.00                              | 9 002121-680  | Grandview Ave Improv             |
| <b>Total WSB &amp; ASSOCIATES, INC.</b>   |                             |           | <b>\$79,547.84</b>                    |               |                                  |
| <hr/>                                     |                             |           |                                       |               |                                  |
| Paid Chk#                                 | 061057                      | 8/21/2017 | <b>XCEL ENERGY-MN</b>                 |               |                                  |
| E 101-45202-401                           | BLDG/STRUCT MAINTENANCE     |           | \$26.32                               | 51-001102400  | Irrigation                       |
| E 602-49490-381                           | ELECTRIC UTILITIES          |           | \$14.21                               | 51-7712620-6  | Flow 18                          |
| E 602-49490-381                           | ELECTRIC UTILITIES          |           | \$19.84                               | 51-8558010-1  | Lift 19                          |
| E 602-49490-381                           | ELECTRIC UTILITIES          |           | \$19.71                               | 51-8724735-0  | Lift 16                          |
| E 101-45202-401                           | BLDG/STRUCT MAINTENANCE     |           | \$25.24                               | 51-9214996-5  | Irrigation                       |
| E 101-43160-381                           | ELECTRIC UTILITIES          |           | \$66.73                               | 51-9440119-3  | Electricity-                     |
| E 601-49440-381                           | ELECTRIC UTILITIES          |           | \$52.06                               | 51-9805951-5  | Well #2-Electricity              |
| <b>Total XCEL ENERGY-MN</b>               |                             |           | <b>\$224.11</b>                       |               |                                  |
| <hr/>                                     |                             |           |                                       |               |                                  |
| Paid Chk#                                 | 1000951E                    | 8/3/2017  | <b>AFLAC</b>                          |               |                                  |
| G 101-2348                                | AFLAC INS                   |           | \$320.42                              |               | * Aflac Supplemental Insurance   |
| <b>Total AFLAC</b>                        |                             |           | <b>\$320.42</b>                       |               |                                  |
| <hr/>                                     |                             |           |                                       |               |                                  |
| Paid Chk#                                 | 1000952E                    | 8/3/2017  | <b>DELTA DENTAL</b>                   |               |                                  |
| E 101-41320-131                           | HEALTH & LIFE INS - E CONTR |           | \$195.45                              | 6983083       | Delta Dental Prem - Admin        |
| E 101-43121-131                           | HEALTH & LIFE INS - E CONTR |           | \$446.46                              | 6983083       | Delta Dental Prem - PW           |
| E 101-43125-131                           | HEALTH & LIFE INS - E CONTR |           | \$105.53                              | 6983083       | Delta Dental Prem - PW           |
| E 101-45202-131                           | HEALTH & LIFE INS - E CONTR |           | \$56.82                               | 6983083       | Delta Dental Prem - PW           |
| E 101-42110-131                           | HEALTH & LIFE INS - E CONTR |           | \$680.35                              | 6983083       | Delta Dental Prem - PD           |
| E 601-49440-131                           | HEALTH & LIFE INS - E CONTR |           | \$178.10                              | 6983083       | Delta Dental Prem - PW           |
| E 602-49490-131                           | HEALTH & LIFE INS - E CONTR |           | \$155.97                              | 6983083       | Delta Dental Prem - PW           |
| E 651-49590-131                           | HEALTH & LIFE INS - E CONTR |           | \$62.72                               | 6983083       | Delta Dental Prem - PW           |
| E 101-41910-131                           | HEALTH & LIFE INS - E CONTR |           | \$42.00                               | 6983083       | Delta Dental Prem-PL             |
| E 101-42401-131                           | HEALTH & LIFE INS - E CONTR |           | \$152.65                              | 6983083       | Delta Dental Prem-Bdg            |
| <b>Total DELTA DENTAL</b>                 |                             |           | <b>\$2,076.05</b>                     |               |                                  |
| <hr/>                                     |                             |           |                                       |               |                                  |
| Paid Chk#                                 | 1000953E                    | 8/3/2017  | <b>TASC FLEX SYSTEMS REIMBURSEMEN</b> |               |                                  |
| G 101-2346                                | PR CLEARING DAYCARE FSA     |           | \$2,916.62                            |               | * Dependent Care                 |
| <b>tal TASC FLEX SYSTEMS REIMBURSEMEN</b> |                             |           | <b>\$2,916.62</b>                     |               |                                  |
| <hr/>                                     |                             |           |                                       |               |                                  |
| Paid Chk#                                 | 1000954E                    | 7/31/2017 | <b>BRIDGEWATER BANK</b>               |               |                                  |
| E 101-41320-437                           | MISCELLANEOUS EXPENSE       |           | \$70.00                               |               | JULY REMOTE DEPOSIT FEE          |
| <b>Total BRIDGEWATER BANK</b>             |                             |           | <b>\$70.00</b>                        |               |                                  |
| <hr/>                                     |                             |           |                                       |               |                                  |
| Paid Chk#                                 | 1000955E                    | 8/7/2017  | <b>PSN</b>                            |               |                                  |
| E 601-49440-307                           | PROFESSIONAL SERVICES       |           | \$337.82                              |               | MONTHLY ONLINE PAYMENT FEES JULY |
| E 602-49490-307                           | PROFESSIONAL SERVICES       |           | \$337.83                              |               | MONTHLY ONLINE PAYMENT FEES JULY |
| E 651-49590-307                           | PROFESSIONAL SERVICES       |           | \$225.22                              |               | MONTHLY ONLINE PAYMENT FEES JULY |

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JULY 2017 to AUGUST 2017

|   |  | Check Amt           | Invoice | Comment   |
|---|--|---------------------|---------|---|
| E 671-43230-307   | PROFESSIONAL SERVICES                        | \$225.22            |         | MONTHLY ONLINE PAYMENT FEES JULY                              |
|   | <b>Total PSN</b>                             | <b>\$1,126.09</b>   |         |   |
| <b>Paid Chk# 1000956E 8/15/2017 MN PUBLIC FACILITIES AUTHORITY</b>  |  |                     |         |   |
| E 491-47000-601   | BOND PRINCIPAL                               | \$48,000.00         |         | PRINCIPAL ON 2010 MN PUBLIC FACILITIES NOTE (WELL 2A)         |
| E 491-47000-611   | BOND INTEREST                                | \$2,356.39          |         | INTEREST ON 2010 MN PUBLIC FACILITIES NOTE (WELL 2A)          |
| E 491-47000-601   | BOND PRINCIPAL                               | \$431,000.00        |         | PRINCIPAL ON 2016 MN PUBLIC FACILITIES NOTE (WATER TREATMENT) |
| E 491-47000-611   | BOND INTEREST                                | \$40,536.68         |         | INTEREST ON 2016 MN PUBLIC FACILITIES NOTE (WATER TREATMENT)  |
|   | <b>Total MN PUBLIC FACILITIES AUTHORITY</b>  | <b>\$521,893.07</b> |         |   |
| <b>Paid Chk# 1000957E 8/11/2017 TASC FLEX SYSTEMS REIMBURSEMENT</b> |  |                     |         |   |
| G 101-2346  | PR CLEARING DAYCARE FSA                      | \$217.39            |         | * Dependent Care  |
|   | <b>Total TASC FLEX SYSTEMS REIMBURSEMENT</b> | <b>\$217.39</b>     |         |   |
| <b>Paid Chk# 1000958E 8/11/2017 INTERNAL REVENUE SERVICE</b>        |  |                     |         |   |
| G 101-2300  | PAYROLL CLEARING FED W/H                     | \$9,685.13          |         | * PR - Fed w/h  |
| G 101-2320  | PAYROLL CLEARING FICA                        | \$9,773.38          |         | * PR - SS/Medicare w/h  |
|   | <b>Total INTERNAL REVENUE SERVICE</b>        | <b>\$19,458.51</b>  |         |   |
| <b>Paid Chk# 1000959E 8/11/2017 MN DEPARTMENT OF REVENUE</b>        |  |                     |         |   |
| G 101-2310  | PAYROLL CLEARING STATE W/H                   | \$4,003.36          |         | * State w/h   |
|   | <b>Total MN DEPARTMENT OF REVENUE</b>        | <b>\$4,003.36</b>   |         |   |
| <b>Paid Chk# 1000960E 8/14/2017 PUBLIC EMPLOYEES RETIREMENT</b>     |  |                     |         |   |
| G 101-2330  | PAYROLL CLEARING PERA                        | \$18,049.39         |         | * Pera w/h  |
|   | <b>Total PUBLIC EMPLOYEES RETIREMENT</b>     | <b>\$18,049.39</b>  |         |   |
| <b>Paid Chk# 1000961E 8/14/2017 VOYA</b>                            |  |                     |         |   |
| G 101-2370  | PAYROLL CLEARING DEFERRED CO                 | \$400.00            |         | * Deferred Comp w/h   |
|   | <b>Total VOYA</b>                            | <b>\$400.00</b>     |         |   |
| <b>Paid Chk# 1000962E 8/14/2017 EDWARD JONES</b>                    |  |                     |         |   |
| G 101-2370  | PAYROLL CLEARING DEFERRED CO                 | \$1,587.78          |         | * Deferred Comp w/h   |
|   | <b>Total EDWARD JONES</b>                    | <b>\$1,587.78</b>   |         |   |
| <b>Paid Chk# 1000963E 8/14/2017 OPTUM</b>                           |  |                     |         |   |
| G 101-2347  | HSA CLEARING ACCT                            | \$4,896.60          |         | * HSA Employee and Employer Contribution                      |
|   | <b>Total OPTUM</b>                           | <b>\$4,896.60</b>   |         |   |
| <b>Paid Chk# 1000964E 8/14/2017 ICMA</b>                            |  |                     |         |   |
| G 101-2370  | PAYROLL CLEARING DEFERRED CO                 | \$746.73            |         | * Payroll Contributions                                       |
|   | <b>Total ICMA</b>                            | <b>\$746.73</b>     |         |   |
|   | <b>1010 1ST BK OF THE LAKES</b>              | <b>\$968,049.94</b> |         |   |

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JULY 2017 to AUGUST 2017

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**Fund Summary****1010 1ST BK OF THE LAKES**

|                                 |              |
|---------------------------------|--------------|
| 101 GENERAL FUND                | \$267,723.87 |
| 401 CAPITAL IMPROVEMENT PROGRAM | \$12,767.68  |
| 404 PARK DEDICATION FUND        | \$6,000.00   |
| 406 ROAD MAINTENANCE FUND       | \$6,670.33   |
| 490 STREET IMP CAPITAL PROJECTS | \$34,765.93  |
| 491 WATER IMP CAPITAL PROJECTS  | \$522,293.07 |
| 601 WATER FUND                  | \$15,230.98  |
| 602 SEWER FUND                  | \$66,052.84  |
| 651 STORM WATER MGMT FUND       | \$2,925.02   |
| 671 RECYCLING FUND              | \$9,300.72   |
| 801 LANDUSE AGENCY              | \$24,319.50  |
|                                 | \$968,049.94 |



## CITY OF MINNETRISTA

### REQUEST FOR CITY COUNCIL ACTION/DISCUSSION

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**Subject: Item –Resolution No \_\_ Approve 2017 Budget amendment/clarifications.**

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

**Meeting Date: August 21, 2017**

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**Item:** Staff monitors the current year budget each year. During the preliminary levy/budget process for 2018 over the last few months there were a couple items noted with the 2017 CIP. One was that the forklift that was in the 2018 CIP was moved to the 2017 to be purchased earlier with Council approval at the last meeting. As the 2018-2022 CIP was being discussed it was also noted that the bituminous overlay for the City Hall parking lot could be moved to 2019.

Next, there is formalizing/clarifying the account code that the general fund transfer to help cover the 2017 CIP expenses will be. This was on the general fund summary as a budgeted transfer and just needs to be added to the detail. See the attached sheets for additional information on this.

Lastly a budgeted transfer has been added to account for the 2% from the general fund to the water treatment project fund (water capital fund) for all of the administrative work related to the water treatment projects over the last couple of years. This transfer will be about \$200,000 based on the calculation and is a standard practice when the City does larger infrastructure projects. This was included in the 8-7-17 worksession packet and then general fund summary has been attached to packet item again.

The account codes that need to be updated are notated on the attached spreadsheet labeled budget amendment after the resolution.

**Recommended City Council Action:** Approve Res No\_ which approves budget amendment/clarifications for 2017

Does Recommended Action meet City Mission Statement?    Yes    No

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

Explain: Adapt to a changing economy – monitor budget

This agenda item is part of financial monitoring of the current year budget.

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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. \_\_\_\_\_**

**Approve Budget Amendment**

**WHEREAS**, The City monitors its annual budget, and has the ability to amend the budget during the year

**WHEREAS**, A few line items in association with annual budgeted transfers/allocations would be more accurately reflected with the attached budget amendments incorporated

**NOW, THEREFORE, IT BE RESOLVED**, by the City Council of the City of Minnetrista,

1. The City adopts the attached amendments/clarifications to the 2017 Budget

This resolution was adopted by the City Council of the City of Minnetrista on the 21st day of August 2017, by a vote of \_\_\_\_\_Ayes and \_\_\_\_\_Nays.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
(seal)

**2017 Budget Amendments**

| <b><u>Account Number</u></b>  | <b><u>Original<br/>Budget</u></b> | <b><u>Proposed<br/>Amendment</u></b> | <b><u>Final Budget</u></b> | <b><u>Reason for amendment</u></b>  |
|---|-----------------------------------|--------------------------------------|----------------------------|---|
| <b>General Fund Revenue/Financing Sources In Amendment</b>            |                                   |                                      |                            |   |
| 1) Transfer In -101-700-40000 -<br>General Fund Transfer In           | \$ -                              | \$ 200,000                           | \$ 200,000                 | Transfer in from water capital fund to general fund for administrative charge on 2016-2017 Water treatment Projects |
| <b>Subtotal on Revenue Amendments/Clarifications</b>                  |                                   | <b><u>\$ 200,000</u></b>             |                            |   |
| <br><b>Expenditure/Transfer Out Amendments</b>                        |                                   |                                      |                            |   |
| 1) E 401-43126-560 Equipment and Furnishings                          | \$ 117,800                        | \$ (55,000)                          | \$ 62,800                  | Moved bituminous Parking Lot City Hall work to 2019   |
| 2) E 401-43126-560 Equipment and Furnishings                          | \$ 117,800                        | \$ 17,895                            | \$ 80,695                  | Forklift Purchase moved up to 2017 8-7-17 meeting approved  |
| 3) E 101-49300-720 Transfers out                                      | \$ -                              | \$ 125,000                           | \$ 125,000                 | Formalized assignment of fund balance to transfer to CIP fund for portion of 2017 purchases                         |
| 3) E 491-49300-720 Transfers out                                      | \$ -                              | \$ 200,000                           | \$ 200,000                 | Transfer out to general fund for administrative charge on 2016-2017 Water treatment Projects                        |
| <b>Subtotal on Expenditure/Transfer Out Amendments/Clarifications</b> |                                   | <b><u>\$ 287,895</u></b>             |                            |   |

City of Minnetrista  
2017 Final Budget  
General Fund Summary

GENERAL FUND SUMMARY

|   | 2014<br>Actual      | Amended 2015<br>Budget | 2015<br>Actual      | Amended 2016<br>Budget | 2017<br>Draft       | Proposed %<br>Change          |
|---|---------------------|------------------------|---------------------|------------------------|---------------------|-------------------------------|
| <b>GENERAL FUND REVENUE</b>                                 |                     |                        |                     |                        |                     |                               |
| Property Tax  | \$ 3,205,321        | \$ 3,163,752           | \$ 3,188,270        | \$ 3,232,890           | \$ 3,246,041        | 0.4%                          |
| Licenses & Permits  | \$ 666,305          | \$ 402,675             | \$ 740,757          | \$ 593,500             | \$ 632,500          | 18.6%                         |
| Intergovernmental   | \$ 139,195          | \$ 292,400             | \$ 339,144          | \$ 111,800             | \$ 121,800          | 8.9%                          |
| Fines   | \$ 55,469           | \$ 65,000              | \$ 59,601           | \$ 58,000              | \$ 58,000           | 5.5%                          |
| Other/Charges for services                                  | \$ 499,092          | \$ 471,400             | \$ 406,583          | \$ 474,077             | \$ 496,656          | 4.8%                          |
| <b>TOTAL G.F. REVENUES</b>                                  | <b>\$ 4,565,382</b> | <b>\$ 4,395,227</b>    | <b>\$ 4,734,355</b> | <b>\$ 4,407,267</b>    | <b>\$ 4,554,997</b> | <b>3.4%</b>                   |
| <b>GENERAL FUND EXPEND.</b>                                 |                     |                        |                     |                        |                     |                               |
| Legislative   | \$ 34,688           | \$ 40,098              | \$ 40,623           | \$ 38,598              | \$ 38,898           | 0.8%                          |
| Administrative  | \$ 510,589          | \$ 445,570             | \$ 433,721          | \$ 463,847             | \$ 472,272          | 1.8%                          |
| Elections   | \$ 20,265           | \$ 1,000               | \$ 355              | \$ 20,250              | \$ 1,000            | -95.1%                        |
| Auditing  | \$ 20,000           | \$ 20,000              | \$ 20,000           | \$ 20,000              | \$ 23,850           | 19.3%                         |
| Assessor  | \$ 98,854           | \$ 106,000             | \$ 109,160          | \$ 114,000             | \$ 131,000          | 14.9%                         |
| Planning  | \$ 133,270          | \$ 171,687             | \$ 166,970          | \$ 231,229             | \$ 249,081          | 7.7%                          |
| Legal   | \$ 102,514          | \$ 96,000              | \$ 123,779          | \$ 96,000              | \$ 99,000           | 3.1%                          |
| Buildings   | \$ 102,870          | \$ 75,335              | \$ 75,355           | \$ 78,835              | \$ 80,597           | 2.2%                          |
| Police  | \$ 1,582,419        | \$ 1,716,498           | \$ 1,601,341        | \$ 1,852,514           | \$ 1,940,455        | 4.7%                          |
| Fire  | \$ 398,723          | \$ 402,000             | \$ 400,223          | \$ 410,040             | \$ 432,907          | 5.6%                          |
| Inspections   | \$ 223,164          | \$ 148,724             | \$ 198,481          | \$ 150,999             | \$ 221,549          | 46.7%                         |
| Engineering   | \$ 35,711           | \$ 23,000              | \$ 14,310           | \$ 23,000              | \$ 21,000           | -8.7%                         |
| Streets   | \$ 848,688          | \$ 729,916             | \$ 789,801          | \$ 767,070             | \$ 823,308          | 7.3%                          |
| Snow and Ice Removal  | \$ 126,469          | \$ 136,553             | \$ 70,005           | \$ 143,129             | \$ 142,077          | -0.7%                         |
| Street Lighting   | \$ 16,947           | \$ 18,000              | \$ 21,824           | \$ 18,000              | \$ 19,000           | 5.6%                          |
| Park Areas  | \$ 92,926           | \$ 104,189             | \$ 95,905           | \$ 114,874             | \$ 119,569          | 4.1%                          |
| Culture and Recreation - Gillespie                          | \$ 34,000           | \$ 34,000              | \$ 34,000           | \$ 34,000              | \$ 34,000           | 0.0%                          |
| Misc. Expense   | \$ 98,395           | \$ 14,500              | \$ 2,500            | \$ 84,500              | \$ 15,000           | -82.2%                        |
| Insurance   | \$ 10,837           | \$ 12,000              | \$ 11,189           | \$ 12,000              | \$ 10,000           | -16.7%                        |
| Transfers   | \$ 100,000          | \$ -                   | \$ -                | \$ 275,000             | \$ -                | -                             |
| <b>TOTAL G. F. EXPENDITURES</b>                             | <b>\$ 4,592,329</b> | <b>\$ 4,295,070</b>    | <b>\$ 4,209,542</b> | <b>\$ 4,947,885</b>    | <b>\$ 4,874,553</b> | <b>-1.5% with transfers</b>   |
| <b>G.F. SURPLUS/(DEFICIT)</b>                               | <b>\$ (26,947)</b>  | <b>\$ 100,157</b>      | <b>\$ 524,813</b>   | <b>\$ (540,618)</b>    | <b>\$ (319,556)</b> | <b>4.3% without transfers</b> |
| Potential Transfer to Surface Water Fund                    |                     |                        |                     |                        |                     |                               |
| **allocation of \$125,000 2015 surplus (tax levy reduction) |                     |                        |                     |                        |                     |                               |
| 2016 Projected positive variance                            |                     |                        |                     |                        |                     |                               |
| **Assigned fund balance to transfer to CIP Fund in 2017     |                     |                        |                     |                        |                     |                               |
| Enriched Road Fund balance plus second year assessments     |                     |                        |                     |                        |                     |                               |
| Transfers (2016 Budget Amendments)                          |                     |                        |                     |                        |                     |                               |
| <b>Year End Fund Balance</b>                                | <b>\$ 2,693,787</b> | <b>\$ 2,743,944</b>    | <b>\$ 3,218,600</b> | <b>\$ 2,837,982</b>    | <b>\$ 2,393,416</b> | <b>49.10%</b>                 |
|   | 62.72%              | 55.46%                 | 65.05%              | 57.36%                 |                     |                               |



City of Minnetrista  
2017 Proposed Final Budget  
Revenue Detail

(2)

|   | 2014<br>Actuals     | 2015<br>Budget       | 2015<br>Actuals   | 2016 Final<br>Budget | 2017<br>Proposed<br>Budget |
|---|---------------------|----------------------|-------------------|----------------------|----------------------------|
| <b>FUND 401 CAPITAL IMPROVEMENT PROGRAM</b>             |                     |                      |                   |                      |                            |
| R 401-100-31010 GENERAL PROPERTY TAX                    | \$ -                | \$ -                 | \$ -              | \$ -                 | \$ -                       |
| R 401-620-39310 GENERAL OBL BO - Equip CERT             | \$ -                | \$ 319,500           | \$ 331,000        | \$ 400,000           | \$ 275,000                 |
| R 401-610-36210 INTEREST ON INVESTMENT & CKG            | \$ 5,265            | \$ -                 | \$ 4,471          | \$ 2,000             | \$ 2,000                   |
| R 401-620-39101 SALE OF FIXED ASSETS                    | \$ 120,000          | \$ 21,211            | \$ 17,511         | \$ -                 | \$ -                       |
| R 401-700-40000 Transfers IN                            | \$ 100,000          | \$ 50,000            | \$ -              | \$ 125,000           | \$ 125,000                 |
| <b>TOTAL CIP FUND</b>                                   | <b>\$ 225,265</b>   | <b>\$ 390,711</b>    | <b>\$ 352,982</b> | <b>\$ 527,000</b>    | <b>\$ 402,000</b>          |
| <b>FUND 402 EMERG WARNING SIREN FUND</b>                |                     |                      |                   |                      |                            |
| R 402-610-36210 INTEREST ON INVESTMENT & CKG            | \$ 2,892            | \$ 1,000             | \$ 2,131          | \$ 1,000             | \$ 1,000                   |
| R 402-620-36230 CONTRIBUTIONS AND DONATIONS             | \$ 7,040            | \$ 2,000             | \$ 7,744          | \$ 2,000             | \$ 2,000                   |
| R 402-620-39310 GENERAL OBL BOND PROCEEDS               | \$ -                | \$ -                 | \$ -              | \$ -                 | \$ -                       |
| <b>TOTAL SIREN FUND</b>                                 | <b>\$ 9,932</b>     | <b>\$ 3,000</b>      | <b>\$ 9,875</b>   | <b>\$ 3,000</b>      | <b>\$ 3,000</b>            |
| <b>FUND 404 PARK DEDICATION FUND</b>                    |                     |                      |                   |                      |                            |
| R 404-300-33280 COUNTY GRANT                            | \$ -                | \$ -                 | \$ 100,000        | \$ -                 | \$ -                       |
| R 404-610-36210 INTEREST ON INVESTMENT & CKG            | \$ 16,888           | \$ 12,263            | \$ 14,425         | \$ 15,000            | \$ 8,010                   |
| R 404-620-36230 CONTRIBUTIONS AND DONATIONS             | \$ 381,473          | \$ 100,000           | \$ 176,349        | \$ 100,000           | \$ 100,000                 |
| R 404-620-36250 REFUNDS & REIMB                         | \$ -                | \$ -                 | \$ -              | \$ -                 | \$ -                       |
| <b>TOTAL PARK FUND</b>                                  | <b>\$ 398,361</b>   | <b>\$ 112,263</b>    | <b>\$ 290,774</b> | <b>\$ 115,000</b>    | <b>\$ 108,010</b>          |
| <b>FUND 406 ROAD MAINTENANCE FUND (New in 2011)</b>     |                     |                      |                   |                      |                            |
| R 406-100-31010 GENERAL PROPERTY TAX                    | \$ 50,000           | \$ 150,000           | \$ 150,000        | \$ 150,000           | \$ 250,000                 |
| R 406-400-34301 STREET STATE AID                        | \$ 81,556           | \$ 77,000            | \$ 87,047         | \$ 80,000            | \$ 85,000                  |
| R 406-400-34303 STREET DEPARTMENT                       | \$ -                | \$ -                 | \$ -              | \$ -                 | \$ -                       |
| R 406-400-70000 TRANSFERS IN                            | \$ -                | \$ -                 | \$ -              | \$ 150,000           | \$ -                       |
| R 406-610-36210 INTEREST ON INVESTMENT & CKG            | \$ 2,511            | \$ 5,000             | \$ 1,602          | \$ 5,000             | \$ 3,000                   |
| <b>TOTAL ROAD MAINTENANCE FUND</b>                      | <b>\$ 134,067</b>   | <b>\$ 232,000</b>    | <b>\$ 238,649</b> | <b>\$ 385,000</b>    | <b>\$ 338,000</b>          |
| <b>FUND 407 TREE REPLACEMENT FUND</b>                   |                     |                      |                   |                      |                            |
| R 407-610-36210 INTEREST ON INVESTMENT & CKG            | \$ 739              | \$ -                 | \$ 2,827          | \$ 1,665             | \$ 3,000                   |
| R 407-620-36230 CONTRIBUTIONS AND DONATIONS             | \$ 251,600          | \$ -                 | \$ -              | \$ -                 | \$ -                       |
| <b>TOTAL TREE REPLACEMENT FUND</b>                      | <b>\$ 252,339</b>   | <b>\$ -</b>          | <b>\$ 2,827</b>   | <b>\$ 1,665</b>      | <b>\$ 3,000</b>            |
| <b>FUND 490 STREET CAPITAL PROJECTS FUND</b>            |                     |                      |                   |                      |                            |
| R 490-100-31010 GENERAL PROPERTY TAX                    | \$ -                | \$ -                 | \$ -              | \$ -                 | \$ -                       |
| R 490-300-33610 COUNTY/STATE AID FOR HIGHWAY            | \$ -                | \$ -                 | \$ -              | \$ -                 | \$ -                       |
| R 490-610-36210 INTEREST ON INVESTMENT & CKG            | \$ 1,855            | \$ -                 | \$ 1,852          | \$ -                 | \$ 1,500                   |
| R 490-400-70000 TRANSFERS IN                            | \$ -                | \$ -                 | \$ -              | \$ -                 | \$ -                       |
| R 490-620-36250 REFUNDS AND REIMB                       | \$ -                | \$ -                 | \$ -              | \$ -                 | \$ -                       |
| <b>TOTAL STREET IMP FUND</b>                            | <b>\$ 1,855</b>     | <b>\$ -</b>          | <b>\$ 1,852</b>   | <b>\$ -</b>          | <b>\$ 1,500</b>            |
| <b>FUND 491 WATER CAPITAL PROJECTS FUND</b>             |                     |                      |                   |                      |                            |
| R 491-400-37150 WATER CONNECTION FEES                   | \$ 226,800          | \$ 202,500           | \$ 194,400        | \$ 202,500           | \$ 213,750                 |
| R 491-400-37151 WATER AREA CHARGES                      | \$ 409,647          | \$ -                 | \$ 353,973        | \$ -                 | \$ 191,925                 |
| R 491-600-36101 SPECIAL ASSESSMENTS                     | \$ 3,043            | \$ -                 | \$ 2,921          | \$ -                 | \$ -                       |
| R 491-610-36210 INTEREST ON INVESTMENT & CKG            | \$ 27,511           | \$ 22,894            | \$ 21,040         | \$ 22,945            | \$ 13,829                  |
| R 491-620-39310 Other Financing Sources                 | \$ 517,528          | \$ -                 | \$ -              | \$ -                 | \$ -                       |
| R Transfers in fro water operational fund 491-700-40000 | \$ -                | \$ -                 | \$ -              | \$ -                 | \$ 350,000                 |
| R 491-650-39311 REVENUE BOND/PFA                        | \$ -                | \$ 16,000,000        | \$ -              | \$ 14,200,000        | \$ 2,400,000               |
| <b>TOTAL WATER IMP FUND</b>                             | <b>\$ 1,184,529</b> | <b>\$ 16,225,394</b> | <b>\$ 572,334</b> | <b>\$ 14,425,445</b> | <b>\$ 3,169,504</b>        |
| <b>FUND 492 SEWER CAPITAL PROJECTS FUND</b>             |                     |                      |                   |                      |                            |
| R 492-400-37250 SEWER CONNECTION FEES                   | \$ 104,500          | \$ 74,500            | \$ 85,800         | \$ 104,500           | \$ 99,138                  |
| R 492-400-37251 SEWER AREA CHARGES                      | \$ 45,211           | \$ -                 | \$ 17,671         | \$ -                 | \$ -                       |
| R 492-600-36101 SPECIAL ASSESSMENT                      | \$ -                | \$ -                 | \$ -              | \$ -                 | \$ -                       |
| R 492-610-36210 INTEREST ON INVESTMENT & CKG            | \$ 8,415            | \$ 7,892             | \$ 3,663          | \$ 5,983             | \$ 7,151                   |
| R 492-620-39310 GENERAL OBL BOND                        | \$ -                | \$ -                 | \$ -              | \$ -                 | \$ -                       |
| R 492-650-39310 REVENUE BOND (other financing source)   | \$ 16,669           | \$ -                 | \$ -              | \$ -                 | \$ -                       |
| <b>TOTAL SEWER IMP FUND</b>                             | <b>\$ 174,795</b>   | <b>\$ 82,392</b>     | <b>\$ 107,134</b> | <b>\$ 110,483</b>    | <b>\$ 106,289</b>          |
| <b>FUND 499 2017 Street Projects Fund</b>               |                     |                      |                   |                      |                            |
| R 499-620-39310 GENERAL OBL BOND                        | \$ -                | \$ -                 | \$ -              | \$ -                 | \$ 4,702,800               |
| R 499-610-36210 INTEREST ON INVESTMENT & CKG            | \$ -                | \$ -                 | \$ -              | \$ -                 | \$ -                       |
| <b>Total 2017 Street Projects</b>                       | <b>\$ -</b>         | <b>\$ -</b>          | <b>\$ -</b>       | <b>\$ -</b>          | <b>\$ 4,702,800</b>        |

City of Minnetrista  
Proposed Final Budget 2017  
Expenditure Detail

3

| Detail DEPT  |   | 2014 Actuals        | 2015 Budget         | 2015 Actuals        | 2016 Final Budget   | 2017 Proposed Budget |
|--|---|---------------------|---------------------|---------------------|---------------------|----------------------|
| <b>DEPT 43125 ICE AND SNOW REMOVAL</b>                 |   |                     |                     |                     |                     |                      |
| 43125  | E 101-43125-101 SALARIES-REGULAR                    | \$ 29,135           | \$ 58,369           | \$ 12,159           | \$ 58,075           | \$ 74,929            |
| 43125  | E 101-43125-102 SALARIES-OVERTIME                   | \$ 20,166           | \$ 8,500            | \$ 5,694            | \$ 8,669            | \$ 6,000             |
| 43125  | E 101-43125-121 PERA - EMPLOYER CONTR               | \$ 3,571            | \$ 4,929            | \$ 1,301            | \$ 5,003            | \$ 6,182             |
| 43125  | E 101-43125-122 FICA - EMPLOYER CONTR               | \$ 3,567            | \$ 4,663            | \$ 1,291            | \$ 4,154            | \$ 6,306             |
| 43125  | E 101-43125-131 HEALTH & LIFE INS - E CONTR         | \$ 10,079           | \$ 12,792           | \$ 10,383           | \$ 13,728           | \$ 17,160            |
| 43125  | E 101-43125-212 MOTOR FUELS AND LUBRICANTS          | \$ -                | \$ 3,000            | \$ 1,084            | \$ -                | \$ 4,000             |
| 43125  | E 101-43125-221 EQUIPMENT PARTS, TIRES              | \$ 3,265            | \$ 10,000           | \$ 1,622            | \$ 3,000            | \$ 7,000             |
| 43125  | E 101-43125-224 STREET MAINTENANCE SUPPLIES         | \$ 10,053           | \$ 20,000           | \$ 24,032           | \$ 10,000           | \$ 15,000            |
| 43125  | E 101-43125-307 PROFESSIONAL SERVICES               | \$ 27,684           |                     | \$ -                | \$ 25,000           | \$ -                 |
| 43125  | E 101-43125-404 VEHICLE & EQUIP MAINT               | \$ 17,931           | \$ 14,000           | \$ -                | \$ 15,000           | \$ 5,000             |
| 43125  | E 101-43125-437 MISCELLANEOUS EXPENSE               | \$ 1,017            | \$ 300              | \$ 853              | \$ 500              | \$ 500               |
| 43125  | E 101-43125-560 Equip and Furnishings               |                     |                     | \$ 11,586           |                     | \$ -                 |
| <b>TOTAL</b>   |   | <b>\$ 126,469</b>   | <b>\$ 136,553</b>   | <b>\$ 70,005</b>    | <b>\$ 143,129</b>   | <b>\$ 142,077</b>    |
| <b>DEPT 43160 STREET LIGHTING</b>                      |   |                     |                     |                     |                     |                      |
| 43160  | E 101-43160-381 ELECTRIC UTILITIES                  | \$ 16,947           | \$ 18,000           | \$ 21,824           | \$ 18,000           | \$ 19,000            |
| <b>TOTAL</b>   |   | <b>\$ 16,947</b>    | <b>\$ 18,000</b>    | <b>\$ 21,824</b>    | <b>\$ 18,000</b>    | <b>\$ 19,000</b>     |
| <b>DEPT 45202 PARK AREAS</b>                           |   |                     |                     |                     |                     |                      |
| 45202  | E 101-45202-101 SALARIES-REGULAR                    | \$ 7,542            | \$ 29,109           | \$ 19,246           | \$ 20,000           | \$ 36,252            |
| 45202  | E 101-45202-102 SALARIES-OVERTIME                   | \$ 211              | \$ -                | \$ 493              | \$ -                | \$ 1,000             |
| 45202  | E 101-45202-107 SALARIES-SEASONAL (NEW CODE)        | \$ -                | \$ 5,000            | \$ -                | \$ 5,000            | \$ -                 |
| 45202  | E 101-45202-121 PERA - EMPLOYER CONTR               | \$ 185              | \$ 2,183            | \$ 776              | \$ 2,902            | \$ 2,719             |
| 45202  | E 101-45202-122 FICA - EMPLOYER CONTR               | \$ 592              | \$ 2,609            | \$ 1,493            | \$ 1,930            | \$ 2,774             |
| 45202  | E 101-45202-131 HEALTH & LIFE INS - E CONTR         | \$ 5,101            | \$ 6,888            | \$ 5,992            | \$ 7,392            | \$ 7,125             |
| 45202  | E 101-45202-201 OFFICE SUPPLIES                     | \$ 28               |                     | \$ 145              | \$ -                | \$ -                 |
| 45202  | E 101-45202-215 SHOP MATERIALS                      | \$ 235              | \$ 300              | \$ 143              | \$ 300              | \$ 500               |
| 45202  | E 101-45202-221 EQUIPMENT PARTS, TIRES              | \$ 620              | \$ 500              | \$ 628              | \$ 500              | \$ 500               |
| 45202  | E 101-45202-302 CONSULTANTS/MINUTES                 | \$ -                | \$ 500              | \$ -                | \$ 250              | \$ -                 |
| 45202  | E 101-45202-362 PROPERTY INSURANCE                  | \$ 17,523           | \$ 18,000           | \$ 20,569           | \$ 20,000           | \$ 20,000            |
| 45202  | E 101-45202-202 Copy Printing                       | \$ -                |                     | \$ -                | \$ -                | \$ -                 |
| 45202  | E 101-45202-401 BLDG & LAWN MAINTENANCE (2012 BLDG) | \$ 5,590            | \$ 8,000            | \$ 5,943            | \$ 25,000           | \$ 12,000            |
| 45202  | E 101-45202-402 LAWN MAINTENANCE (NEW IN 2012)      | \$ 43,007           | \$ 30,000           | \$ 37,994           | \$ 30,000           | \$ 35,000            |
| 45202  | E 101-45202-404 VEHICLE & EQUIPMENT                 | \$ 1,953            | \$ 500              | \$ -                | \$ 1,000            | \$ 1,000             |
| 45202  | E 101-45202-433 DUES & SUBSCRIP TRAINING            | \$ 49               | \$ 100              | \$ 50               | \$ 100              | \$ 200               |
| 45202  | E 101-45202-437 MISCELLANEOUS                       | \$ 896              | \$ 500              | \$ 2,433            | \$ 500              | \$ 500               |
| 45202  | E 101-45202-530 IMPROVEMENTS - SA                   | \$ 9,395            |                     | \$ -                | \$ -                | \$ -                 |
| <b>TOTAL</b>   |   | <b>\$ 92,926</b>    | <b>\$ 104,189</b>   | <b>\$ 95,905</b>    | <b>\$ 114,874</b>   | <b>\$ 119,569</b>    |
| <b>DEPT 45203 CUTLURE &amp; RECREATION - GILLESPIE</b> |   |                     |                     |                     |                     |                      |
|  | E 101-45203-307 PROFESSIONAL SERVICES               | \$ 34,000           | \$ 34,000           | \$ 34,000           | \$ 34,000           | \$ 34,000            |
| <b>DEPT 49020 MISCELLANEOUS</b>                        |   |                     |                     |                     |                     |                      |
| 49020  | E 101-49020-437 MISCELLANEOUS EXPENSE               | \$ 98,395           | \$ 14,500           | \$ 2,508            | \$ 84,500           | \$ 15,000            |
| <b>TOTAL</b>   |   | <b>\$ 98,395</b>    | <b>\$ 14,500</b>    | <b>\$ 2,508</b>     | <b>\$ 84,500</b>    | <b>\$ 15,000</b>     |
| <b>DEPT 49240 INSURANCE UNALLOCATED</b>                |   |                     |                     |                     |                     |                      |
| 49240  | E 101-49240-361 GENERAL LIABILITY INSURANCE         | \$ 10,838           | \$ 12,000           | \$ 10,698           | \$ 12,000           | \$ 10,000            |
| <b>TOTAL</b>   |   | <b>\$ 10,838</b>    | <b>\$ 12,000</b>    | <b>\$ 10,698</b>    | <b>\$ 12,000</b>    | <b>\$ 10,000</b>     |
| <b>DEPT 49300 TRANSFERS OUT</b>                        |   |                     |                     |                     |                     |                      |
| 49300  | E 101-49300-720 TRANSFERS                           | \$ 100,000          |                     | \$ -                | \$ 275,000          | \$ -                 |
| <b>TOTAL</b>   |   | <b>\$ 100,000</b>   | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ 275,000</b>   | <b>\$ -</b>          |
| <b>TOTAL GENERAL FUND 101</b>                          |   | <b>\$ 4,592,330</b> | <b>\$ 4,295,070</b> | <b>\$ 4,209,542</b> | <b>\$ 4,947,885</b> | <b>\$ 4,874,563</b>  |

**City of Minnetrista  
2018 Final Budget  
General Fund Summary**

**GENERAL FUND SUMMARY**

|  | 2015<br>Actual      | Amended 2016<br>Budget | 2016<br>Actual      | 2017<br>Final Budget | 2018<br>Draft       | Proposed %<br>Change |
|--|---------------------|------------------------|---------------------|----------------------|---------------------|----------------------|
| <b>GENERAL FUND REVENUE</b>                                  |                     |                        |                     |                      |                     |                      |
| Property Tax   | \$ 3,188,270        | \$ 3,232,890           | \$ 3,240,129        | \$ 3,246,041         | \$ 3,246,041        | 0.0%                 |
| Licenses & Permits   | \$ 740,757          | \$ 533,500             | \$ 652,035          | \$ 632,500           | \$ 657,500          | 4.0%                 |
| Intergovernmental  | \$ 339,144          | \$ 111,800             | \$ 130,877          | \$ 121,800           | \$ 116,800          | -4.1%                |
| Fines  | \$ 59,601           | \$ 55,000              | \$ 47,632           | \$ 58,000            | \$ 50,500           | -12.9%               |
| Other/Charges for services                                   | \$ 406,583          | \$ 474,077             | \$ 533,861          | \$ 496,656           | \$ 517,199          | 4.1%                 |
| <b>TOTAL G.F. REVENUES</b>                                   | <b>\$ 4,734,355</b> | <b>\$ 4,407,267</b>    | <b>\$ 4,604,534</b> | <b>\$ 4,554,997</b>  | <b>\$ 4,588,040</b> | <b>0.7%</b>          |
| <b>GENERAL FUND EXPEND.</b>                                  |                     |                        |                     |                      |                     |                      |
| Legislative  | \$ 40,623           | \$ 38,598              | \$ 33,291           | \$ 38,898            | \$ 34,798           | -10.5%               |
| Administrative   | \$ 433,721          | \$ 463,847             | \$ 499,598          | \$ 472,272           | \$ 514,729          | 9.0%                 |
| Elections  | \$ 355              | \$ 20,250              | \$ 14,200           | \$ 1,000             | \$ 14,250           | 1325.0%              |
| Auditing   | \$ 20,000           | \$ 20,000              | \$ 22,953           | \$ 23,850            | \$ 24,500           | 2.7%                 |
| Assessor   | \$ 109,160          | \$ 114,000             | \$ 124,000          | \$ 131,000           | \$ 140,000          | 6.9%                 |
| Planning   | \$ 166,970          | \$ 231,229             | \$ 248,075          | \$ 249,081           | \$ 219,118          | -12.0%               |
| Legal  | \$ 123,779          | \$ 96,000              | \$ 115,376          | \$ 99,000            | \$ 111,000          | 12.1%                |
| Buildings  | \$ 75,355           | \$ 78,835              | \$ 80,907           | \$ 80,597            | \$ 81,500           | 1.1%                 |
| Police   | \$ 1,601,341        | \$ 1,852,514           | \$ 1,722,805        | \$ 1,940,455         | \$ 1,992,045        | 2.7%                 |
| Fire   | \$ 400,223          | \$ 410,040             | \$ 424,413          | \$ 432,907           | \$ 446,476          | 3.1%                 |
| Inspections  | \$ 198,481          | \$ 150,999             | \$ 171,663          | \$ 221,549           | \$ 232,445          | 4.9%                 |
| Engineering  | \$ 14,310           | \$ 23,000              | \$ 12,168           | \$ 21,000            | \$ 13,000           | -38.1%               |
| Streets  | \$ 789,801          | \$ 767,070             | \$ 791,529          | \$ 823,308           | \$ 820,196          | -0.4%                |
| Snow and Ice Removal   | \$ 70,005           | \$ 143,129             | \$ 79,630           | \$ 142,077           | \$ 141,692          | -0.3%                |
| Street Lighting  | \$ 21,824           | \$ 18,000              | \$ 22,682           | \$ 19,000            | \$ 23,000           | 21.1%                |
| Park Areas   | \$ 95,905           | \$ 114,874             | \$ 121,672          | \$ 119,569           | \$ 127,521          | 6.7%                 |
| Culture and Recreation - Gillespie                           | \$ 34,000           | \$ 34,000              | \$ 34,000           | \$ 34,000            | \$ 34,000           | 0.0%                 |
| Misc. Expense  | \$ 2,500            | \$ 84,500              | \$ 8,001            | \$ 15,000            | \$ 15,000           | 0.0%                 |
| Insurance  | \$ 11,189           | \$ 12,000              | \$ 8,903            | \$ 10,000            | \$ 10,000           | 0.0%                 |
| Transfers  | \$ -                | \$ 275,000             | \$ 275,000          | \$ -                 |                     |                      |
| <b>TOTAL G. F. EXPENDITURES</b>                              | <b>\$ 4,209,542</b> | <b>\$ 4,947,885</b>    | <b>\$ 4,810,867</b> | <b>\$ 4,874,563</b>  | <b>\$ 4,995,270</b> | <b>2.5%</b>          |
| <b>G.F. SURPLUS/(DEFICIT)</b>                                | <b>\$ 524,813</b>   | <b>\$ (540,618)</b>    | <b>\$ (206,333)</b> | <b>\$ (319,566)</b>  | <b>\$ (407,230)</b> |                      |
| **allocation of \$ 125,000 2015 surplus (tax levy reduction) |                     |                        |                     |                      |                     |                      |
| 2016 Projected positive variance                             |                     | \$ 125,000.00          |                     | \$ (125,000.00)      |                     |                      |
| **Assigned fund balance to transfer to CIP Fund in 2017      |                     |                        |                     |                      |                     |                      |
| Enchanted Road Fund balance plus second 1/2 taxes/assessment |                     | \$ 35,000.00           |                     |                      |                     |                      |
| <b>Transfers - Administrative charges on projects</b>        |                     |                        |                     |                      |                     |                      |
| <b>Year End Fund Balance</b>                                 | <b>\$ 3,218,600</b> | <b>\$ 2,837,982</b>    | <b>\$ 3,012,267</b> | <b>\$ 2,767,701</b>  | <b>\$ 80,000.00</b> |                      |
|  | <b>65.05%</b>       | <b>57.36%</b>          | <b>62.61%</b>       | <b>56.78%</b>        | <b>48.86%</b>       |                      |

**CITY OF MINNETRISTA**  
**BUSINESS / DISCUSSION ITEM**

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**Subject:** Election Equipment Lease Agreement with ISD 277

**Prepared By:** Angie Boll, Deputy City Clerk

**Meeting Date:** August 21, 2017

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**Issue/Background:**

The Westonka School District 277 will be holding School Board Elections in November, 2017. Typically in the past years, the School District has entered into an agreement with the City of Minnetrista to lease the County owned equipment.

**Discussion:**

Westonka School District 277 has requested the City enter into an agreement to lease the Hennepin County Election equipment that the City has in their possession. They are requesting the use of three (3) DS200 Digital Scan Precinct Count Units, three (3) DS200 Plastic Ballot Boxes (the "Election Equipment"), and two (2) AutoMARK Voter Assist Terminals with ESS&S AutoMARK Tables with adjustable legs.

The City entered into an agreement (Agreement No. A-131254) with Hennepin County at its August 19, 2013 Council meeting leasing five (5) DS200 Digital Scan Precinct Count Units, five (5) DS200 Plastic Ballot Boxes (the "Election Equipment") and five (5) AutoMARK Voter Assist Terminals with ESS&S AutoMARK Tables with adjustable legs to keep in the City's possession. Section 1.4 of that agreement states, "Upon the express written permission of County's Election Manager, or her/his designee, the City may lease Election Equipment and/or AVT Equipment to a school district. Said lease shall be made pursuant to a written agreement, between the City and the school district, which includes substantially the same terms as those contained herein."

The Lease Agreement would be from September 1, 2017 through December 31, 2017. The City would receive \$440.80 from the School District as compensation for the use of the equipment. In their agreement with the City of Minnetrista the terms of their agreement were that the School District shall pay the City 50% of the annual per unit maintenance costs paid by the City to Hennepin County (\$187.20 x 50% x 3 for the DS200's and \$160.00 x 50% x 2 for the AutoMARKs). The details are outlined in the attached agreement.

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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.

**Recommended City Council Action:**

Approve Resolution No \_\_\_\_ authorizing the City to enter into an agreement with the Westonka School District 277 to lease the County owned Election Equipment for their November 2017 School Board Elections.

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.**

**APPROVING AGREEMENT WITH WESTONKA SCHOOL DISTRICT 277 FOR  
LEASE OF ELECTION EQUIPMENT FOR 2017 SCHOOL BOARD ELECTIONS**

**WHEREAS,** The City of Minnetrista has had an agreement with Hennepin County for election equipment for years; and,

**WHEREAS,** The Westonka School District 277 is requesting to lease the election equipment owned by Hennepin County for the 2017 School Board Elections; and,

**WHEREAS,** The agreement with the County allows the City to lease the election equipment to the school for School Board Elections; and,

**NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA,** this lease agreement of election equipment is hereby approved.

This resolution was adopted by the City Council of the City of Minnetrista on the 21st day of August, 2017, by a vote of \_\_\_\_\_ Ayes and \_\_\_\_\_ Nays.

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

ATTEST:

\_\_\_\_\_

(seal)

**CITY OF MINNETRISTA AND WESTONKA SCHOOL DISTRICT 277  
LEASE AGREEMENT**

THIS AGREEMENT, made by and between the City of Minnetrista and the Westonka School District 277, both political subdivisions of the State of Minnesota, hereinafter referred to as the "City" and the "School District" respectively. For purposes of this Agreement, the address of the City is 7701 County Road 110 W, Minnetrista, MN 55364 and the address of the School District is 5901 Sunnyfield Rd. E, Minnetrista, MN 55364.

**WITNESSETH**

WHEREAS, the City entered into a lease with Hennepin County ("County") dated August 19, 2013, in which the City leased from the County Assisted Voting Technology equipment for a Citywide digital scan voting system, election hardware and services ("County Lease").

WHEREAS, the County Lease provides that the City may sublease to the School District the Election Equipment and AVT Equipment, as defined in Section 1, for use in School District elections.

WHEREAS, the School District desires to sublease from the City some of the Election Equipment and AVT Equipment, as defined in Section 1, for use in School District elections.

NOW THEREFORE, in consideration of the mutual undertakings and agreements hereinafter set forth, the City and the School District agree as follows:

Section 1

**SCOPE OF AGREEMENT**

- 1.1 The City hereby leases to the School District at the cost identified below and subject to the terms and conditions of this Agreement, and the School District hereby agrees to lease from the City election equipment identified as: three (3) DS200 Digital Scan Precinct Count Units and three (3) DS200 Plastic Ballot Boxes (the "Election Equipment") for polling places contained within the School District.
- 1.2 The City hereby leases to the School District subject to the terms and conditions of this Agreement, and the School District hereby agrees to lease from the City AVT Equipment identified as: two (2) AutoMARK Voter Assist Terminals and two (2) ES&S AutoMARK Tables with adjustable legs ("AVT Equipment") for polling places contained within the School District.
- 1.3 Subject to the terms and conditions of this Agreement, the parties may agree by written addendum executed by all the parties to increase or decrease the

Election Equipment and AVT Equipment included within the scope of this Agreement.

- 1.4 In exchange for use of the Election Equipment and AVT Equipment the School District shall pay to the City 50% of the annual per unit maintenance costs paid by the City to Hennepin County (\$187.20 x 50% x 3 for the DS200's and \$160.00 x 50% x 2 for the AutoMARKs) for a lump sum total of \$440.80, due and payable on October 1, 2017.

## OWNERSHIP

- 2.1 The School District acknowledges that the County owns the Election Equipment and AVT Equipment and that the School District is authorized to use said Election Equipment and AVT Equipment for official election related purposes. Use of the Election Equipment and AVT Equipment for any other purpose is strictly prohibited absent express written consent of the County and City.
- 2.2 The School District acknowledges and agrees that the Election Equipment and AVT Equipment may contain proprietary and trade secret information that is owned by a third party and is protected under state and federal copyright law or other laws, rules, regulations and decisions. The School District shall protect and maintain the proprietary and trade secret status of the Election Equipment and AVT Equipment.

## Section 3

### HANDLING OF EQUIPMENT AND INDEMNIFICATION

- 3.1 The School District shall be responsible for the Election Equipment and AVT Equipment while it is in the School District's custody, possession or control. The School District, either through insurance or a self-insurance program, shall be responsible for all costs, fees, damages and expenses including but not limited to personal injury, storage, damage, repair and/or replacement of the Election Equipment and AVT Equipment while it's in the School District's custody and this Agreement is in effect, consistent with the School District's defense and indemnity obligations contained in Section 7.6 herein.
- 3.2 The School District shall be responsible for the transporting of the Election Equipment and AVT Equipment from and to the City. The School District shall be responsible for all costs, including but not limited to shipping, related to the repair or replacement of lost, stolen, destroyed or damaged Election Equipment and AVT Equipment.
- 3.3 The Election and AVT Equipment shall be stored at the City. The School District shall arrange to pick up the Election and AVT Equipment no more than 4 weeks prior to the beginning of School District voting for each election. The School District shall return the Election and AVT Equipment to the City no more than 24



hours after the end of School District voting for each election. The School District may arrange to pick up 1 AutoMARK Voter Assist Terminal, 1 ES&S AutoMARK Table with adjustable legs, 1 DS200 Digital Scan Precinct Count Units and 1 DS200 Plastic Ballot Boxes approximately six weeks prior to each election to be used for absentee voting and new equipment demonstration. The equipment picked up for absentee voting and demonstration must be returned within 24 hours of the end of School District voting for each election. A representative from the School District and City shall both sign an acknowledgement of when the pick-up and return take place and the condition of the units at each of those times.

#### Section 4

##### TERM, TERMINATION

- 4.1 This Agreement commences September 1, 2017 and expires December 31, 2017. Termination of this Agreement by the School District shall not relieve the School District of any duties or obligations hereunder including but not limited to the obligation to pay amounts due and payable. Upon expiration or any termination of this Agreement, the School District shall return the Election Equipment and/or AVT Equipment within a reasonable time and in good operating condition except for routine wear and tear.

#### Section 5

##### MAINTENANCE

- 5.1 **Maintenance.** The City has entered into agreements for the maintenance of the Election Equipment and the AVT Equipment. The School District shall immediately report any maintenance issues to the City. The City shall arrange for the performance of all maintenance for the Election and AVT Equipment.
- 5.2 The School District agrees not to make any repairs, changes, modifications or alterations to the Election Equipment or AVT Equipment.
- 5.3 After reasonable notice, the City shall have the right to enter into and upon the premises where the Election Equipment and AVT Equipment is located for the purposes of inspecting the same or observing its use. On an annual basis, during the term of this Agreement, the School District shall comply with the City's request for verification of Election Equipment and AVT Equipment inventory.

#### Section 6

##### PROGRAMMING AND ACCUMULATION

- 6.1 **Programming.** The School District will work directly with the County in regards for programming. The City will not be responsible for programming the Election

Equipment or AVT Equipment for School District use. The School District is responsible for any programming costs.

## Section 7

### OTHER TERMS AND CONDITIONS

- 7.1 **No Waiver.** No delay or omission by either party hereto to exercise any right or power occurring upon any noncompliance or default by the other party with respect to any of the terms of this Agreement shall impair any such right or power or be construed to be a waiver thereof unless the same is consented to in writing. A waiver by either of the parties hereto of any of the covenants, conditions, or agreements to be observed by the other shall not be construed to be a waiver of any succeeding breach thereof or of any covenant, condition, or agreement herein contained. All remedies provided for in this Agreement shall be cumulative and in addition to, and not in lieu of, any other remedies available to either party at law, in equity, or otherwise.
- 7.2 **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.
- 7.3 **Entire Agreement.** It is understood and agreed that the entire Agreement between the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof.
- All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement. Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement signed by the parties hereto.
- 7.4 **No Assignment.** Neither party shall assign, sublet or transfer this Agreement, either in whole or in part, without the prior written consent of the other party, and any attempt to do so shall be void and of no force and effect.
- 7.5 **No Warranty.** CITY IS PROVIDING THE ELECTION EQUIPMENT AND AVT EQUIPMENT ON AN AS-IS BASIS WITH NO SUPPORT WHATSOEVER. THERE IS NO WARRANTY OF MERCHANTABILITY, NO WARRANTY OF FITNESS FOR PARTICULAR USE, NO WARRANTY OF NON-INFRINGEMENT, NO WARRANTY REGARDING THE USE OF THE INFORMATION OR THE RESULTS THEREOF AND NO OTHER WARRANTY OF ANY KIND, EXPRESS OR IMPLIED.

Pursuant to the foregoing, the School District agrees that the City is furnishing the Election and AVT Equipment on an "as is" basis, without representation or any express or implied warranties, including but not limited to, fitness for particular purpose, merchantability or the accuracy and completeness of the

Election Equipment or AVT Equipment. The City does not warrant that the Election Equipment and/or AVT Equipment will be error free. The City disclaims any other warranties, express or implied, respecting this agreement or the Election or AVT Equipment.

The School District's exclusive remedy and the City's sole liability for any substantial defect which impairs the use of the Election Equipment and/or AVT Equipment for the purposes stated herein shall be the right to terminate this Agreement.

- 7.6 IN NO EVENT SHALL THE CITY BE LIABLE FOR ACTUAL, DIRECT, INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL DAMAGES (EVEN IF THE CITY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGE) OR LOSS OF PROFIT, LOSS OF BUSINESS OR ANY OTHER FINANCIAL LOSS OR ANY OTHER DAMAGE ARISING OUT OF PERFORMANCE OR FAILURE OF PERFORMANCE OF THIS AGREEMENT BY THE CITY.

The City and the School District agree each will be responsible for their own acts and omissions under this Agreement and the results thereof including but not limited to the acts or omissions of the party's subcontractors, employees and other personnel and shall to the extent authorized by law defend, indemnify and hold harmless the other party from any liability, claims, causes of action, costs or expenses resulting directly or indirectly from such acts and/or omissions. Each party shall not be responsible for the acts, errors or omissions of the other party under the Agreement and the results thereof. The parties' respective liabilities shall be governed by the provisions of the Municipal Tort Claims Act, Minnesota Statutes Chapter 466, and other applicable law. The statutory limits of liability for some or all of the parties may not be added together or stacked to increase the maximum amount of liability for any party. This paragraph shall not be construed to bar legal remedies one party may have for the other party's failure to fulfill its obligations under this Agreement. Nothing in this Agreement constitutes a waiver by the School District or City of any statutory or common law defenses, immunities, or limits on liability.

- 7.7 **Notice.** Any notice or demand shall be in writing and shall be sent registered or certified mail to the other party addressed as follows:

|                         |  |
|-------------------------|--|
| To the City:            | City of Minnetrista<br>7701 County Road 110 W<br>Minnetrista, MN 55364                             |
| To the School District: | Westonka Schools<br>Educational Services Center<br>5901 Sunnyfield Rd. E.<br>Minnetrista, MN 55364 |

- 7.8 **Audit Provision.** Both parties agree that either party, the State Auditor, or any of their duly authorized representatives at any time during normal business hours, and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the other party and involve transactions relating to this Agreement. Such materials shall be maintained and such access and rights shall be in force and effect during the period of the contract and for six (6) years after its termination or cancellation.
- 7.9 **Whereas Clauses.** The matters set forth in the “Whereas” clauses on page one of this Agreement are incorporated into and made a part hereof by this reference.
- 7.10 **Survival of Provisions.** It is expressly understood and agreed that the obligations and warranties of the School District and City hereof shall survive the completion of performance and termination or cancelation of this Agreement.
- 7.11 **Authority.** The person or persons executing this Lease Agreement on behalf of the School District and City represent that they are duly authorized to execute this Lease Agreement on behalf of the School District and the City and represent and warrant that this Lease Agreement is a legal, valid and binding obligation and is enforceable in accordance with its terms.
- 7.12 The parties shall comply with applicable law including but not limited to the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13 (MGDPA).

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## **AUTHORIZATION**

**CITY OF MINNETRISTA  
STATE OF MINNESOTA**

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

\_\_\_\_\_  
Angie Boll, Deputy City Clerk

**WESTONKA SCHOOL DISTRICT 277**

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

Its: \_\_\_\_\_

And: \_\_\_\_\_

Its: \_\_\_\_\_



## **CITY OF MINNETRISTA**

### **BUSINESS / DISCUSSION ITEM**

---

**Subject:** Approval of Subdivision Improvements Escrow and Disbursing Agreement Regarding Woodland Cove Lake 2<sup>nd</sup> Addition

**Prepared By:** Ron Batty, city attorney

**Meeting Date:** August 21, 2017

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**Issue:** Woodland Cove, LLC, the developer of Woodland Cove Lake 2<sup>nd</sup> Addition, needs to provide financial security for the Subdivision Improvements it is required to construct. The Subdivision Improvements Escrow and Disbursing Agreement accomplishes that task.

**Background/Discussion:** On June 5, 2017, the City approved the final plat and a subdivision agreement for Woodland Cove Lake 2<sup>nd</sup> Addition. The subdivision agreement requires the developer to construct and pay for street, utilities and other improvements for the benefit of the subdivision. In order to ensure a source of funds sufficient to complete necessary improvements in the case of a default by the developer, the subdivision agreement requires the developer to post a letter of credit or enter into an escrow and disbursing agreement with the City and a third party escrow agent. The Subdivision Improvements Escrow and Disbursing Agreement satisfies that requirement.

**Conclusion:** The City does not allow developers to plat and develop property without a comprehensive agreement which includes sufficient financial security for completion of necessary subdivision improvements if the developer defaults on its obligations. The Subdivision Improvements Escrow and Disbursing Agreement will provide the City with access to over \$1,300,000.00 held by a third party if such funds are needed to complete improvements if there is a default by the developer.

**Fiscal Impact:** There is no direct fiscal impact on the City as a result of the Subdivision Improvements Escrow and Disbursing Agreement. The financial security provided for will ensure against adverse consequences to the City in the case of default by Woodland Cove, LLC with regard to Woodland Cove Lake 2<sup>nd</sup> Addition.

---

**Mission Statement:**

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

**Recommended City Council Action:** Staff recommends adoption of Resolution No. \_\_\_\_\_ authorizing the mayor and city clerk to execute the Subdivision Improvements Escrow and Disbursing Agreement regarding Woodland Cove Lake 2<sup>nd</sup> Addition.

---

**Mission Statement:**

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

**CITY OF MINNETRISTA**

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION AUTHORIZING EXECUTION OF A SUBDIVISION  
IMPROVEMENTS ESCROW AND DISBURSING AGREEMENT  
REGARDING WOODLAND COVE LAKE SECOND ADDITION**

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

WHEREAS, on June 5, 2017, Woodland Cove, LLC (the “Developer”) received final approval from the City of the plat of Woodland Cove Lake 2<sup>nd</sup> Addition (the “Subdivision”) and subsequently executed a subdivision agreement (the “Subdivision Agreement”) with the City regarding development of the Subdivision; and

WHEREAS, under the terms and conditions of the Subdivision Agreement, the Developer is required to provide financial security to ensure completion of necessary subdivision improvements in the event the Developer defaults on its obligation to construct those improvements; and

WHEREAS, the necessary financial security will be provided through the execution and funding of the Subdivision Improvements Escrow and Disbursing Agreement.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Minnetrista, Minnesota that the mayor and city clerk are hereby authorized and directed to execute the Subdivision Improvements Escrow and Disbursing Agreement on behalf of the City in the general form attached hereto.

This resolution was adopted by the City Council of the City of Minnetrista on the 21st day of August, 2017 by a vote of \_\_\_\_\_ ayes and \_\_\_\_\_ nays.

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

ATTEST:

\_\_\_\_\_



## **EXHIBIT A**

### **Form of Subdivision Improvements Escrow and Disbursing Agreement**

**WOODLAND COVE LAKE SECOND ADDITION  
SUBDIVISION IMPROVEMENTS ESCROW AND DISBURSING AGREEMENT**

This Woodland Cove Lake Second Addition Subdivision Improvements Escrow And Disbursing Agreement (this “Agreement”) is made and entered into as of August \_\_, 2017, by and among Woodland Cove, LLC, a Minnesota limited liability company (the “Developer”); the city of Minnetrista, a municipal corporation under the laws of Minnesota (the “City”); and First American Title Insurance Company, a California corporation (the “Escrow Agent”).

**RECITALS**

- A. The Developer is the fee owner and developer of real property located in Minnetrista known as Woodland Cove, which is a phased development intended to consist of multiple subdivisions.
- B. The Developer and the City entered into that certain Subdivision Agreement dated August \_\_, 2017 (the “Subdivision Agreement”) for Woodland Cove Lake Second Addition (the “Subdivision”), which is one of the phased subdivisions of the Woodland Cove development.
- C. The Subdivision Agreement imposes various obligations on the Developer, including the obligation to install at the Developer’s sole expense the Subdivision Improvements, as defined in Section 2 of the Subdivision Agreement.
- D. Pursuant to Section 12 of the Subdivision Agreement, the Developer is obligated to provide a letter of credit or cash escrow (the “Security”) in an amount equal to 150% of the City’s maximum exposure risk as calculated by the City engineer based on the contemplated sequence of construction and the estimated cost of each element of the Subdivision Improvements, rather than the aggregate cost of all required Subdivision Improvements.
- E. The City engineer has calculated the amount of the Security at \$1,386,213.47.
- F. The Developer desires to provide a cash escrow rather than a letter of credit.
- G. The Developer and the City desire to enter into this Agreement with the Escrow Agent for purposes of implementing the Security provisions of the Subdivision Agreement, and the

Escrow Agent agrees to serve as escrow and disbursing agent for said purposes in accordance with the terms of this Agreement.

**NOW, THEREFORE,** in consideration of the mutual covenants contained in this Agreement and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Recitals. The foregoing recitals are correct and are incorporated herein.
2. Deposit of Security. Within five business days after the date of this Agreement, the Developer shall deposit with the Escrow Agent the Security in the amount of One Million Three Hundred Eighty Six Thousand Two Hundred Thirteen Dollars and 47/100 (\$1,386,213.47), to be held in trust by the Escrow Agent for the benefit of the Developer and the City in accordance with the terms of this Agreement. The amount of the Security held by the Escrow Agent from time to time hereunder is sometime referred to as the "Escrowed Funds."
3. Disbursement of Funds.
  - (a) Subject and pursuant to the terms of this Agreement, the Developer shall be entitled to use the Escrowed Funds to pay for the construction and installation costs of the Subdivision Improvements, including all hard costs and soft costs.
    - (1) Draw requests for disbursements of the Escrowed Funds ("Draw Requests") shall be initiated by the Developer. Each Draw Request shall clearly set forth the amount of the requested disbursement, shall include a list of the payees and shall be accompanied by the documentation listed on Exhibit A attached hereto, all of which shall be delivered to both the City and the Escrow Agent.
    - (2) The City shall complete its review of each Draw Request within five business days from the date of receipt and shall either approve the Draw Request in writing by notice to both the Developer and the Escrow Agent or shall provide written notice of insufficiency of the Draw Request to both the Developer and the Escrow Agent, describing any action required to be taken to address the stated insufficiency. The City shall not unreasonably withhold, condition or delay its approval of any Draw Request. If notice of approval or disapproval is not timely delivered by the City, the City shall be deemed to have delivered notice of approval.
    - (3) Within two business days after approval by the City of any Draw Request, the Escrow Agent shall make the disbursement(s) from the Escrowed Funds as set forth in the approved Draw Request.
  - (b) In the event of default by Developer as to construction or repair of any of the Subdivision Improvements, which default remains uncured after 30 days' notice by the City to the Developer of the nature of the default or for such longer period as reasonably necessary to cure if cure has been commenced by the Developer within

said 30 days and is being reasonably prosecuted, then the City may, at its option, cure the default and the Developer shall promptly reimburse the City for costs and expenses to complete such cure that are reasonably incurred by the City. To the extent the Escrowed Funds are sufficient to so reimburse the City, the reimbursement shall be made by disbursement by the Escrow Agent to the City of Escrowed Funds. The City shall submit a Draw Request in accordance with the requirements of Section 3(a)(1) of this Agreement, to be delivered to both the Developer and the Escrow Agent. Provided that the City complies with the foregoing procedural and documentation requirements, the Developer shall have no right to object to the Draw Request for any reason other than manifest error, which the Developer shall have the burden to prove. If the Developer has not raised such an objection within five business days after receipt of the Draw Request, the Escrow Agent shall make the disbursement(s) from the Escrowed Funds as set forth in the Draw Request.

- (c) Notwithstanding any other provisions herein to the contrary, the City shall not be obligated to approve any Draw Request to the extent the disbursement of the amount of the Escrowed Funds requested in the Draw Request would result in the Security being reduced to an amount less than 150% of the cost of the remaining Subdivision Improvements. Further, until such time as the City releases the entire Security, the amount of the Escrowed Funds shall not be reduced to less than \$50,000.
- 4. Release of Security. The remaining balance of the Escrowed Funds shall be released in full and returned to the Developer upon satisfaction of the following conditions: (i) completion of the Subdivision Improvements, including installation of the final wear course of bituminous on the streets in the Subdivision; (ii) expiration of the two-year warranty period for all the Subdivision Improvements, including the landscaping; (iii) satisfaction of all financial obligations by the Developer to the City under the Subdivision Agreement; and (iv) completion of all other requirements of the Developer under Section 12 of the Subdivision Agreement.
- 5. Books and Records. The Escrow Agent will keep and maintain at all times full, true and accurate books and records in sufficient detail to reflect the receipt of funds and disbursements made by it under this Agreement. The Developer and the City may, during normal business hours, examine all books and records of the Escrow Agent pertaining to the Escrowed Funds and may make extracts therefrom and copies thereof.
- 6. Exculpation. Neither the Escrow Agent nor any of its directors, officers or employees shall be liable for any action taken or omitted by it or them, except for its or their own negligence, bad faith or willful misconduct; nor shall the Escrow Agent or the City be liable or responsible for the validity, enforceability or sufficiency of any document furnished to the Escrow Agent pursuant to this Agreement, nor shall the Escrow Agent or the City be responsible for any representations or statements made in any of those documents; provided, however, that if the Escrow Agent shall obtain actual knowledge of any material misrepresentation in any documents furnished to it under this Agreement, it shall promptly notify the City in writing of such misrepresentation. The Escrow Agent shall be entitled

to rely upon advice of counsel concerning legal matters and upon any document or notice delivered to it hereunder which it believes to be genuine or to have been presented by a proper person. A disbursement by the Escrow Agent shall not be deemed to be an approval by it of any work performed on the Subdivision Improvements or any materials furnished with respect thereto or a representation by it that the unused portion of the Escrowed Funds is sufficient to pay remaining construction costs.

7. Compensation to Escrow Agent. For its services under this Agreement, the Developer shall pay the Escrow Agent fees in the amount of \$250.00 per Draw Request
8. Notices. Any notice that any party hereto may desire or may be required to give to any of the parties hereto shall be in writing and shall be deemed to have been properly given or served by (i) personal delivery; (ii) depositing the same with the United States Postal Service, designated as Certified Mail, Return Receipt Requested, bearing adequate postage; (iii) depositing the same with a reputable private courier or overnight delivery service; (iv) facsimile copy with transmitting device confirmation of delivery; or (v) email with delivery receipt, in each case addressed as hereinafter provided. Each such notice shall be effective (a) immediately upon personal delivery or upon delivery by facsimile or by email; (b) three days after being deposited in the U.S. Mail; or (c) one business day after being deposited with such courier service. By giving to the other parties hereto at least 10 days' notice thereof, any party hereto shall have the right from time to time to change its notice address.

a) As to Developer:

Woodland Cove, LLC  
301 Carlson Parkway, Suite 100  
Minnetonka, MN 55305  
Attn: Carri Becker  
Email: [cbecker@carlson-re.com](mailto:cbecker@carlson-re.com)  
Fax: 952-358-2343

And

Woodland Cove, LLC  
301 Carlson Parkway, Suite 100  
Minnetonka, MN 55305  
Attn: Shawna Bergman  
Email: [sbergman@carlson-re.com](mailto:sbergman@carlson-re.com)  
Fax: 952-404-5001

b) As to the City:

City of Minnetrista  
7701 County Road 110 West  
Minnetrista, MN 55364  
Attn: City Administrator  
Email: [mbarone@ci.minnetrista.mn.us](mailto:mbarone@ci.minnetrista.mn.us)  
Fax: 952-446-1311

With a copy to:

Kennedy & Graven Chartered  
470 US Bank Plaza  
200 South Sixth Street  
Minneapolis, MN 55402  
Attn: Ronald Batty  
Email: [rbatty@kennedy-graven.com](mailto:rbatty@kennedy-graven.com)  
Fax: 612-337-9310

c) As to Escrow Agent:

First American Title Insurance Company  
801 Nicollet Mall, Suite 1900  
Minneapolis, MN 55402  
Attn: Kristi Broderick  
Email: [kbroderick@firstam.com](mailto:kbroderick@firstam.com)  
Fax: \_\_\_\_\_

9. Miscellaneous. The headings used herein are for convenience only and are not to be used in interpreting this Agreement. This Agreement shall be construed, enforced and interpreted under the laws of the State of Minnesota. This Agreement may not be modified, amended or changed orally, but only by an agreement in writing signed by the parties hereto. No party shall be deemed to have waived any rights under this Agreement unless such waiver is given in writing and signed by such party. If any provision of this Agreement is invalid or unenforceable, such provision shall be deemed to be modified to be within the limits of enforceability or validity, if feasible; however, if the offending provision cannot be so modified, it shall be stricken and all other provisions of this Agreement in all other respects shall remain valid and enforceable. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and together which shall constitute one agreement.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed as of the date and year first above written.

**DEVELOPER:**

WOODLAND COVE, LLC

By: \_\_\_\_\_  
Mark Herried, Chief Manager and CFO

**THE CITY:**

CITY OF MINNETRISTA

By: \_\_\_\_\_  
Lisa Whalen, Mayor

And by: \_\_\_\_\_  
\_\_\_\_\_, City Clerk

**ESCROW AGENT:**

FIRST AMERICAN TITLE INSURANCE  
COMPANY

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

\_\_\_\_\_

Its: \_\_\_\_\_



## EXHIBIT A

### DRAW REQUEST DOCUMENTATION

Each Draw Request shall be accompanied by:

1. A certificate by the Developer stating to the effect that:
  - a. The amount of the costs for which such Draw Request is due to contractors and suppliers for work, labor or materials furnished for the construction and installation of the applicable portion of the Subdivision Improvements up to the date of such Draw Request (in the case of the first Draw Request) or to the date of such Draw Request from the date of the previous Draw Request (in the case of a subsequent Draw Request); and
  - b. No part of the Subdivision Improvement costs described in such Draw Request was included in any previous Draw Request.
2. True and complete copies of detailed invoices or applications for payment, as applicable, from contractors and suppliers covering the Subdivision Improvements for which payment is being requested pursuant to the applicable Draw Request.
3. Such other supporting evidence as may reasonably be requested by the City or the Escrow Agent to substantiate all payments that are to be made from the relevant Draw Request.
4. If the Developer or any lender of the Developer requires title insurance endorsements for mechanic's liens or otherwise in connection with Draw Requests, each Draw Request shall also be accompanied by such statements and lien waivers as customarily required by the Escrow Agent as part of its construction disbursing procedures. In such event, upon receiving each Draw Request, and prior to disbursing, the Escrow Agent shall perform an updated title search against the Subdivision. The Escrow Agent shall immediately notify Developer of any liens and shall not make disbursements until such liens have been satisfied (unless Developer expressly instructs the Escrow Agent in writing to the contrary).



## **CITY OF MINNETRISTA**

### **BUSINESS / DISCUSSION ITEM**

---

**Subject:** Resolution Approving Quote to Replace Equipment in Douglas Park

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

**Meeting Date:** August 21, 2017

---

**Issue:**

Approve an updated quote to replace the playground equipment in Douglas Park.

**Background:**

The City Council approved a quote to replace the equipment in Douglas Park from MN/WI Playground at the August 7<sup>th</sup> meeting. In error, the wrong quotes were put in the August 7<sup>th</sup> packet. The quotes did not include 4 inches of pea rock and another layer of geo fabric under the rubber mulch. The quotes have increased slightly and are listed below. The amount budgeted for this project in the Parks CIP was \$35,000.

**Discussion/Fiscal Impact:**

There were two updated quotes submitted to for this project.

- |  |             |
|--|-------------|
| • Minnesota – Wisconsin Playground<br>Includes Shredded Rubber | \$31,153.88 |
| • Flagship   | \$49,038.35 |

|   |
|---|
| <p><b><u>Recommended City Council Action:</u></b> Motion to adopt a resolution approving a quote from MN/WI Playground to replace the equipment in Douglas Park</p> |
|---|

---

**Mission Statement:**

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

**RESOLUTION NO. \_\_\_\_\_**

**CITY OF MINNETRISTA  
HENNEPIN COUNTY, MINNESOTA**

**A RESOLUTION ACCEPTING A QUOTE FROM MN-WI PLAYGROUND TO  
REPLACE EQUIPMENT IN DOUGLAS PARK**

**NOW THEREFORE, BE IT RESOLVED** by the City Council of Minnetrista that they accept the quote from MN – WI Playground to replace the playground equipment at Douglas Park at 3441 Tuxedo Road.

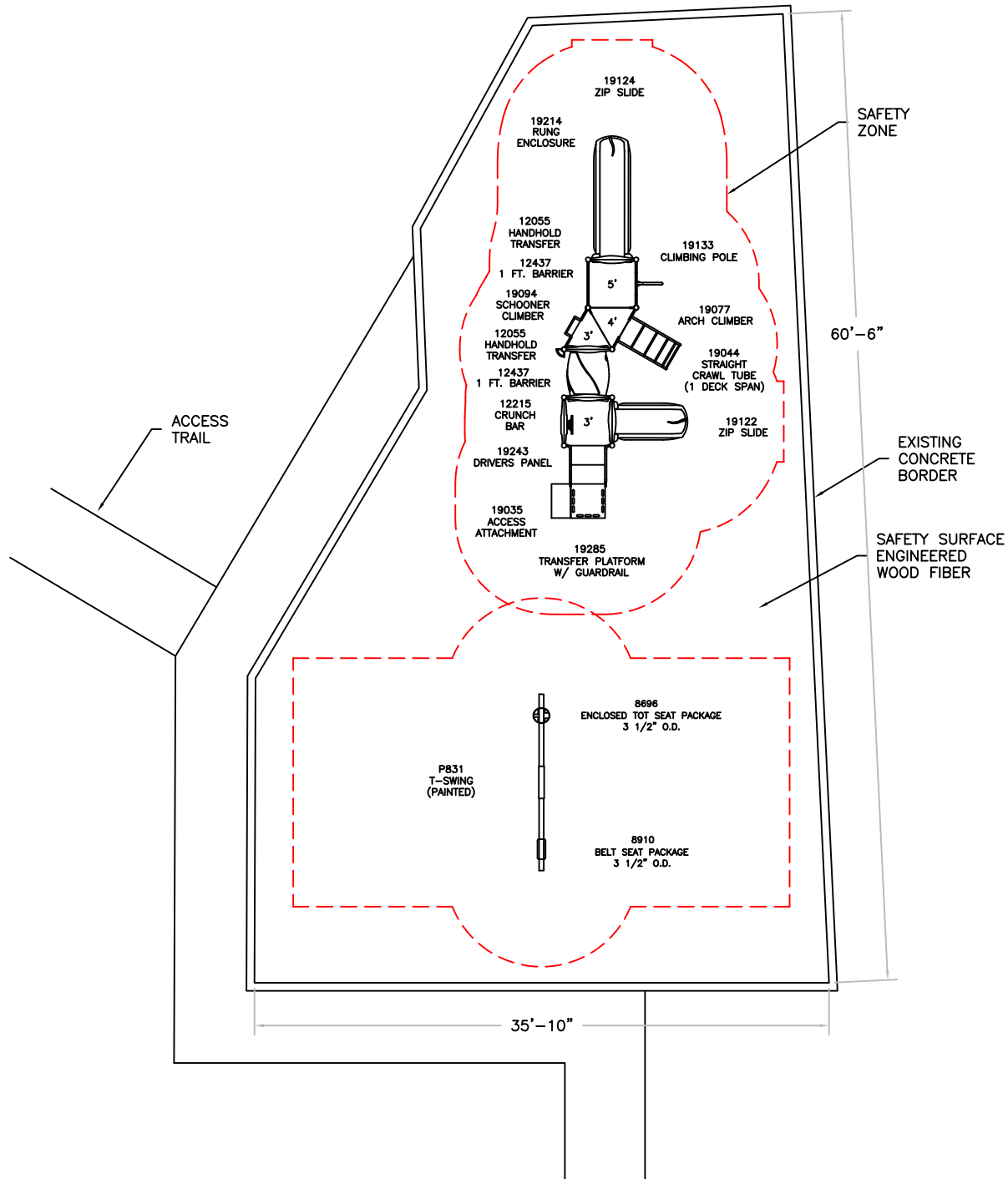
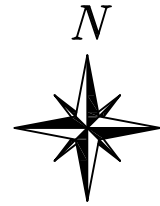
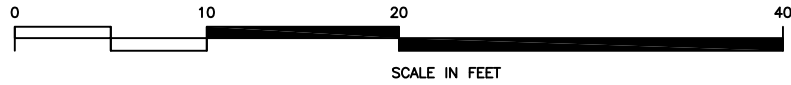
This resolution was adopted by the City Council of the City of Minnetrista on the 21<sup>st</sup> day of August, 2017, by a vote of \_\_\_\_\_ Ayes and \_\_\_\_\_ Nays.

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

ATTEST:

\_\_\_\_\_

(seal)



Mfg. By:



Sold & Distributed By:



P.O. Box 27328, Golden Valley, MN 55427

763-546-7787 1-800-622-5425

Fax 763-546-5050

E-Mail info@mnwiplay.com

**Douglas Park**

**Minnetrista, Minnesota**

5-1-17

DWG. D8658L1

THIS PRINT IS THE PROPERTY OF MINNESOTA WISCONSIN PLAYGROUND INC. AND IS NOT TO BE USED, COPIED OR REPRODUCED WITHOUT THEIR EXPRESSED WRITTEN PERMISSION.

SCALE: 1" = 10'-0"



Minnesota / Wisconsin Playground  
5101 Highway 55, Suite 6000  
Golden Valley, Minnesota 55422  
Ph. 800-622-5425 | 763-546-7787  
Fax 763-546-5050 | info@mnwiplay.com

QUOTE  
#18511

05/02/2017

### Douglas Park D8658L1 (Install)

City of Minnetrista  
Attn: Mike Barone  
7701 County Road 110 W.  
Minnetrista, MN 55364  
Phone: 952-446-1660  
mbarone@ci.minnetrista.mn.us

Ship To Zip: 55364

| Quantity | Part # | Description  | Unit Price | Amount     |
|----------|--------|--|------------|------------|
| 1        | INS    | Install equipment, fabric, rock, second layer of fabric, and surfacing.                            | \$4,121.00 | \$4,121.00 |
| 1        | EXC    | Remove existing play equipment and dispose. Excavate existing safety surface material and dispose. | \$3,629.00 | \$3,629.00 |

SubTotal: \$7,750.00  
**Total Amount: \$7,750.00**

This quotation is subject to policies in the current Gametime Park and Playground catalog and the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases in excess of \$1,000.00 to be supported by your written purchase order made out to Gametime, c/o Minnesota/Wisconsin Playground.

Pricing: f.o.b. factory, firm for 30 days from date of quotation. A tax-exempt certificate is needed at time of order entry for all orders whether from tax-supported government agencies or not. Sales tax, if applicable, will be added at time of invoice unless a tax exempt certificate is provided at time of order entry.

Payment terms: net 30 days for tax supported governmental agencies. A 1.5% per month finance charge will be imposed on all past due accounts. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Retainage not accepted.

Shipment: order shall ship within 30-45 days after GameTime's receipt and acceptance of your purchase order, color selections, approved submittals, and receipt of deposit, if required.





Minnesota / Wisconsin Playground  
5101 Highway 55, Suite 6000  
Golden Valley, Minnesota 55422  
Ph. 800-622-5425 | 763-546-7787  
Fax 763-546-5050 | info@mnwisplay.com

QUOTE  
#18511

05/02/2017

## Douglas Park D8658L1 (Install)

### Project Scope:

#### ~ INCLUSIONS ~

- ~ One mobilization
- ~ Public utility locates only
- ~ Marking and digging of footings to accept direct embedment supports
- ~ Unpacking of play equipment
- ~ Assembly of play equipment
- ~ Concrete for footings of play equipment
- ~ Pouring of concrete for footings
- ~ Spreading of engineered wood fiber (EWF) or shredded rubber
- ~ Standard insurance offerings
- ~ Standard warranty offerings
- ~ Standard industry accepted labor wages

#### - EXCLUSIONS -

- Clear access path to play area for installation equipment
- Staging area for materials and installation equipment, trailers, etc.
- Unobstructed space for maneuvering installation equipment as well as performing work
- Private utility locates such as, but not limited to, irrigation, fiber optics, private lighting, etc.
- Accepting, unloading and storage of order(s)/shipment(s) prior to installation
- Sitework of any kind such as, but not limited to, grading (play area to have max slope of 1%), site restoration, drainage, etc.
- Removal of existing play equipment, border, safety surfacing, etc.
- Digging in rock, hard pan, tree roots, unstable soil conditions, etc.
- Digging/maneuvering in sand, pea gravel, mud, etc.
- Offsite removal of spoils from footing holes (can be stockpiled near play area for owner/owner's representative removal or spread within play area)
- Disposal of packing material (can be deposited in owner/owner's representative onsite dumpster or stockpiled for removal by others)
- Border to help contain safety surfacing
- Bonding of any type
- Permits of any kind
- Prevailing, Davis Bacon, Union, or similar, wages

Please note, installation is based on ideal conditions existing for a timely completion of your project. Ideal meaning we are able to complete your installation as quoted. Unless addressed prior to the installation quote being provided or specifically mentioned herein, any issues that arise that will impede the completion of your project as quoted will result in additional charges.

Exclusions: unless specifically included, this quotation excludes all site work and landscaping; removal of existing equipment; acceptance of equipment and off-loading; storage of goods prior to installation; equipment assembly and installation; safety surfacing; borders and drainage provisions.

### Order Information:

Bill To: \_\_\_\_\_

Ship To: \_\_\_\_\_

Company: \_\_\_\_\_

Project Name: \_\_\_\_\_

Attn: \_\_\_\_\_

Attn: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact: \_\_\_\_\_

Contact: \_\_\_\_\_

Tel: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Fax: \_\_\_\_\_





Minnesota / Wisconsin Playground  
5101 Highway 55, Suite 6000  
Golden Valley, Minnesota 55422  
Ph. 800-622-5425 | 763-546-7787  
Fax 763-546-5050 | info@mnwiplay.com

QUOTE  
#18511

05/02/2017

**Douglas Park D8658L1 (Install)**

**Acceptance of quotation:**

Accepted By (printed): \_\_\_\_\_

P.O. No: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Purchase Amount: **\$7,750.00**





Minnesota / Wisconsin Playground  
5101 Highway 55, Suite 6000  
Golden Valley, Minnesota 55422  
Ph. 800-622-5425 | 763-546-7787  
Fax 763-546-5050 | info@mnwiplay.com

QUOTE  
#18510

05/02/2017

### Douglas Park D8658L1 (Shredded Rubber)

City of Minnetrista  
Attn: Mike Barone  
7701 County Road 110 W.  
Minnetrista, MN 55364  
Phone: 952-446-1660  
mbarone@ci.minnetrista.mn.us

Ship To Zip: 55364

| Quantity | Part # | Description   | Unit Price           | Amount             |
|----------|--------|---|----------------------|--------------------|
| 1        | RDU    | GameTime - GameTime play equipment.<br>(1) 8696 -- Encl Seat 3 1/2"(8696)<br>(1) 8910 -- Belt Seat 3 1/2"Od(8910)<br>(1) P831 -- T-Swing (Painted),3 1/2" Od<br>(5) 12024 -- 3 1/2" Uprt Ass'Y Alum 9'<br>(1) 12025 -- 3 1/2" Uprt Ass'Y Alum 10'<br>(4) 12026 -- 3 1/2" Uprt Ass'Y Alum 11'<br>(2) 12055 -- Handhold Transfer<br>(1) 12215 -- Crunch Bar Prime Time<br>(2) 12437 -- 12" Barrier<br>(2) 18200 -- 36" Sq Punched Deck P/T 1.3125<br>(2) 18201 -- 36" Tri Punched Deck P/T<br>(1) 19035 -- Optional Access Step (3' & 5')<br>(1) 19044 -- Straight Crawl Tube(1 Deck Span)<br>(1) 19077 -- Arch (3'6" & 4')<br>(1) 19094 -- Schooner (2'-6" & 3')<br>(1) 19122 -- Wave Zip Slide (2'-6" & 3')<br>(1) 19124 -- Straight Zip Slide (5')<br>(1) 19133 -- Climbing Pole (5' & 5'-6")<br>(1) 19214 -- Rung Enclosure<br>(1) 19243 -- Drivers Panel<br>(1) 19285 -- Transfer Platform W/ Guardrail 3' | \$12,362.75          | \$12,362.75        |
| 2        | 161290 | GameTime - Geo-Textile 2250 Sq Ft Roll  | \$616.00             | \$1,232.00         |
| 1        | 178749 | GameTime - Owner'S Kit  | \$50.00              | \$50.00            |
| 1        | SR - 6 | 6" compressed depth shredded rubber.<br>Standard color options.   | \$6,688.00           | \$6,688.00         |
| 1        | ROCK   | 3/4" washed drain rock delivered to site.   | \$1,482.00           | \$1,482.00         |
|          |        |   | SubTotal:            | \$21,814.75        |
|          |        |   | Freight:             | \$1,589.13         |
|          |        |   | <b>Total Amount:</b> | <b>\$23,403.88</b> |

This quotation is subject to polices in the current Gametime Park and Playground catalog and the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases in excess of \$1,000.00 to be supported by your written purchase order made out to Gametime, c/o Minnesota/Wisconsin Playground.







Minnesota / Wisconsin Playground  
5101 Highway 55, Suite 6000  
Golden Valley, Minnesota 55422  
Ph. 800-622-5425 | 763-546-7787  
Fax 763-546-5050 | info@mnwiplay.com

QUOTE  
#18510

05/02/2017

### Douglas Park D8658L1 (Shredded Rubber)

Pricing: f.o.b. factory, firm for 30 days from date of quotation. A tax-exempt certificate is needed at time of order entry for all orders whether from tax-supported government agencies or not. Sales tax, if applicable, will be added at time of invoice unless a tax exempt certificate is provided at time of order entry.

Payment terms: net 30 days for tax supported governmental agencies. A 1.5% per month finance charge will be imposed on all past due accounts. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Retainage not accepted.

Shipment: order shall ship within 30-45 days after GameTime's receipt and acceptance of your purchase order, color selections, approved submittals, and receipt of deposit, if required.

Exclusions: unless specifically included, this quotation excludes all site work and landscaping; removal of existing equipment; acceptance of equipment and off-loading; storage of goods prior to installation; equipment assembly and installation; safety surfacing; borders and drainage provisions.

#### Order Information:

Bill To: \_\_\_\_\_

Ship To: \_\_\_\_\_

Company: \_\_\_\_\_

Project Name: \_\_\_\_\_

Attn: \_\_\_\_\_

Attn: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact: \_\_\_\_\_

Contact: \_\_\_\_\_

Tel: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Fax: \_\_\_\_\_

#### Acceptance of quotation:

Accepted By (printed): \_\_\_\_\_

P.O. No: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Purchase Amount: **\$23,403.88**





City of Minnetrista  
 7001 Co. Rd. 110 W  
 Minnetrista, MN 55364  
 Gary Peters, Public Works Superintendent

8/9/2017

|  | Preliminary Budget | Possible Additions | Possible Reductions | Notes  |
|--|--------------------|--------------------|---------------------|--|
| <b>Play equipment &amp; Installation</b>                       |                    |                    |                     |  |
| PlayBooster Design xxxx-x-x                                    | 22,940.70          |                    |                     | Discount Applied   |
| Sales Tax - if applicable                                      | 0.00               |                    |                     |  |
| Equipment Installation   | 6,072.33           |                    |                     |  |
|  |                    |                    |                     |  |
| <b>Mobilization</b>  | 500.00             |                    |                     |  |
|  |                    |                    |                     |  |
| <b>Site work</b>   |                    |                    |                     |  |
| Demo   | 1,764.71           |                    |                     | Removal of playground by contractor  |
| Excavation   | 1,470.59           |                    |                     | Removal of EWF by contractor   |
| Trucking   | 1,250.00           |                    |                     |  |
| Disposal of Excavation Spoils - Soil, Pea Gravel, Sand, etc.   | 2,500.00           |                    |                     |  |
|  |                    |                    |                     |  |
| <b>NuPlay Rubber Mulch</b>                                     |                    |                    |                     |  |
| NuPlay Rubber Mulch (6" = 10' critical fall height protection) | 9,644.97           |                    |                     | Rubber Mulch - (12 bags 75 Cu Ft. per bag)   |
| Landscape Fabric   | 729.38             |                    |                     |  |
| Drainage Aggregate   | 865.69             |                    |                     | 22 Tons pea rock installed. This assumes that current container is 9" deep. Additional pea rock will be needed if container is deeper than 9". |
|  |                    |                    |                     |  |
|  |                    |                    |                     |  |
| <b>Dumpster(s) - 30 Yard</b>                                   | 1,000.00           |                    |                     | 1 dumpster for disposal of old playground & 1 dumpster for packaging material  |
|  |                    |                    |                     |  |
| <b>Site Restoration</b>  | 0.00               |                    |                     |  |
|  |                    |                    |                     |  |
| <b>Delivery of Play equipment</b>                              | 300.00             |                    |                     | estimated / final quote will be provided   |
|  |                    |                    |                     |  |
| <b>Total</b>   | <b>49,038.35</b>   | <b>0.00</b>        | <b>0.00</b>         | 49,038.35  |
|  |                    |                    |                     |  |





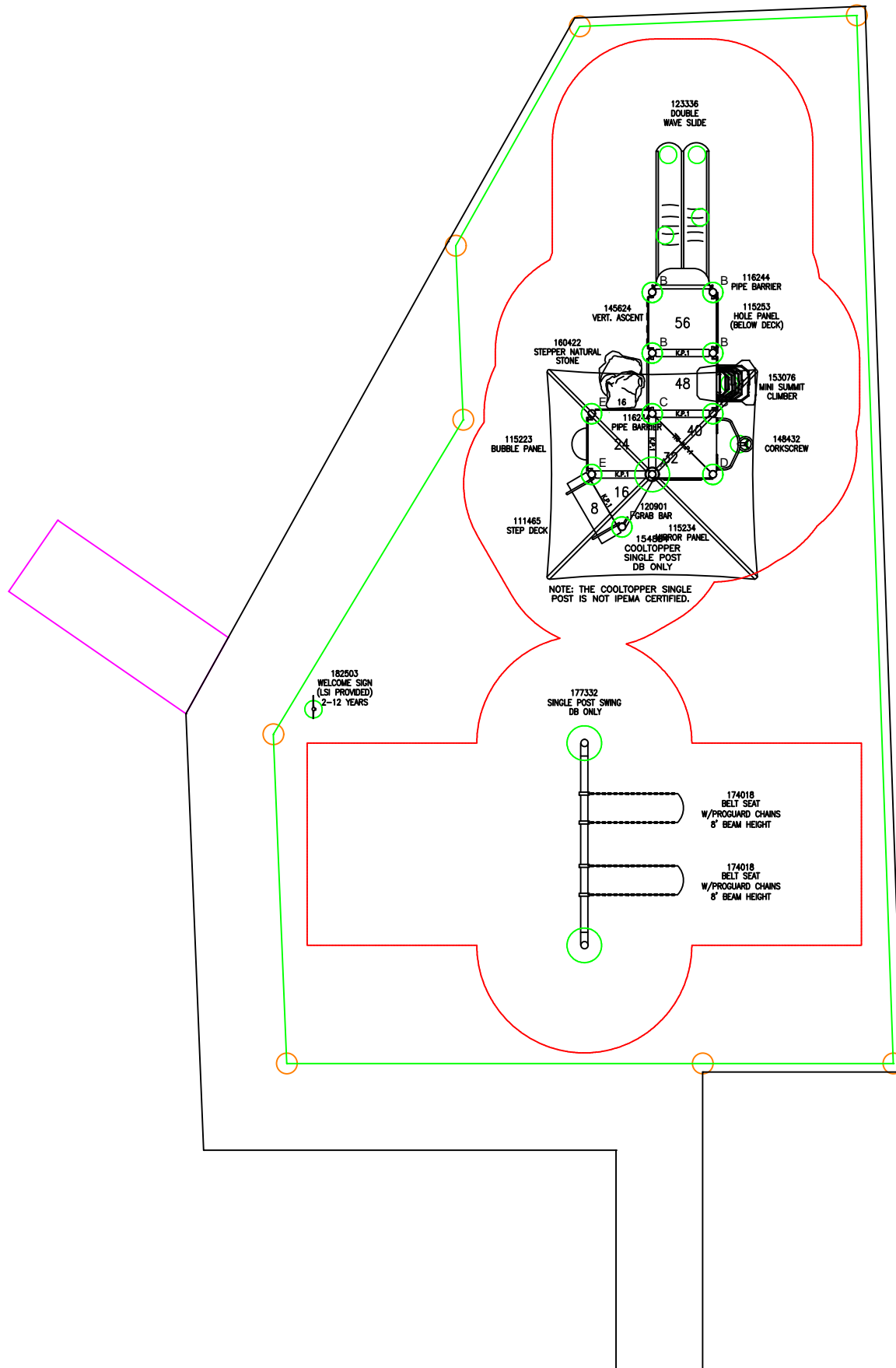














## **CITY OF MINNETRISTA**

### **REQUEST FOR CITY COUNCIL ACTION/DISCUSSION**

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**Subject:** Accept bids and Award Contract for the  
Enchanted Lane and Tuxedo Road Street Improvements and  
Grandview Avenue Improvements (City Project No. 04-16 and 08-16)

**Prepared By:** Paul Hornby, City Engineer

**Meeting Date:** August 21, 2017

---

#### **Issue:**

The City received and opened bids for the Enchanted Lane and Tuxedo Road Street Improvements and Grandview Avenue Improvements (City Project No. 04-16 and 08-16). Enclosed is Resolution No. \_\_\_\_\_ a resolution accepting bids and awarding the contract for this project is provided for Council consideration of approval.

#### **Background/Discussion:**

The 2017 Enchanted Lane and Tuxedo Road Street Improvement Project includes Grandview Avenue as approved by the City Council as part of the 2017 roadway maintenance improvements. The 2017 project includes:

- Bituminous reclamation of entire roadway width to varying depths depending on the depth of the underlying aggregate base
- Paving bituminous base and wear courses
- Adjustment of manhole and valve castings to grade
- Culvert replacements

Additional improvements included with this project include grading the roadway to direct drainage with and without crown, and raising the roadway on Enchanted Lane in appropriate locations to reduce seasonal flooding and improve drainage away from residences where practical .

The City had 8 potential prime contractor plan holders and received four (4) bids. A bid tabulation summary and resolution is enclosed for Council consideration of award. The lowest responsive bid was received from Valley Paving, Inc. of Shakopee, Minnesota in the amount of \$693,845.69

#### **Mission Statement:**

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

### **Conclusion:**

Four (4) bids were received for the Enchanted Lane and Tuxedo Road Street Improvements and Grandview Avenue Improvements (City Project No. 04-16 and 08-16), ranging from \$693,845.69 to \$942,315.00. The Engineers opinion of construction cost was \$650,000.00. The lowest responsive bid received was from Valley Paving, Inc. with their low bid of \$693,845.69.

### **Fiscal Impact:**

The Enchanted Lane and Tuxedo Road Street Improvements and Grandview Avenue Improvements Project (City Project No. 04-16 and 08-16) costs are funded by the street reconstruction fund and assessments to benefitting properties identified in the feasibility report. The project as bid, in the amount of \$693,845.69 is a unit price contract, meaning that the contractor is paid for the actual contract units constructed. The construction bid is within the construction cost estimates provided in the feasibility report and breaks down as follows:

| <b><u>Roadway</u></b>   | <b><u>Bid Results</u></b> | <b><u>Feasibility</u></b> |
|---|---------------------------|---------------------------|
| Enchanted Lane/Tuxedo Road Improvements<br>(excluding shoreland protection) | \$603,030.43              | \$631,040                 |
| Grand View Avenue   | \$90,815.26               | \$100,000                 |
| <b>Grand Total Construction</b>   | <b>\$693,845.69</b>       | <b>\$731,040</b>          |

It should also be noted that the developer for the Red Oak development has contributed \$35,000 towards the Grand View Avenue improvements, as required by agreement.

**Recommended City Council Action:** Staff recommends approving Resolution No. \_\_\_, accepting bids and awarding the Enchanted Lane and Tuxedo Road Street Improvements and Grandview Avenue Improvements, City Project No. 04-16 and 08-16, to Valley Paving, Inc. for their low bid of \$693,845.69.

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

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

Explain:

K:\02121-640\Admin\Docs\Council Report\06-19-17 Accept Bids-Award Contract\AGN ITM-receivebidsawardcontract\_041217-City Project 01-17.docx

### **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. \_\_\_\_\_

**CITY OF MINNETRISTA  
HENNEPIN COUNTY, MINNESOTA**

**A RESOLUTION ACCEPTING BIDS AND AWARDING A CONTRACT  
FOR THE ENCHANTED LANE AND TUXEDO ROAD IMPROVMENTS AND  
GRANDVIEW AVENUE IMPROVEMENTS  
CITY PROJECT NO. 04-16 and 08-16**

**WHEREAS**, the City Council of Minnetrista previously directed the City Engineer to advertise for bids for the Enchanted Lane and Tuxedo Road Street Improvements and Grandview Avenue Improvements, City Project 04-16 and 08-16 and

**WHEREAS**, bids were publicly received, opened, and read aloud on August 15, 2017.

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

1. All bids for the construction of the Enchanted Lane and Tuxedo Road Street Improvements and Grandview Avenue Improvements, City Project 04-16 and 08-16 have been received and are tabulated on the attached summary.
2. The bid of Valley Paving, Inc., in the amount of \$693,845.69, for the construction of said improvements, is in accordance with the plans and specifications and advertisement for bids and is the lowest responsible bid.
3. The Mayor and Clerk are hereby authorized and directed to enter into a contract with said bidder for the construction of said improvements for and on behalf of the City of Minnetrista.
4. The City Clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposit of the successful bidder and the next two lowest bidders shall be retained until a contract has been executed.

This resolution was adopted by the City Council of the City of Minnetrista on the 21<sup>st</sup> day of August, 2017, by a vote of \_\_\_\_\_ Ayes and \_\_\_\_\_ Nays.

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

ATTEST:

\_\_\_\_\_  
Angela Boll, Deputy City Clerk

(seal)



August 15, 2017

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

Re: Enchanted Lane and Tuxedo Road Street Improvements and Grandview Avenue Improvements  
City of Minnetrista Project Nos. 04-16 & 08-16  
WSB Project No. 2121-69

Dear Mayor and Council Members:

Bids were received for the above-referenced project on Tuesday, August 15, 2017, and were opened and read aloud. Four bids were received. The bids were checked for mathematical accuracy. Please find enclosed the bid summary indicating the low bid as submitted by Valley Paving, Inc., Shakopee, Minnesota in the amount of \$693,845.69. The Engineer's Estimate was \$650,000.00.

We recommend that the City Council consider these bids and award a contract in the amount of \$693,845.69 to Valley Paving, Inc. based on the results of the bids received.

Sincerely,

**WSB & Associates, Inc.**

A handwritten signature in black ink, appearing to read "Paul Hornby".

Paul Hornby, PE  
Sr. Project Manager

Attachment

kkp

## BID TABULATION SUMMARY

**PROJECT:**

Enchanted Lane and Tuxedo Road Improvements and  
Grand View Avenue Improvements

**OWNER:**

City of Minnetrista  
City Project Nos. 04-16 & 08-16

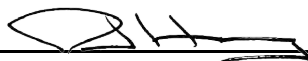
**WSB PROJECT NO.:**

2121-69

Bid Received: Tuesday, August 15, 2017, @ 3:00 pm

| Contractor                 |                           | Grand Total Bid |
|----------------------------|---------------------------|-----------------|
| 1                          | Valley Paving, Inc.,      | \$693,845.69    |
| 2                          | Bituminous Roadways, Inc. | \$807,063.80    |
| 3                          | Hardrives, Inc.           | \$829,763.14    |
| 4                          | Ram Excavating, Inc.      | \$942,315.00    |
| Engineer's Opinion of Cost |                           | \$650,000.00    |

I hereby certify that this is a true and correct tabulation of the quotes as received on August 15, 2017.



Paul Hornby, PE, Sr. Project Manager

 Denotes corrected figure



## **CITY OF MINNETRISTA**

### **REQUEST FOR CITY COUNCIL ACTION/DISCUSSION**

---

**Subject:** Proposal for Professional Construction Engineering Services  
Enchanted Lane and Tuxedo Road Improvements and Grandview Avenue  
Improvements, City Project 04-16 and 08-16

**Prepared By:** Paul Hornby, City Engineer

**Meeting Date:** August 21, 2017

---

#### **Issue:**

Accept professional services proposal for construction engineering services for the Enchanted Lane and Tuxedo Road Improvements and Grandview Avenue Improvements.

#### **Background:**

The City approved plans and specifications and authorized the advertisement for bids for the Enchanted Lane and Tuxedo Road Improvements and Grandview Avenue Improvements, City Project 04-16 and 08-16, on June 19, 2017. The project includes:

- Bituminous reclamation of entire roadway width to varying depths depending on the depth of the underlying aggregate base
- Paving bituminous base and wear courses
- Adjustment of manhole castings to grade
- Culvert replacements

Additional improvements included with the project include raising the roadway on Enchanted Lane in appropriate locations to reduce seasonal flooding and improve drainage away from residences, as practical.

The City received bids on August 15, 2017, and considered award of the contract on August 21, 2017.

#### **Discussion:**

As part of the engineering services for the project, staff requested a professional services proposal from WSB to perform the construction engineering. Construction engineering services include, construction observation, construction staking, engineering construction management, meetings, construction administration and documentation, and construction

#### **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.

materials sampling and testing. WSB has provided the scope of services and estimated fees in the amount not to exceed \$89,801.00 without prior Council authorization.

**Conclusion:**

Staff is recommending Council approve the proposal for professional services from WSB and Associates, Inc. for the Enchanted Lane and Tuxedo Road Improvements and Grandview Avenue Improvements, City Project 04-16 and 08-16.

**Fiscal Impact:**

The proposed project will be funded by the City's road reconstruction fund. The project feasibility report opinion of project costs is \$876,300, with approximately \$475,550 funded through improvement bonds and \$400,750 with special assessments. As bid, the removal of the shoreline protection reduces the project costs in the feasibility report to \$815,000. The construction bid amount is \$693,845.69 and proposed indirect costs maintains the project within the feasibility budgeted amount.

**Recommended City Council Action:** Staff recommends approval of Resolution \_\_\_\_ approving the professional services proposal with WSB for the preparation of bidding documents, bidding and construction services for the Enchanted Lane and Tuxedo Road Improvements and Grandview Avenue Improvements, City Projects 04-16 and 08-16.

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

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

Explain:

K:\02121-690\Admin\Docs\CC Action\082117\08-21-17 Const Serv PSA\1. AGN ITM-Enchanted Lane Construction Services Proposal - 082117.doc

**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. \_\_\_\_\_

**CITY OF MINNETRISTA  
HENNEPIN COUNTY, MINNESOTA**

**A RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT FOR  
THE ENCHANTED LANE AND TUXEDO ROAD IMPROVEMENTS AND  
GRANDVIEW AVENUE IMPROVEMENTS  
CITY PROJECT NO. 04-16 and 08-16**

**WHEREAS**, it is proposed to approve a professional services agreement for the construction services for the Enchanted Lane and Tuxedo Road Improvements and Grandview Avenue Improvements, City Project 04-16 and 08-16.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of Minnetrista that the professional services agreement for the construction services for the Enchanted Lane and Tuxedo Road Improvements and Grandview Avenue Improvements, City Project 04-16 and 08-16 is approved.

**BE IT FURTHER RESOLVED** by the City Council of Minnetrista that an agreement has been made between the City and WSB & Associates, Inc. to provide professional services for the Enchanted Lane and Tuxedo Road Improvements and Grandview Avenue Improvements, City Project 04-16 and 08-16.

This resolution was adopted by the City Council of the City of Minnetrista on the 21<sup>st</sup> day of August, 2017, by a vote of \_\_\_\_\_ Ayes and \_\_\_\_\_ Nays.

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

ATTEST:

\_\_\_\_\_  
Angela Boll, Deputy City Clerk

(seal)



August 21, 2017

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

Re: Proposal for Professional Services  
Enchanted Lane and Tuxedo Road Street Improvements and Grandview Avenue Improvements  
City Project 04-16 and 08-16  
WSB Project No. 2121-69

Dear Honorable Mayor and Council Members:

WSB & Associates, Inc. is pleased to provide you with our proposal for construction services for the Enchanted Lane and Tuxedo Road Improvements and Grandview Avenue Improvements.

**Project Understanding**

The City has prioritized Enchanted Lane from the bridge to the east City Limits with Shorewood and Tuxedo Road from the north City boundary with Mound to the bridge for improvement in the 2017 Capital Improvement Plan. Enchanted Lane currently exists as a bituminous surfaced roadway that experiences periodic flooding with heavy rainfall events and high water levels of Lake Minnetonka. The roadway also experiences annual local flooding, generally in the spring. The proposed project will reclaim the pavement to build up the roadway to reduce seasonal flooding but not raising it above the 100-year floodplain due to the potential high cost and extensive mitigation required.

Tuxedo Road also currently exists as bituminous surfaced and has deteriorated beyond regular routine maintenance. Improvements along Tuxedo Road will include bituminous pavement reclamation. The project feasibility report was presented to the City on December 5, 2016 and accepted by the Council. The public improvement hearing was held January 17, 2017, and the City Council authorized the preparation of plans and specifications for the Enchanted Lane and Tuxedo Road Improvements and Grandview Avenue Improvements.

As part of the proposed Red Oak subdivision development agreement, the City received \$35,000 to widen and rehabilitate Grandview Avenue. The condition of the street along Grandview Avenue from County Road 19 to west end is a bituminous roadway that has deteriorated to the point where the City has included it for roadway rehabilitation in the 2017 Capital Improvement Plan. The segment of roadway is approximately 400 feet and is planned to be widened by 2 feet, and rehabilitated by reclaiming the existing roadway to construct a new bituminous surface.

We anticipate the preparation of construction documents and bidding services to include the following items.

### **Proposed Services**

#### *Construction Services:*

- WSB will provide construction administration, observation and survey services including project management (weekly construction meetings, utility coordination, contractor coordination, project close-out); construction survey staking; construction observation; record drawings; permit monitoring; materials testing; and compliance review. Construction services and documentation will be performed to meet state aid requirements.
- Construction fees are based upon the proposed construction schedule beginning the first week of September through November 17, 2017, for major construction and the punch list and final pavement course work beginning on approximately May 15 and completion by June 30, 2018.

### **Proposed Fee**

We are proposing to complete the work on a cost-reimbursable basis in accordance with our current fee schedule.

Estimated fees for Construction Services are estimated at **\$89,801**. This is a not to exceed cost without prior approval from the City. The estimated construction services fees are within the indirect costs identified in the feasibility report.

Thank you for this opportunity to provide professional consulting services to the City of Minnetrista. If this proposal is acceptable, please execute the signature block below and return as our authorization to proceed.

Please do not hesitate to contact me if you have any questions. Thank you.

Sincerely,

***WSB & Associates, Inc.***

A handwritten signature in black ink, appearing to read 'Nick Williams', with a long horizontal line extending to the right.

Nick Williams, PE  
Senior Project Manager

### **PROPOSAL FOR:**

**Construction Services** – Enchanted Lane and Tuxedo Road Improvements and Grandview Avenue Improvements



Enchanted Lane and Tuxedo Road Street Improvements and Grandview Avenue Improvements -  
Professional Services Proposal  
August 21, 2017  
Page 3

**ACCEPTED BY:**  
**City of Minnetrista, MN**

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_



Estimated Project Fees

Enhchanted Lane and Tuxedo Road Improvements and Grandview Avenue Improvements

City Project 04-16 and 08-16

City of Minnetrista, MN

|  | Estimated Hours |                        |                  |                           |                  |                   |                                 |                   |                    |                       |                        |             | Cost         |
|--|-----------------|------------------------|------------------|---------------------------|------------------|-------------------|---------------------------------|-------------------|--------------------|-----------------------|------------------------|-------------|--------------|
|  | Principal       | Senior Project Manager | Project Engineer | Engineering Specialist VI | Project Engineer | Graduate Engineer | Water Resources Project Manager | Office Technician | Survey Coordinator | Construction Observer | Two Person Survey Crew | Total Hours |              |
| Description                                    | PH              | NG                     | KK               | TC                        |                  | DE                |                                 | KP                | PH                 | MH                    |                        |             |              |
|  |                 |                        |                  |                           |                  |                   |                                 |                   |                    |                       |                        |             | \$ -         |
| 1 Construction Services                        |                 |                        |                  |                           |                  |                   |                                 |                   |                    |                       |                        |             | \$ -         |
| 1.1 Project Management                         | 5               | 10                     | 20               |                           |                  | 10                |                                 |                   |                    |                       |                        | 45          | \$ 5,505.00  |
| 1.2 Preconstruction Meeting                    | 2               | 2                      | 2                |                           |                  |                   |                                 |                   |                    | 2                     |                        | 8           | \$ 1,110.00  |
| 1.3 Weekly Construction Meetings               | 5               | 10                     | 10               |                           |                  | 2                 |                                 |                   |                    | 10                    |                        | 37          | \$ 4,911.00  |
| 1.4 City Council Meetings/Meetings with Client | 2               |                        | 2                |                           |                  |                   |                                 |                   |                    |                       |                        | 4           | \$ 556.00    |
| 1.5 Coordination with Private Utility Owners   |                 |                        | 4                |                           |                  | 4                 |                                 |                   |                    |                       |                        | 8           | \$ 812.00    |
| 1.6 Bidding/Admin                              | 1               | 2                      | 2                |                           |                  |                   |                                 | 6                 |                    |                       |                        | 11          | \$ 1,157.00  |
| 1.7 Construction Admin/Observation/Meetings    | 10              | 20                     | 40               |                           |                  |                   |                                 |                   |                    | 385                   |                        | 455         | \$ 57,760.00 |
| 1.8 Constructon Survey                         |                 |                        |                  |                           |                  |                   |                                 |                   |                    |                       | 74                     | 74          | \$ 12,506.00 |
| 1.9 Materials Testing                          |                 | 2                      | 10               |                           |                  |                   |                                 |                   |                    | 32                    |                        | 44          | \$ 5,484.00  |
|  | 25              | 46                     | 90               |                           |                  | 16                |                                 | 6                 |                    | 429                   | 74                     | 686         | \$ 89,801.00 |
|  |                 |                        |                  |                           |                  |                   |                                 |                   |                    |                       |                        |             |              |
| Grand Total Hours                              | 25              | 46                     | 90               |                           |                  | 16                |                                 | 6                 |                    | 429                   | 74                     | 686         | \$ 89,801.00 |

|                                  |             |             |              |      |      |             |      |           |      |              |              |  |              |
|----------------------------------|-------------|-------------|--------------|------|------|-------------|------|-----------|------|--------------|--------------|--|--------------|
| Hourly Costs                     | 163.00      | 151.00      | 115.00       |      |      | 88.00       |      | 77.00     |      | 126.00       | 169.00       |  |              |
| Grand Total Direct Labor Costs   | \$ 4,075.00 | \$ 6,946.00 | \$ 10,350.00 | \$ - | \$ - | \$ 1,408.00 | \$ - | \$ 462.00 | \$ - | \$ 54,054.00 | \$ 12,506.00 |  | \$ 89,801.00 |
|                                  |             |             |              |      |      |             |      |           |      |              |              |  |              |
| Reimbursable Expenses -          |             |             |              |      |      |             |      |           |      |              |              |  |              |
|                                  |             |             |              |      |      |             |      |           |      |              |              |  |              |
|                                  |             |             |              |      |      |             |      |           |      |              |              |  |              |
|                                  |             |             |              |      |      |             |      |           |      |              |              |  |              |
|                                  |             |             |              |      |      |             |      |           |      |              |              |  |              |
|                                  |             |             |              |      |      |             |      |           |      |              |              |  | \$ -         |
| Total Fee (Hourly estimated fee) |             |             |              |      |      |             |      |           |      |              |              |  | \$ 89,801.00 |

Construction Estimate

\$693,845



## CITY OF MINNETRISTA

### REQUEST FOR CITY COUNCIL ACTION/DISCUSSION

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**Subject:** Res NO\_\_ Approving pre-sale report for General Obligation Bonds – Providing for the sale of \$3,250,000 in bonds for 2017 Street Projects (Halstead and Enchanted/Tuxedo) and 2017 Equipment Certificates

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

**Meeting Date:** August 17, 2017

---

**Item:** Attached is a resolution and report regarding the pre-sale of bonds for the above mentioned issues. An item to emphasize is that this is still an excellent time to be doing financing of projects. The estimated true interest cost regarding this issuance as of now is slightly under 3%

Please review the report and Mr. Todd Hagen from Ehlers will be in attendance to provide further detail on the above mentioned financing.

**Recommended City Council Action:** Res No\_\_ Approving pre sale report for General Obligation Bonds – Providing for the sale of \$3,250,000 in bonds for 2017 Street Projects (Halstead and Enchanted/Tuxedo) and 2017 Equipment Certificates

Does Recommended Action meet City Mission Statement?    Yes    No

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

**Explain:** This agenda item is for bonding for budgeted for 2017 Street Projects with included Halstead Drive project and Enchanted Lane/Tuxedo Road project. Also included is Equipment Certificates regarding funding our 2017 Capital Improvement (Equipment) Plan Purchases.

---

**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. \_\_\_\_\_

Council Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**Resolution Providing for the Sale of  
\$3,250,000 General Obligation Bonds, Series 2017A**

- A. WHEREAS, the City Council of the City of Minnetrista, Minnesota has heretofore determined that it is necessary and expedient to issue the City's \$3,250,000 General Obligation Bonds, Series 2017A (the "Bonds"), to finance the construction of the Halstead Drive and Enchanted/Tuxedo Lane Improvements; and the acquisition of various capital equipment for the City; and
- B. WHEREAS, the City has retained Ehlers & Associates, Inc., in Roseville, Minnesota ("Ehlers"), as its independent financial advisor for the Bonds in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9);

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

1. Authorization; Findings. The City Council hereby authorizes Ehlers to assist the City for the sale of the Bonds.
2. Meeting; Proposal Opening. The City Council shall meet at 7:00 p.m. on September 18, 2017, for the purpose of considering proposals for and awarding the sale of the Bonds.
3. Official Statement. In connection with said sale, the officers or employees of the City are hereby authorized to cooperate with Ehlers and participate in the preparation of an official statement for the Bonds and to execute and deliver it on behalf of the City upon its completion.

The motion for the adoption of the foregoing resolution was duly seconded by City Council Member \_\_\_\_\_ and, after full discussion thereof and upon a vote being taken thereon, the following City Council Members voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

Dated this 21<sup>st</sup> day of August, 2017.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Attest:

August 21, 2017

## Pre-Sale Report for

City of Minnetrista, Minnesota

\$3,250,000 General Obligation Bonds, Series 2017A



**Prepared by:**

Todd Hagen, CIPMA  
VP/Senior Municipal Advisor

And

Rebecca Kurtz, CIPMA  
VP/Senior Municipal Advisor

## Executive Summary of Proposed Debt

|                     |  |
|---------------------|--|
| Proposed Issue:     | \$3,250,000 General Obligation Bonds, Series 2017A   |
| Purposes:           | <p>To finance the construction of the Halstead Drive and Enchanted/Tuxedo Lane Improvements; and the acquisition of various capital equipment for the City.</p> <ul style="list-style-type: none"> <li>• <b>Improvement Portion</b> (MS 429). Debt service will be paid from special assessments and property taxes.</li> <li>• <b>Equipment Portion</b> (MS 412/410). Debt service will be paid from property taxes.</li> </ul>   |
| Authority:          | <p>The Bonds are being issued pursuant to Minnesota Statutes, Chapters 429, 412/410, and 475.</p> <p>Because the City is assessing at least 20% of the project costs, the Improvement Portion can be a general obligation without a referendum and will not count against the City's debt limit.</p> <p>The maximum that an entity can issue equipment for at any one time without publication of a resolution allowing for a reverse referendum is limited to .25% of estimated market value. The Equipment Portion does not exceed .25% of the estimated market value in the City. The Equipment Portion will count against the City's debt limit. The Equipment Portion does not exceed the City's debt limit.</p> <p>The Bonds will be general obligations of the City for which its full faith, credit and taxing powers are pledged.</p> |
| Term/Call Feature:  | <p>The Bonds are being issued for a 20-year term. Principal on the Bonds will be due on February 1 in the years 2019 through 2038. Interest is payable every six months beginning August 1, 2018.</p> <p>The Bonds maturing on and after February 1, 2027 will be subject to prepayment at the discretion of the City on February 1, 2026 or any date thereafter.</p>  |
| Bank Qualification: | <p>Because the City is expecting to issue no more than \$10,000,000 in tax exempt debt during the calendar year, the City will be able to designate the Bonds as "bank qualified" obligations.</p> <p>Bank qualified status broadens the market for the Bonds, which can result in lower interest rates.</p>   |
| Rating:             | <p>The City's most recent bond issues were rated AA+ by Standard &amp; Poor's.</p> <p>The City will request a new rating for the Bonds.</p> <p>If the winning bidder on the Bonds elects to purchase bond insurance, the</p>   |



|                           |   |
|---------------------------|---|
|                           | rating for the issue may be higher than the City's bond rating in the event that the bond rating of the insurer is higher than that of the City.  |
| Basis for Recommendation: | <p>Based on our knowledge of your situation, your objectives communicated to us, our advisory relationship as well as characteristics of various municipal financing options, we are recommending the issuance of general obligation bonds as a suitable financing option for the following reasons:</p> <ul style="list-style-type: none"> <li>• The City's policy and past practice has been to finance municipal projects like this with this type of debt issue.</li> <li>• This is a cost-effective option among the limited other options available to finance this type of project.</li> <li>• General obligation bonds provide the lowest possible interest cost.</li> </ul>  |
| Method of Sale/Placement: | <p>To obtain the lowest interest cost to the City, we will competitively bid the purchase of the Bonds from local and national underwriters/banks.</p> <p>We have included an allowance for discount bidding equal to 1.20% of the principal amount of the issue. The discount provides the underwriter with all or a portion of its compensation in the transaction. If the Bonds are purchased at a price greater than the minimum bid amount (maximum discount), the unused allowance may be used to lower your borrowing amount.</p> <p><b>Premium Bids:</b> Under current market conditions, most investors in municipal bonds prefer "premium" pricing structures. A premium is achieved when the coupon for any maturity (the interest rate paid by the issuer) exceeds the yield to the investor, resulting in a price paid that is greater than the face value of the bonds. The sum of the amounts paid more than face value is considered "reoffering premium."</p> <p>For this issue of Bonds, we have been directed to use the premium to reduce the size of the issue. The adjustments may slightly change the true interest cost of the original bid, either up or down.</p> |
| Review of Existing Debt:  | <p>We have reviewed all outstanding indebtedness for the City and find that the 2013A and 2013B bonds are callable on any day and could produce a good savings when combined with the pre-paid special assessments received from the developer. These bonds were issued to finance the Roundabout and Kings Point Road projects associated with the Woodland Cove Development.</p> <p>We will continue to monitor the market and the call dates for the City's outstanding debt and will alert you to any other future refunding opportunities.</p>   |
| Continuing Disclosure:    | <p>Because the City has more than \$10,000,000 in outstanding debt (including this issue) and this issue is over \$1,000,000, the City will be agreeing to provide certain updated Annual Financial Information and its Audited Financial Statement annually as well as providing notices of the occurrence of</p>  |



|                          |   |
|--------------------------|---|
|                          | <p>certain “material events” to the Municipal Securities Rulemaking Board (the “MSRB”), as required by rules of the Securities and Exchange Commission (SEC).</p> <p>The City is already obligated to provide such reports for its existing bonds, and has contracted with Ehlers to prepare and file the reports.</p>  |
| Arbitrage Monitoring:    | <p>Because the Bonds are tax-exempt securities/tax credit securities, the City must ensure compliance with certain Internal Revenue Service (IRS) rules throughout the life of the issue. These rules apply to all gross proceeds of the issue, including initial bond proceeds and investment earnings in construction, escrow, debt service, and any reserve funds. How issuers spend bond proceeds and how they track interest earnings on funds (arbitrage/yield restriction compliance) are common subjects of IRS inquiries. Your specific responsibilities will be detailed in the Tax Certificate prepared by your Bond Attorney and provided at closing.</p> <p>We recommend that you regularly monitor compliance with these rules and/or retain the services of a qualified firm to assist you.</p>  |
| Risk Factors:            | <p><b>Special Assessments:</b> We have not assumed any pre-paid special assessments and we have assumed that assessments are levied as projected. If the City receives a significant amount of pre-paid assessments or does not levy the assessments, it may need to increase the levy portion of the debt service to make up for lower interest earnings than the expected assessment interest rate.</p> <p><b>GO Pledge:</b> Because the Bonds will be general obligations of the City for which its full faith, credit and taxing powers are pledged, if the annual tax levy collected is not sufficient to pay the debt service payments, other City funds will need to be used.</p>  |
| Other Service Providers: | <p>This debt issuance will require the engagement of other public finance service providers. This section identifies those other service providers, so Ehlers can coordinate their engagement on your behalf. Where you have previously used a particular firm to provide a service, we have assumed that you will continue that relationship. For services you have not previously required, we have identified a service provider. Fees charged by these service providers will be paid from proceeds of the obligation, unless you notify us that you wish to pay them from other sources. Our pre-sale bond sizing includes a good faith estimate of these fees, so their final fees may vary. If you have any questions pertaining to the identified service providers or their role or if you would like to use a different service provider for any of the listed services please contact us.</p> <p><b>Bond Attorney:</b> Kennedy &amp; Graven</p> <p><b>Paying Agent:</b> Bond Trust Services</p> <p><b>Rating Agency:</b> Standard &amp; Poor’s</p> |





|                      |   |
|----------------------|---|
| Investment Earnings: | In order to more efficiently segregate funds for this project and maximize interest earnings we recommend using either your local banks or Ehlers Investment Partners, a subsidiary of Ehlers, to assist with the investment of bond proceeds until they are needed to pay project costs. |
| Summary:             | <p>The decisions to be made by the Council are as follows:</p> <ul style="list-style-type: none"> <li>• Accept or modify the finance assumptions described in this report.</li> <li>• Adopt the resolution attached to this report.</li> </ul>  |

This presale report summarizes our understanding of the City's objectives for the structure and terms of this financing as of this date. As additional facts become known or capital markets conditions change, we may need to modify the structure and/or terms of this financing to achieve results consistent with the City's objectives.



## Proposed Debt Issuance Schedule

|  |                           |
|--|---------------------------|
| Pre-Sale Review by City Council                  | August 21, 2017           |
| Distribute Official Statement:                   | Week of September 4, 2017 |
| Conference with Rating Agency:                   | September 4 or 11, 2017   |
| City Council Meeting to Award Sale of the Bonds: | September 18, 2017        |
| Estimated Closing Date:                          | October 15, 2017          |

### Attachments

Sources and Uses of Funds  
Proposed Debt Service Schedule  
Bond Buyer Index  
Resolution Authorizing Ehlers to Proceed with Bond Sale

### Ehlers Contacts

|                         |                |                |
|-------------------------|----------------|----------------|
| Financial Advisors:     | Todd Hagen     | (651) 697-8508 |
|                         | Rebecca Kurtz  | (651) 697-8516 |
| Disclosure Coordinator: | Sylvia Johnson | (651) 697-8580 |
| Financial Analyst:      | Alicia Gage    | (651) 697-8551 |

The Official Statement for this financing will be mailed to the City Council at their home address or e-mailed for review prior to the sale date.



# Minnetrista, Minnesota

\$3,250,000 General Obligation Bonds, Series 2017A

Issue Summary

Assumes Current Market BQ AA+ plus 25bps

## Total Issue Sources And Uses

Dated 10/15/2017 | Delivered 10/15/2017

|                                       | Halstead<br>Drive     | Enchanted<br>Road/<br>Tuxedo | Various<br>Equipment | Issue<br>Summary      |
|---------------------------------------|-----------------------|------------------------------|----------------------|-----------------------|
| <b>Sources Of Funds</b>               |                       |                              |                      |                       |
| Par Amount of Bonds                   | \$2,160,000.00        | \$840,000.00                 | \$250,000.00         | \$3,250,000.00        |
| Municipal State Aid (MSA)             | 1,300,000.00          | -                            | -                    | 1,300,000.00          |
| <b>Total Sources</b>                  | <b>\$3,460,000.00</b> | <b>\$840,000.00</b>          | <b>\$250,000.00</b>  | <b>\$4,550,000.00</b> |
| <b>Uses Of Funds</b>                  |                       |                              |                      |                       |
| Total Underwriter's Discount (1.200%) | 25,920.00             | 10,080.00                    | 3,000.00             | 39,000.00             |
| Costs of Issuance                     | 33,563.08             | 13,052.31                    | 3,884.61             | 50,500.00             |
| Deposit to Project Construction Fund  | 3,400,000.00          | 815,000.00                   | 245,000.00           | 4,460,000.00          |
| Rounding Amount                       | 516.92                | 1,867.69                     | (1,884.61)           | 500.00                |
| <b>Total Uses</b>                     | <b>\$3,460,000.00</b> | <b>\$840,000.00</b>          | <b>\$250,000.00</b>  | <b>\$4,550,000.00</b> |

## Minnetrista, Minnesota

### \$3,250,000 General Obligation Bonds, Series 2017A

#### Issue Summary

Assumes Current Market BQ AA+ plus 25bps

#### Debt Service Schedule

| Date         | Principal             | Coupon   | Interest            | Total P+I             | Fiscal Total |
|--------------|-----------------------|----------|---------------------|-----------------------|--------------|
| 10/15/2017   | -                     | -        | -                   | -                     | -            |
| 08/01/2018   | -                     | -        | 61,019.29           | 61,019.29             | -            |
| 02/01/2019   | 90,000.00             | 1.150%   | 38,403.75           | 128,403.75            | 189,423.04   |
| 08/01/2019   | -                     | -        | 37,886.25           | 37,886.25             | -            |
| 02/01/2020   | 180,000.00            | 1.250%   | 37,886.25           | 217,886.25            | 255,772.50   |
| 08/01/2020   | -                     | -        | 36,761.25           | 36,761.25             | -            |
| 02/01/2021   | 180,000.00            | 1.400%   | 36,761.25           | 216,761.25            | 253,522.50   |
| 08/01/2021   | -                     | -        | 35,501.25           | 35,501.25             | -            |
| 02/01/2022   | 180,000.00            | 1.500%   | 35,501.25           | 215,501.25            | 251,002.50   |
| 08/01/2022   | -                     | -        | 34,151.25           | 34,151.25             | -            |
| 02/01/2023   | 185,000.00            | 1.650%   | 34,151.25           | 219,151.25            | 253,302.50   |
| 08/01/2023   | -                     | -        | 32,625.00           | 32,625.00             | -            |
| 02/01/2024   | 140,000.00            | 1.800%   | 32,625.00           | 172,625.00            | 205,250.00   |
| 08/01/2024   | -                     | -        | 31,365.00           | 31,365.00             | -            |
| 02/01/2025   | 140,000.00            | 1.900%   | 31,365.00           | 171,365.00            | 202,730.00   |
| 08/01/2025   | -                     | -        | 30,035.00           | 30,035.00             | -            |
| 02/01/2026   | 145,000.00            | 2.050%   | 30,035.00           | 175,035.00            | 205,070.00   |
| 08/01/2026   | -                     | -        | 28,548.75           | 28,548.75             | -            |
| 02/01/2027   | 145,000.00            | 2.200%   | 28,548.75           | 173,548.75            | 202,097.50   |
| 08/01/2027   | -                     | -        | 26,953.75           | 26,953.75             | -            |
| 02/01/2028   | 145,000.00            | 2.300%   | 26,953.75           | 171,953.75            | 198,907.50   |
| 08/01/2028   | -                     | -        | 25,286.25           | 25,286.25             | -            |
| 02/01/2029   | 150,000.00            | 2.450%   | 25,286.25           | 175,286.25            | 200,572.50   |
| 08/01/2029   | -                     | -        | 23,448.75           | 23,448.75             | -            |
| 02/01/2030   | 155,000.00            | 2.550%   | 23,448.75           | 178,448.75            | 201,897.50   |
| 08/01/2030   | -                     | -        | 21,472.50           | 21,472.50             | -            |
| 02/01/2031   | 160,000.00            | 2.650%   | 21,472.50           | 181,472.50            | 202,945.00   |
| 08/01/2031   | -                     | -        | 19,352.50           | 19,352.50             | -            |
| 02/01/2032   | 165,000.00            | 2.750%   | 19,352.50           | 184,352.50            | 203,705.00   |
| 08/01/2032   | -                     | -        | 17,083.75           | 17,083.75             | -            |
| 02/01/2033   | 165,000.00            | 2.850%   | 17,083.75           | 182,083.75            | 199,167.50   |
| 08/01/2033   | -                     | -        | 14,732.50           | 14,732.50             | -            |
| 02/01/2034   | 175,000.00            | 2.950%   | 14,732.50           | 189,732.50            | 204,465.00   |
| 08/01/2034   | -                     | -        | 12,151.25           | 12,151.25             | -            |
| 02/01/2035   | 180,000.00            | 3.100%   | 12,151.25           | 192,151.25            | 204,302.50   |
| 08/01/2035   | -                     | -        | 9,361.25            | 9,361.25              | -            |
| 02/01/2036   | 185,000.00            | 3.200%   | 9,361.25            | 194,361.25            | 203,722.50   |
| 08/01/2036   | -                     | -        | 6,401.25            | 6,401.25              | -            |
| 02/01/2037   | 190,000.00            | 3.300%   | 6,401.25            | 196,401.25            | 202,802.50   |
| 08/01/2037   | -                     | -        | 3,266.25            | 3,266.25              | -            |
| 02/01/2038   | 195,000.00            | 3.350%   | 3,266.25            | 198,266.25            | 201,532.50   |
| <b>Total</b> | <b>\$3,250,000.00</b> | <b>-</b> | <b>\$992,190.54</b> | <b>\$4,242,190.54</b> | <b>-</b>     |

#### Yield Statistics

|                                   |              |
|-----------------------------------|--------------|
| Bond Year Dollars                 | \$36,401.94  |
| Average Life                      | 11.201 Years |
| Average Coupon                    | 2.7256526%   |
| Net Interest Cost (NIC)           | 2.8327897%   |
| True Interest Cost (TIC)          | 2.8182661%   |
| Bond Yield for Arbitrage Purposes | 2.6894704%   |
| All Inclusive Cost (AIC)          | 2.9883833%   |

#### IRS Form 8038

|                           |              |
|---------------------------|--------------|
| Net Interest Cost         | 2.7256526%   |
| Weighted Average Maturity | 11.201 Years |

Series 2017A GO Bonds - P | Issue Summary | 8/16/2017 | 4:19 PM

# Minnetrista, Minnesota

## \$3,250,000 General Obligation Bonds, Series 2017A

### Issue Summary

Assumes Current Market BQ AA+ plus 25bps

### Debt Service Schedule

| Date         | Principal             | Coupon   | Interest            | Total P+I             | 105% of Total         | Assessments           | Levy/(Surplus)        |
|--------------|-----------------------|----------|---------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 02/01/2018   | -                     | -        | -                   | -                     | -                     | -                     | -                     |
| 02/01/2019   | 90,000.00             | 1.150%   | 99,423.04           | 189,423.04            | 198,894.19            | 84,612.50             | 114,281.69            |
| 02/01/2020   | 180,000.00            | 1.250%   | 75,772.50           | 255,772.50            | 268,561.13            | 84,612.51             | 183,948.62            |
| 02/01/2021   | 180,000.00            | 1.400%   | 73,522.50           | 253,522.50            | 266,198.63            | 84,612.50             | 181,586.13            |
| 02/01/2022   | 180,000.00            | 1.500%   | 71,002.50           | 251,002.50            | 263,552.63            | 84,612.51             | 178,940.12            |
| 02/01/2023   | 185,000.00            | 1.650%   | 68,302.50           | 253,302.50            | 265,967.63            | 84,612.50             | 181,355.13            |
| 02/01/2024   | 140,000.00            | 1.800%   | 65,250.00           | 205,250.00            | 215,512.50            | 84,612.50             | 130,900.00            |
| 02/01/2025   | 140,000.00            | 1.900%   | 62,730.00           | 202,730.00            | 212,866.50            | 84,612.50             | 128,254.00            |
| 02/01/2026   | 145,000.00            | 2.050%   | 60,070.00           | 205,070.00            | 215,323.50            | 84,612.51             | 130,710.99            |
| 02/01/2027   | 145,000.00            | 2.200%   | 57,097.50           | 202,097.50            | 212,202.38            | 84,612.51             | 127,589.87            |
| 02/01/2028   | 145,000.00            | 2.300%   | 53,907.50           | 198,907.50            | 208,852.88            | 84,612.51             | 124,240.37            |
| 02/01/2029   | 150,000.00            | 2.450%   | 50,572.50           | 200,572.50            | 210,601.13            | 84,612.50             | 125,988.63            |
| 02/01/2030   | 155,000.00            | 2.550%   | 46,897.50           | 201,897.50            | 211,992.38            | 84,612.52             | 127,379.86            |
| 02/01/2031   | 160,000.00            | 2.650%   | 42,945.00           | 202,945.00            | 213,092.25            | 84,612.51             | 128,479.74            |
| 02/01/2032   | 165,000.00            | 2.750%   | 38,705.00           | 203,705.00            | 213,890.25            | 84,612.51             | 129,277.74            |
| 02/01/2033   | 165,000.00            | 2.850%   | 34,167.50           | 199,167.50            | 209,125.88            | 84,612.50             | 124,513.38            |
| 02/01/2034   | 175,000.00            | 2.950%   | 29,465.00           | 204,465.00            | 214,688.25            | 84,612.50             | 130,075.75            |
| 02/01/2035   | 180,000.00            | 3.100%   | 24,302.50           | 204,302.50            | 214,517.63            | 84,612.51             | 129,905.12            |
| 02/01/2036   | 185,000.00            | 3.200%   | 18,722.50           | 203,722.50            | 213,908.63            | 84,612.51             | 129,296.12            |
| 02/01/2037   | 190,000.00            | 3.300%   | 12,802.50           | 202,802.50            | 212,942.63            | 84,612.51             | 128,330.12            |
| 02/01/2038   | 195,000.00            | 3.350%   | 6,532.50            | 201,532.50            | 211,609.13            | 84,612.51             | 126,996.62            |
| <b>Total</b> | <b>\$3,250,000.00</b> | <b>-</b> | <b>\$992,190.54</b> | <b>\$4,242,190.54</b> | <b>\$4,454,300.07</b> | <b>\$1,692,250.13</b> | <b>\$2,762,049.94</b> |

### Significant Dates

|                   |            |
|-------------------|------------|
| Dated             | 10/15/2017 |
| First Coupon Date | 8/01/2018  |

### Yield Statistics

|                                   |              |
|-----------------------------------|--------------|
| Bond Year Dollars                 | \$36,401.94  |
| Average Life                      | 11.201 Years |
| Average Coupon                    | 2.7256526%   |
| Net Interest Cost (NIC)           | 2.8327897%   |
| True Interest Cost (TIC)          | 2.8182661%   |
| Bond Yield for Arbitrage Purposes | 2.6894704%   |
| All Inclusive Cost (AIC)          | 2.9883833%   |

## Minnetrista, Minnesota

\$2,160,000 General Obligation Bonds, Series 2017A

Halstead Drive

Assumes Current Market BQ AA+ plus 25bps

### Debt Service Schedule

| Date         | Principal             | Coupon   | Interest            | Total P+I             | Fiscal Total |
|--------------|-----------------------|----------|---------------------|-----------------------|--------------|
| 10/15/2017   | -                     | -        | -                   | -                     | -            |
| 08/01/2018   | -                     | -        | 41,986.39           | 41,986.39             | -            |
| 02/01/2019   | 20,000.00             | 1.150%   | 26,425.00           | 46,425.00             | 88,411.39    |
| 08/01/2019   | -                     | -        | 26,310.00           | 26,310.00             | -            |
| 02/01/2020   | 95,000.00             | 1.250%   | 26,310.00           | 121,310.00            | 147,620.00   |
| 08/01/2020   | -                     | -        | 25,716.25           | 25,716.25             | -            |
| 02/01/2021   | 95,000.00             | 1.400%   | 25,716.25           | 120,716.25            | 146,432.50   |
| 08/01/2021   | -                     | -        | 25,051.25           | 25,051.25             | -            |
| 02/01/2022   | 95,000.00             | 1.500%   | 25,051.25           | 120,051.25            | 145,102.50   |
| 08/01/2022   | -                     | -        | 24,338.75           | 24,338.75             | -            |
| 02/01/2023   | 100,000.00            | 1.650%   | 24,338.75           | 124,338.75            | 148,677.50   |
| 08/01/2023   | -                     | -        | 23,513.75           | 23,513.75             | -            |
| 02/01/2024   | 100,000.00            | 1.800%   | 23,513.75           | 123,513.75            | 147,027.50   |
| 08/01/2024   | -                     | -        | 22,613.75           | 22,613.75             | -            |
| 02/01/2025   | 100,000.00            | 1.900%   | 22,613.75           | 122,613.75            | 145,227.50   |
| 08/01/2025   | -                     | -        | 21,663.75           | 21,663.75             | -            |
| 02/01/2026   | 105,000.00            | 2.050%   | 21,663.75           | 126,663.75            | 148,327.50   |
| 08/01/2026   | -                     | -        | 20,587.50           | 20,587.50             | -            |
| 02/01/2027   | 105,000.00            | 2.200%   | 20,587.50           | 125,587.50            | 146,175.00   |
| 08/01/2027   | -                     | -        | 19,432.50           | 19,432.50             | -            |
| 02/01/2028   | 105,000.00            | 2.300%   | 19,432.50           | 124,432.50            | 143,865.00   |
| 08/01/2028   | -                     | -        | 18,225.00           | 18,225.00             | -            |
| 02/01/2029   | 110,000.00            | 2.450%   | 18,225.00           | 128,225.00            | 146,450.00   |
| 08/01/2029   | -                     | -        | 16,877.50           | 16,877.50             | -            |
| 02/01/2030   | 110,000.00            | 2.550%   | 16,877.50           | 126,877.50            | 143,755.00   |
| 08/01/2030   | -                     | -        | 15,475.00           | 15,475.00             | -            |
| 02/01/2031   | 115,000.00            | 2.650%   | 15,475.00           | 130,475.00            | 145,950.00   |
| 08/01/2031   | -                     | -        | 13,951.25           | 13,951.25             | -            |
| 02/01/2032   | 120,000.00            | 2.750%   | 13,951.25           | 133,951.25            | 147,902.50   |
| 08/01/2032   | -                     | -        | 12,301.25           | 12,301.25             | -            |
| 02/01/2033   | 120,000.00            | 2.850%   | 12,301.25           | 132,301.25            | 144,602.50   |
| 08/01/2033   | -                     | -        | 10,591.25           | 10,591.25             | -            |
| 02/01/2034   | 125,000.00            | 2.950%   | 10,591.25           | 135,591.25            | 146,182.50   |
| 08/01/2034   | -                     | -        | 8,747.50            | 8,747.50              | -            |
| 02/01/2035   | 130,000.00            | 3.100%   | 8,747.50            | 138,747.50            | 147,495.00   |
| 08/01/2035   | -                     | -        | 6,732.50            | 6,732.50              | -            |
| 02/01/2036   | 135,000.00            | 3.200%   | 6,732.50            | 141,732.50            | 148,465.00   |
| 08/01/2036   | -                     | -        | 4,572.50            | 4,572.50              | -            |
| 02/01/2037   | 135,000.00            | 3.300%   | 4,572.50            | 139,572.50            | 144,145.00   |
| 08/01/2037   | -                     | -        | 2,345.00            | 2,345.00              | -            |
| 02/01/2038   | 140,000.00            | 3.350%   | 2,345.00            | 142,345.00            | 144,690.00   |
| <b>Total</b> | <b>\$2,160,000.00</b> | <b>-</b> | <b>\$706,503.89</b> | <b>\$2,866,503.89</b> | <b>-</b>     |

### Yield Statistics

|                                   |              |
|-----------------------------------|--------------|
| Bond Year Dollars                 | \$25,656.00  |
| Average Life                      | 11.878 Years |
| Average Coupon                    | 2.7537570%   |
| Net Interest Cost (NIC)           | 2.8547860%   |
| True Interest Cost (TIC)          | 2.8427581%   |
| Bond Yield for Arbitrage Purposes | 2.6894704%   |
| All Inclusive Cost (AIC)          | 3.0040450%   |

### IRS Form 8038

|                           |              |
|---------------------------|--------------|
| Net Interest Cost         | 2.7537570%   |
| Weighted Average Maturity | 11.878 Years |

Series 2017A GO Bonds - P | Halstead Drive | 8/16/2017 | 4:19 PM

# Minnetrista, Minnesota

\$2,160,000 General Obligation Bonds, Series 2017A

Halstead Drive

Assumes Current Market BQ AA+ plus 25bps

## Debt Service Schedule

| Date         | Principal             | Coupon   | Interest            | Total P+I             | 105% of Total         | Assessments           | Levy/(Surplus)        |
|--------------|-----------------------|----------|---------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 02/01/2018   | -                     | -        | -                   | -                     | -                     | -                     | -                     |
| 02/01/2019   | 20,000.00             | 1.150%   | 68,411.39           | 88,411.39             | 92,831.96             | 51,337.92             | 41,494.04             |
| 02/01/2020   | 95,000.00             | 1.250%   | 52,620.00           | 147,620.00            | 155,001.00            | 51,337.93             | 103,663.07            |
| 02/01/2021   | 95,000.00             | 1.400%   | 51,432.50           | 146,432.50            | 153,754.13            | 51,337.92             | 102,416.21            |
| 02/01/2022   | 95,000.00             | 1.500%   | 50,102.50           | 145,102.50            | 152,357.63            | 51,337.93             | 101,019.70            |
| 02/01/2023   | 100,000.00            | 1.650%   | 48,677.50           | 148,677.50            | 156,111.38            | 51,337.92             | 104,773.46            |
| 02/01/2024   | 100,000.00            | 1.800%   | 47,027.50           | 147,027.50            | 154,378.88            | 51,337.92             | 103,040.96            |
| 02/01/2025   | 100,000.00            | 1.900%   | 45,227.50           | 145,227.50            | 152,488.88            | 51,337.92             | 101,150.96            |
| 02/01/2026   | 105,000.00            | 2.050%   | 43,327.50           | 148,327.50            | 155,743.88            | 51,337.93             | 104,405.95            |
| 02/01/2027   | 105,000.00            | 2.200%   | 41,175.00           | 146,175.00            | 153,483.75            | 51,337.93             | 102,145.82            |
| 02/01/2028   | 105,000.00            | 2.300%   | 38,865.00           | 143,865.00            | 151,058.25            | 51,337.92             | 99,720.33             |
| 02/01/2029   | 110,000.00            | 2.450%   | 36,450.00           | 146,450.00            | 153,772.50            | 51,337.92             | 102,434.58            |
| 02/01/2030   | 110,000.00            | 2.550%   | 33,755.00           | 143,755.00            | 150,942.75            | 51,337.93             | 99,604.82             |
| 02/01/2031   | 115,000.00            | 2.650%   | 30,950.00           | 145,950.00            | 153,247.50            | 51,337.93             | 101,909.57            |
| 02/01/2032   | 120,000.00            | 2.750%   | 27,902.50           | 147,902.50            | 155,297.63            | 51,337.93             | 103,959.70            |
| 02/01/2033   | 120,000.00            | 2.850%   | 24,602.50           | 144,602.50            | 151,832.63            | 51,337.92             | 100,494.71            |
| 02/01/2034   | 125,000.00            | 2.950%   | 21,182.50           | 146,182.50            | 153,491.63            | 51,337.92             | 102,153.71            |
| 02/01/2035   | 130,000.00            | 3.100%   | 17,495.00           | 147,495.00            | 154,869.75            | 51,337.93             | 103,531.82            |
| 02/01/2036   | 135,000.00            | 3.200%   | 13,465.00           | 148,465.00            | 155,888.25            | 51,337.93             | 104,550.32            |
| 02/01/2037   | 135,000.00            | 3.300%   | 9,145.00            | 144,145.00            | 151,352.25            | 51,337.93             | 100,014.32            |
| 02/01/2038   | 140,000.00            | 3.350%   | 4,690.00            | 144,690.00            | 151,924.50            | 51,337.93             | 100,586.57            |
| <b>Total</b> | <b>\$2,160,000.00</b> | <b>-</b> | <b>\$706,503.89</b> | <b>\$2,866,503.89</b> | <b>\$3,009,829.08</b> | <b>\$1,026,758.51</b> | <b>\$1,983,070.57</b> |

## Significant Dates

|                   |            |
|-------------------|------------|
| Dated             | 10/15/2017 |
| First Coupon Date | 8/01/2018  |

## Yield Statistics

|                                   |              |
|-----------------------------------|--------------|
| Bond Year Dollars                 | \$25,656.00  |
| Average Life                      | 11.878 Years |
| Average Coupon                    | 2.7537570%   |
| Net Interest Cost (NIC)           | 2.8547860%   |
| True Interest Cost (TIC)          | 2.8427581%   |
| Bond Yield for Arbitrage Purposes | 2.6894704%   |
| All Inclusive Cost (AIC)          | 3.0040450%   |



## Minnetrista, Minnesota

\$840,000 General Obligation Bonds, Series 2017A

Enchanted Road/Tuxedo Road

Assumes Current Market BQ AA+ plus 25bps

### Debt Service Schedule

| Date         | Principal           | Coupon   | Interest            | Total P+I             | Fiscal Total |
|--------------|---------------------|----------|---------------------|-----------------------|--------------|
| 10/15/2017   | -                   | -        | -                   | -                     | -            |
| 08/01/2018   | -                   | -        | 16,272.21           | 16,272.21             | -            |
| 02/01/2019   | 20,000.00           | 1.150%   | 10,241.25           | 30,241.25             | 46,513.46    |
| 08/01/2019   | -                   | -        | 10,126.25           | 10,126.25             | -            |
| 02/01/2020   | 35,000.00           | 1.250%   | 10,126.25           | 45,126.25             | 55,252.50    |
| 08/01/2020   | -                   | -        | 9,907.50            | 9,907.50              | -            |
| 02/01/2021   | 35,000.00           | 1.400%   | 9,907.50            | 44,907.50             | 54,815.00    |
| 08/01/2021   | -                   | -        | 9,662.50            | 9,662.50              | -            |
| 02/01/2022   | 35,000.00           | 1.500%   | 9,662.50            | 44,662.50             | 54,325.00    |
| 08/01/2022   | -                   | -        | 9,400.00            | 9,400.00              | -            |
| 02/01/2023   | 35,000.00           | 1.650%   | 9,400.00            | 44,400.00             | 53,800.00    |
| 08/01/2023   | -                   | -        | 9,111.25            | 9,111.25              | -            |
| 02/01/2024   | 40,000.00           | 1.800%   | 9,111.25            | 49,111.25             | 58,222.50    |
| 08/01/2024   | -                   | -        | 8,751.25            | 8,751.25              | -            |
| 02/01/2025   | 40,000.00           | 1.900%   | 8,751.25            | 48,751.25             | 57,502.50    |
| 08/01/2025   | -                   | -        | 8,371.25            | 8,371.25              | -            |
| 02/01/2026   | 40,000.00           | 2.050%   | 8,371.25            | 48,371.25             | 56,742.50    |
| 08/01/2026   | -                   | -        | 7,961.25            | 7,961.25              | -            |
| 02/01/2027   | 40,000.00           | 2.200%   | 7,961.25            | 47,961.25             | 55,922.50    |
| 08/01/2027   | -                   | -        | 7,521.25            | 7,521.25              | -            |
| 02/01/2028   | 40,000.00           | 2.300%   | 7,521.25            | 47,521.25             | 55,042.50    |
| 08/01/2028   | -                   | -        | 7,061.25            | 7,061.25              | -            |
| 02/01/2029   | 40,000.00           | 2.450%   | 7,061.25            | 47,061.25             | 54,122.50    |
| 08/01/2029   | -                   | -        | 6,571.25            | 6,571.25              | -            |
| 02/01/2030   | 45,000.00           | 2.550%   | 6,571.25            | 51,571.25             | 58,142.50    |
| 08/01/2030   | -                   | -        | 5,997.50            | 5,997.50              | -            |
| 02/01/2031   | 45,000.00           | 2.650%   | 5,997.50            | 50,997.50             | 56,995.00    |
| 08/01/2031   | -                   | -        | 5,401.25            | 5,401.25              | -            |
| 02/01/2032   | 45,000.00           | 2.750%   | 5,401.25            | 50,401.25             | 55,802.50    |
| 08/01/2032   | -                   | -        | 4,782.50            | 4,782.50              | -            |
| 02/01/2033   | 45,000.00           | 2.850%   | 4,782.50            | 49,782.50             | 54,565.00    |
| 08/01/2033   | -                   | -        | 4,141.25            | 4,141.25              | -            |
| 02/01/2034   | 50,000.00           | 2.950%   | 4,141.25            | 54,141.25             | 58,282.50    |
| 08/01/2034   | -                   | -        | 3,403.75            | 3,403.75              | -            |
| 02/01/2035   | 50,000.00           | 3.100%   | 3,403.75            | 53,403.75             | 56,807.50    |
| 08/01/2035   | -                   | -        | 2,628.75            | 2,628.75              | -            |
| 02/01/2036   | 50,000.00           | 3.200%   | 2,628.75            | 52,628.75             | 55,257.50    |
| 08/01/2036   | -                   | -        | 1,828.75            | 1,828.75              | -            |
| 02/01/2037   | 55,000.00           | 3.300%   | 1,828.75            | 56,828.75             | 58,657.50    |
| 08/01/2037   | -                   | -        | 921.25              | 921.25                | -            |
| 02/01/2038   | 55,000.00           | 3.350%   | 921.25              | 55,921.25             | 56,842.50    |
| <b>Total</b> | <b>\$840,000.00</b> | <b>-</b> | <b>\$273,613.46</b> | <b>\$1,113,613.46</b> | <b>-</b>     |

### Yield Statistics

|                                   |              |
|-----------------------------------|--------------|
| Bond Year Dollars                 | \$9,922.33   |
| Average Life                      | 11.812 Years |
| Average Coupon                    | 2.7575516%   |
| Net Interest Cost (NIC)           | 2.8591406%   |
| True Interest Cost (TIC)          | 2.8471509%   |
| Bond Yield for Arbitrage Purposes | 2.6894704%   |
| All Inclusive Cost (AIC)          | 3.0094719%   |

### IRS Form 8038

|                           |              |
|---------------------------|--------------|
| Net Interest Cost         | 2.7575516%   |
| Weighted Average Maturity | 11.812 Years |

Series 2017A GO Bonds - P | Enchanted Road/Tuxedo Road | 8/16/2017 | 4:19 PM



# Minnetrista, Minnesota

\$840,000 General Obligation Bonds, Series 2017A

Enchanted Road/Tuxedo Road

Assumes Current Market BQ AA+ plus 25bps

## Debt Service Schedule

| Date         | Principal           | Coupon   | Interest            | Total P+I             | 105% of Total         | Assessments         | Levy/(Surplus)      |
|--------------|---------------------|----------|---------------------|-----------------------|-----------------------|---------------------|---------------------|
| 02/01/2018   | -                   | -        | -                   | -                     | -                     | -                   | -                   |
| 02/01/2019   | 20,000.00           | 1.150%   | 26,513.46           | 46,513.46             | 48,839.13             | 33,274.58           | 15,564.55           |
| 02/01/2020   | 35,000.00           | 1.250%   | 20,252.50           | 55,252.50             | 58,015.13             | 33,274.58           | 24,740.55           |
| 02/01/2021   | 35,000.00           | 1.400%   | 19,815.00           | 54,815.00             | 57,555.75             | 33,274.58           | 24,281.17           |
| 02/01/2022   | 35,000.00           | 1.500%   | 19,325.00           | 54,325.00             | 57,041.25             | 33,274.58           | 23,766.67           |
| 02/01/2023   | 35,000.00           | 1.650%   | 18,800.00           | 53,800.00             | 56,490.00             | 33,274.58           | 23,215.42           |
| 02/01/2024   | 40,000.00           | 1.800%   | 18,222.50           | 58,222.50             | 61,133.63             | 33,274.58           | 27,859.05           |
| 02/01/2025   | 40,000.00           | 1.900%   | 17,502.50           | 57,502.50             | 60,377.63             | 33,274.58           | 27,103.05           |
| 02/01/2026   | 40,000.00           | 2.050%   | 16,742.50           | 56,742.50             | 59,579.63             | 33,274.58           | 26,305.05           |
| 02/01/2027   | 40,000.00           | 2.200%   | 15,922.50           | 55,922.50             | 58,718.63             | 33,274.58           | 25,444.05           |
| 02/01/2028   | 40,000.00           | 2.300%   | 15,042.50           | 55,042.50             | 57,794.63             | 33,274.59           | 24,520.04           |
| 02/01/2029   | 40,000.00           | 2.450%   | 14,122.50           | 54,122.50             | 56,828.63             | 33,274.58           | 23,554.05           |
| 02/01/2030   | 45,000.00           | 2.550%   | 13,142.50           | 58,142.50             | 61,049.63             | 33,274.59           | 27,775.04           |
| 02/01/2031   | 45,000.00           | 2.650%   | 11,995.00           | 56,995.00             | 59,844.75             | 33,274.58           | 26,570.17           |
| 02/01/2032   | 45,000.00           | 2.750%   | 10,802.50           | 55,802.50             | 58,592.63             | 33,274.58           | 25,318.05           |
| 02/01/2033   | 45,000.00           | 2.850%   | 9,565.00            | 54,565.00             | 57,293.25             | 33,274.58           | 24,018.67           |
| 02/01/2034   | 50,000.00           | 2.950%   | 8,282.50            | 58,282.50             | 61,196.63             | 33,274.58           | 27,922.05           |
| 02/01/2035   | 50,000.00           | 3.100%   | 6,807.50            | 56,807.50             | 59,647.88             | 33,274.58           | 26,373.30           |
| 02/01/2036   | 50,000.00           | 3.200%   | 5,257.50            | 55,257.50             | 58,020.38             | 33,274.58           | 24,745.80           |
| 02/01/2037   | 55,000.00           | 3.300%   | 3,657.50            | 58,657.50             | 61,590.38             | 33,274.58           | 28,315.80           |
| 02/01/2038   | 55,000.00           | 3.350%   | 1,842.50            | 56,842.50             | 59,684.63             | 33,274.58           | 26,410.05           |
| <b>Total</b> | <b>\$840,000.00</b> | <b>-</b> | <b>\$273,613.46</b> | <b>\$1,113,613.46</b> | <b>\$1,169,294.13</b> | <b>\$665,491.62</b> | <b>\$503,802.51</b> |

## Significant Dates

|                   |            |
|-------------------|------------|
| Dated             | 10/15/2017 |
| First Coupon Date | 8/01/2018  |

## Yield Statistics

|                                   |              |
|-----------------------------------|--------------|
| Bond Year Dollars                 | \$9,922.33   |
| Average Life                      | 11.812 Years |
| Average Coupon                    | 2.7575516%   |
| Net Interest Cost (NIC)           | 2.8591406%   |
| True Interest Cost (TIC)          | 2.8471509%   |
| Bond Yield for Arbitrage Purposes | 2.6894704%   |
| All Inclusive Cost (AIC)          | 3.0094719%   |



# Minnetrista, Minnesota

\$250,000 General Obligation Bonds, Series 2017A

Various Equipment

Assumes Current Market BQ AA+ plus 25bps

## Debt Service Schedule

| Date         | Principal           | Coupon   | Interest           | Total P+I           | Fiscal Total |
|--------------|---------------------|----------|--------------------|---------------------|--------------|
| 10/15/2017   | -                   | -        | -                  | -                   | -            |
| 08/01/2018   | -                   | -        | 2,760.69           | 2,760.69            | -            |
| 02/01/2019   | 50,000.00           | 1.150%   | 1,737.50           | 51,737.50           | 54,498.19    |
| 08/01/2019   | -                   | -        | 1,450.00           | 1,450.00            | -            |
| 02/01/2020   | 50,000.00           | 1.250%   | 1,450.00           | 51,450.00           | 52,900.00    |
| 08/01/2020   | -                   | -        | 1,137.50           | 1,137.50            | -            |
| 02/01/2021   | 50,000.00           | 1.400%   | 1,137.50           | 51,137.50           | 52,275.00    |
| 08/01/2021   | -                   | -        | 787.50             | 787.50              | -            |
| 02/01/2022   | 50,000.00           | 1.500%   | 787.50             | 50,787.50           | 51,575.00    |
| 08/01/2022   | -                   | -        | 412.50             | 412.50              | -            |
| 02/01/2023   | 50,000.00           | 1.650%   | 412.50             | 50,412.50           | 50,825.00    |
| <b>Total</b> | <b>\$250,000.00</b> | <b>-</b> | <b>\$12,073.19</b> | <b>\$262,073.19</b> | <b>-</b>     |

## Yield Statistics

|                                   |             |
|-----------------------------------|-------------|
| Bond Year Dollars                 | \$823.61    |
| Average Life                      | 3.294 Years |
| Average Coupon                    | 1.4658848%  |
| Net Interest Cost (NIC)           | 1.8301344%  |
| True Interest Cost (TIC)          | 1.8422075%  |
| Bond Yield for Arbitrage Purposes | 2.6894704%  |
| All Inclusive Cost (AIC)          | 2.3417345%  |

## IRS Form 8038

|                           |             |
|---------------------------|-------------|
| Net Interest Cost         | 1.4658848%  |
| Weighted Average Maturity | 3.294 Years |

# Minnetrista, Minnesota

\$250,000 General Obligation Bonds, Series 2017A

Various Equipment

Assumes Current Market BQ AA+ plus 25bps

## Debt Service Schedule

| Date         | Principal           | Coupon   | Interest           | Total P+I           | 105%<br>Overlevy    |
|--------------|---------------------|----------|--------------------|---------------------|---------------------|
| 02/01/2018   | -                   | -        | -                  | -                   | -                   |
| 02/01/2019   | 50,000.00           | 1.150%   | 4,498.19           | 54,498.19           | 57,223.10           |
| 02/01/2020   | 50,000.00           | 1.250%   | 2,900.00           | 52,900.00           | 55,545.00           |
| 02/01/2021   | 50,000.00           | 1.400%   | 2,275.00           | 52,275.00           | 54,888.75           |
| 02/01/2022   | 50,000.00           | 1.500%   | 1,575.00           | 51,575.00           | 54,153.75           |
| 02/01/2023   | 50,000.00           | 1.650%   | 825.00             | 50,825.00           | 53,366.25           |
| <b>Total</b> | <b>\$250,000.00</b> | <b>-</b> | <b>\$12,073.19</b> | <b>\$262,073.19</b> | <b>\$275,176.85</b> |

## Significant Dates

|                   |            |
|-------------------|------------|
| Dated             | 10/15/2017 |
| First Coupon Date | 8/01/2018  |

## Yield Statistics

|                                   |             |
|-----------------------------------|-------------|
| Bond Year Dollars                 | \$823.61    |
| Average Life                      | 3.294 Years |
| Average Coupon                    | 1.4658848%  |
| Net Interest Cost (NIC)           | 1.8301344%  |
| True Interest Cost (TIC)          | 1.8422075%  |
| Bond Yield for Arbitrage Purposes | 2.6894704%  |
| All Inclusive Cost (AIC)          | 2.3417345%  |

## IRS Form 8038

|                           |             |
|---------------------------|-------------|
| Net Interest Cost         | 1.4658848%  |
| Weighted Average Maturity | 3.294 Years |

# Minnetrista, Minnesota

## \$1,068,000 General Obligation Bonds, Series 2017A

### Issue Summary - Assessments

2.0% over TIC - Equal P&I

### Assessments

| Date         | Principal             | Coupon   | Interest            | Total P+I             |
|--------------|-----------------------|----------|---------------------|-----------------------|
| 12/31/2018   | 32,814.50             | 4.850%   | 51,798.00           | 84,612.50             |
| 12/31/2019   | 34,406.01             | 4.850%   | 50,206.50           | 84,612.51             |
| 12/31/2020   | 36,074.70             | 4.850%   | 48,537.80           | 84,612.50             |
| 12/31/2021   | 37,824.32             | 4.850%   | 46,788.19           | 84,612.51             |
| 12/31/2022   | 39,658.80             | 4.850%   | 44,953.70           | 84,612.50             |
| 12/31/2023   | 41,582.25             | 4.850%   | 43,030.25           | 84,612.50             |
| 12/31/2024   | 43,598.99             | 4.850%   | 41,013.51           | 84,612.50             |
| 12/31/2025   | 45,713.55             | 4.850%   | 38,898.96           | 84,612.51             |
| 12/31/2026   | 47,930.65             | 4.850%   | 36,681.86           | 84,612.51             |
| 12/31/2027   | 50,255.29             | 4.850%   | 34,357.22           | 84,612.51             |
| 12/31/2028   | 52,692.67             | 4.850%   | 31,919.83           | 84,612.50             |
| 12/31/2029   | 55,248.27             | 4.850%   | 29,364.25           | 84,612.52             |
| 12/31/2030   | 57,927.81             | 4.850%   | 26,684.70           | 84,612.51             |
| 12/31/2031   | 60,737.31             | 4.850%   | 23,875.20           | 84,612.51             |
| 12/31/2032   | 63,683.06             | 4.850%   | 20,929.44           | 84,612.50             |
| 12/31/2033   | 66,771.69             | 4.850%   | 17,840.81           | 84,612.50             |
| 12/31/2034   | 70,010.12             | 4.850%   | 14,602.39           | 84,612.51             |
| 12/31/2035   | 73,405.61             | 4.850%   | 11,206.90           | 84,612.51             |
| 12/31/2036   | 76,965.78             | 4.850%   | 7,646.73            | 84,612.51             |
| 12/31/2037   | 80,698.62             | 4.850%   | 3,913.89            | 84,612.51             |
| <b>Total</b> | <b>\$1,068,000.00</b> | <b>-</b> | <b>\$624,250.13</b> | <b>\$1,692,250.13</b> |

### Significant Dates

|                    |            |
|--------------------|------------|
| Filing Date        | 1/01/2018  |
| First Payment Date | 12/31/2018 |

## Minnetrista, Minnesota

\$648,000 General Obligation Bonds, Series 2017A

Halstead Drive - Assessments

2.0% over TIC - Equal P&I - 30% Assessed

### Assessments

| Date         | Principal           | Coupon   | Interest            | Total P+I             |
|--------------|---------------------|----------|---------------------|-----------------------|
| 12/31/2018   | 19,909.92           | 4.850%   | 31,428.00           | 51,337.92             |
| 12/31/2019   | 20,875.56           | 4.850%   | 30,462.37           | 51,337.93             |
| 12/31/2020   | 21,888.02           | 4.850%   | 29,449.90           | 51,337.92             |
| 12/31/2021   | 22,949.59           | 4.850%   | 28,388.34           | 51,337.93             |
| 12/31/2022   | 24,062.64           | 4.850%   | 27,275.28           | 51,337.92             |
| 12/31/2023   | 25,229.68           | 4.850%   | 26,108.24           | 51,337.92             |
| 12/31/2024   | 26,453.32           | 4.850%   | 24,884.60           | 51,337.92             |
| 12/31/2025   | 27,736.31           | 4.850%   | 23,601.62           | 51,337.93             |
| 12/31/2026   | 29,081.52           | 4.850%   | 22,256.41           | 51,337.93             |
| 12/31/2027   | 30,491.97           | 4.850%   | 20,845.95           | 51,337.92             |
| 12/31/2028   | 31,970.83           | 4.850%   | 19,367.09           | 51,337.92             |
| 12/31/2029   | 33,521.42           | 4.850%   | 17,816.51           | 51,337.93             |
| 12/31/2030   | 35,147.21           | 4.850%   | 16,190.72           | 51,337.93             |
| 12/31/2031   | 36,851.85           | 4.850%   | 14,486.08           | 51,337.93             |
| 12/31/2032   | 38,639.16           | 4.850%   | 12,698.76           | 51,337.92             |
| 12/31/2033   | 40,513.16           | 4.850%   | 10,824.76           | 51,337.92             |
| 12/31/2034   | 42,478.05           | 4.850%   | 8,859.88            | 51,337.93             |
| 12/31/2035   | 44,538.24           | 4.850%   | 6,799.69            | 51,337.93             |
| 12/31/2036   | 46,698.34           | 4.850%   | 4,639.59            | 51,337.93             |
| 12/31/2037   | 48,963.21           | 4.850%   | 2,374.72            | 51,337.93             |
| <b>Total</b> | <b>\$648,000.00</b> | <b>-</b> | <b>\$378,758.51</b> | <b>\$1,026,758.51</b> |

### Significant Dates

|                    |            |
|--------------------|------------|
| Filing Date        | 1/01/2018  |
| First Payment Date | 12/31/2018 |

## Minnetrista, Minnesota

\$420,000 General Obligation Bonds, Series 2017A

Enchanted Road/Tuxedo Road - Assessments

2.0% over TIC - Equal P&I - 50% Assessed

### Assessments

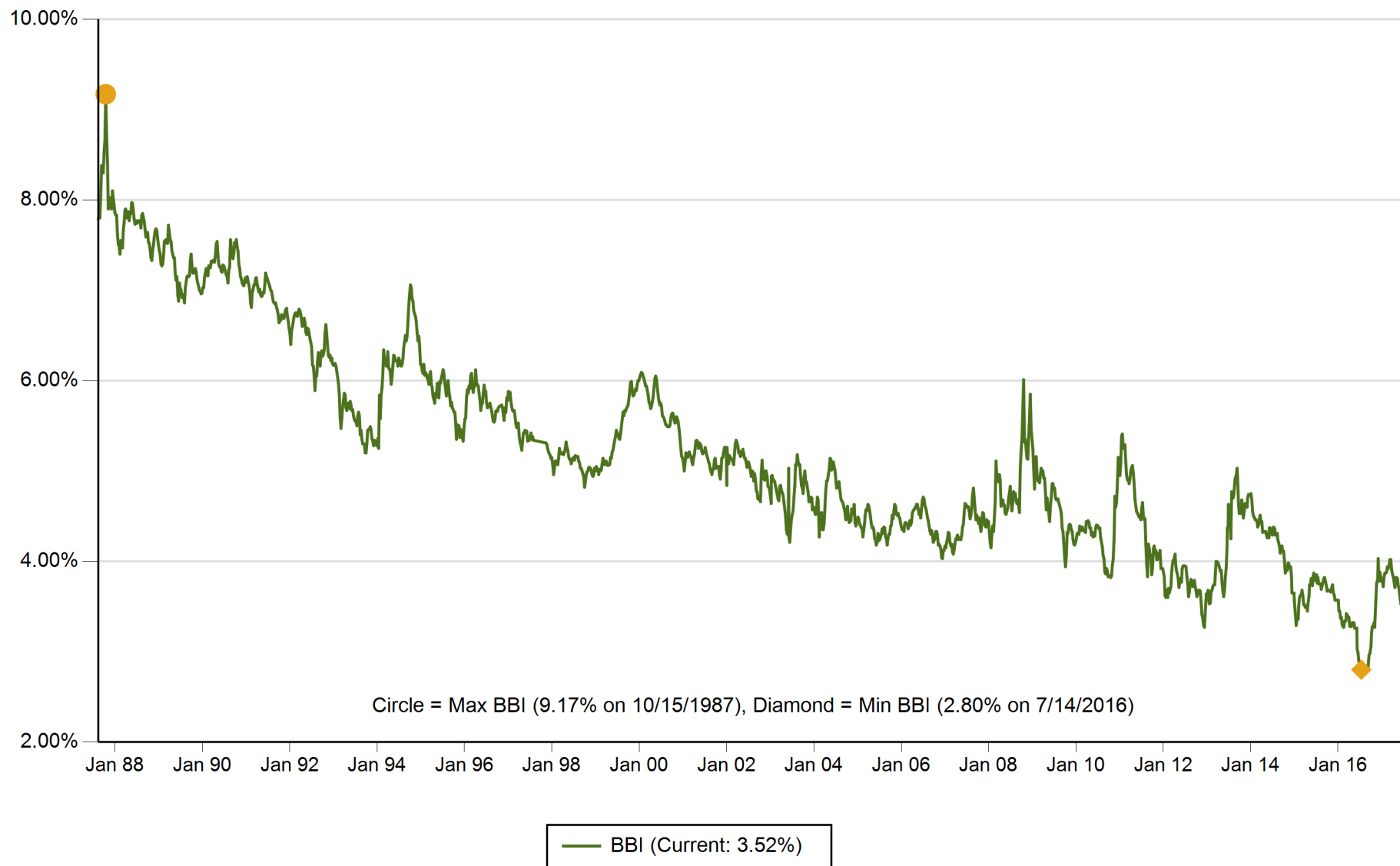
| Date         | Principal           | Coupon   | Interest            | Total P+I           |
|--------------|---------------------|----------|---------------------|---------------------|
| 12/31/2018   | 12,904.58           | 4.850%   | 20,370.00           | 33,274.58           |
| 12/31/2019   | 13,530.45           | 4.850%   | 19,744.13           | 33,274.58           |
| 12/31/2020   | 14,186.68           | 4.850%   | 19,087.90           | 33,274.58           |
| 12/31/2021   | 14,874.73           | 4.850%   | 18,399.85           | 33,274.58           |
| 12/31/2022   | 15,596.16           | 4.850%   | 17,678.42           | 33,274.58           |
| 12/31/2023   | 16,352.57           | 4.850%   | 16,922.01           | 33,274.58           |
| 12/31/2024   | 17,145.67           | 4.850%   | 16,128.91           | 33,274.58           |
| 12/31/2025   | 17,977.24           | 4.850%   | 15,297.34           | 33,274.58           |
| 12/31/2026   | 18,849.13           | 4.850%   | 14,425.45           | 33,274.58           |
| 12/31/2027   | 19,763.32           | 4.850%   | 13,511.27           | 33,274.59           |
| 12/31/2028   | 20,721.84           | 4.850%   | 12,552.74           | 33,274.58           |
| 12/31/2029   | 21,726.85           | 4.850%   | 11,547.74           | 33,274.59           |
| 12/31/2030   | 22,780.60           | 4.850%   | 10,493.98           | 33,274.58           |
| 12/31/2031   | 23,885.46           | 4.850%   | 9,389.12            | 33,274.58           |
| 12/31/2032   | 25,043.90           | 4.850%   | 8,230.68            | 33,274.58           |
| 12/31/2033   | 26,258.53           | 4.850%   | 7,016.05            | 33,274.58           |
| 12/31/2034   | 27,532.07           | 4.850%   | 5,742.51            | 33,274.58           |
| 12/31/2035   | 28,867.37           | 4.850%   | 4,407.21            | 33,274.58           |
| 12/31/2036   | 30,267.44           | 4.850%   | 3,007.14            | 33,274.58           |
| 12/31/2037   | 31,735.41           | 4.850%   | 1,539.17            | 33,274.58           |
| <b>Total</b> | <b>\$420,000.00</b> | <b>-</b> | <b>\$245,491.62</b> | <b>\$665,491.62</b> |

### Significant Dates

|                    |            |
|--------------------|------------|
| Filing Date        | 1/01/2018  |
| First Payment Date | 12/31/2018 |

## 30 YEAR TREND IN MUNICIPAL BOND INDICES

Weekly Rates August, 1987 - August, 2017



The Bond Buyer "20 Bond Index" (BBI) shows average yields on a group of municipal bonds that mature in 20 years and have an average rating equivalent to Moody's Aa2 and S&P's AA.

Source: The Bond Buyer



**EHLERS**  
LEADERS IN PUBLIC FINANCE

Resolution No. \_\_\_\_\_

Council Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**Resolution Providing for the Sale of  
\$3,250,000 General Obligation Bonds, Series 2017A**

- A. WHEREAS, the City Council of the City of Minnetrista, Minnesota has heretofore determined that it is necessary and expedient to issue the City's \$3,250,000 General Obligation Bonds, Series 2017A (the "Bonds"), to finance the construction of the Halstead Drive and Enchanted/Tuxedo Lane Improvements; and the acquisition of various capital equipment for the City; and
- B. WHEREAS, the City has retained Ehlers & Associates, Inc., in Roseville, Minnesota ("Ehlers"), as its independent financial advisor for the Bonds in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9);

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

1. Authorization; Findings. The City Council hereby authorizes Ehlers to assist the City for the sale of the Bonds.
2. Meeting; Proposal Opening. The City Council shall meet at 7:00 p.m. on September 18, 2017, for the purpose of considering proposals for and awarding the sale of the Bonds.
3. Official Statement. In connection with said sale, the officers or employees of the City are hereby authorized to cooperate with Ehlers and participate in the preparation of an official statement for the Bonds and to execute and deliver it on behalf of the City upon its completion.

The motion for the adoption of the foregoing resolution was duly seconded by City Council Member \_\_\_\_\_ and, after full discussion thereof and upon a vote being taken thereon, the following City Council Members voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

Dated this 21<sup>st</sup> day of August, 2017.

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





**CITY OF MINNETRISTA**

**REQUEST FOR CITY COUNCIL ACTION/DISCUSSION**

---

**Subject: Resolution Providing for the Sale of \$2,860,000 General Obligation Improvement Refunding Bonds, Series 2017B**

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

**Meeting Date: August 21, 2017**

---

**Item:** Attached is a report and resolution regarding the pre-sale of bonds to re-finance/refund the 2013 A Bonds related to the Roundabout Project .

Please review the report and Mr. Todd Hagen from Ehlers will be in attendance to provide further detail on the above mentioned financing.

|   |
|---|
| <p><b><u>Recommended City Council Action:</u></b> Res No__ Providing for the Sale of \$2,860,000 General Obligation Improvement Refunding Bonds, Series 2017B</p> |
|---|

Does Recommended Action meet City Mission Statement?    Yes    No

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

Explain: **This agenda item is for refunding/refinancing the 2013 A Bonds for infrastructure for the Roundabout project.**

---

**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. \_\_\_\_\_

Council Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**Resolution Providing for the Sale of  
\$2,860,000 General Obligation Improvement Refunding Bonds, Series 2017B**

- A. WHEREAS, the City Council of the City of Minnetrista, Minnesota has heretofore determined that it is necessary and expedient to issue the City's \$2,860,000 General Obligation Improvement Refunding Bonds, Series 2017B (the "Bonds"), to current refund with other funds the City's outstanding GO Improvement Bonds, Series 2013A for an interest cost savings, which were issued to finance the construction of the Highway 7 Roundabout related to the King's Point Road Project in the City; and
- B. WHEREAS, the City has retained Ehlers & Associates, Inc., in Roseville, Minnesota ("Ehlers"), as its independent financial advisor for the Bonds in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9);

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

1. Authorization; Findings. The City Council hereby authorizes Ehlers to assist the City for the sale of the Bonds.
2. Meeting; Proposal Opening. The City Council shall meet at 7:00 p.m. on September 18, 2017, for the purpose of considering proposals for and awarding the sale of the Bonds.
3. Official Statement. In connection with said sale, the officers or employees of the City are hereby authorized to cooperate with Ehlers and participate in the preparation of an official statement for the Bonds and to execute and deliver it on behalf of the City upon its completion.

The motion for the adoption of the foregoing resolution was duly seconded by City Council Member \_\_\_\_\_ and, after full discussion thereof and upon a vote being taken thereon, the following City Council Members voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

Dated this 21<sup>st</sup> day of August, 2017.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Attest:

August 21, 2017

## Pre-Sale Report for

City of Minnetrista, Minnesota

\$2,860,000 General Obligation Improvement Refunding  
Bonds, Series 2017B



**Prepared by:**

Todd Hagen, CIPMA  
VP/Senior Municipal Advisor

And

Rebecca Kurtz, CIPMA  
VP/Senior Municipal Advisor

## Executive Summary of Proposed Debt

|                     |  |
|---------------------|--|
| Proposed Issue:     | \$2,860,000 General Obligation Improvement Refunding Bonds, Series 2017B   |
| Purpose:            | <p>To current refund with other funds the City's outstanding GO Improvement Bonds, Series 2013A for an interest cost savings, which were issued to finance the construction of the Highway 7 Roundabout related to the King's Point Road Project in the City.</p> <p>Debt service will be paid from special assessments.</p> <p>Interest rates on the obligations proposed to be refunded are 1.80% to 3.90%. It is estimated that the new rates will average less than 2.30%. The refunding is expected to reduce interest expense by approximately \$138,429 over the next 11 years, starting in 2018. The net present value benefit of the refunding is estimated to be \$120,713, equal to 4.127% of the refunded principal.</p> <p>This refunding is considered to be a "current refunding" as the obligations being refunded are either callable (pre-payable) now, or will be within 90 days of the date of issue of the new Bonds.</p> |
| Authority:          | <p>The Bonds are being issued pursuant to Minnesota Statutes, Chapters 429 and 475.</p> <p>Because the City is assessing at least 20% of the project costs, the Improvement Portion can be a general obligation without a referendum and will not count against the City's debt limit.</p> <p>The Bonds will be general obligations of the City for which its full faith, credit and taxing powers are pledged.</p>  |
| Term/Call Feature:  | <p>The Bonds are being issued for a 12-year term. Principal on the Bonds will be due on February 1 in the years 2018 through 2029. Interest is payable every six months beginning August 1, 2018.</p> <p>The Bonds will be subject to prepayment at the discretion of the City on any date.</p>  |
| Bank Qualification: | <p>Because the City is expecting to issue no more than \$10,000,000 in tax exempt debt during the calendar year, the City will be able to designate the Bonds as "bank qualified" obligations.</p> <p>Bank qualified status broadens the market for the Bonds, which can result in lower interest rates.</p>   |
| Rating:             | <p>The City's most recent bond issues were rated AA+ by Standard &amp; Poor's.</p> <p>The City will request a new rating for the Bonds.</p> <p>If the winning bidder on the Bonds elects to purchase bond insurance, the rating for the issue may be higher than the City's bond rating in the event that the bond rating of the insurer is higher than that of the City.</p>  |



|                           |  |
|---------------------------|--|
| Basis for Recommendation: | <p>Based on our knowledge of your situation, your objectives communicated to us, our advisory relationship as well as characteristics of various municipal financing options, we are recommending the issuance of general obligation bonds as a suitable refinancing option for the following reasons:</p> <ul style="list-style-type: none"> <li>• The City's policy and past practice has been to refinance outstanding bonds like this with this type of debt issue.</li> <li>• This is a cost-effective option among the limited other options available to refinance this type of bond.</li> <li>• General obligation bonds provide the lowest possible interest cost.</li> </ul>   |
| Method of Sale/Placement: | <p>To obtain the lowest interest cost to the City, we will competitively bid the purchase of the Bonds from local and national underwriters/banks.</p> <p>We have included an allowance for discount bidding equal to 1.20% of the principal amount of the issue. The discount provides the underwriter with all or a portion of its compensation in the transaction. If the Bonds are purchased at a price greater than the minimum bid amount (maximum discount), the unused allowance may be used to lower your borrowing amount.</p> <p>To ensure issue price certainty on the day of sale underwriters and any syndicate members, as a condition of bid submittal, will be required to hold their initial offering price for each maturity until 10% of that maturity is sold to the public at a price no higher than the initial offering price, or for five business days, whichever occurs sooner. The requirement to hold the price is only applicable if less than three bids are received for the Bonds. Due to the potential for increased underwriting risk associated with the hold the price requirement, some bidders may refrain from bidding, or may build that risk into the price they are willing to offer for the Bonds if they believe that less than three bids may be received. This may increase the City's debt service costs for the Bonds, or result in receiving no bids.</p> <p><b>Premium Bids:</b> Under current market conditions, most investors in municipal bonds prefer "premium" pricing structures. A premium is achieved when the coupon for any maturity (the interest rate paid by the issuer) exceeds the yield to the investor, resulting in a price paid that is greater than the face value of the bonds. The sum of the amounts paid more than face value is considered "reoffering premium."</p> <p>For this issue of Bonds, we have been directed to use the premium to reduce the size of the issue. The adjustments may slightly change the true interest cost of the original bid, either up or down.</p> |
| Review of Existing Debt:  | <p>We have reviewed all outstanding indebtedness for the City and find that the 2013B bonds are callable on any day and could produce a good savings when combined with the pre-paid special assessments received from the developer. These bonds were issued to finance the Kings Point Road project associated with the Woodland Cove Development.</p> <p>We will continue to monitor the market and the call dates for the City's outstanding debt and will alert you to any other future refunding opportunities.</p>  |



|                          |   |
|--------------------------|---|
| Continuing Disclosure:   | <p>Because the City has more than \$10,000,000 in outstanding debt (including this issue) and this issue is over \$1,000,000, the City will be agreeing to provide certain updated Annual Financial Information and its Audited Financial Statement annually as well as providing notices of the occurrence of certain “material events” to the Municipal Securities Rulemaking Board (the “MSRB”), as required by rules of the Securities and Exchange Commission (SEC).</p> <p>The City is already obligated to provide such reports for its existing bonds, and has contracted with Ehlers to prepare and file the reports.</p>  |
| Arbitrage Monitoring:    | <p>Because the Bonds are tax-exempt securities/tax credit securities, the City must ensure compliance with certain Internal Revenue Service (IRS) rules throughout the life of the issue. These rules apply to all gross proceeds of the issue, including initial bond proceeds and investment earnings in construction, escrow, debt service, and any reserve funds. How issuers spend bond proceeds and how they track interest earnings on funds (arbitrage/yield restriction compliance) are common subjects of IRS inquiries. Your specific responsibilities will be detailed in the Tax Certificate prepared by your Bond Attorney and provided at closing.</p> <p>We recommend that you regularly monitor compliance with these rules and/or retain the services of a qualified firm to assist you.</p>  |
| Risk Factors:            | <p><b>Special Assessments:</b> We have not assumed any pre-paid special assessments and we have assumed that assessments are levied as projected. If the City receives a significant amount of pre-paid assessments or does not levy the assessments, it may need to increase the levy portion of the debt service to make up for lower interest earnings than the expected assessment interest rate.</p> <p><b>GO Pledge:</b> Because the Bonds will be general obligations of the City for which its full faith, credit and taxing powers are pledged, if the annual tax levy collected is not sufficient to pay the debt service payments, other City funds will need to be used.</p> <p><b>Current Refunding:</b> The Bonds are being issued for the purpose of current refunding prior City debt obligations. Those prior debt obligations are “callable” now and can therefore be paid off within 90 days or less. The new Bonds will continue to be pre-payable on any date.</p> <p>This refunding is being undertaken based in part on an assumption that market conditions warrant the refinancing at this time.</p> |
| Other Service Providers: | <p>This debt issuance will require the engagement of other public finance service providers. This section identifies those other service providers, so Ehlers can coordinate their engagement on your behalf. Where you have previously used a particular firm to provide a service, we have assumed that you will continue that relationship. For services you have not previously required, we have identified a service provider. Fees charged by these service providers will be paid from proceeds of the obligation, unless you notify us that you wish to pay them from other sources. Our pre-sale bond sizing includes a good faith</p>  |



|          |   |
|----------|---|
|          | <p>estimate of these fees, so their final fees may vary. If you have any questions pertaining to the identified service providers or their role or if you would like to use a different service provider for any of the listed services please contact us.</p> <p><b>Bond Attorney:</b> Kennedy &amp; Graven</p> <p><b>Paying Agent:</b> Bond Trust Services</p> <p><b>Rating Agency:</b> Standard &amp; Poor's</p> |
| Summary: | <p>The decisions to be made by the Council are as follows:</p> <ul style="list-style-type: none"> <li>• Accept or modify the finance assumptions described in this report.</li> <li>• Adopt the resolution attached to this report.</li> </ul>  |

This presale report summarizes our understanding of the City's objectives for the structure and terms of this financing as of this date. As additional facts become known or capital markets conditions change, we may need to modify the structure and/or terms of this financing to achieve results consistent with the City's objectives.



## Proposed Debt Issuance Schedule

|  |                           |
|--|---------------------------|
| Pre-Sale Review by City Council                  | August 21, 2017           |
| Distribute Official Statement:                   | Week of September 4, 2017 |
| Conference with Rating Agency:                   | September 4 or 11, 2017   |
| City Council Meeting to Award Sale of the Bonds: | September 18, 2017        |
| Estimated Closing Date:                          | October 15, 2017          |
| Redemption Date for 2013A Bonds                  | October 16, 2017          |

### Attachments

Sources and Uses of Funds  
Proposed Debt Service Schedule  
Bond Buyer Index  
Resolution Authorizing Ehlers to Proceed with Bond Sale

### Ehlers Contacts

|                         |                |                |
|-------------------------|----------------|----------------|
| Financial Advisors:     | Todd Hagen     | (651) 697-8508 |
|                         | Rebecca Kurtz  | (651) 697-8516 |
| Disclosure Coordinator: | Sylvia Johnson | (651) 697-8580 |
| Financial Analyst:      | Alicia Gage    | (651) 697-8551 |

The Official Statement for this financing will be mailed to the City Council at their home address or e-mailed for review prior to the sale date.





# Minnetrista, Minnesota

\$2,860,000 General Obligation Improvement Refunding Bonds, Series 2017B  
Proposed Current Refunding of Series 2013A - Callable Anytime  
Assuming Current GO BQ "AA+" Market Rates + 50 Bpts

## Sources & Uses

Dated 10/15/2017 | Delivered 10/15/2017

### Sources Of Funds

|   |                       |
|---|-----------------------|
| Par Amount of Bonds                           | \$2,860,000.00        |
| Transfers from Prior Issue Debt Service Funds | 165,380.65            |
| <b>Total Sources</b>                          | <b>\$3,025,380.65</b> |

### Uses Of Funds

|                                       |                       |
|---------------------------------------|-----------------------|
| Total Underwriter's Discount (1.200%) | 34,320.00             |
| Costs of Issuance                     | 42,000.00             |
| Deposit to Current Refunding Fund     | 2,947,953.13          |
| Rounding Amount                       | 1,107.52              |
| <b>Total Uses</b>                     | <b>\$3,025,380.65</b> |

## Minnetrista, Minnesota

\$2,860,000 General Obligation Improvement Refunding Bonds, Series 2017B

Proposed Current Refunding of Series 2013A - Callable Anytime

Assuming Current GO BQ "AA+" Market Rates + 50 Bpts

### Debt Service Schedule

| Date         | Principal             | Coupon   | Interest            | Total P+I             | Fiscal Total |
|--------------|-----------------------|----------|---------------------|-----------------------|--------------|
| 10/15/2017   | -                     | -        | -                   | -                     | -            |
| 02/01/2018   | 65,000.00             | 1.300%   | 17,255.92           | 82,255.92             | 82,255.92    |
| 08/01/2018   | -                     | -        | 28,880.00           | 28,880.00             | -            |
| 02/01/2019   | 230,000.00            | 1.400%   | 28,880.00           | 258,880.00            | 287,760.00   |
| 08/01/2019   | -                     | -        | 27,270.00           | 27,270.00             | -            |
| 02/01/2020   | 235,000.00            | 1.500%   | 27,270.00           | 262,270.00            | 289,540.00   |
| 08/01/2020   | -                     | -        | 25,507.50           | 25,507.50             | -            |
| 02/01/2021   | 240,000.00            | 1.650%   | 25,507.50           | 265,507.50            | 291,015.00   |
| 08/01/2021   | -                     | -        | 23,527.50           | 23,527.50             | -            |
| 02/01/2022   | 240,000.00            | 1.750%   | 23,527.50           | 263,527.50            | 287,055.00   |
| 08/01/2022   | -                     | -        | 21,427.50           | 21,427.50             | -            |
| 02/01/2023   | 240,000.00            | 1.900%   | 21,427.50           | 261,427.50            | 282,855.00   |
| 08/01/2023   | -                     | -        | 19,147.50           | 19,147.50             | -            |
| 02/01/2024   | 250,000.00            | 2.050%   | 19,147.50           | 269,147.50            | 288,295.00   |
| 08/01/2024   | -                     | -        | 16,585.00           | 16,585.00             | -            |
| 02/01/2025   | 255,000.00            | 2.150%   | 16,585.00           | 271,585.00            | 288,170.00   |
| 08/01/2025   | -                     | -        | 13,843.75           | 13,843.75             | -            |
| 02/01/2026   | 260,000.00            | 2.300%   | 13,843.75           | 273,843.75            | 287,687.50   |
| 08/01/2026   | -                     | -        | 10,853.75           | 10,853.75             | -            |
| 02/01/2027   | 275,000.00            | 2.450%   | 10,853.75           | 285,853.75            | 296,707.50   |
| 08/01/2027   | -                     | -        | 7,485.00            | 7,485.00              | -            |
| 02/01/2028   | 280,000.00            | 2.550%   | 7,485.00            | 287,485.00            | 294,970.00   |
| 08/01/2028   | -                     | -        | 3,915.00            | 3,915.00              | -            |
| 02/01/2029   | 290,000.00            | 2.700%   | 3,915.00            | 293,915.00            | 297,830.00   |
| <b>Total</b> | <b>\$2,860,000.00</b> | <b>-</b> | <b>\$414,140.92</b> | <b>\$3,274,140.92</b> | <b>-</b>     |

### Yield Statistics

|                   |             |
|-------------------|-------------|
| Bond Year Dollars | \$18,252.11 |
| Average Life      | 6.382 Years |
| Average Coupon    | 2.2690028%  |

|                                   |            |
|-----------------------------------|------------|
| Net Interest Cost (NIC)           | 2.4570359% |
| True Interest Cost (TIC)          | 2.4659818% |
| Bond Yield for Arbitrage Purposes | 2.2585611% |
| All Inclusive Cost (AIC)          | 2.7246598% |

### IRS Form 8038

|                           |             |
|---------------------------|-------------|
| Net Interest Cost         | 2.2690028%  |
| Weighted Average Maturity | 6.382 Years |

## Minnetrista, Minnesota

\$2,860,000 General Obligation Improvement Refunding Bonds, Series 2017B

Proposed Current Refunding of Series 2013A - Callable Anytime

Assuming Current GO BQ "AA+" Market Rates + 50 Bpts

### Debt Service Comparison

| Date         | Total P+I             | Net New D/S           | Old Net D/S           | Savings             |
|--------------|-----------------------|-----------------------|-----------------------|---------------------|
| 02/01/2018   | 82,255.92             | 81,148.40             | 85,525.60             | 4,377.20            |
| 02/01/2019   | 287,760.00            | 287,760.00            | 298,122.50            | 10,362.50           |
| 02/01/2020   | 289,540.00            | 289,540.00            | 303,712.50            | 14,172.50           |
| 02/01/2021   | 291,015.00            | 291,015.00            | 303,432.50            | 12,417.50           |
| 02/01/2022   | 287,055.00            | 287,055.00            | 297,245.00            | 10,190.00           |
| 02/01/2023   | 282,855.00            | 282,855.00            | 295,495.00            | 12,640.00           |
| 02/01/2024   | 288,295.00            | 288,295.00            | 298,365.00            | 10,070.00           |
| 02/01/2025   | 288,170.00            | 288,170.00            | 300,565.00            | 12,395.00           |
| 02/01/2026   | 287,687.50            | 287,687.50            | 302,065.00            | 14,377.50           |
| 02/01/2027   | 296,707.50            | 296,707.50            | 307,705.00            | 10,997.50           |
| 02/01/2028   | 294,970.00            | 294,970.00            | 307,530.00            | 12,560.00           |
| 02/01/2029   | 297,830.00            | 297,830.00            | 311,700.00            | 13,870.00           |
| <b>Total</b> | <b>\$3,274,140.92</b> | <b>\$3,273,033.40</b> | <b>\$3,411,463.10</b> | <b>\$138,429.70</b> |

### PV Analysis Summary (Net to Net)

|  |              |
|--|--------------|
| Gross PV Debt Service Savings.....                       | 284,986.41   |
| Net PV Cashflow Savings @ 2.259%(Bond Yield).....        | 284,986.41   |
| Transfers from Prior Issue Debt Service Fund.....        | (165,380.65) |
| Contingency or Rounding Amount.....                      | 1,107.52     |
| Net Present Value Benefit                                | \$120,713.28 |
| Net PV Benefit / \$3,144,986.41 PV Refunded Debt Service | 3.838%       |
| Net PV Benefit / \$2,925,000 Refunded Principal...       | 4.127%       |
| Net PV Benefit / \$2,860,000 Refunding Principal..       | 4.221%       |

### Refunding Bond Information

|                         |            |
|-------------------------|------------|
| Refunding Dated Date    | 10/15/2017 |
| Refunding Delivery Date | 10/15/2017 |



## Minnetrista, Minnesota

\$2,860,000 General Obligation Improvement Refunding Bonds, Series 2017B

Proposed Current Refunding of Series 2013A - Callable Anytime

Assuming Current GO BQ "AA+" Market Rates + 50 Bpts

### Current Refunding Escrow

| Date         | Principal             | Rate     | Receipts              | Disbursements         | Cash Balance |
|--------------|-----------------------|----------|-----------------------|-----------------------|--------------|
| 10/15/2017   | -                     | -        | 0.13                  | -                     | 0.13         |
| 11/01/2017   | 2,947,953.00          | -        | 2,947,953.00          | 2,947,953.13          | -            |
| <b>Total</b> | <b>\$2,947,953.00</b> | <b>-</b> | <b>\$2,947,953.13</b> | <b>\$2,947,953.13</b> | <b>-</b>     |

### Investment Parameters

|  |                |
|--|----------------|
| Investment Model [PV, GIC, or Securities]          | Securities     |
| Default investment yield target                    | Unrestricted   |
| Cash Deposit                                       | 0.13           |
| Cost of Investments Purchased with Bond Proceeds   | 2,947,953.00   |
| Total Cost of Investments                          | \$2,947,953.13 |
| Target Cost of Investments at bond yield           | \$2,945,012.01 |
| Actual positive or (negative) arbitrage            | (2,941.12)     |
| Yield to Receipt                                   | -              |
| Yield for Arbitrage Purposes                       | 2.2585611%     |
| State and Local Government Series (SLGS) rates for | 8/10/2017      |

# Minnetrista, MN

\$4,460,000 General Obligation Improvement Bonds, Series 2013A

## Debt Service To Maturity And To Call

| Date         | Refunded Bonds        | Refunded Interest  | D/S To Call           | Principal             | Coupon   | Interest            | Refunded D/S          |
|--------------|-----------------------|--------------------|-----------------------|-----------------------|----------|---------------------|-----------------------|
| 10/15/2017   | -                     | -                  | -                     | -                     | -        | -                   | -                     |
| 11/01/2017   | 2,925,000.00          | 22,953.13          | 2,947,953.13          | -                     | -        | -                   | -                     |
| 02/01/2018   | -                     | -                  | -                     | 205,000.00            | 1.800%   | 45,906.25           | 250,906.25            |
| 08/01/2018   | -                     | -                  | -                     | -                     | -        | 44,061.25           | 44,061.25             |
| 02/01/2019   | -                     | -                  | -                     | 210,000.00            | 2.100%   | 44,061.25           | 254,061.25            |
| 08/01/2019   | -                     | -                  | -                     | -                     | -        | 41,856.25           | 41,856.25             |
| 02/01/2020   | -                     | -                  | -                     | 220,000.00            | 2.400%   | 41,856.25           | 261,856.25            |
| 08/01/2020   | -                     | -                  | -                     | -                     | -        | 39,216.25           | 39,216.25             |
| 02/01/2021   | -                     | -                  | -                     | 225,000.00            | 2.750%   | 39,216.25           | 264,216.25            |
| 08/01/2021   | -                     | -                  | -                     | -                     | -        | 36,122.50           | 36,122.50             |
| 02/01/2022   | -                     | -                  | -                     | 225,000.00            | 3.000%   | 36,122.50           | 261,122.50            |
| 08/01/2022   | -                     | -                  | -                     | -                     | -        | 32,747.50           | 32,747.50             |
| 02/01/2023   | -                     | -                  | -                     | 230,000.00            | 3.100%   | 32,747.50           | 262,747.50            |
| 08/01/2023   | -                     | -                  | -                     | -                     | -        | 29,182.50           | 29,182.50             |
| 02/01/2024   | -                     | -                  | -                     | 240,000.00            | 3.250%   | 29,182.50           | 269,182.50            |
| 08/01/2024   | -                     | -                  | -                     | -                     | -        | 25,282.50           | 25,282.50             |
| 02/01/2025   | -                     | -                  | -                     | 250,000.00            | 3.400%   | 25,282.50           | 275,282.50            |
| 08/01/2025   | -                     | -                  | -                     | -                     | -        | 21,032.50           | 21,032.50             |
| 02/01/2026   | -                     | -                  | -                     | 260,000.00            | 3.600%   | 21,032.50           | 281,032.50            |
| 08/01/2026   | -                     | -                  | -                     | -                     | -        | 16,352.50           | 16,352.50             |
| 02/01/2027   | -                     | -                  | -                     | 275,000.00            | 3.700%   | 16,352.50           | 291,352.50            |
| 08/01/2027   | -                     | -                  | -                     | -                     | -        | 11,265.00           | 11,265.00             |
| 02/01/2028   | -                     | -                  | -                     | 285,000.00            | 3.800%   | 11,265.00           | 296,265.00            |
| 08/01/2028   | -                     | -                  | -                     | -                     | -        | 5,850.00            | 5,850.00              |
| 02/01/2029   | -                     | -                  | -                     | 300,000.00            | 3.900%   | 5,850.00            | 305,850.00            |
| <b>Total</b> | <b>\$2,925,000.00</b> | <b>\$22,953.13</b> | <b>\$2,947,953.13</b> | <b>\$2,925,000.00</b> | <b>-</b> | <b>\$651,843.75</b> | <b>\$3,576,843.75</b> |

## Yield Statistics

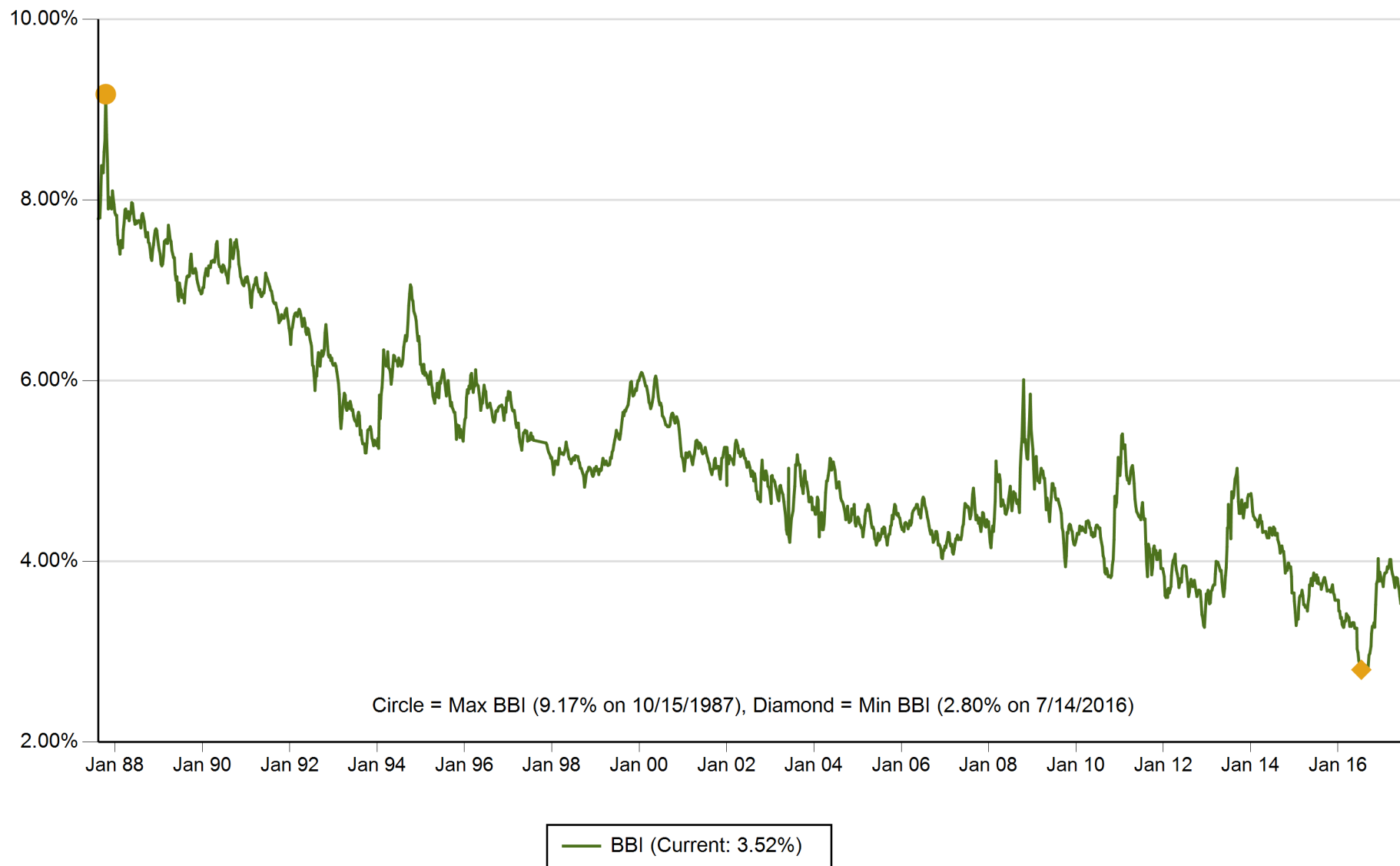
|   |             |
|---|-------------|
| Base date for Avg. Life & Avg. Coupon Calculation | 10/15/2017  |
| Average Life                                      | 6.199 Years |
| Average Coupon                                    | 3.4910510%  |
| Weighted Average Maturity (Par Basis)             | 6.199 Years |
| Weighted Average Maturity (Original Price Basis)  | 6.199 Years |

## Refunding Bond Information

|                         |            |
|-------------------------|------------|
| Refunding Dated Date    | 10/15/2017 |
| Refunding Delivery Date | 10/15/2017 |

## 30 YEAR TREND IN MUNICIPAL BOND INDICES

Weekly Rates August, 1987 - August, 2017



The Bond Buyer "20 Bond Index" (BBI) shows average yields on a group of municipal bonds that mature in 20 years and have an average rating equivalent to Moody's Aa2 and S&P's AA.

Source: The Bond Buyer

Resolution No. \_\_\_\_\_

Council Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**Resolution Providing for the Sale of  
\$2,860,000 General Obligation Improvement Refunding Bonds, Series 2017B**

- A. WHEREAS, the City Council of the City of Minnetrista, Minnesota has heretofore determined that it is necessary and expedient to issue the City's \$2,860,000 General Obligation Improvement Refunding Bonds, Series 2017B (the "Bonds"), to current refund with other funds the City's outstanding GO Improvement Bonds, Series 2013A for an interest cost savings, which were issued to finance the construction of the Highway 7 Roundabout related to the King's Point Road Project in the City; and
- B. WHEREAS, the City has retained Ehlers & Associates, Inc., in Roseville, Minnesota ("Ehlers"), as its independent financial advisor for the Bonds in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9);

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

1. Authorization; Findings. The City Council hereby authorizes Ehlers to assist the City for the sale of the Bonds.
2. Meeting; Proposal Opening. The City Council shall meet at 7:00 p.m. on September 18, 2017, for the purpose of considering proposals for and awarding the sale of the Bonds.
3. Official Statement. In connection with said sale, the officers or employees of the City are hereby authorized to cooperate with Ehlers and participate in the preparation of an official statement for the Bonds and to execute and deliver it on behalf of the City upon its completion.

The motion for the adoption of the foregoing resolution was duly seconded by City Council Member \_\_\_\_\_ and, after full discussion thereof and upon a vote being taken thereon, the following City Council Members voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

Dated this 21<sup>st</sup> day of August, 2017.

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



**CITY OF MINNETRISTA**

**REQUEST FOR CITY COUNCIL ACTION/DISCUSSION**

---

**Subject: Resolution Providing for the Sale of \$2,390,000 Taxable General Obligation Refunding Bonds, Series 2017C**

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

**Meeting Date: August 21, 2017**

---

**Item:** Attached is a report and resolution regarding the pre-sale of bonds to refinance/refund the 2013 Series B Bonds related to the Kings Point Road Project.

Please review the report and Mr. Todd Hagen from Ehlers will be in attendance to provide further detail on the above mentioned financing.

|  |
|--|
| <p><b><u>Recommended City Council Action:</u></b> Res No__ Resolution Providing for the Sale of \$2,390,000 Taxable General Obligation Refunding Bonds, Series 2017C</p> |
|--|

Does Recommended Action meet City Mission Statement?    Yes    No

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

**Explain: This agenda item is for bonding for refinancing/refunding the 2013 Series B Bonds for infrastructure for the Kings Point Road Project.**

---

**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. \_\_\_\_\_

Council Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**Resolution Providing for the Sale of  
\$2,390,000 Taxable General Obligation Refunding Bonds, Series 2017C**

- A. WHEREAS, the City Council of the City of Minnetrista, Minnesota has heretofore determined that it is necessary and expedient to issue the City's \$2,390,000 Taxable General Obligation Refunding Bonds, Series 2017C (the "Bonds"), to current refund with other funds the City's outstanding Taxable GO Bonds, Series 2013B for an interest cost savings, which were issued to finance the construction of the King's Point Road Project Phase II in the City; and
- B. WHEREAS, the City has retained Ehlers & Associates, Inc., in Roseville, Minnesota ("Ehlers"), as its independent financial advisor for the Bonds in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9);

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

1. Authorization; Findings. The City Council hereby authorizes Ehlers to assist the City for the sale of the Bonds.
2. Meeting; Proposal Opening. The City Council shall meet at 7:00 p.m. on September 18, 2017, for the purpose of considering proposals for and awarding the sale of the Bonds.
3. Official Statement. In connection with said sale, the officers or employees of the City are hereby authorized to cooperate with Ehlers and participate in the preparation of an official statement for the Bonds and to execute and deliver it on behalf of the City upon its completion.

The motion for the adoption of the foregoing resolution was duly seconded by City Council Member \_\_\_\_\_ and, after full discussion thereof and upon a vote being taken thereon, the following City Council Members voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

Dated this 21<sup>st</sup> day of August, 2017.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Attest:

August 21, 2017

## Pre-Sale Report for

City of Minnetrista, Minnesota

\$2,390,000 Taxable General Obligation Refunding  
Bonds, Series 2017C



**Prepared by:**

Todd Hagen, CIPMA  
VP/Senior Municipal Advisor

And

Rebecca Kurtz, CIPMA  
VP/Senior Municipal Advisor

## Executive Summary of Proposed Debt

|                             |  |
|-----------------------------|--|
| Proposed Issue:             | \$2,390,000 Taxable General Obligation Refunding Bonds, Series 2017C   |
| Purpose:                    | <p>To current refund with other funds the City's outstanding Taxable GO Bonds, Series 2013B for an interest cost savings, which were issued to finance the construction of the King's Point Road Project Phase II in the City.</p> <p>Debt service will be paid from special assessments and utility revenues.</p> <p>Interest rates on the obligations proposed to be refunded are 2.15% to 4.60%. It is estimated that the new rates will average less than 3.10%. The refunding is expected to reduce interest expense by approximately \$138,873 over the next 12 years, starting in 2018. The net present value benefit of the refunding is estimated to be \$106,889, equal to 4.463% of the refunded principal.</p> <p>This refunding is considered to be a “current refunding” as the obligations being refunded are either callable (pre-payable) now, or will be within 90 days of the date of issue of the new Bonds.</p> |
| Authority:                  | <p>The Bonds are being issued pursuant to Minnesota Statutes, Chapters 429, 444 and 475.</p> <p>Because the City is assessing at least 20% of the project costs, the Improvement Portion can be a general obligation without a referendum and will not count against the City’s debt limit.</p> <p>Chapter 444 allows cities to issue debt without limitation as long as debt service is expected to be paid from water and sewer revenues.</p> <p>The Bonds will be general obligations of the City for which its full faith, credit and taxing powers are pledged.</p>   |
| Term/Call Feature:          | <p>The Bonds are being issued for a 13-year term. Principal on the Bonds will be due on February 1 in the years 2018 through 2030. Interest is payable every six months beginning August 1, 2018.</p> <p>The Bonds will be subject to prepayment at the discretion of the City on any date.</p>  |
| Not Bank Qualified/Taxable: | Because the Bonds are taxable obligations they will not be designated as “bank qualified” obligations.   |
| Rating:                     | <p>The City’s most recent bond issues were rated AA+ by Standard &amp; Poor’s.</p> <p>The City will request a new rating for the Bonds.</p> <p>If the winning bidder on the Bonds elects to purchase bond insurance, the rating for the issue may be higher than the City's bond rating in the event that the bond rating of the insurer is higher than that of the City.</p>  |



|                           |  |
|---------------------------|--|
| Basis for Recommendation: | <p>Based on our knowledge of your situation, your objectives communicated to us, our advisory relationship as well as characteristics of various municipal financing options, we are recommending the issuance of general obligation bonds as a suitable refinancing option for the following reasons:</p> <ul style="list-style-type: none"> <li>• The City's policy and past practice has been to refinance outstanding bonds like this with this type of debt issue.</li> <li>• This is a cost-effective option among the limited other options available to refinance this type of bond.</li> <li>• General obligation bonds provide the lowest possible interest cost.</li> </ul>   |
| Method of Sale/Placement: | <p>To obtain the lowest interest cost to the City, we will competitively bid the purchase of the Bonds from local and national underwriters/banks.</p> <p>We have included an allowance for discount bidding equal to 1.20% of the principal amount of the issue. The discount provides the underwriter with all or a portion of its compensation in the transaction. If the Bonds are purchased at a price greater than the minimum bid amount (maximum discount), the unused allowance may be used to lower your borrowing amount.</p> <p>To ensure issue price certainty on the day of sale underwriters and any syndicate members, as a condition of bid submittal, will be required to hold their initial offering price for each maturity until 10% of that maturity is sold to the public at a price no higher than the initial offering price, or for five business days, whichever occurs sooner. The requirement to hold the price is only applicable if less than three bids are received for the Bonds. Due to the potential for increased underwriting risk associated with the hold the price requirement, some bidders may refrain from bidding, or may build that risk into the price they are willing to offer for the Bonds if they believe that less than three bids may be received. This may increase the City's debt service costs for the Bonds, or result in receiving no bids.</p> <p><b>Premium Bids:</b> Under current market conditions, most investors in municipal bonds prefer "premium" pricing structures. A premium is achieved when the coupon for any maturity (the interest rate paid by the issuer) exceeds the yield to the investor, resulting in a price paid that is greater than the face value of the bonds. The sum of the amounts paid more than face value is considered "reoffering premium."</p> <p>For this issue of Bonds, we have been directed to use the premium to reduce the size of the issue. The adjustments may slightly change the true interest cost of the original bid, either up or down.</p> |
| Review of Existing Debt:  | <p>We have reviewed all outstanding indebtedness for the City and find that the 2013A bonds are callable on any day and could produce a good savings when combined with the pre-paid special assessments received from the developer. These bonds were issued to finance the Roundabout project associated with the Woodland Cove Development.</p>   |



|                                  |   |
|----------------------------------|---|
|                                  | We will continue to monitor the market and the call dates for the City's outstanding debt and will alert you to any other future refunding opportunities.   |
| Continuing Disclosure:           | <p>Because the City has more than \$10,000,000 in outstanding debt (including this issue) and this issue is over \$1,000,000, the City will be agreeing to provide certain updated Annual Financial Information and its Audited Financial Statement annually as well as providing notices of the occurrence of certain "material events" to the Municipal Securities Rulemaking Board (the "MSRB"), as required by rules of the Securities and Exchange Commission (SEC).</p> <p>The City is already obligated to provide such reports for its existing bonds, and has contracted with Ehlers to prepare and file the reports.</p>  |
| No Arbitrage Monitoring/Taxable: | The Bonds are taxable obligations and are therefore not subject to IRS arbitrage and yield restriction requirements.  |
| Risk Factors:                    | <p><b>Special Assessments:</b> We have not assumed any pre-paid special assessments and we have assumed that assessments are levied as projected. If the City receives a significant amount of pre-paid assessments or does not levy the assessments, it may need to increase the levy portion of the debt service to make up for lower interest earnings than the expected assessment interest rate.</p> <p><b>Utility Revenue:</b> The City expects to pay a portion of the Bond debt service with utility funds. If utility revenue is inadequate, the City may have to levy taxes to pay debt service on the Bonds.</p> <p><b>GO Pledge:</b> Because the Bonds will be general obligations of the City for which its full faith, credit and taxing powers are pledged, if the annual tax levy collected is not sufficient to pay the debt service payments, other City funds will need to be used.</p> <p><b>Current Refunding:</b> The Bonds are being issued for the purpose of current refunding prior City debt obligations. Those prior debt obligations are "callable" now and can therefore be paid off within 90 days or less. The new Bonds will continue to be pre-payable on any date.</p> <p>This refunding is being undertaken based in part on an assumption that market conditions warrant the refinancing at this time.</p> |
| Other Service Providers:         | This debt issuance will require the engagement of other public finance service providers. This section identifies those other service providers, so Ehlers can coordinate their engagement on your behalf. Where you have previously used a particular firm to provide a service, we have assumed that you will continue that relationship. For services you have not previously required, we have identified a service provider. Fees charged by these service providers will be paid from proceeds of the obligation, unless you notify us that you wish to pay them from other sources. Our pre-sale bond sizing includes a good faith estimate of these fees, so their final fees may vary. If you have any questions   |



|          |   |
|----------|---|
|          | <p>pertaining to the identified service providers or their role or if you would like to use a different service provider for any of the listed services please contact us.</p> <p><b>Bond Attorney:</b> Kennedy &amp; Graven</p> <p><b>Paying Agent:</b> Bond Trust Services</p> <p><b>Rating Agency:</b> Standard &amp; Poor's</p> |
| Summary: | <p>The decisions to be made by the Council are as follows:</p> <ul style="list-style-type: none"> <li>• Accept or modify the finance assumptions described in this report.</li> <li>• Adopt the resolution attached to this report.</li> </ul>  |

This presale report summarizes our understanding of the City's objectives for the structure and terms of this financing as of this date. As additional facts become known or capital markets conditions change, we may need to modify the structure and/or terms of this financing to achieve results consistent with the City's objectives.



## Proposed Debt Issuance Schedule

|  |                           |
|--|---------------------------|
| Pre-Sale Review by City Council                  | August 21, 2017           |
| Distribute Official Statement:                   | Week of September 4, 2017 |
| Conference with Rating Agency:                   | September 4 or 11, 2017   |
| City Council Meeting to Award Sale of the Bonds: | September 18, 2017        |
| Estimated Closing Date:                          | October 15, 2017          |
| Redemption Date for 2013B Bonds                  | October 16, 2017          |

### Attachments

Sources and Uses of Funds  
Proposed Debt Service Schedule  
Bond Buyer Index  
Resolution Authorizing Ehlers to Proceed with Bond Sale

### Ehlers Contacts

|                         |                |                |
|-------------------------|----------------|----------------|
| Financial Advisors:     | Todd Hagen     | (651) 697-8508 |
|                         | Rebecca Kurtz  | (651) 697-8516 |
| Disclosure Coordinator: | Sylvia Johnson | (651) 697-8580 |
| Financial Analyst:      | Alicia Gage    | (651) 697-8551 |

The Official Statement for this financing will be mailed to the City Council at their home address or e-mailed for review prior to the sale date.



# Minnetrista, Minnesota

\$2,390,000 Taxable General Obligation Refunding Bonds, Series 2017C

Issue Summary - Current Refunding 2013B - Callable Anytime

Assuming Current GO Tax "AA+" Market Rates + 50 Bpts

## Total Issue Sources And Uses

Dated 10/15/2017 | Delivered 10/15/2017

|   | Woodland<br>Cove (429) | Residential<br>Portion (429) | City Portion<br>(444) | Issue<br>Summary      |
|---|------------------------|------------------------------|-----------------------|-----------------------|
| <b>Sources Of Funds</b>                       |                        |                              |                       |                       |
| Par Amount of Bonds                           | \$1,645,000.00         | \$60,000.00                  | \$685,000.00          | \$2,390,000.00        |
| Transfers from Prior Issue Debt Service Funds | 69,066.87              | 2,519.16                     | 28,760.37             | 100,346.40            |
| <b>Total Sources</b>                          | <b>\$1,714,066.87</b>  | <b>\$62,519.16</b>           | <b>\$713,760.37</b>   | <b>\$2,490,346.40</b> |
| <b>Uses Of Funds</b>                          |                        |                              |                       |                       |
| Total Underwriter's Discount (1.200%)         | 19,740.00              | 720.00                       | 8,220.00              | 28,680.00             |
| Costs of Issuance                             | 28,219.66              | 1,029.29                     | 11,751.05             | 41,000.00             |
| Deposit to Current Refunding Fund             | 1,666,061.88           | 60,585.63                    | 691,634.38            | 2,418,281.89          |
| Rounding Amount                               | 45.33                  | 184.24                       | 2,154.94              | 2,384.51              |
| <b>Total Uses</b>                             | <b>\$1,714,066.87</b>  | <b>\$62,519.16</b>           | <b>\$713,760.37</b>   | <b>\$2,490,346.40</b> |





# Minnetrista, Minnesota

## \$2,390,000 Taxable General Obligation Refunding Bonds, Series 2017C

Issue Summary - Current Refunding 2013B - Callable Anytime

Assuming Current GO Tax "AA+" Market Rates + 50 Bpts

### Debt Service Schedule

| Date         | Principal             | Coupon   | Interest            | Total P+I             | Fiscal Total |
|--------------|-----------------------|----------|---------------------|-----------------------|--------------|
| 10/15/2017   | -                     | -        | -                   | -                     | -            |
| 02/01/2018   | 120,000.00            | 1.800%   | 19,433.34           | 139,433.34            | 139,433.34   |
| 08/01/2018   | -                     | -        | 31,920.00           | 31,920.00             | -            |
| 02/01/2019   | 170,000.00            | 1.900%   | 31,920.00           | 201,920.00            | 233,840.00   |
| 08/01/2019   | -                     | -        | 30,305.00           | 30,305.00             | -            |
| 02/01/2020   | 165,000.00            | 2.050%   | 30,305.00           | 195,305.00            | 225,610.00   |
| 08/01/2020   | -                     | -        | 28,613.75           | 28,613.75             | -            |
| 02/01/2021   | 165,000.00            | 2.250%   | 28,613.75           | 193,613.75            | 222,227.50   |
| 08/01/2021   | -                     | -        | 26,757.50           | 26,757.50             | -            |
| 02/01/2022   | 170,000.00            | 2.400%   | 26,757.50           | 196,757.50            | 223,515.00   |
| 08/01/2022   | -                     | -        | 24,717.50           | 24,717.50             | -            |
| 02/01/2023   | 175,000.00            | 2.600%   | 24,717.50           | 199,717.50            | 224,435.00   |
| 08/01/2023   | -                     | -        | 22,442.50           | 22,442.50             | -            |
| 02/01/2024   | 180,000.00            | 2.750%   | 22,442.50           | 202,442.50            | 224,885.00   |
| 08/01/2024   | -                     | -        | 19,967.50           | 19,967.50             | -            |
| 02/01/2025   | 185,000.00            | 2.850%   | 19,967.50           | 204,967.50            | 224,935.00   |
| 08/01/2025   | -                     | -        | 17,331.25           | 17,331.25             | -            |
| 02/01/2026   | 195,000.00            | 3.000%   | 17,331.25           | 212,331.25            | 229,662.50   |
| 08/01/2026   | -                     | -        | 14,406.25           | 14,406.25             | -            |
| 02/01/2027   | 205,000.00            | 3.150%   | 14,406.25           | 219,406.25            | 233,812.50   |
| 08/01/2027   | -                     | -        | 11,177.50           | 11,177.50             | -            |
| 02/01/2028   | 210,000.00            | 3.250%   | 11,177.50           | 221,177.50            | 232,355.00   |
| 08/01/2028   | -                     | -        | 7,765.00            | 7,765.00              | -            |
| 02/01/2029   | 220,000.00            | 3.400%   | 7,765.00            | 227,765.00            | 235,530.00   |
| 08/01/2029   | -                     | -        | 4,025.00            | 4,025.00              | -            |
| 02/01/2030   | 230,000.00            | 3.500%   | 4,025.00            | 234,025.00            | 238,050.00   |
| <b>Total</b> | <b>\$2,390,000.00</b> | <b>-</b> | <b>\$498,290.84</b> | <b>\$2,888,290.84</b> | <b>-</b>     |

### Yield Statistics

|                                   |             |
|-----------------------------------|-------------|
| Bond Year Dollars                 | \$16,313.72 |
| Average Life                      | 6.826 Years |
| Average Coupon                    | 3.0544276%  |
| Net Interest Cost (NIC)           | 3.2302306%  |
| True Interest Cost (TIC)          | 3.2395404%  |
| Bond Yield for Arbitrage Purposes | 3.0373392%  |
| All Inclusive Cost (AIC)          | 3.5348756%  |

### IRS Form 8038

|                           |             |
|---------------------------|-------------|
| Net Interest Cost         | 3.0544276%  |
| Weighted Average Maturity | 6.826 Years |

## Minnetrista, Minnesota

\$2,390,000 Taxable General Obligation Refunding Bonds, Series 2017C

Issue Summary - Current Refunding 2013B - Callable Anytime

Assuming Current GO Tax "AA+" Market Rates + 50 Bpts

### Debt Service Comparison

| Date         | Total P+I             | Net New D/S           | Old Net D/S           | Savings             |
|--------------|-----------------------|-----------------------|-----------------------|---------------------|
| 02/01/2018   | 139,433.34            | 137,048.83            | 91,217.35             | (45,831.48)         |
| 02/01/2019   | 233,840.00            | 233,840.00            | 245,010.00            | 11,170.00           |
| 02/01/2020   | 225,610.00            | 225,610.00            | 241,212.50            | 15,602.50           |
| 02/01/2021   | 222,227.50            | 222,227.50            | 241,950.00            | 19,722.50           |
| 02/01/2022   | 223,515.00            | 223,515.00            | 241,990.00            | 18,475.00           |
| 02/01/2023   | 224,435.00            | 224,435.00            | 241,215.00            | 16,780.00           |
| 02/01/2024   | 224,885.00            | 224,885.00            | 239,670.00            | 14,785.00           |
| 02/01/2025   | 224,935.00            | 224,935.00            | 242,495.00            | 17,560.00           |
| 02/01/2026   | 229,662.50            | 229,662.50            | 244,910.00            | 15,247.50           |
| 02/01/2027   | 233,812.50            | 233,812.50            | 245,940.00            | 12,127.50           |
| 02/01/2028   | 232,355.00            | 232,355.00            | 246,510.00            | 14,155.00           |
| 02/01/2029   | 235,530.00            | 235,530.00            | 251,620.00            | 16,090.00           |
| 02/01/2030   | 238,050.00            | 238,050.00            | 251,040.00            | 12,990.00           |
| <b>Total</b> | <b>\$2,888,290.84</b> | <b>\$2,885,906.33</b> | <b>\$3,024,779.85</b> | <b>\$138,873.52</b> |

### PV Analysis Summary (Net to Net)

|  |              |
|--|--------------|
| Gross PV Debt Service Savings.....                       | 204,851.56   |
| Net PV Cashflow Savings @ 3.037%(Bond Yield).....        | 204,851.56   |
| Transfers from Prior Issue Debt Service Fund.....        | (100,346.40) |
| Contingency or Rounding Amount.....                      | 2,384.51     |
| Net Present Value Benefit                                | \$106,889.67 |
| Net PV Benefit / \$2,594,851.56 PV Refunded Debt Service | 4.119%       |
| Net PV Benefit / \$2,395,000 Refunded Principal...       | 4.463%       |
| Net PV Benefit / \$2,390,000 Refunding Principal..       | 4.472%       |

### Refunding Bond Information

|                         |            |
|-------------------------|------------|
| Refunding Dated Date    | 10/15/2017 |
| Refunding Delivery Date | 10/15/2017 |



## Minnetrista, Minnesota

\$2,390,000 Taxable General Obligation Refunding Bonds, Series 2017C

Issue Summary - Current Refunding 2013B - Callable Anytime

Assuming Current GO Tax "AA+" Market Rates + 50 Bpts

### Current Refunding Escrow

| Date         | Principal             | Rate     | Receipts              | Disbursements         | Cash Balance |
|--------------|-----------------------|----------|-----------------------|-----------------------|--------------|
| 10/15/2017   | -                     | -        | 1.89                  | -                     | 1.89         |
| 11/01/2017   | 2,418,280.00          | -        | 2,418,280.00          | 2,418,281.89          | -            |
| <b>Total</b> | <b>\$2,418,280.00</b> | <b>-</b> | <b>\$2,418,281.89</b> | <b>\$2,418,281.89</b> | <b>-</b>     |

### Investment Parameters

|  |                |
|--|----------------|
| Investment Model [PV, GIC, or Securities]          | Securities     |
| Default investment yield target                    | Unrestricted   |
| Cash Deposit                                       | 1.89           |
| Cost of Investments Purchased with Bond Proceeds   | 2,418,280.00   |
| Total Cost of Investments                          | \$2,418,281.89 |
| Target Cost of Investments at bond yield           | \$2,415,044.09 |
| Actual positive or (negative) arbitrage            | (3,237.80)     |
| Yield to Receipt                                   | -              |
| Yield for Arbitrage Purposes                       | 3.0373392%     |
| State and Local Government Series (SLGS) rates for | 8/10/2017      |

## Minnetrista, Minnesota

\$1,645,000 Taxable General Obligation Refunding Bonds, Series 2017C

Woodland Cove (429)

Assuming Current GO Tax "AA+" Market Rates + 50 Bpts

### Debt Service Comparison

| Date         | Total P+I             | Net New D/S           | Old Net D/S           | Savings            |
|--------------|-----------------------|-----------------------|-----------------------|--------------------|
| 02/01/2018   | 83,428.88             | 83,383.55             | 63,056.88             | (20,326.67)        |
| 02/01/2019   | 159,347.50            | 159,347.50            | 167,097.50            | 7,750.00           |
| 02/01/2020   | 157,162.50            | 157,162.50            | 164,525.00            | 7,362.50           |
| 02/01/2021   | 154,805.00            | 154,805.00            | 166,637.50            | 11,832.50          |
| 02/01/2022   | 157,217.50            | 157,217.50            | 168,227.50            | 11,010.00          |
| 02/01/2023   | 154,337.50            | 154,337.50            | 164,202.50            | 9,865.00           |
| 02/01/2024   | 156,217.50            | 156,217.50            | 164,775.00            | 8,557.50           |
| 02/01/2025   | 152,780.00            | 152,780.00            | 164,855.00            | 12,075.00          |
| 02/01/2026   | 159,217.50            | 159,217.50            | 169,730.00            | 10,512.50          |
| 02/01/2027   | 160,167.50            | 160,167.50            | 168,520.00            | 8,352.50           |
| 02/01/2028   | 160,757.50            | 160,757.50            | 172,080.00            | 11,322.50          |
| 02/01/2029   | 166,045.00            | 166,045.00            | 175,180.00            | 9,135.00           |
| 02/01/2030   | 170,775.00            | 170,775.00            | 177,820.00            | 7,045.00           |
| <b>Total</b> | <b>\$1,992,258.88</b> | <b>\$1,992,213.55</b> | <b>\$2,086,706.88</b> | <b>\$94,493.33</b> |

### PV Analysis Summary (Net to Net)

|  |             |
|--|-------------|
| Gross PV Debt Service Savings.....                       | 143,225.93  |
| Net PV Cashflow Savings @ 3.037%(Bond Yield).....        | 143,225.93  |
| Transfers from Prior Issue Debt Service Fund.....        | (69,066.87) |
| Contingency or Rounding Amount.....                      | 45.33       |
| Net Present Value Benefit                                | \$74,204.39 |
| Net PV Benefit / \$1,788,613.13 PV Refunded Debt Service | 4.149%      |
| Net PV Benefit / \$1,650,000 Refunded Principal...       | 4.497%      |
| Net PV Benefit / \$1,645,000 Refunding Principal..       | 4.511%      |

### Refunding Bond Information

|                         |            |
|-------------------------|------------|
| Refunding Dated Date    | 10/15/2017 |
| Refunding Delivery Date | 10/15/2017 |

# Minnetrista, MN

\$3,235,000 Taxable General Obligation Bonds, Series 2013B  
Woodland Cove (429)

## Debt Service To Maturity And To Call

| Date         | Refunded Bonds        | Refunded Interest  | D/S To Call           | Principal             | Coupon   | Interest            | Refunded D/S          |
|--------------|-----------------------|--------------------|-----------------------|-----------------------|----------|---------------------|-----------------------|
| 10/15/2017   | -                     | -                  | -                     | -                     | -        | -                   | -                     |
| 11/01/2017   | 1,650,000.00          | 16,061.88          | 1,666,061.88          | -                     | -        | -                   | -                     |
| 02/01/2018   | -                     | -                  | -                     | 100,000.00            | 2.150%   | 32,123.75           | 132,123.75            |
| 08/01/2018   | -                     | -                  | -                     | -                     | -        | 31,048.75           | 31,048.75             |
| 02/01/2019   | -                     | -                  | -                     | 105,000.00            | 2.450%   | 31,048.75           | 136,048.75            |
| 08/01/2019   | -                     | -                  | -                     | -                     | -        | 29,762.50           | 29,762.50             |
| 02/01/2020   | -                     | -                  | -                     | 105,000.00            | 2.750%   | 29,762.50           | 134,762.50            |
| 08/01/2020   | -                     | -                  | -                     | -                     | -        | 28,318.75           | 28,318.75             |
| 02/01/2021   | -                     | -                  | -                     | 110,000.00            | 3.100%   | 28,318.75           | 138,318.75            |
| 08/01/2021   | -                     | -                  | -                     | -                     | -        | 26,613.75           | 26,613.75             |
| 02/01/2022   | -                     | -                  | -                     | 115,000.00            | 3.500%   | 26,613.75           | 141,613.75            |
| 08/01/2022   | -                     | -                  | -                     | -                     | -        | 24,601.25           | 24,601.25             |
| 02/01/2023   | -                     | -                  | -                     | 115,000.00            | 3.850%   | 24,601.25           | 139,601.25            |
| 08/01/2023   | -                     | -                  | -                     | -                     | -        | 22,387.50           | 22,387.50             |
| 02/01/2024   | -                     | -                  | -                     | 120,000.00            | 4.100%   | 22,387.50           | 142,387.50            |
| 08/01/2024   | -                     | -                  | -                     | -                     | -        | 19,927.50           | 19,927.50             |
| 02/01/2025   | -                     | -                  | -                     | 125,000.00            | 4.100%   | 19,927.50           | 144,927.50            |
| 08/01/2025   | -                     | -                  | -                     | -                     | -        | 17,365.00           | 17,365.00             |
| 02/01/2026   | -                     | -                  | -                     | 135,000.00            | 4.600%   | 17,365.00           | 152,365.00            |
| 08/01/2026   | -                     | -                  | -                     | -                     | -        | 14,260.00           | 14,260.00             |
| 02/01/2027   | -                     | -                  | -                     | 140,000.00            | 4.600%   | 14,260.00           | 154,260.00            |
| 08/01/2027   | -                     | -                  | -                     | -                     | -        | 11,040.00           | 11,040.00             |
| 02/01/2028   | -                     | -                  | -                     | 150,000.00            | 4.600%   | 11,040.00           | 161,040.00            |
| 08/01/2028   | -                     | -                  | -                     | -                     | -        | 7,590.00            | 7,590.00              |
| 02/01/2029   | -                     | -                  | -                     | 160,000.00            | 4.600%   | 7,590.00            | 167,590.00            |
| 08/01/2029   | -                     | -                  | -                     | -                     | -        | 3,910.00            | 3,910.00              |
| 02/01/2030   | -                     | -                  | -                     | 170,000.00            | 4.600%   | 3,910.00            | 173,910.00            |
| <b>Total</b> | <b>\$1,650,000.00</b> | <b>\$16,061.88</b> | <b>\$1,666,061.88</b> | <b>\$1,650,000.00</b> | <b>-</b> | <b>\$505,773.75</b> | <b>\$2,155,773.75</b> |

## Yield Statistics

|   |             |
|---|-------------|
| Base date for Avg. Life & Avg. Coupon Calculation | 10/15/2017  |
| Average Life                                      | 6.910 Years |
| Average Coupon                                    | 4.3204501%  |
| Weighted Average Maturity (Par Basis)             | 6.910 Years |
| Weighted Average Maturity (Original Price Basis)  | 6.910 Years |

## Refunding Bond Information

|                         |            |
|-------------------------|------------|
| Refunding Dated Date    | 10/15/2017 |
| Refunding Delivery Date | 10/15/2017 |

## Minnetrista, Minnesota

\$60,000 Taxable General Obligation Refunding Bonds, Series 2017C

Residential Portion (429)

Assuming Current GO Tax "AA+" Market Rates + 50 Bpts

### Debt Service Comparison

| Date         | Total P+I          | Net New<br>D/S     | Old Net<br>D/S     | Savings           |
|--------------|--------------------|--------------------|--------------------|-------------------|
| 02/01/2018   | 487.31             | 303.07             | (1,347.91)         | (1,650.98)        |
| 02/01/2019   | 6,655.00           | 6,655.00           | 7,342.50           | 687.50            |
| 02/01/2020   | 6,560.00           | 6,560.00           | 7,220.00           | 660.00            |
| 02/01/2021   | 6,457.50           | 6,457.50           | 7,082.50           | 625.00            |
| 02/01/2022   | 6,345.00           | 6,345.00           | 6,927.50           | 582.50            |
| 02/01/2023   | 6,225.00           | 6,225.00           | 6,752.50           | 527.50            |
| 02/01/2024   | 6,095.00           | 6,095.00           | 6,560.00           | 465.00            |
| 02/01/2025   | 5,957.50           | 5,957.50           | 6,355.00           | 397.50            |
| 02/01/2026   | 5,815.00           | 5,815.00           | 6,150.00           | 335.00            |
| 02/01/2027   | 5,665.00           | 5,665.00           | 5,920.00           | 255.00            |
| 02/01/2028   | 5,507.50           | 5,507.50           | 5,690.00           | 182.50            |
| 02/01/2029   | 5,345.00           | 5,345.00           | 5,460.00           | 115.00            |
| 02/01/2030   | 5,175.00           | 5,175.00           | 5,230.00           | 55.00             |
| <b>Total</b> | <b>\$72,289.81</b> | <b>\$72,105.57</b> | <b>\$75,342.09</b> | <b>\$3,236.52</b> |

### PV Analysis Summary (Net to Net)

|   |            |
|---|------------|
| Gross PV Debt Service Savings.....                    | 4,925.19   |
| Net PV Cashflow Savings @ 3.037%(Bond Yield)....      | 4,925.19   |
| Transfers from Prior Issue Debt Service Fund.....     | (2,519.16) |
| Contingency or Rounding Amount.....                   | 184.24     |
| Net Present Value Benefit                             | \$2,590.27 |
| Net PV Benefit / \$64,780.93 PV Refunded Debt Service | 3.999%     |
| Net PV Benefit / \$60,000 Refunded Principal...       | 4.317%     |
| Net PV Benefit / \$60,000 Refunding Principal..       | 4.317%     |

### Refunding Bond Information

|                         |            |
|-------------------------|------------|
| Refunding Dated Date    | 10/15/2017 |
| Refunding Delivery Date | 10/15/2017 |



# Minnetrista, MN

\$3,235,000 Taxable General Obligation Bonds, Series 2013B

Residential Portion (429)

## Debt Service To Maturity And To Call

| Date         | Refunded Bonds     | Refunded Interest | D/S To Call        | Principal          | Coupon   | Interest           | Refunded D/S       |
|--------------|--------------------|-------------------|--------------------|--------------------|----------|--------------------|--------------------|
| 10/15/2017   | -                  | -                 | -                  | -                  | -        | -                  | -                  |
| 11/01/2017   | 60,000.00          | 585.63            | 60,585.63          | -                  | -        | -                  | -                  |
| 02/01/2018   | -                  | -                 | -                  | -                  | -        | 1,171.25           | 1,171.25           |
| 08/01/2018   | -                  | -                 | -                  | -                  | -        | 1,171.25           | 1,171.25           |
| 02/01/2019   | -                  | -                 | -                  | 5,000.00           | 2.450%   | 1,171.25           | 6,171.25           |
| 08/01/2019   | -                  | -                 | -                  | -                  | -        | 1,110.00           | 1,110.00           |
| 02/01/2020   | -                  | -                 | -                  | 5,000.00           | 2.750%   | 1,110.00           | 6,110.00           |
| 08/01/2020   | -                  | -                 | -                  | -                  | -        | 1,041.25           | 1,041.25           |
| 02/01/2021   | -                  | -                 | -                  | 5,000.00           | 3.100%   | 1,041.25           | 6,041.25           |
| 08/01/2021   | -                  | -                 | -                  | -                  | -        | 963.75             | 963.75             |
| 02/01/2022   | -                  | -                 | -                  | 5,000.00           | 3.500%   | 963.75             | 5,963.75           |
| 08/01/2022   | -                  | -                 | -                  | -                  | -        | 876.25             | 876.25             |
| 02/01/2023   | -                  | -                 | -                  | 5,000.00           | 3.850%   | 876.25             | 5,876.25           |
| 08/01/2023   | -                  | -                 | -                  | -                  | -        | 780.00             | 780.00             |
| 02/01/2024   | -                  | -                 | -                  | 5,000.00           | 4.100%   | 780.00             | 5,780.00           |
| 08/01/2024   | -                  | -                 | -                  | -                  | -        | 677.50             | 677.50             |
| 02/01/2025   | -                  | -                 | -                  | 5,000.00           | 4.100%   | 677.50             | 5,677.50           |
| 08/01/2025   | -                  | -                 | -                  | -                  | -        | 575.00             | 575.00             |
| 02/01/2026   | -                  | -                 | -                  | 5,000.00           | 4.600%   | 575.00             | 5,575.00           |
| 08/01/2026   | -                  | -                 | -                  | -                  | -        | 460.00             | 460.00             |
| 02/01/2027   | -                  | -                 | -                  | 5,000.00           | 4.600%   | 460.00             | 5,460.00           |
| 08/01/2027   | -                  | -                 | -                  | -                  | -        | 345.00             | 345.00             |
| 02/01/2028   | -                  | -                 | -                  | 5,000.00           | 4.600%   | 345.00             | 5,345.00           |
| 08/01/2028   | -                  | -                 | -                  | -                  | -        | 230.00             | 230.00             |
| 02/01/2029   | -                  | -                 | -                  | 5,000.00           | 4.600%   | 230.00             | 5,230.00           |
| 08/01/2029   | -                  | -                 | -                  | -                  | -        | 115.00             | 115.00             |
| 02/01/2030   | -                  | -                 | -                  | 5,000.00           | 4.600%   | 115.00             | 5,115.00           |
| <b>Total</b> | <b>\$60,000.00</b> | <b>\$585.63</b>   | <b>\$60,585.63</b> | <b>\$60,000.00</b> | <b>-</b> | <b>\$17,861.25</b> | <b>\$77,861.25</b> |

## Yield Statistics

|   |             |
|---|-------------|
| Base date for Avg. Life & Avg. Coupon Calculation | 10/15/2017  |
| Average Life                                      | 6.794 Years |
| Average Coupon                                    | 4.2632232%  |
| Weighted Average Maturity (Par Basis)             | 6.794 Years |
| Weighted Average Maturity (Original Price Basis)  | 6.794 Years |

## Refunding Bond Information

|                         |            |
|-------------------------|------------|
| Refunding Dated Date    | 10/15/2017 |
| Refunding Delivery Date | 10/15/2017 |

## Minnetrista, Minnesota

\$685,000 Taxable General Obligation Refunding Bonds, Series 2017C

City Portion (444)

Assuming Current GO Tax "AA+" Market Rates + 50 Bpts

### Debt Service Comparison

| Date         | Total P+I           | Net New<br>D/S      | Old Net D/S         | Savings            |
|--------------|---------------------|---------------------|---------------------|--------------------|
| 02/01/2018   | 55,517.15           | 53,362.21           | 29,508.38           | (23,853.83)        |
| 02/01/2019   | 67,837.50           | 67,837.50           | 70,570.00           | 2,732.50           |
| 02/01/2020   | 61,887.50           | 61,887.50           | 69,467.50           | 7,580.00           |
| 02/01/2021   | 60,965.00           | 60,965.00           | 68,230.00           | 7,265.00           |
| 02/01/2022   | 59,952.50           | 59,952.50           | 66,835.00           | 6,882.50           |
| 02/01/2023   | 63,872.50           | 63,872.50           | 70,260.00           | 6,387.50           |
| 02/01/2024   | 62,572.50           | 62,572.50           | 68,335.00           | 5,762.50           |
| 02/01/2025   | 66,197.50           | 66,197.50           | 71,285.00           | 5,087.50           |
| 02/01/2026   | 64,630.00           | 64,630.00           | 69,030.00           | 4,400.00           |
| 02/01/2027   | 67,980.00           | 67,980.00           | 71,500.00           | 3,520.00           |
| 02/01/2028   | 66,090.00           | 66,090.00           | 68,740.00           | 2,650.00           |
| 02/01/2029   | 64,140.00           | 64,140.00           | 70,980.00           | 6,840.00           |
| 02/01/2030   | 62,100.00           | 62,100.00           | 67,990.00           | 5,890.00           |
| <b>Total</b> | <b>\$823,742.15</b> | <b>\$821,587.21</b> | <b>\$862,730.88</b> | <b>\$41,143.67</b> |

### PV Analysis Summary (Net to Net)

|  |             |
|--|-------------|
| Gross PV Debt Service Savings.....                     | 56,700.43   |
| Net PV Cashflow Savings @ 3.037%(Bond Yield).....      | 56,700.43   |
| Transfers from Prior Issue Debt Service Fund.....      | (28,760.37) |
| Contingency or Rounding Amount.....                    | 2,154.94    |
| Net Present Value Benefit                              | \$30,095.00 |
| Net PV Benefit / \$741,457.49 PV Refunded Debt Service | 4.059%      |
| Net PV Benefit / \$685,000 Refunded Principal...       | 4.393%      |
| Net PV Benefit / \$685,000 Refunding Principal..       | 4.393%      |

### Refunding Bond Information

|                         |            |
|-------------------------|------------|
| Refunding Dated Date    | 10/15/2017 |
| Refunding Delivery Date | 10/15/2017 |





# Minnetrista, MN

\$3,235,000 Taxable General Obligation Bonds, Series 2013B  
City Portion (444)

## Debt Service To Maturity And To Call

| Date         | Refunded Bonds      | Refunded Interest | D/S To Call         | Principal           | Coupon   | Interest            | Refunded D/S        |
|--------------|---------------------|-------------------|---------------------|---------------------|----------|---------------------|---------------------|
| 10/15/2017   | -                   | -                 | -                   | -                   | -        | -                   | -                   |
| 11/01/2017   | 685,000.00          | 6,634.38          | 691,634.38          | -                   | -        | -                   | -                   |
| 02/01/2018   | -                   | -                 | -                   | 45,000.00           | 2.150%   | 13,268.75           | 58,268.75           |
| 08/01/2018   | -                   | -                 | -                   | -                   | -        | 12,785.00           | 12,785.00           |
| 02/01/2019   | -                   | -                 | -                   | 45,000.00           | 2.450%   | 12,785.00           | 57,785.00           |
| 08/01/2019   | -                   | -                 | -                   | -                   | -        | 12,233.75           | 12,233.75           |
| 02/01/2020   | -                   | -                 | -                   | 45,000.00           | 2.750%   | 12,233.75           | 57,233.75           |
| 08/01/2020   | -                   | -                 | -                   | -                   | -        | 11,615.00           | 11,615.00           |
| 02/01/2021   | -                   | -                 | -                   | 45,000.00           | 3.100%   | 11,615.00           | 56,615.00           |
| 08/01/2021   | -                   | -                 | -                   | -                   | -        | 10,917.50           | 10,917.50           |
| 02/01/2022   | -                   | -                 | -                   | 45,000.00           | 3.500%   | 10,917.50           | 55,917.50           |
| 08/01/2022   | -                   | -                 | -                   | -                   | -        | 10,130.00           | 10,130.00           |
| 02/01/2023   | -                   | -                 | -                   | 50,000.00           | 3.850%   | 10,130.00           | 60,130.00           |
| 08/01/2023   | -                   | -                 | -                   | -                   | -        | 9,167.50            | 9,167.50            |
| 02/01/2024   | -                   | -                 | -                   | 50,000.00           | 4.100%   | 9,167.50            | 59,167.50           |
| 08/01/2024   | -                   | -                 | -                   | -                   | -        | 8,142.50            | 8,142.50            |
| 02/01/2025   | -                   | -                 | -                   | 55,000.00           | 4.100%   | 8,142.50            | 63,142.50           |
| 08/01/2025   | -                   | -                 | -                   | -                   | -        | 7,015.00            | 7,015.00            |
| 02/01/2026   | -                   | -                 | -                   | 55,000.00           | 4.600%   | 7,015.00            | 62,015.00           |
| 08/01/2026   | -                   | -                 | -                   | -                   | -        | 5,750.00            | 5,750.00            |
| 02/01/2027   | -                   | -                 | -                   | 60,000.00           | 4.600%   | 5,750.00            | 65,750.00           |
| 08/01/2027   | -                   | -                 | -                   | -                   | -        | 4,370.00            | 4,370.00            |
| 02/01/2028   | -                   | -                 | -                   | 60,000.00           | 4.600%   | 4,370.00            | 64,370.00           |
| 08/01/2028   | -                   | -                 | -                   | -                   | -        | 2,990.00            | 2,990.00            |
| 02/01/2029   | -                   | -                 | -                   | 65,000.00           | 4.600%   | 2,990.00            | 67,990.00           |
| 08/01/2029   | -                   | -                 | -                   | -                   | -        | 1,495.00            | 1,495.00            |
| 02/01/2030   | -                   | -                 | -                   | 65,000.00           | 4.600%   | 1,495.00            | 66,495.00           |
| <b>Total</b> | <b>\$685,000.00</b> | <b>\$6,634.38</b> | <b>\$691,634.38</b> | <b>\$685,000.00</b> | <b>-</b> | <b>\$206,491.25</b> | <b>\$891,491.25</b> |

## Yield Statistics

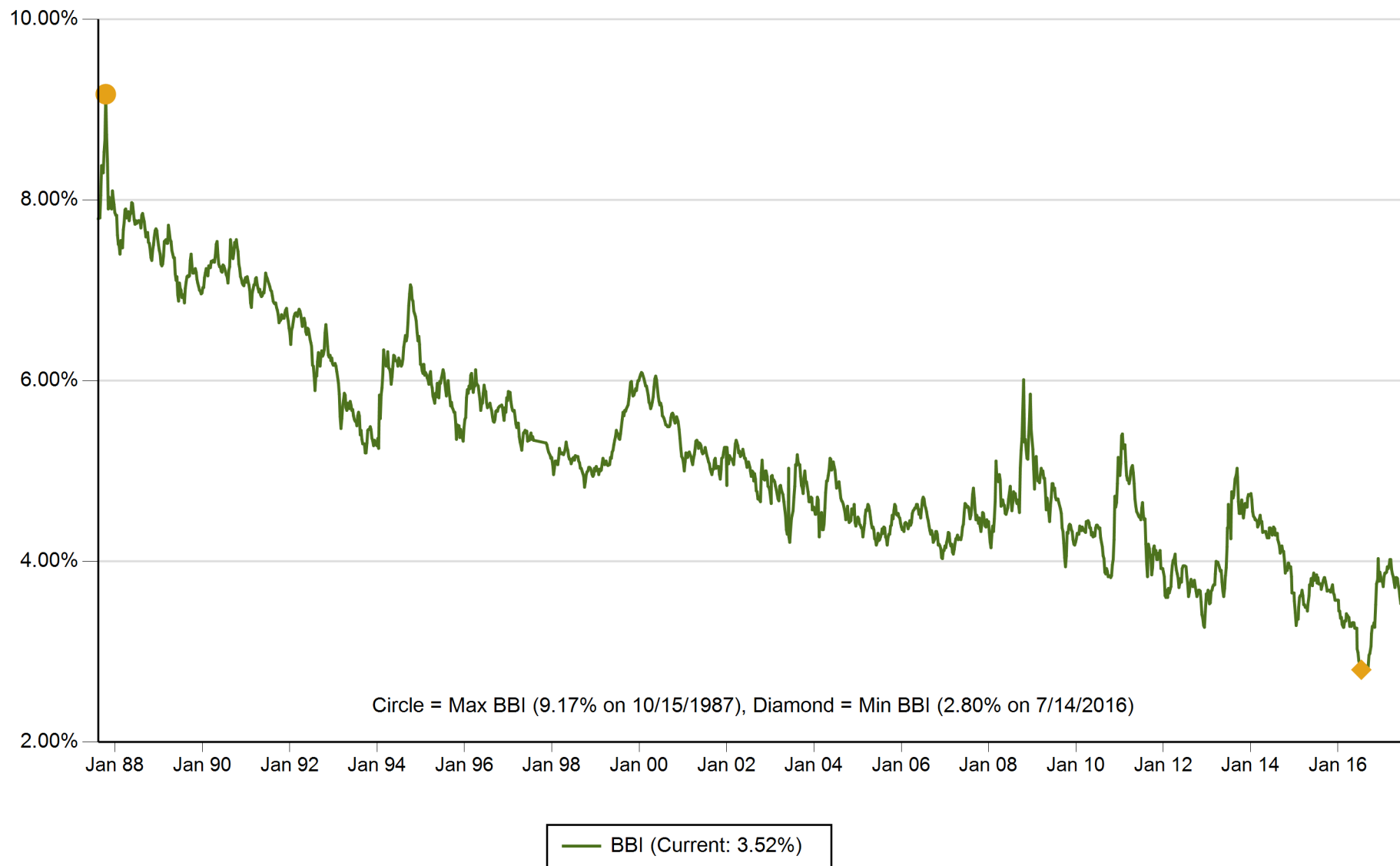
|   |             |
|---|-------------|
| Base date for Avg. Life & Avg. Coupon Calculation | 10/15/2017  |
| Average Life                                      | 6.805 Years |
| Average Coupon                                    | 4.3125160%  |
| Weighted Average Maturity (Par Basis)             | 6.805 Years |
| Weighted Average Maturity (Original Price Basis)  | 6.805 Years |

## Refunding Bond Information

|                         |            |
|-------------------------|------------|
| Refunding Dated Date    | 10/15/2017 |
| Refunding Delivery Date | 10/15/2017 |

## 30 YEAR TREND IN MUNICIPAL BOND INDICES

Weekly Rates August, 1987 - August, 2017



The Bond Buyer "20 Bond Index" (BBI) shows average yields on a group of municipal bonds that mature in 20 years and have an average rating equivalent to Moody's Aa2 and S&P's AA.

Source: The Bond Buyer



**EHLERS**  
LEADERS IN PUBLIC FINANCE

Resolution No. \_\_\_\_\_

Council Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**Resolution Providing for the Sale of  
\$2,390,000 Taxable General Obligation Refunding Bonds, Series 2017C**

- A. WHEREAS, the City Council of the City of Minnetrista, Minnesota has heretofore determined that it is necessary and expedient to issue the City's \$2,390,000 Taxable General Obligation Refunding Bonds, Series 2017C (the "Bonds"), to current refund with other funds the City's outstanding Taxable GO Bonds, Series 2013B for an interest cost savings, which were issued to finance the construction of the King's Point Road Project Phase II in the City; and
- B. WHEREAS, the City has retained Ehlers & Associates, Inc., in Roseville, Minnesota ("Ehlers"), as its independent financial advisor for the Bonds in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9);

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

1. Authorization; Findings. The City Council hereby authorizes Ehlers to assist the City for the sale of the Bonds.
2. Meeting; Proposal Opening. The City Council shall meet at 7:00 p.m. on September 18, 2017, for the purpose of considering proposals for and awarding the sale of the Bonds.
3. Official Statement. In connection with said sale, the officers or employees of the City are hereby authorized to cooperate with Ehlers and participate in the preparation of an official statement for the Bonds and to execute and deliver it on behalf of the City upon its completion.

The motion for the adoption of the foregoing resolution was duly seconded by City Council Member \_\_\_\_\_ and, after full discussion thereof and upon a vote being taken thereon, the following City Council Members voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

Dated this 21<sup>st</sup> day of August, 2017.

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



## **CITY OF MINNETRISTA**

### **REQUEST FOR CITY COUNCIL ACTION/DISCUSSION**

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**Subject:** Declaring Cost to be Assessed, Ordering Preparation of Proposed Assessments, and calling for the Hearing on the Proposed Assessments for Halstead Drive Street Improvement Project (City Project No. 01-16)

**Prepared By:** Paul Hornby, City Engineer

**Meeting Date:** August 21, 2017

---

#### **Issue:**

The Halstead Drive Street Improvement Project (City Project No. 01-16) is proposed to be funded in part by special assessments to benefitting properties. To levy special assessments, the City must declare the cost to be assessed, order the preparation of proposed assessments, and call for the hearing on the proposed assessments in accordance with Minnesota Statute, Chapter 429.

#### **Background:**

The Halstead Drive Street Improvement Project (City Project No. 01-16) is proposed to be funded by Municipal State Aid (MSA) and improvement bonds supported, in part, by special assessments. The special assessments to benefitting property owners are for a portion of the street and drainage improvements. Halstead Drive is an aggregate surfaced roadway on the City MSA system and improvements to a bituminous surface and improved drainage is to be constructed.

The City's existing assessment policy states that the benefitting property owners be assessed for 50% of the total street and storm sewer improvement costs. However, the City approved the feasibility report and preliminary assessments at a lower rate of about 31% of these improvements. The City is required to assess at least 20% of the City's net cost of the improvement project.

#### **Discussion:**

The Feasibility Report and preliminary assessment adopted by the Council included 54 benefitting properties to be assessed \$11,114 (Farmhill Drive) to \$14,819 (Halstead Drive). The assessable amount is recommended to be \$718,696.96. The assessments will be levied for a 20-year period at an interest rate 2% greater than the interest rate on the associated bonds issued as per the City assessment policy. For example, the current

#### **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.

estimated bonding interest rate is around 3% which would result in an assessment interest rate of 5%.

The next step is to declare the cost to be assessed order the preparation of the proposed assessments, and call for the hearing on the proposed assessments. This improvement hearing will determine the final assessment amount to the benefitting properties. The assessments are proposed to be levied in 2017 to be certified for 2018.

The City is required to call for the hearing on the assessments and set the date of the hearing. The resolution calls for the hearing date to be September 18, 2017. Notice is required to be placed in the official publication and sent to each benefitting property owner, with the proposed assessment amount. The notice must be sent at least two weeks prior to the hearing date.

### **Conclusion:**

Preliminary improvement hearings were held and discussions determined that the preliminary assessment of \$718,696.96 be assessed to the benefitting property owners. An assessment roll should be prepared to declare these assessment amounts and calling for a hearing on the proposed assessments should be ordered.

### **Fiscal Impact:**

The Halstead Drive Street Improvement Project (City Project No. 01-16) is estimated to cost \$3,460,000 and is proposed to be funded by a combination of State Aid Funds (\$1,302,800) and improvement bonds supported, in part, by special assessments. The amount of the improvement bond is proposed to be \$2,160,000.

**Recommended City Council Action:** Staff recommends adopting Resolution No. \_\_\_\_, declaring the cost to be assessed, ordering preparation of proposed assessment, and calling for the hearing on the proposed assessments.

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. \_\_\_\_\_**

**CITY OF MINNETRISTA  
HENNEPIN COUNTY, MINNESOTA**

**A RESOLUTION DECLARING COST TO BE ASSESSED,  
ORDERING PREPARATION OF PROPOSED ASSESSMENT, AND CALLING FOR THE  
HEARING ON THE PROPOSED ASSESSMENTS  
FOR THE HALSTEAD DRIVE STREET IMPROVEMENT PROJECT  
(CITY PROJECT NO. 01-16)**

**WHEREAS**, a contract has been let and estimated costs have been calculated for Improvement No. 01-16, the improvement of Halstead Drive from Highland Road to approximately 200 feet west of Lakeside Drive a distance of approximately 9,200 feet and Farmhill Drive from Halstead Drive to the south cul-de-sac a distance of approximately 3,300 feet, and the estimated cost for such improvement is \$2,464,000, and the expenses to be incurred in the making of such improvement amount to \$996,000 so that the total cost of the improvement will be \$3,460,000.

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

1. The portion of the cost of such improvement to be paid by the City is hereby declared to be \$2,741,300 and the portion of the cost to be assessed against benefited property owners is declared to be \$718,700.
2. Assessments shall be payable in equal annual installments extending over a period of 20 years, the first of the installments to be payable on or before the first Monday in January, 2018, and shall bear interest at the rate 2.0 percent greater than the interest rate on the associated bonds at issuance, per annum from the date of the adoption of the assessment resolution.
3. The City Clerk, with the assistance of the City Engineer, shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the improvement area affected, without regard to cash valuation, as provided by law, and she shall file a copy of such proposed assessment in her office for public inspection.
4. The Clerk shall upon the completion of such proposed assessment, notify the Council thereof.

**BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF MINNETRISTA, MINNESOTA:**

1. A hearing shall be held at 7:00 p.m. on September 18, 2017, in the City Hall located at 7701 County Road 110W to pass upon such proposed assessment. All persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
2. The City Clerk is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and she shall state in the notice the total cost of the improvement. She shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.

3. The owner of any property so assessed may, at any time prior to the certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest paid to the date of payment, to the City of Minnetrista, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment. An owner may at any time thereafter, pay to the City of Minnetrista the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year.

This resolution was adopted by the City Council of the City of Minnetrista on the 21<sup>st</sup> day of August, 2017, by a vote of \_\_\_\_\_ Ayes and \_\_\_\_\_ Nays.

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

ATTEST:

\_\_\_\_\_  
Angela Boll, Deputy City Clerk

(seal)



## **CITY OF MINNETRISTA**

### **BUSINESS / DISCUSSION ITEM**

---

**Subject:** Approving the Conditional Offer of Employment for Carter Ostlie as a Public Works Maintenance Worker

**Prepared By:** Cassandra Tabor, HR/Communications Coordinator on behalf of the Personnel Committee: Mayor Lisa Whalen, Councilmember Patricia Thoele, Finance Director Brian Grimm, and City Administrator Michael Barone.

**Meeting Date:** August 21, 2017

---

#### **Issue**

The City Council is being asked to approve a conditional offer letter of employment for Mr. Carter Ostlie as a full-time Public Works Maintenance Worker. The conditional offer of employment letter to Mr. Ostlie is included with this agenda item.

#### **Background**

The hiring process began with advertising for the position opening with the League of Minnesota Cities and on our website on September 29, 2016, where we received seven (7) applications by the twice extended closing date of October 21, 2016. Five (5) interviews were scheduled, with one cancellation. One panel, consisting of three (3) staff each, performed four (4) initial interviews on November 16, 2017. We ended with two strong candidates, one was offered a position, Glenn Ring, and Mr. Ostlie was asked to be held as an active candidate for the next 6 months to allow for any additional hiring opportunities that may arise. The City has a hard a difficult time attracting Public Works candidates and this extended process saves the City time and money

An additional, and unexpected, hiring opportunity became available when Public Works Maintenance Worker, Adam Hegeholz, submitted his resignation on July 26, 2017, to pursue a career change with another organization in Human Resources.

The terms of the employment offer for Mr. Ostlie are outlined in the attached conditional offer of employment. If approved, we expect Mr. Ostlie to begin his full-time employment in the next couple of weeks.

#### ***Summary of Job History, Education and Training***

- Associate's Degrees in Agribusiness Agronomy and in Agribusiness Service and Management
- Additional training in SST and SMS brand mapping software

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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.



- Class A CDL licensure with a Tanker Endorsement
- Commercial Pesticide Applicator licensure
- 11 years of private sector experience as an agronomist and machine operator
- Extensive experience in large machine operation including dump trucks, excavators, skid loaders, and dozers
- Expertise in trenching, digging, and drain tiling
- Safety training
- Four years of snow plowing experience
- Experience with computer programs, alarm monitoring, and hand held locator devices.

### **Conclusion**

Mr. Ostlie will bring to the City transferable skills that will allow him to be a successful team member. We look forward to Mr. Ostlie joining our full-time staff at the City of Minnetrista.

**Recommended City Council Action:** The Personnel Committee recommends approval of the conditional offer of employment resolution for Mr. Carter Ostlie as a Public Works Maintenance Worker with the City of Minnetrista, with an expected start date in the next couple of weeks.

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. \_\_\_\_\_**

**RESOLUTION APPROVING THE CONDITION OFFER OF EMPLOYMENT  
FOR CATER OSTLIE AS PUBLIC WORKS MAINTENANCE WORKER WITH  
THE CITY OF MINNETRISTA**

**WHEREAS**, the position opening for a Public Works Maintenance Worker was created when Adam Hegeholz pursued a career change in another organization in Human Resources, and;

**WHEREAS**, after the staffing process was conducted, including initial panel interviews, final interview, and reference checks, and pending a successful check of criminal history and driving record checks; the recommendation of the Personnel Committee is to give a conditional offer of employment to Mr. Carter Ostlie to be a Public Works Maintenance Worker for the City of Minnetrista, and;

**THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA**, that the conditional offer of employment be approved for Mr. Carter Ostlie; and be it further resolved that the City Council approve the terms and conditions of this job offer as outlined in the conditional job offer letter included with this agenda item.

This resolution was adopted by the City Council of the City of Minnetrista on the 21<sup>st</sup> day of August, 2017, by a vote of \_\_\_\_Ayes and \_\_\_\_Nays.

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

ATTEST:

\_\_\_\_\_

(seal)

August 21, 2017

Mr. Carter Ostlie  
<address redacted>

Dear Carter:

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

A few items need yet to be successfully completed, including a pre-placement physical examination and a pre-placement drug and alcohol screening test in order to finalize your position. These items are at the City's expense. Information provided by you to the examining physicians must be accurate and complete in order for you to qualify for employment, sick leave, and other city provided benefits.

The 2017 Step 1 rate of pay is \$20.84 per hour (or \$43,347.20 annually), plus a full benefit package that begins on your first day of employment.

According to the labor agreement with the union, you will serve a one year probation period. You will have performance reviews performed at six-months and one year of employment. Upon a successful one year performance review, you will be eligible for a change in job status from "probationary" employee to a "full-time" employee. At your one-year anniversary, you will be eligible to move to the next step of the Public Works pay program. In subsequent years, annual performance reviews will be done at the end of each calendar year, with a possible pay adjustment granted each January 1. You will receive step increases on your anniversary date each year, in accordance with the language of the union contract, as well. This position is a unionized position with the International Union of Operating Engineers (IUOE), Local #49.

We look forward to you completing these final steps, and we are very pleased that you will be joining our staff at the City of Minnetrista.

Sincerely,

Cassandra Tabor  
HR/Communications Coordinator

*Continued on next page*

Mr. Carter Ostlie  
<address redacted>

I accept all the terms and conditions as set forth in this conditional offer of employment for the Public Works Maintenance Worker position with the City of Minnetrista.

---

Carter Ostlie

---

Date

cc: Michael Barone, City Administrator  
Gary Peters, Public Works Supt.  
Personnel File

## **CITY OF MINNETRISTA**

### **BUSINESS / DISCUSSION ITEM**

---



**Subject:**                    **Discussion of Drain Tile Installation  
and an Extended Lease with John Boll for the Gale Property  
Located Just West of City Hall**

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

**Meeting Date:**        **August 21, 2017**

---

#### **Discussion Topic:**

The City of Minnetrista leases 16.3 acres of farm land adjacent to the west side of City Hall for farming purposes. It has been leased to a few different people over the years and is currently leased to Mr. John Boll. Mr. Boll has approached the City with the request to allow him to install drain tile, at a cost to him only, with an agreement that the City extend his one-year lease to six years, the time frame he has determined would allow him to recover his costs.

#### **Background:**

The City of Minnetrista has leased the Gale Property since 2009. The City receives a minimal rental fee, currently \$1,600 a year.

Mr. Boll's request and a map of the property is attached. He has stated that he would do all of the work associated with Hennepin County for inspections. City Staff discussed the request with the WSB to assess wetland status, Shawn William's response is attached.

Engineering input states that under the MN Wetland Conservation Act, land labelled Type 1 or 2 wetlands are eligible for an exemption and may be tiled. Those at the southwest and southeast portions of the property do not qualify and may not be drained without joint application and approved permits issued.

Tiling would allow for additional farmable land within the 16.3 acre lease and Mr. Boll feels this would increase the value of the land, increasing future leasing rates. A six year agreement would limit yearly bid work performed by City Staff.

This is the first time the City has been asked to install drain till on the land. It would require contract work to be performed by the City Attorney as well as additional engineering hours to visit the site and review the conditions to obtain regulatory

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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.

guidance. If and when the land would be used for another purpose, there could be cost associated with cutting or removing the drain tile.

If approved, Mr. Boll anticipates adding drain tile in Fall or as late as Spring, dependent upon the County's timeline with processing permits and inspections. He would agree to six years beginning this current lease year, 2017, and to terms that included an early termination of the lease if the City desires the land for other purposes in the future. He would expect that a predetermined percentage of the costs to install the drain tile would be covered by the City if the lease was ended early. City Staff recommends that Mr. Boll bear any associated engineering and legal costs.

**Recommended City Council Action:** Based on the Agenda item and Council discussion, direct City Staff on how to move forward with this request, if at all.

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.

8/1/2017

LM/8/1/17

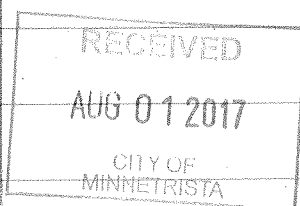
City of Minnetrista,

I lease the land west of the city, that the city owns. I would like to put drainage tile in the property. The city put the main in in prior years, but it has no drainage branches.

It would take about 1000-1500 5" tile at roughly \$2.00 a foot. This would be no cost to the city, If I can extend my lease for 6 years. I will contact Hennepin County Soil & Water Conservation District to get the OK to do this. I will try to farm this land the best I can, as if I own it.

John Boll

*John Boll*





United States  
Department of  
Agriculture

Hennepin County, Minnesota

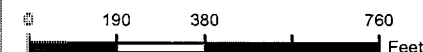
Farm 4373

Tract 3844



2017 Program Year

Map Created May 02, 2017



Unless otherwise noted:  
 Shares are 100% operator  
 Crops are non-irrigated  
 Corn = yellow for grain  
 Soybeans = common soybeans for grain  
 Wheat = HRS, HRW = Grain  
 Sunflower = Oil, Non-Oil = Grain  
 Oats and Barley = Spring for grain  
 Rye = for grain  
 Peas = process  
 Alfalfa, Mixed Forage AGM, GMA, IGS = for forage  
 Beans = Dry Edible  
 NAG = for GZ  
 Canola = Spring for seed

### Common Land Unit

- Non-Cropland
- Cropland
- Tract Boundary
- PLSS

### Wetland Determination

#### Identifiers

- Restricted Use
- Limited Restrictions
- Exempt from Conservation
- Compliance Provisions

Tract Cropland Total: 12.75 acres



USDA FSA maps are for FSA Program administration only. This map does not represent a legal survey or reflect actual ownership; rather it depicts the information provided directly from the producer and/or the 2015 NAIP imagery. The producer accepts the data 'as is' and assumes all risks associated with its use. The USDA Farm Service Agency assumes no responsibility for actual or consequential damage incurred as a result of any user's reliance on this data outside FSA Programs. Wetland identifiers do not represent the size, shape, or specific determination of the area. Refer to your original determination (CPA-026 and attached maps) for exact boundaries and determinations or contact NRCS.





## Memorandum

**To:** Paul Hornby, WSB & Associates, Inc.

**From:** Shawn Williams, WSB & Associates, Inc.

**Date:** August 15, 2017

**Re:** 7875 Co Rd No 110 W, Minnetrista  
City Parcel Agricultural Field

The City of Minnetrista is coordinating a farming lease agreement for the City property located at 7875 County Road 110 W. The lease tenant (farmer) has expressed interest in installing new drain tile at low areas within the parcel to facilitate better drainage and thus potentially improve crop yields.

Per MN Wetland Conservation Act (WCA) Rules Chapter 8420.0420 – Exemption Standards, the rules allow for an agricultural exemption to impact Types 1 and 2 wetlands without replacement under certain circumstances:

*Subp. 2. Agricultural activities. A replacement plan is not required for:*

*A. impacts resulting from agricultural activities in a wetland that was planted with annually seeded crops or was in a crop rotation seeding of pasture grass or legumes in six of the last ten years prior to January 1, 1991. Documentation, such as aerial photographs, United States Department of Agriculture records, or other applicable documentation may be used as evidence for this exemption. Impacts eligible for this exemption must be to type 1 or 2 wetlands;*

*B. impacts resulting from agricultural activities in a type 1 wetland on agricultural pasture land that remains in the same use, except for bottomland hardwood type 1 wetlands, and impacts resulting from agricultural activities in a type 2 or 6 wetland that is less than two acres in size and located on agricultural pasture land that remains in the same use.*

The wetlands that exist within the tilled agricultural fields (actively farmed) may be impacted (drained) under this exemption, as they are Types 1/2. However, low/wetland areas, specifically those at the southwest and southeast portions of the property (Figure 1), which area wooded (not farmed), may not be impacted (drained), as those wetlands do not qualify for this WCA exemption. Impacts to those areas (which are assumed to be wetland, per DNR NWI (Figure 2) and NRCS Web Soil Survey (Figure 3) would require a joint application process and subsequent review of justification of the proposed impacts, etc. Tile lines should not be extended into those wooded areas unless approved permits were issued.

As we discussed, I will be attending a TEP meeting at the nearby Mader Farm Wetland Bank on August 31, 2017, and we can briefly visit the site to review the conditions with the TEP thereafter to obtain further regulatory guidance on this matter, specifically from MN Board of Water & Soil Resources, Hennepin County, and the US Army Corps of Engineers, if preferred.

If you have questions, please contact me at extension 8531 or [swilliams@wsbeng.com](mailto:swilliams@wsbeng.com).

### Attachments:

- Figure 1- USDA Program Tract Boundary
- Figure 2 - DNR National Wetlands Inventory
- Figure 3 - NRCS Web Soil Survey

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United States  
Department of  
Agriculture

Hennepin County, Minnesota

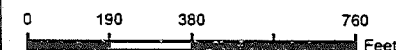
Farm 4373

Tract 3844



2017 Program Year

Map Created May 02, 2017



Unless otherwise noted:

Shares are 100% operator

Crops are non-irrigated

Corn = yellow for grain

Soybeans = common soybeans for grain

Wheat = HRS, HRW = Grain

Sunflower = Oil, Non-Oil = Grain

Oats and Barley = Spring for grain

Rye = for grain

Peas = process

Alfalfa, Mixed Forage AGM, GMA, IGS = for forage

Beans = Dry Edible

NAG = for GZ

Canola = Spring for seed

### Common Land Unit

Non-Cropland

Cropland

Tract Boundary

PLSS

### Wetland Determination

#### Identifiers

● Restricted Use

▽ Limited Restrictions

■ Exempt from Conservation

■ Compliance Provisions

Tract Cropland Total: 12.75 acres

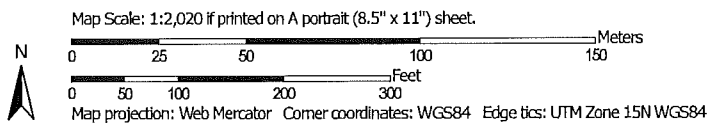
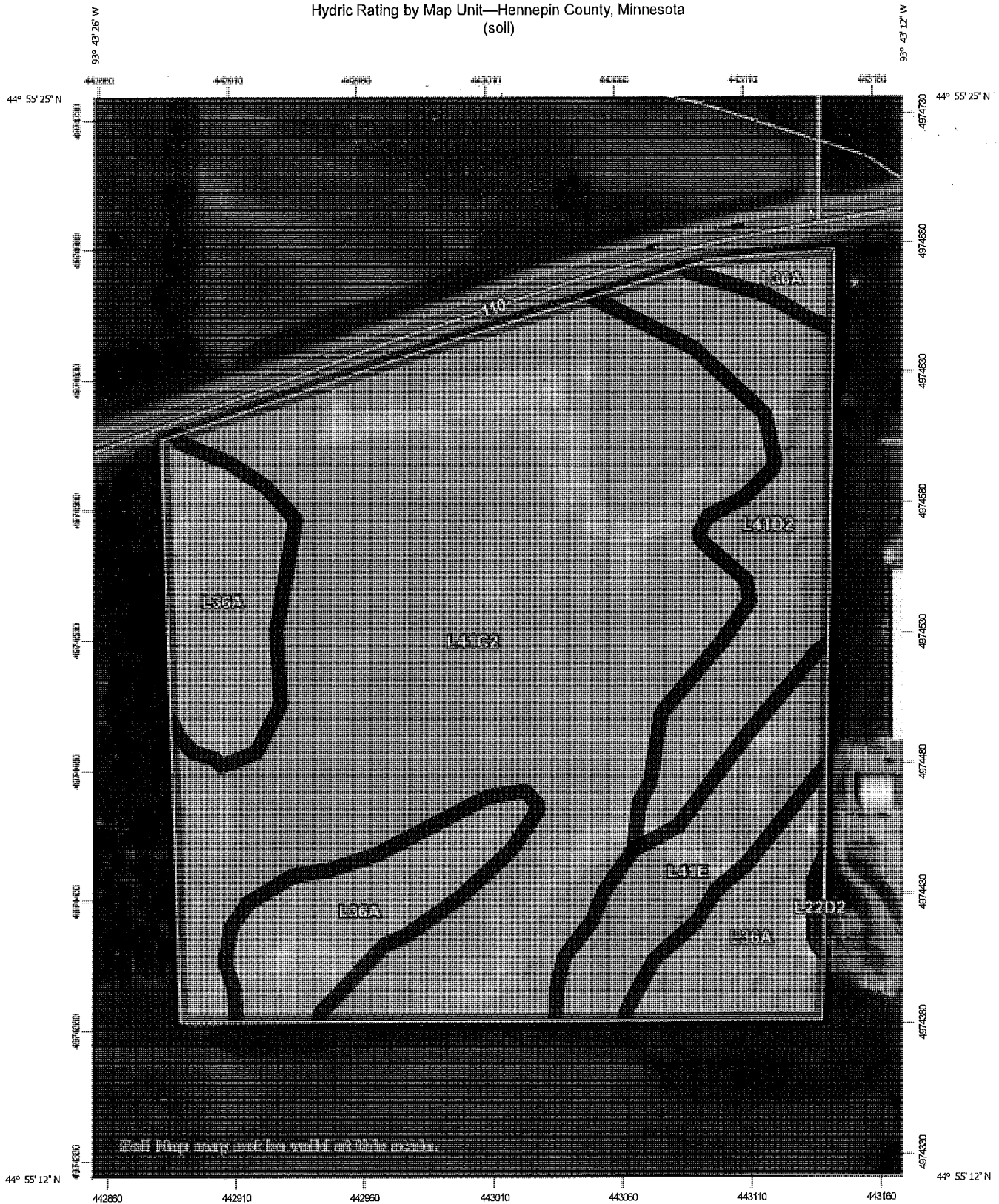


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# National Wetland Inventory



# Hydric Rating by Map Unit—Hennepin County, Minnesota (soil)



Hydric Rating by Map Unit—Hennepin County, Minnesota  
(soil)







## MAP LEGEND

### Area of Interest (AOI)







Area of Interest (AOI)

### Soils







#### Soil Rating Polygons

-  Hydric (100%)
-  Hydric (66 to 99%)
-  Hydric (33 to 65%)
-  Hydric (1 to 32%)
-  Not Hydric (0%)
-  Not rated or not available

#### Soil Rating Lines

-  Hydric (100%)
-  Hydric (66 to 99%)
-  Hydric (33 to 65%)
-  Hydric (1 to 32%)
-  Not Hydric (0%)
-  Not rated or not available






#### Soil Rating Points

-  Hydric (100%)
-  Hydric (66 to 99%)
-  Hydric (33 to 65%)
-  Hydric (1 to 32%)
-  Not Hydric (0%)
-  Not rated or not available


### Water Features

-  Streams and Canals

### Transportation

-  Rails
-  Interstate Highways
-  US Routes
-  Major Roads
-  Local Roads

### Background

-  Aerial Photography

## MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:12,000.

Warning: Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service

Web Soil Survey URL:

Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Hennepin County, Minnesota

Survey Area Data: Version 12, Sep 19, 2016

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Sep 12, 2010—Aug 2, 2016

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

## Hydric Rating by Map Unit

| Hydric Rating by Map Unit— Summary by Map Unit — Hennepin County, Minnesota (MN053) |  |        |              |                |
|---|--|--------|--------------|----------------|
| Map unit symbol   | Map unit name  | Rating | Acres in AOI | Percent of AOI |
| L22D2   | Lester loam, 10 to 16 percent slopes, moderately eroded  | 0      | 0.0          | 0.2%           |
| L36A  | Hamel, overwash-Hamel complex, 0 to 3 percent slopes     | 45     | 3.5          | 21.1%          |
| L41C2   | Lester-Kilkenny complex, 6 to 12 percent slopes, eroded  | 5      | 10.0         | 59.8%          |
| L41D2   | Lester-Kilkenny complex, 12 to 18 percent slopes, eroded | 5      | 2.0          | 11.8%          |
| L41E  | Lester-Kilkenny complex, 18 to 25 percent slopes         | 5      | 1.2          | 7.1%           |
| <b>Totals for Area of Interest</b>  |  |        | <b>16.8</b>  | <b>100.0%</b>  |

## Description

This rating indicates the percentage of map units that meets the criteria for hydric soils. Map units are composed of one or more map unit components or soil types, each of which is rated as hydric soil or not hydric. Map units that are made up dominantly of hydric soils may have small areas of minor nonhydric components in the higher positions on the landform, and map units that are made up dominantly of nonhydric soils may have small areas of minor hydric components in the lower positions on the landform. Each map unit is rated based on its respective components and the percentage of each component within the map unit.

The thematic map is color coded based on the composition of hydric components. The five color classes are separated as 100 percent hydric components, 66 to 99 percent hydric components, 33 to 65 percent hydric components, 1 to 32 percent hydric components, and less than one percent hydric components.

In Web Soil Survey, the Summary by Map Unit table that is displayed below the map pane contains a column named 'Rating'. In this column the percentage of each map unit that is classified as hydric is displayed.

Hydric soils are defined by the National Technical Committee for Hydric Soils (NTCHS) as soils that formed under conditions of saturation, flooding, or ponding long enough during the growing season to develop anaerobic conditions in the upper part (Federal Register, 1994). Under natural conditions, these soils are either saturated or inundated long enough during the growing season to support the growth and reproduction of hydrophytic vegetation.

The NTCHS definition identifies general soil properties that are associated with wetness. In order to determine whether a specific soil is a hydric soil or nonhydric soil, however, more specific information, such as information about the depth and duration of the water table, is needed. Thus, criteria that identify those estimated soil properties unique to hydric soils have been established (Federal Register, 2002). These criteria are used to identify map unit components that normally are associated with wetlands. The criteria used are selected estimated soil properties that are described in "Soil Taxonomy" (Soil Survey Staff, 1999) and "Keys to Soil Taxonomy" (Soil Survey Staff, 2006) and in the "Soil Survey Manual" (Soil Survey Division Staff, 1993).

If soils are wet enough for a long enough period of time to be considered hydric, they should exhibit certain properties that can be easily observed in the field. These visible properties are indicators of hydric soils. The indicators used to make onsite determinations of hydric soils are specified in "Field Indicators of Hydric Soils in the United States" (Hurt and Vasilas, 2006).

### References:

Federal Register. July 13, 1994. Changes in hydric soils of the United States.

Federal Register. September 18, 2002. Hydric soils of the United States.

Hurt, G.W., and L.M. Vasilas, editors. Version 6.0, 2006. Field indicators of hydric soils in the United States.

Soil Survey Division Staff. 1993. Soil survey manual. Soil Conservation Service. U.S. Department of Agriculture Handbook 18.

Soil Survey Staff. 1999. Soil taxonomy: A basic system of soil classification for making and interpreting soil surveys. 2nd edition. Natural Resources Conservation Service. U.S. Department of Agriculture Handbook 436.

Soil Survey Staff. 2006. Keys to soil taxonomy. 10th edition. U.S. Department of Agriculture, Natural Resources Conservation Service.

## Rating Options

*Aggregation Method:* Percent Present

*Component Percent Cutoff:* None Specified

*Tie-break Rule:* Lower



## CITY OF MINNETRISTA

### BUSINESS / DISCUSSION ITEM



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**Subject:** Resolution to Approve Agreement with The Morris-Leatherman Company for the 2017 Community Survey

**Prepared By:** Michael Barone, City Administrator

**Meeting Date:** August 21, 2017

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#### Issue

After discussions at both the August 7, 2017, City of Minnetrista Work Session and City Council meeting, Council approved to move forward with the 2017 Community Survey. Attached is the agreement and invoice for half the overall cost (\$9,500) to pay The Morris-Leatherman Company (TMLC) to begin the survey work. The initial \$9,500 is a down payment to begin the work, with the other half of the total cost to be paid to TMLC once the survey work is completed and accepted.

#### Background

Mr. Peter Leatherman discussed his company's background, the methodology used for their survey, and then did an overview of the proposed 2017 Community Survey.

As noted, TMLC is a full-service market and research firm, where their services includes all survey construction, sample selection, coding, data entry, and computer analysis for their clients. All telephone surveys are conducted by Morris-Leatherman employees, not a contracted 3<sup>rd</sup> party company, by their phone bank employees who have many years of experience.

At the Council meeting, a few clarifications were suggested for the survey on the city's drinking water: whether or not you are a city water user, and asking water users only if they noticed any improvement (or not) in the quality of their drinking water since the two new Water Treatment Plants came online earlier in 2017.

#### Conclusion

The 2011 Community Survey was 121 questions and cost \$19,500, whereas the 2017 Community Survey will have 109 questions and cost \$19,000. At the August 7, 2017, City Council meeting, approval was given for a "not to exceed" amount of \$20,000, so we remained below that threshold. The final community survey is in the Informational Packet for your review.

**Recommended City Council Action:** Staff recommends a motion to approve the agreement with The Morris-Leatherman Company for the 2017 Community Survey, with a down payment of \$9,500 (50%) to begin the community survey.

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. \_\_\_\_**

**RESOLUTION TO APPROVE AGREEMENT WITH THE MORRIS-  
LEATHERMAN COMPANY FOR THE 2017 COMMUNITY SURVEY**

**WHEREAS**, the City Council approved the hiring of The Morris-Leatherman Company (TMLC) of Minnetrista, Minnesota, to conduct a 2017 Community Survey at its August 7, 2017, City Council meeting at a “not to exceed” cost of \$20,000; and

**WHEREAS**, this 2017 Community Survey will provide the City Council and City Staff with a statistically valid, random sample of the residents of our community for the purposes of providing information that will greatly help the Council and Staff with policy direction, now and into the future; and

**NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA**, that the final 2017 Community Survey is complete and ready for implementation, with a total final cost of \$19,000; with half (\$9,500) to be paid now, and the remainder to be paid once the survey results are completed and accepted.

This resolution was adopted by the City Council of the City of Minnetrista on the 21<sup>st</sup> day of August, 2017, by a vote of \_\_\_\_Ayes and \_\_\_\_ Nays.

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

Attest:

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

(seal)

## CITY OF MINNETRISTA



### REQUEST FOR CITY COUNCIL ACTION/DISCUSSION

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**Subject:** Westwood Drive Drainage Improvements (Segment 4)  
City Project 07-16

**Prepared By:** Paul Hornby, City Engineer

**Meeting Date:** August 21, 2017

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#### **Issue:**

The City received Quotes for the Westwood Drive Drainage Improvements (Segment 4) City Project 07-16 on August 15, 2017, and staff requests Council consider award of the construction contract.

#### **Background/Discussion:**

The existing drainage ravine (or channel) that conveys storm water runoff from County Road 110 North (including Mound Westonka High School, Langewood Drive and Morningview Terrace), was reviewed by the City Council and staff in 2015 during the preliminary and final design phases of the Westwood Drive Drainage Ravine Improvements project located between Westwood Drive and Lake Minnetonka. The property owner at 1395 Westwood Drive that receives much of the runoff between County Road 110 North and Westwood Drive has requested the City review the ravine erosion and repair the channel (Segment 4). This project was added to the Capital Improvement Project list in the storm water fund by Council.

Quotes were received by 4:00 pm on Tuesday, August 15, 2017. Quotes were requested from 5 specialty contractors and the City received 3 quotes, with results provided on the enclosed bid summary. Quotes ranged from \$48,150.00 to \$72,120.00. The engineer's opinion of construction cost is \$58,290. The lowest quote was received from Sunram Construction, Inc. in the amount of \$48,150.00. Sunram Construction, Inc. constructed the channel restoration segments 1-3 between Westwood Drive and Lake Minnetonka.

#### **Conclusion:**

Three (3) quotes were received for the Westwood Drive Drainage Improvements (Segment 4), City Project 07-16. The lowest responsive quote was received from Sunram Construction, Inc.. Staff recommends approving the enclosed Resolution Accepting Quotes and Awarding the Construction Contract to Sunram Construction, Inc. in the amount of their low quote of \$48,150.00.

#### **Mission Statement:**

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

**Fiscal Impact:**

The proposed project will be funded by the storm water utility fund, and the low quote is within the budget for this project (\$75,000).

**Recommended City Council Action:** Staff recommends adopting Resolution No. \_\_\_\_\_, Accepting Quotes and Award Contract for the Westwood Drive Drainage Improvements (Segment 4).

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. \_\_\_\_\_**

**CITY OF MINNETRISTA  
HENNEPIN COUNTY, MINNESOTA**

**A RESOLUTION ACCEPTING QUOTES AND AWARDING A CONTRACT  
FOR THE WESTWOOD DRIVE DRAINAGE IMPROVMENTS (SEGMENT 4)  
CITY PROJECT NO. 07-16**

**WHEREAS**, the City Council of Minnetrista previously authorized preparation of plans and specifications for obtaining quotes for the Westwood Drive Drainage Improvements (Segment 4), City Project 07-16; and

**WHEREAS**, Quotes were received, opened, and tabulated on August 15, 2017.

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

1. All quotes for the construction of the Westwood Drive Drainage Improvements (Segment 4), City Project 07-16 have been received and are tabulated on the attached summary.
2. The quote of Sunram Construction Inc., in the amount of \$48,150.00, for the construction of said improvements, is in accordance with the plans and specifications and request for quotes and is the lowest responsible quote.
3. The Mayor and Clerk are hereby authorized and directed to enter into a contract with said bidder for the construction of said improvements for and on behalf of the City of Minnetrista.
4. The City Clerk is hereby authorized and directed to return forthwith to all contractors the deposits made with their quotes, except that the deposit of the successful quote and the next two lowest quotes shall be retained until a contract has been executed.

This resolution was adopted by the City Council of the City of Minnetrista on the 21<sup>st</sup> day of August, 2017, by a vote of \_\_\_\_\_ Ayes and \_\_\_\_\_ Nays.

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

ATTEST:

\_\_\_\_\_  
Angela Boll, Deputy City Clerk

(seal)



August 15, 2017

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

Re: Westwood Drive Drainage Improvements – Segment 4 (CR 110 N – Westwood Dr.)  
City of Minnetrista Project No. 07-16  
WSB Project No. 2121-800

Dear Mayor and Council Members:

Quotes were received for the above-referenced project on Tuesday, August 15, 2017. Three quotes were received. The quotes were checked for mathematical accuracy. Please find enclosed the bid summary indicating the low quote as submitted by Sunram Construction, Inc., Corcoran, Minnesota in the amount of \$48,150.00. The Engineer's Estimate was \$58,290.00

We recommend that the City Council consider these quotes and award a contract in the amount of \$48,150.00 to Sunram Construction, Inc. based on the results of the quotes received.

Sincerely,

**WSB & Associates, Inc.**

A handwritten signature in black ink, appearing to read "Paul Hornby".

Paul Hornby, PE  
Sr. Project Manager

Attachment

kkp

## BID TABULATION SUMMARY

**PROJECT:**

Westwood Drive Drainage Improvements - Segment 4  
(CR 110 N - Westwood Dr.)

**OWNER:**

City of Minnetrista

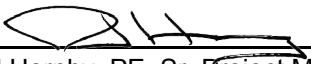
**WSB PROJECT NO.:**

2121-80

Quotes Received by: Tuesday, August 15, 2017, by 4:00 pm

| Contractor                 | Grand Total Bid |
|----------------------------|-----------------|
| 1 Sunram Construction      | \$48,150.00     |
| 2 G.F. Jedlicki, Inc.      | \$49,635.00     |
| 3 Blackstone Contractors   | \$72,120.00     |
| Engineer's Opinion of Cost | \$58,290.00     |

I hereby certify that this is a true and correct tabulation of the quotes as received on August 15, 2017.

  
Paul Hornby, PE, Sr. Project Manager

 Denotes corrected figure