



CITY COUNCIL MEETING AGENDA
April 15, 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 Chief 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.
- c) Approval of Agenda

2) Special Presentations –

- a) 2019 1st Quarter Financial Update

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 Amended City Council Regular Meeting Minutes from March 18, 2019
- b) Approve City Council Regular Meeting Minutes from April 1, 2019
- c) Res. No. 45-19 Approve Claims
- d) Res. No. 46-19 Adopt an Updated Post-Issuance Debt Compliance Policy for Tax-exempt and Tax-advantaged Governmental Bonds

5) Public Hearings - None

6) Business Items

- a) Res. No. 47-19 Approve Scope of Services from S.E.H. for Water Tower

7) Administrative Items

- a) Staff Reports
 - i) City Administrator
 - ii) City Clerk
 - Presidential Primary 2020
 - Open Book Meeting
 - iii) Public Works Superintendent
- 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*

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.

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) **City Administrator Performance Review – Closed Session pursuant to MN § 13D.05, Subd. 3(a) to evaluate the performance of an individual who is subject to its authority.** (Materials for this item can be found in the Information Packet.)

9) **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 OF MINNETRISTA**SPECIAL PRESENTATION**

Subject: 1st Quarter Financial Update**Prepared By: Brian Grimm, Finance Director****Date: April 15, 2019**

Item: Attached is a year to date revenue report and expenditure by department report for the general fund as well as an overall current cash and investment report. The reports attached reflect activity through 1st quarter 2019 (first three months of the year)

As you will see in the attached revenue and expenditure reports, the actual numbers are tracking about where they should be for this point in the year in comparison to the budgeted totals.

Revenues are tracking about where they do at this point each year as our overall collections are at 7% of our budgeted amounts. This is consistent with the prior year's 1st quarter reports which was a little lower at 5%. It is due to the fact that we don't receive our 1st half tax settlement until June and generally licenses and permits tend to pick up more in the spring/summer also. We have seen licenses and permits tracking pretty well for the 1st quarter though as we are at about 25% of our annual budgeted amount. The other item I wanted to note is that right now our investment income and market value adjustment revenue shows an amount that is about 65% of the annual budget as of March 2019. This has to do with the market value adjustment we make each month on our investments based on current interest rates and market conditions. This amount is not projected to keep at this pace for the whole year as market conditions ebb and flow during the year. Seeing the City holds its investments to maturity the market value adjustment is just an amount on paper as our investments mature at par value.

On the expenditure report most items are tracking as expected as well. Overall general fund expenditures are at about 25% year to date in comparison to the total 2019 general fund budgeted expenditures. This is pretty standard in comparison to previous years and is about 1% higher than the 24% to date expended in 2018. Some things such as workers comp and property insurance have been paid through the full year and the fire department contract has been paid through mid-year while assessing services has not been billed yet by the County and therefore not paid yet. The biggest item we have seen on the expenditure side for the 1st quarter is the overtime incurred in the snow/ice budget with the winter we have had for the first few months of 2019. As well as the overall effect on the snow/ice budget.

Mission Statement:

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The current cash and investment total for all funds as of March 2019 is \$12,048,028.26

The only funds with a cash deficit at the end of March is the Mound Fire Improvement Debt Fund (Fund 514), the Game Farm/South Bay Project Debt Fund (Fund 528) and the Land Use Agency Fund (Fund 801). The cash deficit in the Mound Fire Department Debt Fund (Fund 514) is a temporary timing cash deficit due to making debt payments for the first 2 quarters of the year to the City of Mound in the current year already and our taxes come in during June/July and December as stated above. The cash deficit in the Game Farm/South Bay Project Debt Fund (Fund 528) is due to the regular annual principal and interest payment being made for 2019 as well as the partial payoff/call of the bonds expenditure made on 2/1/19. The revenue for this fund won't come in until June/December with the 1st and second half tax settlement and assessment receipts. For the Land Use Agency Fund (Fund 801), this is just a timing difference between the City paying for reimbursable development and land use applicant expense and the applicants/property owners paying those back.

The 2018 audited financial numbers are scheduled to be presented at the Council meeting on May 20, 2019.

This information item is a normal update to Council for tracking the 2019 budget to actual numbers.

Mission Statement:

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CITY OF MINNETRISTA

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*Revenue Guideline©

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Current Period: MARCH 2019

		2019 YTD Budget	2019 YTD Amt	MARCH MTD Amt	2019 YTD Balance	% of YTD Budget
GENERAL FUND						
Active	R 101-100-31010 GENERAL PROPER	\$3,121,041.00	\$0.00	\$0.00	\$3,121,041.00	0.00%
Active	R 101-100-31020 DELINQUENT AD V	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-100-31040 FISCAL DISPARITIE	\$90,000.00	\$0.00	\$0.00	\$90,000.00	0.00%
Active	R 101-200-32120 BUSINESS LICENS	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
Active	R 101-200-32210 BUILDING PERMIT	\$609,000.00	\$156,347.42	\$61,819.99	\$452,652.58	25.67%
Active	R 101-200-32212 BLDG - ENGINEER	\$25,000.00	\$7,200.00	\$3,000.00	\$17,800.00	28.80%
Active	R 101-200-32230 PLUMBING AND HE	\$48,000.00	\$10,969.00	\$4,122.00	\$37,031.00	22.85%
Active	R 101-200-32240 DOG LICENSES	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	R 101-200-32250 ELECTRICAL PERM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-200-32260 OTHER PERMITS	\$5,000.00	\$825.00	\$140.00	\$4,175.00	16.50%
Active	R 101-300-33160 FEDERAL GRANT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-300-33265 SAFE & SOBER GR	\$7,000.00	\$0.00	\$0.00	\$7,000.00	0.00%
Active	R 101-300-33270 FIRE SERVICES G	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-300-33401 LOCAL GOVERNME	\$7,000.00	\$0.00	\$0.00	\$7,000.00	0.00%
Active	R 101-300-33402 HOMESTEAD CRE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-300-33406 POST REIMBURSE	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
Active	R 101-300-33407 POLICE AID	\$110,000.00	\$0.00	\$0.00	\$110,000.00	0.00%
Active	R 101-300-33416 PERA STATE AID	\$2,800.00	\$0.00	\$0.00	\$2,800.00	0.00%
Active	R 101-300-33425 STATE AID OTHER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-300-33510 DRUG TASK FORC	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.00%
Active	R 101-400-34101 CITY HALL RENT	\$1,900.00	\$0.00	\$0.00	\$1,900.00	0.00%
Active	R 101-400-34103 ZONING AND SUBD	\$55,000.00	\$7,070.00	\$2,200.00	\$47,930.00	12.85%
Active	R 101-400-34104 WETLAND PERMIT	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
Active	R 101-400-34105 SALE OF MAPS AN	\$250.00	\$63.90	\$3.25	\$186.10	25.56%
Active	R 101-400-34106 REPORT COPIES	\$1,800.00	\$432.75	\$80.75	\$1,367.25	24.04%
Active	R 101-400-34107 ASSESSMENT SEA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-400-34109 MISC FEES	\$4,000.00	\$800.00	\$730.00	\$3,200.00	20.00%
Active	R 101-400-34301 STREET STATE AI	\$20,000.00	\$10,000.00	\$0.00	\$10,000.00	50.00%
Active	R 101-400-34303 STREET DEPARTM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-400-34401 CRIME LEVY - ISD	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.00%
Active	R 101-400-34501 POLICE SERVICES	\$221,848.00	\$110,425.50	\$55,212.75	\$111,422.50	49.78%
Active	R 101-400-34502 FIRE SERVICE CAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-400-34940 SQUAD/EQUIP SAL	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
Active	R 101-400-34950 SUPPLIES/MATERI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-400-37170 OTHER/CELL PHO	\$90,000.00	\$0.00	\$0.00	\$90,000.00	0.00%
Active	R 101-500-35101 COURT FINES	\$50,000.00	\$7,464.60	\$3,232.60	\$42,535.40	14.93%
Active	R 101-500-35104 ALARM FINES	\$500.00	\$100.00	\$0.00	\$400.00	20.00%
Active	R 101-500-35105 DOG RELEASE	\$500.00	\$25.00	\$0.00	\$475.00	5.00%
Active	R 101-500-35300 FORFEITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-600-36101 SPECIAL ASSESSM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-610-36210 INTEREST ON INVE	\$35,000.00	\$22,666.90	\$26.12	\$12,333.10	64.76%
Active	R 101-620-36230 CONTRIBUTIONS A	\$0.00	\$1,600.00	\$900.00	-\$1,600.00	0.00%
Active	R 101-620-36240 REVENUE COLL FO	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-620-36250 REFUNDS AND REI	\$7,000.00	\$1,216.44	\$328.00	\$5,783.56	17.38%
Active	R 101-620-36251 PD REFUNDS/REIM	\$8,000.00	\$342.00	\$205.00	\$7,658.00	4.28%
Active	R 101-620-37170 OTHER/CELL PHO	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-620-39101 SALE OF FIXED AS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-700-40000 OPERATING TRAN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total GENERAL FUND		\$4,602,139.00	\$337,548.51	\$132,000.46	\$4,264,590.49	7.33%
Report Total		\$4,602,139.00	\$337,548.51	\$132,000.46	\$4,264,590.49	7.33%

CITY OF MINNETRISTA

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Expenditure Guideline by Departments - 2019

Account Descr	2019 YTD Budget	MARCH 2019 Amt	2019 YTD Amt	2019 YTD Balance	%YTD Budget
FUND 101 GENERAL FUND					
DEPT 41110 COUNCIL					
E 101-41110-101 SALARIES-REGULA	\$22,200.00	\$1,850.00	\$3,700.00	\$18,500.00	16.67%
E 101-41110-122 FICA - EMPLOYER C	\$1,698.00	\$141.55	\$283.10	\$1,414.90	16.67%
E 101-41110-201 OFFICE SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41110-361 GENERAL LIABILIT	\$3,000.00	\$0.00	\$2,399.49	\$600.51	79.98%
E 101-41110-433 DUES & SUBSRIPT	\$1,500.00	\$130.00	\$567.00	\$933.00	37.80%
E 101-41110-435 COUNCIL TRAIN/RE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41110-436 CONTRIBUTIONS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41110-437 MISCELLANEOUS E	\$3,300.00	\$153.30	\$193.75	\$3,106.25	5.87%
E 101-41110-440 APPRECIATION EVE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41110-442 LMA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41110-443 WRA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41110 COUNCIL	\$31,698.00	\$2,274.85	\$7,143.34	\$24,554.66	22.54%
DEPT 41320 ADMINISTRATION					
E 101-41320-101 SALARIES-REGULA	\$350,618.00	\$25,649.16	\$68,662.66	\$281,955.34	19.58%
E 101-41320-102 SALARIES-OVERTI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41320-121 PERA - EMPLOYER	\$26,296.00	\$1,923.72	\$5,153.53	\$21,142.47	19.60%
E 101-41320-122 FICA - EMPLOYER C	\$26,822.00	\$1,966.20	\$5,272.47	\$21,549.53	19.66%
E 101-41320-131 HEALTH & LIFE INS	\$54,720.00	\$3,786.31	\$13,504.71	\$41,215.29	24.68%
E 101-41320-151 WORKMEN S COMP	\$2,000.00	\$0.00	\$2,000.00	\$0.00	100.00%
E 101-41320-201 OFFICE SUPPLIES	\$3,000.00	\$158.57	\$523.38	\$2,476.62	17.45%
E 101-41320-202 COPY & PRINTING	\$4,000.00	\$145.27	\$1,045.27	\$2,954.73	26.13%
E 101-41320-302 CONSULTANTS/MIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41320-307 PROFESSIONAL SE	\$7,000.00	\$3,594.13	\$4,051.26	\$2,948.74	57.88%
E 101-41320-322 POSTAGE	\$5,500.00	\$269.35	\$1,051.27	\$4,448.73	19.11%
E 101-41320-331 TRAVEL EXPENSE	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
E 101-41320-351 LEGAL NOTICE & O	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
E 101-41320-404 VEHICLE & EQUIP	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41320-410 COMPUTER SERVIC	\$21,000.00	\$1,425.20	\$4,988.60	\$16,011.40	23.76%
E 101-41320-433 DUES & SUBSRIPT	\$20,000.00	\$3,572.64	\$5,256.62	\$14,743.38	26.28%
E 101-41320-435 COUNCIL TRAIN/RE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41320-437 MISCELLANEOUS E	\$2,000.00	\$70.00	\$1,127.35	\$872.65	56.37%
DEPT 41320 ADMINISTRATION	\$524,456.00	\$42,560.55	\$112,637.12	\$411,818.88	21.48%
DEPT 41410 ELECTIONS					
E 101-41410-101 SALARIES-REGULA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41410-201 OFFICE SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41410-202 COPY & PRINTING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41410-322 POSTAGE	\$0.00	\$0.00	\$7.11	-\$7.11	0.00%
E 101-41410-404 VEHICLE & EQUIP	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
E 101-41410-437 MISCELLANEOUS E	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41410 ELECTIONS	\$1,000.00	\$0.00	\$7.11	\$992.89	0.71%
DEPT 41530 AUDITOR					
E 101-41530-301 AUDITING AND AC	\$25,000.00	\$0.00	\$3,850.00	\$21,150.00	15.40%
DEPT 41530 AUDITOR	\$25,000.00	\$0.00	\$3,850.00	\$21,150.00	15.40%
DEPT 41550 ASSESSING					
E 101-41550-310 HENNEPIN COUNTY	\$144,000.00	\$0.00	\$0.00	\$144,000.00	0.00%
E 101-41550-351 LEGAL NOTICE & O	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41550 ASSESSING	\$144,000.00	\$0.00	\$0.00	\$144,000.00	0.00%
DEPT 41610 ATTORNEY					

Account Descr	2019 YTD Budget	MARCH 2019 Amt	2019 YTD Amt	2019 YTD Balance	%YTD Budget
E 101-41610-304 LEGAL FEES - ATTO	\$65,000.00	\$6,784.00	\$6,784.00	\$58,216.00	10.44%
E 101-41610-305 PROSECUTING ATT	\$36,000.00	\$0.00	\$0.00	\$36,000.00	0.00%
E 101-41610-311 HR ATTORNEY	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
DEPT 41610 ATTORNEY	\$102,000.00	\$6,784.00	\$6,784.00	\$95,216.00	6.65%
DEPT 41910 PLANNING					
E 101-41910-101 SALARIES-REGULA	\$153,240.00	\$11,787.20	\$31,539.08	\$121,700.92	20.58%
E 101-41910-102 SALARIES-OVERTI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41910-121 PERA - EMPLOYER	\$11,493.00	\$884.04	\$2,365.43	\$9,127.57	20.58%
E 101-41910-122 FICA - EMPLOYER C	\$11,723.00	\$905.73	\$2,423.90	\$9,299.10	20.68%
E 101-41910-131 HEALTH & LIFE INS	\$25,200.00	\$1,956.51	\$7,163.99	\$18,036.01	28.43%
E 101-41910-151 WORKMEN S COMP	\$1,000.00	\$0.00	\$1,000.00	\$0.00	100.00%
E 101-41910-201 OFFICE SUPPLIES	\$1,000.00	\$23.00	\$307.30	\$692.70	30.73%
E 101-41910-202 COPY & PRINTING	\$1,800.00	\$0.00	\$566.66	\$1,233.34	31.48%
E 101-41910-302 CONSULTANTS/MIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41910-303 ENGINEERING SER	\$7,500.00	\$562.50	\$562.50	\$6,937.50	7.50%
E 101-41910-307 PROFESSIONAL SE	\$0.00	\$35.00	\$105.00	-\$105.00	0.00%
E 101-41910-322 POSTAGE	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
E 101-41910-331 TRAVEL EXPENSE	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
E 101-41910-351 LEGAL NOTICE & O	\$600.00	\$0.00	\$104.10	\$495.90	17.35%
E 101-41910-433 DUES & SUBSRIPT	\$1,000.00	\$487.00	\$617.00	\$383.00	61.70%
E 101-41910-435 COUNCIL TRAIN/RE	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
E 101-41910-437 MISCELLANEOUS E	\$200.00	\$0.00	\$27.39	\$172.61	13.70%
DEPT 41910 PLANNING	\$215,406.00	\$16,640.98	\$46,782.35	\$168,623.65	21.72%
DEPT 41940 GOVERNMENT BUILDINGS (CH/PW)					
E 101-41940-101 SALARIES-REGULA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41940-121 PERA - EMPLOYER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41940-122 FICA - EMPLOYER C	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41940-211 CLEANING & MAIN	\$7,000.00	\$1,041.53	\$1,719.16	\$5,280.84	24.56%
E 101-41940-223 BUILDING REPAIR	\$1,000.00	\$148.20	\$148.20	\$851.80	14.82%
E 101-41940-321 TELEPHONE	\$11,500.00	\$1,053.11	\$2,569.72	\$8,930.28	22.35%
E 101-41940-362 PROPERTY INSURA	\$22,000.00	\$0.00	\$22,610.24	-\$610.24	102.77%
E 101-41940-381 ELECTRIC UTILITIE	\$10,000.00	\$900.81	\$1,850.56	\$8,149.44	18.51%
E 101-41940-383 NATURAL GAS	\$3,000.00	\$843.98	\$1,628.07	\$1,371.93	54.27%
E 101-41940-384 REFUSE REMOVAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41940-401 BLDG/STRUCT MAI	\$12,000.00	\$116.09	\$2,089.32	\$9,910.68	17.41%
E 101-41940-402 LAWN MAINTENAN	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
E 101-41940-404 VEHICLE & EQUIP	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41940-437 MISCELLANEOUS E	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41940-531 BUILDING IMPROV	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41940 GOVERNMENT BUILD	\$76,500.00	\$4,103.72	\$32,615.27	\$43,884.73	42.63%
DEPT 42110 POLICE DEPARTMENT					
E 101-42110-101 SALARIES-REGULA	\$1,290,705.00	\$101,944.43	\$273,474.09	\$1,017,230.91	21.19%
E 101-42110-102 SALARIES-OVERTI	\$30,000.00	\$1,901.66	\$7,300.64	\$22,699.36	24.34%
E 101-42110-103 SALARIES-SAFE&SO	\$5,000.00	\$0.00	\$401.76	\$4,598.24	8.04%
E 101-42110-104 SALARIES-DARE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42110-106 SALARIES-CHFCHAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42110-121 PERA - EMPLOYER	\$206,048.00	\$16,156.83	\$43,796.79	\$162,251.21	21.26%
E 101-42110-122 FICA - EMPLOYER C	\$31,686.00	\$2,403.74	\$6,481.83	\$25,204.17	20.46%
E 101-42110-131 HEALTH & LIFE INS	\$207,900.00	\$16,614.50	\$60,243.19	\$147,656.81	28.98%
E 101-42110-151 WORKMEN S COMP	\$20,000.00	\$0.00	\$20,000.00	\$0.00	100.00%
E 101-42110-201 OFFICE SUPPLIES	\$4,000.00	\$139.59	\$1,304.24	\$2,695.76	32.61%
E 101-42110-202 COPY & PRINTING	\$5,000.00	\$310.71	\$953.10	\$4,046.90	19.06%
E 101-42110-211 CLEANING & MAIN	\$12,000.00	\$1,652.76	\$2,440.86	\$9,559.14	20.34%
E 101-42110-212 MOTOR FUELS AND	\$30,000.00	\$0.00	\$2,275.99	\$27,724.01	7.59%

Account Descr	2019 YTD Budget	MARCH 2019 Amt	2019 YTD Amt	2019 YTD Balance	%YTD Budget
E 101-42110-221 EQUIPMENT PARTS	\$8,000.00	\$192.33	\$574.31	\$7,425.69	7.18%
E 101-42110-240 SMALL TOOLS AND	\$1,000.00	\$0.00	\$103.78	\$896.22	10.38%
E 101-42110-301 AUDITING AND AC	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42110-304 LEGAL FEES - ATTO	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42110-307 PROFESSIONAL SE	\$5,000.00	\$390.00	\$1,597.19	\$3,402.81	31.94%
E 101-42110-315 RENT/SIRENS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42110-319 KENNEL CHARGES	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
E 101-42110-321 TELEPHONE	\$12,000.00	\$888.86	\$2,251.39	\$9,748.61	18.76%
E 101-42110-322 POSTAGE	\$1,000.00	\$0.00	\$57.99	\$942.01	5.80%
E 101-42110-339 SIREN AND MAINT	\$17,000.00	\$0.00	\$4,428.00	\$12,572.00	26.05%
E 101-42110-362 PROPERTY INSURA	\$14,000.00	\$0.00	\$13,776.60	\$223.40	98.40%
E 101-42110-363 AUTOMOBILE INSU	\$14,000.00	\$0.00	\$11,982.00	\$2,018.00	85.59%
E 101-42110-381 ELECTRIC UTILITIE	\$28,000.00	\$0.00	\$3,687.69	\$24,312.31	13.17%
E 101-42110-383 NATURAL GAS	\$5,000.00	\$1,432.41	\$2,451.48	\$2,548.52	49.03%
E 101-42110-401 BLDG/STRUCT MAI	\$14,000.00	\$2,235.60	\$3,183.89	\$10,816.11	22.74%
E 101-42110-404 VEHICLE & EQUIP	\$15,000.00	\$838.31	\$2,327.90	\$12,672.10	15.52%
E 101-42110-410 COMPUTER SERVIC	\$32,000.00	\$2,114.27	\$15,046.99	\$16,953.01	47.02%
E 101-42110-415 RADIO LEASE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42110-416 RENTAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42110-417 UNIFORMS	\$14,000.00	\$856.89	\$1,644.03	\$12,355.97	11.74%
E 101-42110-418 RECRUITING	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
E 101-42110-428 RESERVE OFFICERS	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
E 101-42110-431 TRAIN/MTG/EXP &	\$5,000.00	\$0.00	\$356.66	\$4,643.34	7.13%
E 101-42110-432 DRUG TASK FORCE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42110-433 DUES & SUBSRIPT	\$4,500.00	\$269.00	\$3,678.66	\$821.34	81.75%
E 101-42110-434 POLICE TRAINING	\$14,000.00	\$1,234.00	\$1,609.00	\$12,391.00	11.49%
E 101-42110-435 COUNCIL TRAIN/RE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42110-437 MISCELLANEOUS E	\$3,500.00	\$265.41	\$465.42	\$3,034.58	13.30%
E 101-42110-440 APPRECIATION EVE	\$6,500.00	\$450.03	\$584.62	\$5,915.38	8.99%
E 101-42110-441 CORRECTION FEES	\$6,000.00	\$150.00	\$466.00	\$5,534.00	7.77%
E 101-42110-450 DARE/CRIME PREV	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
E 101-42110-510 CITIZEN CORPS CO	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42110-511 CERT TEAM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42110-512 VOLUNTEERS IN P	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42110-513 MEDICAL RESERVE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42110-560 EQUIP AND FURNIS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42110-590 PROGRAMS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 42110 POLICE DEPARTMEN	\$2,067,839.00	\$152,441.33	\$488,946.09	\$1,578,892.91	23.65%
DEPT 42210 FIRE DEPARTMENT					
E 101-42210-307 PROFESSIONAL SE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42210-316 FIRE CONTRACT M	\$237,263.00	\$59,315.75	\$118,631.50	\$118,631.50	50.00%
E 101-42210-317 FIRE SATELLITE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42210-318 FIRE CONTRACT ST	\$214,849.00	\$53,225.50	\$106,451.00	\$108,398.00	49.55%
DEPT 42210 FIRE DEPARTMENT	\$452,112.00	\$112,541.25	\$225,082.50	\$227,029.50	49.78%
DEPT 42401 BUILDING INSPECTION					
E 101-42401-101 SALARIES-REGULA	\$141,696.00	\$10,594.16	\$28,858.05	\$112,837.95	20.37%
E 101-42401-102 SALARIES-OVERTI	\$5,000.00	\$0.00	\$950.74	\$4,049.26	19.01%
E 101-42401-107 SEASONAL SALARIE	\$5,000.00	\$2,698.00	\$2,698.00	\$2,302.00	53.96%
E 101-42401-121 PERA - EMPLOYER	\$10,627.00	\$670.23	\$2,111.33	\$8,515.67	19.87%
E 101-42401-122 FICA - EMPLOYER C	\$10,840.00	\$1,012.51	\$2,448.11	\$8,391.89	22.58%
E 101-42401-131 HEALTH & LIFE INS	\$25,200.00	\$2,389.67	\$9,029.65	\$16,170.35	35.83%
E 101-42401-151 WORKMEN S COMP	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42401-201 OFFICE SUPPLIES	\$0.00	\$0.00	\$20.00	-\$20.00	0.00%
E 101-42401-202 COPY & PRINTING	\$3,000.00	\$0.00	\$208.63	\$2,791.37	6.95%

Account Descr	2019 YTD Budget	MARCH 2019 Amt	2019 YTD Amt	2019 YTD Balance	%YTD Budget
E 101-42401-303 ENGINEERING SER	\$20,000.00	\$1,185.00	\$1,185.00	\$18,815.00	5.93%
E 101-42401-306 BUILDING INSPECT	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
E 101-42401-308 PLAN REVIEW FEES	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
E 101-42401-404 VEHICLE & EQUIP	\$2,000.00	\$32.50	\$32.50	\$1,967.50	1.63%
E 101-42401-433 DUES & SUBSRIPT	\$3,700.00	\$160.00	\$740.00	\$2,960.00	20.00%
E 101-42401-437 MISCELLANEOUS E	\$600.00	\$0.00	\$0.00	\$600.00	0.00%
DEPT 42401 BUILDING INSPECTI	\$234,663.00	\$18,742.07	\$48,282.01	\$186,380.99	20.58%
DEPT 42600 ENGINEER					
E 101-42600-303 ENGINEERING SER	\$13,000.00	\$1,000.00	\$1,000.00	\$12,000.00	7.69%
E 101-42600-309 WETLAND REVIEW	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 42600 ENGINEER	\$13,000.00	\$1,000.00	\$1,000.00	\$12,000.00	7.69%
DEPT 43121 STREET DEPARTMENT					
E 101-43121-101 SALARIES-REGULA	\$284,185.00	\$16,479.45	\$51,235.95	\$232,949.05	18.03%
E 101-43121-102 SALARIES-OVERTI	\$6,000.00	\$128.51	\$693.18	\$5,306.82	11.55%
E 101-43121-105 SALARIES-PAGER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-43121-121 PERA - EMPLOYER	\$21,764.00	\$1,085.32	\$3,734.36	\$18,029.64	17.16%
E 101-43121-122 FICA - EMPLOYER C	\$22,199.00	\$1,093.51	\$3,771.13	\$18,427.87	16.99%
E 101-43121-131 HEALTH & LIFE INS	\$61,380.00	\$4,101.30	\$16,179.34	\$45,200.66	26.36%
E 101-43121-151 WORKMEN S COMP	\$21,000.00	\$0.00	\$21,000.00	\$0.00	100.00%
E 101-43121-201 OFFICE SUPPLIES	\$800.00	\$0.00	\$312.11	\$487.89	39.01%
E 101-43121-211 CLEANING & MAIN	\$3,500.00	\$888.47	\$1,193.37	\$2,306.63	34.10%
E 101-43121-212 MOTOR FUELS AND	\$20,000.00	\$4,688.01	\$5,475.14	\$14,524.86	27.38%
E 101-43121-215 SHOP MATERIALS	\$8,000.00	\$211.91	\$994.59	\$7,005.41	12.43%
E 101-43121-221 EQUIPMENT PARTS	\$9,000.00	\$871.85	\$1,812.56	\$7,187.44	20.14%
E 101-43121-224 STREET MAINTENA	\$225,000.00	\$4,005.62	\$4,478.67	\$220,521.33	1.99%
E 101-43121-240 SMALL TOOLS AND	\$2,000.00	\$34.76	\$34.76	\$1,965.24	1.74%
E 101-43121-307 PROFESSIONAL SE	\$20,000.00	\$1,320.00	\$1,390.00	\$18,610.00	6.95%
E 101-43121-321 TELEPHONE	\$9,000.00	\$997.37	\$2,457.43	\$6,542.57	27.30%
E 101-43121-363 AUTOMOBILE INSU	\$12,000.00	\$0.00	\$9,747.00	\$2,253.00	81.23%
E 101-43121-381 ELECTRIC UTILITIE	\$6,000.00	\$504.82	\$1,020.50	\$4,979.50	17.01%
E 101-43121-383 NATURAL GAS	\$4,000.00	\$2,218.49	\$4,072.04	-\$72.04	101.80%
E 101-43121-401 BLDG/STRUCT MAI	\$10,000.00	\$0.00	\$1,219.88	\$8,780.12	12.20%
E 101-43121-404 VEHICLE & EQUIP	\$20,000.00	\$5,445.15	\$6,022.93	\$13,977.07	30.11%
E 101-43121-410 COMPUTER SERVIC	\$4,500.00	\$305.40	\$1,629.20	\$2,870.80	36.20%
E 101-43121-415 RADIO LEASE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-43121-416 RENTAL	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
E 101-43121-417 UNIFORMS	\$8,000.00	\$399.37	\$1,374.87	\$6,625.13	17.19%
E 101-43121-433 DUES & SUBSRIPT	\$1,000.00	\$84.50	\$753.44	\$246.56	75.34%
E 101-43121-437 MISCELLANEOUS E	\$5,000.00	\$156.60	\$756.60	\$4,243.40	15.13%
DEPT 43121 STREET DEPARTMEN	\$786,828.00	\$45,020.41	\$141,359.05	\$645,468.95	17.97%
DEPT 43125 ICE AND SNOW REMOVAL					
E 101-43125-101 SALARIES-REGULA	\$51,000.00	\$14,337.45	\$33,842.81	\$17,157.19	66.36%
E 101-43125-102 SALARIES-OVERTI	\$8,000.00	\$9,839.32	\$13,258.77	-\$5,258.77	165.73%
E 101-43125-121 PERA - EMPLOYER	\$4,425.00	\$1,813.30	\$3,532.66	\$892.34	79.83%
E 101-43125-122 FICA - EMPLOYER C	\$4,513.00	\$1,800.45	\$3,546.82	\$966.18	78.59%
E 101-43125-131 HEALTH & LIFE INS	\$14,508.00	\$1,957.46	\$5,996.75	\$8,511.25	41.33%
E 101-43125-151 WORKMEN S COMP	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-43125-212 MOTOR FUELS AND	\$7,500.00	\$3,324.96	\$5,443.13	\$2,056.87	72.58%
E 101-43125-221 EQUIPMENT PARTS	\$5,000.00	\$712.94	\$1,298.21	\$3,701.79	25.96%
E 101-43125-224 STREET MAINTENA	\$20,000.00	\$9,680.80	\$9,680.80	\$10,319.20	48.40%
E 101-43125-307 PROFESSIONAL SE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-43125-404 VEHICLE & EQUIP	\$4,000.00	\$0.00	\$0.00	\$4,000.00	0.00%
E 101-43125-433 DUES & SUBSRIPT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-43125-437 MISCELLANEOUS E	\$500.00	\$0.00	\$0.00	\$500.00	0.00%

Account Descr	2019 YTD Budget	MARCH 2019 Amt	2019 YTD Amt	2019 YTD Balance	%YTD Budget
E 101-43125-560 EQUIP AND FURNIS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43125 ICE AND SNOW REM	\$119,446.00	\$43,466.68	\$76,599.95	\$42,846.05	64.13%
DEPT 43160 STREET LIGHTING					
E 101-43160-381 ELECTRIC UTILITIE	\$22,000.00	\$2,026.05	\$4,097.68	\$17,902.32	18.63%
DEPT 43160 STREET LIGHTING	\$22,000.00	\$2,026.05	\$4,097.68	\$17,902.32	18.63%
DEPT 45202 PARK AREAS					
E 101-45202-101 SALARIES-REGULA	\$22,000.00	\$0.00	\$121.95	\$21,878.05	0.55%
E 101-45202-102 SALARIES-OVERTI	\$0.00	\$896.34	\$933.68	-\$933.68	0.00%
E 101-45202-107 SEASONAL SALARIE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-45202-121 PERA - EMPLOYER	\$1,430.00	\$67.22	\$79.17	\$1,350.83	5.54%
E 101-45202-122 FICA - EMPLOYER C	\$1,683.00	\$69.33	\$81.54	\$1,601.46	4.84%
E 101-45202-131 HEALTH & LIFE INS	\$7,812.00	\$479.67	\$1,805.42	\$6,006.58	23.11%
E 101-45202-151 WORKMEN S COMP	\$1,000.00	\$0.00	\$1,000.00	\$0.00	100.00%
E 101-45202-201 OFFICE SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-45202-202 COPY & PRINTING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-45202-215 SHOP MATERIALS	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
E 101-45202-221 EQUIPMENT PARTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-45202-302 CONSULTANTS/MIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-45202-362 PROPERTY INSURA	\$25,000.00	\$0.00	\$26,584.72	-\$1,584.72	106.34%
E 101-45202-384 REFUSE REMOVAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-45202-401 BLDG/STRUCT MAI	\$16,000.00	\$71.44	\$148.21	\$15,851.79	0.93%
E 101-45202-402 LAWN MAINTENAN	\$45,000.00	\$0.00	\$0.00	\$45,000.00	0.00%
E 101-45202-404 VEHICLE & EQUIP	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
E 101-45202-433 DUES & SUBSRIPT	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
E 101-45202-437 MISCELLANEOUS E	\$1,250.00	\$0.00	\$416.17	\$833.83	33.29%
E 101-45202-530 IMPROVEMENTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-45202-590 PROGRAMS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 45202 PARK AREAS	\$124,175.00	\$1,584.00	\$31,170.86	\$93,004.14	25.10%
DEPT 45203 CULTURAL & RECREATION					
E 101-45203-307 PROFESSIONAL SE	\$34,000.00	\$0.00	\$0.00	\$34,000.00	0.00%
DEPT 45203 CULTURAL & RECREA	\$34,000.00	\$0.00	\$0.00	\$34,000.00	0.00%
DEPT 49020 MISCELLANEOUS					
E 101-49020-437 MISCELLANEOUS E	\$15,000.00	\$0.00	\$0.00	\$15,000.00	0.00%
E 101-49020-530 IMPROVEMENTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 49020 MISCELLANEOUS	\$15,000.00	\$0.00	\$0.00	\$15,000.00	0.00%
DEPT 49240 INSURANCE UNALLOCATED					
E 101-49240-361 GENERAL LIABILIT	\$10,500.00	\$0.00	\$8,398.20	\$2,101.80	79.98%
DEPT 49240 INSURANCE UNALLO	\$10,500.00	\$0.00	\$8,398.20	\$2,101.80	79.98%
FUND 101 GENERAL FUND	\$4,999,623.00	\$449,185.89	\$1,234,755.53	\$3,764,867.47	24.70%
	\$4,999,623.00	\$449,185.89	\$1,234,755.53	\$3,764,867.47	24.70%

MARCH 2019 CASH and INVESTMENTS**DATE****03/31/2019**

FUND NO.	DESCRIPTION	TOTAL CASH & INVESTMENTS
101	General Fund	2,540,663.59
401	Capital Improvement Program	86,064.99
402	Emergency Warning Siren Fund	210,842.21
404	Park Dedication Fund	908,120.66
406	Road Maintenance Fund	402,905.93
407	Tree Replacement Fund	363,366.39
490	Street Improvement Capital Projects	271,819.80
499	2017 Street Capital Projects	267,792.66
501	Equipment Certificates Fund	104,644.47
514	Mound Fire Imp Fund	(17,773.54)
526	Maple Crest Debt	152,414.86
527	CIP Project Bonds (Facilities)	97,523.86
528	Game Farm South Bay Project Debt Fund	(84,658.75)
529	Highland Road Debt Fund	91,259.95
530	Roundabout Debt Fund	1,132,516.31
531	Kings Point Road Project Debt	350,525.03
532	2017 A Street Projects Debt	399,323.56
601	Water Fund	2,285,267.70
602	Sewer Fund	1,606,449.92
651	Storm Water Drainage Fund	438,649.98
671	Recycling Fund	235,975.38
673	Cable Fund	220,705.17
801	Land use Agency	(16,371.87)
	TOTAL	12,048,028.26



CITY COUNCIL MEETING MINUTES
March 18, 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) Approval of Agenda

Add Public Works Superintendent Gary Peters to Special Presentations to overview the Watermain break earlier in the month.

Motion by Bruce, seconded by Tschumperlin to approve the agenda as amended.

Motion carried 5-0. Absent: None

2) Special Presentations

a) Watermain break – March 3-4, 2019

Public Works Superintendent Peters overviewed the watermain break that occurred on Kings Point Road on the morning of March 4, 2019. Public Works did a temporary fix to get the water supplied back to the residents. A permanent fix will take place during warmer weather months.

3) Persons to Be Heard - None

4) Consent Agenda

a) Approve Regular City Council Meeting Minutes from March 4, 2019

b) ~~Res. No. 36-19 Approve Claims~~

c) Res. No. 37-19 Approve Status Change for Jack Straus, Public Works Maintenance Worker

d) Res. No. 38-19 Accept Improvements and Authorize Final Payment for the 2018 Sealcoat Project, CP 01-18

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.

Bruce requested that item 4b) Res. No. 36-19 Approve Claims be removed from the consent agenda.

Motion by Bruce, seconded by Mortenson to approve the Consent Agenda Items as amended.
Motion carried 5-0. Absent: None

4b) Res. No. 36-19 Approve Claims

Bruce would like the ability to see the General Engineering Services and Professional Services broken down more. Grimm and Abel commented that the ability is already there.

There was discussion on the different account codes.

Motion by Bruce, seconded by Molitor to adopt Res. No. 36-19 Approve Claims as presented.
Motion carried 5-0. Absent: None

5) Public Hearings - None

6) Business Items

a) Res. No. 40-19 Approve Step Program MOU for Public Works

Director of Administration Tabor overviewed the staff report that was included in the March 18, 2019 packet.

Highlights included:

- A three year labor agreement was entered into for 2018-2020 in 2018.
- The labor agreement was finalized with the understanding that upon completion of probation for the most recent Public Works maintenance worker hire, the City would adjust the current six step pay program to a five step pay program by eliminating Step 1, and then renumber the steps from 6 to 5.
- There will be no change in pay for any Public Works employees due to this change in the step pay program nomenclature.
- The concept of this step pay program change was approved by the Personnel Committee and the City Council at the time of the 2018-2020 contract approval, which was on April 2, 2018.
- The MOU will take effect on March 18, 2019 and be applied on March 27, 2019.

There was discussion on how the City determined the new step program and what surrounding cities pay scales are.

Motion by Tschumperlin, seconded by Mortenson to adopt Resolution No. 40-19 approving the Memorandum of Understanding (MOU) to change the pay program for the I.U.O.E. Local 49 under the 2018-19-20 agreement from a 6-Step Pay Program to a 5-Step Pay Program, effective March 18, 2019, and to be first applied on March 27, 2019, for the Public Works employee successfully completing a one year probation period.

Motion carried 5-0. Absent: None

b) Res. No. 41-19 Approve Plans and Specifications and Authorize Bids for Project 01-19

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.

City Engineer Fauske overviewed the staff report that was included in the March 18, 2019 packet.

Highlights included:

- The 2019 Street Improvement Project was initiated by the Council at the November 13, 2018 council meeting.
- Improvements proposed for construction in 2019 include the following:
 - * Mill and Overlay of Burl Oaks Drive, Burl Oaks Court, Glacier Court, Hunters Court, and Pheasant Crossing, and
 - * Reclamation of D'Chene Circle, D'Chene Lane, Kristin Lane and Ox Yoke Circle, and
 - * Removal and replacement of the pavement in the north and east parking lots of City Hall, and
 - * Paving of approximately 200' to 250' of Ingerson Road north of County Road 26
- On November 13, 2018, Council passed Resolution No. 141-18 Accepting Professional Services and Authorizing Preparation of the Feasibility Study.
- On January 7, 2019, Council passed Resolution No. 13-19, Receiving the Feasibility Report and Calling for a Public Hearing.
- A neighborhood informational meeting was held on February 4, 2019.
- On February 19, 2019, a public hearing was held. Notices were sent to benefiting property owners in accordance with MS Chapter 429.
- After the public hearing was held, Council decided to remove Kristin Lane from the project.
- WSB has prepared the Construction Bid Documents including plans and specifications which can be viewed on the City's website.
- The total estimate of probable project costs is in the amount of \$864,212.93. The budgeted amount is \$842,500.

There was discussion on the City Hall parking lot portion of the project and that it will be an alternate item.

There was discussion on the bituminous pricing for projects thus far throughout the metro and how it may affect the City project.

There was discussion on the turn-around time for bid opening.

Bruce had a concern that the plans and specifications documents were not being reviewed by an engineer other than WSB.

Motion by Molitor, seconded by Mortenson to adopt Resolution No. 41-19 approving the plans and specifications and authorizing the advertisement for bids for the 2019 Street Improvement Project, CP 01-19.

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

c) Res. No. 42-19 Approve Adoption of Hennepin County Mitigation Plan for Emergency Management

Director of Public Safety Chief Falls overviewed the staff report that was included in the March 18, 2019 packet.

Highlights included:

- The Hennepin County Board of Commissioners and City Councils from each participating municipality were required to adopt the plan prior to its submittal to HSEM and FEMA for final approval.
- The City participates in the Hennepin County Multi-Jurisdictional Hazard Mitigation Plan.
- The latest update was completed in 2018 and has been approved by the State of Minnesota as well as FEMA. The updated plan requires each participating municipality to adopt it by resolution.
- The intent of the Plan is to provide unified guidance for ensuring coordination of recovery-related hazard mitigation efforts following a major emergency/disaster, and to implement an on-going comprehensive county hazard mitigation strategy intended to reduce the impact of loss of life and property due to effects of natural hazards.

Motion by Mortenson, seconded by Molitor to adopt Resolution No. 42-19 Adopting the 2018 Hennepin County Mitigation Plan.

Motion carried 5-0. Absent: None

7) Administrative Items

a) Staff Reports

i) City Administrator

- Letter from Rep. Hertaus re: LGA funding – general consensus of council is to have Administrator send a support letter.
- Phone outage last week
- Strategic Planning – timeline for addressing issues

ii) Director of Administration

- Building Official position update
- Public Works Maintenance Worker update

b) Council Reports

i) Mayor Lisa Whalen

- WeCAN Breakfast invite 4/11 at Gillespie center
- WCC Community with Leaders 3/13
- Regional Mayors meeting

ii) Pam Mortenson

- Westonka Chamber of Commerce 3/14
- WeCAN Breakfast

iii) Mike Molitor

- Lake Minnetonka Conservation District – meeting cancelled

iv) Shannon Bruce

- Green Step Cities program

v) John Tschumperlin

- Pioneer Sarah Creek Watershed District 3/21

8) Adjournment

Motion by Mortenson, seconded by Bruce to adjourn the meeting at 8:07 p.m.
Motion carried 5-0. Absent: None

Respectfully submitted,

Kris Linquist, MMC
City Clerk



CITY COUNCIL MEETING MINUTES
April 1, 2019
7:00 p.m.

1) Call to Order

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

a) Pledge of Allegiance

b) Introductions:

City Council: Acting Mayor 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, and City Clerk Kris Linquist; Consultants: City Attorney Ron Batty, Kennedy & Graven and City Engineer Alyson Fauske, WSB Engineering.
Absent: Mayor Lisa Whalen

c) Approval of Agenda

Motion by Molitor, seconded by Bruce to approve the agenda as presented.
Motion carried 4-0. Absent: Mayor Whalen

2) Special Presentations

a) Minnetrista Public Safety Annual Report

Public Safety Director Chief Falls overviewed the power point presentation of the Public Safety Annual Report.

3) Persons to Be Heard - None

4) Consent Agenda

a) Approve Work Session Meeting Minutes from March 18, 2019

~~b) Approve Regular City Council Meeting Minutes from March 18, 2019~~

~~c) Res. No. 43-19 Approve Claims~~

Bruce requested to have items 4b) Approve Regular City Council Meeting Minutes from March 18, 2019 and 4c) Claims be removed from the consent agenda.

Motion by Tschumperlin, seconded by Bruce to approve the Consent Agenda Items as amended.

Motion carried 4-0. Absent: Mayor Whalen

4b) Approve Regular City Council Meeting Minutes from March 18, 2019

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.

Bruce commented that there was no mention of why she voted against item 6b) Res. No. 41-19 Approve Plans and Specifications and Authorize Bids for Project 01-19. She would like the minutes to reflect that. Linquist will review the tape from the March 18, 2019 meeting and bring back revised minutes for approval at the April 15, 2019 Council meeting.

4c) Claims

Bruce questioned the claim of Clifton Allan. Grimm commented that the claim was for the City's auditors.

Bruce questioned if Isaac Leif should be coded under the Cable fund since it has to do with the recording of the Council meetings. Grimm stated that there is a possibility it could be coded to that fund. Staff will research that and take appropriate action.

Motion by Molitor, seconded by Bruce to approve item 4c) Claims as presented.
Motion carried 4-0. Absent: Mayor Whalen

5) Public Hearings - None

6) Business Items

a) Res. No. 44-19 Approve Purchase Agreement for two acres of land off of the property located at 9400 State Highway 7

Community Development Director Able overviewed the staff report that was included in the April 1, 2019 packet.

Highlights included:

- The City has identified that additional water storage is necessary to support the southern water system.
- The Council discussed the potential purchase of land during a closed session pursuant to MN Statue 13D.05, Subd.3(c)(3) on February 19, 2019. The council directed staff to pursue a purchase agreement with the property owners.
- Both parties have come to terms regarding a purchase agreement.
- Terms of the purchase agreement allow the City the right to investigate the property further to ensure it is suitable for the needs of a water tower. Soil testing and survey work will be conducted in the near future. Once the due diligence is complete, a potential closing would occur by June 2019.

There was discussion on obtaining a legal description.

There was discussion on the time frame for the construction of the water tower.

Motion by Tschumperlin, seconded by Molitor to adopt Resolution No. 44-19 approving a purchase agreement for two acres of land off the parcel at 9400 State Highway 7 in the amount of \$100,000.

Motion carried 4-0. Absent: Mayor Whalen

7) Administrative Items

a) Staff Reports

i) City Administrator

- Letter regarding LMCD
- City Administrator review
- Nancy Rigelhoff – concerned resident on Enchanted Ln.

b) Council Reports

- i) Mayor Lisa Whalen - absent
- ii) Pam Mortenson
 - Westonka Chamber of Commerce
 - Trista Day – Pig Races
- iii) Mike Molitor
 - LMCD
- iv) Shannon Bruce
 - Nothing to report
- v) John Tschumperlin
 - Pioneer Sarah Creek Watershed District 3/21

8) Adjournment

Motion by Bruce, seconded by Molitor to adjourn the meeting at 7:47 p.m.
Motion carried 4-0. Absent: Mayor Whalen

Respectfully submitted,

Kris Linquist, MMC
City Clerk

RESOLUTION NO. 45-19

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 63601 through 63672; electronic checks E1001437 through E1001449; Claims batch includes electronic transfers for payroll in the amount of \$68,611.36.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA, that the attached list of claims in the amount of \$319,596.14 is hereby approved.

ADOPTED this 15th day of April 2019 by a vote of ____ Ayes
____ Nays.

Lisa Whalen, Mayor

ATTEST:

Kris Linqvist, City Clerk

(seal)

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MARCH 2019 to APRIL 2019

		Check Amt	Invoice	Comment
1010 1ST BK OF THE LAKES				
Paid Chk#	063601	4/15/2019	A-1 RENTAL	
E 651-49590-437	MISCELLANEOUS EXPENSE	\$59.40	138093	Pump Rental
	Total A-1 RENTAL	\$59.40		
Paid Chk#	063602	4/15/2019	ACME TOOLS	
E 101-43121-221	EQUIPMENT PARTS, TIRES	\$498.98	6502789	Blades
	Total ACME TOOLS	\$498.98		
Paid Chk#	063603	4/15/2019	AHERN FIRE PROTECTION	
E 601-49440-227	UTILITY SYSTEM MAINT SUPPLI	\$600.00	309296	Spinkler Inspections-South Treatment Plant
E 601-49440-227	UTILITY SYSTEM MAINT SUPPLI	\$600.00	309298	Sprinkler Inspections-N Treatment Plant
	Total AHERN FIRE PROTECTION	\$1,200.00		
Paid Chk#	063604	4/15/2019	AMERIPRIDE SERVICES INC	
E 101-43121-215	SHOP MATERIALS	\$27.03	1004430032	Shop towels
E 101-43121-417	UNIFORMS	\$124.28	1004430032	Shop uniforms
E 101-41940-211	CLEANING & MAINT SUPPLIES	\$20.47	1004430032	Service Charge
E 101-43121-215	SHOP MATERIALS	\$27.03	1004436361	Shop towels
E 101-43121-417	UNIFORMS	\$88.48	1004436361	Shop uniforms
E 101-41940-211	CLEANING & MAINT SUPPLIES	\$20.47	1004436361	Service Charge
	Total AMERIPRIDE SERVICES INC	\$307.76		
Paid Chk#	063605	4/15/2019	AUTOMATIC SYSTEMS CO.	
E 601-49440-227	UTILITY SYSTEM MAINT SUPPLI	\$568.40	33257	Service and Travel Time
	Total AUTOMATIC SYSTEMS CO.	\$568.40		
Paid Chk#	063606	4/15/2019	BERGQUIST, RICK	
R 601-400-37120	UNDISTRIBUTED UTILITIES	\$25.79		Rtn Overpmt on Clsd Acct 6320 Eastview Ave
	Total BERGQUIST, RICK	\$25.79		
Paid Chk#	063607	4/15/2019	CANTEEN	
E 101-43121-211	CLEANING & MAINT SUPPLIES	\$48.45	141780000058	Coffee
E 101-42110-211	CLEANING & MAINT SUPPLIES	\$193.80	141780000058	Coffee
E 101-41940-211	CLEANING & MAINT SUPPLIES	\$55.00	141780000058	Coffee
	Total CANTEEN	\$297.25		
Paid Chk#	063608	4/15/2019	CAR-CO AUTO PARTS	
E 101-43121-221	EQUIPMENT PARTS, TIRES	(\$149.99)	49-527903	Credit
E 101-43121-221	EQUIPMENT PARTS, TIRES	\$1,300.67	49-528288	Filters
E 101-43125-221	EQUIPMENT PARTS, TIRES	\$9.99	49-528670	Sander Bearing
E 601-49440-227	UTILITY SYSTEM MAINT SUPPLI	\$51.31	49-528675	Filters for Treatment Plant
E 601-49440-227	UTILITY SYSTEM MAINT SUPPLI	\$40.77	49-528702	Compressor Oil
E 601-49440-227	UTILITY SYSTEM MAINT SUPPLI	(\$43.98)	49-528874	Credit
E 601-49440-227	UTILITY SYSTEM MAINT SUPPLI	(\$11.48)	49-529182	Credit
E 601-49440-227	UTILITY SYSTEM MAINT SUPPLI	(\$11.48)	49-529349	Credit
	Total CAR-CO AUTO PARTS	\$1,185.81		
Paid Chk#	063609	4/15/2019	CENTER POINT ENERGY	
E 601-49440-383	NATURAL GAS	\$46.06	10654144-4	Gas Utility
E 601-49440-383	NATURAL GAS	\$876.62	10658039-2	Gas Utility
E 601-49440-383	NATURAL GAS	\$43.30	10658041-8	Gas Utility
E 101-41940-383	NATURAL GAS	\$594.29	5651357-5	Gas Utility - Gov't Bldg
E 601-49440-383	NATURAL GAS	\$72.53	5659223-1	Gas - Well #5
E 601-49440-383	NATURAL GAS	\$566.67	6401076054-0	Gas Utility
E 101-43121-383	NATURAL GAS	\$357.84	6744979-3	Gas Utility - PW
E 101-42110-383	NATURAL GAS	\$1,137.48	8486433-9	Gas Utility - PD
E 101-43121-383	NATURAL GAS	\$1,072.00	8486442-0	Gas Utility - PW

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MARCH 2019 to APRIL 2019

			Check Amt	Invoice	Comment
Total CENTER POINT ENERGY			\$4,766.79		
Paid Chk# 063610	4/15/2019	CLASSIC CLEANING COMPANY			
E 101-41940-211	CLEANING & MAINT SUPPLIES		\$547.50	28052	Monthly April Cleaning
E 101-43121-211	CLEANING & MAINT SUPPLIES		\$547.50	28052	Monthly April Cleaning
E 101-42110-211	CLEANING & MAINT SUPPLIES		\$1,095.00	28053	Monthly April Cleaning-PD
Total	CLASSIC CLEANING COMPANY		\$2,190.00		
Paid Chk# 063611	4/15/2019	CORE AND MAIN			
E 601-49440-227	UTILITY SYSTEM MAINT SUPPLI		\$554.88	K296294	Hydrant Repair Parts
Total	CORE AND MAIN		\$554.88		
Paid Chk# 063612	4/15/2019	CULLIGAN WATER			
E 101-42110-401	BLDG/STRUCT MAINTENANCE		(\$42.23)		Credit
E 101-42110-401	BLDG/STRUCT MAINTENANCE		\$10.27	114x69535207	Rental Service
E 101-42110-401	BLDG/STRUCT MAINTENANCE		\$162.29	114x69916209	Water
Total	CULLIGAN WATER		\$130.33		
Paid Chk# 063613	4/15/2019	DEPT OF LABOR & INDUSTRY			
G 101-2103	BLDG VAL BSD - STATE SURCH		\$5,664.45	1st qtr 2019	Surcharges
G 101-2102	HVAC - STATE SURCH		\$54.00	1st qtr 2019	Surcharges
G 101-2101	PLUMBING - STATE SURCH		\$54.00	1st qtr 2019	Surcharges
G 101-2100	BLDG GEN - STATE SURCH		\$13.00	1st qtr 2019	Surcharges
Total	DEPT OF LABOR & INDUSTRY		\$5,785.45		
Paid Chk# 063614	4/15/2019	ECM PUBLISHERS, INC			
E 406-43121-351	LEGAL NOTICE & ORD PUBLICA		\$246.72	682317	2019 Street Improv Project
E 101-41320-351	LEGAL NOTICE & ORD PUBLICA		\$30.84	684190	Open Book Mtg
Total	ECM PUBLISHERS, INC		\$277.56		
Paid Chk# 063615	4/15/2019	ENGEL WATER TESTING, INC.			
E 601-49440-227	UTILITY SYSTEM MAINT SUPPLI		\$800.00	19-20467	Water Samples
Total	ENGEL WATER TESTING, INC.		\$800.00		
Paid Chk# 063616	4/15/2019	EPA AUDIO VISUAL INC			
E 673-49600-560	EQUIP AND FURNISHINGS		\$345.00	901721	Service Call-Bad Power Supply
Total	EPA AUDIO VISUAL INC		\$345.00		
Paid Chk# 063617	4/15/2019	FINANCE AND COMMERCE			
E 406-43121-351	LEGAL NOTICE & ORD PUBLICA		\$207.45	744208914	2019 Street Improv Proj
Total	FINANCE AND COMMERCE		\$207.45		
Paid Chk# 063618	4/15/2019	FOTH INFRASTRUCTURE			
G 490-2025	DEPOSITS PAYABLE		\$770.50	61268	* Lotus Dr Construction Svcs-Reimbursed by Escrow
Total	FOTH INFRASTRUCTURE		\$770.50		
Paid Chk# 063619	4/15/2019	FRONTIER OH			
E 101-42110-321	TELEPHONE		\$504.62	952-446-1660	Monthly Phone Service
E 101-43121-321	TELEPHONE		\$504.62	952-446-1660	Monthly Phone Service
E 101-41940-321	TELEPHONE		\$504.61	952-446-1660	Monthly Phone Service
Total	FRONTIER OH		\$1,513.85		
Paid Chk# 063620	4/15/2019	GALLS INCORPORATED			
E 101-42110-437	MISCELLANEOUS EXPENSE		\$116.09	012260042	Test Kits
E 101-42110-417	UNIFORMS		\$69.04	012349643	Uniform
Total	GALLS INCORPORATED		\$185.13		
Paid Chk# 063621	4/15/2019	GOPHER STATE ONE CALL			
E 601-49440-227	UTILITY SYSTEM MAINT SUPPLI		\$49.00	9030593	Sewer & Water Locates

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MARCH 2019 to APRIL 2019

			Check Amt	Invoice	Comment
E 602-49490-227	UTILITY SYSTEM MAINT SUPPLI		\$49.55	9030593	Sewer & Water Locates
	Total GOPHER STATE ONE CALL		\$98.55		
Paid Chk# 063622	4/15/2019	GRAINGER INC.			
E 101-43125-221	EQUIPMENT PARTS, TIRES		\$56.02	9126572875	Spreader Repair Truck 4
	Total GRAINGER INC.		\$56.02		
Paid Chk# 063623	4/15/2019	GREATER MN COMMUNICATIONS			
E 101-41110-437	MISCELLANEOUS EXPENSE		\$52.50	18156	State of City Cards
	Total GREATER MN COMMUNICATIONS		\$52.50		
Paid Chk# 063624	4/15/2019	HENN CO INFO TECHNOLOGY			
E 401-42110-560	EQUIP AND FURNISHINGS		\$2,163.04	1000119658	Radio Lease
E 401-42110-560	EQUIP AND FURNISHINGS		\$2,365.81	1000128387	radio lease - PD
E 401-43126-560	EQUIP AND FURNISHINGS		\$615.16	1000128429	Radio Lease
	Total HENN CO INFO TECHNOLOGY		\$5,144.01		
Paid Chk# 063625	4/15/2019	HENN CO SHERIFF (PER DEIM)			
E 101-42110-441	CORRECTION FEES/CHGS		\$150.00	1000120873	Booking Fee
	Total HENN CO SHERIFF (PER DEIM)		\$150.00		
Paid Chk# 063626	4/15/2019	KENNEDY & GRAVEN, CHARTERED			
E 101-41610-304	LEGAL FEES - ATTORNEY		\$1,428.00	147536	Administration
E 101-41610-304	LEGAL FEES - ATTORNEY		\$2,500.00	147537	General
E 406-41610-304	LEGAL FEES - ATTORNEY		\$629.00	MN415-00306	Game Farm Road Land Title
E 601-49440-304	LEGAL FEES - ATTORNEY		\$3,255.50	MN415-00307	Water Tower
G 801-1170	LAND USE RECEIVABLE		\$1,092.50	MN415-00308	* Jerdee/Johnson Subdivision
	Total KENNEDY & GRAVEN, CHARTERED		\$8,905.00		
Paid Chk# 063627	4/15/2019	KENNETH POTTS P.A			
E 101-41610-305	PROSECUTING ATTORNEY		\$9,000.00		Prosecution Services 1/1/19-3/31/19
	Total KENNETH POTTS P.A		\$9,000.00		
Paid Chk# 063628	4/15/2019	KLEIN, MARK			
E 101-43121-417	UNIFORMS		\$114.99		Muck boots-Klein
	Total KLEIN, MARK		\$114.99		
Paid Chk# 063629	4/15/2019	KWIK TRIP			
E 601-49440-227	UTILITY SYSTEM MAINT SUPPLI		\$134.47	5318076	Water for Residents During Main Break
	Total KWIK TRIP		\$134.47		
Paid Chk# 063630	4/15/2019	LA PIG RACES			
E 101-42110-440	APPRECIATION EVENTS		\$500.00		Deposit for Trista Day Pig Race
	Total LA PIG RACES		\$500.00		
Paid Chk# 063631	4/15/2019	LANDS END BUSINESS OUTFITTERS			
E 101-42110-417	UNIFORMS		\$116.69	SIN7273607	Uniforms
	Total LANDS END BUSINESS OUTFITTERS		\$116.69		
Paid Chk# 063632	4/15/2019	LEAGUE OF MN CITIES INS. TRUST			
E 101-49020-437	MISCELLANEOUS EXPENSE		\$2,500.00	LMC CA 79064	Deductible for a Claim
	Total LEAGUE OF MN CITIES INS. TRUST		\$2,500.00		
Paid Chk# 063633	4/15/2019	LELS			
G 101-2360	PAYROLL CLEARING UNION DUES		\$612.00	April 2019	PD Union Dues (12x\$51)
	Total LELS		\$612.00		
Paid Chk# 063634	4/15/2019	LEXISNEXIS			
E 101-42110-307	PROFESSIONAL SERVICES		\$30.00	1085510-1903	Contract Fee

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MARCH 2019 to APRIL 2019

			Check Amt	Invoice	Comment
Total LEXISNEXIS			\$30.00		
Paid Chk# 063635	4/15/2019	LINQUIST, KRIS			
E 101-41320-435	COUNCIL TRAIN/RETREAT/OTH		\$103.70		Reimbursement for Conference
Total LINQUIST, KRIS			\$103.70		
Paid Chk# 063636	4/15/2019	LOFFLER, INC			
E 101-41320-410	COMPUTER SERVICES/FEES		\$1,425.20	3076127	General Support
E 101-42110-410	COMPUTER SERVICES/FEES		\$2,036.00	3076127	General Support
E 101-43121-410	COMPUTER SERVICES/FEES		\$305.40	3076127	General Support
E 601-49440-410	COMPUTER SERVICES/FEES		\$661.70	3076127	General Support
E 602-49490-410	COMPUTER SERVICES/FEES		\$661.70	3076127	General Support
Total LOFFLER, INC			\$5,090.00		
Paid Chk# 063637	4/15/2019	MERIDIAN BLUE			
G 801-1170	LAND USE RECEIVABLE		\$250.00		Tower Key Deposit
Total MERIDIAN BLUE			\$250.00		
Paid Chk# 063638	4/15/2019	MET COUNCIL (SAC)			
G 602-2395	SAC CLEARING		\$24,601.50	March 2019	* Monthly SAC
Total MET COUNCIL (SAC)			\$24,601.50		
Paid Chk# 063639	4/15/2019	MET COUNCIL ENVIRONMENTAL SVC			
E 602-49490-438	EXPENSE MWCC		\$27,428.28	0001094833	* Monthly Sewer
Total MET COUNCIL ENVIRONMENTAL SVC			\$27,428.28		
Paid Chk# 063640	4/15/2019	METERING AND TECHNOLOGY			
E 601-49440-227	UTILITY SYSTEM MAINT SUPPLI		\$453.92	13917	Readers for School
Total METERING AND TECHNOLOGY			\$453.92		
Paid Chk# 063641	4/15/2019	MID COUNTY			
E 101-42110-212	MOTOR FUELS AND LUBRICAN		\$548.82	35732	Squad Fuel
E 101-42110-212	MOTOR FUELS AND LUBRICAN		\$536.58	35794	Squad Fuel
E 101-42110-212	MOTOR FUELS AND LUBRICAN		\$405.13	35827	Squad Fuel
E 101-42110-212	MOTOR FUELS AND LUBRICAN		\$812.65	35868	Squad Fuel
E 601-49440-212	MOTOR FUELS AND LUBRICAN		\$107.19	35918	Dyed Diesel Fuel
E 602-49490-212	MOTOR FUELS AND LUBRICAN		\$107.18	35918	Dyed Diesel Fuel
E 101-43121-212	MOTOR FUELS AND LUBRICAN		\$535.92	35918	Dyed Diesel Fuel
E 101-43125-212	MOTOR FUELS AND LUBRICAN		\$321.55	35918	Dyed Diesel Fuel
Total MID COUNTY			\$3,375.02		
Paid Chk# 063642	4/15/2019	MILLS FLEET FARM			
E 101-43121-417	UNIFORMS		\$114.99		Muck Boots-Straus
Total MILLS FLEET FARM			\$114.99		
Paid Chk# 063643	4/15/2019	MN PEIP			
E 101-41320-131	HEALTH & LIFE INS - E CONTR		\$2,135.98	840556	Insurance
E 101-41910-131	HEALTH & LIFE INS - E CONTR		\$1,294.46	840556	Insurance
E 101-43121-131	HEALTH & LIFE INS - E CONTR		\$3,048.09	840556	Insurance
E 101-43125-131	HEALTH & LIFE INS - E CONTR		\$720.46	840556	Insurance
E 101-45202-131	HEALTH & LIFE INS - E CONTR		\$387.94	840556	Insurance
E 101-42110-131	HEALTH & LIFE INS - E CONTR		\$10,412.67	840556	Insurance
E 601-49440-131	HEALTH & LIFE INS - E CONTR		\$1,609.97	840556	Insurance
E 602-49490-131	HEALTH & LIFE INS - E CONTR		\$1,387.49	840556	Insurance
E 101-42401-131	HEALTH & LIFE INS - E CONTR		\$1,860.64	840556	Insurance
G 101-2340	PAYROLL CLEARING HEALTH INS		\$29.07	840556	Insurance
E 651-49590-131	HEALTH & LIFE INS - E CONTR		\$499.57	840556	Insurance
Total MN PEIP			\$23,386.34		

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MARCH 2019 to APRIL 2019

		Check Amt	Invoice	Comment
Paid Chk# 063644	4/15/2019	MN RURAL WATER ASSOCIATION		
E 601-49440-433	DUES & SUBSCRIPT & TRAINING	\$250.00	2019-2020	Membership Fee
Total	MN RURAL WATER ASSOCIATION	\$250.00		
Paid Chk# 063645	4/15/2019	MONSON LARSON GROUP		
R 601-400-37120	UNDISTRIBUTED UTILITIES	\$126.43		Rtn On Overpmt of 6044 Hermitage trail
Total	MONSON LARSON GROUP	\$126.43		
Paid Chk# 063646	4/15/2019	MORTENSON, PAM		
E 101-41110-433	DUES & SUBSCRIPT & TRAINING	\$12.00		Westonka Community and Commerce Meeting
Total	MORTENSON, PAM	\$12.00		
Paid Chk# 063647	4/15/2019	MOUND TRUE VALUE HARDWARE		
E 601-49440-227	UTILITY SYSTEM MAINT SUPPLI	\$11.98	158791	Water Testing Jars
E 601-49440-227	UTILITY SYSTEM MAINT SUPPLI	\$4.95	158934	Cable
E 601-49440-227	UTILITY SYSTEM MAINT SUPPLI	\$5.78	158953	Oil Change on Compressors
E 101-43121-240	SMALL TOOLS AND MINOR EQU	\$32.99	159010	Hammer Drill Bit
E 601-49440-227	UTILITY SYSTEM MAINT SUPPLI	\$7.78	159027	Pipe Flux for Curb Stop Repair
E 101-43125-224	STREET MAINTENANCE SUPPLI	\$2.39	159028	Mail Box Repair
E 601-49440-227	UTILITY SYSTEM MAINT SUPPLI	\$7.28	159080	Bleach
Total	MOUND TRUE VALUE HARDWARE	\$73.15		
Paid Chk# 063648	4/15/2019	MOUND TRUE VALUE-PD		
E 101-42110-211	CLEANING & MAINT SUPPLIES	\$34.95	158661	Lysol Wipes, Sponges
E 101-42110-211	CLEANING & MAINT SUPPLIES	\$14.98	158882	Opener and Hooks
E 101-42110-211	CLEANING & MAINT SUPPLIES	\$0.74	159110	Tubing
E 101-42110-211	CLEANING & MAINT SUPPLIES	\$14.97	159164	Screws, Bolts
Total	MOUND TRUE VALUE-PD	\$65.64		
Paid Chk# 063649	4/15/2019	MUELLER, ANISHA		
E 101-41320-435	COUNCIL TRAIN/RETREAT/OTH	\$49.18		Mileage for Jan-March
Total	MUELLER, ANISHA	\$49.18		
Paid Chk# 063650	4/15/2019	OFFICE DEPOT -USE		
E 101-42110-201	OFFICE SUPPLIES	\$126.65	288366739001	Ink, Toner, Paper, Tissues, Plates
E 101-42110-201	OFFICE SUPPLIES	\$22.99	288926964001	Toner
E 101-42110-201	OFFICE SUPPLIES	\$20.99	288927103001	Ink
E 101-42110-201	OFFICE SUPPLIES	\$10.40	288927104001	Folders
E 101-42401-201	OFFICE SUPPLIES	\$15.00	291141554001	Calculator, Plates
E 101-41320-201	OFFICE SUPPLIES	\$53.14	291141554001	Folders, Staples, Plates
E 101-41320-201	OFFICE SUPPLIES	\$10.99	291149492001	Bookends
E 101-42110-201	OFFICE SUPPLIES	\$75.30	293861761001	Labels, Advil, Batteries
E 101-41320-201	OFFICE SUPPLIES	\$50.21	295800506001	Toner, Paper
Total	OFFICE DEPOT -USE	\$385.67		
Paid Chk# 063651	4/15/2019	POSTMASTER		
E 602-49490-322	POSTAGE	\$218.80	PI 89	Utility Postage
E 601-49440-322	POSTAGE	\$364.67	PI 89	Utility Postage
E 671-43230-322	POSTAGE	\$72.93	PI 89	Utility Postage
E 651-49590-322	POSTAGE	\$72.93	PI 89	Utility Postage
Total	POSTMASTER	\$729.33		
Paid Chk# 063652	4/15/2019	PREMIER TITLE		
G 101-2025	DEPOSITS PAYABLE	\$1,000.00	MB-17054 R76	Rtn Tree Dep 5780 Sunnybrook Ln
Total	PREMIER TITLE	\$1,000.00		
Paid Chk# 063653	4/15/2019	PREMIUM WATERS, INC		
E 101-41940-211	CLEANING & MAINT SUPPLIES	\$119.90	605123-03-19	Water

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			Check Amt	Invoice	Comment
Total PREMIUM WATERS, INC			\$119.90		
Paid Chk# 063654	4/15/2019	PRESS PERFECT PRINTING			
E 101-42110-202		COPY & PRINTING SUPPLIES	\$490.50	23695	Letterhead and Envelopes
Total PRESS PERFECT PRINTING			\$490.50		
Paid Chk# 063655	4/15/2019	PRIDE CONSTRUCTION			
E 601-49440-227		UTILITY SYSTEM MAINT SUPPLI	\$2,700.00		Repair of Curbstop Lek at 3801 Eagle Nest Dr
Total PRIDE CONSTRUCTION			\$2,700.00		
Paid Chk# 063656	4/15/2019	SAFETY SIGNS			
E 101-43121-224		STREET MAINTENANCE SUPPLI	\$117.20	19004838	Road Closed Signs for Halstead
Total SAFETY SIGNS			\$117.20		
Paid Chk# 063657	4/15/2019	SANDQUIST, DEANNA			
G 101-2025		DEPOSITS PAYABLE	\$1,500.00	MB18064 R99	* Rtn Partial Temp 8062 Waterset Cir
Total SANDQUIST, DEANNA			\$1,500.00		
Paid Chk# 063658	4/15/2019	SHRED IT USA INC			
E 101-41320-307		PROFESSIONAL SERVICES	\$92.00	8126935837	Shred
Total SHRED IT USA INC			\$92.00		
Paid Chk# 063659	4/15/2019	STATE OF MINNESOTA - BCA			
E 101-42110-410		COMPUTER SERVICES/FEES	\$270.00	00000536455	Access Fee
Total STATE OF MINNESOTA - BCA			\$270.00		
Paid Chk# 063660	4/15/2019	TASC FLEX SYSTEMS REIMBURSEMEN			
E 101-42110-437		MISCELLANEOUS EXPENSE	\$60.41	IN1491687	Admin Fees
Total TASC FLEX SYSTEMS REIMBURSEMEN			\$60.41		
Paid Chk# 063661	4/15/2019	TIER 2			
G 101-2025		DEPOSITS PAYABLE	\$5,000.00	MB-17054 R10	Rtn Temp Dep 5780 Sunnybrook Ln
Total TIER 2			\$5,000.00		
Paid Chk# 063662	4/15/2019	TOLL GAS & WELDING SUPPLY			
E 101-43121-215		SHOP MATERIALS	\$22.70	40098406	Med Acetylene Cyl
Total TOLL GAS & WELDING SUPPLY			\$22.70		
Paid Chk# 063663	4/15/2019	TOWMASTER			
E 101-43125-221		EQUIPMENT PARTS, TIRES	\$510.57	414315	Spreader Motor for Truck 4
E 101-43125-221		EQUIPMENT PARTS, TIRES	\$516.36	414491	On Spot Chain Repair Parts for Truck 17
Total TOWMASTER			\$1,026.93		
Paid Chk# 063664	4/15/2019	UNIQUE PAVING MATERIALS CORP			
E 101-43121-224		STREET MAINTENANCE SUPPLI	\$263.25	43055	Cold patch asphalt
Total UNIQUE PAVING MATERIALS CORP			\$263.25		
Paid Chk# 063665	4/15/2019	US BANK CORPORATE SYSTEMS			
E 101-42110-433		DUES & SUBSRIPT & TRAINING	(\$119.00)	2/23/19	Membership Prime Credit
E 101-43125-224		STREET MAINTENANCE SUPPLI	\$471.90	3/12/19	Rapid Ice melt
E 101-43121-224		STREET MAINTENANCE SUPPLI	\$11.97	3/14/19	PW Meeting Supplies
E 101-41110-437		MISCELLANEOUS EXPENSE	\$46.00	3/15/19	Food-Council Mtg
E 101-42110-202		COPY & PRINTING SUPPLIES	\$16.11	3/19/19	Annual reports
E 651-49590-433		DUES & SUBSRIPT & TRAINING	\$210.00	3/21/19	Culvert Class (3) PW
E 101-42110-433		DUES & SUBSRIPT & TRAINING	\$450.00	3/22/19	License Renewal (5) Officers
E 101-42110-434		POLICE TRAINING	\$15.00	3/26/19	Squires-Course
E 101-42110-431		TRAIN/MTG/EXP & SUPPLIES	\$39.24	3/27/19	Lake Area Emergency Mtg
E 101-42110-201		OFFICE SUPPLIES	\$22.56	3/27/19	Batteries
E 101-41320-433		DUES & SUBSRIPT & TRAINING	(\$90.00)	3/28/19	Credit for MCFOA conf Session Cancelled

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		Check Amt	Invoice	Comment
E 101-43121-221	EQUIPMENT PARTS, TIRES	\$203.37	4/1/19	Metal Protection Fluid for Drump Truck Frame
E 101-42110-437	MISCELLANEOUS EXPENSE	\$54.22	4/1/19	Drug Test Kits
E 101-42401-433	DUES & SUBSRIP & TRAINING	\$209.00	4/10/19	ICC-Bldg Inspector Class
E 101-42110-211	CLEANING & MAINT SUPPLIES	\$55.65	4/10/19	Blanket Cleaning
E 101-43125-224	STREET MAINTENANCE SUPPLI	\$48.32	4/2/19	Mailbox Repair
E 101-43121-224	STREET MAINTENANCE SUPPLI	\$65.00	4/2/19	Gravel Road Maint
E 101-42110-401	BLDG/STRUCT MAINTENANCE	\$31.53	4/4/19	Police Lobby Sign
E 101-42110-201	OFFICE SUPPLIES	\$11.28	4/6/19	Ink Stamp
E 101-42110-201	OFFICE SUPPLIES	\$29.03	4/7/19	Evidence Bags
E 101-43121-433	DUES & SUBSRIP & TRAINING	\$325.00	4/8/19	Grimm-MNCPA CPE Seminar
E 101-42110-201	OFFICE SUPPLIES	\$59.08	4/8/19	Evidence Bags
Total US BANK CORPORATE SYSTEMS		\$2,165.26		
Paid Chk#	063666	4/15/2019	US BANK EQUIPMENT FINANCE	
E 101-41320-307	PROFESSIONAL SERVICES	\$35.00	381865534	Copier
E 101-41910-307	PROFESSIONAL SERVICES	\$35.00	381865534	Copier
E 101-43121-307	PROFESSIONAL SERVICES	\$35.00	381865534	Copier
E 601-49440-307	PROFESSIONAL SERVICES	\$35.00	381865534	Copier
E 602-49490-307	PROFESSIONAL SERVICES	\$35.00	381865534	Copier
Total US BANK EQUIPMENT FINANCE		\$175.00		
Paid Chk#	063667	4/15/2019	USA BLUEBOOK	
E 601-49440-227	UTILITY SYSTEM MAINT SUPPLI	\$2,034.05	846486	Water Testing Chemicals
Total USA BLUEBOOK		\$2,034.05		
Paid Chk#	063668	4/15/2019	VERIZON WIRELESS	
E 401-42110-560	EQUIP AND FURNISHINGS	\$245.15	9826854010	PD Cell phones
Total VERIZON WIRELESS		\$245.15		
Paid Chk#	063669	4/15/2019	WACONIA FORD MERCURY	
E 101-42110-404	VEHICLE & EQUIP MAINT	\$45.64	FOCS127164	Unit 69-The Works
E 101-42110-404	VEHICLE & EQUIP MAINT	\$107.00	FOCS130136	Mount and Balance Unit 71
E 101-42110-221	EQUIPMENT PARTS, TIRES	\$80.46	FOCS130472	The Works -Unit 69
E 101-43121-404	VEHICLE & EQUIP MAINT	\$2,818.87	FOCS130515	Unit 6-Service on Truck
E 101-42401-404	VEHICLE & EQUIP MAINT	\$114.21	FOCS130724	The Works-Unit 64
Total WACONIA FORD MERCURY		\$3,166.18		
Paid Chk#	063670	4/15/2019	WASTE MANAGEMENT	
E 671-43230-384	REFUSE REMOVAL	\$9,662.00	7250343-1593-	* Recycling
Total WASTE MANAGEMENT		\$9,662.00		
Paid Chk#	063671	4/15/2019	WSB & ASSOCIATES, INC.	
G 801-1170	LAND USE RECEIVABLE	\$88.00	0-002121-370-	* Woodland Cove 1st Lake Addition
G 801-1170	LAND USE RECEIVABLE	\$88.00	0-002121-410-	* Woodland Cove 2nd Addition
E 499-43122-303	ENGINEERING SERV	\$6,339.50	0-002121-640-	Halstead Dr Reconstruction
E 602-49490-303	ENGINEERING SERV	\$79.50	0-002121-830-	L38 Forcemain Improv
G 801-1170	LAND USE RECEIVABLE	\$482.00	0-002121-840-	* Waterset Final Plat
G 801-1170	LAND USE RECEIVABLE	\$1,729.00	R-010544-000-	* Woodland Cove 3rd Addition
E 602-49490-303	ENGINEERING SERV	\$671.50	R-011225-000-	Wellhead Protection Plan Implementation
G 801-1170	LAND USE RECEIVABLE	\$266.00	R-011356-000-	* Ponds at Hunters Crest
G 801-1170	LAND USE RECEIVABLE	\$2,685.00	R-012767-000-	* Jennings Bay Villas
E 602-49490-303	ENGINEERING SERV	\$398.75	R-012956-000-	2018 Sewer Lining
E 406-43121-303	ENGINEERING SERV	\$3,339.50	R-013162-000-	2019 Street Improv
E 602-49490-303	ENGINEERING SERV	\$88.00	R-013209-000-	Lift Station 7 Forcemain
E 601-49440-303	ENGINEERING SERV	\$500.00	R-013235-000-	General Engineering Svcs
E 602-49490-303	ENGINEERING SERV	\$500.00	R-013235-000-	General Engineering Svcs
E 651-49590-303	ENGINEERING SERV	\$500.00	R-013235-000-	General Engineering Svcs
E 101-42600-303	ENGINEERING SERV	\$1,000.00	R-013235-000-	General Engineering Svcs

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		Check Amt	Invoice	Comment
E 101-42401-303	ENGINEERING SERV	\$960.00	R-013364-000-	* Bldg Permits/Review
E 651-49590-303	ENGINEERING SERV	\$1,092.50	R-013428-000-	2019 MS4 Services
E 651-49590-303	ENGINEERING SERV	\$659.00	R-013603-000-	Woodland Cove-MS4 Annual Inspection
E 651-49590-303	ENGINEERING SERV	\$416.00	R-013609-000-	Ponds at Hunters Crest-Annual Inspection MS4
E 651-49590-303	ENGINEERING SERV	\$477.50	R-013610-000-	Red Oak- Annual Inspections MS4
E 651-49590-303	ENGINEERING SERV	\$375.00	R-013611-000-	Waterset-Annual Inspections MS4
E 651-49590-303	ENGINEERING SERV	\$416.00	R-013612-000-	Dutch Lake Knoll-Annual Inspection MS4
Total WSB & ASSOCIATES, INC.		\$23,150.75		
<hr/>				
Paid Chk#	063672	4/15/2019	XCEL ENERGY-MN	
E 101-45202-401	BLDG/STRUCT MAINTENANCE	\$11.32	51-001093657	Sprinkler
E 602-49490-381	ELECTRIC UTILITIES	\$29.26	51-001102157	Electricity-Lift 21
E 101-41940-381	ELECTRIC UTILITIES	\$850.84	51-6565407-3	Electricity-City Hall
E 101-43121-381	ELECTRIC UTILITIES	\$110.72	51-6565407-3	Electricity-PW
E 101-43160-381	ELECTRIC UTILITIES	\$42.72	51-6565407-3	Electricity-Signal Sunnyfield
E 101-45202-401	BLDG/STRUCT MAINTENANCE	\$31.43	51-6565407-3	Electricity-Hunters Trail
E 601-49440-381	ELECTRIC UTILITIES	\$434.73	51-9805951-5	Electricity-Well #2
Total XCEL ENERGY-MN		\$1,511.02		
<hr/>				
Paid Chk#	1001437E	4/1/2019	XCEL ENERGY-MN	
E 601-49440-381	ELECTRIC UTILITIES	\$5,186.12	51-6565410-8	Electricity-Wells/Watertower
Total XCEL ENERGY-MN		\$5,186.12		
<hr/>				
Paid Chk#	1001438E	4/1/2019	DELTA DENTAL	
E 101-41320-131	HEALTH & LIFE INS - E CONTR	\$250.38	7603216	Delta Dental Prem - Admin
E 101-43121-131	HEALTH & LIFE INS - E CONTR	\$277.94	7603216	Delta Dental Prem - PW
E 101-43125-131	HEALTH & LIFE INS - E CONTR	\$65.70	7603216	Delta Dental Prem - PW
E 101-45202-131	HEALTH & LIFE INS - E CONTR	\$35.37	7603216	Delta Dental Prem - PW
E 101-42110-131	HEALTH & LIFE INS - E CONTR	\$919.95	7603216	Delta Dental Prem - PD
E 601-49440-131	HEALTH & LIFE INS - E CONTR	\$154.32	7603216	Delta Dental Prem - PW
E 602-49490-131	HEALTH & LIFE INS - E CONTR	\$132.19	7603216	Delta Dental Prem - PW
E 651-49590-131	HEALTH & LIFE INS - E CONTR	\$47.40	7603216	Delta Dental Prem - PW
E 101-41910-131	HEALTH & LIFE INS - E CONTR	\$42.00	7603216	Delta Dental Prem-PL
E 101-42401-131	HEALTH & LIFE INS - E CONTR	\$152.65	7603216	Delta Dental Prem-Bdg
Total DELTA DENTAL		\$2,077.90		
<hr/>				
Paid Chk#	1001439E	4/1/2019	AFLAC	
G 101-2348	AFLAC INS	\$320.42	833281	* Aflac Supplemental Insurance
Total AFLAC		\$320.42		
<hr/>				
Paid Chk#	1001440E	3/29/2019	BRIDGEWATER BANK	
E 101-41320-437	MISCELLANEOUS EXPENSE	\$70.00		MARCH REMOTE DEPOSIT FEE
Total BRIDGEWATER BANK		\$70.00		
<hr/>				
Paid Chk#	1001441E	4/5/2019	INTERNAL REVENUE SERVICE	
G 101-2300	PAYROLL CLEARING FED W/H	\$8,228.48		* PR - Fed w/h
G 101-2320	PAYROLL CLEARING FICA	\$9,937.86		* PR - SS/Medicare w/h
Total INTERNAL REVENUE SERVICE		\$18,166.34		
<hr/>				
Paid Chk#	1001442E	4/5/2019	MN DEPARTMENT OF REVENUE	
G 101-2310	PAYROLL CLEARING STATE W/H	\$4,171.15		* State w/h
Total MN DEPARTMENT OF REVENUE		\$4,171.15		
<hr/>				
Paid Chk#	1001443E	4/5/2019	PUBLIC EMPLOYEES RETIREMENT	
G 101-2330	PAYROLL CLEARING PERA	\$19,507.47		* Pera w/h
Total PUBLIC EMPLOYEES RETIREMENT		\$19,507.47		
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Paid Chk#	1001444E	4/5/2019	VOYA	
G 101-2370	PAYROLL CLEARING DEFERRED CO	\$400.00		* Deferred Comp w/h

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		Check Amt	Invoice	Comment
Total VOYA		\$400.00		
Paid Chk# 1001445E	4/5/2019 EDWARD JONES			
G 101-2370	PAYROLL CLEARING DEFERRED CO	\$1,788.20		* Deferred Comp w/h
Total EDWARD JONES		\$1,788.20		
Paid Chk# 1001446E	4/5/2019 OPTUM			
G 101-2347	HSA CLEARING ACCT	\$5,893.09		HSA Employer and Employee Cont
Total OPTUM		\$5,893.09		
Paid Chk# 1001447E	4/5/2019 ICMA			
G 101-2370	PAYROLL CLEARING DEFERRED CO	\$130.00		* Roth IRA Contributions
G 101-2370	PAYROLL CLEARING DEFERRED CO	\$380.00		* Deferred Comp Contributions
Total ICMA		\$510.00		
Paid Chk# 1001448E	4/5/2019 PSN			
E 601-49440-307	PROFESSIONAL SERVICES	\$68.35		MONTHLY ONLINE PAYMENT FEES MARCH
E 602-49490-307	PROFESSIONAL SERVICES	\$68.34		MONTHLY ONLINE PAYMENT FEES MARCH
E 651-49590-307	PROFESSIONAL SERVICES	\$45.56		MONTHLY ONLINE PAYMENT FEES MARCH
E 671-43230-307	PROFESSIONAL SERVICES	\$45.56		MONTHLY ONLINE PAYMENT FEES MARCH
Total PSN		\$227.81		
Paid Chk# 1001449E	4/11/2019 XCEL ENERGY-MN			
E 601-49440-381	ELECTRIC UTILITIES	\$2,314.27	51-001164027	North Treatment Plant
Total XCEL ENERGY-MN		\$2,314.27		
1010 1ST BK OF THE LAKES		\$250,984.78		

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

101 GENERAL FUND	\$130,672.21
401 CAPITAL IMPROVEMENT PROGRAM	\$5,389.16
406 ROAD MAINTENANCE FUND	\$4,422.67
490 STREET IMP CAPITAL PROJECTS	\$770.50
499 2017 STREET PROJECTS	\$6,339.50
601 WATER FUND	\$25,256.85
602 SEWER FUND	\$56,457.04
651 STORM WATER MGMT FUND	\$4,870.86
671 RECYCLING FUND	\$9,780.49
673 CABLE	\$345.00
801 LANDUSE AGENCY	\$6,680.50
	\$250,984.78

CITY OF MINNETRISTA



CONSENT AGENDA ITEM

Subject: Adopting an Updated Post-Issuance Debt Compliance Policy for Tax-exempt and Tax-advantaged Governmental Bonds (Original Policy Adopted April 2, 2012)

Prepared By: Brian Grimm, Finance Director

Meeting Date: April 15, 2019

Item: The City Council (the “Council”) of the City of Minnetrista, Minnesota (the “City”) has chosen, by policy, to take steps to help ensure that all obligations will be in compliance with all applicable federal regulations. This policy may be amended, as necessary, in the future.

Background

Under the Internal Revenue Code of 1986, as amended and related regulations (the “Code”), and Securities and Exchange Commission (the “SEC”) the City is required to take certain actions after bond issuance to ensure that interest on those bonds remains in compliance with the Code and SEC

A couple of the main items of this policy deals with our continuing disclosure requirements and arbitrage calculations and reporting. You will see these items as well as the others discussed in the attached policy and procedures documents. The arbitrage requirements is something that Ehlers as our financial advisor or a qualified CPA firm has and would continue to help us with. In regards to meeting the requirements during the debt issuance term and intervals for reporting and interim reporting. These depend on the type and size of issuance as to when and how much reporting needs to be done.

Recommended City Council Action: Adopt Resolution No. 46-19 Approving Post Issuance Debt Compliance Policy update

Does Recommended Action meet City Mission Statement? ☒ Yes No

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

Explain: **Required Policy for Financing of Infrastructure Improvements**

Mission Statement:

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

City of Minnetrista, Minnesota

Resolution No. 46-19

Adopting an Updated Post-Issuance Debt Compliance Policy for Tax-exempt and Tax-advantaged Governmental Bonds (Original Policy Adopted April 2, 2012)

WHEREAS, the City of Minnetrista, Minnesota (the "City") from time to time will issue tax-exempt and tax-advantaged governmental bonds; and

WHEREAS, under the Internal Revenue Code of 1986, as amended and related regulations (the "Code"), and Securities and Exchange Commission (the "SEC") the City is required to take certain actions after bond issuance to ensure that interest on those bonds remains in compliance with the Code and SEC; and

WHEREAS, the City has determined to adopt a policy regarding how the City will carry out its compliance responsibilities via written procedures, and to that end, has caused to be prepared documents titled Post-Issuance Debt Compliance Policy and Post-Issuance Debt Compliance Procedures; and

WHEREAS, The City Council (the "Council") of the City has reviewed the Post-Issuance Debt Compliance Policy in connection with the Post-Issuance Debt Compliance Procedures and has determined that it is in the best interest of the City to adopt the Policy.

NOW THEREFORE, BE IT RESOLVED BY THE CITY OF MINNETRISTA, MINNESOTA; the Council approves the Policy as shown in the form attached; and

BE IT FURTHER RESOLVED; the City staff is authorized to take all actions necessary to carry out the Post-Issuance Debt Compliance Policy and Post-Issuance Debt Compliance Procedures.

Adopted by the City of Minnetrista, Minnesota this _____ day of _____, 2019, with a vote of _____ ayes and _____ nays.

Lisa Whalen, Mayor

Attest:

Kris Linquist, City Clerk

City of Minnetrista, Minnesota Post-Issuance Debt Compliance Policy

The City Council (the “Council”) of the City of Minnetrista, Minnesota (the “City”) has chosen, by policy, to take steps to help ensure that all obligations will be in compliance with all applicable federal regulations. This policy may be amended, as necessary, in the future.

IRS Background

The Internal Revenue Service (IRS) is responsible for enforcing compliance with the Internal Revenue Code (the “Code”) and regulations promulgated thereunder (“Treasury Regulations”) governing certain obligations (for example: tax-exempt obligations, Build America Bonds, Recovery Zone Development Bonds and various “Tax Credit” Bonds). The IRS encourages issuers and beneficiaries of these obligations to adopt and implement a post-issuance debt compliance policy and procedures to safeguard against post-issuance violations.

SEC Background

The Securities and Exchange Commission (SEC) is responsible for enforcing compliance with the SEC Rule 15c2-12 (the “Rule”). Governments or governmental entities issuing obligations generally have a requirement to meet specific continuing disclosure standards set forth in continuing disclosure agreements (“CDA”). Unless the issuer, obligated person, or a specific obligation is exempt from compliance with CDAs, these agreements are entered into at the time of obligation issuance to enable underwriter(s) to comply with the Rule. The Rule sets forth certain obligations of (i) underwriters to receive, review and disseminate official statements prepared by issuers of most primary offerings of municipal securities, (ii) underwriters to obtain CDAs from issuers and other obligated persons to provide material event disclosure and annual financial information on a continuing basis, and (iii) broker-dealers to have access to such continuing disclosure in order to make recommendations of municipal securities transactions in the secondary market. The SEC encourages issuers and beneficiaries adopt and implement a post-issuance debt compliance policy and procedures to safeguard against Rule violations.

When obligations are issued, the CDA commits the issuer or obligated person to provide certain annual financial information and material event notices to the public. Issuers and other obligated persons may also choose to provide periodic, voluntary financial information and filings to investors in addition to fulfilling the specific responsibilities delineated in their CDA. It is important to note that issuers and other obligated persons should not give any one investor certain information that is not readily available to all market participants by disseminating information to the marketplace, at large. Issuers and other obligated persons should be aware that any disclosure activities determined to be “communicating to the market” can be subject to regulatory scrutiny.

Post-Issuance Debt Compliance Policy Objective

The City desires to monitor these obligations to ensure compliance with the IRS Code, Treasury Regulations and the SEC Rule. To help ensure compliance, the City has developed the following policy (the “Post-Issuance Debt Compliance Policy”). The Post-

Issuance Debt Compliance Policy shall apply to the obligations mentioned above, including bonds, notes, loans, lease purchase contracts, lines of credit, commercial paper or any other form of debt that is subject to compliance.

Post-Issuance Debt Compliance Policy

The Finance Director of the City is designated as the City's agent who is responsible for post-issuance compliance of these obligations.

The Finance Director shall assemble all relevant documentation, records and activities required to ensure post-issuance debt compliance as further detailed in corresponding procedures (the "Post-Issuance Debt Compliance Procedures"). At a minimum, the Post-Issuance Debt Compliance Procedures for each qualifying obligation will address the following:

1. General Post-Issuance Compliance
2. General Recordkeeping
3. Arbitrage Yield Restriction and Rebate Recordkeeping
4. Expenditure and Asset Documentation to be Assembled and Retained
5. Miscellaneous Documentation to be Assembled and Retained
6. Additional Undertakings and Activities that Support Sections 1 through 5 above
7. Continuing Disclosure Obligations
8. Compliance with Future Requirements

The Finance Director shall apply the Post-Issuance Debt Compliance Procedures to each qualifying obligation and maintain a record of the results. Further, the Finance Director will ensure that the Post-Issuance Debt Compliance Policy and Procedures are updated on a regular and as needed basis.

The Finance Director or any other individuals responsible for assisting the Finance Director in maintaining records needed to ensure post-issuance debt compliance, are authorized to expend funds as needed to attend training or secure use of other educational resources for ensuring compliance such as consulting, publications, and compliance assistance.

Most of the provisions of this Post-Issuance Debt Compliance Policy are not applicable to taxable governmental obligations unless there is a reasonable possibility that the City may refund their taxable governmental obligation, in whole or in part, with the proceeds of a tax-exempt governmental obligation. If this refunding possibility exists, then the Finance Director shall treat the taxable governmental obligation as if such issue were an issue of tax-exempt governmental obligations and comply with the requirements of this Post-Issuance Debt Compliance Policy.

Private Activity Bonds

The City may issue tax-exempt obligations that are "private activity" bonds because either (1) the bonds finance a facility that is owned by the City but used by one or more qualified 501(c)(3) organizations, or (2) the bonds are so-called "conduit bonds", where the proceeds are loaned to a qualified 501(c)(3) organization or another private entity that finances activities eligible for tax-exempt financing under federal law (such as certain manufacturing projects and certain affordable housing projects). Prior to the issuance of

either of these types of bonds, the Finance Director shall take steps necessary to ensure that such obligations will remain in compliance with the requirements of this Post-Issuance Debt Compliance Policy.

In a case where compliance activities are reasonably within the control of a private party (i.e., a 501(c)(3) organization or conduit borrower), the Finance Director may determine that all or some portion of compliance responsibilities described in this Post-Issuance Debt Compliance Policy shall be assigned to the relevant party. In the case of conduit bonds, the conduit borrower will be assigned all compliance responsibilities other than those required to be undertaken by the City under federal law. In a case where the Finance Director is concerned about the compliance ability of a private party, the Finance Director may require that a trustee or other independent third party be retained to assist with record keeping for the obligation and/or that the trustee or such third party be responsible for all or some portion of the compliance responsibilities.

The Finance Director is additionally authorized to seek the advice, as necessary, of bond counsel and/or its financial advisor to ensure the City is in compliance with this Post-Issuance Debt Compliance Policy.

Adopted this date by the City of Minnetrista, Minnesota.

City of Minnetrista, Minnesota Post-Issuance Debt Compliance Procedures

The City Council (the "Council") of the City of Minnetrista, Minnesota (the "City") has adopted the attached Post-Issuance Debt Compliance Policy dated [REDACTED]. The Post-Issuance Debt Compliance Policy applies to qualifying debt obligations issued by the City. As directed by the adoption of the Post-Issuance Debt Compliance Policy, the Finance Director of the City will perform the following Post-Issuance Debt Compliance Procedures for all of the City's outstanding debt.

1) General Post-Issuance Compliance

- a) Ensure written procedures and/or guidelines have been put in place for individuals to follow when more than one person is responsible for ensuring compliance with Post-Issuance Debt Compliance Procedures.
- b) Ensure training and/or educational resources for post-issuance compliance have been approved and obtained.
- c) The Finance Director understands that there are options for voluntarily correcting failures to comply with post-issuance compliance requirements (e.g. as remedial actions under Section 1.141-12 of the Treasury Regulations and the ability to enter into a closing agreement under the Tax-Exempt Bonds Voluntary Closing Agreement Program described in Notice 2008-31(the "VCAP Program")).

2) General Recordkeeping

- a) Retain records and documents for the obligation and all obligations issued to refund the obligation for a period of at least seven years following the final payment of the obligation. If an obligation is refunded, then the final payment of the refunding obligation becomes the beginning of the period unless otherwise directed by the City's bond counsel.
- b) Retain electronic (preferred) and/or paper versions of records and documents for the obligation.
- c) General records and documentation to be assembled and retained:
 - i) Description of the purpose of the obligation (i.e. the project or projects) and the state statute authorizing the project.
 - ii) Record of tax-exempt status or revocation of tax-exempt status, if applicable.
 - iii) Any correspondence between the City and the IRS.
 - iv) Audited financial statements.
 - v) All accounting audits of property financed by the obligation.
 - vi) Obligation transcripts, official statements, and other offering documents of the obligation.
 - vii) Minutes and resolutions authorizing the issuance of the obligation.
 - viii) Certifications of the issue price of the obligation.

- ix) Any formal elections for the obligation (i.e. an election to employ an accounting methodology other than the specific tracing method).
- x) Appraisals, demand surveys, or feasibility studies for property financed by the obligation.
- xi) All information reports filed for the obligations.
- xii) All management contracts and other service agreements, research contracts, and naming rights contracts.
- xiii) Documents related to governmental grants associated with construction, renovation or purchase of property financed by the obligation.
- xiv) Reports of any prior IRS examinations of the City or the City's obligation.
- xv) All correspondence related to the above (faxes, emails, or letters).

3) Arbitrage Yield Restriction and Rebate Recordkeeping

- a) Investment and arbitrage documentation to be assembled and retained:
 - i) An accounting of all deposits, expenditures, interest income and asset balances associated with each fund established in connection with the obligation. This includes an accounting of all monies deposited to the debt service fund to make debt service payments on the obligation, regardless of the source derived. Accounting for expenditures and assets is described in further detail in Section 4.
 - ii) Statements prepared by Trustee and/or Investment Provider.
 - iii) Documentation of at least quarterly allocations of investments and investment earnings to each obligation.
 - iv) Documentation for investments made with obligation proceeds such as:
 - (1) investment contracts (i.e. guaranteed investment contracts),
 - (2) credit enhancement transactions (i.e. obligation insurance contracts),
 - (3) financial derivatives (e.g. swaps, caps, and collars), and
 - (4) bidding of financial products:
 - (a) Investments acquired with obligation proceeds are purchased at fair market value (e.g. three bid safe harbor rule for open market securities needed in advance refunding escrows).
- b) Computations of the arbitrage yield.
- c) Computations of yield restriction and rebate amounts including but not limited to:
 - i) Compliance in meeting the "Temporary Period from Yield Restriction Exception" and limiting the investment of funds after the temporary period expires.
 - ii) Compliance in meeting the "Rebate Exception."
 - (1) qualifying for the "Small Issuer Exception,"
 - (2) qualifying for a "Spending Exception,"
 - (a) 6-Month Spending Exception
 - (b) 18-Month Spending Exception
 - (c) 24-Month Spending Exception
 - (3) qualifying for the "Bona Fide Debt Service Fund Exception," and

- (4) quantifying arbitrage on all funds established in connection with the obligation in lieu of satisfying arbitrage exceptions including reserve funds and debt service funds.
 - d) Computations of yield restriction and rebate payments.
 - e) Timely Tax Form 8038-T filing, if applicable.
 - i) Remit any arbitrage liability associated with the obligation to the IRS at each five-year anniversary date of the obligation, and the date in which the obligation is no longer outstanding (redemption or maturity date), whichever comes sooner, within 60 days of said date.
 - f) Timely Tax Form 8038-R filing, if applicable.
 - i) Remit the form after the date in which the obligation is no longer outstanding (redemption or maturity date), whichever comes sooner, within 2 years of said date.
 - g) Procedures or guidelines for monitoring instances where compliance with applicable yield restriction requirements depends on subsequent reinvestment of obligation proceeds in lower yielding investments (e.g. reinvestment in zero coupon SLGS).
- 4) Expenditure and Asset Documentation to be Assembled and Retained
- a) Documentation of allocations of obligation proceeds to expenditures (e.g. allocation of proceeds to expenditures for the construction, renovation or purchase of facilities owned and used in the performance of exempt purposes).
 - i) Such allocation will be done not later than the earlier of:
 - (1) eighteen (18) months after the later of the date the expenditure is paid, or the date the project, if any, that is financed by the obligation is placed in service; or
 - (2) the date sixty (60) days after the earlier of the fifth anniversary of the issue date of the obligation, or the date sixty (60) days after the retirement of the obligation.
 - b) Documentation of allocations of obligation proceeds to issuance costs.
 - c) Copies of requisitions, draw schedules, draw requests, invoices, bills, and cancelled checks related to obligation proceed expenditures during the construction period.
 - d) Copies of all contracts entered into for the construction, renovation or purchase of facilities financed with obligation proceeds.
 - e) Records of expenditure reimbursements incurred prior to issuing obligations for projects financed with obligation proceeds (declaration of official intent/reimbursement resolutions including all modifications).
 - f) List of all facilities and equipment financed with obligation proceeds.
 - g) Depreciation schedules for depreciable property financed with obligation proceeds.

- h) Documentation that tracks the purchase and sale of assets financed with obligation proceeds.
- i) Documentation of timely payment of principal and interest payments on the obligation.
- j) Tracking of all issue proceeds and the transfer of proceeds into the debt service fund as appropriate.
- k) Documentation that excess earnings from a Reserve Fund are transferred to the Debt Service Fund on an annual basis. Excess earnings are balances in a Reserve Fund that exceed the Reserve Fund requirement.

5) Miscellaneous Documentation to be Assembled and Retained

- a) Ensure that the project, while the obligation is outstanding, will avoid IRS private activity concerns.
- b) The Finance Director shall monitor the use of all obligation-financed facilities in order to:
 - i) Determine whether private business uses of obligation-financed facilities have exceeded the *de minimus* limits set forth in Section 141(b) of the Code as a result of:
 - (1) sale of the facilities;
 - (2) sale of City capacity rights;
 - (3) leases and subleases of facilities including easements or use arrangements for areas outside the four walls (e.g. hosting of cell phone towers);
 - (4) leasehold improvement contracts, licenses, management contracts in which the City authorizes a third party to operate a facility (e.g. cafeteria);
 - (5) research contracts;
 - (6) preference arrangements in which the City permits a third-party preference (e.g. parking in a public parking lot, joint ventures, limited liability companies or partnership arrangements);
 - (7) output contracts or other contracts for use of utility facilities including contracts with large utility users;
 - (8) development agreements which provide for guaranteed payments or property values from a developer;
 - (9) grants or loans made to private entities including special assessment agreements;
 - (10) naming rights agreements; and
 - (11) any other arrangements that provide special legal entitlements to nongovernmental persons.
 - ii) Determine whether private security or payments that exceed the *de minimus* limits set forth in Section 141(b) of the Code have been provided by nongovernmental persons with respect to such obligation-financed facilities.

- c) The Finance Director shall provide training and educational resources to any City staff that have the primary responsibility for the operation, maintenance, or inspection of obligation-financed facilities with regard to the limitations on the private business use of obligation-financed facilities and as to the limitations on the private security or payments with respect to obligation-financed facilities.
 - d) The City shall undertake the following with respect to the obligations:
 - i) An annual review of the books and records maintained by the City with respect to such obligations.
 - ii) An annual physical inspection of the facilities financed with the proceeds of such obligations, conducted by the Finance Director with the assistance of any City staff who have the primary responsibility for the operation, maintenance, or inspection of such obligation-financed facilities.
 - e) Changes in the project that impact the terms or commitments of the obligation are properly documented and necessary certificates or opinions are on file.
- 6) Additional Undertakings and Activities that Support Sections 1 through 5 above:
- a) The Finance Director will notify the City's bond counsel, financial advisor and arbitrage provider of any survey or inquiry by the IRS immediately upon receipt. Usually responses to IRS inquiries are due within 21 days of receipt. Such IRS responses require the review of the above-mentioned data and must be in writing. As much time as possible is helpful in preparing the response.
 - b) The Finance Director will consult with the City's bond counsel, financial advisor and arbitrage provider before engaging in post-issuance credit enhancement transactions (e.g. obligation insurance, letter of credit, or hedging transaction).
 - c) The Finance Director will monitor all "qualified tax-exempt debt obligations" (often referred to as "bank qualified" obligations) within the first calendar year to determine if the limit is exceeded, and if exceeded, will address accordingly. For obligations issued during years 2009 and 2010 the limit was \$30,000,000. During this period, the limit also applied to pooled financings of the governing body and provides a separate \$30,000,000 for each 501 (c)(3) conduit borrower. In 2011 and thereafter it is \$10,000,000 unless changed by Congress.
 - d) Identify any post-issuance change to terms of obligations which could be treated as a current refunding of "old" obligations by "new" obligations, often referred to as a "reissuance."
 - e) The Finance Director will consult with the City's bond counsel prior to any sale, transfer, change in use or change in users of obligation-financed property which may require "remedial action" under applicable Treasury Regulations or resolution pursuant to the VCAP Program.

- i) A remedial action has the effect of curing a deliberate action taken by the City which results in satisfaction of the private business test or private loan test. Remedial actions under Section 1.141-12(d)(e) and (f) include the redemption of non-qualified obligations and/or the alternative uses of proceeds or the facility (i.e. to be used for another qualified purpose).
- f) The Finance Director will ensure that the appropriate tax form for federal subsidy payments is prepared and filed in a timely fashion for applicable obligations (e.g. Build America Bonds).

7) Continuing Disclosure Obligations

- a) Identify a position at the City to be responsible for compliance with continuing disclosure obligations as defined by the Rule and any policies of the City.
- b) The position responsible for compliance may have the ability to assign responsibilities, delegate where appropriate or engage a dissemination agent or third-party service providers to perform all or some of the duties described in this section. The City cannot delegate its compliance responsibilities.
- c) The City should specify how providers or delegated authorities will be monitored and supervised.
- d) The City should identify the documents that set forth the respective requirements being monitored at the time of closing for each obligation.
- e) The City should catalog all outstanding Continuing Disclosure Agreements and establish consolidated filing requirements based on the outstanding CDAs.
- f) The City should identify the frequency of the actions to be undertaken to ensure compliance, establish a system or filing alerts or reminders to administer the filing requirements.
- g) The Finance Director for compliance must be made aware of any new outstanding debt, changes to obligation or loan covenants, events of acceleration or default that would materially affect investors.
- h) The City should review a compliance checklist to verify compliance with CDA requirements, at least annually, although it may be advisable to provide more frequent reviews in connection to specific material events.
- i) The City should monitor mandatory material events specifically identified in accordance with the Rule and file required notices within 10 days of occurrence.
 - i) Principal and interest payment delinquencies.
 - ii) Non-payment related defaults, if material.
 - iii) Unscheduled draws on debt service reserves reflecting financial difficulties.
 - iv) Unscheduled draws on credit enhancements reflecting financial difficulties.
 - v) Substitution of credit or liquidity providers or their failure to perform.

- vi) Adverse tax opinion, IRS notices or material events affecting the tax status of the obligation.
- vii) Modifications to rights of security holders, if material.
- viii) Obligation calls, if material.
- ix) Defeasances.
- x) Release, substitution or sale of property securing repayment of the obligations, if material.
- xi) Rating Changes.
- xii) Bankruptcy, insolvency, receivership, or similar event of the obligated person(s).
- xiii) Merger, consolidation, or acquisition of the obligated person, if material.
- xiv) Appointment of a successor or additional trustee, or change of name of a trustee, if material.
- xv) Incurrence of financial obligation of the City, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the City, any of which affect security holders, if material.
- xvi) Default, event of acceleration, termination event, modification of terms, or other similar events under the terms of the financial obligation of the City, any of which reflect financial difficulties.
- j) In addition to the mandatory material events, the City should review and file any additional or voluntary event notices.
- k) The City should maintain a catalog of all outstanding obligations whether publicly offered or privately placed, and the terms and conditions that govern default or acceleration provisions.
- l) Any missed filing requirement should be remedied with a failure to file notice as soon as possible once the late filing is identified and the required information is available to file.
- m) Sensitive information such as bank accounts and wire information should be redacted from documents prior to posting on EMMA.
- n) The City needs to monitor for changes in law and regulations that effect continuing disclosure obligations and review disclosure policies and procedures periodically to ensure compliance and consistency with regulation and market expectations.

8) Compliance with Future Requirements

- a) Take measures to comply with any future requirements issued beyond the date of these Post-Issuance Debt Compliance Procedures which are essential to ensuring compliance with the applicable state and federal regulations.

CITY OF MINNETRISTA

BUSINESS / DISCUSSION ITEM



Subject: Approve Scope of Services from Short Elliott Hendrickson (SEH) for Soil Boring services

Prepared By: Brian Grimm, Finance Director

Meeting Date: April 15, 2019

Item:

Attached is a resolution approving a scope of services for soil boring services with Short Elliott Hendrickson (SEH). The attached documents from S.E.H. and their subcontractor Braun Intertec outline the details of these services. These services would be to help test, research and verify that the soil and land site overall is viable and good for being able to build a potential water tower. These services would be on the site that we entered into the purchase agreement on during the April 1, 2019 meeting.

The fees outlined in the proposal can be summarized this way.

Braun Intertec Services

The minimum services outlined in the proposal total \$4,630, which is for Base Scope-SPT Soil Boring services. That service includes utility locate, drilling services, and sample review, coordination and reporting.

Additional services outlined in the proposal total \$2,710 for Piezometer Installation and Abandonment services. These additional services, using the piezometer, would help provide additional assurance to the soil conditions on the site, and provide reliable ground water depths, which could become more important if a ground storage tank instead of a standard elevated tank (water tower) is used. With the additional services, the total cost would be \$7,340.

Short Elliott Hendrickson Services

S.E.H. will review the existing site conditions, provide a preliminary subsurface investigation scope, and then coordinate with Braun Intertec to perform the drilling and testing services. The investigation includes field work, evaluation, and a final deliverable with findings summarizing the site potential for further investigation and preliminary recommendations for the foundation type and preparation. For their work, S.E.H. will charge a fee of \$1,866.

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.

So the options for the City Council to consider are the following:

Option 1

Minimum services from Braun (\$4,630) plus S.E.H.'s services (\$1,866) for a total of \$6,496.

Option 2

Minimum services from Braun (\$4,630), plus the additional piezometer services from Braun (\$2,710), and the S.E.H.'s services (\$1,866) for a total of \$9,206.

Miles Jensen from S.E.H. will at the City Council meeting to review this information and to answer any questions.

Recommended City Council Action: Adopt Res. No. 47-19 Approve Scope of Services from Short Elliot Hendrickson (SEH) for either Option 1 (\$6,496) or Option 2 (\$9,206).

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

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

Explain: **Resolution for scope of services for soils testing related to purchase agreement approved at April 1, 2019 City Council meeting for water tower location**

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.



April 11, 2019

RE: Geotechnical Site Evaluation
For Potential Water Storage Facility
At 9400 State Highway 7
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 site evaluation at the 9400 State Highway 7 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 a water storage facility at the site. The key elements of interest at this time are feasible foundation types, presumptive bearing capacity of the soils and depth of groundwater.

These proposed services are the first step in evaluating the ultimate feasibility of the proposed 9400 State Highway 7 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 geotechnical work plan for the site evaluation. SEH staff will perform the preliminary engineering services and a drilling subcontractor to SEH will perform the field services.

Geotechnical Investigation Services for Water Storage Facility

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) 80-foot standard penetration test (SPT) soil boring at the proposed project site. A piezometer is recommended to 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. See the attached proposal from Braun Intertec for more information.
2. **Evaluation:** Once the data has been collected, SEH Geotechnical staff will review the soil boring logs and soil samples for soil classification, bearing capacity and groundwater depths relative to the ground surface. Final logs and a factual report will be prepared by Braun. A preliminary review of presumptive bearing capacities based on blow counts will be performed by SEH to determine

the site's potential for water storage capabilities. 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 preliminary recommendations for the foundation type and preparation.

SEH Fees

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

Task	Fees
Task 1: SEH Geotechnical Investigation Services for Water Storage	\$1,866
Task 2: Braun Drilling and Factual Report Services Including Piezometer Installation	\$7,340
Total:	\$9,206

Schedule

If the work is authorized, drilling at the storage facility site is anticipated to begin within 4 weeks.

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: Chad Katzenberger, SEH
Luke Thompson, SEH

Attachments:
Braun Proposal dated April 11, 2019

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: April 15, 2019

By: _____

Kris Linnquist, City Clerk (seal)

Date: April 15, 2019

April 11, 2019

Revised Proposal QTB097452

Luke Thompson, PE
Short Elliott Hendrickson, Inc.
3535 Vadnais Center Drive
St. Paul, MN 55110

Re: Revised Proposal for Soil Boring Services
Minnetrista Water Tower
9400 Highway 7
Minnetrista, Minnesota

Dear Mr. Thompson:

Braun Intertec Corporation respectfully submits this revised proposal to complete soil boring services for the above referenced project.

Our Understanding of Project

We understand Short Elliot Hendrickson, Inc. (SEH) has been contracted by the City of Minnetrista to provide design documents for a proposed water tower located at the above referenced address. As part of design and planning, SEH has requested soil boring services for the project.

Scope of Services

The following tasks are proposed to help meet the project goals. If unfavorable or unforeseen conditions are encountered at any point during the completion of the tasks that lead us to recommend an expanded scope of services, we will contact you to discuss the conditions before resuming work.

Site Access, Staking and Utility Clearance

Per our correspondence with you, we understand the project area will be located within an existing farm field. We assumed an ATV drill rig will be necessary for access. We will take reasonable precautions to minimize site damage from drilling operations. However, some surficial damage such as tire ruts and borehole subsidence will likely occur, especially during periods of wet weather or thaw. Braun Intertec is not responsible for site damage from drilling operations or associated restoration.

We understand SEH will stake the boring location, determine the ground surface elevation at the boring location, and provide us with a boring location map. We will coordinate the clearing of public utilities.

Depending on access requirements, ground conditions, or potential utility conflicts, our field crew may alter the exploration location from those proposed to facilitate accessibility.

Prior to drilling or excavating, we will contact Gopher State One Call and arrange for notification to the appropriate utility vendors to mark and clear the exploration locations of public underground utilities. You, or your authorized representative, are responsible to notify us before we begin our work of the presence and location of any underground objects or private utilities that are not the responsibility of public agencies.

Penetration Test Boring

SEH provided us with a map denoting the approximate location of the proposed water tower. As requested, we will complete one standard penetration test (SPT) boring to a nominal depth of 80 feet below existing grade. Standard penetration tests will be performed at 2 1/2-foot vertical intervals to a depth of 15 feet, then at 5-foot intervals to the termination depth of the boring.

If groundwater is encountered in the borehole, the depth where it is observed will be recorded on the boring log.

Piezometers

As requested, we have included the cost to install a standpipe piezometer to a depth of 30 feet below grade in a separate borehole adjacent to the SPT boring. The piezometer will consist of 1-inch PVC pipe, with a minimum 5-foot screen section. The piezometer will have locking protective casing sticking up at the ground surface. We have assumed SEH will take readings from the piezometer and therefore have not budgeted any trips to record groundwater levels within the piezometer. When SEH has completed groundwater monitoring activities, we will return with a drill rig to abandon the piezometer in accordance with Minnesota Department of Health (MDH) regulations.

Environmental Well Notification

This proposal contains provisions for characterizing subsurface conditions to depths of 15 feet or deeper. Auger borings and cores advanced to such depths, whether instrumented for monitoring or not, are considered environmental wells by the Minnesota Department of Health (MDH), and need to be made known as such to the MDH *before they are completed*. This requires that applicable MDH notification forms be signed by the well owner, or representative/agent, and returned to us. *Braun Intertec cannot mobilize equipment and crews until an MDH notification form has been signed and submitted.* An MDH notification form is attached for this purpose.

The MDH notification fees for this project could include a construction notification fee for the piezometer and two separate sealing notifications; one for the 80-foot boring sealed immediately upon completion, and one for the piezometer upon abandonment. The fees applicable to this project are included in our cost.

Borehole Abandonment

Minnesota Well Code requires that environmental wells that are 15 feet deep or deeper be sealed. Based on our proposed subsurface characterization depths, we will seal about 80 to 110 linear feet of borehole with grout and prepare associated sealing records which must also be submitted to the MDH. Fees associated with the sealing are included in our estimated fee for drilling services.

Sealing with grout as directed by the MDH will prevent us from disposing of auger boring cuttings in the completed boreholes. Unless otherwise directed, we intend to thin-spread the cuttings around the boreholes. If cuttings cannot be thin-spread, they will be containerized and left on site. Off-site disposal of the cuttings can be performed for an additional fee.

Over time, subsidence of borehole backfill may occur, requiring releveled of site grades. Braun Intertec is not assuming responsibility for releveled subsequent to initial backfilling long term.

Sample Review and Laboratory Testing

Recovered samples will be returned to our laboratory, where they will be visually classified and logged by a geotechnical engineer. We understand laboratory testing will not be completed on the recovered soil samples. However, we have included a summary of unit rates for potential laboratory testing should it be determined they are needed.

Table 1. Laboratory Testing Unit Rates

Lab Test	Unit Rate
Moisture content test (ASTM D 2216)	\$10
Organic content test (ASTM D 2974)	\$70
Atterberg limits test (ASTM D 4318)	\$100
Loss by washing through #200 sieve (ASTM C 117)	\$70
Sieve analysis with #200 wash (ASTM C 136 and C 117)	\$110

Reporting

A letter-style factual report will be prepared after completion of the field exploration and requested laboratory testing. The report will include a soil boring location sketch (provided by SEH) and summarize the drilling and laboratory testing results and procedures.

Only an electronic copy of our report will be submitted to you unless you request otherwise. At your request, copies can be submitted to other project team members.

Cost

We will furnish the base services described in this proposal for a lump sum fee of **\$4,630**. Installation and abandonment of the piezometer would add **\$2,710** to the overall project fee. Table 2 provides a breakdown of the proposed costs.

Table 2. Proposed Fees

Service	Fee
Base Scope – SPT Soil Boring	
Utility locate	\$80
Drilling services (mobilization, SPT, and MDH notification)	\$2,975
Sample review, coordination, and factual soil boring report	\$1,575
Base Scope Total	\$4,630
Piezometer Installation and Abandonment	
Drilling services (auger boring, piezometer materials, and MDH construction record)	\$1,320
Drilling services (mobilization, abandonment, and MDH notification)	\$1,390
Piezometer Total	\$2,710
Project Total	\$7,340

Our work may extend over several invoicing periods. As such, for work that is performed during the course of each invoicing period, we will submit partial progress invoices.

If the borings need to be extended beyond the planned depths, we will charge an additional fee of \$25 per lineal foot beyond the originally intended depth. We will contact you for authorization prior to performing any additional services.

Schedule

We anticipate our work can be performed according to the following schedule:

- Drill Rig Mobilization – Within approximately three weeks of authorization.
- Field Exploration – Approximately one day on site to complete.
- Classification and Laboratory Testing – Within two weeks following completion of the field exploration.
- Report Submittal – Within two to three weeks of fieldwork, after laboratory testing is complete.

If our proposed scope of services cannot be completed according to this schedule due to circumstances beyond our control, we may need to revise this proposal prior to completing the remaining tasks.

General Remarks

We will be happy to meet with you to discuss our proposed scope of services further and clarify the various scope components.

We appreciate the opportunity to present this proposal to you. ***Please sign and return a copy to us in its entirety.***

All services will be performed under our General Services Agreement with Short Elliott Hendrickson, Inc. dated July 2, 2008; our General Services Agreement is considered a part of this proposal.

To have questions answered or schedule a time to meet and discuss our approach to this project further, please call Jeff Casmer at 952.995.2314.

Sincerely,

BRAUN INTERTEC CORPORATION



Jeffrey D. Casmer, PE
Project Engineer



Bryan C. Field, PE
Principal – Senior Engineer

Attachment:
MDH Notification Form

The proposal is accepted, and you are authorized to proceed.

Authorizer's Firm

Authorizer's Signature

Authorizer's Name (please print or type)

Authorizer's Title

Date



Braun Intertec Corporation
11001 Hampshire Avenue S
Minneapolis, MN 55438

Phone: 952.995.2000
Fax: 952.995.2020
Web: braunintertec.com

April 11, 2019

Revised Proposal QTB097452

Luke Thompson, PE
Short Elliott Hendrickson, Inc.
3535 Vadnais Center Drive
St. Paul, MN 55110

Re: Minnesota Department of Health Well Sealing Notification Form
Minnetrista Water Tower
9400 Highway 7
Minnetrista, Minnesota

Dear Mr. Thompson:

Please have the property owner, representative or agent complete the “Well Owner” section only of the Minnesota Department of Health (MDH) Well Sealing Notification form below and return it to Braun Intertec along with the signed proposal. We will complete the remainder of the form and submit it to the MDH.

NOTE: This form must be completed and returned to Braun Intertec prior to us scheduling the mobilization of our equipment and crews to the project site.

WELL SEALING NOTIFICATION-WELL SEALING NOTIFICATION IS VALID FOR 18 MONTHS Send notification form and payment (check, money order, or credit card information) to: Minnesota Department of Health, Well Management Section, P.O. Box 64502, St. Paul, Minnesota 55164-0502. ATTN: CASHIER					Minnesota Unique Well No. or W-series No. (Leave blank if not known)		Minnesota Well and Boring Sealing No.								
Well Management Section Fax Number: (651) 201-4599.					<div style="border: 1px solid black; width: 100px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center; font-size: 24px; font-weight: bold;">H</div>		Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Discover Exp. Date _____								
<input type="checkbox"/> Well Sealing Notification (269) Check Box If: <input type="checkbox"/> Well is Multiple Cased <input type="checkbox"/> Larger than 8-inch Inside Diameter <input type="checkbox"/> Water-Supply Well <input type="checkbox"/> Monitoring Well <input type="checkbox"/> Other _____					Print Cardholder Name _____		3-Digit Security Code (Printed on back side of card.)								
Card Number _____					Authorized Signature _____										
WELL LOCATION		County		Township Name		Township No.		Range No.		Section No.		Fraction (sm. → lg.) 1/4 1/2 3/4			
Well Location Address					City			State		Zip Code		Est. Depth		Casing Diameter	
WELL OWNER		Well Owner Name (Print)								Daytime Telephone Number ()					
Well Owner Street Address								City				State		Zip Code	
Well Owner Signature										Date					
WELL CONTRACTOR		Well Contractor Company Name (Print) Braun Intertec Corporation				Certified Rep. Signature				Date		Company License No. 1323			

Failure to provide proper identification and fee prior to the beginning of well sealing is a violation of Minnesota Statutes, Chapter 1031, and may result in the assessment of an administrative penalty. Notification is not required to seal a boring.

RESOLUTION NO. 47-19

CITY OF MINNETRISTA, MINNESOTA

**RESOLUTION APPROVING SCOPE OF SERVICES
FROM SHORT ELLIOTT HENDRICKSON (S.E.H.)**

WHEREAS, the City of Minnetrista has entered into a purchase agreement for a parcel of land located at 9700 Hwy 7 as a site for a potential water tower; and

WHEREAS, one of the components for verifying whether the site is suitable for this use is to do soil boring and other land site research and applicable testing; and

WHEREAS, Short Elliott Hendrickson (S.E.H.) has a contract with the City to provide the engineering services for a water tower project in the southern water system; and

WHEREAS, Staff received and reviewed the proposal from S.E.H., and its sub-contractor, Braun Intertec, for two proposals. Option 1 would provide minimum services from Braun (\$4,630) plus the S.E.H. services (\$1,866) for a total of \$6,496. Option 2 would provide minimum services from Braun (\$4,630), plus the additional piezometer services from Braun (\$2,710), and the S.E.H.'s services (\$1,866) for a total of \$9,206; and

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA, that the City selects to enter into a contract for with S.E.H. and Braun Intertec for soil boring services at the prices noted above for either Option 1 or Option 2.

The foregoing resolution was adopted by the Minnetrista City Council this 15th day of April, 2019 by a vote of _____ ayes and _____ nays.

Lisa Whalen, Mayor

ATTEST:

Kris Linquist, City Clerk