



CITY COUNCIL MEETING AGENDA
September 17, 2018
7:00pm

1) Call to Order

- a) Pledge of Allegiance
- b) Introductions: City Council: Mayor Lisa Whalen, Pam Mortenson, Mike Molitor, Shannon Bruce and John Tschumperlin; Staff: City Administrator Michael Barone, Community Development Director David Abel, Finance Director Brian Grimm, Director of Public Safety Paul Falls, Director of Administration Cassandra Tabor and City Clerk Kris Linnquist. Consultants: City Attorney Ron Batty, Kennedy & Graven and City Engineer Paul Hornby, WSB Engineering.
- c) Approval of Agenda

2) Special Presentations - None

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 6, 2018
- b) Approve Work Session Meeting Minutes from September 4, 2018
- c) Approve Regular Meeting Minutes from September 4, 2018
- d) Res. No. 128-18 Approve Claims
- e) Res. No. 129-18 Approve Step Increase for Nick Rettke, Public Works Maintenance Worker

5) Public Hearings - None

6) Business Items

- a) Soil Boring Proposal from S.E.H. for Water Tower project discussion

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) Pam Mortenson – Acting Mayor; Personnel Committee; Economic Development Authority; Planning Commission (rotating); Parks Commission (rotating); Steering/Comprehensive Plan Committee; Westonka Community & Commerce

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

- iii) **Mike Molitor** — *Economic Development Authority; Planning Commission (rotating); Parks Commission (rotating); Steering/Comprehensive Plan Committee; LMCD*
- iv) **Shannon Bruce** — *Economic Development Authority; Planning Commission (rotating); Parks Commission (rotating); Mound Fire Advisory Committee; St. Bonifacius Fire Advisory Committee; Pioneer-Sarah Creek Watershed Management Commission (alternate)*
- v) **John Tschumperlin** — *Planning Commission (rotating); Parks Commission (rotating); Economic Development Authority; 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.

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



CITY COUNCIL WORK SESSION

MINUTES

August 6, 2018

5:30 – 6:30pm

1) Call to Order

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

Present – Council: Mayor Lisa Whalen, Pam Mortenson, Mike Molitor, Shannon Bruce and John Tschumperlin; Staff: City Administrator Michael Barone, Finance Director Brian Grimm, Community Development Director David Abel, Director of Public Safety Paul Falls, Director of Administration Cassandra Tabor, Public Works Superintendent Gary Peters and City Clerk Kris Linquist; Consultant: City Engineer Paul Hornby, WSB Associates.
Absent: None

2) 2019 Budget and Preliminary Levy Discussion

Finance Director Grimm overviewed the power point presentation.

Highlights included:

- The Preliminary Levy needs to be set by September 28, 2018
- 2019 Budget timeline
- 2019 Ongoing Budget Goals/Challenges
- Overview of the Total General Fund, Debt, Capital and Road Levy
- Gross Tax Levy Trend
- Actual Capital Improvement Plan (CIP) and projected CIP for 2019-2023
- Budget Trend Analysis
- Two Tax Levy Options were presented for discussion: 6.72% and a 5.0%.
- Tax Impacts on a home in Minnetrista – approximate 5% valuation increase
- 2019 Assumptions/Commitments

Todd Hagen with Ehler's overviewed the bonds and how to refinance some of the City's current bonds.

There was some discussion on different options of using bonds to finance future road improvement projects.

There was discussion on “pay as you go” versus bonding for road improvement projects, especially when construction costs are high.

Consensus of the council was to use cash calling on some of the current bonds to save money on the levy for 2019.

There was discussion about the age and costs to replace City Hall's furnace and air conditioner units.

There was discussion about using cloud based services instead of using server based software specifically for the fuel management system.

There was discussion on refurbishing the 2003 John Deere Grader instead of replacing it to save money in the 2019 budget.

Bruce commented that with a 2.5% growth increase and a 2% inflation rate, she would be ok with a 4.5% increase but nothing more than that. She feels that a 6.7% or a 5% increase is way too much. A 4.5% increase could cover all things the city provides now and continue to with the growth.

There will be further 2019 budget discussions at future work sessions.

3) Adjourn

Motion by Molitor, seconded by Mortenson to adjourn the Work Session Meeting.

Motion carried 5-0. Absent:

Mayor Whalen adjourned the meeting at 6:47 p.m.

Respectfully Submitted,

Kris Linquist, MMMC, CMC
City Clerk



CITY COUNCIL WORK SESSION

MINUTES

September 4, 2018

5:30 – 6:30pm

1) Call to Order

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

Present – Council: Mayor Lisa Whalen, Pam Mortenson, Mike Molitor, Shannon Bruce and John Tschumperlin; Staff: City Administrator Michael Barone, Finance Director Brian Grimm, Director of Public Safety Paul Falls, Public Works Superintendent Gary Peters and City Clerk Kris Linnquist; Consultant: City Engineer Paul Hornby, WSB Associates.
Absent: None

2) 2019 Budget – Preliminary Levy and Pavement Management Plan/Roads Discussion

Finance Director Grimm presented the staff report found in the Work Session packet dated September 4, 2018.

Highlights included:

- Staff updated the CIP plan as per Council direction to move the Fuel Management System to 2020.
- Preliminary Levy version 1 had a net levy impact of a 6.01% increase from 2018 and version 2 had a net levy impact of 4.28% increase from 2018.
- Council feedback from previous work sessions seemed to be comfortable to varying levels for one or both of the preliminary levy options or somewhere in-between.
- There was an updated roads plan and how a potential bond issuance would look in regards to packaging/bundling some roads together as requested by council from the August 20, 2018 meeting.
- Road plans which give a couple different options for 2019 and 2020. 2018 road improvement budget is being carried over to 2019.
- Three options for packaging together some street projects and having an annual debt levy between around \$50-\$125K are:
 - ♦ \$390,000 over 10 years
 - ♦ \$1,095,000 over 15 years
 - ♦ \$1,680,000 over 20 years

There was discussion on moving the Fuel Management System to 2020.

There was discussion on equipment certificates.

There was discussion on the technology project under the City Hall Capital Improvement portion of the proposed budget.

There was discussion on what the Intergovernmental line item was under the General Fund Summary.

There was discussion on some of the City Hall improvements.

Bruce requested to have an itemized general preliminary budget for future budgeting processes (similar to the quarterly update reports that Grimm provides the Council). She feels it would help the council make better budgeting decisions.

Mayor Whalen commented that she does not want to have to go through every line item. She feels that staff does a good preliminary presentation and line items can be reviewed when reducing the preliminary budget to the final budget.

There was further discussion on providing more information on the preliminary budget, micro-managing and staff responsibility with providing a report for the council to make their decisions.

Molitor questioned if the city does the budget at account level (line item detail) or the roll out point. Grimm stated that it is done at the account level.

Mortenson questioned about City staff Healthcare costs. Barone stated that the numbers have not been given out yet and hopefully the City will have figures by the beginning of November. There is a chance this projected budgeted amount can be reduced once the final numbers are received.

Molitor questioned if the City was going to do Equipment Certificate for 2018. Grimm stated that the City will probably combine 2018 and 2019 since the City did not do the 2018 projects and are holding off until 2019 to do them.

There was some discussion on the revised Pavement Management CIP 2019-2022.

There was discussion about the Sunnyfield Road improvement project projected for 2019.

There was discussion on what would happen if road improvement project bids come in over budgeted amount again next year.

There was discussion on moving the Sunnyfield Road Improvement project to 2020 due to time constraints and moving projects of equivalent budgeted amount to 2019.

Bruce commented that she would like to see option B [Budget \$400,000 option (Total = \$680,000 with 2018 carryover of \$280,000)].

Tschumperlin, Molitor and Mortenson would like to see option A [Budget \$475,000 option (Total = \$755,000 with 2018 carryover of \$280,000)].

Mayor Whalen also likes option A and commented that roads need to be a top priority.

There was discussion on when the City should start conversations with the School about Sunnyfield Rd.

3) Adjourn

Motion by Bruce, seconded by Mortenson to adjourn the Work Session Meeting.

Motion carried 5-0. Absent: None

Mayor Whalen adjourned the meeting at 6:48 p.m.

Respectfully Submitted,

Kris Linquist, MMMC, CMC
City Clerk



CITY COUNCIL MEETING MINUTES
September 4, 2018
7:00 p.m.

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, Pam Mortenson, Mike Molitor, Shannon Bruce and John Tschumperlin; Staff: City Administrator Michael Barone, Finance Director Brian Grimm; Community Development Director David Abel, Public Safety Director Paul Falls, Director of Administration Cassandra Tabor, Public Works Superintendent Gary Peters and City Clerk Kris Linquist; Consultants: City Attorney Ron Batty, Kennedy & Graven and City Engineer Paul Hornby, WSB Engineering.

Absent: None

c) Approval of Agenda

Motion by Tschumperlin, seconded by Bruce to approve the agenda as presented.
Motion carried 5-0. Absent: None

2) Special Presentations

a) 2019 Preliminary Tax Levy

Finance Director Grimm overviewed the power point presentation.

Highlights included:

- Council met at the August 6, August 20 and September 4 Work Session meetings to discuss the 2019 Preliminary Tax Levy
- Overview of the 2019 Ongoing Budget Goals/Challenges
 - ♦ To ensure the City's financial stability – Balance levy amount and fund balance reserves
 - ♦ Address Capital Equipment Improvement (CIP) needs – cash levy vs equipment certificates
 - ♦ Monitoring service levels
 - ♦ Funding Pavement Management Plan – levy amount and financing sources
- Overview of Total General Fund, Debt, Capital and Roads Levy Version 1 – Total gross levy of \$4,742,971 (6.01% levy increase)
- Overview of Total General Fund, Debt, Capital and Roads Levy Version 2 – Total gross levy of \$4,667,971 (4.28% levy increase)
- Overview of the 2019 Budget Assumptions/Commitments/Questions
 - ♦ Increase for labor contracts and non-union salaries and benefits – labor contracts in place for 2019 & 2020
 - ♦ Funding sources for Capital Improvements: cash and equipment certificates. \$60,000 for 5 years on equipment certificates in 2019
 - ♦ Funding pavement management plan – continue \$125K increase per

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year of phased in plan as per financial management plan adopted December 2017

- ♦ Using general fund reserve dollars of about \$386K to keep general fund at an inflationary increase (2.0% for general fund) while keeping projected fund balance percentage above the City's minimum percentage per policy of at least 40% (43% projected for end of 2019)

3) Persons to Be Heard

Debra Ehrreich, 7300 Farmhill Drive, Minnetrista – had questions regarding the completion of Halstead Drive. She had concerns with the construction of the mini roundabout.

City Engineer Hornby overviewed the project completion. He also explained how the mini roundabout works.

Jerry Forster, 3917 Covey Trail, Minnetrista – had concerns with his high water usage and water bill from Quarter 2 of this year. He feels there is an error in recording the usage and supplied a handout with water usage over the past five years. He is requesting to have a credit applied to his bill.

Council directed staff to look into the matter and possibly have brought back to a work session in the future.

4) Consent Agenda

- ~~a) Approve Work Session Meeting Minutes from August 6, 2018~~
- b) Approve Work Session Meeting Minutes from August 20, 2018
- c) Approve Regular City Council Meeting Minutes from August 20, 2018
- d) Res. No. 119-18 Approve Claims
- e) Res. No. 120-18 Approve Status Change from Probationary to Full-Time for Carter Ostlie, Public Works Maintenance Worker
- f) Res. No. 121-18 Approve Step Increase for Josh Brown, Police Officer

Bruce requested to remove item 4a) Approve Work Session Meeting Minutes from August 6, 2018.

Motion by Mortenson, seconded by Bruce to approve the Consent Agenda Items with the exception of Item 4a.

Motion carried 5-0. Absent: None

4a) Approve Work Session Meeting Minutes from August 6, 2018

Bruce requested this item be removed from the consent agenda as she is still being taken out of context and that the minutes do not reflect other councilmembers comments regarding the preliminary levy.

There was discussion on whether other councilmembers referred to quoting levy percentages at the August 6, 2018 meeting.

Staff was directed to listen to the tape again to determine if any other councilmember quoted a levy percentage and to bring back the minutes to the September 4, 2018 meeting.

5) Public Hearings

a) Temporary One Day On-Sale Liquor License – Northwest Tonka Lions

City Clerk Linquist presented the staff report found in the City Council Packet dated September 4, 2018. She overviewed the application for a temporary one day liquor license for Northwest Tonka Lions for the Wine Fest Fundraising Event to benefit WeCAN on October 6, 2018 from 4-6 p.m. at the Voyageur Environmental Center.

Mayor Whalen opened the public hearing at 7:47 p.m. There was no one present to speak on the item.

Mayor Whalen closed the public hearing at 7:47 p.m.

Motion by Molitor, seconded by Mortenson to approve a Temporary One Day On-Sale Liquor License for the Northwest Tonka Lions in conjunction with WeCAN to host the WeCAN Funding Raising Event being held on Saturday, October 6, 2018 at the Voyageur Environmental Center with the conditions stated in the staff report.

Motion carried 5-0. Absent: None

6) Business Items

a) 2019 Budget Process Approvals

Mayor Whalen reminded the council that this is a preliminary levy budget approval. To keep in mind that this levy needs to be approved by September 28, 2018 and once set, it cannot be raised. The preliminary budget should start out high and then work on reducing it over the next few months to bring it down as much as possible before setting the budget in December. As discussed at the work sessions, there are some areas of the budget that will be addressed to review for further budgetary reduction.

Finance Director Grimm presented the staff report found in the City Council Packet dated September 4, 2018. He referred to his special presentation review.

Bruce commented that that she is not in support of the 6.01% increase and that the lower version of 4.28% also gives a large increase to road improvements. She expressed that in her experience once the preliminary levy is set, it never comes down from that point.

There was discussion on what has been done in the past with setting the preliminary levy.

Tschumperlin commented that he is confident that the council can bring the preliminary levy budget down from the 6.01% and that the council needs to find a way to make the road budget work. He supports version one (6.01%).

Mortenson commented that in the years that she has been on council that the preliminary levy has always been higher than the actual approved budget amount. She feels the 6.01% preliminary levy is a good place to start and work on reducing the numbers from there.

Molitor commented that with road project bids coming in this year 30% higher than what was budgeted for, he doesn't think starting out at the higher preliminary levy is unreasonable.

Mayor Whalen commented that she is comfortable with starting out with a higher preliminary levy amount (6.01%) and bringing the numbers down from there. She commented that residents have contacted her about the need for road improvements.

i) Res. No. 122-18 Approve 2019 Preliminary Tax Levy

Motion by Mortenson, seconded by Tschumperlin to Adopt Resolution No. 122-18 Adopting Proposed 2018 Tax Levy Collectible in 2019.

Motion carried 4-1. Opposed: Bruce Absent: None

ii) Res. No. 123-18 Approve Debt Levy at 100% of 2019 Bond Payments

Motion by Tschumperlin, seconded by Mortenson to Adopt Resolution No. 123-18 Adopting a Debt Levy for 100% of 2019 Bond Payments on Existing Debt Instead of the Statutory Allowed 105% of 2019 Bond Payments.

Motion carried 5-0. Absent: None.

iii) Approve 2018 Date for Public Comments on 2019 Levy and Budget

Motion by Mortenson, seconded by Tschumperlin to select December 3, 2018 at 7:00 p.m. as the Public Comment date for discussion of the 2019 Budget and Tax Levy to be adopted.

Motion carried 5-0. Absent: None

b) Res. No. 124-18 Approve Quote for Paving the Driveway at Well No. 7

Public Works Superintendent Peters presented the staff report found in the City Council Packet dated September 4, 2018.

Highlights included:

- Well No. 7 does not currently have a paved asphalt driveway entrance
- Due to weather delays with the South Water Treatment plant's construction, Well No. 7 was not paved
- This driveway entrance was included in the 2018 mill and overlay quote package, but due to bids higher than the City Engineer's estimates, those bids were rejected which left the driveway incomplete
- Public Works asked four contractors for quotes and two contractors submitted quotes to pave the driveway entrance to Well No. 7
- The lowest quote was received from JBT Black Topping in the amount of \$3,000

Motion by Bruce, seconded by Tschumperlin to Adopt Resolution No. 124-18 Approving the Quote and Agreement for installation of the Paving of the Driveway at Well No. 7 in the amount of \$3,000 with JBT Black Topping.

Motion carried 5-0. Absent: None

c) Res. No. 125-18 Approve Quote for Paving the Trail at Slow Creek Park

Public Works Superintendent Peters presented the staff report found in the City Council Packet dated September 4, 2018.

Highlights included:

- Slow Creek Park walking trail is in need of replacement
- A portion of the trail was paved and a portion was wood chipped. The portion of the trail with wood chips has been an maintenance issue for several years
- In 2016, the Parks Commission decided that it was time to remove the wood

chips and install asphalt. The trail was not paved due to high quotes received in 2017

- The asphalt portion of the trail is now deteriorated
- The trail replacement was included in the 2018 mill and overlay bid package, but due to bids higher than the City Engineer's estimates, those bids were rejected and left the trail replacement incomplete
- Public Works asked four contractor for quotes and received quotes from three of them
- The lowest quote received was from JBT Black Topping in the amount of \$16,000

Motion by Molitor, seconded by Mortenson to adopt Resolution No. 125-18 Approving Quote and Agreement for installation of the Paving of the Trail at Slow Creek Park in the Sunnybrook Neighborhood in the amount of \$16,000 with JBT Black Topping.

Motion carried 5-0. Absent: None

d) Res. No. 126-18 Approve Change Order No. 3 for the Enchanted Ln / Tuxedo Rd project, CP 04-16 and CP 08-16

City Engineer Hornby presented the staff report found in the City Council Packet dated September 4, 2018.

Highlights included:

- As part of the City construction project and the Metropolitan Council emergency forcemain replacement, additional work needed to be done
- There was regrading costs incurred by the contractor that were included in the funding negotiated with the Met Council
- The regrading work is provided in Change Order No. 3 in the amount of \$7,669.43, increasing the contract from \$828,449.72 to \$836,119.15. The Met Council is providing \$92,500 in funding which results in a net city contract amount of \$743,619.15, approximately 7.17% of the original contract amount
- Change Order No. 3 also includes an extension of the contract duration with project completion by October 31, 2018

Motion by Molitor, seconded by Tschumperlin to Adopt Res. No. 126-18 Approving Change Order No. 3 for Enchanted Ln / Tuxedo Rd in the amount of \$7,669.43; from the contracted amount of \$826,449.72 to \$836,119.15 with extending the project date to October 31, 2018. CP 04-16 and CP 08-16

Motion carried 5-0. Absent: None

e) Res. No. 127-18 Approve Permanent Drainage and Utility Easement Agreement at 7650 Halstead Dr., CP 01-16

City Engineer Hornby presented the staff report found in the City Council Packet dated September 4, 2018.

Highlights included:

- A permanent drainage and utility easement is necessary to accommodate an increased area of storm water impoundment on this property as a result of constructing the new roadway and drainage system on Halstead Drive.
- WSB staff prepared a minimum damage acquisition/valuation report to determine the potential damages and appropriate compensation for the permanent drainage and utility easement.
- The minimum damage acquisition/valuation report estimates compensation for a

permanent drainage and utility easement to be \$4,866.87. Staff recommends offering the owner \$5,000, which was previously discussed as a settlement amount by the owner.

Motion by Mortenson, seconded by Molitor to Adopt Res. No. 127-18 Approve Permanent Drainage and Utility Easement Agreement at 7650 Halstead Drive, CP 01-16.
Motion carried 5-0. Absent: None

7) Administrative Items

- a) Staff Reports
 - i) City Administrator
 - Water Tower update
- b) Council Reports
 - i) Mayor Lisa Whalen
 - Emails from residents at Red Oak regarding Temporary Certificate of Occupancy
 - ii) Pam Mortenson
 - WCC meeting
 - Resident issue with Marina Drive parking
 - iii) Mike Molitor
 - No LMCD meeting
 - iv) Shannon Bruce
 - Pioneer Sarah Creek Watershed District meeting for Tschumperlin
 - v) John Tschumperlin
 - Nothing to report

8) Adjournment

Motion by Molitor, seconded by Bruce to adjourn the meeting at 8:41 p.m.
Motion carried 5-0. Absent: None

Respectfully submitted,

Kris Linqvist, MMMC, CMC
City Clerk

RESOLUTION NO. 128-18

CITY OF MINNETRISTA

**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 62717 through 62787; electronic checks E1001270 through E1001283; Claims batch includes electronic transfer for payroll in the amount of \$68,078.29.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA, that the attached list of claims in the amount of \$ 563,895.09 is hereby approved.

ADOPTED this 17th day of September 2018 by a vote of ____ Ayes
____ Nays.

Lisa Whalen, Mayor

ATTEST:

Kris Linqvist, City Clerk

(seal)

***Check Detail Register©**

AUGUST 2018 to SEPTEMBER 2018

			Check Amt	Invoice	Comment
1010 1ST BK OF THE LAKES					
Paid Chk#	062717	9/17/2018	A-1 MINNETONKA RENTAL, INC.		
E 602-49490-402	LAWN MAINTENANCE		\$91.80	135159	Tiller
Total	A-1 MINNETONKA RENTAL, INC.		\$91.80		
Paid Chk#	062718	9/17/2018	ADVANTAGE PROPERTY MAINTENANCE		
E 101-45202-402	LAWN MAINTENANCE		\$4,340.00	2820	Lawn Service
E 601-49440-227	UTILITY SYSTEM MAINT SUPPL		\$720.00	2820	Lawn Service
E 602-49490-227	UTILITY SYSTEM MAINT SUPPL		\$480.00	2820	Lawn Service
E 101-41940-402	LAWN MAINTENANCE		\$800.00	2820	Lawn Service
Total	ADVANTAGE PROPERTY MAINTENANCE		\$6,340.00		
Paid Chk#	062719	9/17/2018	AMERIPRIDE SERVICES INC		
E 101-43121-215	SHOP MATERIALS		\$27.03	1004236673	Shop towels
E 101-43121-417	UNIFORMS		\$99.51	1004236673	Shop uniforms
E 101-41940-211	CLEANING & MAINT SUPPLIES		\$15.42	1004236673	Service Charge
E 101-43121-215	SHOP MATERIALS		\$27.03	1004243847	Shop towels
E 101-43121-417	UNIFORMS		\$99.51	1004243847	Shop uniforms
E 101-41940-211	CLEANING & MAINT SUPPLIES		\$15.42	1004243847	Service Charge
Total	AMERIPRIDE SERVICES INC		\$283.92		
Paid Chk#	062720	9/17/2018	ATOM		
E 101-42110-434	POLICE TRAINING		\$875.00		Training
Total	ATOM		\$875.00		
Paid Chk#	062721	9/17/2018	BCA		
E 101-41940-211	CLEANING & MAINT SUPPLIES		\$32.00		Background Check
Total	BCA		\$32.00		
Paid Chk#	062722	9/17/2018	BRYAN ROCK PRODUCTS		
E 101-43121-224	STREET MAINTENANCE SUPPL		\$1,335.22	30719	Class 2 Rock
Total	BRYAN ROCK PRODUCTS		\$1,335.22		
Paid Chk#	062723	9/17/2018	CALATLANTIC HOMES		
G 101-2025	DEPOSITS PAYABLE		\$1,000.00	MB-16249 R-7	Rtn Tree Dep 4896 Red Oak
G 101-2025	DEPOSITS PAYABLE		\$10,000.00	MB-16249 R-9	Temp Co Rtn 4896 Red Oak
G 101-2025	DEPOSITS PAYABLE		\$5,000.00	MB-17023 R-7	Temp Co Rtn 4941 GrandView Ave
G 101-2025	DEPOSITS PAYABLE		\$5,000.00	MB-17230 R-9	Temp Co Rtn 4960 Grandview Ave
Total	CALATLANTIC HOMES		\$21,000.00		
Paid Chk#	062724	9/17/2018	CANTEEN		
E 101-41940-211	CLEANING & MAINT SUPPLIES		\$107.10	141780000039	Coffee
E 101-43121-211	CLEANING & MAINT SUPPLIES		\$47.00	141780000039	Coffee
E 101-42110-211	CLEANING & MAINT SUPPLIES		\$198.90	141780000039	Coffee
Total	CANTEEN		\$353.00		
Paid Chk#	062725	9/17/2018	CITY OF MOUND		
E 101-42210-316	FIRE CONTRACT MOUND		\$57,690.25	4th Qtr	Quarterly Fire Service
E 514-47000-601	BOND PRINCIPAL		\$17,082.50	4th Qtr	Quarterly Debt Payment
Total	CITY OF MOUND		\$74,772.75		
Paid Chk#	062726	9/17/2018	CITY OF ST BONIFACIUS		
E 101-42210-318	FIRE CONTRACT ST BONIFACI		\$53,898.25	4th Qtr	Quarterly Fire Service
Total	CITY OF ST BONIFACIUS		\$53,898.25		
Paid Chk#	062727	9/17/2018	CONTEMPORARY HOLDINGS LLC		
E 499-43122-437	MISCELLANEOUS EXPENSE		\$5,000.00		7650 Halstead Drainage and Utility Easement
Total	CONTEMPORARY HOLDINGS LLC		\$5,000.00		

***Check Detail Register©**

AUGUST 2018 to SEPTEMBER 2018

			Check Amt	Invoice	Comment
Paid Chk# 062728	9/17/2018	CULLIGAN WATER			
E 101-42110-401	BLDG/STRUCT MAINTENANCE		\$70.27	114x67302709	Water
	Total CULLIGAN WATER		\$70.27		
Paid Chk# 062729	9/17/2018	DPC INDUSTRIES, INC.			
E 601-49440-227	UTILITY SYSTEM MAINT SUPPL		\$847.21	827001601-18	Chlorine
E 601-49440-227	UTILITY SYSTEM MAINT SUPPL		\$2,205.10	827001602-18	Chemicals
	Total DPC INDUSTRIES, INC.		\$3,052.31		
Paid Chk# 062730	9/17/2018	EARL F. ANDERSON INC.			
E 101-43121-224	STREET MAINTENANCE SUPPL		\$177.45	0118265-IN	Closed Signs
	Total EARL F. ANDERSON INC.		\$177.45		
Paid Chk# 062731	9/17/2018	ECM PUBLISHERS, INC			
E 101-41910-351	LEGAL NOTICE & ORD PUBLIC		\$30.84	626461	PC Hearing
E 101-41910-351	LEGAL NOTICE & ORD PUBLIC		\$23.13	629100	PC Hearing
E 101-41910-351	LEGAL NOTICE & ORD PUBLIC		\$30.84	630210	Public Hearing-Cox
	Total ECM PUBLISHERS, INC		\$84.81		
Paid Chk# 062732	9/17/2018	EGAN			
E 101-43121-224	STREET MAINTENANCE SUPPL		\$2,067.75		Replace Overhead Lights at Hwy7 and Co rd 44
	Total EGAN		\$2,067.75		
Paid Chk# 062733	9/17/2018	ETERNITY HOMES			
G 101-2025	DEPOSITS PAYABLE		\$6,500.00	MB-17115 R-8	Temp Co Rtn 5628 Sunnybrook Circle
	Total ETERNITY HOMES		\$6,500.00		
Paid Chk# 062734	9/17/2018	FASTENAL COMPANY			
E 101-43121-224	STREET MAINTENANCE SUPPL		\$415.17	MNWAC58744	Sign Hardware
	Total FASTENAL COMPANY		\$415.17		
Paid Chk# 062735	9/17/2018	FRONTIER OH			
E 101-42110-321	TELEPHONE		\$471.01	952-446-1660	Monthly Phone Service
E 101-43121-321	TELEPHONE		\$471.02	952-446-1660	Monthly Phone Service
E 101-41940-321	TELEPHONE		\$471.01	952-446-1660	Monthly Phone Service
	Total FRONTIER OH		\$1,413.04		
Paid Chk# 062736	9/17/2018	GALLS INCORPORATED			
E 101-42110-417	UNIFORMS		\$287.70	010596820	uniform
E 101-42110-417	UNIFORMS		\$95.44	010650483	uniform
	Total GALLS INCORPORATED		\$383.14		
Paid Chk# 062737	9/17/2018	GOPHER STATE ONE CALL			
E 601-49440-227	UTILITY SYSTEM MAINT SUPPL		\$228.15	8080581	Sewer & Water Locates
E 602-49490-227	UTILITY SYSTEM MAINT SUPPL		\$228.15	8080581	Sewer & Water Locates
	Total GOPHER STATE ONE CALL		\$456.30		
Paid Chk# 062738	9/17/2018	GRAINGER INC.			
E 101-45202-437	MISCELLANEOUS EXPENSE		\$11.82	9883873326	Bulbs
	Total GRAINGER INC.		\$11.82		
Paid Chk# 062739	9/17/2018	GREATER MN COMMUNICATIONS			
E 101-41320-202	COPY & PRINTING SUPPLIES		\$700.00	16619	Newsletter Printing
E 101-41910-202	COPY & PRINTING SUPPLIES		\$500.00	16619	Newsletter Printing
E 101-42110-202	COPY & PRINTING SUPPLIES		\$250.00	16619	Newsletter Printing
E 101-43121-437	MISCELLANEOUS EXPENSE		\$327.14	16619	Newsletter Printing
E 101-41320-202	COPY & PRINTING SUPPLIES		\$58.50	16710	Labels
	Total GREATER MN COMMUNICATIONS		\$1,835.64		

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Paid Chk#	062740	9/17/2018	HEALTH PARTNERS		
E 601-49440-131	HEALTH & LIFE INS - E CONTR		\$1,981.56	83977616	Premium Employer Pd
E 602-49490-131	HEALTH & LIFE INS - E CONTR		\$1,702.93	83977616	Premium Employer Pd
E 651-49590-131	HEALTH & LIFE INS - E CONTR		\$601.03	83977616	Premium Employer Pd
E 101-45202-131	HEALTH & LIFE INS - E CONTR		\$451.35	83977616	Premium Employer Pd
E 101-42401-131	HEALTH & LIFE INS - E CONTR		\$1,435.00	83977616	Premium Employer Pd
E 101-41320-131	HEALTH & LIFE INS - E CONTR		\$2,935.15	83977616	Premium Employer Pd
E 101-41910-131	HEALTH & LIFE INS - E CONTR		\$1,613.00	83977616	Premium Employer Pd
E 101-43121-131	HEALTH & LIFE INS - E CONTR		\$3,546.34	83977616	Premium Employer Pd
E 101-43125-131	HEALTH & LIFE INS - E CONTR		\$838.23	83977616	Premium Employer Pd
E 101-42110-131	HEALTH & LIFE INS - E CONTR		\$10,300.00	83977616	Premium Employer Pd
G 101-2340	PAYROLL CLEARING HEALTH INS		\$1,840.00	83977616	* Employee Pd Premium
Total HEALTH PARTNERS			\$27,244.59		
Paid Chk#	062741	9/17/2018	HENN CO INFO TECHNOLOGY		
E 401-42110-560	EQUIP AND FURNISHINGS		\$2,163.04	1000115621	radio lease - PD
E 401-43126-560	EQUIP AND FURNISHINGS		\$637.05	1000115663	Radio Lease
Total HENN CO INFO TECHNOLOGY			\$2,800.09		
Paid Chk#	062742	9/17/2018	HENN CO SHERIFF (PER DEIM)		
E 101-42110-441	CORRECTION FEES/CHGS		\$405.00	1000115174	Booking Fee
Total HENN CO SHERIFF (PER DEIM)			\$405.00		
Paid Chk#	062743	9/17/2018	INT L UNION OF OPER. ENGINEERS		
G 101-2360	PAYROLL CLEARING UNION DUES		\$245.00	Sept 2018	* Union dues
Total INT L UNION OF OPER. ENGINEERS			\$245.00		
Paid Chk#	062744	9/17/2018	JUBILEE FOODS		
E 101-42110-431	TRAIN/MTG/EXP & SUPPLIES		\$13.27		Meetings
E 101-41110-437	MISCELLANEOUS EXPENSE		\$9.98		City Council Meetings
Total JUBILEE FOODS			\$23.25		
Paid Chk#	062745	9/17/2018	KILTY, DON AND CARLA		
E 404-45202-530	IMPROVEMENTS		\$3,495.00		Tree Replacement Reimbursement-Proj
Total KILTY, DON AND CARLA			\$3,495.00		
Paid Chk#	062746	9/17/2018	KWIK TRIP		
E 101-42110-431	TRAIN/MTG/EXP & SUPPLIES		\$1.99	00231424	National Night Out
E 101-41410-437	MISCELLANEOUS EXPENSE		\$15.95	00231424	Elections
Total KWIK TRIP			\$17.94		
Paid Chk#	062747	9/17/2018	LANO EQUIPMENT - SHAKOPEE		
E 101-43121-221	EQUIPMENT PARTS, TIRES		\$80.64	01-584827	Rubber Skirt for Box Broom
Total LANO EQUIPMENT - SHAKOPEE			\$80.64		
Paid Chk#	062748	9/17/2018	LEAGUE OF MINNESOTA CITIES		
E 101-41320-433	DUES & SUBSRIPT & TRAINING		\$7,524.00		Membership 2018-2019
Total LEAGUE OF MINNESOTA CITIES			\$7,524.00		
Paid Chk#	062749	9/17/2018	LEXISNEXIS		
E 101-42110-307	PROFESSIONAL SERVICES		\$30.00	1085510-1808	Contract Fee
Total LEXISNEXIS			\$30.00		
Paid Chk#	062750	9/17/2018	LOFFLER, INC		
E 101-41320-410	COMPUTER SERVICES/FEES		\$1,397.20	2900238	General Support
E 101-42110-410	COMPUTER SERVICES/FEES		\$1,996.00	2900238	General Support
E 101-43121-410	COMPUTER SERVICES/FEES		\$299.40	2900238	General Support
E 601-49440-410	COMPUTER SERVICES/FEES		\$648.70	2900238	General Support
E 602-49490-410	COMPUTER SERVICES/FEES		\$648.70	2900238	General Support

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Total LOFFLER, INC			\$4,990.00		
Paid Chk# 062751	9/17/2018	MEDICS TRAINING INC			
E 101-42110-434	POLICE TRAINING		\$2,000.00	10276	Training EMR Refresher-8
Total MEDICS TRAINING INC			\$2,000.00		
Paid Chk# 062752	9/17/2018	MENARDS			
E 101-43121-224	STREET MAINTENANCE SUPPL		\$97.85	76328	Concrete Forming
E 602-49490-402	LAWN MAINTENANCE		\$88.91	76328	Edging and Weed Control
Total MENARDS			\$186.76		
Paid Chk# 062753	9/17/2018	MET COUNCIL (SAC)			
G 602-2395	SAC CLEARING		\$12,300.75	August 2018	* Monthly SAC
Total MET COUNCIL (SAC)			\$12,300.75		
Paid Chk# 062754	9/17/2018	MET COUNCIL ENVIRONMENTAL SVC			
E 602-49490-438	EXPENSE MWCC		\$25,518.99	0001087010	* Monthly Sewer
otal MET COUNCIL ENVIRONMENTAL SVC			\$25,518.99		
Paid Chk# 062755	9/17/2018	METRO SALES INC			
E 101-43121-437	MISCELLANEOUS EXPENSE		\$197.63	INV1153301	Copies-PW
Total METRO SALES INC			\$197.63		
Paid Chk# 062756	9/17/2018	MID COUNTY			
E 101-42110-212	MOTOR FUELS AND LUBRICAN		\$608.40	34229	Squad Fuel
E 101-42110-212	MOTOR FUELS AND LUBRICAN		\$760.50	34277	Squad Fuel
E 101-42110-212	MOTOR FUELS AND LUBRICAN		\$709.80	34382	Squad Fuel
E 601-49440-212	MOTOR FUELS AND LUBRICAN		\$105.58	34383	Dyed Diesel Fuel
E 602-49490-212	MOTOR FUELS AND LUBRICAN		\$105.57	34383	Dyed Diesel Fuel
E 101-43121-212	MOTOR FUELS AND LUBRICAN		\$739.00	34383	Dyed Diesel Fuel
E 101-43125-212	MOTOR FUELS AND LUBRICAN		\$105.57	34383	Dyed Diesel Fuel
E 601-49440-212	MOTOR FUELS AND LUBRICAN		\$77.17	34439	Dyed Diesel Fuel
E 602-49490-212	MOTOR FUELS AND LUBRICAN		\$77.16	34439	Dyed Diesel Fuel
E 101-43121-212	MOTOR FUELS AND LUBRICAN		\$540.14	34439	Dyed Diesel Fuel
E 101-43125-212	MOTOR FUELS AND LUBRICAN		\$77.16	34439	Dyed Diesel Fuel
Total MID COUNTY			\$3,906.05		
Paid Chk# 062757	9/17/2018	MIDWEST LANDSCAPES			
E 602-49490-227	UTILITY SYSTEM MAINT SUPPL		\$163.20	I5160	Plants for Area Screening at LS #6
Total MIDWEST LANDSCAPES			\$163.20		
Paid Chk# 062758	9/17/2018	MINNESOTA MAYORS ASSOCIATION			
E 101-41110-433	DUES & SUBSRPT & TRAINING		\$30.00		Mayors Membership
Total MINNESOTA MAYORS ASSOCIATION			\$30.00		
Paid Chk# 062759	9/17/2018	MN DEPARTMENT OF TRANS			
E 499-43122-307	PROFESSIONAL SERVICES		\$174.05	P00009524	Halstead Drive Material Tests
Total MN DEPARTMENT OF TRANS			\$174.05		
Paid Chk# 062760	9/17/2018	MOUND TRUE VALUE HARDWARE			
E 101-43121-224	STREET MAINTENANCE SUPPL		\$5.99	154345	Adhesive for Storm Sewer
E 101-43121-224	STREET MAINTENANCE SUPPL		\$16.47	154417	Construction Adhesive
E 601-49440-227	UTILITY SYSTEM MAINT SUPPL		\$17.97	154449	South Treatment Plbg Repair
E 601-49440-227	UTILITY SYSTEM MAINT SUPPL		\$28.98	154455	Hydrant Caps
E 601-49440-322	POSTAGE		\$19.23	154458	Mail out Samples
E 101-43121-401	BLDG/STRUCT MAINTENANCE		\$5.99	154476	Flush Lever
E 601-49440-227	UTILITY SYSTEM MAINT SUPPL		\$12.56	154552	South Treatment Plant Plbg
E 101-43121-215	SHOP MATERIALS		\$26.86	154566	Shop Supplies
E 601-49440-322	POSTAGE		\$16.52	154650	Mailing Samples

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E 101-45202-437	MISCELLANEOUS EXPENSE	\$11.91	154652	Wasp /Hornet
E 601-49440-227	UTILITY SYSTEM MAINT SUPPL	\$3.88	154683	Air Line Repair
E 601-49440-227	UTILITY SYSTEM MAINT SUPPL	\$7.98	154690	Storage Bags
E 601-49440-227	UTILITY SYSTEM MAINT SUPPL	(\$7.96)	154860	Credit
E 101-43121-221	EQUIPMENT PARTS, TIRES	\$29.99	154912	Drain Auger for City Hall Basement
E 101-43121-221	EQUIPMENT PARTS, TIRES	(\$29.99)	154925	Credit
E 601-49440-227	UTILITY SYSTEM MAINT SUPPL	\$35.54	155077	Plbg S Treatment Plant
Total MOUND TRUE VALUE HARDWARE		\$201.92		
Paid Chk# 062761	9/17/2018	MOUND TRUE VALUE-PD		
E 101-42110-211	CLEANING & MAINT SUPPLIES	\$20.99	154320	Cords
E 101-42110-211	CLEANING & MAINT SUPPLIES	\$10.99	154432	Micro cloth
E 101-42110-211	CLEANING & MAINT SUPPLIES	\$49.94	154581	Lysol Wipes
E 101-42110-211	CLEANING & MAINT SUPPLIES	\$26.98	154785	Wiper Blades
E 101-42110-211	CLEANING & MAINT SUPPLIES	\$26.98	155050	Wiper Blades
Total MOUND TRUE VALUE-PD		\$135.88		
Paid Chk# 062762	9/17/2018	OFFICE DEPOT -USE		
E 101-42110-201	OFFICE SUPPLIES	\$45.83	192454108001	Advil, Paper
E 101-42110-201	OFFICE SUPPLIES	\$90.99	192454451001	Battery Back UP
E 101-41110-201	OFFICE SUPPLIES	\$42.74	195650057001	DVD-R
E 101-41320-201	OFFICE SUPPLIES	\$6.01	195650057001	Cord
Total OFFICE DEPOT -USE		\$185.57		
Paid Chk# 062763	9/17/2018	PREMIUM WATERS, INC		
E 101-41940-211	CLEANING & MAINT SUPPLIES	\$167.08	605123-08-18	Water
Total PREMIUM WATERS, INC		\$167.08		
Paid Chk# 062764	9/17/2018	SHRED IT USA INC		
E 101-41320-307	PROFESSIONAL SERVICES	\$87.51	8125461758	Shredding
Total SHRED IT USA INC		\$87.51		
Paid Chk# 062765	9/17/2018	SQUIRES, CRAIG		
E 101-42110-417	UNIFORMS	\$107.34		Uniform
Total SQUIRES, CRAIG		\$107.34		
Paid Chk# 062766	9/17/2018	STAR TRIBUNE		
E 101-42110-433	DUES & SUBSRIPT & TRAINING	\$84.50	5220862	Paper
E 101-43121-437	MISCELLANEOUS EXPENSE	\$42.25	7633734	Paper
Total STAR TRIBUNE		\$126.75		
Paid Chk# 062767	9/17/2018	STORMS WELDING & MFG, INC.		
E 651-49590-224	STREET MAINTENANCE SUPPL	\$782.50	53283	Steel Plates for Outlet Structure
Total STORMS WELDING & MFG, INC.		\$782.50		
Paid Chk# 062768	9/17/2018	STRAUS, JACK		
E 101-43121-417	UNIFORMS	\$264.99		Boots-Allowance
Total STRAUS, JACK		\$264.99		
Paid Chk# 062769	9/17/2018	SUN LIFE FINANCIAL		
G 101-2380	PAYROLL CLEARING LIFE INS	\$1,605.15	October	* Life Insurance
Total SUN LIFE FINANCIAL		\$1,605.15		
Paid Chk# 062770	9/17/2018	TASC FLEX SYSTEMS REIMBURSEMEN		
E 101-42110-437	MISCELLANEOUS EXPENSE	\$58.94	INV	Admin Fees
tal TASC FLEX SYSTEMS REIMBURSEMEN		\$58.94		
Paid Chk# 062771	9/17/2018	TEAM LABORATORY CHEMICAL CORP		
E 601-49440-227	UTILITY SYSTEM MAINT SUPPL	\$171.00	INV0012965	Winter Hydrant Guard

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E 602-49490-227	UTILITY SYSTEM MAINT SUPPL		\$861.00	INV0012965	Lift Station Chemicals
otal	TEAM LABORATORY CHEMICAL CORP		\$1,032.00		
Paid Chk# 062772	9/17/2018	TOLL GAS & WELDING SUPPLY			
E 101-43121-215	SHOP MATERIALS		\$22.08	40087808	Med Acetylene Cyl
Total	TOLL GAS & WELDING SUPPLY		\$22.08		
Paid Chk# 062773	9/17/2018	TRUGREEN CHEMLAWN			
E 601-49440-402	LAWN MAINTENANCE		\$37.00	90825473	Weed Control
Total	TRUGREEN CHEMLAWN		\$37.00		
Paid Chk# 062774	9/17/2018	US BANK CORPORATE SYSTEMS			
E 101-41110-437	MISCELLANEOUS EXPENSE		\$41.00	8/20/18	Food Council Mtg
E 101-43121-410	COMPUTER SERVICES/FEES		\$19.32	8/24/18	4 Port USB Splitter
E 601-49440-433	DUES & SUBSRIP & TRAINING		\$125.00	8/28/18	Class Klein Conditioning Lic
E 601-49440-433	DUES & SUBSRIP & TRAINING		\$125.00	8/28/18	Class Klein Plbg Limited Lic
E 101-41110-437	MISCELLANEOUS EXPENSE		\$46.00	9/4/18	Food Council Mtg
Total	US BANK CORPORATE SYSTEMS		\$356.32		
Paid Chk# 062775	9/17/2018	US BANK EQUIPMENT FINANCE			
E 101-41320-307	PROFESSIONAL SERVICES		\$35.00	365789395	Copier
E 101-41910-307	PROFESSIONAL SERVICES		\$35.00	365789395	Copier
E 101-43121-307	PROFESSIONAL SERVICES		\$35.00	365789395	Copier
E 601-49440-307	PROFESSIONAL SERVICES		\$35.00	365789395	Copier
E 602-49490-307	PROFESSIONAL SERVICES		\$35.00	365789395	Copier
Total	US BANK EQUIPMENT FINANCE		\$175.00		
Paid Chk# 062776	9/17/2018	USA SECURITY			
E 101-42110-401	BLDG/STRUCT MAINTENANCE		\$104.97	12377335	Quarterly Monitoring
Total	USA SECURITY		\$104.97		
Paid Chk# 062777	9/17/2018	VALLEY PAVING- SHAKOPEE			
E 499-43122-530	IMPROVEMENTS		\$9,904.63	Pay Voucher 5	Enchanted Lane Reconstruction
Total	VALLEY PAVING- SHAKOPEE		\$9,904.63		
Paid Chk# 062778	9/17/2018	VERIZON WIRELESS			
E 401-42110-560	EQUIP AND FURNISHINGS		\$289.25	9813415572	MDC Connections
Total	VERIZON WIRELESS		\$289.25		
Paid Chk# 062779	9/17/2018	WACONIA FORD MERCURY			
E 101-42110-404	VEHICLE & EQUIP MAINT		\$73.08	FOCS124349	Unit 76-The Works
E 101-42110-221	EQUIPMENT PARTS, TIRES		\$74.83	FOCS124470	Unit 70-The Works
E 101-42110-404	VEHICLE & EQUIP MAINT		\$55.79	FOCS124806	Unit 77-Tire
E 101-42401-404	VEHICLE & EQUIP MAINT		\$158.33	FOCS124844	Building Dept Veh Unit 64-The Works
E 101-42110-221	EQUIPMENT PARTS, TIRES		\$45.64	FOCS124846	Unit 72- The Works
Total	WACONIA FORD MERCURY		\$407.67		
Paid Chk# 062780	9/17/2018	WASTE MANAGEMENT			
E 671-43230-384	REFUSE REMOVAL		\$9,593.50	7169065-1593-	* Recycling
Total	WASTE MANAGEMENT		\$9,593.50		
Paid Chk# 062781	9/17/2018	WATCH GUARD			
E 101-42110-404	VEHICLE & EQUIP MAINT		\$374.00	ADVREP13402	Squad Video Camera System
Total	WATCH GUARD		\$374.00		
Paid Chk# 062782	9/17/2018	WHITE, BRANDON			
E 101-42110-417	UNIFORMS		\$523.00		Uniforms
Total	WHITE, BRANDON		\$523.00		

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Paid Chk# 062783 9/17/2018 WILLIAMS TOWING				
G 101-2399	FORFEITED PROPERTY	\$155.00	6532730	Flatbed-18004371
Total WILLIAMS TOWING		\$155.00		
Paid Chk# 062784 9/17/2018 WM MUELLER & SONS INC.				
E 101-43121-224	STREET MAINTENANCE SUPPL	\$1,369.58	237622	Blacktop
E 101-43121-224	STREET MAINTENANCE SUPPL	\$868.00	237623	Blacktop
E 101-43121-224	STREET MAINTENANCE SUPPL	\$1,484.28	237820	Blacktop
E 101-43121-224	STREET MAINTENANCE SUPPL	\$139.38	237821	Blacktop
E 101-43121-224	STREET MAINTENANCE SUPPL	\$280.83	237964	Blacktop
E 101-43121-224	STREET MAINTENANCE SUPPL	\$210.45	238055	Blacktop
E 101-43121-224	STREET MAINTENANCE SUPPL	\$1,931.31	238056	Blacktop
Total WM MUELLER & SONS INC.		\$6,283.83		
Paid Chk# 062785 9/17/2018 WSB & ASSOCIATES, INC.				
E 651-49590-303	ENGINEERING SERV	\$2,480.00	0-002092-390-	MS4
G 801-1170	LAND USE RECEIVABLE	\$216.50	0-002121-340-	* Red Oak
G 801-1170	LAND USE RECEIVABLE	\$4,365.00	0-002121-410-	* Woodland Cove 2nd Addition
E 499-43122-303	ENGINEERING SERV	\$41,399.75	0-002121-640-	Halstead Drive Reconstruction
E 499-43122-303	ENGINEERING SERV	\$853.00	0-002121-690-	Enchanted Lane Reconstruction
E 602-49490-303	ENGINEERING SERV	\$86.50	0-002121-830-	Forcemeain Improvements
E 101-42401-303	ENGINEERING SERV	\$2,145.00	0-002121-870-	* Bldg Permits/Review 2017
G 801-1170	LAND USE RECEIVABLE	\$221.50	0-002121-920-	* Woodland Cove Lake 2nd Addt
G 801-1170	LAND USE RECEIVABLE	\$19,065.75	R-010544-000-	* Woodland Cove 3rd Addt
G 801-1170	LAND USE RECEIVABLE	\$24.25	R-010983-000-	* Sunnyfield Addt Two
E 101-41910-303	ENGINEERING SERV	\$269.50	R-011157-000-	Fire District Maps
E 601-49440-303	ENGINEERING SERV	\$500.00	R-011157-000-	General Engineering Svcs
E 602-49490-303	ENGINEERING SERV	\$500.00	R-011157-000-	General Engineering Svcs
E 651-49590-303	ENGINEERING SERV	\$500.00	R-011157-000-	General Engineering Svcs
E 101-42600-303	ENGINEERING SERV	\$1,000.00	R-011157-000-	General Engineering Svcs
E 602-49490-307	PROFESSIONAL SERVICES	\$341.25	R-011225-000-	Wellhead Protection Plan
E 101-42401-303	ENGINEERING SERV	\$1,380.00	R-011259-000-	* Bldg Permits/Review 2018
G 801-1170	LAND USE RECEIVABLE	\$390.00	R-011346-000-	* 2018 WCA Services
G 801-1170	LAND USE RECEIVABLE	\$14,960.50	R-011356-000-	* Ponds at Hunters Crest
G 801-1170	LAND USE RECEIVABLE	\$757.25	R-011786-000-	* River Valley Church Parking Lot Expansion
G 801-1170	LAND USE RECEIVABLE	\$692.00	R-011819-000-	* SAC Wireless Sunnyfield Tower Upgrade
E 406-43121-224	STREET MAINTENANCE SUPPL	\$8,741.75	R-012246-000-	2018 Mill and Overlay Improvments
G 801-1170	LAND USE RECEIVABLE	\$129.75	R-012313-000-	* Mound Westonka Parking Lot Expansion
Total WSB & ASSOCIATES, INC.		\$101,019.25		
Paid Chk# 062786 9/17/2018 XCEL ENERGY-MN				
E 101-41940-381	ELECTRIC UTILITIES	\$1,371.39	51-6565407-3	Electricity-City Hall
E 101-43121-381	ELECTRIC UTILITIES	\$69.83	51-6565407-3	Electricity-PW
E 101-43160-381	ELECTRIC UTILITIES	\$38.06	51-6565407-3	Electricity-Signal Sunnyfield
E 101-45202-401	BLDG/STRUCT MAINTENANCE	\$31.83	51-6565407-3	Electricity-Hunters Trail
E 601-49440-381	ELECTRIC UTILITIES	\$50.68	51-9805951-5	Electricity-Wells
Total XCEL ENERGY-MN		\$1,561.79		
Paid Chk# 062787 9/17/2018 ZEP MANUFACTURING COMPANY				
E 101-43121-215	SHOP MATERIALS	\$1,101.10	9003648413	Degreaser/Asphalt Solvent
Total ZEP MANUFACTURING COMPANY		\$1,101.10		
Paid Chk# 1001270E 9/5/2018 AFLAC				
G 101-2348	AFLAC INS	\$320.42		* Aflac Supplemental Insurance
Total AFLAC		\$320.42		
Paid Chk# 1001271E 9/5/2018 DELTA DENTAL				
E 101-41320-131	HEALTH & LIFE INS - E CONTR	\$250.36	7390809	Delta Dental Prem - Admin

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		Check Amt	Invoice	Comment
E 101-43121-131	HEALTH & LIFE INS - E CONTR	\$174.74	7390809	Delta Dental Prem - PW
E 101-43125-131	HEALTH & LIFE INS - E CONTR	\$41.30	7390809	Delta Dental Prem - PW
E 101-45202-131	HEALTH & LIFE INS - E CONTR	\$22.24	7390809	Delta Dental Prem - PW
E 101-42110-131	HEALTH & LIFE INS - E CONTR	\$791.00	7390809	Delta Dental Prem - PD
E 601-49440-131	HEALTH & LIFE INS - E CONTR	\$135.56	7390809	Delta Dental Prem - PW
E 602-49490-131	HEALTH & LIFE INS - E CONTR	\$113.43	7390809	Delta Dental Prem - PW
E 651-49590-131	HEALTH & LIFE INS - E CONTR	\$38.02	7390809	Delta Dental Prem - PW
E 101-41910-131	HEALTH & LIFE INS - E CONTR	\$42.00	7390809	Delta Dental Prem-PL
E 101-42401-131	HEALTH & LIFE INS - E CONTR	\$123.05	7390809	Delta Dental Prem-Bdg
Total DELTA DENTAL		\$1,731.70		
<hr/>				
Paid Chk#	1001272E 8/29/2018	POSTMASTER		
E 101-41320-322	POSTAGE	\$500.00		POSTAGE FOR MACHINE
Total POSTMASTER		\$500.00		
<hr/>				
Paid Chk#	1001273E 8/31/2018	BRIDGEWATER BANK		
E 101-41320-437	MISCELLANEOUS EXPENSE	\$70.00		AUGUST REMOTE DEPOSIT FEE
Total BRIDGEWATER BANK		\$70.00		
<hr/>				
Paid Chk#	1001274E 9/5/2018	PSN		
E 601-49440-307	PROFESSIONAL SERVICES	\$275.48		MONTHLY ONLINE PAYMENT FEES AUGUST
E 602-49490-307	PROFESSIONAL SERVICES	\$275.48		MONTHLY ONLINE PAYMENT FEES AUGUST
E 651-49590-307	PROFESSIONAL SERVICES	\$183.66		MONTHLY ONLINE PAYMENT FEES AUGUST
E 671-43230-307	PROFESSIONAL SERVICES	\$183.66		MONTHLY ONLINE PAYMENT FEES AUGUST
Total PSN		\$918.28		
<hr/>				
Paid Chk#	1001275E 9/5/2018	MATTAMY MPLS USE		
G 490-2025	DEPOSITS PAYABLE	\$35,175.65		LOTUS DRIVE CONSTRUCTION-PASS THROUGH FROM MCES TO MATTAMY
Total MATTAMY MPLS USE		\$35,175.65		
<hr/>				
Paid Chk#	1001276E 9/10/2018	ICMA		
G 101-2370	PAYROLL CLEARING DEFERRED CO	\$437.00		* Roth IRA Contributions
G 101-2370	PAYROLL CLEARING DEFERRED CO	\$380.00		* Deferred Comp Contributions
Total ICMA		\$817.00		
<hr/>				
Paid Chk#	1001277E 9/7/2018	INTERNAL REVENUE SERVICE		
G 101-2300	PAYROLL CLEARING FED W/H	\$8,183.07		* PR - Fed w/h
G 101-2320	PAYROLL CLEARING FICA	\$10,116.92		* PR - SS/Medicare w/h
Total INTERNAL REVENUE SERVICE		\$18,299.99		
<hr/>				
Paid Chk#	1001278E 9/7/2018	MN DEPARTMENT OF REVENUE		
G 101-2310	PAYROLL CLEARING STATE W/H	\$4,160.01		* State w/h
Total MN DEPARTMENT OF REVENUE		\$4,160.01		
<hr/>				
Paid Chk#	1001279E 9/7/2018	PUBLIC EMPLOYEES RETIREMENT		
G 101-2330	PAYROLL CLEARING PERA	\$19,051.77		* Pera w/h
Total PUBLIC EMPLOYEES RETIREMENT		\$19,051.77		
<hr/>				
Paid Chk#	1001280E 9/7/2018	OPTUM		
G 101-2347	HSA CLEARING ACCT	\$4,355.68		* HSA Employer and Employee Contributions
Total OPTUM		\$4,355.68		
<hr/>				
Paid Chk#	1001281E 9/7/2018	VOYA		
G 101-2370	PAYROLL CLEARING DEFERRED CO	\$400.00		* Deferred Comp w/h
Total VOYA		\$400.00		
<hr/>				
Paid Chk#	1001282E 9/7/2018	EDWARD JONES		
G 101-2370	PAYROLL CLEARING DEFERRED CO	\$1,481.84		* Deferred Comp w/h

***Check Detail Register©**

AUGUST 2018 to SEPTEMBER 2018

		Check Amt	Invoice	Comment
Total EDWARD JONES		\$1,481.84		
Paid Chk# 1001283E	9/11/2018			Petty Cash
E 101-42110-322	POSTAGE	\$16.86		Postage
E 101-42110-431	TRAIN/MTG/EXP & SUPPLIES	\$26.00		Training Expenses
E 101-42110-322	POSTAGE	\$6.91		Postage
E 101-42110-431	TRAIN/MTG/EXP & SUPPLIES	\$38.09		Training Expenses
Total Petty Cash		\$87.86		
1010 1ST BK OF THE LAKES		\$495,816.80		

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

101 GENERAL FUND	\$263,694.55
401 CAPITAL IMPROVEMENT PROGRAM	\$3,089.34
404 PARK DEDICATION FUND	\$3,495.00
406 ROAD MAINTENANCE FUND	\$8,741.75
490 STREET IMP CAPITAL PROJECTS	\$35,175.65
499 2017 STREET PROJECTS	\$57,331.43
514 MOUND FIRE IMPROVEMENT FUND	\$17,082.50
601 WATER FUND	\$8,402.89
602 SEWER FUND	\$43,618.82
651 STORM WATER MGMT FUND	\$4,585.21
671 RECYCLING FUND	\$9,777.16
801 LANDUSE AGENCY	\$40,822.50
	<hr/>
	\$495,816.80

CITY OF MINNETRISTA



CONSENT ITEM

Subject: Request for Approval of a Step Increase from 2018 Step Level 5 to 2018 Step Level 6 for Nick Rettke, Public Works Maintenance Worker, effective October 1, 2018

Prepared By: Cassandra Tabor, Director of Administration

Meeting Date: September 17, 2018

Issue

Mr. Nick Rettke is eligible to move from 2018 Step Level 5 to 2018 Step Level 6. Mr. Rettke is to be compensated in accordance with the current labor agreement between the City of Minnetrista and I.U.O.E. Local 49.

Background

Nick Rettke has worked as a Public Works Maintenance Worker since October 1, 2013 and is eligible for a step increase upon completion of six years of employment and excellent job performance.

Fiscal Impact and Summary

At this time, there will be a rate increase from \$26.15/hr to \$27.88/hr for Mr. Rettke. Nick Rettke will be eligible for his next step increase on January 1, 2019, provided he is successfully making progress in all areas of the position. Nick Rettke has been a very valuable asset to the City and Public Works department, and his efforts are greatly appreciated.

<p><u>Recommended City Council Action:</u> Adopt Resolution No. 129-18 Approval of a Step Level increase for Mr. Nick Rettke from 2018 Step 5 to 2018 Step 6 as Public Works Maintenance Worker, effective October 1, 2018.</p>
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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. 129-18

CITY OF MINNETRISTA

**RESOLUTION APPROVING A STEP INCREASE FOR MR. NICK RETTKE,
PUBLIC WORK MAINTENANCE WORKER, EFFECTIVE
OCTOBER 1, 2018**

WHEREAS, Mr. Nick Rettke is eligible for a step increase from Step 5 to Step 6 based on the successful completion of six years of employment as a full-time Public Works Maintenance Worker with the City of Minnetrista, effective October 1, 2018; and

WHEREAS, Nick Rettke completed his sixth year of service with excellent performance appraisals performed by his supervisor, Gary Peters; and

THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA, to approve a step increase for Nick Rettke under the terms and conditions of the labor agreement between the City of Minnetrista and I.U.O.E. Local 49, effective October 1, 2018.

This resolution was adopted by the City Council of the City of Minnetrista on the 17th day of September, 2018, by a vote of ____Ayes and ____Nays.

Lisa Whalen, Mayor

ATTEST:

Kris Linquist, City Clerk

(seal)



September 12, 2018

RE: Geotechnical Investigation at Lisle Park
For Potential Water Storage Facility
Hunters Crest Water Storage Tank
City of Minnetrista, MN
SEH Project No. 132464

Mr. Michael Barone
City Administrator
7701 County Road 110 West
Minnetrista, MN 55364

Dear Mr. Barone:

This letter is our proposal to perform a preliminary geotechnical investigation at the Lisle Park site for the purposes of constructing a new water storage facility. This preliminary investigation is needed to assess soil conditions and groundwater levels to allow for a better understanding for the feasibility of constructing either a ground storage reservoir and booster station or an elevated water storage tank at the site. The key elements of interest at this time are types and bearing capacity of the soils for construction of either storage tank option and depth of groundwater to determine how much of the ground storage tank would necessarily be exposed above grade.

These proposed services are the first step in evaluating the ultimate feasibility of the proposed Lisle Park site. If the proposed site is determined to be suitable for the storage facility design, additional geotechnical work will be needed to aid in the development of the final design documents.

Work Plan

SEH has developed a detailed geotechnical work plan for each project alternative (Ground Storage or Elevated) SEH staff will perform the engineering services and a drilling subcontractor will perform the field services. Work will be performed according the alternative selected.

Alternate Task 1: Geotechnical Investigation Services for Ground Storage Tank

SEH Geotechnical staff will review existing site conditions and provide a preliminary subsurface investigation scope. SEH will coordinate with Braun Intertec, Inc. to perform the drilling and testing services. The investigation will include:

1. **Field Work:** One (1) 40-foot standard penetration test (SPT) soil boring at the proposed project site. A piezometer will be installed and monitored to determine the elevation of the water table for approximately one month at which point will be abandoned per MDH regulations.
2. **Analysis:** Once the data has been collected, SEH Geotechnical staff will review the soil samples assign moisture tests for soil classification, bearing capacity and other preliminary strength parameters. Final logs and a factual report will be prepared by Braun. A preliminary review of

presumptive bearing capacities based on blow counts and moisture tests will be performed by SEH to determine the site's potential for water storage capabilities consisting of a ground storage tank or a buried tank. Anticipated foundations include piling or spread footings and will be identified as part of this process

3. **Deliverable:** The final deliverable will include the factual report with final logs and a geotechnical memorandum summarizing the site potential for further investigation and recommendations for the foundation type and preparation.

Alternate Task 2: Geotechnical Investigation Services for Elevated Water Storage Tank

SEH Geotechnical staff will review existing site conditions and provide a preliminary subsurface investigation scope. SEH will coordinate with Braun Intertec, Inc. to perform the drilling and testing services. The investigation will include:

4. **Field Work:** One (1) 75-foot standard penetration test (SPT) soil boring at the proposed project site. A piezometer will be installed and monitored to determine the elevation of the water table for approximately one month at which point will be abandoned per MDH regulations..
1. **Analysis:** Once the data has been collected, SEH Geotechnical staff will review the soil samples assign moisture tests for soil classification, bearing capacity and other preliminary strength parameters. Final logs and a factual report will be prepared by Braun. A preliminary review of presumptive bearing capacities based on blow counts and moisture tests will be performed by SEH to determine the site's potential for water storage capabilities consisting of a 500,000 gallon water tower. The recommended foundation style will for the proposed facility will be recommended.
2. **Deliverable:** The final deliverable will include the factual report with final logs and a geotechnical memorandum summarizing the site potential for further investigation and recommendations for the foundation type and preparation.

SEH Fees

SEH proposes to perform the geotechnical engineering and report preparation for the fees included in the following table.

Task	SEH Fee Options
Alternate Task 1: Geotechnical Investigation Services for Ground Storage Tank	\$10,301
Alternate Task 2: Geotechnical Investigation Services for Elevated Water Storage Tank	\$11,016

Schedule

If the work is authorized at the September 17th, 2018 City Council Meeting, drilling at the storage tank site would occur in October of 2018.

Summary

On behalf of the SEH team I want to thank you for providing us the opportunity to participate in this exciting project. Our firm is committed to providing quality services and meeting the expectations of the City of Minnetrista.

If you have any questions about our approach and estimate of effort, please do not hesitate to contact me at 651.765.2961.

Sincerely,



Miles Jensen, PE
Project Manager

cc: Paul Hornby, WSB
Chad Katzenberger, SEH
Luke Thompson, SEH

If this proposal is acceptable, please sign below. The additional fees in this proposal will be added to the existing Agreement for Professional Services for Water System Improvements dated April 20, 2015.

By: _____

Lisa Whalen, Mayor

Date: _____

By: _____

Kris Linnquist, City Clerk (seal)

Date: _____