



**CITY COUNCIL MEETING AGENDA**  
**Tuesday, January 22, 2019**  
**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 Linquist. Consultants: City Attorney Ron Batty, Kennedy & Graven and City Engineer Alyson Fauske, 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 January 7, 2019
- b) Approve Regular Meeting Minutes from January 7, 2019
- c) Res. No. 15-19 Approve Claims
- d) Res. No. 16-19 Accept Gary Vars Resignation from Parks Commission and Appoint Sarah Hussain as Parks Commissioner
- e) Res. No. 17-19 Approve Continuation of Community Development Block Grant (CDBG) Funding for Western Communities Action Network (WeCAN)
- f) Res. No. 18-19 Approve Continuation of Community Development Block Grant (CDBG) Funding for Senior Community Services in 2019

**5) Public Hearings**

- a) Vacation of Certain Portion of Drainage and Utility Easements in Woodland Cove Lake 2<sup>nd</sup> Addition

**6) Business Items**

- a) Res. No. 19-19 Approve Vacating a Certain Portion of Drainage and Utility Easement over the Common Lot Line between Lots 4 & 5, Block 4 Woodland Cove Lake 2<sup>nd</sup> Addition

**7) Administrative Items**

- a) Staff Reports
  - i) City Administrator

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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, maintaining a rural character, while effectively managing growth.*

**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*

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.*

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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, maintaining a rural character, while effectively managing growth.***



## **CITY COUNCIL WORK SESSION MINUTES**

**January 7, 2019**

**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 Linqvist; Consultant: City Attorney Ron Batty, Kennedy & Graven and City Engineer Alyson Fauske, WSB.

Absent: None

Mayor Whalen administered the oath of office to Councilmembers Pam Mortenson and John Tschumperlin.

### **2) Comprehensive Plan Update Discussion**

Community Development Director Abel commented that there are a few outstanding issues that need council direction and introduced Eric Zweber overviewed the staff report from the council packet dated January 7, 2019 Highlights included:

- The City submitted the 2040 Comprehensive Plan for approval to the Metropolitan Council on April 16, 2018. On May 8, 2018, the Met Council deemed the application incomplete. Between that time and current, most of the incomplete issues have been resolved.
- There are just a few items left that need to be addressed:
  - ♦ When and Why to Use the Affordable Housing Tool
  - ♦ Lotus Drive through the Lake Minnetonka Regional Park
  - ♦ Agricultural Preserve land near County Road 26

#### ***When and Why to Use the Affordable Housing Tool***

Zweber explained that the City needs to identify tools that the City would consider when affordable housing applications were presented. Such tools could be Tax Increment Financing (TIF), Tax Abatement or Housing bonds.

Mayor Whalen commented that the City does not have many businesses within the City limits. She inquired about what the different tools are.

Zweber briefly overviewed the different tools. Abel commented that the City could include a Business Subsidy Policy into the Comprehensive Plan.

There was discussion about developing a Business Subsidy Policy and that it would take some time to develop this policy.

Batty overviewed TIF and that the City does not have to approve any project even if it was offered as a TIF project. TIF is usually used for senior housing projects. The City is open to consider all projects individually.

Bruce suggested using a general statement that the City would consider a project with a tool such as TIF instead of having a Business Subsidy Policy.

Batty commented that every project should be reviewed on a project by project basis.

This City is under no obligation to approve an Affordable Housing project if the project would put a hardship on other taxpayers.

Consensus of the council indicated that TIF would be the tool they would consider. They also would be in support of any housing programs that the county funds and oversees.

#### ***Lotus Drive through the Lake Minnetonka Regional Park***

Met Council identified a potential conflict between MnDOT plan and the Regional Parks System plan. The MnDOT plan shows a connection of Lotus trail at County Road 44 to Merrywood Rd which intersects with Hwy 7. MnDOT would like to see Merrywood connect to Lotus Drive, which would require a parkway through the park, and intersect at County Road 44 instead of Hwy 7. The Park District does not want a roadway bisecting through their park.

Mayor Whalen stated that she felt this should not be the City's decision. MnDOT standards does not allow for another stoplight so close together.

Council directed to take out Merrywood connecting to Lotus Drive and have MnDOT revisit the issue.

#### ***Agriculture Preserve Land near County Road 26***

The Ag Preserve property tax program requires that the land enrolled in the program be guided for long term agriculture, which is generally defined as no more than one (1) residential units per forty (40) gross acre. There are lands near County Road 26 that are enrolled in Ag Preserve that have a Rural land use designation (1 unit per 10 acres) and not the Permanent Ag land use designation. Met Council indicates this is inconsistent with the regional policy.

There was discussion on Permanent Ag Preserve.

Batty outlined two preliminary options for inconsistencies:

1. Make no changes to the map and consider expiration proceedings for those properties which are currently included in the Ag Preserve program but which are guided for Rural land use which allows for a maximum density which is incompatible with the eligibility requirements for that program. Expiration proceedings could be initiated immediately upon approval of the Comp Plan or at the time of a future triggering event.
2. Update the Comp Plan to re-guide the affected properties to Agriculture, essentially creating "islands" of property which are guided differently than adjacent properties.

Bruce wanted to know the requirements for Ag Preserve and wants to make it easy for residents to get the Ag Preserve status.

There was discussion about the pros and cons of Ag Preserve.

Abel stated that the County has been reviewing the Ag Preserve and Green Acres programs. There is a possibility that the funding could be compromised in the future. Currently Ag Preserve properties get reduced taxes.

There was discussion about a particular property owner that wants to be in Ag Preserve and was recently denied by the County. There was also discussion about the tax benefit to the property owners.

Consensus of the Council was to recommend to use the second option that Batty recommended which is to update the Comp Plan to re-guide the affected properties to Agriculture Preserve (1 unit per 40 acres), essentially creating "islands" of property which are guided differently than adjacent properties.

### **3) Adjourn**

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

Motion carried 5-0. Absent: None

Mayor Whalen adjourned the meeting at 6:49 p.m.

Respectfully Submitted,

*Kris Linquist*, MMMC, CMC  
City Clerk



**CITY COUNCIL MEETING MINUTES**  
**January 7, 2019**  
**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 Alyson Fauske, WSB Engineering.  
Absent: None

**c) Swearing In of Councilmembers Pam Mortenson and John Tschumperlin**

Mayor Whalen administered the ceremonial oath of office to Councilmembers Pam Mortenson and John Tschumperlin

**d) Approval of Agenda**

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

**2) Special Presentations**

**a) Planning Commission Interviews:**

Council interviewed:

- Justin Forbrook – 6729 Dutch Lake Court
- Cathleen Reffkin – 6816 Minnehaha Court
- Michael Kirkwood – 5435 Cedar Point Road
- Gary Vars – 7055 County Road 26

**b) Parks Commission Interviews:**

There was no one present to be interviewed for the Parks Commission seats.

**3) Persons to Be Heard – None**

**4) Consent Agenda**

- a) Approve Work Session Meeting Minutes from December 3, 2018**
- b) Approve Regular City Council Meeting Minutes from December 3, 2018**
- c) Approve Open Book Meeting for Wednesday, April 24, 2019**
- d) Res. No. 01-19 Approve Claims**

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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, maintaining rural character, while effectively managing growth.*

- e) **Res. No. 02-19, 03-19, 04-19 Approve MOUs with Unions for Health Insurance**
- f) **Res. No. 05-19 Approve Actuarial Service Consulting Agreement for 2018 GASB No. 75**

Motion by Mortenson, seconded by Tschumperlin to approve the Consent Agenda Items as presented.

Motion carried 5-0. Absent: None

## **5) Public Hearings - None**

## **6) Business Items**

### **a) Res. No. 06-19 Approve Annual City Council Appointments and Designation for 2019**

City Clerk Linquist presented the staff report from the January 7, 2019 City Council packet.

Council felt no changes were needed for 2019.

Motion by Bruce, seconded by Mortenson to Adopt Resolution No. 06-19 Approving the Annual City Council Appointments and Designations for 2019 as presented in the packet.

Motion carried 5-0. Absent: None

### **b) Res. No. 07-19 Approve Planning Commission Appointments for 2019**

Mayor Whalen overviewed the special presentation of the interviews for the Planning Commission Appointments for 2019.

There was discussion on all candidates that interviewed during Special Presentations.

Motion by Molitor, seconded by Tschumperlin to reappoint Justin Forbrook to the Planning Commission; Motion by Tschumperlin, seconded by Mortenson to appoint Gary Vars as the Planning Commission Alternate 1; and Motion by Mortenson, seconded by Molitor to appoint Michael Kirkwood as the Planning Commission Alternate 2 as a result to Adopting Resolution No. 07-19 Approving the Appointments to the Planning Commission, with all terms expiring December 31, 2022.

Motion carried 5-0. Absent: None

### **c) Res. No. 08-19 Approve Parks Commission Appointments for 2019**

Mayor Whalen commented that it was standard practice to reappoint Parks Commissioners to vacant Commission seats. Jeff Reiser and James Nelson both expressed interest and submitted their reappointment applications for the Parks Commission.

Mayor Whalen asked Cathleen Reffkin if she would be interested in becoming the Parks Commission Alternate 1. Ms. Reffkin agreed to position.

Motion by Tschumperlin, seconded by Mortenson to Appoint Cathleen Reffkin as

Parks Commission Alternate 1; Motion by Mortenson, seconded by Tschumperlin to reappoint Jeff Reiser and James Nelson to the Parks Commission as a result to Adopting Resolution No. 08-19 Approving the Appointments to the Parks Commission, with all terms expiring December 31, 2021.  
Motion carried 5-0. Absent: None

**d) Res. No. 09-19 Approve Public Works Mutual Aid Agreement**

Public Works Superintendent Peters presented the staff report included in the January 7, 2019 Council packet.

Highlights include:

- Hennepin County Public Works Emergency Management Group discussed mutual aid services for the cities in Hennepin County.
- With this agreement in place, Minnetrista could request emergency assistance from other cities in case of a major storm, power outage, tornado, etc. This would also allow Minnetrista to assist other cities in Hennepin County if they had a disaster.

There was discussion on the cost of this agreement. Chief Falls stated that is similar to the Emergency Mutual Aid that the Public Safety has in place. There is no cost to be in the agreement.

Motion by Mortenson, seconded by Tschumperlin to Adopt Resolution No. 09-19 Approve the Public Works Mutual Aid Agreement  
Motion carried 5-0. Absent: None

**e) Res. No. 165-18 Adopt and Approve Updated Financial Management Plan**

Finance Director Grimm overviewed the staff report included in the January 7, 2019 Council Packet. He commented that this is a tool for the Council to use for budgeting purposes.

Bruce commented that the 2020 & 2021 projected budgets have a tax levy increases of 6.45% & 7.5% respectively and she feels these percentages are quite high.

Molitor commented that the reserves will be taking another hit. He also commented that it is going to be a hard sell. He doesn't like that the Roads fund is the escape goat for the reasoning of the potential increases. He commented that the CIP fund may have to see some cut backs.

Mayor Whalen commented that she would like to see the reserve fund stay around 45%.

There was more discussion on growth rate and budget increases/decreases.

Molitor commented that the Council had this tool available to them during the 2019 budgeting process. He commented that he can't support the plan because he feels that the council should have adopted the 6.01% levy for 2019 instead of using more reserve funds. He wants to clarify that he is in support of funding the road projects.



Mortenson commented that she feels this a good tool for future budgets.

There was no action taken on this item but will be continued to be used as a budgeting tool for future budgets.

**f) Res. No. 166-18 Adopt and Approve Updated Utility Financial Management Plan**

Finance Director Grimm overviewed the staff report included in the January 7, 2019 Council Packet. He commented that this is a tool for the Council to use for budgeting purposes.

Highlights include:

- Consolidating items that were discussed at the December 3, 2018 Council meeting.
- Projected potential funding for the water tower in the water fund.
- Projected water tower maintenance of painting existing water towers in Minnetrista.

There was discussion about the County Road 26 and Game Farm Rd projected funding. Peters commented that there is a possibility that the project may be taken care of with ditch work and the budgeted amount would be less than \$50,000.

There was also discussion about projected funding amounts for future projects.

Motion by Molitor, seconded by Tschumperlin to Adopt Res. No. 165-18 Approving Updated Utility Financial Management Plan which is used in the budgeting process and updated every year.

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

**g) Res. No. 10-19 Approve MOU with L.E.L.S. Local 116 Union for Leave Benefits**

Director of Administration Tabor presented the staff report included in the January 7, 2019 council packet.

Highlights include:

- The union did not want to consolidate the two half day holidays of Christmas Eve and New Year's Eve into one day of just Christmas Eve.
- The union agreed to all other proposed changes.

Motion by Mortenson, seconded by Tschumperlin to Adopt Res. No. 10-19 Approve Memorandum of Understanding for Leave Benefits for L.E.L.S. Local 116 Motion carried 4-1. Opposed: Bruce. Absent: None

**h) Res. No. 11-19 Approve MOU with L.E.L.S. Local 343 Union for Leave Benefits**

Director of Administration Tabor presented the staff report included in the January 7, 2019 council packet.

Highlights include:

- The union did not want to consolidate the two have day holidays of Christmas Eve and New Year's Eve into one day of just Christmas Eve.

- The union agreed to all other proposed changes.

Motion by Mortenson, seconded by Tschumperlin to Adopt Res. No. 11-19  
Approve Memorandum of Understanding for Leave Benefits for L.E.L.S. Local 343  
Motion carried 4-1. Opposed: Bruce. Absent: None

**i) Res. No. 12-19 Approve MOU with I.U.O.E. Local 49 Union for Leave Benefits**

Director of Administration Tabor presented the staff report included in the January 7, 2019 council packet.

Highlights include:

- The union agreed to all proposed changes to make the union and non-union workers leave benefits more uniform.

Motion by Molitor, seconded by Mortenson to Adopt Res. No. 12-19 Approve Memorandum of Understanding for Leave Benefits for I.U.O.E. Local 49.  
Motion carried 4-1. Opposed: Bruce. Absent: None

**j) Res. No. 13-19 Accept Feasibility Study and Call for Public Hearing for 2019 Street Improvement Project, CP 01-19**

City Engineer Fauske presented the staff report included in the January 7, 2019 council packet.

Highlights included:

- Project includes:
  - ♦ Mill and Overlay of Burl Oaks Drive, Burl Oaks Court, Glacier Court, Hunters Court, Pheasant Crossing and Ox Yoke Circle
  - ♦ Reclamation of D'Chene Circle, D'Chene Lane and Kristin Lane
  - ♦ Removal and replacement of the pavement in the north and east parking lots of City Hall
  - ♦ Paving of approximately 200' to 250' of Ingerson Road north of County Road 26
- The feasibility report was prepared for the project as a portion of the street reclamation costs are proposed to be assessed to the benefiting properties. The remaining project costs are to be paid by the roadway pavement management and maintenance funds.
- In the staff report, it outlines options for Ox Yoke Circle as a reclamation instead of a Mill and Overlay.
- In the staff report, it outlines the potential assessment costs if Ox Yoke Circle is a reclamation instead of a Mill and Overlay.
- In the staff report, it outlines two possible project schedules

Mayor Whalen is not in favor of an \$8,000 or \$9,000 assessment for the affected property owners. She thinks the numbers are too high and it will have to be revisited if the project moves forward.

There was lengthy discussion on the benefits to the affected property owners and if the assessment can be warranted.

The majority of the council agreed that Ox Yoke Circle should be a reclamation project instead of a mill and overlay.

There was discussion that an Open House should take place before the Public Hearing. It was decided to hold an Open House on February 4, 2019 at 5:00 p.m. in the Police Training Room. This will be in conjunction with our Work Session meeting so that all councilmembers may be present. The Public Hearing for this project will be at the February 19, 2019 Council meeting.

Motion by Whalen, seconded by Mortenson to Adopt Res. No. 13-19 Accepting Feasibility Study and Call for Public Hearing for 2019 Street Improvement Project, CP 01-19.  
Motion Carried 4-1. Opposed: Bruce. Absent: None

**k) Res. No. 14-19 Accept Quotes and Award Contract for 2018 I & I Project, CP 03-18**

City Engineer Fauske presented the staff report included in the January 7, 2019 council packet.

Highlights included:

- This project was bid in 2018, the quote was over budget and subsequently rejected.
- The City's I & I CIPP lining project was incorporated with plans for the cities of Excelsior, Shorewood and Tonka Bay to generate a larger-scale project which attracted more bidders to the project.
- The City budgeted \$100,000 for this project. With Visu-Sewer's quote and Engineering service, the project is at a not to exceed amount of \$67,585.30.

There was discussion on what would happen if all the cities do not agree to continue with the project.

Motion by Mortenson, seconded by Molitor to Adopt Res. No. 14-19 Accepting Quotes and Award Contract for 2018 Inflow & Infiltration Project, CP 03-18.  
Motion Carried 5-0. Absent: None

**7) Administrative Items**

**a) Staff Reports**

**i) City Administrator**

- City of Shorewood project on Shady Island
- Halstead Drive / RAM, CP 01-16 update
- Water Tower Open House update

**b) Council Reports**

**i) Mayor Lisa Whalen**

- Rotary Lunch – 12/11/18
- Staff Meetings in December
- Mayors Breakfast
- NW League
- Gillespie Board meeting

**ii) Pam Mortenson**

- WCC – 1/10

**iii) Mike Molitor**

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- LMCD – Harvesting Program
- iv) Shannon Bruce
  - Nothing to report
- v) John Tschumperlin
  - PSCWS – 1/19

**8) Adjournment**

Motion by Mortenson, seconded by Molitor to adjourn the meeting at 9:38 p.m.  
Motion carried 5-0. Absent: None

Respectfully submitted,

Kris Linquist, MMMC, CMC  
City Clerk

**RESOLUTION NO. 15-19**

**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 63262 through 63343; electronic checks E1001370 through E1001382; Claims batch includes electronic transfer for payroll in the amount of \$80,969.29.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA, that the attached list of claims in the amount of \$ 604,445.58 is hereby approved.

ADOPTED this 22nd day of January 2019 by a vote of \_\_\_\_\_ Ayes and \_\_\_\_\_ Nays.

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

ATTEST:

\_\_\_\_\_  
Kris Linqvist, City Clerk

(seal)

**\*Check Detail Register©**

DECEMBER 2018 to JANUARY 2019

		Check Amt	Invoice	Comment
<b>1010 1ST BK OF THE LAKES</b>				
Paid Chk#	063262	1/22/2019	<b>ACTION FLEET, INC.</b>	
E 101-42110-404	VEHICLE & EQUIP MAINT	\$761.46	I1957	Squad Parts Installation
E 101-42110-404	VEHICLE & EQUIP MAINT	\$249.30	I1957	Squad Parts Installation
E 101-42110-404	VEHICLE & EQUIP MAINT	\$806.36	I1957	Squad Parts Installation
<b>Total ACTION FLEET, INC.</b>		\$1,817.12		
Paid Chk#	063263	1/22/2019	<b>ALL CITY PLUMBING LLC</b>	
E 101-42110-401	BLDG/STRUCT MAINTENANCE	\$450.00	2697	Plbg Service and Repairs
<b>Total ALL CITY PLUMBING LLC</b>		\$450.00		
Paid Chk#	063264	1/22/2019	<b>ALLIED BLACKTOP COMPANY</b>	
E 406-43121-224	STREET MAINTENANCE SUPPL	\$56,235.15	Pay Voucher 1	Seal Coat Project
<b>Total ALLIED BLACKTOP COMPANY</b>		\$56,235.15		
Paid Chk#	063265	1/22/2019	<b>AUTOMATIC SYSTEMS CO.</b>	
E 601-49440-227	UTILITY SYSTEM MAINT SUPPL	\$893.40	33080S	Program and Ipad Repairs
<b>Total AUTOMATIC SYSTEMS CO.</b>		\$893.40		
Paid Chk#	063266	1/22/2019	<b>BAUER BUILT TIRE</b>	
E 101-43121-404	VEHICLE & EQUIP MAINT	\$518.56	180239849	Truck #2 Tires
E 101-43121-404	VEHICLE & EQUIP MAINT	\$151.00	180239949	Truck #17 Repair Tire
E 101-43121-404	VEHICLE & EQUIP MAINT	\$349.50	180240854	Repair Loader Tire
<b>Total BAUER BUILT TIRE</b>		\$1,019.06		
Paid Chk#	063267	1/22/2019	<b>BRYAN ROCK PRODUCTS</b>	
E 101-43121-224	STREET MAINTENANCE SUPPL	\$1,833.98	32907	Class 2 rock
<b>Total BRYAN ROCK PRODUCTS</b>		\$1,833.98		
Paid Chk#	063268	1/22/2019	<b>CITY OF ST BONIFACIUS</b>	
E 602-49490-390	SEWER SERVICE TO OTHER G	\$15,557.00	2019-01	Hunters Crest 4th Qtr Sanitary Sewer 2018
<b>Total CITY OF ST BONIFACIUS</b>		\$15,557.00		
Paid Chk#	063269	1/22/2019	<b>CULLIGAN SOLAR SALT</b>	
E 101-42110-401	BLDG/STRUCT MAINTENANCE	\$61.80	101X32141601	Solar Salt
<b>Total CULLIGAN SOLAR SALT</b>		\$61.80		
Paid Chk#	063270	1/22/2019	<b>CULLIGAN WATER</b>	
E 101-42110-401	BLDG/STRUCT MAINTENANCE	\$94.17	114x68785605	Water
<b>Total CULLIGAN WATER</b>		\$94.17		
Paid Chk#	063271	1/22/2019	<b>DEPT OF LABOR &amp; INDUSTRY</b>	
G 101-2103	BLDG VAL BSD - STATE SURCH	\$9,815.17	Dec 2018	Surcharges
G 101-2102	HVAC - STATE SURCH	\$76.00	Dec 2018	Surcharges
G 101-2101	PLUMBING - STATE SURCH	\$67.00	Dec 2018	Surcharges
G 101-2100	BLDG GEN - STATE SURCH	\$74.00	Dec 2018	Surcharges
<b>Total DEPT OF LABOR &amp; INDUSTRY</b>		\$10,032.17		
Paid Chk#	063272	1/22/2019	<b>DPC INDUSTRIES, INC.</b>	
E 601-49440-227	UTILITY SYSTEM MAINT SUPPL	\$70.00	DE82000150-1	Chlorine Cyl
<b>Total DPC INDUSTRIES, INC.</b>		\$70.00		
Paid Chk#	063273	1/22/2019	<b>EARL F. ANDERSON INC.</b>	
E 101-43121-224	STREET MAINTENANCE SUPPL	\$942.00	0119361-IN	Sign break away mounts
E 101-43121-224	STREET MAINTENANCE SUPPL	\$158.28	0119401-IN	Street Name Signs
<b>Total EARL F. ANDERSON INC.</b>		\$1,100.28		
Paid Chk#	063274	1/22/2019	<b>FASTENAL COMPANY</b>	
E 101-43121-215	SHOP MATERIALS	\$162.50	MNWAC60412	Shop Supplies

**\*Check Detail Register©**

DECEMBER 2018 to JANUARY 2019

			Check Amt	Invoice	Comment
<b>Total FASTENAL COMPANY</b>			\$162.50		
Paid Chk# 063275	1/22/2019	<b>FOTH INFRASTRUCTURE</b>			
G 490-2025	DEPOSITS PAYABLE		\$568.50	60176	* Lotus Drive Construction Services- Escrow
<b>Total FOTH INFRASTRUCTURE</b>			\$568.50		
Paid Chk# 063276	1/22/2019	<b>GOPHER STATE ONE CALL</b>			
E 601-49440-227	UTILITY SYSTEM MAINT SUPPL		\$49.25	8120584	Sewer & Water Locates
E 602-49490-227	UTILITY SYSTEM MAINT SUPPL		\$49.30	8120584	Sewer & Water Locates
<b>Total GOPHER STATE ONE CALL</b>			\$98.55		
Paid Chk# 063277	1/22/2019	<b>GRAINGER INC.</b>			
E 101-42110-401	BLDG/STRUCT MAINTENANCE		\$8.70	9043402842	Light Bulb for Inside Flag at PD
<b>Total GRAINGER INC.</b>			\$8.70		
Paid Chk# 063278	1/22/2019	<b>GRIMM, BRIAN</b>			
E 101-41320-433	DUES & SUBSCRIPT & TRAINING		\$19.62		Mileage Reimbursement
<b>Total GRIMM, BRIAN</b>			\$19.62		
Paid Chk# 063279	1/22/2019	<b>HENN CO INFO TECHNOLOGY</b>			
E 401-43126-560	EQUIP AND FURNISHINGS		\$637.05	1000119700	Radio Lease
E 401-42110-560	EQUIP AND FURNISHINGS		\$2,163.04	1000121217	radio lease - PD
E 401-43126-560	EQUIP AND FURNISHINGS		\$1,105.65	1000121259	Radio Lease
<b>Total HENN CO INFO TECHNOLOGY</b>			\$3,905.74		
Paid Chk# 063280	1/22/2019	<b>JC HEAVY TRUCK SERVICE</b>			
E 101-43121-404	VEHICLE & EQUIP MAINT		\$4,050.64	2793	Repair of Truck 13-Rear Axels
<b>Total JC HEAVY TRUCK SERVICE</b>			\$4,050.64		
Paid Chk# 063281	1/22/2019	<b>KWIK TRIP</b>			
E 101-41320-437	MISCELLANEOUS EXPENSE		\$13.00	5156280	Propane
E 101-42110-437	MISCELLANEOUS EXPENSE		\$20.81	5174004	Staff Meeting
<b>Total KWIK TRIP</b>			\$33.81		
Paid Chk# 063282	1/22/2019	<b>LEXISNEXIS</b>			
E 101-42110-307	PROFESSIONAL SERVICES		\$30.00	1085510-1812	Contract Fee
<b>Total LEXISNEXIS</b>			\$30.00		
Paid Chk# 063283	1/22/2019	<b>MET COUNCIL (SAC)</b>			
G 602-2395	SAC CLEARING		\$31,981.95	Dec 2018	* Monthly SAC
<b>Total MET COUNCIL (SAC)</b>			\$31,981.95		
Paid Chk# 063284	1/22/2019	<b>MID COUNTY</b>			
E 101-42110-212	MOTOR FUELS AND LUBRICAN		\$453.78	35222	Squad Fuel
<b>Total MID COUNTY</b>			\$453.78		
Paid Chk# 063285	1/22/2019	<b>MN DEPARTMENT OF TRANS</b>			
E 499-43122-307	PROFESSIONAL SERVICES		\$299.63	P00009916	Halstead Dr - Material Testing & Inspection
<b>Total MN DEPARTMENT OF TRANS</b>			\$299.63		
Paid Chk# 063286	1/22/2019	<b>MN DEPT PUB SAFETY TIER III</b>			
E 601-49440-227	UTILITY SYSTEM MAINT SUPPL		\$100.00	M-97099	Tier II Chemical Reporting for Wells and WTP
E 601-49440-227	UTILITY SYSTEM MAINT SUPPL		\$100.00	M-97103	Tier II Chemical Reporting for Wells and WTP
E 601-49440-227	UTILITY SYSTEM MAINT SUPPL		\$100.00	M-97108	Tier II Chemical Reporting for Wells and WTP
E 601-49440-227	UTILITY SYSTEM MAINT SUPPL		\$100.00	M-97110	Tier II Chemical Reporting for Wells and WTP
E 601-49440-227	UTILITY SYSTEM MAINT SUPPL		\$100.00	M-97114	Tier II Chemical Reporting for Wells and WTP
<b>Total MN DEPT PUB SAFETY TIER III</b>			\$500.00		
Paid Chk# 063287	1/22/2019	<b>MOUND TRUE VALUE HARDWARE</b>			

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		Check Amt	Invoice	Comment
E 101-43121-224	STREET MAINTENANCE SUPPL	\$11.99	157201	Graffiti Remover
E 601-49440-227	UTILITY SYSTEM MAINT SUPPL	\$1.99	157382	Insulation - WTP South
<b>Total MOUND TRUE VALUE HARDWARE</b>		\$13.98		
Paid Chk# 063288	1/22/2019	<b>MOUND TRUE VALUE-PD</b>		
E 101-42110-211	CLEANING & MAINT SUPPLIES	\$32.76	157104	Cleaning supplies
E 101-42110-211	CLEANING & MAINT SUPPLIES	\$4.37	157194	misc nuts and bolts
E 101-42110-211	CLEANING & MAINT SUPPLIES	\$29.99	157301	Fastner material
<b>Total MOUND TRUE VALUE-PD</b>		\$67.12		
Paid Chk# 063289	1/22/2019	<b>OFFICE DEPOT</b>		
E 101-42110-201	OFFICE SUPPLIES	\$90.99	248776791001	Battery Backup
E 101-42110-201	OFFICE SUPPLIES	\$51.88	249388400001	Copy Paper, Batteries, Calendar
E 101-42110-201	OFFICE SUPPLIES	\$56.56	250349296001	Tissue, Storage File, Stationery Holder
<b>Total OFFICE DEPOT</b>		\$199.43		
Paid Chk# 063290	1/22/2019	<b>OVERLINE &amp; SON, INC</b>		
E 602-49490-227	UTILITY SYSTEM MAINT SUPPL	\$4,317.50	715	LS & Valve Cleaning
E 101-41940-401	BLDG/STRUCT MAINTENANCE	\$796.25	715	Vac Out Septic - CH
E 602-49490-227	UTILITY SYSTEM MAINT SUPPL	\$44,731.97	716	Vactor & Televising Services
<b>Total OVERLINE &amp; SON, INC</b>		\$49,845.72		
Paid Chk# 063291	1/22/2019	<b>PETERS, GARY</b>		
E 101-43121-417	UNIFORMS	\$74.99		Boots Reimbursement
<b>Total PETERS, GARY</b>		\$74.99		
Paid Chk# 063292	1/22/2019	<b>PREMIUM WATERS, INC</b>		
E 101-41940-211	CLEANING & MAINT SUPPLIES	\$77.21	605123-12-18	Water
<b>Total PREMIUM WATERS, INC</b>		\$77.21		
Paid Chk# 063293	1/22/2019	<b>RITEWAY</b>		
E 101-41320-202	COPY & PRINTING SUPPLIES	\$204.48	18-34509	Laser Checks
<b>Total RITEWAY</b>		\$204.48		
Paid Chk# 063294	1/22/2019	<b>SHRED IT USA INC</b>		
E 101-41320-307	PROFESSIONAL SERVICES	\$87.89	8126296442	Shredding Service
<b>Total SHRED IT USA INC</b>		\$87.89		
Paid Chk# 063295	1/22/2019	<b>STATE OF MINNESOTA - BCA</b>		
E 101-42110-410	COMPUTER SERVICES/FEES	\$270.00	000000521008	Access Fee
<b>Total STATE OF MINNESOTA - BCA</b>		\$270.00		
Paid Chk# 063296	1/22/2019	<b>TEMACA IRRIGATION LLC</b>		
E 499-43122-530	IMPROVEMENTS	\$2,660.00	5899	Halstead Proj Installation of Sprinkler System
<b>Total TEMACA IRRIGATION LLC</b>		\$2,660.00		
Paid Chk# 063297	1/22/2019	<b>TOLL GAS &amp; WELDING SUPPLY</b>		
E 101-43121-215	SHOP MATERIALS	\$21.36	40093888	Shop Supplies
<b>Total TOLL GAS &amp; WELDING SUPPLY</b>		\$21.36		
Paid Chk# 063298	1/22/2019	<b>US BANK CORPORATE SYSTEMS</b>		
E 101-41110-437	MISCELLANEOUS EXPENSE	\$46.00		Council Meeting - Food
E 101-41320-433	DUES & SUBSRIPT & TRAINING	\$101.50		MNCPA Renewal - Grimm
E 101-43121-240	SMALL TOOLS AND MINOR EQ	\$150.31		Batteries for Tools
E 101-43121-417	UNIFORMS	\$119.99		Insulated Bibs - Straus
E 101-43121-433	DUES & SUBSRIPT & TRAINING	\$134.85		Work Zone & Traffic Workshop - (3)
E 101-43121-433	DUES & SUBSRIPT & TRAINING	\$179.80		Work Zone & Traffic Workshop - (4)
E 101-42110-404	VEHICLE & EQUIP MAINT	\$439.15		Door Radius
E 401-42110-560	EQUIP AND FURNISHINGS	\$116.83		Firearms CIP Items



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E 101-42110-433	DUES & SUBSCRIPT & TRAINING	\$200.00		AMEM membership
E 101-42110-433	DUES & SUBSCRIPT & TRAINING	\$278.00		MN Chief of Police Assoc membership
<b>Total US BANK CORPORATE SYSTEMS</b>		\$1,766.43		
Paid Chk# 063299	1/22/2019	<b>USA SECURITY</b>		
E 101-42110-401	BLDG/STRUCT MAINTENANCE	\$643.74	25886	Security Service
<b>Total USA SECURITY</b>		\$643.74		
Paid Chk# 063300	1/22/2019	<b>VERIZON WIRELESS</b>		
E 101-42110-321	TELEPHONE	\$407.52	9820564317	PD Cell phones
E 101-41940-321	TELEPHONE	\$551.51	9820564317	Admin Cell phones
E 101-43121-321	TELEPHONE	\$333.39	9820564317	PW Cell Phones
E 101-41940-321	TELEPHONE	\$17.39	9820564317	M2M
E 401-42110-560	EQUIP AND FURNISHINGS	\$245.25	9820971934	PD Cell Phones
<b>Total VERIZON WIRELESS</b>		\$1,555.06		
Paid Chk# 063301	1/22/2019	<b>WSB &amp; ASSOCIATES, INC.</b>		
E 101-43125-307	PROFESSIONAL SERVICES	(\$168.00)		Credit for Mapping
E 651-49590-303	ENGINEERING SERV	\$168.00	0-002092-390-	MS4 Servces
G 801-1170	LAND USE RECEIVABLE	\$173.00	0-002121-340-	* Red Oak
G 801-1170	LAND USE RECEIVABLE	\$129.75	0-002121-410-	* Woodland Cove 2nd Addt
E 499-43122-303	ENGINEERING SERV	\$7,890.00	0-002121-640-	Halstead Dr Reconstruction
E 101-42401-303	ENGINEERING SERV	\$165.00	0-002121-660-	* Bldg Permits/Review 2016
E 499-43122-303	ENGINEERING SERV	\$10,451.75	0-002121-690-	Enchanted Lane Reconstruction
E 101-42401-303	ENGINEERING SERV	\$495.00	0-002121-870-	* Bldg Permits/Review 2017
G 801-1170	LAND USE RECEIVABLE	\$86.50	0-002121-920-	* Woodland Cove Lake 2nd Addn
G 801-1170	LAND USE RECEIVABLE	\$1,644.00	R-010544-000-	* Woodland Cove 3rd Addn
E 101-43125-307	PROFESSIONAL SERVICES	\$890.25	R-011157-000-	Snow Plow Route Maps
E 601-49440-303	ENGINEERING SERV	\$231.00	R-011157-000-	Watermain Utility Edits
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	\$918.75	R-011225-000-	Wellhead Protection Plan
E 101-42401-303	ENGINEERING SERV	\$1,920.00	R-011259-000-	* Bldg Permits/Review 2018
G 801-1170	LAND USE RECEIVABLE	\$300.00	R-011346-000-	* WCA Services
G 801-1170	LAND USE RECEIVABLE	\$3,576.00	R-011356-000-	* Ponds at Hunters Crest
G 801-1170	LAND USE RECEIVABLE	\$908.25	R-011819-000-	* SAC Wireless Tower Upgrade Sunnyfield
E 602-49490-303	ENGINEERING SERV	\$1,782.25	R-012956-000-	Sewer Lining
G 801-1170	LAND USE RECEIVABLE	\$2,595.00	R-012979-000-	* Tmobile Antenna Improv
E 406-43121-224	STREET MAINTENANCE SUPPL	\$3,602.50	R-013162-000-	Street Improvements
<b>Total WSB &amp; ASSOCIATES, INC.</b>		\$40,259.00		
Paid Chk# 063302	1/22/2019	<b>XCEL ENERGY-MN</b>		
E 601-49440-381	ELECTRIC UTILITIES	\$29.33	51-9805951-5	Electricity-Wells/Watertower
<b>Total XCEL ENERGY-MN</b>		\$29.33		
Paid Chk# 063303	1/22/2019	<b>AMERIPRIDE SERVICES INC</b>		
E 101-43121-215	SHOP MATERIALS	\$27.03	1004354095	Shop towels
E 101-43121-417	UNIFORMS	\$97.20	1004354095	Shop uniforms
E 101-41940-211	CLEANING & MAINT SUPPLIES	\$20.47	1004354095	Service Charge
E 101-43121-215	SHOP MATERIALS	\$27.03	1004359356	Shop towels
E 101-43121-417	UNIFORMS	\$96.10	1004359356	Shop uniforms
E 101-41940-211	CLEANING & MAINT SUPPLIES	\$20.47	1004359356	Service Charge
<b>Total AMERIPRIDE SERVICES INC</b>		\$288.30		
Paid Chk# 063304	1/22/2019	<b>BANYON DATA SYSTEMS, INC.</b>		
E 601-49440-433	DUES & SUBSCRIPT & TRAINING	\$238.50	00158372	UB Support

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E 602-49490-433	DUES & SUBSCRIPT & TRAINING		\$238.50	00158372	UB Support
E 651-49590-433	DUES & SUBSCRIPT & TRAINING		\$159.00	00158372	UB Support
E 671-43230-433	DUES & SUBSCRIPT & TRAINING		\$159.00	00158372	UB Support
E 101-41320-433	DUES & SUBSCRIPT & TRAINING		\$195.00	00158372	PSN Module Support
<b>Total</b>	<b>BANYON DATA SYSTEMS, INC.</b>		<b>\$990.00</b>		
Paid Chk#	063305	1/22/2019	<b>BOYER TRUCKS ROGERS</b>		
E 101-43121-221	EQUIPMENT PARTS, TIRES		\$80.44	57873R	Filters for Trucks 3 and 11
<b>Total</b>	<b>BOYER TRUCKS ROGERS</b>		<b>\$80.44</b>		
Paid Chk#	063306	1/22/2019	<b>CAR-CO AUTO PARTS</b>		
E 101-43121-221	EQUIPMENT PARTS, TIRES		(\$0.67)	49-519519	Credit
E 101-43121-221	EQUIPMENT PARTS, TIRES		\$107.27	49-519597	Filters and Head Clamp Bulb
E 101-43121-221	EQUIPMENT PARTS, TIRES		\$54.37	49-519856	Filters for Truck 3
E 101-43121-221	EQUIPMENT PARTS, TIRES		\$128.32	49-520008	Filters for Backhoe and Trackhoe
E 101-43121-221	EQUIPMENT PARTS, TIRES		\$71.99	49-520300	Brake pads for Truck 6
<b>Total</b>	<b>CAR-CO AUTO PARTS</b>		<b>\$361.28</b>		
Paid Chk#	063307	1/22/2019	<b>CARQUEST</b>		
E 101-43125-221	EQUIPMENT PARTS, TIRES		\$439.62	5927-180802	Hoses for Truck 17
<b>Total</b>	<b>CARQUEST</b>		<b>\$439.62</b>		
Paid Chk#	063308	1/22/2019	<b>CITY OF MOUND</b>		
E 101-42210-316	FIRE CONTRACT MOUND		\$59,315.75	1st Qtr 2019	Quarterly Fire Service
E 514-47000-601	BOND PRINCIPAL		\$18,022.50	1st Qtr 2019	Quarterly Debt Payment
<b>Total</b>	<b>CITY OF MOUND</b>		<b>\$77,338.25</b>		
Paid Chk#	063309	1/22/2019	<b>CITY OF ST BONIFACIUS</b>		
E 101-42210-318	FIRE CONTRACT ST BONIFACI		\$53,225.50	1st Qtr 2019	Quarterly Fire Service
<b>Total</b>	<b>CITY OF ST BONIFACIUS</b>		<b>\$53,225.50</b>		
Paid Chk#	063310	1/22/2019	<b>CLASSIC CLEANING COMPANY</b>		
E 101-41940-211	CLEANING & MAINT SUPPLIES		\$339.00	27649	Monthly Cleaning - Jan
E 101-43121-211	CLEANING & MAINT SUPPLIES		\$200.00	27649	Monthly Cleaning - Jan
E 101-42110-211	CLEANING & MAINT SUPPLIES		\$584.00	27650	Monthly Cleaning - Jan. -Large and Small Bags
<b>Total</b>	<b>CLASSIC CLEANING COMPANY</b>		<b>\$1,123.00</b>		
Paid Chk#	063311	1/22/2019	<b>CUMMINGS, PATRICK</b>		
E 101-42110-431	TRAIN/MTG/EXP & SUPPLIES		\$42.37		Training Reimbursements
<b>Total</b>	<b>CUMMINGS, PATRICK</b>		<b>\$42.37</b>		
Paid Chk#	063312	1/22/2019	<b>DVS</b>		
E 101-42110-404	VEHICLE & EQUIP MAINT		\$20.00		Trailer-PD
<b>Total</b>	<b>DVS</b>		<b>\$20.00</b>		
Paid Chk#	063313	1/22/2019	<b>ECM PUBLISHERS, INC</b>		
E 101-41910-351	LEGAL NOTICE & ORD PUBLIC		\$34.70	661579	Easement Vacation
<b>Total</b>	<b>ECM PUBLISHERS, INC</b>		<b>\$34.70</b>		
Paid Chk#	063314	1/22/2019	<b>FASTENAL COMPANY</b>		
E 101-43121-215	SHOP MATERIALS		\$8.39	MNWAC60560	Bolts and Hardware
<b>Total</b>	<b>FASTENAL COMPANY</b>		<b>\$8.39</b>		
Paid Chk#	063315	1/22/2019	<b>FRONTIER OH</b>		
E 101-42110-321	TELEPHONE		\$473.69	952-446-1660	Monthly Phone Service
E 101-43121-321	TELEPHONE		\$473.69	952-446-1660	Monthly Phone Service
E 101-41940-321	TELEPHONE		\$473.70	952-446-1660	Monthly Phone Service
E 101-43121-321	TELEPHONE		\$87.72	952-446-9997	Fire Alarm-PW

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<b>Total FRONTIER OH</b>		\$1,508.80		
Paid Chk# 063316	1/22/2019	<b>GOPHER STATE ONE CALL</b>		
E 601-49440-227	UTILITY SYSTEM MAINT SUPPL	\$25.00	9000586	Sewer & Water Locates
E 602-49490-227	UTILITY SYSTEM MAINT SUPPL	\$25.00	9000586	Sewer & Water Locates
<b>Total GOPHER STATE ONE CALL</b>		\$50.00		
Paid Chk# 063317	1/22/2019	<b>GRIGGS, CHAD</b>		
E 101-42110-417	UNIFORMS	\$102.55		Uniform Allowance
<b>Total GRIGGS, CHAD</b>		\$102.55		
Paid Chk# 063318	1/22/2019	<b>INT L UNION OF OPER. ENGINEERS</b>		
G 101-2360	PAYROLL CLEARING UNION DUES	\$245.00	Feb 2019	* Union dues
<b>Total INT L UNION OF OPER. ENGINEERS</b>		\$245.00		
Paid Chk# 063319	1/22/2019	<b>INTL ASSN FOR PROPERTY &amp; EVIDE</b>		
E 101-42110-433	DUES & SUBSRIPT & TRAINING	\$50.00	M19-24338	2019 IAPE Membership
<b>Total INTL ASSN FOR PROPERTY &amp; EVIDE</b>		\$50.00		
Paid Chk# 063320	1/22/2019	<b>LOFFLER COMPANIES INC MO</b>		
E 101-42110-202	COPY & PRINTING SUPPLIES	\$154.37	375245727	Copier-PD
<b>Total LOFFLER COMPANIES INC MO</b>		\$154.37		
Paid Chk# 063321	1/22/2019	<b>MADISON NATIONAL LIFE INSURANC</b>		
G 101-2340	PAYROLL CLEARING HEALTH INS	\$764.31		Disability Premium
<b>Total MADISON NATIONAL LIFE INSURANC</b>		\$764.31		
Paid Chk# 063322	1/22/2019	<b>MCMA</b>		
E 101-41320-433	DUES & SUBSRIPT & TRAINING	\$175.00		MCMA Winter Workshop-Tabor and Barone
<b>Total MCMA</b>		\$175.00		
Paid Chk# 063323	1/22/2019	<b>MET COUNCIL ENVIRONMENTAL SVC</b>		
E 602-49490-438	EXPENSE MWCC	\$27,428.28	0001090855	* Monthly Sewer
<b>otal MET COUNCIL ENVIRONMENTAL SVC</b>		\$27,428.28		
Paid Chk# 063324	1/22/2019	<b>MID COUNTY</b>		
E 101-42110-212	MOTOR FUELS AND LUBRICAN	\$444.38	35269	Squad Fuel
E 601-49440-212	MOTOR FUELS AND LUBRICAN	\$64.00	35316	Dyed Diesel Fuel
E 602-49490-212	MOTOR FUELS AND LUBRICAN	\$64.00	35316	Dyed Diesel Fuel
E 101-43121-212	MOTOR FUELS AND LUBRICAN	\$64.00	35316	Dyed Diesel Fuel
E 101-43125-212	MOTOR FUELS AND LUBRICAN	\$448.00	35316	Dyed Diesel Fuel
<b>Total MID COUNTY</b>		\$1,084.38		
Paid Chk# 063325	1/22/2019	<b>MINNETONKA SPORTSMEN, INC</b>		
E 101-42110-433	DUES & SUBSRIPT & TRAINING	\$54.66	1690	Active Membership and Key
<b>Total MINNETONKA SPORTSMEN, INC</b>		\$54.66		
Paid Chk# 063326	1/22/2019	<b>MMUA</b>		
E 601-49440-433	DUES & SUBSRIPT & TRAINING	\$475.00	52687	2019 Water Utility Member Dues
<b>Total MMUA</b>		\$475.00		
Paid Chk# 063327	1/22/2019	<b>MN PEIP</b>		
E 101-41320-131	HEALTH & LIFE INS - E CONTR	\$2,135.97	808834	Monthly Insurance Premium
E 101-41910-131	HEALTH & LIFE INS - E CONTR	\$1,294.46	808834	Monthly Insurance Premium
E 101-43121-131	HEALTH & LIFE INS - E CONTR	\$3,248.37	808834	Monthly Insurance Premium
E 101-43125-131	HEALTH & LIFE INS - E CONTR	\$767.80	808834	Monthly Insurance Premium
E 101-45202-131	HEALTH & LIFE INS - E CONTR	\$413.43	808834	Monthly Insurance Premium
E 101-42110-131	HEALTH & LIFE INS - E CONTR	\$10,412.67	808834	Monthly Insurance Premium
E 601-49440-131	HEALTH & LIFE INS - E CONTR	\$1,646.38	808834	Monthly Insurance Premium

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E 602-49490-131	HEALTH & LIFE INS - E CONTR		\$1,423.91	808834	Monthly Insurance Premium
E 101-42401-131	HEALTH & LIFE INS - E CONTR		\$1,860.64	808834	Monthly Insurance Premium
G 101-2340	PAYROLL CLEARING HEALTH INS		\$29.07	808834	Monthly Insurance Premium
E 651-49590-131	HEALTH & LIFE INS - E CONTR		\$517.78	808834	Monthly Insurance Premium
<b>Total MN PEIP</b>			\$23,750.48		
Paid Chk# 063328	1/22/2019	<b>MN POLLUTION CONTROL</b>			
E 602-49490-433	DUES & SUBSRIPT & TRAINING		\$390.00		Sewer License Class and Exam-Ostile
<b>Total MN POLLUTION CONTROL</b>			\$390.00		
Paid Chk# 063329	1/22/2019	<b>MORTENSON, PAM</b>			
E 101-41110-433	DUES & SUBSRIPT & TRAINING		\$12.00		Westonka Community and Commerce Meeting
<b>Total MORTENSON, PAM</b>			\$12.00		
Paid Chk# 063330	1/22/2019	<b>OFFICE DEPOT -USE</b>			
E 101-43121-201	OFFICE SUPPLIES		\$24.78	253416586001	Envelopes and Colored Paper
E 101-43121-201	OFFICE SUPPLIES		\$27.96	254717860001	Clips
E 101-41320-201	OFFICE SUPPLIES		\$16.68	255607339001	Steno Notepads
E 101-43121-201	OFFICE SUPPLIES		\$20.00	255847337001	Paper
E 101-42401-201	OFFICE SUPPLIES		\$20.00	255847337001	Paper
E 101-41910-201	OFFICE SUPPLIES		\$20.00	255847337001	Paper
E 101-41320-201	OFFICE SUPPLIES		\$29.32	255847337001	Paper
E 101-43121-201	OFFICE SUPPLIES		(\$27.96)	255940991001	Credit
<b>Total OFFICE DEPOT -USE</b>			\$130.78		
Paid Chk# 063331	1/22/2019	<b>Pioneer-Sarah Creek Watershed</b>			
E 651-49590-433	DUES & SUBSRIPT & TRAINING		\$15,110.91	208	2019 Membership Assessment
<b>Total Pioneer-Sarah Creek Watershed</b>			\$15,110.91		
Paid Chk# 063332	1/22/2019	<b>ROSEMICHAEL COMPANIES LLC</b>			
G 801-1170	LAND USE RECEIVABLE		\$2,700.00		Land Use ML-17034 Refund
R 101-400-34103	ZONING AND SUBDIVISION FEE		\$1,180.00		Land Use ML-17034 Refund
<b>Total ROSEMICHAEL COMPANIES LLC</b>			\$3,880.00		
Paid Chk# 063333	1/22/2019	<b>SIRCHIE</b>			
E 101-42110-240	SMALL TOOLS AND MINOR EQ		\$43.77	0379687-in	Tape
<b>Total SIRCHIE</b>			\$43.77		
Paid Chk# 063334	1/22/2019	<b>SQUIRES, CRAIG</b>			
E 101-42110-431	TRAIN/MTG/EXP & SUPPLIES		\$227.92		Class Reimbursement-Lodging (2) and Meals
<b>Total SQUIRES, CRAIG</b>			\$227.92		
Paid Chk# 063335	1/22/2019	<b>SUN LIFE FINANCIAL</b>			
G 101-2380	PAYROLL CLEARING LIFE INS		\$1,847.75	Jan 2019	* Life Insurance
<b>Total SUN LIFE FINANCIAL</b>			\$1,847.75		
Paid Chk# 063336	1/22/2019	<b>TASC FLEX SYSTEMS REIMBURSEMEN</b>			
E 101-42110-437	MISCELLANEOUS EXPENSE		\$60.41	IN1437049	FSA Admin Fees
<b>tal TASC FLEX SYSTEMS REIMBURSEMEN</b>			\$60.41		
Paid Chk# 063337	1/22/2019	<b>TOWMASTER</b>			
E 101-43121-433	DUES & SUBSRIPT & TRAINING		\$338.59	411608	Body Safety Stabilizer for Truck 13
<b>Total TOWMASTER</b>			\$338.59		
Paid Chk# 063338	1/22/2019	<b>UNITED FARMERS CORP</b>			
E 101-43121-221	EQUIPMENT PARTS, TIRES		\$153.68	903023	Chainsaw Chains
E 101-43121-212	MOTOR FUELS AND LUBRICAN		\$21.98	903024	Oil
<b>Total UNITED FARMERS CORP</b>			\$175.66		

**\*Check Detail Register©**

DECEMBER 2018 to JANUARY 2019

			Check Amt	Invoice	Comment
Paid Chk# 063339	1/22/2019	<b>US BANK EQUIPMENT FINANCE</b>			
E 101-41320-307	PROFESSIONAL SERVICES		\$35.00	374771194	Copeir-City Hall
E 101-41910-307	PROFESSIONAL SERVICES		\$35.00	374771194	Copeir-City Hall
E 101-43121-307	PROFESSIONAL SERVICES		\$35.00	374771194	Copeir-City Hall
E 601-49440-307	PROFESSIONAL SERVICES		\$35.00	374771194	Copeir-City Hall
E 602-49490-307	PROFESSIONAL SERVICES		\$35.00	374771194	Copeir-City Hall
<b>Total</b>	<b>US BANK EQUIPMENT FINANCE</b>		\$175.00		
Paid Chk# 063340	1/22/2019	<b>USA BLUEBOOK</b>			
E 601-49440-227	UTILITY SYSTEM MAINT SUPPL		\$103.30	776539	Water Testing Chemicals
<b>Total</b>	<b>USA BLUEBOOK</b>		\$103.30		
Paid Chk# 063341	1/22/2019	<b>WACONIA FORD MERCURY</b>			
E 101-43121-221	EQUIPMENT PARTS, TIRES		\$17.02	94237	Lights for Truck 9
E 101-43121-221	EQUIPMENT PARTS, TIRES		\$20.61	94353	Door Speaker for Truck 6
E 101-43121-404	VEHICLE & EQUIP MAINT		\$137.55	FOCS128252	Unit 4-Reprogram Computer
<b>Total</b>	<b>WACONIA FORD MERCURY</b>		\$175.18		
Paid Chk# 063342	1/22/2019	<b>WASTE MANAGEMENT</b>			
E 671-43230-384	REFUSE REMOVAL		\$9,702.00	7225011-1593-	* Recycling
<b>Total</b>	<b>WASTE MANAGEMENT</b>		\$9,702.00		
Paid Chk# 063343	1/22/2019	<b>WEGNER, RYAN</b>			
E 101-42110-431	TRAIN/MTG/EXP & SUPPLIES		\$44.00		Class Reimbursement
<b>Total</b>	<b>WEGNER, RYAN</b>		\$44.00		
Paid Chk# 1001370E	1/3/2019	<b>TASC FLEX SYSTEMS REIMBURSEMENT</b>			
G 101-2346	PR CLEARING DAYCARE FSA		\$5,208.41		* Dependent Care
<b>Total</b>	<b>TASC FLEX SYSTEMS REIMBURSEMENT</b>		\$5,208.41		
Paid Chk# 1001371E	1/3/2019	<b>AFLAC</b>			
G 101-2348	AFLAC INS		\$320.42		* Aflac Supplemental Insurance
<b>Total</b>	<b>AFLAC</b>		\$320.42		
Paid Chk# 1001372E	1/4/2019	<b>Petty Cash</b>			
E 101-41910-437	MISCELLANEOUS EXPENSE		\$12.82		building plans copies
E 101-41320-322	POSTAGE		\$1.18		utility bills
R 101-620-36250	REFUNDS AND REIMB		\$6.89		redeposit in petty cash
E 101-42110-322	POSTAGE		\$29.64		PD-Postage
E 101-42110-431	TRAIN/MTG/EXP & SUPPLIES		\$27.40		PD training
E 101-42110-437	MISCELLANEOUS EXPENSE		\$8.36		PD- food for children
<b>Total</b>	<b>Petty Cash</b>		\$86.29		
Paid Chk# 1001373E	1/5/2019	<b>PSN</b>			
E 601-49440-307	PROFESSIONAL SERVICES		\$58.06		MONTHLY ONLINE PAYMENT FEES DECEMBER
E 602-49490-307	PROFESSIONAL SERVICES		\$58.06		MONTHLY ONLINE PAYMENT FEES DECEMBER
E 651-49590-307	PROFESSIONAL SERVICES		\$38.70		MONTHLY ONLINE PAYMENT FEES DECEMBER
E 671-43230-307	PROFESSIONAL SERVICES		\$38.70		MONTHLY ONLINE PAYMENT FEES DECEMBER
<b>Total</b>	<b>PSN</b>		\$193.52		
Paid Chk# 1001374E	12/31/2018	<b>BRIDGEWATER BANK</b>			
E 101-41320-437	MISCELLANEOUS EXPENSE		\$70.00		DECEMBER REMOTE DEPOSIT FEE
<b>Total</b>	<b>BRIDGEWATER BANK</b>		\$70.00		
Paid Chk# 1001375E	1/11/2019	<b>TASC FLEX SYSTEMS REIMBURSEMENT</b>			
G 101-2346	PR CLEARING DAYCARE FSA		\$3,731.00		* Dependent Care
<b>Total</b>	<b>TASC FLEX SYSTEMS REIMBURSEMENT</b>		\$3,731.00		
Paid Chk# 1001376E	1/11/2019	<b>INTERNAL REVENUE SERVICE</b>			

**\*Check Detail Register©**

DECEMBER 2018 to JANUARY 2019

	Check Amt	Invoice	Comment
G 101-2300 PAYROLL CLEARING FED W/H	\$10,646.73		* PR - Fed w/h
G 101-2320 PAYROLL CLEARING FICA	\$11,615.78		* PR - SS/Medicare w/h
<b>Total INTERNAL REVENUE SERVICE</b>	<b>\$22,262.51</b>		
<hr/>			
Paid Chk# 1001377E 1/11/2019 <b>VOYA</b>			
G 101-2370 PAYROLL CLEARING DEFERRED CO	\$400.00		* Deferred Comp w/h
<b>Total VOYA</b>	<b>\$400.00</b>		
<hr/>			
Paid Chk# 1001378E 1/14/2019 <b>EDWARD JONES</b>			
G 101-2370 PAYROLL CLEARING DEFERRED CO	\$2,564.46		* Deferred Comp w/h
<b>Total EDWARD JONES</b>	<b>\$2,564.46</b>		
<hr/>			
Paid Chk# 1001379E 1/14/2019 <b>ICMA</b>			
G 101-2370 PAYROLL CLEARING DEFERRED CO	\$487.00		* Roth IRA Contributions
G 101-2370 PAYROLL CLEARING DEFERRED CO	\$380.00		* Deferred Comp Contributions
<b>Total ICMA</b>	<b>\$867.00</b>		
<hr/>			
Paid Chk# 1001380E 1/14/2019 <b>PUBLIC EMPLOYEES RETIREMENT</b>			
G 101-2330 PAYROLL CLEARING PERA	\$24,227.31		* Pera w/h
<b>Total PUBLIC EMPLOYEES RETIREMENT</b>	<b>\$24,227.31</b>		
<hr/>			
Paid Chk# 1001381E 1/15/2019 <b>MN DEPARTMENT OF REVENUE</b>			
G 101-2310 PAYROLL CLEARING STATE W/H	\$5,156.69		* State w/h
<b>Total MN DEPARTMENT OF REVENUE</b>	<b>\$5,156.69</b>		
<hr/>			
Paid Chk# 1001382E 1/15/2019 <b>OPTUM</b>			
G 101-2347 HSA CLEARING ACCT	\$7,123.44		HSA Employer and Employee Cont
<b>Total OPTUM</b>	<b>\$7,123.44</b>		
<b>1010 1ST BK OF THE LAKES</b>	<b>\$523,476.29</b>		

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

101 GENERAL FUND	\$246,550.17
401 CAPITAL IMPROVEMENT PROGRAM	\$4,267.82
406 ROAD MAINTENANCE FUND	\$59,837.65
490 STREET IMP CAPITAL PROJECTS	\$568.50
499 2017 STREET PROJECTS	\$21,301.38
514 MOUND FIRE IMPROVEMENT FUND	\$18,022.50
601 WATER FUND	\$4,920.21
602 SEWER FUND	\$129,501.47
651 STORM WATER MGMT FUND	\$16,494.39
671 RECYCLING FUND	\$9,899.70
801 LANDUSE AGENCY	\$12,112.50
	<b>\$523,476.29</b>

**CITY OF MINNETRISTA**



**CONSENT AGENDA ITEM**

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**Subject:** Parks Commission Vacancy

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

**Meeting Date:** January 22, 2019

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**Issue:** On January 8, 2019, the City Council appointed Gary Vars as Alternate 1 for the Planning Commission. Mr. Vars currently serves on the Parks Commission. City policy does not allow for a resident to serve on both Commissions. Mr. Vars' appointment to the Planning Commission creates a vacancy on the Parks Commission. Sarah Hussain is currently serving as Alternate 1 to the Parks Commission. Alternates to the Parks Commission may be appointed to regular members to finish the remainder of the vacated term. Mr. Vars' term was set to expire on December 31, 2020.

In addition to Mr. Vars being appointed to the Planning Commission, Cathleen Reffkin was appointed as Alternate 2 for the Parks Commission on January 8, 2019 as at that time Ms. Hussain held the Alternate 1 seat. Since Ms. Hussain will become a regular member and vacate the Alternate 1 seat, Ms. Reffkin will be moved from Alternate 2 to Alternate 1 for the Parks Commission as directed by City Council on January 8, 2019.

<p><b><u>Recommended Action:</u></b> Motion to adopt Res. No. 16-19 Accepting the resignation of Gary Vars from the Minnetrista Parks Commission, appoint current Alternate 1 Sarah Hussain to regular member for the remainder of Gary Vars' term, and designate Cathleen Reffkin as Alternate 1.</p>
--

**Attachments:**

1. Gary Vars' Resignation
2. Resolution No. 16-19 Accepting Gary Vars' Resignation, Appointing Sarah Hussain & Cathleen Reffkin

---

**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.





Mr. Nickolas Olson  
City Planner/City of Minnetrista  
7701 County Road 110W  
Minnetrista, MN 55364

Dear Nickolas:

After four years as a member of the Parks Commission I have decided that I would like to increase my involvement with City management. When I learned that there were opportunities available with the Planning Commission I applied for and was appointed as First Alternate to the Planning Commission.

Therefore, with this appointment, I am submitting my resignation as a member of the Parks Commission. I have enjoyed the past four years working with the City as a member of the Parks Commission and am looking forward to the future as a member of the Planning Commission.

Sincerely,

 Jan 9, 2019  
Gary L. Vars



**RESOLUTION NO. 16-19**

**CITY OF MINNETRISTA**

**A RESOLUTION ACCEPTING GARY VARS' RESIGNATION FROM THE  
MINNETRISTA PARKS COMMISSION AND APPOINTING SARAH HUSSAIN AS  
REGULAR MEMBER AND CATHLEEN REFFKIN TO ALTERNATE 1 TO THE  
PARKS COMMISSION**

WHEREAS, Gary Vars has resigned from his position with the Minnetrista Parks Commission effective January 7, 2019; and

WHEREAS, Gary Vars' term on the Minnetrista Parks Commission expires on December 31, 2020; and

WHEREAS, Gary Vars' resignation creates a vacancy on the Minnetrista Parks Commission; and

WHEREAS, Sarah Hussain was appointed as Alternate 1 to the Minnetrista Parks Commission on January 3, 2017; and

WHEREAS, an Alternate may be designated a regular member of the commission by the same method that a member is appointed to the commission; and

WHEREAS, Alternates who are designated as regular members on the commission shall serve the remaining term of the person who vacated that seat; and

WHEREAS, Cathleen Reffkin was appointed as Alternate 2 to the Parks Commission on January 2, 2019; and

WHEREAS, Sarah Hussain's designation as a regular member will open up Alternate 1 to the Parks Commission.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Minnetrista hereby accepts Gary Vars' resignation from the Minnetrista Parks Commission, appoints Sarah Hussain to regular member for the remainder of the vacated term set to expire on December 31, 2020, and designates Cathleen Reffkin as Alternate 1 to the Parks Commission.

This resolution was adopted by the City Council of the City of Minnetrista on the 22<sup>nd</sup> day of January 2019, by a vote of \_\_\_\_\_ Ayes and \_\_\_\_\_ Nays.

---

Lisa Whalen, Mayor

ATTEST:

---

Kris Linquist, City Clerk

(SEAL)

**CITY OF MINNETRISTA****CONSENT AGENDA ITEM**

**Subject:** Resolution of Support Recommending  
Continuation of Community Development Block Grant (CDBG)  
Funding for Western Communities Action Network (WeCAN)

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

**Meeting Date:** January 22, 2019

**Issue**

In order for WeCAN to continue to provide a variety of essential services to low-income residents in western Hennepin County, this Resolution of support will continue to help fund these efforts through the CDBG funding.

**Background**

Western Communities Action Network (WeCAN) is asking its member cities to support their application for Community Development Block Grant (CDBG) funding through the CDBG consolidated pool fund for 2019 with a resolution of support from the City of Minnetrista City Council.

WeCAN is our community-based social service organization with a mission to work with individuals and families to enhance their stability and self-sufficiency. WeCAN provides emergency rent, mortgage, and utility assistance; family support programs; job counseling; Meals-on-Wheels, and referrals for other services needed by their low-income clients, amongst many other services. The support, through this Resolution, will hopefully continue the funding necessary to continue these vital efforts in our community.

The requested deadline for supporting a Resolution by the Minnetrista City Council is February 1, 2019, to continue our support.

**Conclusion**

Approval of the Resolution will be sent to WeCAN to help them continue to receive CDBG funding.

**Recommended City Council Action:** Staff recommends a motion to approve Resolution No. 17-19 A Resolution of support continuing the CDBG funding to Western Communities Action Network (WeCAN) for 2019.

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.



Municipal Offices  
7701 County Road 110 West  
Minnetrista, MN 55364-9552  
email. [minnetrista@ci.minnetrista.mn.us](mailto:minnetrista@ci.minnetrista.mn.us)

January 21, 2019

Dear CDBG Application Review Committee:

I am writing on behalf of the Mayor and City Council of the City of Minnetrista in support of the application by WeCAN for funding through the CDBG Program. The City Council, at its January 21, 2019, City Council meeting, expressed its support for the WeCAN CDBG application and directed that a letter of support and a City Council Resolution stating that support be sent to the Consolidated Pool Committee.

WeCAN provides a variety of essential services to low-income residents in western Hennepin County. It is important that WeCAN continue to receive financial support through the CDBG program and continue to serve over 1,500 individuals in our community.

Sincerely,

A handwritten signature in black ink that reads 'Michael Barone'.

Michael Barone  
City Administrator  
City of Minnetrista

**RESOLUTION NO. 17-19**

**CITY OF MINNETRISTA**

**RESOLUTION OF SUPPORT RECOMMENDING CONTINUATION OF  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING OF  
WESTERN COMMUNITIES ACTION NETWORK (WeCAN) IN 2019**

**WHEREAS**, the City of Minnetrista, Minnesota has supported services for its residents given by WeCAN, a community-based human services organization dedicated to helping low-income people achieve greater self-sufficiency and family stability, for many years; and

**WHEREAS**, these services include emergency assistance for housing stability, family support services, Meals on Wheels, a mobile food shelf, employment support, public assistance intake services, and other resources; and

**NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA**, that the Council recommends to the Consolidated Pool Selection Committee that Community Development Block Grant (CDBG) funding of Western Communities Action Network (WeCAN) be continued.

This resolution was adopted by the City Council of the City of Minnetrista on the 22<sup>nd</sup> day of January, 2019, by a vote of \_\_\_\_\_ Ayes and \_\_\_\_\_ Nays.

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

Attest:

\_\_\_\_\_  
Kris Linquist, City Clerk

(seal)

## This year we will:



**Serve 1,400  
individuals,  
children and  
families**



**Deliver 8,000  
hot meals to  
seniors**



**Distribute  
1,200 coats,  
hats and  
mittens**



**Provide 325  
individuals in  
crisis with  
emergency  
assistance**

January 7, 2019

Dear Mayor and City Council,

On behalf of Western Communities Action Network (WeCAN), I am asking your city to support our application for Community Development Block Grant (CDBG) Consolidated Pool fund for 2019 with a resolution and/or a letter of recommendation.

WeCAN serves individuals and families in need in western Hennepin County. We are a community nonprofit organization whose mission is to provide support services to empower and equip individuals and families to reach stability and self-sufficiency. Our vision is that families and individuals will thrive in a vibrant community with full access to resources and support services.

WeCAN provides our community with much needed resources for our low-income and struggling clients. Our Meals on Wheels service provides fresh, nutritious meals delivered directly to the homes of seniors and individuals with disabilities. The WeCAN Mobile Market delivers groceries to those in need, who may not be able to access a traditional food shelf. It also features program that provides food bags to children during school breaks. Our family support programs include personal hygiene items and cleaning supplies given out once per month to stretch budgets, a birthday shelf with gifts and party supplies to celebrate a child's birthday, pet food assistance, school supplies and backpacks, an annual coat drive in the winter and a holiday gift program. We also offer space for clients to meet Hennepin County outreach workers, WIC, Community Action and Adult Basic Education classes (GED and ELL). Your support for our application is vital to our organization receiving the funds to support these much needed and well utilized services.

The deadline for your resolution and/or a letter of recommendation is **February 1, 2019**. I have included sample documents for you to use. Please feel free to call or email me with any questions, or to arrange a presentation for the council or staff. I look forward to our continued partnership as we make our community a better place for all.

Sincerely,

Christie Larson  
Executive Director

**CITY OF MINNETRISTA**  
**CONSENT AGENDA ITEM**




---

**Subject:** Resolution of Support Recommending  
Continuation of Community Development Block Grant (CDBG)  
Funding for Senior Community Services (SCS)

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

**Meeting Date:** January 22, 2019

---

**Issue**

In order for Senior Community Services (SCS) to continue to provide senior programming and other services through the Gillespie Center, and to advance its mission to mobilize the community to Reimagine Aging and provide needed services in the community, this Resolution of support will continue to help fund these efforts through CDBG funding.

**Background**

Senior Community Services is asking its member cities to support their application for Community Development Block Grant (CDBG) funding through the CDBG consolidated pool fund for 2019 with a resolution of support from the City of Minnetrista City Council.

As stated earlier, SCS provides senior programming and other services through the Gillespie Center, with programming such as Household & Outside Maintenance for Elderly (HOME), Senior Partners Care, and other Senior outreach and caregiver services. Support through this Resolution will hopefully continue the funding necessary to continue these vital efforts in our community.

The requested deadline from Deb Taylor, CEO for Senior Community Services, is in advance of February 1, 2019, to continue our support.

**Conclusion**

Approval of the Resolution will be sent to Senior Community Services to help them continue to receive CDBG funding.

<p><b><u>Recommended City Council Action:</u></b> Staff recommends a motion to approve a Resolution of support continuing the CDBG funding to Senior Community Services for 2019.</p>
---

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

---

**Mission Statement:**

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





Municipal Offices  
7701 County Road 110 West  
Minnetrista, MN 55364-9552  
email. [minnetrista@ci.minnetrista.mn.us](mailto:minnetrista@ci.minnetrista.mn.us)

January 22, 2019

Dear CDBG Application Review Committee:

I am writing on behalf of the Mayor and City Council of the City of Minnetrista in support of the application by Senior Community Services for funding through the CDBG Program.

The City Council, at its January 22, 2019, City Council meeting, expressed its support for the Senior Community Services CDBG application and directed that a letter of support and a City Council Resolution stating that support be sent to the Consolidated Pool Committee.

Senior Community Services provides a variety of essential services and programming for seniors in our community. It is important that SCS continue to receive financial support through the CDBG program and continue to serve our senior community.

Sincerely,

A handwritten signature in black ink that reads 'Michael Barone'. The signature is fluid and cursive, with the first name 'Michael' and last name 'Barone' clearly distinguishable.

Michael Barone  
City Administrator  
City of Minnetrista

**RESOLUTION NO. 18-19**

**CITY OF MINNETRISTA**

**RESOLUTION OF SUPPORT RECOMMENDING CONTINUATION OF  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING OF  
SENIOR COMMUNITY SERVICES IN 2019**

**WHEREAS**, the City of Minnetrista, Minnesota has supported services for its residents given by Senior Community Services, so they can continue to provide senior programming and other services through the Gillespie Center, and to advance its mission to mobilize the community to Reimagine Aging and provide needed services in the community; and

**WHEREAS**, services from SCS also include programming such as Household & Outside Maintenance for Elderly (HOME), Senior Partners Care, and other Senior outreach and caregiver services; and

**NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA**, that the Council recommends to the Consolidated Pool Selection Committee that Community Development Block Grant (CDBG) funding of Senior Community Services be continued.

This resolution was adopted by the City Council of the City of Minnetrista on the 22<sup>nd</sup> day of January, 2019, by a vote of \_\_\_\_\_ Ayes and \_\_\_\_\_ Nays.

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

Attest:

\_\_\_\_\_  
Kris Linqvist, City Clerk

(seal)



## CITY OF MINNETRISTA



## PUBLIC HEARING

---

**Subject:** Vacating a certain portion of the drainage and utility easements over the common lot line between Lots 4 & 5, Block 4, Woodland Cove Lake 2<sup>nd</sup> Addition

**Prepared By:** Nickolas Olson, City Planner

**Through:** David Abel, Community Development Director

**Meeting Date:** January 22, 2019

---

**Issue:**

Pursuant to Minnesota Statute 412.851, the City Council can by resolution vacate drainage and utility easements. Within the plat of Woodland Cove Lake 2<sup>nd</sup> Addition, there are drainage and utility easements along the common lot line between Lots 4 & 5, Block 4. Woodland Cove, LLC, who developed the plat of Woodland Cove Lake 2<sup>nd</sup> Addition, has sold Lot 4 to a customer who desires to purchase Lot 5 as well. The purchase agreement is contingent upon the vacation of the easements and combination of Lots 4 & 5. When combined, the drainage and utility easements between Lots 4 & 5, Block 4 will no longer serve their intended purpose. Therefore, consideration of the easement vacation is acceptable.

In summary, staff sees the proposed easement vacation to be acceptable based on the following findings of fact:

1. The proposed easement vacation is only for the portion of the easement along the common lot line between Lots 4 & 5, Block 4, Woodland Cove Lake 2<sup>nd</sup> Addition;
2. Lots 4 & 5 will be combined together to form a single lot; and
3. Once combined, the drainage and utility easements between Lots 4 & 5, Block 4, Woodland Cove Lake 2<sup>nd</sup> Addition will no longer serve their intended purpose.

The proposed easement vacation should be contingent upon the following conditions:

1. Record this resolution with Hennepin County;
2. The Applicants shall file a lot combination request with Hennepin County to combine Lots 4 & 5, Block 4, Woodland Cove Lake 2<sup>nd</sup> Addition; and
3. The Applicants shall be responsible for all fees incurred by the City in review of this application.

**Recommended City Council Action:** Motion to adopt a resolution vacating a portion of the drainage and utility easement along the common lot line between Lots 4 & 5, Block 4, Woodland Cove Lake 2<sup>nd</sup> Addition.

**Attachments:**

- Location Map
- Applicant Narrative
- Res. No. 19-19 Vacating Portion of Drainage and Utility Easement

**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.



# Hennepin County Property Map

Date: 12/28/2018



No results

## Comments:

This data (i) is furnished 'AS IS' with no representation as to completeness or accuracy; (ii) is furnished with no warranty of any kind; and (iii) is not suitable for legal, engineering or surveying purposes. Hennepin County shall not be liable for any damage, injury or loss resulting from this data.

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COUNTY 2018

## **Application Narrative**

Date: December 11, 2018

RE: Vacation of Drainage and Utility Easement for Combination of Lot 4 & 5 Block 4, Woodland Cove Lake Second Addition.

---

Attached is our application for vacating the drainage and utility easement between Lots 4 and 5, Block 4 Woodland Cove Lake Second Addition. A sketch of the easements to be vacated are attached to this application.

The reason for this application is we have a customer, Ann and Lindsey McCabe who purchased Lot 4, Block 4 Woodland Cove Lake Second Addition. After purchasing Lot 4 they decided that they would also like to purchase Lot 5 and combine the lots into one homesite. The McCabes have not yet purchased Lot 5, they have a purchase agreement to buy Lot 5, Block 4 once we have approval to vacate the easements between the lots and approval to combine the lots from the City.

Woodland Cove LLC, who own Lot 5, and the McCabes, who own Lot 4, are applying jointly to vacate the easements. Once City approvals are completed it is the McCabes intent to purchase Lot 5 and then formalize the combination and vacation with the County and City respectively. We expect that this will occur in March or April of 2019.

Additionally, each time that Woodland Cove LLC, the master developer, changes the unit count from what was shown in the preliminary plat we need to provide an explanation for where we are going to make-up or reduced the number of total units to reach the 1,071 total units for Woodland Cove. Until the Multi-Family Multi-Story is developed we will continue to use the Multi-Family-Multi-Story area for off-setting any changes to the unit balance. Overall, with all the phases developed to date we are within a few units of the totals that we had projected for the Multi-Family Multi-Story area. Overall, we still project 1,071 total units. To date we have kept the total at 1,071 by reducing the number of Multi-Family Multi-Story from 111 to 107. With the combination of Lots 4 and 5 the Multi-Family Multi-Story count will increase to 108.

Soon you will have an application for the third and final phase of the Cove portion of the neighborhood. While the development footprint will not be changed there will be 6 additional lots when compared to the preliminary plat. We intend to off-set this increase by reducing the number of Multi-Family Multi-Story units from 108 to 102.

Thank you for your consideration. We will be attending the public hearing in case you or others have questions regarding the vacation and lot combination.

**RESOLUTION NO. 19-19**

**CITY OF MINNETRISTA**

**RESOLUTION VACATING A CERTAIN PORTION OF THE DRAINAGE  
AND UTILITY EASEMENT OVER THE COMMON LOT LINE  
BETWEEN LOTS 4 & 5, BLOCK 4, 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, Ann McCabe and Lindsay McCabe are the fee owners of Lot 4, Block 4, Woodland Cove Lake Second Addition, Minnetrista, Minnesota (the “Lot 4”); and

WHEREAS, Woodland Cove, LLC, a Minnesota limited liability company, is the fee owner of Lot 5, Block 4, Woodland Cove Lake Second Addition, Minnetrista, Minnesota (the “Lot 5”); and

WHEREAS, the fee owners of Lot 4 and Lot 5 (the “Properties”) intend to combine the Properties into 1 home site; and

WHEREAS, the City previously acquired a drainage and utility easement (the “Drainage and Utility Easement”) over the common lot line between the Properties; and

WHEREAS, upon the combination of the Properties, there is no longer a need for the Drainage and Utility Easement; and

WHEREAS, the fee owners of the Properties have requested that the City vacate the Drainage and Utility Easement; and

WHEREAS, pursuant to Minnesota Statutes, section 412.851, the City scheduled a public hearing for January 22, 2019 to consider vacation of the Drainage and Utility Easement; and

WHEREAS, notice of the hearing was posted, published in the City’s official newspaper and mailed to the owners of affected properties and the Minnesota Department of Natural Resources, all in accordance with law; and

WHEREAS, the City held the public hearing on January 22, 2019, at which hearing all interested parties were heard; and

WHEREAS, following the public hearing, the City determined that vacation of the Drainage and Utility Easement is in the public interest.

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

1. The City hereby declares that the Drainage and Utility Easement as legally described on Exhibit A and depicted on Exhibit B attached hereto is vacated pursuant to Minnesota Statutes, section 412.851.
2. The city administrator or his designee is hereby authorized and directed to prepare and present to the Hennepin County Auditor a notice of completion of said vacation and record the same with the Hennepin County Recorder.
3. The fee owners of the Properties shall file a lot combination request with Hennepin County to combine Lots 4 & 5, Block 4, Woodland Cove Lake Second Addition.
4. The fee owners of the Properties shall be responsible for all fees incurred by the City in review of this application.

This resolution was adopted by the City Council of the City of Minnetrista this 22<sup>nd</sup> day of January, 2019 by a vote of \_\_\_\_\_ Ayes and \_\_\_\_\_ Nays.

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Lisa Whalen, Mayor

ATTEST:

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Kris Linquist, City Clerk

(Seal)

EXHIBIT A

VACATION SKETCH  
FOR: Woodland Cove, LLC

EASEMENT VACATION

Those drainage and utility easements, originally dedicated on the recorded plat of WOODLAND COVE LAKE SECOND ADDITION, Hennepin County, Minnesota, and now to be vacated, which lie contiguous to the common lot line of Lots 4 and 5, Block 4, said WOODLAND COVE LAKE SECOND ADDITION, Except the northerly 10.00 feet thereof

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Land Surveyor under the laws of the State of Minnesota.

Signed this 7th day of December, 2018  
For: James R. Hill, Inc.

By:   
Marcus F. Hampton, Land Surveyor, MN License No. 47481

PAGE 1 OF 2	PROJECT NO. 22429-30	CAD FILE 22429-30sh.dwg	REVISIONS	DATE 12/7/2018	DRAWN BY PLM
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**James R. Hill, Inc.**

PLANNERS / ENGINEERS / SURVEYORS  
2500 WEST C.R. 42, SUITE 120, BURNSVILLE, MN 55337  
PHONE: 952.890.6044 [www.jrhinc.com](http://www.jrhinc.com)

## EXHIBIT B

