



CITY COUNCIL MEETING AGENDA
June 17, 2019
7:00pm

1) Call to Order

- a) Pledge of Allegiance
- b) Introductions: City Council: Mayor Lisa Whalen, Pam Mortenson, Mike Molitor, Shannon Bruce and John Tschumperlin; Staff: City Administrator Michael Barone, Community Development Director David Abel, Finance Director Brian Grimm, Director of Public Safety Paul Falls, Director of Administration Cassandra Tabor, 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 - None

3) Persons to Be Heard

The City Council invites residents to share new ideas or concerns related to city business; however, individual question and remarks are limited to three (3) minutes per speaker. No City Council action will be taken, although the Council may refer issues to staff for follow up or consideration at a future meeting. The mayor may use discretion if speakers are repeating views already expressed or ask for a spokesperson for groups of individuals with similar views. Speakers should state their name and home address at the podium before speaking.

4) Consent Agenda

- a) Approve Work Session Meeting Minutes from June 3, 2019
- b) Approve Regular Meeting Minutes from June 3, 2019
- c) Res. No. 70-19 Approve Claims
- d) Res. No. 71-19 Approve Step Increase for Public Works Maintenance Worker Mark Klein
- e) Res. No. 72-19 Approve 2019 Arbitrage Services
- f) Res. No. 73-19 Approve Revised Street Standard Detail Plates

5) Public Hearings

- a) Ordinance No. 455 Amendment Jennings Bay Villas PUD

6) Business Items

- a) Res. No. 74-19 Approve PUD Amendment for Red Oak
- b) Res. No. 75-19 Approve Consent to the Acquisition of 1755 Retreat Circle by Three Rivers Park District
- c) Res. No. 76-19 Approve Professional Services Agreement for Pavement Coring for Potential Future Street Improvement Projects
- d) Res. No. 77-19 Approve Professional Services Agreement for Kings Point Road Watermain Replacement and Street Repair Project, CP 04-19
- e) Res. No. 78-19 Approve Conditional Offer of Employment to Gary Nelson for the Building Inspector Position
- f) Res. No. 79-19 Approve Conditional Offer of Employment to Christopher Sandberg for the Public Works Maintenance Worker Position
- g) Res. No. 80-19 Approve Lake Minnetonka SWAT Joint Powers Agreement
- h) Discussion on Halstead Drive Project – Options to Address Performance, CP 01-16

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.

7) Administrative Items

a) Staff Reports

- i) City Administrator
- ii) City Engineer
- iii) Director of Administration

b) Council Reports

i) **Mayor Lisa Whalen** – *Economic Development Authority; Personnel Committee; Planning Commission (rotating); Police Communications Committee; Northwest Hennepin League of Municipalities; Minnehaha Creek Watershed District; Gillespie Center Advisory Council; Mound Fire Advisory Committee (alternate); Parks Commission (rotating)*

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

iii) **Mike Molitor** – *Economic Development Authority; Planning Commission (rotating); Parks Commission (rotating); Steering/Comprehensive Plan Committee; LMCD*

iv) **Shannon Bruce** – *Economic Development Authority; Planning Commission (rotating); Parks Commission (rotating); Mound Fire Advisory Committee; St. Bonifacius Fire Advisory Committee; Pioneer-Sarah Creek Watershed Management Commission (alternate)*

v) **John Tschumperlin** – *Planning Commission (rotating); Parks Commission (rotating); Economic Development Authority; Pioneer-Sarah Creek Watershed District*

8) Closed Session – Attorney – Client Privilege pursuant to Minn. Stat., section 13D.05, subd. 3 (b) regarding threatened short-term rental ordinance litigation.

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.



CITY COUNCIL WORK SESSION MINUTES

June 3, 2019

5:30 – 6:30pm

1) Call to Order

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

Present – Council: Mayor Lisa Whalen, Pam Mortenson, Mike Molitor, John Tschumperlin and Shannon Bruce; Staff: City Administrator Michael Barone, Finance Director Brian Grimm, Community Development Director David Abel, Public Safety Director Chief Paul Falls, Director of Administration Cassandra Tabor, Public Works Superintendent Gary Peters and City Clerk Kris Linquist; Consultant: City Engineer Alyson Fauske and Adam Gadbois, WSB Engineering Services.

Absent: None

2) Pavement Management Plan

Lee Gustafson from WSB, overviewed a slideshow presentation on the background of pavement management. He explained the process of building stronger roads by increasing bituminous thickness to 4.5 - 5 inches on residential streets. He commented that it may cost slightly during the construction of the street but it is more cost effective over the life of the road.

There was discussion on sealing the edges of rural roads.

Gustafson showed the potential cost savings of a street section enhancement. Reconstruction of a 3.5 miles of residential street using 2018 prices could have a potential savings of almost \$ 2,000,000 over the life of a 60 year pavement project using the 4.5 – 5 inch bituminous layer.

There was a discussion on the difference of increasing the bituminous to 4 inches instead of the 4.5 – 5 inches. Gustafson recommended a minimum of 4.5 inches.

Consensus of the Council was to update the City street standards to include the 4.5 inches of bituminous for newly constructed roads

City Engineer Fauske overviewed the staff report that was included in the packet dated June 3, 2019.

There was discussion on potential street project budgets with factoring in inflation costs.

There was discussion on the proposed 2020C in the packet and the streets that are proposed for improvements along with the potential of adding the 1 inch thicker pavement.

In reference to 2020A in the packet, Molitor commented that Jennings Cove Rd was sealcoated a couple of years ago.

There was discussion on the rating of certain roads in the 2020A potential project.

There was discussion about the streets that could still benefit from mill and overlay instead of being a reclamation project.

There was further discussion on funding options for these potential projects.

There was discussion on what group of streets should be cored to make a determination of the type of project needed for that street.

There was discussion on how long a coring sample is good for. Fauske commented that a coring sample would have a maximum life of three years.

Council directed staff to bring back a proposal for coring samples and to provide estimates for several options for the potential projects 2020A, 2020B and 2020C. They also asked for an ala-carte breakdown for the Sunnyfield Road E project.

Molitor wanted clarification that Sunnyfield Road E is a State Aid road. Fauske confirmed that all of Sunnyfield Road is State Aid.

3) Adjourn

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

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

Respectfully Submitted,

Kris Linquist, MMC
City Clerk



CITY COUNCIL MEETING MINUTES

June 3, 2019

7:00 p.m.

1) Call to Order

Mayor Whalen called the meeting to order at 7:01 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 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, City Engineers Alyson Fauske and Adam Gadbois, WSB Engineering and Miles Jensen, S.E.H. Engineering.

Absent:

c) Approval of Agenda

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

2) Special Presentations - None

3) Persons to Be Heard

Scott King-Ellison, 3260 Eagle Bluff Rd, Minnetrista – had concerns with the chemicals that are being put into Lake Minnetonka at the construction site of the bridge on County Rd 44. He had concerns for the health and wellness of the wildlife and the affects it could have on them.

City Administrator Barone explained that the chemicals are non toxic and the mixture is to make a grout to seal the holes in the ground. He stated that Met Council will be contacting the affected homes to test their water quality free of charge.

Tony Hessburg, 3240 Eagle Bluff Rd, Minnetrista – had concerns with water quality. He said the water is cloudy and foul smelling.

Karla Granum, 3280 Eagle Bluff Rd, Minnetrista – had concerns with the delay in the County Road 44 project.

4) Consent Agenda

a) Approve Work Session Meeting Minutes from May 20, 2019

b) Approve City Council Regular Meeting Minutes from May 20, 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.

c) Res. No. 60-19 Approve Claims

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

Motion carried 5-0. Absent: None

5) Public Hearing

a) Proposed Assessments for the 2019 Street Improvement Projects – City Project 01-19

City Engineer Adam Gadbois with WSB presented the staff report dated June 3, 2019.

Highlights included:

- The assessable portion of the 2019 Street Improvement project, CP 01-19 was declared to be \$222,210.83
- The City's existing assessment policy states that benefiting property owners be assessed 50% of the total street and storm sewer improvement costs.
- The proposed assessments for the improvements to D'Chene Lane, D'Chene Circle and Ox Yoke Circle with all property assessments equal to 1 REU (residential equivalent unit), equates to \$8,546.57.
- The as-bid project cost for the assessable portion of the 2019 Street Improvement Project is \$444,421.66 and is proposed to be funded by the street reconstruction fund, supported in part by special assessments in the amount of \$222,210.83 to benefitting property owners. The assessment will be levied for a 20-year period at an interest rate of 5.0%.

Mayor Whalen questioned the 5.0% interest rate. Grimm stated that the bonded rate would be approximately 3%+2% as the City has typically done in the past, even though the City is not bonding for this project. He stated it is ultimately up to the Council to decide what the interest rate would be.

City Attorney Batty overviewed the objection process of the special assessment for individual homeowners. Grimm overviewed the assessment procedure.

Mayor Whalen opened the public hearing at 7:34 p.m.

Brian Ehalt, 6965 D'Chene Lane, Minnetrista – had concerns with the amount of the project.

Brian Andes, 440 D'Chene Circle, Minnetrista – agreed that the road needs to be done and does not oppose the project. He feels that the residents should not be assessed at all.

Dave Lock, 6885 D'Chene Lane, Minnetrista – does not oppose the project but he is in opposition of the assessed amount. He does not feel it should be 50%.

John Anderson, 6845 D'Chene Lane, Minnetrista – is in favor of the project but not in favor of the assessed amount. He is asking the council to reconsider the assessed amount.

Mark Feldman, 8325 Ox Yoke Circle, Minnetrista – is opposed of the assessment.

Dave Lock, 6885 D'Chene Lane, Minnetrista – questioned how many homes are affected. Grimm responded 26.

Brian Andes, 440 D'Chene Circle, Minnetrista – had additional concerns about the assessments.

Kevin Palmer, 8305 Ox Yoke Circle, Minnetrista – questioned how Kristin Lane got taken out of the project. He commented that the last repairs on the roads were crappy.

Mayor Whalen commented that she felt \$8500 is not fair for the assessment.

Bruce commented that the assessments on Game Farm Rd were approximately \$13,000 and her cul-de-sac was assessed at approximately \$9,000.

Mayor Whalen commented that Game Farm Rd went from a gravel road to bituminous road.

Molitor commented that the City cannot go back to previous Councils and speculate on why they made the decisions they did. The fact is that the cost is what the cost is and it needs to be paid for. The roads in Minnetrista are in terrible shape.

Mortenson commented that the citizens of Minnetrista are paying the other 50% of the assessment and may never drive on those roads.

Tschumperlin commented that there was a lot of thought put into the assessment policy and the policy does get reviewed periodically.

Mayor Whalen commented that the value of the project needs to be evaluated. She also commented that since the City is not bonding for the project, the interest rate should be 2% not 5%. There was some discussion on the interest rate.

Majority consensus of the Council was to leave the interest rate at 5%.

Curtis Johnson, 6925 D'Chene Lane, Minnetrista – expressed concerns about the Council's comments.

Brian Andes, 440 D'Chene Circle, Minnetrista – stated that they also will participate in the other 50% of assessment since they are still residents of Minnetrista.

Dave Lock, 6885 D'Chene Lane, Minnetrista – commented that opportunity cost does not work.

Mayor Whalen closed the public hearing at 8:19 p.m.

i) Res. No. 64-19 Approve Assessment Roll for 2019 Street Improvement Project, CP 01-19

Motion by Molitor, seconded by Bruce to adopt assessment for the 2019 Street Improvement Project, CP 01-19 as recommended by staff with a 20-year term at 5%.

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

Mayor Whalen called for a short recess at 8:20 p.m. The meeting reconvened at 8:26 p.m.

6) Business Items

a) Purchase of Property at 9400 State Highway 7, CP 03-19

City Attorney Batty overviewed the contingencies of the purchase agreement.

Abel stated that the following items have been done: soil testing has occurred, letters were sent to the adjacent property owners, there is a temporary electric fence on the proposed parcel, the Thurks have concerns with the site and stormwater run-off, have not heard back from the other neighbor, the Thurks would like the tower to be located somewhere else.

There was discussion about the probability of looking at another site. Consensus of the Council is that this is the most desirable site.

Donn Thurk, 9300 State Highway 7, Minnetrista – commented that the other neighbor is a willing seller.

City Attorney Batty stated that the City has a binding purchase agreement for the parcel at 9400 State Highway 7.

Motion by Mortenson, seconded by Bruce to Authorize the Mayor and Clerk to extend the closing date to June 19, 2019.

Motion carried 5-0. Absent: None

i) Accept GeoTech Report from S.E.H. (Exhibit A of the packet item)

Miles Jensen from S.E.H. presented a brief overview of the GeoTech report for the site at 9400 State Highway 7.

Motion by Tschumperlin, seconded by Bruce to accept the GeoTech Report from SEH as presented.

Motion carried 5-0. Absent: None

ii) Res. No. 65-19 Approve Simple Subdivision at 9400 State Highway 7 (Exhibit B of packet item)

Motion by Molitor, seconded by Mortenson to adopt Resolution No. 65-19 Approving a Simple Subdivision at 9400 State Highway 7.

Motion carried 5-0. Absent: None

iii) Approve the Release of an Agricultural Easement (Exhibit C of packet item)

Motion by Tschumperlin, seconded by Bruce to authorize the Mayor and City Clerk to sign the release of an Open Space and Agricultural Preservation Easement at the parcel located at 9400 State Highway 7 upon receipt of the US Solar release.

Motion carried 5-0. Absent: None

iv) Res. No. 66-19 Reimbursement Resolution for Land (Exhibit D of packet item)

Motion by Bruce, seconded by Mortenson to adopt Resolution No. 66-19 to approve the resolution declaring the official intent of the City of Minnetrista to reimburse certain expenditures from the proceeds of bonds to be issued by the City.

Molitor commented that the water fund is equipped to handle these costs.

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

b) Res. No. 67-19 Approve Professional Services Agreement for Professional Services for Construction Observation for 2019 Street Projects, CP 01-19

City Engineer Fauske presented the staff report from the packet dated June 3, 2019.

Highlights included:

- Construction engineering services include:
 - ♦ construction observation
 - ♦ construction staking
 - ♦ engineering construction management
 - ♦ meetings
 - ♦ construction administration and documentation
 - ♦ construction materials sampling and testing
- The fee estimate assumes that a construction observer will only be present five hours per day while construction is occurring.
- The scope of services and estimated fees in the amount of, but not to exceed, is \$59,119 without prior Council authorization.

Motion by Molitor, seconded by Mortenson to adopt Resolution No. 67-19 approving professional services agreement for professional services for construction observation for the 2019 street improvement projects, CP 01-19 in an not to exceed amount of \$59,119 without prior council approval.

Motion carried 5-0. Absent: None

c) Building Inspector/Building Official

Director of Administration Tabor presented the staff report from the packet dated June 3, 2019.

Highlights included:

- Robert Goodman has successfully completed his probationary period
- Robert Goodman has the qualifications for the Building Official position
- Recommendation from Personnel Committee is to promote Robert Goodman to the Building Official as of June 5, 2019

i) Res. No. 68-19 Approve Probationary to Full-Time Permanent Building Inspector for Robert Goodman

Motion by Mortenson, seconded by Tschumperlin to adopt Res. No. 68-19 approving the probationary period to full-time permanent Building Inspector for

Robert Goodman effective June 5, 2019.
Motion carried 5-0. Absent: None

ii) Res. No. 69-19 Approve Promotion of Building Inspector to Building Official for Robert Goodman

Motion by Mortenson, seconded by Tschumperlin to adopt Resolution No. 69-19 approving the promotion of Building Inspector to Building Official for Robert Goodman effective June 5, 2019 with a starting rate of \$33.50 per hour.
Motion carried 5-0. Absent: None

7) Administrative Items

a) Staff Reports

i) City Administrator

- June 17 & July 15 Council meetings – No meeting July 1
- MCES County Rd 44 - handout

ii) City Engineer

- Subcontractor for Enchanted Ln/ Tuxedo Rd – Clean up started
- Update on Halstead/Farmhill project

iii) Director of Administration

- Update LCMIT – staff and council meetings June 24th – Work session on July 15th

b) Council Reports

i) Mayor Lisa Whalen

- Personnel Committee
- Met Council
- Thurk meeting
- Several emails regarding Met Council / County Rd 44 project and Game Farm Rd – addressed the process of handling emails
- City bus tour on June 11

ii) Pam Mortenson

- Planning Commission on May 28
- Westonka Community and Chamber on June 13
- City bus tour on June 11

iii) Mike Molitor

- LMCD
- Would like to see road standards to reflect 4.5" vs. 3.5"

iv) Shannon Bruce

- Parks Commission on June 11
- Would like to add a Resident's concern section into the Agenda in order to track of resident emails.

v) John Tschumperlin

- Nothing to report

8) Adjournment

Motion by Mortenson, seconded by Molitor to adjourn the meeting at 9:35 p.m.

Motion carried 5-0. Absent: None

Respectfully submitted,

Kris Linquist, MMMC, MMC
City Clerk

RESOLUTION NO. 70-19

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 63872 through 63950; electronic checks E1001480 through E1001493; Claims batch includes electronic transfers for payroll in the amount of \$69,611.33.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA, that the attached list of claims in the amount of \$622,625.19 is hereby approved.

ADOPTED this 17th day of June 2019 by a vote of ____ Ayes
____ Nays.

Lisa Whalen, Mayor

ATTEST:

Kris Linqvist, City Clerk

(seal)

***Check Detail Register©**

MAY 2019 to JUNE 2019

			Check Amt	Invoice	Comment
1010 1ST BK OF THE LAKES					
Paid Chk#	063872	6/17/2019	ACTION FLEET,INC.		
E 101-42110-404	VEHICLE & EQUIP MAINT		\$635.82	I2335	Intsallation Hours-unit 77
E 101-42110-404	VEHICLE & EQUIP MAINT		\$600.58	I2344	Installation Hours -Unit 68
E 101-42110-404	VEHICLE & EQUIP MAINT		\$97.73	I2353	Armrest
	Total ACTION FLEET,INC.		\$1,334.13		
Paid Chk#	063873	6/17/2019	ADVANTAGE PROPERTY MAINTENANCE		
E 101-45202-402	LAWN MAINTENANCE		\$4,460.00	2939	Lawn Service
E 601-49440-227	UTILITY SYSTEM MAINT SUPPL		\$720.00	2939	Lawn Service
E 602-49490-227	UTILITY SYSTEM MAINT SUPPL		\$360.00	2939	Lawn Service
E 101-41940-402	LAWN MAINTENANCE		\$800.00	2939	Lawn Service
	al ADVANTAGE PROPERTY MAINTENANCE		\$6,340.00		
Paid Chk#	063874	6/17/2019	AMERICAN MAILING MACHINES		
E 101-41320-307	PROFESSIONAL SERVICES		\$33.39	IN90743	Postage sealing solution
	Total AMERICAN MAILING MACHINES		\$33.39		
Paid Chk#	063875	6/17/2019	AMERIPRIDE SERVICES INC		
E 101-43121-215	SHOP MATERIALS		\$27.03	1004487032	Shop towels
E 101-43121-417	UNIFORMS		\$87.38	1004487032	Shop uniforms
E 101-41940-211	CLEANING & MAINT SUPPLIES		\$20.47	1004487032	Service Charge
E 101-43121-215	SHOP MATERIALS		\$27.03	1004494087	Shop towels
E 101-43121-417	UNIFORMS		\$87.38	1004494087	Shop uniforms
E 101-41940-211	CLEANING & MAINT SUPPLIES		\$20.47	1004494087	Service Charge
	Total AMERIPRIDE SERVICES INC		\$269.76		
Paid Chk#	063876	6/17/2019	ASPEN EQUIPMENT		
E 602-49490-404	VEHICLE & EQUIP MAINT		\$429.20	10204689	Crane Inspection - Truck #1
	Total ASPEN EQUIPMENT		\$429.20		
Paid Chk#	063877	6/17/2019	AUTOMATIC SYSTEMS CO.		
E 601-49440-227	UTILITY SYSTEM MAINT SUPPL		\$2,013.37	33353S	Replace Scada System Antenna
E 602-49490-227	UTILITY SYSTEM MAINT SUPPL		\$2,013.37	33353S	Replace Scada System Antenna
E 602-49490-227	UTILITY SYSTEM MAINT SUPPL		\$1,573.25	33356S	Repair LS 10 PLC
E 601-49440-227	UTILITY SYSTEM MAINT SUPPL		\$443.40	33358S	Repair Well 2A flowmeter
	Total AUTOMATIC SYSTEMS CO.		\$6,043.39		
Paid Chk#	063878	6/17/2019	BAUER BUILT TIRE		
E 101-43121-404	VEHICLE & EQUIP MAINT		\$1,213.22	180247615	Tires for truck #12
	Total BAUER BUILT TIRE		\$1,213.22		
Paid Chk#	063879	6/17/2019	BRYAN ROCK PRODUCTS		
E 101-43121-224	STREET MAINTENANCE SUPPL		\$10,315.89	34651	Rock
	Total BRYAN ROCK PRODUCTS		\$10,315.89		
Paid Chk#	063880	6/17/2019	CANTEEN		
E 101-43121-211	CLEANING & MAINT SUPPLIES		\$56.45	141780000062	coffee
E 101-42110-211	CLEANING & MAINT SUPPLIES		\$257.15	141780000062	coffee
E 101-41940-211	CLEANING & MAINT SUPPLIES		\$57.21	141780000062	coffee
	Total CANTEEN		\$370.81		
Paid Chk#	063881	6/17/2019	CARTEGRAPH		
E 401-43126-307	PROFESSIONAL SERVICES		\$3,328.05	BD00000088	Platform and Subscriptions
E 601-49440-307	PROFESSIONAL SERVICES		\$1,109.35	BD00000088	Platform and Subscriptions
E 602-49490-307	PROFESSIONAL SERVICES		\$1,109.35	BD00000088	Platform and Subscriptions
E 101-43121-307	PROFESSIONAL SERVICES		\$1,109.35	BD00000088	Platform and Subscriptions
	Total CARTEGRAPH		\$6,656.10		

***Check Detail Register©**

MAY 2019 to JUNE 2019

			Check Amt	Invoice	Comment
Paid Chk# 063882	6/17/2019	CERTIFIED RECYCLING			
E 671-43230-241	RECYCLING DAY EXPENSES		\$5,417.25	46206	Electronics -Recycling
	Total CERTIFIED RECYCLING		\$5,417.25		
Paid Chk# 063883	6/17/2019	CITY OF MOUND			
E 101-42210-316	FIRE CONTRACT MOUND		\$59,315.75		Quarterly Fire Service
E 514-47000-601	BOND PRINCIPAL		\$18,022.50		Quarterly Debt Payment
	Total CITY OF MOUND		\$77,338.25		
Paid Chk# 063884	6/17/2019	CITY OF ST BONIFACIUS			
R 101-620-36250	REFUNDS AND REIMB		\$138.09		Auction Items from St Boni
E 101-42210-318	FIRE CONTRACT ST BONIFACI		\$53,225.50		Quarterly Fire Service
	Total CITY OF ST BONIFACIUS		\$53,363.59		
Paid Chk# 063885	6/17/2019	CITY OF ST MICHAEL			
E 101-41320-433	DUES & SUBSRIPT & TRAINING		\$30.00		Seminar-Mueller
	Total CITY OF ST MICHAEL		\$30.00		
Paid Chk# 063886	6/17/2019	CLASSIC CLEANING COMPANY			
E 101-41940-211	CLEANING & MAINT SUPPLIES		\$500.00	28316	Monthly Cleaning June
E 101-43121-211	CLEANING & MAINT SUPPLIES		\$463.00	28316	Monthly Cleaning June
E 101-42110-211	CLEANING & MAINT SUPPLIES		\$775.00	28317	Monthly Cleaning June
E 101-43121-211	CLEANING & MAINT SUPPLIES		\$206.30	28396	Dispensers and Lock Replacements
E 101-41940-211	CLEANING & MAINT SUPPLIES		\$200.00	28396	Dispensers and Lock Replacements
	Total CLASSIC CLEANING COMPANY		\$2,144.30		
Paid Chk# 063887	6/17/2019	CLEARWATER IRRIGATION INC			
E 601-49440-227	UTILITY SYSTEM MAINT SUPPL		\$186.70	5815	Repair Irrigation at Well 5
	Total CLEARWATER IRRIGATION INC		\$186.70		
Paid Chk# 063888	6/17/2019	CLIFTONLARSONALLEN			
E 101-41530-301	AUDITING AND ACCOUNTING S		\$2,600.00	2159778	Final Bill CAFR ending 12/31/2018
	Total CLIFTONLARSONALLEN		\$2,600.00		
Paid Chk# 063889	6/17/2019	CULLIGAN WATER			
E 101-42110-401	BLDG/STRUCT MAINTENANCE		\$85.78	114x71080101	Water
	Total CULLIGAN WATER		\$85.78		
Paid Chk# 063890	6/17/2019	DPC INDUSTRIES, INC.			
E 601-49440-227	UTILITY SYSTEM MAINT SUPPL		\$1,862.50	827000625-19	Water treatment chemicals
	Total DPC INDUSTRIES, INC.		\$1,862.50		
Paid Chk# 063891	6/17/2019	ECM PUBLISHERS, INC			
E 101-41910-351	LEGAL NOTICE & ORD PUBLIC		\$38.55	700170	Jennings Bay Villas PUD
	Total ECM PUBLISHERS, INC		\$38.55		
Paid Chk# 063892	6/17/2019	EMBEDDED SYSTEMS, INC			
E 101-42110-339	SIREN AND MAINTENANCE PO		\$4,428.00	343911	6 month Siren Maint Fee
	Total EMBEDDED SYSTEMS, INC		\$4,428.00		
Paid Chk# 063893	6/17/2019	EMERGE ENTERPRISES INC			
E 671-43230-241	RECYCLING DAY EXPENSES		\$1,910.00	03003	Mattresses-Recycling Day
	Total EMERGE ENTERPRISES INC		\$1,910.00		
Paid Chk# 063894	6/17/2019	ESRI			
E 101-41910-307	PROFESSIONAL SERVICES		\$2,647.24	93652579	ArcGIS Desktop and Online Licenses
E 101-43121-307	PROFESSIONAL SERVICES		\$1,323.63	93652579	ArcGIS Desktop and Online Licenses
	Total ESRI		\$3,970.87		

***Check Detail Register©**

MAY 2019 to JUNE 2019

		Check Amt	Invoice	Comment
Paid Chk# 063895	6/17/2019	FOTH INFRASTRUCTURE		
G 490-2025	DEPOSITS PAYABLE	\$3,703.98	62378	Lotus Drive Construction Svcs-Reimbursed by Escrow
Total FOTH INFRASTRUCTURE		\$3,703.98		
Paid Chk# 063896	6/17/2019	FRONTIER OH		
E 101-43121-321	TELEPHONE	\$472.14	952-446-1660	Monthly Phone Service
E 101-41940-321	TELEPHONE	\$472.14	952-446-1660	Monthly Phone Service
E 101-42110-321	TELEPHONE	\$472.14	952-446-1660	Monthly Phone Service
Total FRONTIER OH		\$1,416.42		
Paid Chk# 063897	6/17/2019	GILLESPIE CENTER		
E 101-45203-307	PROFESSIONAL SERVICES	\$17,000.00		2019 Semi-Annual Support payment
Total GILLESPIE CENTER		\$17,000.00		
Paid Chk# 063898	6/17/2019	GOPHER STATE ONE CALL		
E 601-49440-227	UTILITY SYSTEM MAINT SUPPL	\$211.95	9050595	Sewer & Water Locates
E 602-49490-227	UTILITY SYSTEM MAINT SUPPL	\$211.95	9050595	Sewer & Water Locates
Total GOPHER STATE ONE CALL		\$423.90		
Paid Chk# 063899	6/17/2019	GOVT. FINANCE OFFICERS ASSN.		
E 101-41320-433	DUES & SUBSRIPT & TRAINING	\$460.00		2018 CAFR Award Program
Total GOVT. FINANCE OFFICERS ASSN.		\$460.00		
Paid Chk# 063900	6/17/2019	GRAHAM, JUSTIN AND JESSICA		
R 601-400-37120	UNDISTRIBUTED UTILITIES	\$230.00		Rtn on Overpmt on Clsd Acct 6585 Willow Ct
Total GRAHAM, JUSTIN AND JESSICA		\$230.00		
Paid Chk# 063901	6/17/2019	GRIGGS, CHAD		
E 101-42110-221	EQUIPMENT PARTS, TIRES	\$234.77		2 tires on DFT vehicle
E 101-42110-221	EQUIPMENT PARTS, TIRES	\$9.67		bulb
Total GRIGGS, CHAD		\$244.44		
Paid Chk# 063902	6/17/2019	GRIMM, BRIAN		
E 101-41320-433	DUES & SUBSRIPT & TRAINING	\$29.00		Mileage Reimbursement
Total GRIMM, BRIAN		\$29.00		
Paid Chk# 063903	6/17/2019	HENN CO INFO TECHNOLOGY		
E 401-42110-560	EQUIP AND FURNISHINGS	\$2,365.81	1000131666	radio lease - PD
E 401-43126-560	EQUIP AND FURNISHINGS	\$615.16	100131708	Radio Lease - PW
Total HENN CO INFO TECHNOLOGY		\$2,980.97		
Paid Chk# 063904	6/17/2019	HENN CO SHERIFF (PER DEIM)		
E 101-42110-441	CORRECTION FEES/CHGS	\$141.00	1000131769	Booking Fee
Total HENN CO SHERIFF (PER DEIM)		\$141.00		
Paid Chk# 063905	6/17/2019	HOLDEN, KATHRYN		
R 601-400-37120	UNDISTRIBUTED UTILITIES	\$220.00		Rtn overpmt on clsd acct 2645 N Saunders Lake Dr
Total HOLDEN, KATHRYN		\$220.00		
Paid Chk# 063906	6/17/2019	HOME DEPOT		
E 101-45202-402	LAWN MAINTENANCE	\$101.96	28252855237	Two Spruce trees for Lisle Park
Total HOME DEPOT		\$101.96		
Paid Chk# 063907	6/17/2019	INT L UNION OF OPER. ENGINEERS		
G 101-2360	PAYROLL CLEARING UNION DUES	\$245.00		* Union dues
Total INT L UNION OF OPER. ENGINEERS		\$245.00		
Paid Chk# 063908	6/17/2019	INTL ASSN FOR PROPERTY & EVIDE		
E 101-42110-433	DUES & SUBSRIPT & TRAINING	\$100.00		Certification-Langenfeld

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Total	INTL ASSN FOR PROPERTY & EVIDE		\$100.00		
Paid Chk#	063909	6/17/2019	JUBILEE FOODS		
E 101-42110-440	APPRECIATION EVENTS		\$681.13		Trista Day
E 671-43230-241	RECYCLING DAY EXPENSES		\$72.64		Clean up Day
	Total JUBILEE FOODS		\$753.77		
Paid Chk#	063910	6/17/2019	LELS		
G 101-2360	PAYROLL CLEARING UNION DUES		\$612.00	June 2019	PD Union Dues (12x\$51)
	Total LELS		\$612.00		
Paid Chk#	063911	6/17/2019	LETG		
E 101-42110-410	COMPUTER SERVICES/FEES		\$88.40	238460	Maintenance Annual Fee
	Total LETG		\$88.40		
Paid Chk#	063912	6/17/2019	LEXISNEXIS		
E 101-42110-307	PROFESSIONAL SERVICES		\$30.00	1085510-1905	Contract Fee
	Total LEXISNEXIS		\$30.00		
Paid Chk#	063913	6/17/2019	LOFFLER, INC		
E 101-41320-410	COMPUTER SERVICES/FEES		\$126.00	3108174	Foundation Exchange 1 Year
E 101-42110-410	COMPUTER SERVICES/FEES		\$180.00	3108174	Foundation Exchange 1 Year
E 101-43121-410	COMPUTER SERVICES/FEES		\$27.00	3108174	Foundation Exchange 1 Year
E 601-49440-410	COMPUTER SERVICES/FEES		\$58.50	3108174	Foundation Exchange 1 Year
E 602-49490-410	COMPUTER SERVICES/FEES		\$58.50	3108174	Foundation Exchange 1 Year
E 101-42110-202	COPY & PRINTING SUPPLIES		\$85.44	3117830	Copies-PD
E 101-41320-410	COMPUTER SERVICES/FEES		\$1,425.20	3127498	General Support
E 101-42110-410	COMPUTER SERVICES/FEES		\$2,036.00	3127498	General Support
E 101-43121-410	COMPUTER SERVICES/FEES		\$305.40	3127498	General Support
E 601-49440-410	COMPUTER SERVICES/FEES		\$661.70	3127498	General Support
E 602-49490-410	COMPUTER SERVICES/FEES		\$661.70	3127498	General Support
	Total LOFFLER, INC		\$5,625.44		
Paid Chk#	063914	6/17/2019	MARK D WILLIAMS CUSTOM HOMES		
G 101-2025	DEPOSITS PAYABLE		\$5,000.00	MB-18098 R10	Temp Co Rtn 4250 Lotus Dr
	Total MARK D WILLIAMS CUSTOM HOMES		\$5,000.00		
Paid Chk#	063915	6/17/2019	MARTIN MARIETTA MATERIALS		
E 101-43121-224	STREET MAINTENANCE SUPPL		\$791.04	25930340	Class 2 Granite
	Total MARTIN MARIETTA MATERIALS		\$791.04		
Paid Chk#	063916	6/17/2019	MCAA		
E 101-42110-202	COPY & PRINTING SUPPLIES		\$44.00	200005432	Receipt, Inventory and return Forms
	Total MCAA		\$44.00		
Paid Chk#	063917	6/17/2019	MET COUNCIL (SAC)		
G 602-2395	SAC CLEARING		\$34,442.10	May 2019	* Monthly SAC
	Total MET COUNCIL (SAC)		\$34,442.10		
Paid Chk#	063918	6/17/2019	MET COUNCIL ENVIRONMENTAL SVC		
E 602-49490-438	EXPENSE MWCC		\$27,428.28	0001096950	* Monthly Sewer
	otal MET COUNCIL ENVIRONMENTAL SVC		\$27,428.28		
Paid Chk#	063919	6/17/2019	METERING AND TECHNOLOGY		
E 601-49440-227	UTILITY SYSTEM MAINT SUPPL		\$82.82	14357	Meter sealing wire
	Total METERING AND TECHNOLOGY		\$82.82		
Paid Chk#	063920	6/17/2019	METRO SALES INC		
E 101-41320-201	OFFICE SUPPLIES		\$60.00	INV1349966	Color Copier Contract Services

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E 101-41910-201	OFFICE SUPPLIES	\$31.24	INV1349966	Color Copier Contract Services
E 101-42401-201	OFFICE SUPPLIES	\$20.00	INV1349966	Color Copier Contract Services
Total METRO SALES INC		\$111.24		
Paid Chk# 063921	6/17/2019	MID COUNTY		
E 101-42110-212	MOTOR FUELS AND LUBRICAN	\$1,068.25	36172	Squad Fuel
E 101-42110-212	MOTOR FUELS AND LUBRICAN	\$261.61	36220	Squad Fuel
E 101-42110-212	MOTOR FUELS AND LUBRICAN	\$671.22	36290	Squad Fuel
E 101-42110-212	MOTOR FUELS AND LUBRICAN	\$343.53	36346	Squad Fuel
E 601-49440-212	MOTOR FUELS AND LUBRICAN	\$106.33	36347	Dyed Diesel Fuel
E 602-49490-212	MOTOR FUELS AND LUBRICAN	\$106.33	36347	Dyed Diesel Fuel
E 101-43121-212	MOTOR FUELS AND LUBRICAN	\$425.32	36347	Dyed Diesel Fuel
E 101-43125-212	MOTOR FUELS AND LUBRICAN	\$70.88	36347	Dyed Diesel Fuel
E 601-49440-212	MOTOR FUELS AND LUBRICAN	\$117.94	36402	Dyed Diesel
E 602-49490-212	MOTOR FUELS AND LUBRICAN	\$117.94	36402	Dyed Diesel
E 101-43121-212	MOTOR FUELS AND LUBRICAN	\$471.75	36402	Dyed Diesel
E 101-43125-212	MOTOR FUELS AND LUBRICAN	\$78.63	36402	Dyed Diesel
Total MID COUNTY		\$3,839.73		
Paid Chk# 063922	6/17/2019	MN PEIP		
E 101-41320-131	HEALTH & LIFE INS - E CONTR	\$2,135.98	857046	Health Insurance
E 101-41910-131	HEALTH & LIFE INS - E CONTR	\$1,294.46	857046	Health Insurance
E 101-43121-131	HEALTH & LIFE INS - E CONTR	\$2,536.41	857046	Health Insurance
E 101-43125-131	HEALTH & LIFE INS - E CONTR	\$599.52	857046	Health Insurance
E 101-45202-131	HEALTH & LIFE INS - E CONTR	\$322.82	857046	Health Insurance
E 101-42110-131	HEALTH & LIFE INS - E CONTR	\$10,412.66	857046	Health Insurance
E 601-49440-131	HEALTH & LIFE INS - E CONTR	\$1,516.94	857046	Health Insurance
E 602-49490-131	HEALTH & LIFE INS - E CONTR	\$1,294.46	857046	Health Insurance
E 101-42401-131	HEALTH & LIFE INS - E CONTR	\$930.32	857046	Health Insurance
G 101-2340	PAYROLL CLEARING HEALTH INS	\$29.07	857046	Health Insurance
E 651-49590-131	HEALTH & LIFE INS - E CONTR	\$453.06	857046	Health Insurance
Total MN PEIP		\$21,525.70		
Paid Chk# 063923	6/17/2019	MOE, THOMAS AND MARISA		
R 601-400-37120	UNDISTRIBUTED UTILITIES	\$245.23		Rtn on overpmt on clsd acct 6450 Cedar Ct
Total MOE, THOMAS AND MARISA		\$245.23		
Paid Chk# 063924	6/17/2019	MORRELL ENTERPRISES		
E 671-43230-241	RECYCLING DAY EXPENSES	\$830.25	34774	Yard Boxes for Recycling Day
Total MORRELL ENTERPRISES		\$830.25		
Paid Chk# 063925	6/17/2019	MOUND TRUE VALUE HARDWARE		
E 101-43121-215	SHOP MATERIALS	\$41.94	160063	Shop Cleaning Supplies
E 601-49440-227	UTILITY SYSTEM MAINT SUPPL	\$31.56	160083	Curb Stop Repair
E 601-49440-401	BLDG/STRUCT MAINTENANCE	\$5.99	160244	Ant Spray
E 601-49440-227	UTILITY SYSTEM MAINT SUPPL	\$14.27	160247	Shipping for Water Samples
E 601-49440-227	UTILITY SYSTEM MAINT SUPPL	\$4.00	160413	Hydrant Repair
E 101-41940-223	BUILDING REPAIR PARTS	\$7.38	160543	Flag Weight
E 101-43121-221	EQUIPMENT PARTS, TIRES	\$2.18	160597	Parts for Water Tank
Total MOUND TRUE VALUE HARDWARE		\$107.32		
Paid Chk# 063926	6/17/2019	MOUND TRUE VALUE-PD		
E 101-42110-240	SMALL TOOLS AND MINOR EQ	\$6.79	160566	for squad
Total MOUND TRUE VALUE-PD		\$6.79		
Paid Chk# 063927	6/17/2019	MUELLER, ANISHA		
E 101-41320-433	DUES & SUBSRIPT & TRAINING	\$49.18		April - May Mileage
Total MUELLER, ANISHA		\$49.18		

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Paid Chk# 063928	6/17/2019	OFFICE DEPOT -USE			
E 101-41320-201	OFFICE SUPPLIES		\$20.00	324310865001	Copy Paper and Notebooks
E 101-42401-201	OFFICE SUPPLIES		\$35.00	324310865001	Copy Paper and Notebooks
E 101-41910-201	OFFICE SUPPLIES		\$29.70	324310865001	Copy Paper and Notebooks
	Total OFFICE DEPOT -USE		\$84.70		
Paid Chk# 063929	6/17/2019	OLE UNDERGROUND INC			
E 499-43122-437	MISCELLANEOUS EXPENSE		\$350.00	3368	Poly Line Halstead Drive Project
	Total OLE UNDERGROUND INC		\$350.00		
Paid Chk# 063930	6/17/2019	PLASTIC BAGMART			
E 101-45202-221	EQUIPMENT PARTS, TIRES		\$164.85	95330	Bags
E 101-42401-202	COPY & PRINTING SUPPLIES		\$35.00	95330	Bags for Permits
	Total PLASTIC BAGMART		\$199.85		
Paid Chk# 063931	6/17/2019	PREMIUM WATERS, INC			
E 101-41940-211	CLEANING & MAINT SUPPLIES		\$119.90	605123-05-19	Water
	Total PREMIUM WATERS, INC		\$119.90		
Paid Chk# 063932	6/17/2019	RIGID HITCH INC.			
E 101-43121-221	EQUIPMENT PARTS, TIRES		\$260.62	1928111824	Trailer Jack Stands
E 101-43121-221	EQUIPMENT PARTS, TIRES		\$398.82	1928117390	Trailer Jack Stands
	Total RIGID HITCH INC.		\$659.44		
Paid Chk# 063933	6/17/2019	SHRED IT USA INC			
E 101-41320-307	PROFESSIONAL SERVICES		\$92.81	8127366771	Shredding Service
	Total SHRED IT USA INC		\$92.81		
Paid Chk# 063934	6/17/2019	SQUIRES, CRAIG			
E 101-42110-417	UNIFORMS		\$60.94		Work Shoes
	Total SQUIRES, CRAIG		\$60.94		
Paid Chk# 063935	6/17/2019	STAR TRIBUNE SUBSCRIPTIONS			
E 101-43121-433	DUES & SUBSRIPT & TRAINING		\$42.25	7633734	Paper 6/19/19 - 09/18/19
	Total STAR TRIBUNE SUBSCRIPTIONS		\$42.25		
Paid Chk# 063936	6/17/2019	STENDER, RACHEL AND COREY			
R 601-400-37120	UNDISTRIBUTED UTILITIES		\$288.78		Rtn on Overpmt on clsd acct 950 Evans Way
	Total STENDER, RACHEL AND COREY		\$288.78		
Paid Chk# 063937	6/17/2019	Streicher s			
E 101-42110-417	UNIFORMS		\$2,909.99	11368675	Helmets
	Total Streicher s		\$2,909.99		
Paid Chk# 063938	6/17/2019	SUN LIFE FINANCIAL			
G 101-2380	PAYROLL CLEARING LIFE INS		\$1,863.55	July 2019	* Life Insurance
	Total SUN LIFE FINANCIAL		\$1,863.55		
Paid Chk# 063939	6/17/2019	TASC FLEX SYSTEMS REIMBURSEMEN			
E 101-42110-437	MISCELLANEOUS EXPENSE		\$60.41	IN1528137	Admin Fees
	tal TASC FLEX SYSTEMS REIMBURSEMEN		\$60.41		
Paid Chk# 063940	6/17/2019	THE DALE GREEN COMPANY			
E 499-43122-437	MISCELLANEOUS EXPENSE		\$442.00	4821	Black Dirt for Halstead Project
	Total THE DALE GREEN COMPANY		\$442.00		
Paid Chk# 063941	6/17/2019	TRUGREEN CHEMLAWN			
E 601-49440-402	LAWN MAINTENANCE		\$79.00	103008656	Weed Control
E 101-41940-402	LAWN MAINTENANCE		\$227.00	103008656	Weed Control

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E 101-45202-402	LAWN MAINTENANCE	\$1,658.00	103008656	Weed Control	
	Total TRUGREEN CHEMLAWN	\$1,964.00			
Paid Chk# 063942	6/17/2019	US BANK CORPORATE SYSTEMS			
E 671-43230-241	RECYCLING DAY EXPENSES	\$156.94	5/10/19	Food-Recycling Day	
E 601-49440-227	UTILITY SYSTEM MAINT SUPPL	\$36.81	5/16/19	RPZ Repair at Maple Crest	
E 101-45202-401	BLDG/STRUCT MAINTENANCE	\$115.00	5/20/19	Dog Waste Station Bags	
E 101-41940-223	BUILDING REPAIR PARTS	\$76.83	5/23/19	Weight for city hall flag pole	
E 101-42110-434	POLICE TRAINING	\$300.00	5/29/19	Intl Assn for Property Evid-Online Training	
E 499-43122-437	MISCELLANEOUS EXPENSE	\$170.86	5/30/19	Mailbox for Halstead Proj	
E 101-43121-221	EQUIPMENT PARTS, TIRES	\$48.79	5/31/19	Key switch for Pressure Washer	
E 101-41110-437	MISCELLANEOUS EXPENSE	\$46.00	6/6/19	Food-Council Mtg	
E 101-41110-437	MISCELLANEOUS EXPENSE	\$58.40	6/6/19	Food - Council Mtg	
E 101-42401-433	DUES & SUBSCRIPT & TRAINING	\$276.15	6/6/19	Books-Int'l Code	
E 101-42110-221	EQUIPMENT PARTS, TIRES	\$55.43	6/7/19	Gun Parts	
	Total US BANK CORPORATE SYSTEMS	\$1,341.21			
Paid Chk# 063943	6/17/2019	US BANK EQUIPMENT FINANCE			
E 101-41320-307	PROFESSIONAL SERVICES	\$35.00	386448138	Copier	
E 101-41910-307	PROFESSIONAL SERVICES	\$35.00	386448138	Copier	
E 101-43121-307	PROFESSIONAL SERVICES	\$35.00	386448138	Copier	
E 601-49440-307	PROFESSIONAL SERVICES	\$35.00	386448138	Copier	
E 602-49490-307	PROFESSIONAL SERVICES	\$35.00	386448138	Copier	
	Total US BANK EQUIPMENT FINANCE	\$175.00			
Paid Chk# 063944	6/17/2019	VERIZON WIRELESS			
E 401-42110-560	EQUIP AND FURNISHINGS	\$245.11	9830810807	MDC Connections	
	Total VERIZON WIRELESS	\$245.11			
Paid Chk# 063945	6/17/2019	WACONIA FORD MERCURY			
E 601-49440-404	VEHICLE & EQUIP MAINT	\$1,677.22	FOCS132268	Repair & Service of Truck #7	
E 101-43121-404	VEHICLE & EQUIP MAINT	\$134.65	FOCS132294	Service on Truck #6	
E 101-43121-404	VEHICLE & EQUIP MAINT	\$135.45	FOCS132296	Service on Truck #2	
	Total WACONIA FORD MERCURY	\$1,947.32			
Paid Chk# 063946	6/17/2019	WASTE MANAGEMENT			
E 671-43230-384	REFUSE REMOVAL	\$9,702.00	7267483-1593-	* Recycling	
	Total WASTE MANAGEMENT	\$9,702.00			
Paid Chk# 063947	6/17/2019	WIDSETH, JEFF AND KRISTI			
R 601-400-37120	UNDISTRIBUTED UTILITIES	\$318.69		Rtn overpmt on Clsd Acct 9610 Gander Lane	
	Total WIDSETH, JEFF AND KRISTI	\$318.69			
Paid Chk# 063948	6/17/2019	WM MUELLER & SONS INC.			
E 601-49440-227	UTILITY SYSTEM MAINT SUPPL	\$966.00	244038	Kings Point water main break patch	
E 101-43121-224	STREET MAINTENANCE SUPPL	\$71.07	244238	Kings Point water main break patch	
	Total WM MUELLER & SONS INC.	\$1,037.07			
Paid Chk# 063949	6/17/2019	WSB & ASSOCIATES, INC.			
G 801-1170	LAND USE RECEIVABLE	\$220.00	0-002121-340-	*Red Oak	
G 801-1170	LAND USE RECEIVABLE	\$44.00	0-002121-410-	* Woodland Cove 2nd	
E 499-43122-303	ENGINEERING SERV	\$6,560.25	0-002121-640-	Halstead Drive Reconstruction	
E 101-42401-303	ENGINEERING SERV	\$165.00	0-002121-660-	2016 Building Permit Review	
E 602-49490-303	ENGINEERING SERV	\$81.75	0-002121-720-	2016 Water Supply Plan	
E 602-49490-303	ENGINEERING SERV	\$176.00	0-002121-830-	MCES L38 Forcemain Improvements	
G 801-1170	LAND USE RECEIVABLE	\$88.00	0-002121-840-	* Waterset Final Plat ML16029	
G 801-1170	LAND USE RECEIVABLE	\$88.00	0-002121-920-	* Woodland Cove Lake 2nd ML17006	
G 801-1170	LAND USE RECEIVABLE	\$2,055.00	R-010544-000-	*Woodland Cove 3rd Addition	
E 602-49490-303	ENGINEERING SERV	\$218.00	R-011225-000-	Wellhead Protection Plan Implementation	

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G 801-1170	LAND USE RECEIVABLE	\$2,401.50	R-011356-000-	*Ponds at Hunters Crest
G 801-1170	LAND USE RECEIVABLE	\$431.50	R-012767-000-	*Jennings Bay Villas ML18020
E 602-49490-303	ENGINEERING SERV	\$422.00	R-012956-000-	2018 Sewer Lining
E 406-43121-303	ENGINEERING SERV	\$6,096.50	R-013162-000-	2019 Street Imp Project CP01-19
E 602-49490-303	ENGINEERING SERV	\$8,275.00	R-013209-000-	Lift Station 7 Forcemain Replacement
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
E 601-49440-303	ENGINEERING SERV	\$1,204.75	R-013236-000-	KPR Watermain Break Eng/Survey
E 101-42401-303	ENGINEERING SERV	\$1,440.00	R-013364-000-	*2019 Permits/Review
E 651-49590-303	ENGINEERING SERV	\$396.00	R-013428-000-	2019 MS4Services
E 101-43121-307	PROFESSIONAL SERVICES	\$3,600.00	R-013831-000-	DataLink Maintenance-2019
G 801-1170	LAND USE RECEIVABLE	\$8,822.00	R-013834-000-	*Woodland Cove Lake 3rd Addn ML19004
Total WSB & ASSOCIATES, INC.		\$45,285.25		
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Paid Chk#	063950	6/17/2019	XCEL ENERGY-MN	
E 101-45202-401	BLDG/STRUCT MAINTENANCE	\$11.32	51-001093657	Gillespie Park Irrigation
E 101-41940-381	ELECTRIC UTILITIES	\$414.70	51-6565407-3	Electricity-City Hall
E 101-43160-381	ELECTRIC UTILITIES	\$22.77	51-6565407-3	Electricity-Signal Sunnyfield
E 101-43121-381	ELECTRIC UTILITIES	\$39.94	51-6565407-3	Electricity - Public Works
E 101-45202-401	BLDG/STRUCT MAINTENANCE	\$21.50	51-6565407-3	Electricity-Hunters Trail
E 601-49440-381	ELECTRIC UTILITIES	\$866.83	51-9805951-5	Electricity-Well #2
Total XCEL ENERGY-MN		\$1,377.06		
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Paid Chk#	1001480E	6/1/2019	DELTA DENTAL	
E 101-41320-131	HEALTH & LIFE INS - E CONTR	\$250.38	7661828	Delta Dental Prem - Admin
E 101-43121-131	HEALTH & LIFE INS - E CONTR	\$277.94	7661828	Delta Dental Prem - PW
E 101-43125-131	HEALTH & LIFE INS - E CONTR	\$65.70	7661828	Delta Dental Prem - PW
E 101-45202-131	HEALTH & LIFE INS - E CONTR	\$35.37	7661828	Delta Dental Prem - PW
E 101-42110-131	HEALTH & LIFE INS - E CONTR	\$919.95	7661828	Delta Dental Prem - PD
E 601-49440-131	HEALTH & LIFE INS - E CONTR	\$154.32	7661828	Delta Dental Prem - PW
E 602-49490-131	HEALTH & LIFE INS - E CONTR	\$132.19	7661828	Delta Dental Prem - PW
E 651-49590-131	HEALTH & LIFE INS - E CONTR	\$47.40	7661828	Delta Dental Prem - PW
E 101-41910-131	HEALTH & LIFE INS - E CONTR	\$42.00	7661828	Delta Dental Prem-PL
E 101-42401-131	HEALTH & LIFE INS - E CONTR	(\$179.30)	7661828	Delta Dental Prem-Bdg
Total DELTA DENTAL		\$1,745.95		
<hr/>				
Paid Chk#	1001481E	5/23/2019	WELLS FARGO - BOND WIRES	
E 601-47000-611	BOND INTEREST	\$1,650.00		BOND INTEREST 2014A GENERAL OBLIGATION BONDS
E 526-47000-611	BOND INTEREST	\$7,475.00		BOND INTEREST 2014A GENERAL OBLIGATION BONDS
E 601-47000-620	FISCAL AGENT FEES	\$85.50		FISCAL AGENT FEES 2014A GENERAL OBLIGATION BONDS
E 526-47000-620	FISCAL AGENT FEES	\$389.50		FISCAL AGENT FEES 2014A GENERAL OBLIGATION BONDS
Total WELLS FARGO - BOND WIRES		\$9,600.00		
<hr/>				
Paid Chk#	1001482E	6/3/2019	AFLAC	
G 101-2348	AFLAC INS	\$480.63		* Aflac Supplemental Insurance Employee PD
Total AFLAC		\$480.63		
<hr/>				
Paid Chk#	1001483E	6/3/2019	INTERNAL REVENUE SERVICE	
G 101-2300	PAYROLL CLEARING FED W/H	\$8,501.28		* PR - Fed w/h
G 101-2320	PAYROLL CLEARING FICA	\$9,872.66		* PR - SS/Medicare w/h
Total INTERNAL REVENUE SERVICE		\$18,373.94		
<hr/>				
Paid Chk#	1001484E	6/3/2019	MN DEPARTMENT OF REVENUE	

***Check Detail Register©**

MAY 2019 to JUNE 2019

		Check Amt	Invoice	Comment
G 101-2310	PAYROLL CLEARING STATE W/H	\$4,290.88		* State w/h
	Total MN DEPARTMENT OF REVENUE	\$4,290.88		
Paid Chk# 1001485E	6/3/2019 PUBLIC EMPLOYEES RETIREMENT			
G 101-2330	PAYROLL CLEARING PERA	\$19,886.36		* Pera w/h
	Total PUBLIC EMPLOYEES RETIREMENT	\$19,886.36		
Paid Chk# 1001486E	6/3/2019 VOYA			
G 101-2370	PAYROLL CLEARING DEFERRED CO	\$400.00		* Deferred Comp w/h
	Total VOYA	\$400.00		
Paid Chk# 1001487E	6/3/2019 EDWARD JONES			
G 101-2370	PAYROLL CLEARING DEFERRED CO	\$1,810.91		* Deferred Comp w/h
	Total EDWARD JONES	\$1,810.91		
Paid Chk# 1001488E	6/3/2019 OPTUM			
G 101-2347	HSA CLEARING ACCT	\$5,892.46		HSA Employer and Employee Cont
	Total OPTUM	\$5,892.46		
Paid Chk# 1001489E	6/3/2019 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# 1001490E	5/31/2019 BRIDGEWATER BANK			
E 101-41320-437	MISCELLANEOUS EXPENSE	\$70.00		MAY REMOTE DEPOSIT FEE
	Total BRIDGEWATER BANK	\$70.00		
Paid Chk# 1001491E	6/5/2019 PSN			
E 601-49440-307	PROFESSIONAL SERVICES	\$210.53		MONTHLY ONLINE PAYMENT FEES MAY
E 602-49490-307	PROFESSIONAL SERVICES	\$210.53		MONTHLY ONLINE PAYMENT FEES MAY
E 651-49590-307	PROFESSIONAL SERVICES	\$140.35		MONTHLY ONLINE PAYMENT FEES MAY
E 671-43230-307	PROFESSIONAL SERVICES	\$140.34		MONTHLY ONLINE PAYMENT FEES MAY
	Total PSN	\$701.75		
Paid Chk# 1001492E	6/12/2019 XCEL ENERGY-MN			
E 601-49440-381	ELECTRIC UTILITIES	\$1,165.91	51-001164027	Electricity-Treatment Plant
	Total XCEL ENERGY-MN	\$1,165.91		
Paid Chk# 1001493E	6/19/2019 S & RB INVESTMENTS LP			
E 601-43241-514	LAND	\$102,226.10		LAND PURCHASE-WATER TOWER (BOLL TRUST PROPERTY) (includes closing costs)
	Total S & RB INVESTMENTS LP	\$102,226.10		
	1010 1ST BK OF THE LAKES	\$553,013.86		

***Check Detail Register©**

MAY 2019 to JUNE 2019

Check Amt Invoice Comment

Fund Summary

1010 1ST BK OF THE LAKES

101 GENERAL FUND	\$268,168.02
401 CAPITAL IMPROVEMENT PROGRAM	\$6,554.13
406 ROAD MAINTENANCE FUND	\$6,096.50
490 STREET IMP CAPITAL PROJECTS	\$3,703.98
499 2017 STREET PROJECTS	\$7,523.11
514 MOUND FIRE IMPROVEMENT FUND	\$18,022.50
526 MAPLE CREST IMP DEBT	\$7,864.50
601 WATER FUND	\$121,307.99
602 SEWER FUND	\$79,856.90
651 STORM WATER MGMT FUND	\$1,536.81
671 RECYCLING FUND	\$18,229.42
801 LANDUSE AGENCY	\$14,150.00
	<hr/>
	\$553,013.86

CITY OF MINNETRISTA

CONSENT AGENDA ITEM



Subject: Request for Approval of a Step Increase from 2019 Step 3 to 2019 Step 4 for Mark Klein, Public Works Maintenance Worker, effective June 19, 2019

Prepared By: Cassandra Tabor, Director of Administration

Meeting Date: June 17, 2019

Issue

Mr. Mark Klein is eligible to move from 2019 Step 3 to 2019 Step 4. Mr. Klein is to be compensated in accordance with the current labor agreement between the City of Minnetrista and I.U.O.E. Local 49.

Background

Mark Klein began full-time employment as a Public Works Maintenance Worker on June 19, 2017, and is eligible for a step increase upon completion of two years of employment and excellent job performance.

Fiscal Impact and Summary

At this time, there will be a rate increase from \$24.39/hr to \$25.60/hr for Mr. Klein. Mark Klein has been a very valuable asset to the City and Public Works department, and his efforts are greatly appreciated.

<p><u>Recommended City Council Action:</u> Adopt Resolution No. 71-19 approving a Step increase for Mr. Mark Klein from 2019 Step 3 to 2019 Step 4 as Public Works Maintenance Worker, effective June 19, 2019.</p>
--

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

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

Explain:

Mission Statement:

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

RESOLUTION NO. 71-19

CITY OF MINNETRISTA

**RESOLUTION APPROVING A STEP INCREASE FOR MR. MARK KLEIN,
PUBLIC WORK MAINTENANCE WORKER, EFFECTIVE
JUNE 19, 2019**

WHEREAS, Mr. Mark Klein is eligible for a step increase from Step 3 to Step 4 based on the successful completion of two years of employment as a full-time Public Works Maintenance Worker with the City of Minnetrista, effective June 19, 2019; and

WHEREAS, Mark Klein successfully completed his second year of service with excellent performance appraisals completed by his supervisor, Gary Peters; and

THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA, to approve a step increase for Mark Klein under the terms and conditions of the labor agreement between the City of Minnetrista and I.U.O.E. Local 49, effective June 19, 2019.

This resolution was adopted by the City Council of the City of Minnetrista on the 17th day of June, 2019, by a vote of ____Ayes and ____Nays.

Lisa Whalen, Mayor

ATTEST:

Kris Linqvist, City Clerk

(seal)

RESOLUTION NO. 72-19

CITY OF MINNETRISTA, MINNESOTA

RESOLUTION APPROVING ARBITRAGE SERVICE CONSULTING AGREEMENT FOR
2019 WITH EHLERS AND ASSOCIATES FOR COMPLYING WITH ARBITRAGE
REQUIREMENTS

WHEREAS, the City of Minnetrista has issued tax exempt bonds which have
arbitrage monitoring requirements.

WHEREAS, Staff requested a quote/proposal for 2019 from Ehlers and Associates for
Arbitrage Services for 2019.

WHEREAS, Staff received and reviewed the proposal and that it was a prudent
contract/agreement to enter into for 2019.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY
OF MINNETRISTA, that the City selects to enter into a contract for 2019 with Ehlers and
Associates at a quoted not to exceed amount of \$4,500.

The foregoing resolution was adopted by the Minnetrista City Council this 17th day of June, 2019
by a vote of _____ ayes and _____ nays.

Lisa Whalen, Mayor

ATTEST:

Kris Linquist, City Clerk

MASTER AGREEMENT FOR ARBITRAGE MONITORING SERVICES

**City of Minnetrista
7701 County Road 110 West
Minnetrista, MN 55364**

Effective as of May 23, 2019

This Master Agreement covers the City of Minnetrista's current outstanding obligations

Ehlers & Associates, Inc. ("Ehlers") and the City of Minnetrista, Minnesota ("Client") do hereby mutually agree to the following with regard to the provision of arbitrage monitoring services. In consideration of the mutual promises and covenants contained herein, and for other good and valuable consideration, it is agreed by and between Ehlers and Client as follows:

All current outstanding obligations are subject to the arbitrage provisions of the Internal Revenue Code of 1986 and related Treasury regulations. To comply with the statute and regulations the Client must undertake certain calculations. Ehlers will provide certain arbitrage monitoring services for all funds related to these obligations to assist the Client in complying with the arbitrage provisions, all as more particularly described in this Agreement.

EHLERS RESPONSIBILITIES - SCOPE OF SERVICES

Ehlers agrees to provide the following services to Client:

1. Review the following documents:
 - a. Information Return for Tax-Exempt Governmental Obligations (Form 8038-G)
 - b. Tax Compliance Certificates
 - c. Official Statements
 - d. Addendum to Official Statements, if any
 - e. Closing Memorandums, if any
 - f. Post Sales Reports, if any
 - g. Verification Reports, if any
 - h. Prior Arbitrage Calculations, if any
 - i. Trust Indentures, if any
 - j. Credit Enhancement Agreements, if any
2. Calculate the Client's arbitrage liability under Section 148(f) of the Internal Revenue Code of 1986, as amended and applicable Treasury regulations in connection with this obligation, including:
 - a. Obtain nonpurpose investment transaction data for all funds related to the outstanding obligations
 - b. Review and analyze nonpurpose investment transaction data as required based on the aforementioned documents
 - c. Compute/verify the amount of spend-down penalties payable to the IRS for obligations applying such provisions
 - d. Confirm the arbitrage yields
 - e. Compute/verify the amount of excess earnings, if any, on nonpurpose investments and the value of those earnings as of the applicable computation date
 - f. Determine the rebate amounts and rebate payments due to the IRS, if any

- g. Compute/verify the yield reduction payments due on yield restricted nonpurpose investments, if any
 - h. Assist with the purchase of State and Local Government Series of U.S. Treasuries for yield restriction of the investments, if necessary
 - i. Prepare arbitrage reports, including computational methods and assumptions used in the analysis and conclusions supporting the calculation
 - j. Prepare IRS Form 8038-T or 8038-R, if required
 - k. Obtain a legal opinion for the arbitrage reports and IRS Form 8038-T or 8038-R, if required
 - l. Deliver arbitrage reports, along with legal opinion and IRS Form 8038-T or 8038-R, if applicable
3. Maintain a system for computing and tracking the arbitrage liability and future arbitrage computation dates, as necessary.
4. Evaluate and make recommendations on record keeping practices for those funds and accounts subject to arbitrage compliance.
5. Apprise Client of any changes in the arbitrage regulations that may occur during the term of this Agreement.
6. Client acknowledges that, in its sole discretion, Ehlers may contract with third parties selected by Ehlers for the performance of some of the services to be performed hereunder.

CLIENT RESPONSIBILITIES

Client agrees to provide Ehlers with timely and accurate information regarding pertinent cash and investment activity as well as pertinent revenue and expenditure activities for all funds related to the obligation under review. The information that shall be provided includes:

1. A detailed transaction listing of revenues and expenditures made within all funds related to the obligation under review for the applicable computation periods, including:
 - a. Deposits and withdrawals of gross proceeds, including all investment activity such as interest revenues
 - b. Any other information Ehlers may deem necessary to complete the calculations such as running balances
2. Client agrees to notify Ehlers of the full redemption of these obligations covered by this Agreement or subsequent Addenda prior to the final stated maturity date. Failure to do so will relieve Ehlers of any responsibilities under this Agreement.
3. Client agrees to notify Ehlers if the Client disagrees with any of the assumptions contained in the summary of computational information of the arbitrage reports. Such notices will be made within ten business days upon Client's receipt of said report.

FEE ARRANGEMENT

Ehlers will charge Client the fees outlined in the attached worksheet for the current outstanding obligations to determine spending exceptions, bona fide debt service fund exemptions, penalty calculations, rebate amounts and yield reduction payments for all funds related to these obligations. Depending on the structure of the transaction, certain complexities may require computational work that extends beyond the scope of a standard arbitrage calculation. Conversely, the amount of computational work required to prepare future arbitrage calculations may decrease due to aggressive expenditures of gross proceeds. Ehlers will charge additional fees and/or offer discounts in accordance with the fee schedule set forth below.

Additions to Base Fee	
IRS Form 8038-T preparation	\$500 per form
IRS Form 8038-R preparation	To be negotiated based on size/complexity
Legal opinion	To be determined
Universal cap analysis	To be negotiated based on length of time
Variable rate computation period analysis	To be negotiated based on complexity

Discounts to Base Fee	
Monitoring of debt service fund only	Up to \$300 per year
Monitoring of yield restriction only	Up to \$250 per year

Ehlers will invoice Client for the amount due. The invoice is due and payable by the Client within 60 days of the invoice date. All current outstanding obligations will be covered by this Agreement. All future obligations issued on or after the effective date shall be under the same term and conditions of the current outstanding obligations that this Master Agreement covers.

LIMIT OF LIABILITY

To the fullest extent permitted by applicable law, the total aggregate liability of Ehlers under this Agreement for any actions or omissions taken by Ehlers in the performance of this Agreement shall be limited to the fees paid by Client to Ehlers under this Agreement. However, such liability limitation shall not apply to the extent penalty and/or interest is imposed on Client by the IRS on any additional rebate amounts or yield reduction payments that results from the gross negligence or intentional misconduct of Ehlers in rendering the services outlined in this Agreement. In such case, it is agreed that Ehlers will be liable only for penalty and/or interest imposed by the IRS on any additional rebate amount or yield reduction payment that results from the gross negligence or intentional misconduct of Ehlers. The Client is ultimately responsible for the completion and filing of IRS Form 8038-T or 8038-R. Client, and not Ehlers, shall be responsible for payment of any rebate amount or yield reduction payment due and any interest or penalty for failure to make timely payments. Under no circumstances shall any employee or agent of Ehlers have any personal liability arising out of this Agreement and no party shall seek or claim any such personal liability.

NO THIRD-PARTY BENEFICIARY

No third party shall have any rights or remedies under this Agreement. This Agreement is made solely for the benefit of the parties hereto, and no other person, partnership, limited liability company, association, or corporation shall acquire or have any rights under this Agreement.

CONFIDENTIALITY: DISCLOSURE OF INFORMATION

Client Information All information, files, records, memoranda and other data of the Client ("Client Information") shall be deemed by the parties to be the property of Client. Ehlers may disclose Client Information to third parties in connection with the performance by it of its duties hereunder.

Ehlers Information Client acknowledges that in connection with the performance by Ehlers of its duties hereunder, Client may become aware of internal files, records, memoranda and other data, including without limitation computer programs of Ehlers ("Ehlers Information"). Client acknowledges that all Ehlers Information, except reports prepared by Ehlers for the Client, is confidential and proprietary to Ehlers, and agrees that Client will not, directly or indirectly; disclose the same or any part thereof to any person or entity except with the express written consent of Ehlers.

TERM / TERMINATION OF CONTRACT

The term of this Agreement shall begin on the effective date of this Agreement and shall continue until such time as the above-referenced obligations are no longer outstanding. Either party may terminate this Agreement with or without cause at any time during the term of this Agreement by sending written notice of termination to the other party at least 30 days prior to the effective date of termination. Should this Agreement be terminated, Ehlers shall have no liability to Client with respect to Client's actions or omissions involving the arbitrage provisions of the Internal Revenue Code of 1986 and related Treasury regulations for the obligations covered by such Agreement.

SEVERABILITY

To the extent any provision of this Agreement shall be determined invalid or unenforceable, the invalid or unenforceable portion shall be deleted from this Agreement, and the validity and enforceability of the remainder shall be unaffected.

EVENT OF DEFAULT OR REFUNDING

Ehlers is relieved of all its liability and obligations agreed to herein should Client be in default on its principal and/or interest payments due on the above referenced obligations. In addition, Ehlers is relieved of all its liability and obligations agreed to herein should the above referenced obligations be refunded.

ENTIRE AGREEMENT

There are no representations, covenants, warranties, promises, agreements, conditions or undertakings, oral or written, between Client and Ehlers other than as set forth herein. Except or otherwise expressly provided herein, no subsequent alteration, amendment, change or addition to this Agreement shall be binding upon Ehlers.

AMENDMENT

Ehlers and Client may mutually agree in writing to amend the obligations covered by this Agreement (which amendment shall be reflected in an Addendum to this Agreement), the scope of services and/or the fee arrangement at any time. New obligations are to be added to this Agreement with the same terms and conditions. No modification, alteration, or amendment to this Agreement shall be binding upon any party hereto until such modification, alteration, or amendment is reduced to writing and duly executed by both parties hereto as an Addendum. Addendums will be used when the Client determines an obligation should not be further covered by this Agreement, the Addendum is further described as an Election Form. The Election Form shall relieve Ehlers of all liability for the elected obligation(s) and shall relieve the Client of the Agreement for the elected obligation(s).

GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

NOTICE

All notices given shall be in writing and shall be deemed to have been given when delivered, transmitted by first class, registered or certified mail, postage prepaid and addressed as follows:

If to Client:

City of Minnetrista
7701 County Road 110 West
Minnetrista, MN 55364
Attn: Finance Director

If to Ehlers:

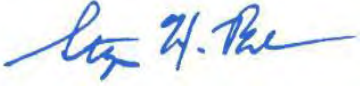
Ehlers & Associates
3060 Centre Pointe Drive
Roseville, MN 55113
Attention: Arbitrage Managing Director

In Witness Whereof, the parties have executed this Agreement this 17th day of June, 20 19

By: _____ Title: Mayor
Lisa Whalen

ATTEST: _____
Kris Linquist, City Clerk

Ehlers & Associates, Inc.

By:  _____ Title: Arbitrage Managing Director
Stephen H. Broden

City of Minnetrista, MN | Hennepin County

Outstanding Debt Arbitrage Calendar

Delivery Date	Original PAR Amount	Issue Name	Arbitrage Yield	Arbitrage Contract Status	Last Report Type	Last Report Date	Latest Arbitrage Liability	Latest Yield Reduction Liability	Next Report Type	Next Report Date	Notes	Budget Thru Next Report
10/12/2017	\$2,370,000	Taxable General Obligation Refunding Bonds, Series 2017C	2.68172592	N/A							Noted as <i>Taxable</i> .	N/A \$0
10/12/2017	\$2,845,000	General Obligation Improvement Refunding Bonds, Series 2017B	1.26051372	None					Interim	10/12/2020	The Escrow Fund and Debt Service Account (DSA-?) are subject to arbitrage and yield restriction. The Escrow Fund will be exempt due to the 6-Month Spending Exception, however, any excess balance in the DSA-? will be subject to both arbitrage and yield restriction. I recommend a discussion in October 2020 to review interest rates on DSA-? investments.	Optional \$1,500 Max Fee
10/12/2017	\$3,100,000	General Obligation Bonds, Series 2017A	2.44097140	None					18-Month Spending Exception or Interim	04/12/2019 or 10/12/2020	Bond counsel recommended that this issue may qualify for an exemption to arbitrage by meeting the 18-month spending exception requirements. I recommend a discussion in October 2020 to review interest rates on the Debt Service Account-532 investments if you elect not to pursue the 18-Month Spending Exception.	Optional \$1,000 or \$1,500 Max Fee
06/09/2016	\$2,995,000	General Obligation Bonds, Series 2016A	1.59612613	None					Five Year	06/09/2021	The Capital Project Fund and Debt Service Account (DSA-?) are exempt from arbitrage, but not yield restriction after 3-years and 13-Months respectively. The small levy portion of the excess balance in DSA? is subject to yield restriction and has a higher risk of payment due to the Arbitrage Yield. +	Recommended \$2,000 Max Fee
01/27/2016	\$9,074,697	PFA Clean Water State Revolving Fund Loan, 2016	0.99998157	N/A							Noted as <i>Taxable</i> . Also, even when these loans are issued as tax-exempt there are limited responsibilities for the borrower in regards to arbitrage.	N/A \$0
02/25/2015	\$331,000	General Obligation Equipment Certificates, Series 2015A	1.99019665	None					Five Year	02/25/2020	The Equipment Fund and Debt Service Account (DSA-501) are exempt from arbitrage, but not yield restriction after 3-years and 13-Months respectively. The excess balance in DSA-501 is subject to yield restriction and have a higher risk of payment due to the lower Arbitrage Yield. + I recommend completion of this report due to the higher risk for payment associated with the yield restriction component.	Recommended \$1,500 Max Fee
10/29/2014	\$4,595,000	General Obligation Capital Improvement Plan Bonds, Series 2014B	2.13632784	None					Five Year	10/29/2019	The escrow created a negative arbitrage position thru 02/01/17 which would make it difficult to create arbitrage in the outstanding Debt Service Account (DSA-527). The excess balance in DSA-527 is subject to yield restriction and have a higher risk of payment due to the lower Arbitrage Yield. + I recommend completion of this report due to the higher risk for payment associated with the yield restriction component.	Recommended \$2,250 Max Fee

City of Minnetrista, MN | Hennepin County

Outstanding Debt Arbitrage Calendar

Delivery Date	Original PAR Amount	Issue Name	Arbitrage Yield	Arbitrage Contract Status	Last Report Type	Last Report Date	Latest Arbitrage Liability	Latest Yield Reduction Liability	Next Report Type	Next Report Date	Notes	Budget Thru Next Report
09/11/2014	\$1,080,000	General Obligation Refunding Bonds, Series 2014A	1.61629368	None					Five Year	09/11/2019	<p>The escrow created a negative arbitrage position thru 12/01/15 which would make it difficult to create arbitrage in the outstanding Debt Service Account (DSA-526).</p> <p>The excess balance in DSA-526 is subject to yield restriction and have a higher risk of payment due to the lower Arbitrage Yield. +</p> <p>I recommend completion of this report due to the higher risk for payment associated with the yield restriction component.</p>	<p>Recommended</p> <p>\$2,250 Max Fee</p>
04/26/2012	\$1,550,000	General Obligation Bonds, Series 2012A	2.10055840	Accepted - 2015-07-30	Five year	04/26/2017	\$0.00	(\$2,465.66)	Ten year	04/26/2022	<p>There is an excess balance in the debt service account (~\$50k), which could be used to cash call part of an upcoming maturity for the street bond portion paid from Debt Service Account (529). **</p> <p>I recommend discussing the excess balance portion with Todd to see if any partial cash calls can benefit the City.</p>	<p>Optional</p> <p>\$1,000 Max Fee</p>
09/16/2010	\$3,270,000	General Obligation Improvement Bonds, Series 2010A	2.86430208	None					Ten year	9/16/2020	<p>This issue maintains a yield above market and was previously partial cash called (I assume the assessments came in early), however, there does appear to be an excess fund balance in the Debt Service Account (528). +</p> <p>Additionally, reimbursements allowable at closing exceeded the bond proceeds amount so the issue would already meet the 3-year temporary period exemption qualifications.</p> <p>I recommend discussing the excess balance portion with Todd to see if any partial cash calls can benefit the City.</p>	<p>Optional</p> <p>\$2,000 Max Fee</p>

Footnotes to calendar:

- * Based on a review of the latest arbitrage report.
- + Based on a light review of the 2017 CAFR.

CITY OF MINNETRISTA

CONSENT AGENDA ITEM



Subject: Approve Revised Detail Plates for Standard City Specifications

Prepared By: Alyson Fauske, PE, City Engineer

Meeting Date: June 17, 2019

Issue:

Should the Minnetrista City Council approve revised Standard Detail Plates?

Background/Discussion:

At the June 3, 2019 the City Council supported increasing the pavement thickness for city streets and directed staff to update the appropriate Standard Detail Plates. The attached detail plates- STR 04, STR 05, STR 06 and STR 07 have been updated to reflect 4½ inches of pavement (an increase of one inch) and requires mastic along all construction joints (eg. where the pavement meets the concrete gutter).

Conclusion:

If approved, subdivision applications received after June 17, 2019 will be subject to this new standard, and a sealcoat escrow would not be required with the subdivision approval.

Fiscal Impact:

If approved, staff anticipates reduces maintenance costs and an extended pavement life. The cost of the street costs will slightly increase due to the additional pavement thickness and application of the mastic.

<p>Recommended City Council Action: Staff recommends approving Resolution No. 73-19, approving revised Standard Detail Plates STR 04, STR 05, STR 06 and STR 07.</p>

Does Recommended Action meet City Mission Statement?

☒ Yes ☐ No

Does Recommended Action meet City Goals/Priorities?

☒ Yes ☐ No

Mission Statement:

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

RESOLUTION NO. 73-19

**CITY OF MINNETRISTA
HENNEPIN COUNTY, MINNESOTA**

**RESOLUTION APPROVING DETAIL PLATES STR 04, STR 05, STR 06 AND STR 07,
REVISED JUNE, 2019**

WHEREAS the City of Minnetrista's current General Specifications and Standard Detail Plates are dated January, 2018, and

WHEREAS the City desires to update the specifications and detail plates from time to time;

NOW THEREFORE, BE IT RESOLVED by the City Council of Minnetrista, Minnesota, Detail Plates STR 04, STR 05, STR 06 and STR 07, Revised June, 2019 are approved.

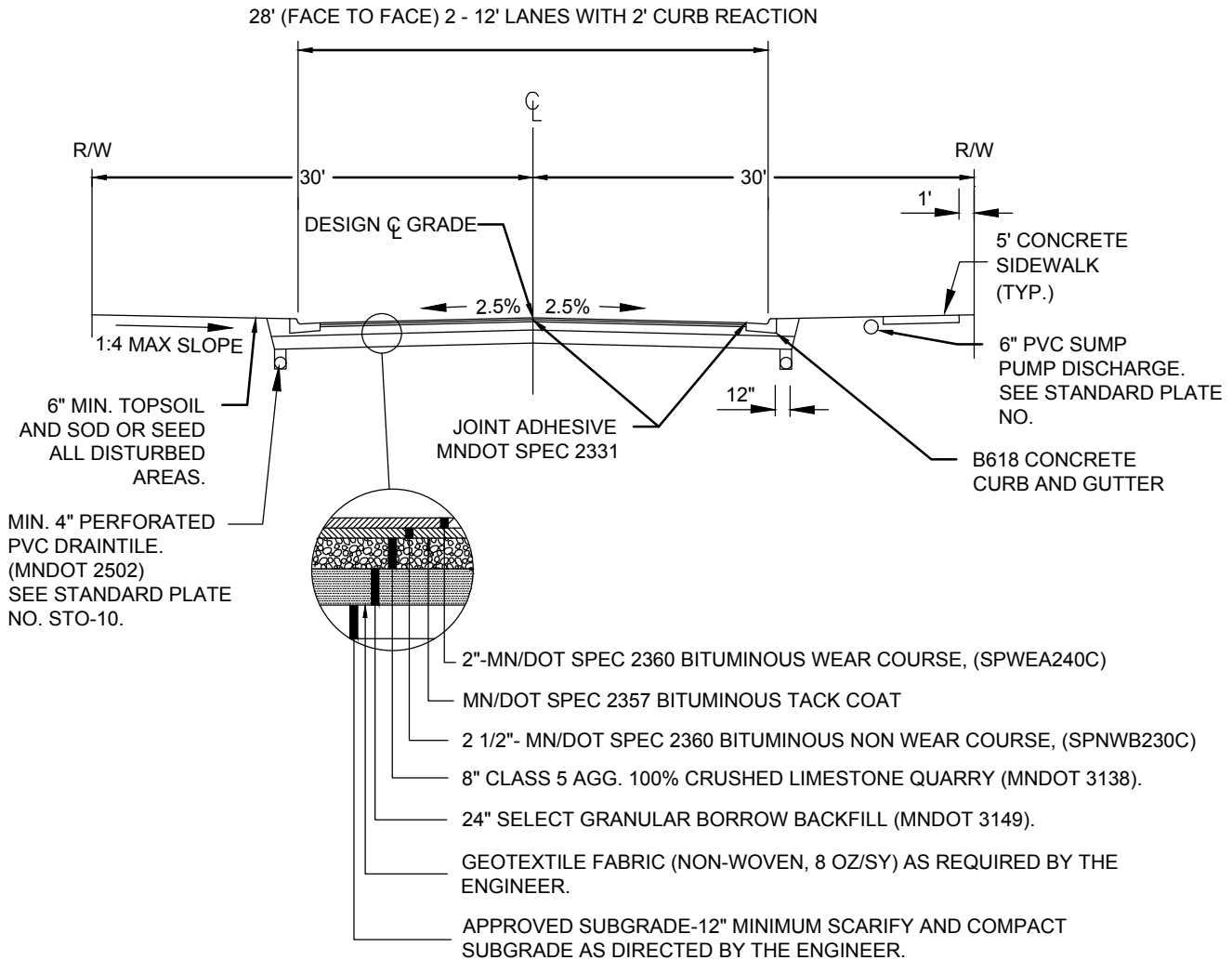
This resolution was adopted by the City Council of the City of Minnetrista on the 17th day of June, 2019, by a vote of _____ Ayes and _____ Nays.

Lisa Whalen, Mayor

ATTEST:

Kris Linquist, City Clerk

(seal)



TYPICAL SECTION

NOTE:

1. TYPICAL SECTION SHOWN IS THE MINIMUM RESIDENTIAL STREET REQUIREMENT. SEE SPECIFICATIONS FOR PROJECT SPECIFIC DETAILS.
2. DRAINTILE SHALL BE INSTALLED BEHIND CURB IN ALL SILTY, LOAMY, AND SANDY CLAY SOILS WHEN REAR LOT CORNERS ARE ABOVE STREET CENTERLINE. DRAINTILE TO BE INSTALLED AS REQUIRED TO DRAIN ALL SELECT GRANULAR FILL AREAS. DRAINTILE SHALL BE INSTALLED BEHIND CURB AT LOW POINTS 50' IN EACH DIRECTION (SEE STANDARD PLATE NO. STO-10).
3. STREET SHALL BE DESIGNED FOR A 30 MPH DESIGN SPEED WITH MINIMUM .50% AND MAXIMUM OF 6.00% GRADE.
4. THE CITY RESERVES THE RIGHT TO INCREASE THE STREET SECTION BASED ON SOIL CONDITIONS.
5. CONSTRUCT FINAL LIFT OF BITUMINOUS WEAR COURSE ONE FREEZE/THAW CYCLE AFTER UTILITIES ARE INSTALLED.
6. SEE STANDARD PLATE NO. STR-18 FOR BIKE PATH AND SIDEWALK SECTIONS.
7. INSTALL JOINT ADHESIVE (MASTIC) ON ALL COLD LONGITUDINAL CONSTRUCTION JOINTS FOR HOT MIX ASPHALT PAVEMENTS.



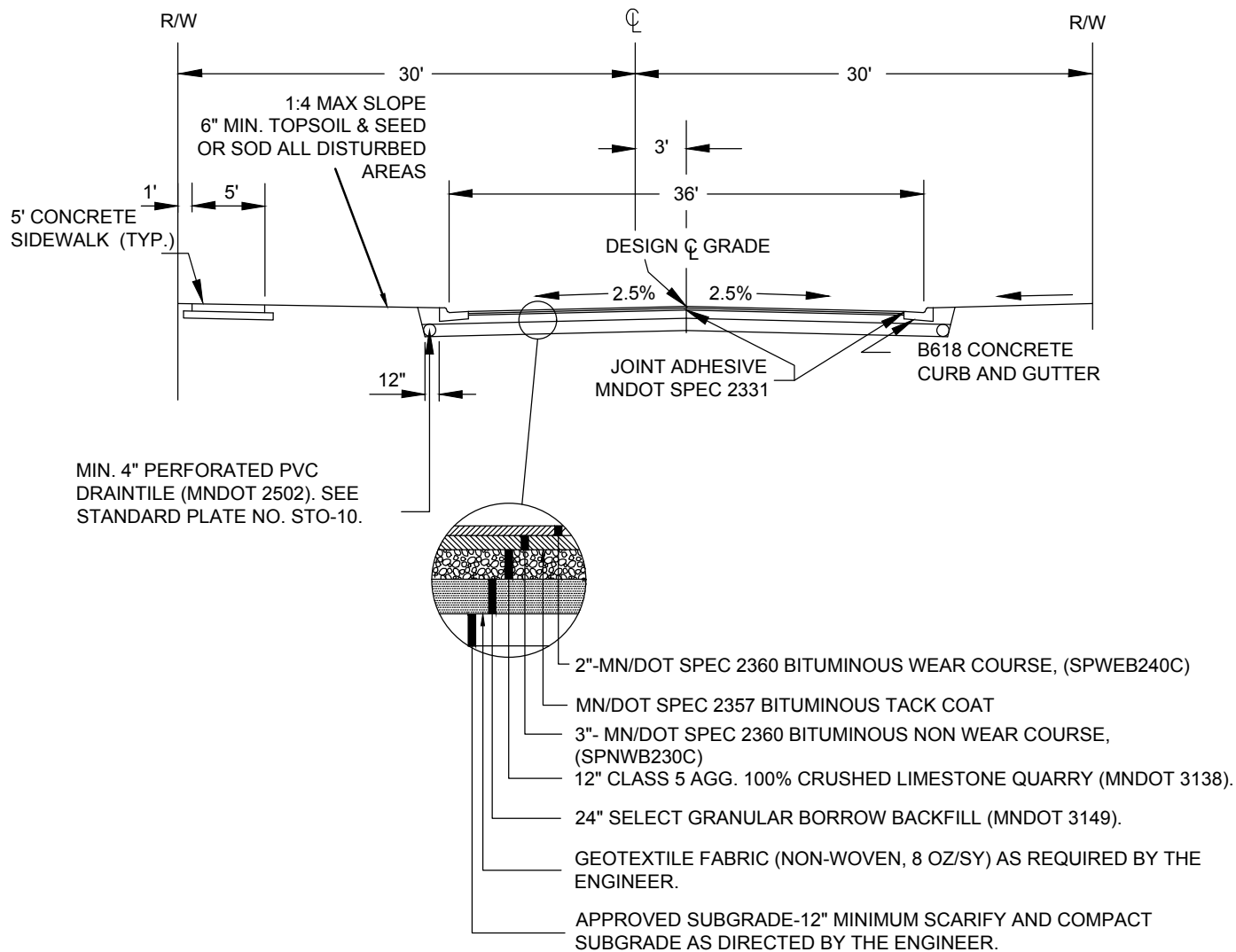
RESIDENTIAL URBAN
STREET SECTION

Special Details

Date: MAY 2017

Revised: JUNE 2019

STR-04



NOTE:

TYPICAL SECTION

1. TYPICAL SECTION SHOWN IS THE MINIMUM RESIDENTIAL COLLECTOR STREET REQUIREMENT. SEE SPECIFICATIONS FOR PROJECT SPECIFIC DETAILS.
2. DRAINTILE SHALL BE INSTALLED BEHIND CURB AT LOW POINTS 50' IN EACH DIRECTION DRAINTILE TO BE INSTALLED AS REQUIRED TO DRAIN ALL SELECT GRANULAR FILL AREAS (SEE STANDARD PLATE NO. STO-10).
3. STREET SHALL BE DESIGNED FOR A 40 MPH DESIGN SPEED WITH MAXIMUM OF 6.00% GRADE.
4. THE CITY RESERVES THE RIGHT TO INCREASE THE STREET SECTION BASED ON SOIL CONDITIONS.
5. CONSTRUCT FINAL LIFT OF BITUMINOUS WEAR COURSE ONE FREEZE/THAW CYCLE AFTER UTILITIES ARE INSTALLED.
6. SEE STANDARD PLATE NO. STR-18 FOR BIKE PATH AND SIDEWALK SECTIONS.
7. INSTALL JOINT ADHESIVE (MASTIC) ON ALL COLD LONGITUDINAL CONSTRUCTION JOINTS FOR HOT MIX ASPHALT PAVEMENTS.



RESIDENTIAL COLLECTOR
URBAN STREET SECTION

Special Details

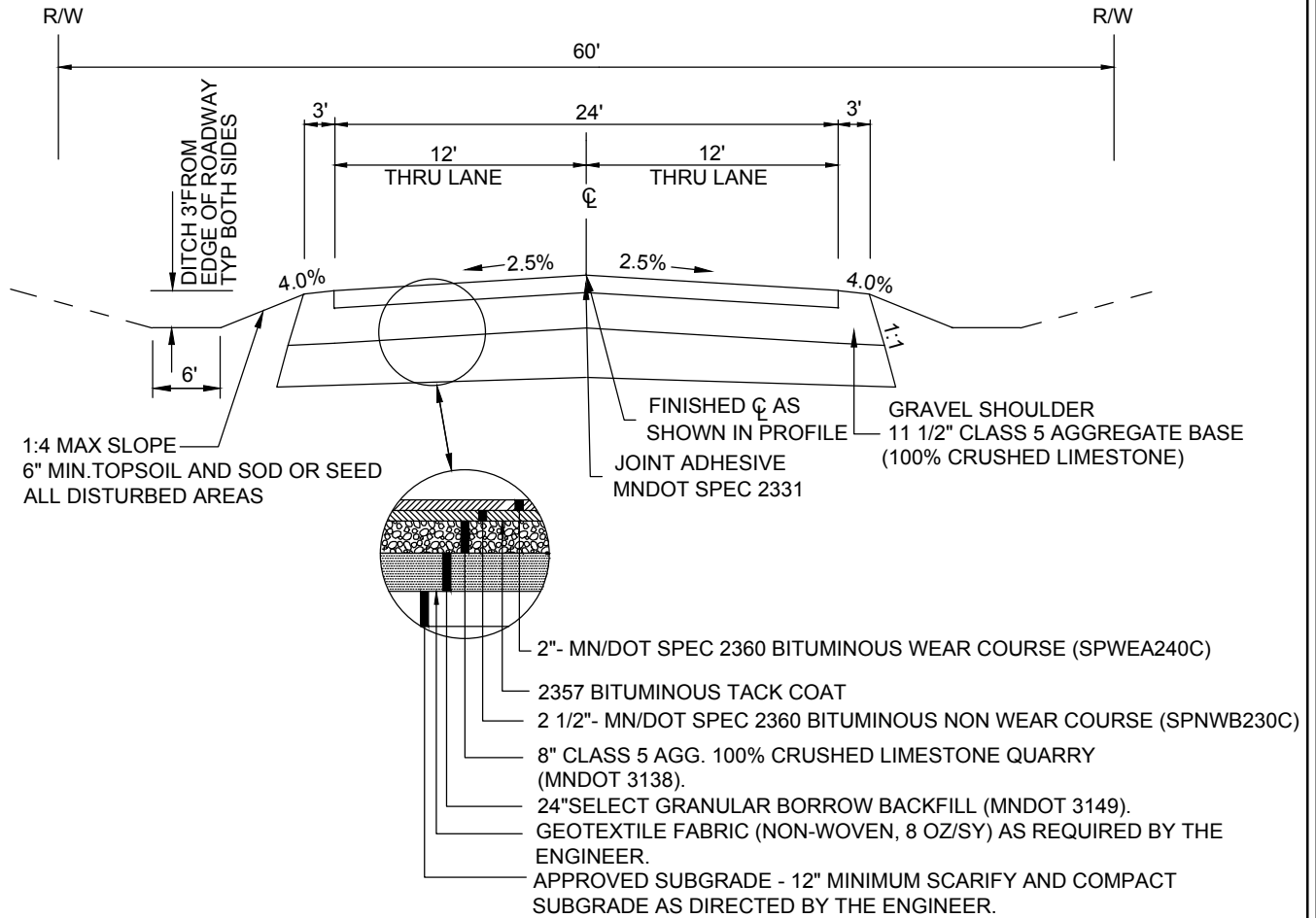
Date:

MAY 2017

Revised:

JUNE 2019

STR-05



TYPICAL SECTION

NOTE:

1. TYPICAL SECTION SHOWN IS THE MINIMUM RESIDENTIAL STREET REQUIREMENT. SEE SPECIFICATIONS FOR PROJECT SPECIFIC DETAILS.
2. STREET SHALL BE DESIGNED FOR A 30 MPH DESIGN SPEED WITH MINIMUM 0.50% AND MAXIMUM OF 6.00% GRADE.
3. THE CITY RESERVES THE RIGHT TO INCREASE THE STREET SECTION BASED ON SOIL CONDITIONS.
4. CONSTRUCT FINAL LIFT OF BITUMINOUS WEAR COURSE ONE FREEZE/THAW CYCLE AFTER UTILITIES ARE INSTALLED.
5. INSTALL JOINT ADHESIVE (MASTIC) ON ALL COLD LONGITUDINAL CONSTRUCTION JOINTS FOR HOT MIX ASPHALT PAVEMENTS.



RESIDENTIAL RURAL
STREET SECTION

Special Details

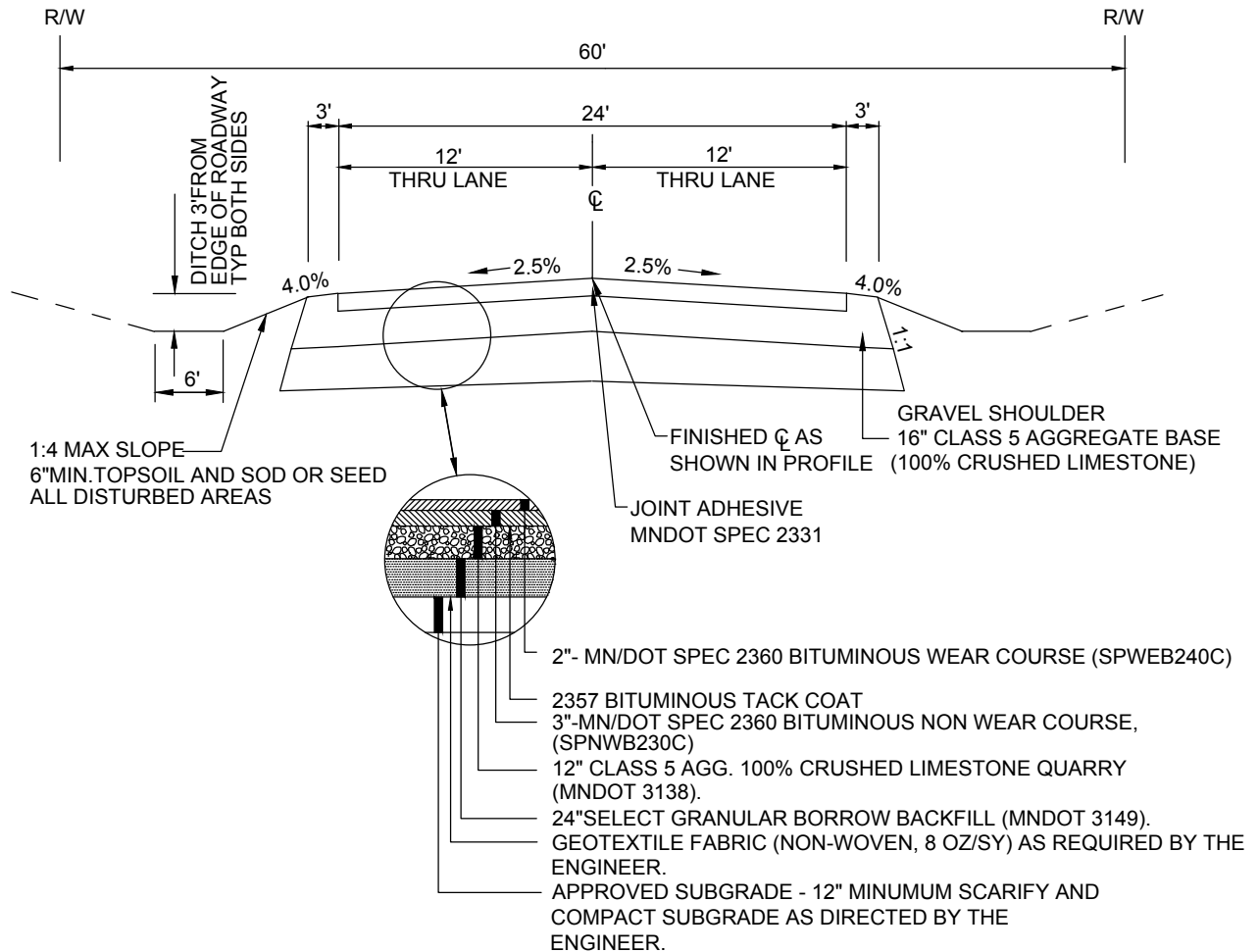
Date:

MAY 2017

Revised:

JUNE 2019

STR-06



TYPICAL SECTION

NOTE:

1. TYPICAL SECTION SHOWN IS THE MINIMUM RESIDENTIAL COLLECTOR STREET REQUIREMENT. SEE SPECIFICATIONS FOR PROJECT SPECIFIC DETAILS.
2. STREET SHALL BE DESIGNED FOR A 30 MPH DESIGN SPEED WITH MINIMUM 0.50% AND MAXIMUM OF 6.00% GRADE.
3. THE CITY RESERVES THE RIGHT TO INCREASE THE STREET SECTION BASED ON SOIL CONDITIONS.
3. CONSTRUCT FINAL LIFT OF BITUMINOUS WEAR COURSE ONE FREEZE/THAW CYCLE AFTER UTILITIES ARE INSTALLED.
4. INSTALL JOINT ADHESIVE (MASTIC) ON ALL COLD LONGITUDINAL CONSTRUCTION JOINTS FOR HOT MIX ASPHALT PAVEMENTS.



RESIDENTIAL COLLECTOR
RURAL STREET SECTION

Special Details

Date:

MAY 2017

Revised:

JUNE 2019

STR-07

CITY OF MINNETRISTA



PUBLIC HEARING

Subject: Ordinance 455 – Rezone 1035 Co Rd 19 to PUD, Repeal Ord. 449

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

Meeting Date: June 17, 2019

Background: Staff was preparing to present the final plat of Jennings Bay Villas for the City Council to review. However, all the information did not come together in time for tonight's meeting. In preparation, a public hearing was published for tonight's meeting regarding the ordinance to rezone 1035 Co Rd 19 to PUD. In order to avoid publishing another notice, staff is requesting the City Council open the public hearing and continue said hearing until their July 15, 2019 meeting. The purpose of the ordinance is to revise exhibits to reflect a 13 lot final plat, reduced from the preliminary approved 14 lots. These changes were discussed with the City Council at a work session on February 20, 2018. The direction given by the City Council was for the Applicant to proceed with a 13 lot arrangement. Ordinance 455 reflects the changes at the direction of the City Council.

<p><u>Recommended City Council Action:</u> City Council should open the required public hearing. After doing so, a motion should be made to continue the public hearing to the July 15, 2019 City Council meeting.</p>

Mission Statement:

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

CITY OF MINNETRISTA**BUSINESS / DISCUSSION ITEM**

Subject: Approve PUD Amendment for Red Oak

Prepared By: Nickolas Olson
Through: David Abel, Community Dev. Director

Meeting Date: June 17, 2019

Issue: There are a few lots within the Red Oak of Minnetrista Subdivision (“Red Oak”) that are facing rear setback and hardcover issues for the construction of decks. This issue was discovered through a building permit application to construct a deck at 4890 Red Oak Lane. Therefore, U.S. Home Corporation, doing business as Lennar (the “Applicant”) has made an application to amend the Planned Unit Development (PUD) for Red Oak. The amendment would allow for decks to encroach up to 5 feet (20 foot minimum rear setback) into the rear yard and allow for an increase in impervious surface (lot coverage) for decks only up to 50% of the lot area (45% previously approved).

Background: A building permit was submitted for a deck at 4890 Red Oak Lane. Upon review, staff noted that the deck encroached into the rear yard setback and exceeded the maximum allowed lot coverage (impervious surface). Also noted was that this issue would impact multiple properties within Red Oak. It is because of this that staff directed the homeowners at 4890 Red Oak Lane to contact their home builder, Lennar, to address this issue development wide.

Discussion: This issue technically qualifies as an administrative amendment per City Code Section 505.45 Subd. 11(a), but since there are multiple lots affected by the same issue, staff felt it was more appropriate for the City Council to review all lots rather than one at a time.

Conclusion: To summarize the extent of the request, as found in the Applicant’s submittals, there are a total of 9 lots that will be impacted. There are 5 lots that seek relief from the rear yard setback requirement and the maximum impervious surface allotment. There is an additional 4 lots that seek relief from the rear yard setback requirement. Red Oak has 59 total single family lots.

<p><u>Recommended City Council Action:</u> Motion to Adopt a Resolution No. 74-19 Approving a PUD Amendment for Red Oak.</p>

Attachments:

1. Location Map
2. Applicant Submittals
3. Res. No. 74-19 Approving PUD Amendment for Red Oak.

Mission Statement:

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



June 6, 2019

Mr. Nickolas Olson
City of Minnetrista

RE: Red Oak PUD Amendment Request - Deck Encroachment & Overall Impervious

Dear Mr. Olson:

As we discussed in May 2019, we have discovered and anticipate a few lots in the Red Oak community that are not able to construct a reasonable size deck for their home due to a rear yard setback, an impervious surface restriction, or both. Based on the items listed below we are requesting a PUD amendment to allow decks to encroach 5 feet into rear yard setbacks and to allow decks to exceed the individual lot impervious surface limit.

- There are a few homes in Red Oak that were built rather close to the rear yard setback line leaving approximately just 7 feet to construct a future deck on the rear of the home. Similar to what the City approved with the Woodland Cove PUD, we are requesting the Red Oak PUD be amended to allow attached decks to encroach 5 feet into rear yard setbacks. This would result in a rear yard setback of 20 feet for attached decks. This request is limited to uncovered decks only, not covered decks or enclosed porches.
- The Red Oak PUD allows individual lots up to 45% impervious surface coverage. The majority of homesites are well below the 45% maximum, however, there are approximately seven homesites that will be close to, or just over, the 45% limit with the addition of a 288 square foot (12' x 24') deck. The combined impervious surface of the 51 lots that have been built is currently 26.46%. There are 8 lots that have not been built on yet. If we assume these remaining 8 lots will be built with our largest footprint home, plus a 288 square foot deck (12'x24') is added to all the homesites, that would bring the total Red Oak impervious surface coverage to 30.43%. Well below the 45% maximum allowable which the development was designed for. Based on this we are requesting that each lot be held to the 45% impervious restriction for the house, driveway, front walkway and impervious patios, but be allowed to exceed 45% for decks only. And in no case shall any lot exceed 50% with the inclusion of a deck. Measuring the impervious surface by the community as a whole rather than each individual lot will allow all homeowners in the community to add a reasonable size deck to their home.

We thank the City of Minnetrista for considering these two requests and hope the Council will support the amendment as we continue to move forward with the Red Oak community.

-24? 

Land Entitlement Manager
Lennar Minnesota

Attached:

- Red Oak Impervious Surface Spreadsheet
- Red Oak Plat noting lots with completed or permitted homes
- Red Oak Plat noting lots in need of setback relief and or impervious surface relief

RED OAK - Impervious Surface and Deck Review

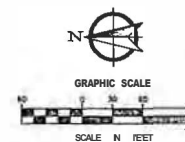
<u>Lot/Block</u>	<u>Lot Area</u>	<u>Impervious Square Feet</u>	<u>Impervious %</u>	<u>Deck (12'x24')</u>	<u>Total Impervious Area w/Deck</u>	<u>Impervious %w/ Deck</u>
Lots Corrected/Permitted						
Lot 1, Block 1	7,617	3,000	39.40%	288	3,288	43.17%
Lot 2, Block 1	7,788	2,899	37.20%	288	3,187	40.92%
Lot 3, Block 1	8,072	2,773	34.40%	288	3,061	37.92%
Lot 4, Block 1	10,423	2,870	27.50%	288	3,158	30.30%
Lot 1, Block 2	11,040	2,959	26.80%	288	3,247	29.41%
Lot 2, Block 2	8,176	3,139	38.39%	288	3,427	41.92%
Lot 3, Block 2	7,821	2,790	35.70%	288	3,078	39.36%
Lot 5, Block 2	8,519	2,595	30.50%	288	2,883	33.84%
Lot 6, Block 2	12,602	3,017	23.90%	288	3,305	26.23%
Lot 7, Block 2	15,762	2,776	17.60%	288	3,064	19.44%
Lot 8, Block 2	11,287	2,959	26.20%	288	3,247	28.77%
Lot 1, Block 3	9,430	2,754	29.20%	288	3,042	32.26%
Lot 3 Block 3	7,590	3,355	44.20%	288	3,643	48.00%
Lot 4, Block 3	7,666	3,343	43.60%	288	3,631	47.36%
Lot 5, Block 3	16,138	3,170	19.60%	288	3,458	21.43%
Lot 6, Block 3	14,571	3,288	22.60%	288	3,576	24.54%
Lot 7, Block 3	15,703	3,325	21.20%	288	3,613	23.01%
Lot 10, Block 3	10,458	3,652	34.90%	288	3,940	37.67%
Lot 11, Block 3	10,234	2,916	28.50%	288	3,204	31.31%
Lot 12, Block 3	10,641	3,162	29.70%	288	3,450	32.42%
Lot 13, Block 3	9,814	2,765	28.20%	288	3,053	31.11%
Lot 14, Block 3	9,889	2,895	29.30%	288	3,183	32.19%
Lot 15, Block 3	11,642	2,958	25.40%	288	3,246	27.88%
Lot 1, Block 4	12,117	2,696	22.20%	288	2,984	24.63%
Lot 2, Block 4	9,549	3,740	39.17%	288	4,028	42.18%
Lot 3, Block 4	10,077	3,260	32.35%	288	3,548	35.21%
Lot 4, Block 4	9,731	2,825	29.00%	288	3,113	31.99%
Lot 5, Block 4	9,781	3,393	34.69%	288	3,681	37.63%
Lot 6, Block 4	9,024	2,790	30.92%	288	3,078	34.11%
Lot 7, Block 4	10,525	3,069	29.20%	288	3,357	31.90%
Lot 8, Block 4	11,571	2,859	24.70%	288	3,147	27.20%
Lot 9, Block 4	13,031	2,756	21.10%	288	3,044	23.36%
Lot 10, Block 4	14,640	2,198	15.00%	288	2,486	16.98%
Lot 11, Block 4	16,882	2,883	17.10%	288	3,171	18.78%
Lot 12, Block 4	11,946	3,209	26.86%	288	3,497	29.27%
Lot 13, Block 4	9,317	2,895	31.07%	288	3,183	34.16%
Lot 15, Block 4	11,418	2,776	24.30%	288	3,064	26.83%
Lot 16, Block 4	40,882	2,806	6.90%	288	3,094	7.57%
Lot 1, Block 5	8,266	2,637	31.90%	288	2,925	35.39%
Lot 2, Block 5	8,351	3,076	36.80%	288	3,364	40.28%
Lot 3, Block 5	8,360	3,175	38.00%	288	3,463	41.42%
Lot 4, Block 5	8,142	2,827	34.70%	288	3,115	38.26%

Lot 5, Block 5	10,706	2,770	25.90%	288	3,058	28.56%
Lot 6, Block 5	7,920	2,867	36.20%	288	3,155	39.84%
Lot 7, Block 5	14,132	2,940	20.80%	288	3,228	22.84%
Lot 1, Block 6	10,300	2,787	27.10%	288	3,075	29.85%
Lot 2, Block 6	8,400	2,868	34.10%	288	3,156	37.57%
Lot 3, Block 6	9,888	2,566	25.95%	288	2,854	28.86%
Lot 4, Block 6	12,153	2,826	23.30%	288	3,114	25.62%
Lot 5, Block 6	13,014	3,734	28.70%	288	4,022	30.91%
Lot 9, Block 6	10,144	3,092	30.50%	288	3,380	33.32%
Sub Totals	573,150	151,680	26.46%	14,688	166,368	29.03%
<u>Lots to be Constructed</u>						
Lot 4, Block 2	7,562	3,355	44.37%	288	3,643	48.18%
Lot 2, Block 3	7,590	3,355	44.20%	288	3,643	48.00%
Lot 8, Block 3	11,563	3,355	29.01%	288	3,643	31.51%
Lot 9, Block 3	10,857	3,355	30.90%	288	3,643	33.55%
Lot 14, Block 4	7,177	3,355	46.75%	288	3,643	50.76%
Lot 6, Block 6	8,160	3,355	41.12%	288	3,643	44.64%
Lot 7, Block 6	8,102	3,355	41.41%	288	3,643	44.96%
Lot 8, Block 6	8,400	3,355	39.94%	288	3,643	43.37%
Total	642,561	178,520	27.78%	16,992	195,512	30.43%

OVER ALL CHECK	
PUD-allowed Max. Impervious	45.00%
Impervious Current	27.78%
Impervious w/ Deck Amendment	30.43%

ENTR. NO. 1392407

A.T. DOC. NO. 'R:Z.O?,Si,'27



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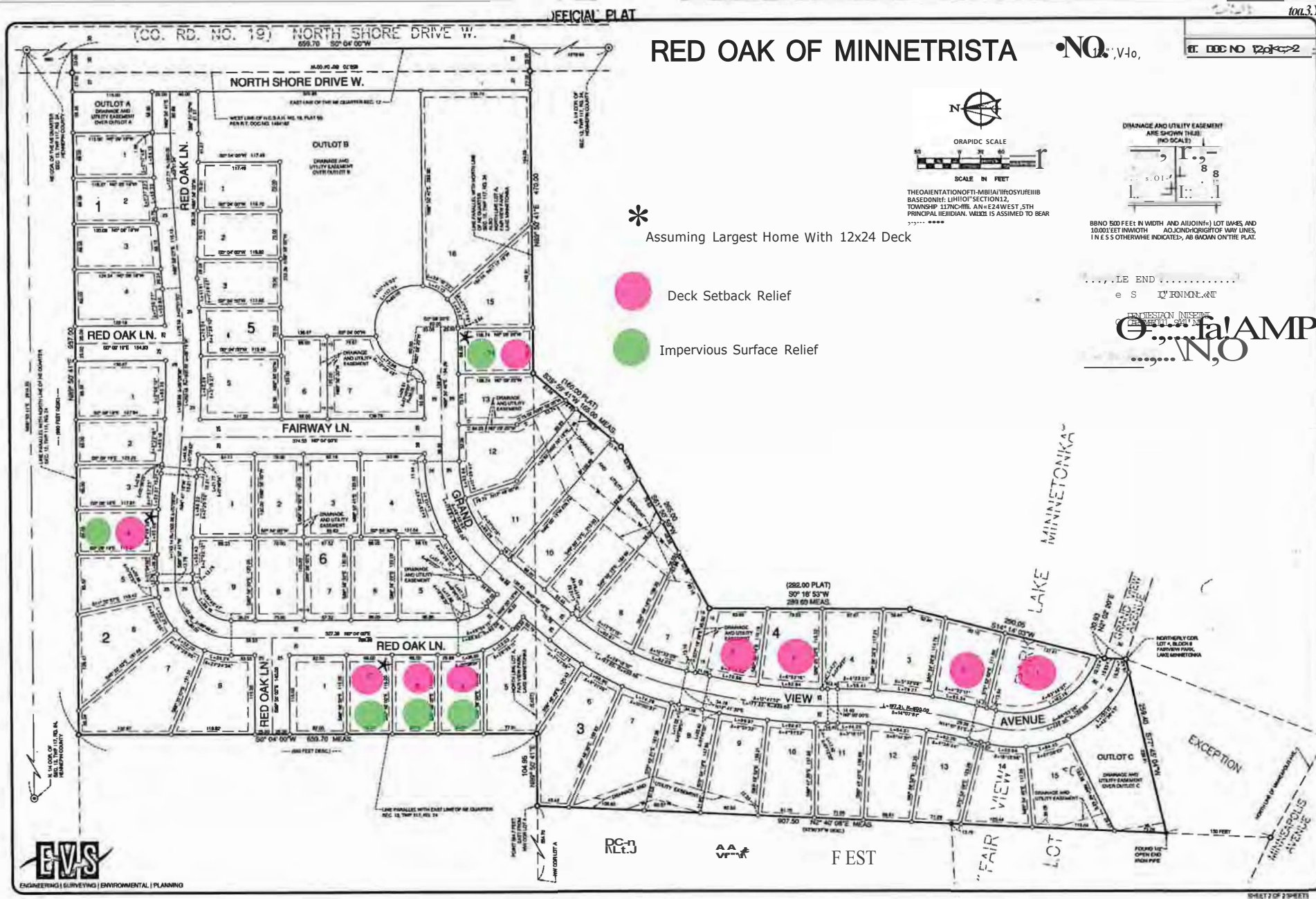
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ENGINEERING | SURVEYING | ENVIRONMENTAL | PLANNING

SWEET 3 OF 3 SHEETS



RESOLUTION NO. 74-19

CITY OF MINNETRISTA

**RESOLUTION APPROVING AN AMENDMENT TO THE RED OAK OF
MINNETRISTA PLANNED UNIT DEVELOPMENT (PUD)**

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

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

WHEREAS, U.S. Home Corporation, doing business as Lennar (the “Applicant”), has applied for a PUD (Planned Unit Development) Amendment for the land platted as Red Oak Of Minnetrista (the “Property”) and which is depicted on Exhibit A attached hereto; and

WHEREAS, on February 3, 2014, the City rezoned the property being developed as the plat Red Oak of Minnetrista from R-2(a) Low-medium residential to PUD (Planned Unit Development); and

WHEREAS, the Applicant has requested an amendment to the PUD for the plat Red Oak of Minnetrista and has submitted the necessary documents related to the amendment; and

WHEREAS, City Code Section 505.45 Subd. 11 allows for amendments to PUD Plans as a result of unforeseen circumstances, overlooked opportunities, or requests from a developer; and

WHEREAS, the City Council has reviewed the Applicant’s submission for its compliance with the terms and conditions of PUD rezoning approval and its consistency with all City ordinances and requirements.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Minnetrista, Minnesota that the City makes the following findings of fact regarding the PUD amendment of Red Oak of Minnetrista:

1. The PUD Amendment involves minor changes to the location and placement of buildings, specifically decks;
2. The PUD Amendment does not allow for additional stories, additional lots, or changes to the designated uses of open space established as part of the PUD Plan; and
3. The PUD Amendment is consistent with the terms and conditions of PUD rezoning approval.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Planned Unit Development for the plat Red Oak of Minnetrista shall be amended, subject to the following terms and conditions:

1. The rear yard setback shall be reduced from 25 feet to 20 feet for the construction of decks only;
2. The maximum lot coverage shall be increased from 45% to 50% for the construction of decks only. All other impervious surface coverage shall remain at 45% or less; and
3. Any other changes or modifications to the Planned Unit Development for Red Oak of Minnetrista shall require an amendment in accordance with Minnetrista City Code.

This resolution was adopted by the City Council of the City of Minnetrista on the 17th day of June, 2019 by a vote of _____ ayes and _____ nays.

Lisa Whalen, Mayor

ATTEST:

Kris Linquist, City Clerk

RED OAK OF MINNETRISTA

Plat No. 13,924-07

Plat Doc No. 522,752

LEGEND

- EASEMENTS 1/2" DIMENSIONAL
- EASEMENTS 1/4" DIMENSIONAL
- EASEMENTS 1/8" DIMENSIONAL
- EASEMENTS 1/16" DIMENSIONAL
- EASEMENTS 1/32" DIMENSIONAL
- EASEMENTS 1/64" DIMENSIONAL
- EASEMENTS 1/128" DIMENSIONAL
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- EASEMENTS 1/81129638414606681695789005144064" DIMENSIONAL
- EASEMENTS 1/162259276829213363391778010288128" DIMENSIONAL
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- EASEMENTS 1/5192296858534827628536896089220096" DIMENSIONAL
- EASEMENTS 1/1038459371706965525707379

CITY OF MINNETRISTA



BUSINESS /DISCUSSION ITEM

Subject: Consent to the Land Purchase of 1755 Retreat Circle by Three Rivers District per Minn. Stat. § 398.09 (b) (1).

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

Meeting Date: June 17, 2019

Background: In 2013, Three Rivers Park District (the “District”) purchased Camp Kingswood and later renamed it the Kingswood Special Recreation Feature. As the Commission may recall, the District purchased a 17+ acre property adjacent to Kingswood Park located at 1705 Retreat Circle on Little Long Lake back in 2018 and recently amended the Kingswood Special Recreation Feature Master Plan to include that property within its boundary.

Soon after reaching an agreement on 1705 Retreat Circle, the property owners of 1755 Retreat Circle (which is the parcel directly to the south of 1705 Retreat Circle) approached the District. The owners of 1755 Retreat Circle (the “Property”) are interested in selling their property to the District on a willing-seller basis. The Property totals 15.95 acres, including approximately 850 feet of shoreline. The Property is currently vacant land.

The reason for the District’s interest in purchasing this Property is it has significant natural resource value given its location along Little Long Lake, one of the cleanest and ecologically diverse lakes in the Twin Cities metropolitan region. One of the greatest natural resource values of this lake is that its watershed is very small and mostly undeveloped which makes long-term preservation and protection an attainable goal. Acquisition of this Property helps reach that goal.

In conjunction with the purchase agreement negotiation, the District will seek a master plan amendment to include the Property within the official master plan boundary for Kingswood Park.

Discussion: Minn. Stat. § 398.09 (b) gives park district boards the power to acquire lands either within or without the park district for conversion into forest reserves and for the conservation of the natural resources of the state, including streams, lakes, submerged lands and swamplands, and to these ends may create parks, parkways, forest reservations and other reservations and afforest, develop, improve, protect and promote the use of the same in such manner as is conducive to the general welfare. These lands may be acquired

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.

by the board, on behalf of the district, by gift or devise, by purchase or by condemnation. In furtherance of the use and enjoyment of the lands controlled by it, the board may accept donations of money or other property, or may act as trustee of land, money or other property and use and administer the same as stipulated by the donor, or as provided in the trust agreement. The terms of each trust shall first be approved by the district court before acceptance by the board. If the park district includes all or part of more than one court district, approval shall be by the district court of the court district having the largest area within the park district. In case of condemnation the proceedings are to be instituted in the name of the district and conducted in the manner provided in chapter 117 and acts now in effect and hereafter adopted amendatory thereof and supplemental thereto. Either the fee or any lesser interest may be acquired as the board deems advisable. Nothing herein contained shall authorize the board to:

- (1) acquire real estate by purchase or condemnation which is located within the boundaries of an incorporated statutory city or city unless the governing body of such statutory city or city shall have consented thereto by resolution duly adopted; or
- (2) acquire real estate by condemnation which is located outside the park district unless the board of county commissioners of the county in which such property is located has consented thereto by resolution duly adopted.

Parks Commission: While no action is required from the Park Commission, the item was presented to them at their June 11, 2019 meeting because of the fact that the public entity is Three Rivers Park District. The Parks Commission reviewed the possible acquisition and master plan amendment for compliance with the City's parks, trails, and open space plan. At their meeting, the Parks Commission made the following motion:

Motion by Nelson and second by Reiser determining the use of 1755 Retreat Circle for park purposes is consistent with the City's Parks, Trails, and Open Space Plan.
Motion passed 3-0. Absent: Dykoski, Hussain, and Vogel.

Planning Commission Recommendation: The Planning Commission reviewed the item at their May 28, 2019 meeting for compliance with the comprehensive plan per Minn. Stat. § 462.356, Subd. 2. At that meeting, the following motion was made:

Motion by Vickery, seconded by Young that the Planning Commission determined Three Rivers Park District's acquisition of 1755 Retreat Circle is consistent with the Comprehensive Plan for the City of Minnetrista per Minn. Statute § 462.356, Subd. 2 and to recommend the City Council adopt a resolution of support for the acquisition of 1755 Retreat Circle by Three Rivers Park District and a master plan amendment to expand the Kingswood Special Recreation Feature Master Plan boundary to include the Property.
Motion carried 6-0. Absent: Pettis and Rabin.

Mission Statement:

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

Recommended City Council Action: Motion to Adopt Res. No. 75-19 Supporting the master plan amendment to include the Property within the approved park master plan boundaries and to adopt a resolution of consent per Minn. Stat. § 398.09 (b) (1) for the acquisition of 1755 Retreat Circle by Three Rivers Park District.

Attachments:

1. Location Map
2. TRPD | Kingswood Special Recreation Feature | Amendment 2
3. Res. No. 75-19 Consent to Three Rivers Acquisition of 1705 Retreat Circle

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.

Kingswood SRF: Acquisition Opportunities

- 1755 Retreat Circle
- 1705 Retreat Circle
- Baker-Carver RT
- Boys and Girls Club
- Kingswood SRF
- Baker-Carver RT Property

0.3

Miles

N



Little Long
Lake

1705 Retreat Circle:
Acquired May 2019

1755 Retreat Circle:
Acquisition Pending



ThreeRivers

PARK DISTRICT



Kingswood | Special Recreation Feature
amendment 2 | 2013 acquisition master plan

May 23, 2019

The **mission** of Three Rivers Park District is to **promote environmental stewardship** **through recreation and education** in a natural resources-based park system.

Three Rivers Park District was established in 1957 after legislation was enacted in 1955 allowing for the activation of park districts whose primary duties are “acquisition, development and maintenance of large parks, wildlife sanctuaries, forest and other reservations, and means for public access to historic sites and to lakes, rivers and streams and to other natural phenomena” (Minnesota State Statutes, Chapter 398.07).

There are more than 12 million annual visits to more than 26,500 acres of park reserves, regional parks and special-use areas in Hennepin and five adjoining counties and 140 miles of regional trails. Current outdoor-recreation activities in regional parks and trails include camping, hiking, cross-country and downhill skiing, tubing, bicycling, in-line skating, horseback riding, nature interpretation, golfing, fishing and swimming. Three Rivers Park District also operates a natural resources management program, which administers the restoration and perpetuation of both native wildlife and plants in order to provide park and trail visitors opportunities for high-quality recreational experiences.

Board of Commissioners

DISTRICT 1

Marge Beard, Term Expires 12/31/20

Corcoran, Greenfield, Hanover, Independence, Long Lake, Loretto, Maple Plain, Medicine Lake, Medina, Minnetrista, Minnetonka Beach, Mound, New Hope, Orono (precincts 1, 3 & 4), Plymouth, Rockford, Rogers, Spring Park, St. Bonifacius, Wayzata

DISTRICT 2

Jennifer DeJournett, Term Expires 12/31/22

Brooklyn Park (all precincts except W1-0 and W1-R), Champlin, Dayton, Maple Grove, Osseo

DISTRICT 3

Daniel Freeman, Term Expires 12/31/20

Brooklyn Center, Brooklyn Park (only precincts W1-0 and W1-R), Crystal, Golden Valley, Hopkins (precinct 2), Robbinsdale, St. Anthony, St. Louis Park

DISTRICT 4

John Gunyou, Term Expires 12/31/22

Deephaven, Edina, Excelsior, Greenwood, Hopkins (all precincts except 2), Minnetonka, Orono (precinct 2), Richfield (all precincts except 6 & 9), Shorewood, Tonka Bay, Woodland

DISTRICT 5

John Gibbs, Term Expires 12/31/20

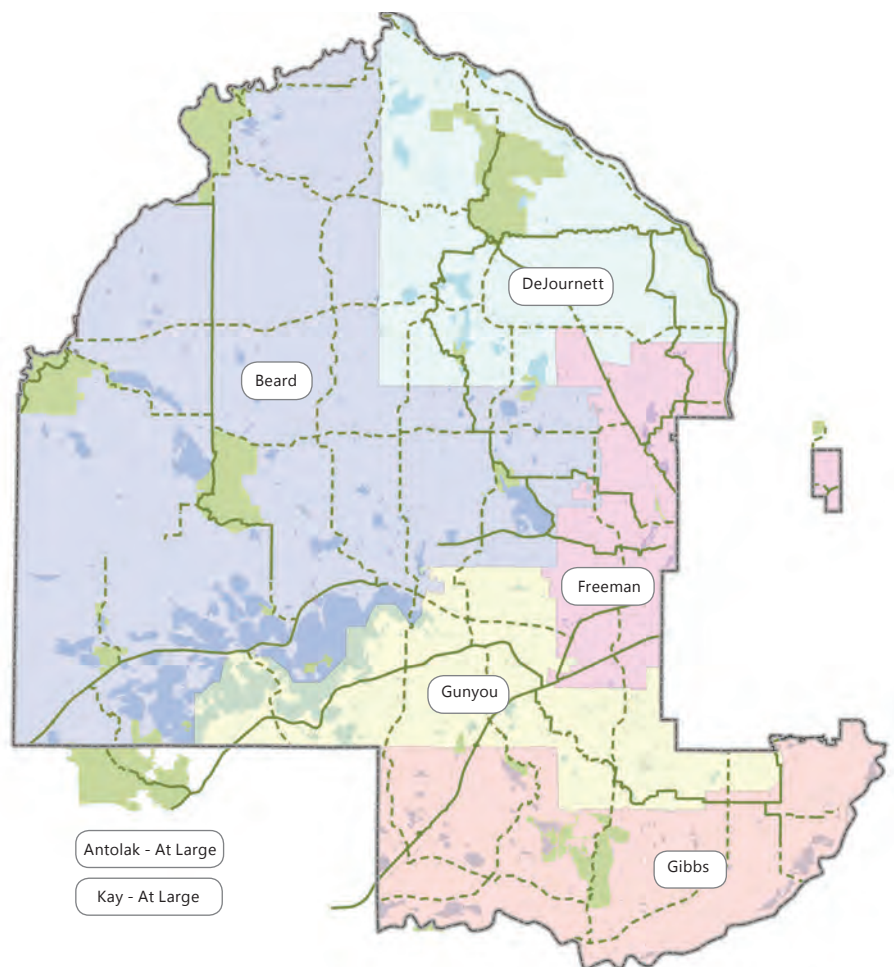
Bloomington, Chanhassen, Eden Prairie, Fort Snelling, Richfield (precincts 6 & 9)

Steven Antolak, Term Expires 12/31/20

Hennepin County Appointee - serves at large

Gene Kay, Term Expires 12/31/22

Hennepin County Appointee - serves at large



Cover Photo

Scenic view of Little Long Lake at Kingswood Special Recreation Feature.

Photo Credit: Three Rivers Park District

Executive Summary: Kingswood

Special Recreation Feature | Master Plan Amendment 2

Acquisition Request

Three Rivers Park District is requesting an amendment to the *2013 Kingswood Special Recreation Feature (SRF) Acquisition Master Plan* to include an additional 16 acres.

The 16-acre property was not included in the original 2013 master plan boundary or the 2019 Amendment 1 as the boundary was limited to existing willing sellers. Since then an adjacent property owner has expressed interest in selling their property to Three Rivers for purposes of it becoming part of the park and restoring and preserving it in a natural state for the enjoyment of future generations. A purchase agreement contingent on approval of this master plan amendment request and Metropolitan Council funding is in place.

Acquisition of the 16-acre property would further support the intent of the original 2013 Acquisition Master Plan: the long-term protection of Little Long Lake - the most pristine lake in Hennepin County. Upon acquisition completion, the property will be maintained in a natural state and invasive species control and native vegetation restoration will occur as resources allow.

This master plan amendment request modifies the master plan boundaries and reaffirms the over-arching intent of Three Rivers to protect and preserve Little Long Lake and its shoreland for future generations. Prior to any significant development of the property, Three Rivers will prepare a *Development Master Plan* to more thoroughly evaluate the park's intent, development and operation plans and associated costs. *The Development Master Plan* process will include additional opportunities for public and key stakeholder engagement.

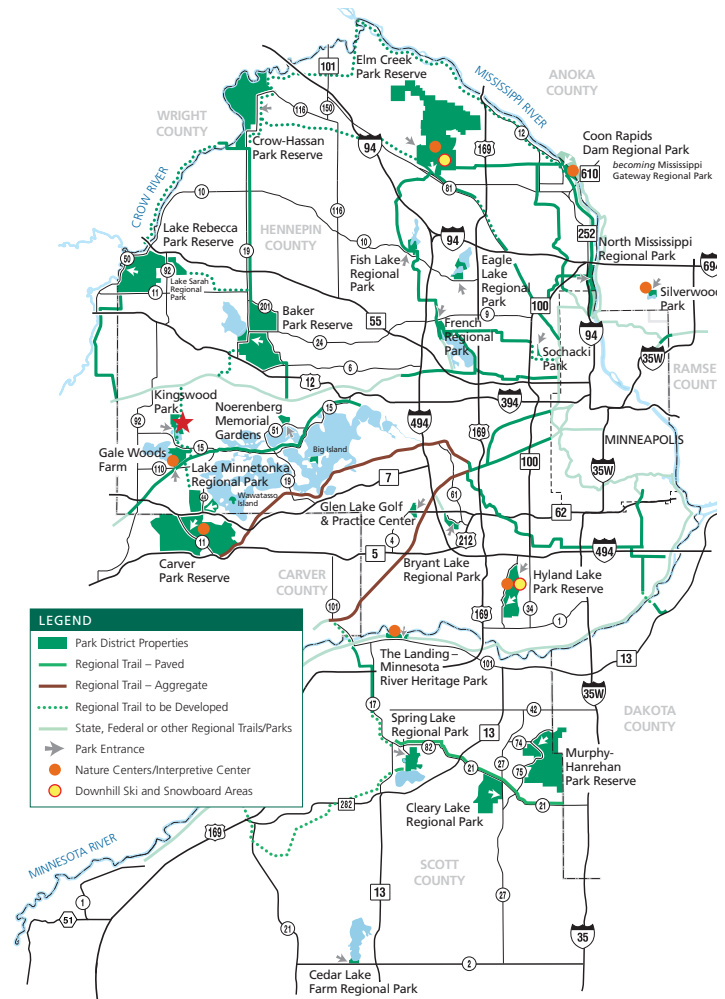


Figure 1 | Three Rivers Park District System
Kingswood Special Recreation Feature is delineated by the red star.

Source: Three Rivers Park District

Property Background

PID: 1511724220005
Address: 1755 Retreat Circle
Minnetrista, MN 55634

Size: 15.95 acres*

**Acreage rounded to 16 acres for ease of reader.*

Purchase Price: \$715,000

Additional Costs: \$15,000

(Appraisal, Closing, Stewardship and similar)

Rationale for Acquisition:

Protecting the watershed of Little Long Lake is imperative to preserving the pristine waters of the lake in perpetuity. The glacial land forms on each side of the lake create a rather small watershed of which over half is owned by Three Rivers and undeveloped.

Water moves through the watershed north to south as such the best way to protect the lake is to acquire or protect all of the property within the northern regional of the lake - acquisition of this property falls within this priority area as shown in blue on the adjacent map.

This is the last remaining private property directly on the northern portion of the lake. It is undeveloped and located adjacent to existing recently acquired parkland. There are several additional properties within the northeast area of the lake that are not directly on the lake but within the lake's watershed. If or when any of these properties are for sale, Three Rivers may consider acquiring those properties as well if supported by the City of Minnetrista. In addition, Three Rivers will also remain open to working with the City and property owners on other ways to protect and improve the area within the watershed boundary.

As this Acquisition Master Plan lays out, this is a really special lake. From a natural resources perspective the quality of the water, the two-tier fishery, the natural shoreline, the size and development level of the watershed and adjacent native, healthy plant communities all warrant protecting this parcel and returning it to a natural state. From a recreation perspective, Three Rivers

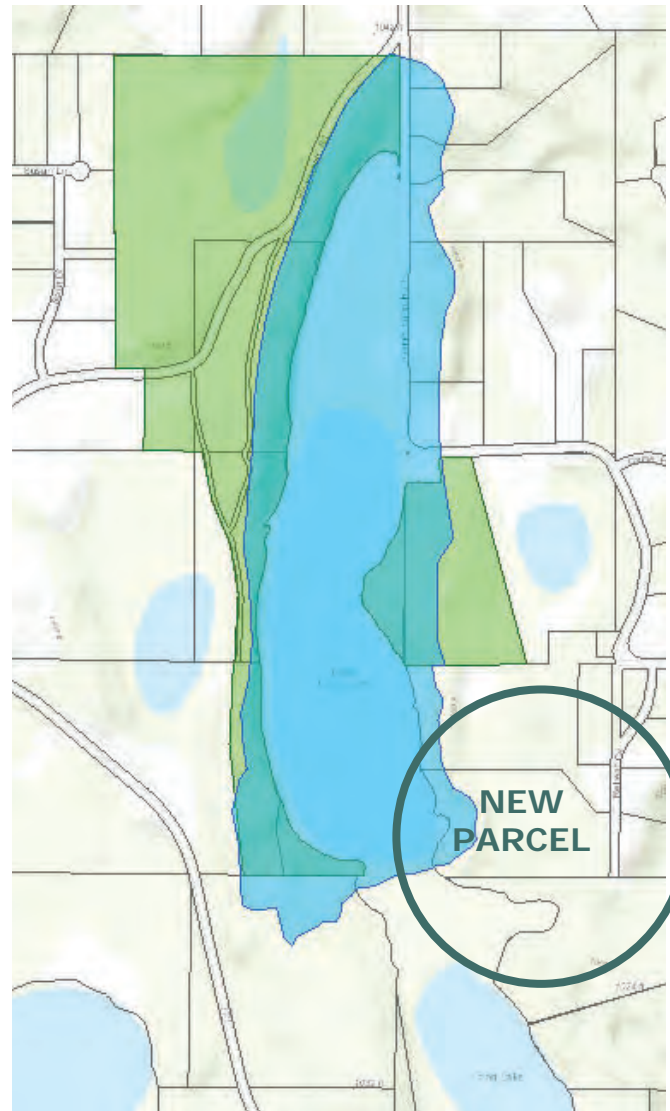


Figure 2 | Three Rivers Park District System
Little Long Lake's watershed and priority area for protection and water quality related improvements.

Source: Three Rivers Park District

acquisition of the property supports and preserves how passive water recreationalists already use and enjoy the lake: non-motorized or restricted motor boating (mostly kayaking, canoeing and paddle boarding), swimming, fishing and tubing. Acquisition and preservation of this property as natural open space provides community members an opportunity to experience the up north cabin/lake experience within a 30-minute drive from downtown Minneapolis that many, but not all, Minnesotans have the luxury to enjoy.

Figure 3: Aerial and Context

The 16-acre property is located immediately adjacent to recently acquired parkland to the north which will be returned to a natural state in 2019. The property to the south was recently subdivided and development of single family homes is likely in the next 5 years. Little Long Lake is located to the west at the foot of a steep embankment/shore line and large lot, single family homes are located to the east. The long-term land use and zoning plans indicate significant changes in the immediate area in the near future are unlikely.



Figure 4: Minnesota Land Cover Classification: Plant Species Composition

The Minnesota Land Cover Classification System designates approximately half of the property as high quality forest, specifically Maple Basswood and the other half as 'cultivated' although on site inspection reveals this area to predominately open grassy/brome field with buckthorn starting to take hold. The long-term natural resource plan for the property is to maintain the Big Woods and either expand the plant community west into the brome grass field or restore the brome grass field into prairie. (Source MnDNR)

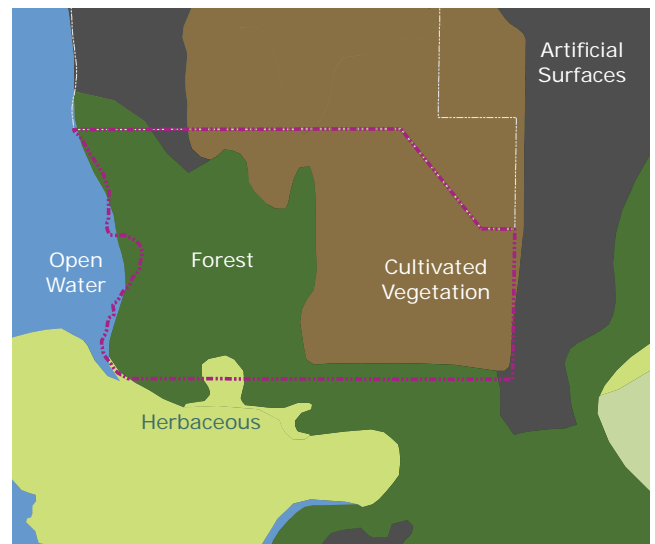


Figure 5: Regionally Significant Terrestrial and Wetland Areas: Rank 3 (highest ranking)

Areas ranked as a 'three' are the best ecological areas within the State. Approximately half of the subject property, the forested portion, fall within this classification. Often these areas are larger and surrounded by complementary land cover and uses, more ecologically diverse or may be an isolated native plant community with outstanding biodiversity significance as classified by the Minnesota County Biological Survey. (Source: MnDNR)

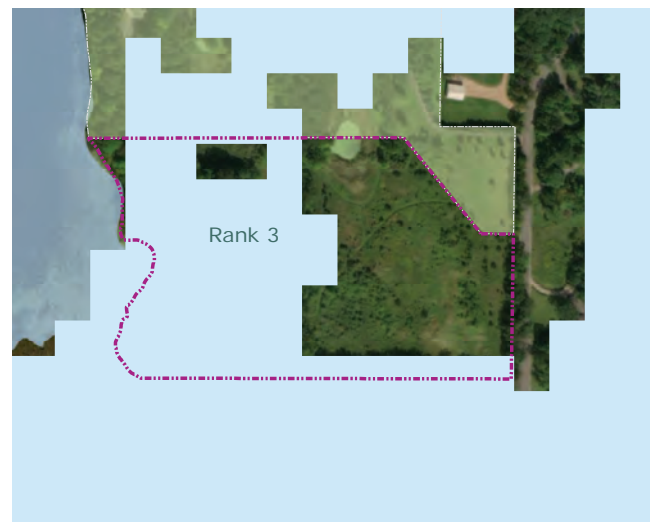




Figure 6 | Little Long Lake
 View to the shoreline of the 16-acre property (left side of photo) looking over the lake to the south and highlighting the western undeveloped shoreline owned by Three Rivers. With the exception of the MnDNR boat launch, the entire shoreline of the north portion of the lake looks similar and boasts similar plant community composition to the shoreline shown in the photo.
 Source: Three Rivers Park District



Figure 7 | Access Route to the Lake
 View from the shoreline of the 16-acre property looking over the lake to the north.
 Source: Three Rivers Park District

Figures 8 - 12| Undeveloped Area of Property

Variety of photos across the property showcasing its undeveloped nature and area of grassy field, wetlands, maple-basswood forest and view across Little Long Lake.

Source: Three Rivers Park District



Park Background

Kingswood SRF is located on Little Long Lake, in the City of Minnetrista in western Hennepin County. The SRF embodies several unique natural resource features within the 140-acre property (124 acres owned; 16 acres pending acquisition per this master plan amendment). The relatively undeveloped shoreline, intact high-quality maple-basswood forest covering a glacial esker along the western shore, oak woodland along the eastern shore and a 25-acre managed prairie and tamarack bog in the northwest region of the property are symbolic of landscape and plant communities found throughout the region and Minnesota prior to European settlement.



Figure 13 | Kingswood Special Recreation Feature (SRF)

Little Long Lake is one of the only lakes in Hennepin County that is not classified as impaired.

Source: Three Rivers Park District

Little Long Lake is one of the most pristine lakes in the Twin Cities. The excellent water quality allows for a two-tier fishery of pan fish and northern pike populations as well as a trout fishery – an unusual occurrence in Hennepin County.

The park includes holdings on both the east and west sides of the lake accounting for about 70 percent of the shoreline and encompassing a substantial portion of Little Long Lake's watershed, resulting in a rare opportunity to significantly preserve and protect Little Long Lake's water quality.

The glacial esker landform along the entire western shore of Little Long Lake provides substantial elevation changes and vistas overlooking the lake and surrounding rural landscape. The park is contiguous with the Boys and Girls Club/Voyageur Environmental Center on the south, the Minnetonka Sportsmen Club on the west, the Minnesota Department of Natural Resources (MnDNR) boat launch in the northeast and a limited number of non-agricultural private residences.

For 65 years the majority of the property was operated as a camp and retreat center by the Minnesota Annual Conference of the United Methodist Church. Camp Kingswood offered a faith-based outdoor experience for campers which included year-round cabins, lodges, a dining hall, an outdoor amphitheater, a ropes course and family camps.

Following Three Rivers acquisition of the property in 2013, almost all evidence of the camp was removed and efforts to restore the areas that were previously developed by the camp are underway. A small trail through the restored prairie and two picnic shelters remain. A small parking lot was added several years ago to support public access and use of the trail and restored prairie area.

In 2019, an additional 18 acres was added to the park. The property is currently undergoing stewardship activities to remove a single family home and return the developed portions of the property into a natural state.

The additional 16 acres proposed for inclusion as part of this master plan amendment has comparable natural resource value to the land already owned by Three Rivers and part of the park. Acquisition of the property aids in the long-term protection of the water quality and creates an opportunity for beautiful uninterrupted vistas onto and across the lake and recreation experiences that are absolutely founded in nature.

Boundaries, Easements & Acquisition Costs

Boundaries

The Kingswood SRF amended master plan boundary includes 124.21 acres currently owned by Three Rivers and 15.95 acres currently held by a private party but subject to a purchase agreement with Three Rivers for a total acreage of 140.16. The properties are all located in the City of Minnetrista (City) generally north of County Road (CR) 15, south of CR 26, east of CR 92 and west of CR 110.

For purposes of the *Acquisition Master Plan*, the property is referenced as ‘west side’ and ‘east side,’ with the west side referring to the 86 acres on the west side of the lake and east side referring to the 54 acres including the 16 acres proposed for acquisition on the east side of the lake.

Adjacent land uses include large-lot single family residences, the Boys and Girls Club/Voyageur Environmental Center, a MnDNR boat launch, large-lot single family residences and the Minnetonka Sportsmen Club.

Three Rivers may pursue additional acquisition opportunities should they present themselves on a willing seller basis and support the park’s intent and protection of Little Long Lake’s water quality and associated natural resources. If any additional properties are considered for master plan boundary inclusion, Three Rivers will seek an additional master plan amendment to account for those opportunities.

The property owned by Three Rivers is summarized below and illustrated on the following page:

PIN	Acres	Metes and Bounds Description
053-0911724140001	7.28	That part of S 70 rods of SE 1/4 of NE 1/4 lying E of Kingswood Road except road
053-0911724140002	45.37	That part of the S 1155 ft of the NE 1/4 sec 9 T 117 R 24 lying wly of Kingswood Rd and E of the W 819.06 ft thof also that part of the NW 1/4 of the SE 1/4 said sec lying N of Kingswood Road and E of the W 819.06 ft thof also that part of said NW 1/4 of the SE 1/4 lying S of Kingswood Rd and E of a line run nly at R/A with the S line of said NW 1/4 of the 1/4 from a pt therein dis 991.62 ft E from the SW cor thof ex cartway
053-0911724410001	20.55	Government lot 1 in section 9 township 117 range 24; except that part taken for water access site purposes and subject to roads and cartways
053-0911724440002	6.67	That part of govt lot 2 lying E of fence line along W side of road as altered by the town board on Aug 15th 1911
053-1011724330002	16.79	That part of the southwest quarter of the southwest quarter of section 10 township 117 range 24 lying westerly of a line running from a point in the north line of said southwest quarter of the southwest quarter distant 904 feet westerly from the northeast corner thereof to a point in the south line of said southwest quarter of the southwest quarter distant 548 feet westerly from the southeast corner thereof; except that part taken for water access site purposes and subject to road
053-1611724110001	9.58	That part of lot 5 lying E of the fol line com on N line of lots 5 at a pt 146 ft W of Meander Stone on W shore of Little Long Lake th S 1 deg 52 min W a dis of 513 ft th S 7 deg 2 MIN E a dist of 810.5 ft to S line of lot 5
053-1511724220004	17.97	LOT 001 BLOCK 001 “BAKER GAME FARM ADDITION”
Total		124.21

The property proposed for inclusion in the master plan boundary is summarized below and is also illustrated on the following page:

PIN	Acres	Abstract Description
053-1511724220005	15.95	LOT 002 BLOCK 001 “BAKER GAME FARM ADDITION”



Figure 14 | Property Boundary

Kingswood SRF *Acquisition Master Plan Amendment 2* boundary includes 124 acres owned by Three Rivers and 16 acres privately held and subject to a purchase agreement with Three Rivers bring the park total acres to 140.

Source: Three Rivers Park District

Easements

Sixty-six percent (66%) of the amended master plan boundary resides under conservation easement, encompassing approximately 90 of the total 140 acres. The Minnesota Land Trust, in partnership with Hennepin County, has an easement on approximately 45 acres northwest of Kingswood Road. The Minnesota Department of Natural Resources has an easement on about half of the remaining property southeast of Kingswood Road measuring approximately 45 acres. Approximately 50 acres are not associated with a conservation easement. In addition, a trail easement along Retreat Circle (eastern boundary) exists for existing parkland and anticipated for the 16-acre addition as well.

The easement areas are described below and illustrated in Figure 4.

Minnesota Land Trust/Hennepin County Easement

In 2011, the Minnesota Land Trust, in collaboration with Hennepin County, purchased a 45-acre conservation easement in the northwest portion of the property. This ecologically diverse natural area had been identified in Hennepin County's natural resources inventory as a priority area in need of protection. The easement prohibits activities that would significantly impair or interfere with the existing natural resources and the critical habitat for plants and animals provided by this site. The easement area includes a remnant Maple-Basswood forest known as Big Woods which has been identified as significant in a biological survey by the MnDNR. The site also includes a managed tall grass prairie, a tamarack bog and unique glacial features.

The Minnesota Land Trust/Hennepin County conservation easement allows unpaved paths or foot trails for non-motorized and limited motorized uses. Trails may be established, maintained and used only in a manner that does not result in significant erosion, impairment or interference with the natural habitat, water quality or scenic quality of the easement area.

MnDNR Easement

In 2003, the MnDNR purchased a conservation easement for the protection and management of 47 acres of the Camp Kingswood property (of which, approximately 22 additional MnDNR easement acres cover the northern portion of Little Long Lake which is not currently included as part of Hennepin County parcel data). The MnDNR *Natural Resource Management Plan* included the integration of church curriculum and camp programs with management of the site, such as invasive species removal. The MnDNR conservation easement also specifies

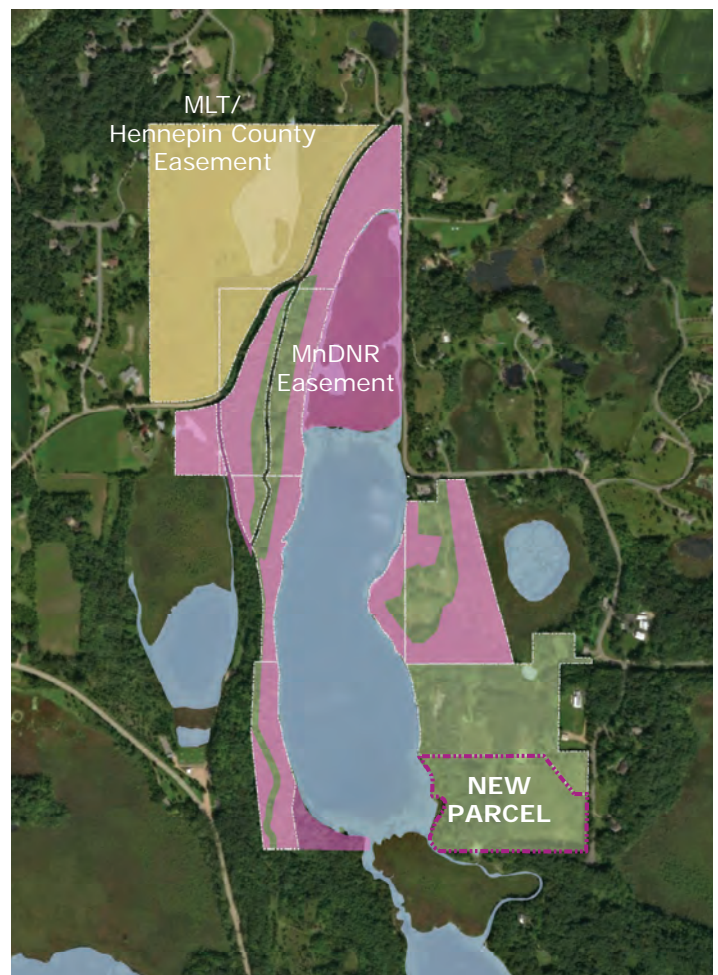


Figure 15 | Kingswood Easements

Sixty-six percent (66%) of the subject property resides under conservation easement, encompassing approximately 90 of the total 140 acres. Trail easements held by the City of Minnetrista along Retreat Circle are in place on existing parkland and anticipated on the property proposed for inclusion in the master plan boundary.

Source: Three Rivers Park District

that trails are not permitted to be established or maintained in the easement area except those specifically allowed in the MnDNR *Natural Resource Management Plan*. In addition, the easement prohibits horses and dogs within the easement boundary.

To accommodate the educational and recreational intent of the *2013 Acquisition Master Plan*, Three Rivers collaborated with the MnDNR to amend the MnDNR easement boundaries to allow for the future development of a regional trail along the ridgeline of the glacial esker on the western shore of Little Long Lake. As part of the easement amendment, Three Rivers reimbursed the MnDNR for the 2 acres of easement vacated. The remaining conservation easement over parkland is 45 acres.

Additional easement variances may be identified as a part of the future *Development Master Plan* process.

Minnetrista Trail Easement

A small trail easement (likely < 1-acre in total) held by the City of Minnetrista is located along Retreat Circle right-of-way on existing parkland and anticipated for the new 16-acre parcel as well. This easement is viewed as minor and does not prohibit Three Rivers from achieving the long-term vision of the property. In fact, a trail easement is complimentary to the use of the property as public parkland and may help provide non-motorized access to the Park at a future date.

Acquisition Costs and Funding

Tentative acquisition costs for the 16 acres are \$730,000 including preliminary stewardship work. Three Rivers is simultaneously seeking funding from the Metropolitan Council for 75 percent of acquisition costs (\$547,000). Three Rivers will provide the local 25 percent match (\$182,500).

Resource Inventory and Management

Natural Resources

Three Rivers has a district-wide ecological stewardship and natural resource management program focusing on natural resource preservation and restoration. Each park and trail undergoes a natural resource assessment and has a specific preservation and restoration plan to meet existing conditions and Three Rivers goals.

The natural resource composition and value of proposed 16-acre property for acquisition is consistent with the broader natural resources.

Natural Resource Inventory

Current preservation of the Kingswood SRF Big Woods patch and pristine Little Long Lake water quality is largely credited to the property's geomorphology. The steep topography surrounding the Little Long Lake historically made it difficult to clear the forest vegetation for agriculture production. This steep topography also protects the excellent water quality found in Little Long Lake.



Figure 16 | Little Long Lake

Little Long Lake's undeveloped wooded shoreline and surrounding hills provide an opportunity for the 'up north' experience close to home.

Source: Three Rivers Park District

Geology

The Kingswood SRF property is geologically comprised of the Superior and Des Moines Lobes of the Wisconsin Age. Unusual to western Hennepin County, a small band of the Superior Lobe - generally the width of the Kingswood SRF property - comprises much of the west side of Little Long Lake. The Des Moines Lobe comprises the east side of the property and extends to much of the surrounding context within the City of Minnetrista. Because of its geologic history, the property exhibits abrupt peaks and sharply dropping hills and ridges - as much as 25 to 35 percent along the north/south esker and along the east side of Little Long Lake. The soils within the property are heavily influenced by glaciers, and as such vary from outwash to fine loams.

Vegetation

The pre-European settlement vegetation (pre-1800s) of the Kingswood SRF property was characterized by Big Woods, defined scientifically as a mixed deciduous hardwood forest (oak, maple, basswood and hickory). Much of Minnesota's Big Woods was cleared to encourage farming and drive the lumber industry. By the 1930s, farmers had converted most of the Big Woods to cropland leaving a patchwork of widely scattered wood lots. Today, less than 2 percent of the Big Woods remain within the Minnesota landscape.



Figure 17 & 18 | Natural Resources

Top: A tamarack bog is located within the Minnesota Land Trust/Hennepin County Conservation Easement Area.

Bottom: The 25-acre prairie undergoing fire management to assist in removal of exotic species and establishment of native species.

Source: Three Rivers Park District

The Kingswood SRF property includes a sizable patch of Big Woods, extending south along the west side of Little Long Lake. This sugar maple and basswood Big Woods patch is contiguous with an adjacent native vegetation complex to the south and southeast that includes tamarack swamp and cattail sedge marsh.

The emergent vegetation surrounding the Little Long Lake is one of the most diverse emergent communities found in Hennepin County. While hybrid cattail is present, it is not monotypic as it is elsewhere. Sedges and wetland wild flowers are common amongst the cattails. Wild rice grows on the lake margins when water levels are high. The diversity of plant species attracts a number of songbirds in summer and seed-eating birds in fall.

The northwest corner of the property has been undergoing prairie restoration efforts. The vegetation composition of the prairie is a mix of both exotic species and native grasses and forbs.

Minnesota County Biological Survey (MCBS)

The MCBS indicates element occurrences of special concern species within one-mile of Kingswood SRF. These species include, but are not limited to; least darter, humped bladderwort, tamarack swamp, prairie rich fen and maple basswood forest.

Watershed

The Kingswood SRF property is hydrologically divided in half by the South Fork Crow River and Mississippi River Watersheds. Little Long Lake is recharged primarily from ground water, yet it sits atop of a watershed divide. Water flows east into Lake Minnetonka and west into the Crow River and the recharge area is very small. It is uncertain how much of an underground connection exists between the lake and the small wetlands to either side, but it seems likely that a connection exists.

Little Long Lake

Little Long Lake is approximately 65 acres in surface area and has a maximum depth of 76 feet at the southern end of the lake. Little Long Lake is one of the few lakes in Hennepin County that is not on the impaired waters list and provides unique recreational opportunities for swimming, scuba diving, snorkeling, kayaking, paddle boarding, rafting, boating (10 horsepower limit) and fishing.

The lake has long been recognized as an environmental gem due to its superb water quality and possesses an average summer water clarity exceeding 4 meters. Summertime phosphorus concentrations are between 10 and 15 ug/l, which are significantly better than any other lake within the current Three Rivers system. Further, Little Long Lake's depth, small surface watershed (approximately 150 acres), location at the top of a major watershed divide, and relative lack of watershed land area that could support intensive agricultural operations or urban/suburban development means that the prospects for sustaining outstanding water quality in the lake are excellent.

Wildlife

The Kingswood SRF property and surrounding watershed contain a unique assemblage of plant communities and a surprising diversity of wildlife for such a small area. Little Long Lake and the surrounding wetlands, woodlands and open fields provide diverse, high-quality habitat for wildlife. Consequently, many species of wildlife that are rare or uncommon in Hennepin County are found on the lake or the surrounding uplands.

Aquatic Wildlife

Because of its excellent water quality, Little Long Lake is one of the few in the Twin Cities area capable of supporting a "two story" fishery. This means the near-surface volume of the lake supports a typical warm water bass/panfish/northern pike fish community, while the deeper waters of the lake are both cold and well-oxygenated enough to support trout. In fact, MnDNR manages the lake as a 'put-and-take' trout fishery, and has annually stocked rainbow trout since 1987. In addition, a select number of brown trout and brook trout have been stocked in the past.

Terrestrial Wildlife

Beavers have been present on Little Long Lake in one or two lodges for decades. They occasionally plug up the outflow for the lake (a culvert going south under County 15), which raises the water level sufficiently to allow boaters to go between the two water bodies. Otters, mink and muskrats live in, or adjacent to, the lake. Green frogs are also abundant in this lake and are heard calling in mid-summer.

Ospreys that nest at neighboring Gale Woods Farm use the lake for fishing. Belted kingfishers, great blue herons and little green herons are all seen regularly. The kingfishers nest in the steep bank on the west side of the Kingswood SRF property. This is noteworthy, because nesting sites for kingfishers are becoming a rarity as more and more erosion cuts are re-vegetated. Least bitterns, sora rails, Virginia rails, short-billed and long-billed sedge wrens, swamp sparrows and willow flycatchers have been heard calling from the emergent vegetation. A pair of common loons has occupied in Little Long Lake for decades. They attempt to nest almost every year, but human disturbance usually results in nest failure.

Scarlet tanagers, red-eyed vireos, yellow-throated vireos, eastern wood peewees, oven birds and wood thrushes are some of the songbirds that can be found in the lush woods surrounding the lake. Great-horned owls, barred owls, red-tailed hawks, red-shouldered hawks and Cooper's hawks are also present. Bobolinks and dickcissels were reported as being present in the northwestern short grass area in a 2002 assessment of the property by Bonestroo.

Edge species like yellow warblers, redstarts, common yellowthroats, gray catbirds, American robins, American goldfinches and song sparrows are common on the margins of the forests, fields and wetlands. White-tailed deer and coyotes are common, and red and gray foxes have been seen occasionally.

Natural Resource Management

The key to success of any of the educational and recreational components identified in the *Development and Stewardship Section*, is the ongoing protection and management of the property's natural resources and ecological significance. Therefore and, in addition, to the ecological significance of the existing natural resources, a primary focus of the SRF is enhancing the level of protection and management of Little Long Lake, the greater watershed, and the ecologically significant and diverse plant communities of the glacial esker, prairie, tamarack bog, maple-basswood forest and oak woodland.

Three Rivers will collaborate with other agencies and develop environmental service learning opportunities to promote and ensure the long-term health of the Kingswood SRF natural resources. Major natural resource management initiatives will focus on the following items:

- Curtailing aquatic invasive species growth such as Eurasian water milfoil in an attempt to restore the diverse submergent plant community of Little Long Lake.
- Studying the groundwater connection with surrounding wetlands, to more accurately define the recharge area which must be protected through easements, development restrictions or other best management practices.
- Monitoring the nutrient loading coming from the immediate surface watershed and take appropriate remediation action.
- Increasing sampling of Little Long Lake to detect any changes in water quality.
- Promoting and providing environmental service learning programs addressing erosion control, invasive species, prairie restoration and management, forest management and water quality.
- Controlling wildlife populations which may be detrimental to the native plant communities.
- Monitoring and managing the tamarack bogs.

In addition, Three Rivers will take appropriate measures to design and build proposed educational and recreational facilities in an environmentally sensitive manner and utilize best management practices to limit and mitigate for potential environmental impacts.

Cultural Resources

Preliminary Cultural Resource Assessment/Inventory

Cultural resources can be broadly defined as the material evidence of past human activities, including both physical assets (such as archaeology, architecture and other corporal objects) as well as intangible heritage elements (such as folklore and cultural memory). Informal cultural resource research has revealed the following for Kingswood SRF:

- *National Register Properties:* The property contains no structures, properties or sites that are either listed on or certified as eligible for listing on the National Register of Historic Places.
- *Archaeological Sites:* The property contains no known archaeological sites registered with either the State Historic Preservation Officer (SHPO) or the Office of the State Archaeologist (OSA). However, preliminary correspondence with OSA identified the following consideration:
 - *Areas of High Archaeological Potential:* The crest of the glacial esker on the west side and the hilltop in the middle of the east side are identified as having a high potential for yielding significant archaeological resources.

While these areas have some existing development, OSA indicated a likelihood that sub-surface sites may still exist in a relatively undisturbed state. Given the high elevation overlooking a relatively large body of water, the glacial esker site has considerable potential for containing previously unknown pre-contact aboriginal mounds.

- *Areas of Moderate Archaeological Potential:* The Minnesota Land Trust/Hennepin County Easement parcel to the north and west of Little Long Lake has been identified by OSA as having a moderate potential for yielding significant archaeological resources.

Per the Minnesota Field Archaeology Act of 1963 (MN Statute 138.31-138.42), “when significant archaeological or historic sites are known or, based on scientific investigations, are predicted to exist on public lands or waters, the agency or department controlling said lands or waters shall submit construction or development plans to the state archaeologist and the director of the [Minnesota Historical] society for review prior to the time bids are advertised.” As such, before any future development or ground-disturbing activities are scheduled for the areas listed above, a Phase I Cultural Resources Survey should be conducted to ensure Three Rivers’ compliance with all applicable statutes, and adherence to the standards expressed in the Three Rivers’ *Cultural Resources Management Plan (CRMP)*.

Architectural History Properties

The Camp Kingswood property contained no known architectural history properties registered with SHPO and all structures have since been removed. The recently acquired 18-acre parcel on the east side of the lake included a 20-year old home and small garden shed. Due to the age of these structures, they are also not considered historic and are scheduled for removal in 2019. There are no structures on the 16-acre parcel proposed for acquisition.

Cultural Resources Not Previously Inventoried

During an informal, on-site interview, the former property manager of Camp Kingswood reported that the extant trail which follows the ridgeline of the glacial esker was used during the early settlement era as a road/ox cart route. Additional research will be conducted as a part of future regional trail design and development efforts to substantiate this claim. Should the historic use of this trail be confirmed, the trail may prove to be an asset for future interpretive program development.

No additional cultural resources are known for the 16-acre property proposed for acquisition.

Former Land Use (post-European settlement)

Prior to the park being primarily used as a camp (Camp Kingswood), the park was reportedly used for agriculture, which is consistent with use patterns of the surrounding area between 1855 (the time of the Federal land survey) and the present. The recently acquired 18-acre, and proposed 16-acre parcel for acquisition on the east side of the lake, were a game farm for many years and likely agricultural and undeveloped open space prior to that.

Cultural Resources Management

Cultural resources are managed by Three Rivers in accordance with the policies and procedures set forth by the agency’s CRMP to ensure compliance with all applicable statutes. For all new development, the design-development phase of construction will include cultural resource evaluation as outlined in the CRMP. Unanticipated discoveries uncovered during new development or construction will likewise be managed in accordance with established procedures as outlined in the CRMP. Public education and access to cultural resources may be provided where appropriate.



Long-term Vision I Stewardship & Development

Vision

The long-term vision for Kingswood SRF is illustrative and does not commit Three Rivers Board of Commissioners to funding or implementing development concepts used to illustrate intent. Prior to any significant development, Three Rivers will develop and seek approval of a comprehensive *Development Master Plan*. The *Development Master Plan* process will include significant public engagement and a thorough evaluation of recreational needs, complementing development opportunities and cost analysis. The long-range vision of Kingswood SRF is:

To promote environmental stewardship of Kingswood SRF's high-quality natural resources through instructor-led education and recreation programs focusing on public involvement in the enjoyment, study and management of these unique resources.

This vision is further articulated in the objectives below:

- Provide direct recreational and educational access to Little Long Lake, one of the most pristine water bodies in Hennepin County and the greater Twin Cities area.
- Enhance the protection and management of Little Long Lake, the greater watershed and the ecologically significant and diverse plant communities of the glacial esker, prairie, tamarack bog, maple-basswood forest and oak woodland.
- Secure property for a future high-quality destination regional trail linking Baker Park Reserve, the Luce Line State Trail, Gale Woods Farm SRF, Dakota Rail Regional Trail, Lake Minnetonka Regional Park, Carver Park Reserve and the Lake Minnetonka LRT Regional Trail.
- Meet the growing demand for nature-based service-learning programs, combining education with on-site environmental projects and focusing on preserving and enhancing the unique environment of the park.

As a SRF, Kingswood will serve a unique role within the regional park system through a service-learning program that focuses on educating and involving the public in the direct management of the park's natural resources. For Kingswood SRF, service-learning is defined as the use of volunteer groups for projects that help monitor, manage and enhance the unique natural resources of the park.

Qualified Three Rivers educators will lead service-learning projects focusing on shoreline improvement, water quality studies, invasive species management, forest resources management, native species protection and aquatic species enhancements.

Inclusion and acquisition of the 16-acre property is consistent with this long-range vision and supporting objectives.

Development and Stewardship

Phase I: Stewardship and Interim Use

Cost: \$150,000

The stewardship plan for Kingswood SRF focuses on restoring the developed portions of the property to a natural state, managing the native plant communities for invasive species and overall health and providing basic public access in limited areas of the park. To date, most evidence of the former camp have been removed.

The areas of the park where the majority of the former camp resided will remain closed to public access to allow for the recent restoration efforts to take root.

Three Rivers interim use includes a new gravel parking lot on Kingswood Road that serves the small trail through the restored prairie and adjacent maple-basswood forest and picnic shelter. Depending on future demand for and condition of the picnic shelter, it may be rehabilitated, replaced or removed and replaced with a small viewing area over the water body. In any event, improved ADA access to this site is envisioned as part of interim use of the property.

Three Rivers may also consider other non-paved trail use within specified areas of Kingswood SRF and within the existing constraints of the conservation easements. Due to the size of the property, constraints of the easements and significant natural resources of the property, horse accommodations are not envisioned as part of the interim use phase.

Three Rivers intends initiate nature-based service-learning opportunities and nature-based recreation programs as part of the interim phase. Examples of service learning opportunities may include sustainable trail development/maintenance and invasive species control.

Upon completion of the interim phase, the west side of the property will be open to low-impact trail use and the east side of the property will remain closed to the public except during staff lead programs and events, which may occur on a limited basis. Development to provide and improve access during this phase is estimated at \$150,000.

No additional, immediate, or significant stewardship activities are proposed for the 16-acre parcel upon acquisition as it is already undeveloped and public access is not yet proposed.

Phase II: Regional Trail Development

Cost: \$1,800,000

The Baker-Carver Regional Trail is planned through the west side linking Baker Park Reserve, the Luce Line State Trail, Kingswood SRF, Dakota Rail Regional Trail, Lake Minnetonka Regional Park, Carver Park Reserve and the Lake Minnetonka LRT Regional Trail through the communities of Medina, Independence and Minnetrista. The Kingswood SRF provides a critical segment for this regional trail corridor. In addition, the regional trail will support non-motorized and environmentally friendly access to Kingswood SRF.

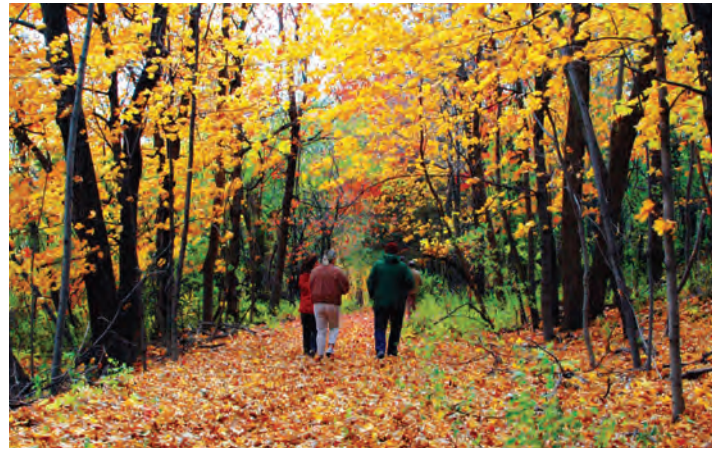
Within the Kingswood SRF, the regional trail will provide outstanding trail experiences for trail users, including excellent vistas over the lake and rural landscape, rest points, ADA accessibility, a diversity of experiences (wooded/shaded, open, etc.) and opportunities to access nature.

The regional trail corridor through the park follows an existing cartway that runs north/south on the western edge of the property along the top of the esker ridge. Use of the cartway minimizes impacts on the existing natural resources, and takes advantage of the most constructible corridor through the park and provides an opportunity for cultural and natural resource education.

The preliminary cost for developing the regional trail segment within the Kingswood SRF is estimated at approximately \$1,800,000 in 2018 dollars and includes stabilizing existing erosion concerns along the ridgeline of the glacial esker.

Potential Future Phases

Service-learning programs will predominately be staged out of Gale Woods Farm and other nearby Three Rivers facilities. If warranted by future demand and if resources allow, Three Rivers may explore additional opportunities to provide on-site facilities to improve and expand upon the service-learning and recreation/education program opportunities at the park. This exploration would occur as part of a future *Development Master Plan* or subsequent plan amendment. For example, two facilities that could enhance service-learning at Kingswood SRF would be a water resources learning center and a service-learning campground.



Figures 20 & 21 | Development Concept

Kingswood SRF will combine education with on-site environmental projects, focusing on preserving and enhancing the unique landscape. The proposed location of regional trail alignment along the glacial esker ridge is shown in the top photograph.

Source: Three Rivers Park District

A water resources learning center would provide opportunities for individual and group learning experiences through programming, interactive displays and access to a hands-on science lab. The primary educational component would be water quality with a focus on all things 'water' as they relate to Little Long Lake, its watershed and the greater aquatic ecosystem. Educational displays and programs could include opportunities to sample and monitor water quality of Little Long Lake, gain a greater understanding of the water cycle and its impact on water quality, learn about aquatic invasive species and their detrimental impacts on the region's water bodies and aquatic wildlife and obtain information how to improve water quality at the individual level. A water resource learning center may also provide educational and interpretive components through low-impact recreation. For example, water quality sampling programs may utilize canoes or aquatic invasive species monitoring may incorporate snorkeling opportunities. Scuba courses could be taught in conjunction with dive programs to manually remove aquatic invasive species such as Eurasian milfoil.

Nature based service learning also may be enhanced through improvements to the existing campground. The east side of the park formerly operated as a simple campground with a dozen sites. This use could be reintroduced and may be supported by the existing medium sized picnic shelter and electrical service. As envisioned, a service learning campground would be primarily used by participants in the service-learning programs, perhaps with reduced camping fees in exchange for their participation. The *Development Master Plan* would fully assess the functionality of the existing campground and would identify required and desired improvements and the appropriate final number of campsites based on future demand.

Special Recreation Feature Need

The recreational demand to be met by Kingswood SRF is based upon the property's high-quality natural resource characteristics and the ability to offer unique experiences not found otherwise in the regional parks system. The following analysis is provided to better understand the SRF's forecasted use.

Service Area

By definition, special recreation features are to serve the entire seven-county metropolitan area. As proposed, Kingswood SRF will offer a unique setting and recreational/educational component to all metro residents. Based on population density, and effects of distance as a barrier to participation, the majority of visitors are expected to live within Hennepin, Carver, Scott and Ramsey counties.

Estimating Future Use

Forecasting demand for special recreation features provides a unique challenge. The Metropolitan Council requires that special recreation features, "not duplicate or compete with recreation facilities adequately provided by the public or private sector." Consequently, comparative model data for projecting use is very limited.

The approach used for estimating demand is based on current use at the metro system's seven existing special recreation features (see table below). Of those seven, Square Lake and Gale Woods Farm are the most comparable to Kingswood SRF, with Square Lake offering similar outstanding water quality in a semi-rural area, and Gale Woods Farm offering instructor-led programs in a semi-rural area. Using this approach and if fully developed as proposed in the *Long-term Vision Section*, Kingswood SRF should experience between 55,000 to 100,000 visits each year, not including visits associated with the regional trail.

Existing Special Recreation Feature	Focus	Annual Use (2017)	Notes
Gale Woods Farm	Farm Education	128,600	-
Noerenberg Gardens	Gardens	55,700	-
Square Lake	Water Clarity	51,600	-
The Landing	History	16,800	-
Silverwood	Environment and Arts	397,100	Not comparable
Como Zoo	Zoo		Not comparable
Como Conservatory	Gardens		Not comparable

When the regional trail corridor is fully constructed from Baker Park Reserve to Lake Minnetonka LRT Regional Trail, it is anticipated to generate approximately 183,000 annual visits. This estimate was generated based upon the regional trail's location in rural western Hennepin County, the number and quality of termini, recreational amenities at destinations, greenway aesthetic qualities and additional looping opportunities to existing state and regional trails and trails within the regional parks it passes.

The total projected annual visits for Kingswood SRF ranges from 193,000 to 238,000.

Demand

Water

The importance and impact of water quality and aquatic invasive species is a growing local, state, nation and even global phenomena. All life and economies depends on water, particularly clean water, and it is at risk of continued degradation due to development, poor business (i.e. agricultural) practices, and the introduction and spread of invasive species.

Given the increased urgency in addressing the state's and region's water quality, Kingswood SRF's ability to serve as a water resource learning center is timely and appropriate. No other park open to the public is dedicated purely to water resources with a focus on hands-on learning, interpretation, and experimentation within the Twin Cities region. This SRF would serve a wide variety of user groups from school groups to girl scouts to elected officials to individuals.

The pristine condition of the lake, amount of public access points, amount of the lake's watershed within the property's boundary and general undeveloped nature of the watershed create an ideal situation for long-term preservation and protection of the resource. There are few, if any, comparable situations within the Twin Cities area.

Locating a water resource learning center on a lake with poor water quality, or in which the Park District does not have sufficient control of the watershed, will not yield the same results and will not provide the desired user experience.

This SRF will heighten Three Rivers' ability to positively impact the region's water resources and advocate for sustainable lake management through demonstration, engagement and science. In addition, this SRF and its purposed programming will position Three Rivers to aggressively work with other organizations to expand water resource protection within and beyond the property.

Rise of Volunteerism

The Corporation for National and Community Service is a federal agency that engages four million Americans in service through Senior Corps, AmeriCorps, and the Social Innovation Fund programs. Each year this organization tracks and publishes a data on volunteerism trends. Their latest data from 2015 indicates that:

- Minnesota ranks 2nd in the nation in volunteerism, with 35 percent of adults volunteering.
- The Twin Cities Metro area has the highest volunteer rate of any metro area.



Figures 22 & 23 | Volunteerism

Leisure research literature has long identified the retiree population as a source of significant demand for environmental education programs and environmental service programs.

Source: Three Rivers Park District

Within Minnesota, the Minnesota Association for Volunteer Administration (MAVA) also tracks trends. Trends on who is volunteering identified by MAVA include:

- The traditional core of stable retired volunteers is aging and baby boomers are seeking different volunteer experiences.
- Students (and non-students) are seeking experience from internships.
- Job seekers are volunteering to gain employability.
- Corporate volunteering is on the rise.
- Volunteers from immigrant communities are increasing.
- Millennials are volunteering in record breaking numbers.

Three Rivers has a very large and active volunteer corps of 3,136 volunteers, volunteering in a variety of capacities as individuals or with groups. While much of this base is composed of baby boomers, there has been a significant rise in youth volunteerism. In particular as part of service learning projects, as part of a formal school (high school and college) curriculum and Three Rivers youth volunteering programs.

In addition to these volunteerism trends, leisure research literature has long identified the looming baby boom retiree population as a source for significant demand for environmental education programs and environmental service programs.

Taken all together, the demand for volunteerism is growing significantly on the national, state and local levels, and has documented significant growth at Three Rivers as well. As envisioned, Kingswood SRF is well positioned to serve the growing demand for more volunteerism opportunities.



Supporting Information

Conflicts

The City of Minnetrista's (City) 2040 Future Land Use guides the majority of the Kingswood SRF property as Park, Public & Semi Public. The recently acquired 18-acre parcel and proposed 16-acre parcel have a future land use of rural. Both land use classifications allow parks and recreation as permitted uses. Similarly, the City's most recent Zoning Map designates the entire park, including the 16-acre parcel, as Agriculture which also allows the property to be used for parks and recreational trails and paths. Therefore, no conflict exists between the City's long term plans and Three Rivers plans to preserve the property as a special recreation feature.

If Three Rivers elects to reopen the existing campground to public use or develop other camping options such as cabins, platform tents, yurts or similar, Three Rivers will be required to coordinate the improvements and operations plans with the City as campgrounds are not specified as a permitted use. This will be future reviewed as part of the *Development Master Plan* should camping be determined to support the long-term vision of the park. Due to the historic use of the property as a camp and camp use of the adjacent Boys and Girls Club property, Three Rivers does not anticipate that camping would be a problematic use of the property.

Public Services

No public services are needed as part of the *Acquisition Master Plan* preliminary recreation development concept. If public services are needed as part of future recreation development plans, they will be addressed and coordinated as part of a *Development Master Plan* and with the appropriate providers.

Operations

Kingswood SRF will be operated under Three Rivers ordinances and policies. The park will be overseen by professional public safety operations and maintenance staff. Services and maintenance staffing levels will increase/decrease as-needed and as funding permits through the employment of seasonal staff. Park Police Officers and volunteer trail patrol members will provide public safety services.

Ordinances

Three Rivers ordinances provide for the safe and peaceful use of the parks and corresponding facilities; for the educational and recreational benefits and enjoyment of the public; for the protection and preservation of the property, facilities and natural resources; and for the safety and general welfare of the public. The current Three Rivers ordinances define park hours as 5 AM to 10 PM.

Public Awareness

Three Rivers manages a centralized marketing communications function that oversees Three Rivers' website, public relations, marketing, media relations, social media, brand management, event planning and promotion. A number of effective marketing and outreach tools are used to promote Three Rivers, including but not limited to events calendars, maps, digital and social media, direct mail, press releases, a centralized reservation system, brochures, advertising and on-site promotion. Promotional pieces will highlight how to get to the park via foot, bike, transit and car.

Three Rivers collaborates with a wide array of community, business and government organizations to promote its facilities, programs and services, and to educate the public about its resources. Three Rivers also works with the Metropolitan Council Regional Parks System, the State Office of Tourism and other partners to leverage shared opportunities for creating awareness and visibility. Additionally, a focus is placed on developing partnerships and programming opportunities that allow Three Rivers to better serve all residents of Suburban Hennepin County, especially those with less access to its facilities and programs.

Sustainability

The 2016 Sustainability Plan guides Three Rivers' efforts toward achieving established sustainability goals and targets by outlining broad strategies for organizational implementation.

The following goals provide guidance and intent to Three Rivers' sustainability efforts in respect to regional parks:

- Manage and operate parklands and facilities in a manner that ensures the ecologic, financial and social integrity of the park system in perpetuity.
- Reduce dependence on fossil fuels to minimize greenhouse gas emissions and reduce public expenditures.
- Reduce the amount of waste sent to the incinerator and landfill to minimize costs and reduce greenhouse gas emissions.
- Preserve groundwater and surface water resources to ensure current and future water needs can be met.
- Reduce environmental impacts to demonstrate or model Three Rivers' commitment to sustainable environmental stewardship.
- Provide opportunities for public education and involvement in Three Rivers sustainability initiatives.
- Design and plan park facilities, amenities and trails to maximize the public's ability to use non-motorized transportation and to meet Three Rivers' goal of sustainable environmental stewardship.

Three Rivers strives to utilize appropriate best management practices and guidelines such as the Minnesota Sustainable Building Guidelines (B3 Project) and Leadership in Energy and Environmental Development (LEED) Rating System on construction projects. For parks, best management practices may include utilizing porous pavement, rain gardens, recycled construction materials, using native plant materials, smart and responsible water consumption, connectivity to the regional trail system as well as mass transit and using sustainable building techniques.

In addition, Three Rivers has an active solid waste management plan geared toward reducing waste and increasing recycling and compost. At which time Kingswood generates enough organics that the benefits outweigh the impact of commercial organic waste (i.e. additional truck traffic/trips), the park will evaluate moving toward a zero-waste facility model. In the meantime, garbage and waste will be collected and disposed of in accordance with best management practices and all applicable laws.

Accessibility

Three Rivers is committed to providing access and recreational opportunities to all people, including persons with disabilities, minorities and other special-population groups. Three Rivers meets this commitment through appropriate facility design and programming considerations, and by actively addressing potential barriers to participation. All facilities described in the master plan will be developed in accordance with ADA standards and guidelines.

Three Rivers has several programs designed to assist in obtaining access for persons for whom cost could be a barrier to participation. The “Parks for All People” program is designed to provide free passes for swimming and cross-country skiing to qualified recipients of Hennepin County economic assistance programs. Discounted camping, equipment rental and educational programs are available. Three Rivers does not charge entrance fees to its regional parks, park reserves or regional trails.

Three Rivers pursues promotional outreach activities, and works with special-interest organizations such as the Courage Center and Wilderness Inquiry to further encourage participation in activities and use of park facilities. If arrangements are made in advance, interpreters and alternative forms of printed material are available at programmed events.

Costs and Funding

This section summarizes the costs associated with the Acquisition Master Plan and provides general information regarding funding.

Acquisition Costs

The total acquisition costs for the 16-acre property are estimated to be \$730,000

Acquisition Costs	
Purchase Price	\$715,000
Closing Costs & Stewardship Costs	\$15,000
Total	\$730,000

Capital Costs

The tables below illustrates the preliminary capital cost estimate for planning purposes only. Prior to proceeding with any identified project, a more thorough scope of work and cost estimate will be conducted. There are no new anticipated capital costs attributed to acquisition of the additional 16-acre property.

Preliminary Capital Cost Planning Estimate for Property Improvements		
Phase I Stewardship and Interim Use		
Rehabilitate (or remove) existing picnic shelter, construct a small gravel parking lot, and open low-impact, non-paved interpretive trails to the public	lump sum	\$150,000
	Subtotal	\$150,000

Phase II Regional Trail Development		
Construct regional trail and associated erosion stabilization	lump sum	\$1,500,000
	Subtotal	\$1,500,000
TOTAL		\$1.65M

Annual Operational Costs

In order to maximize operating resources, Three Rivers maintains geographically dispersed work units for maintenance, public safety, and facility and program services. Natural Resources Management services are dispersed on a system-wide basis. Three Rivers monitors all resources needed to provide support services across work units.

Annual Operational Costs	
Public Safety	N/A
Maintenance	\$15,000
Natural Resources	\$10,000
Education & Recreation Costs	N/A
Total	\$25,000

The estimates for future operating budget expenditures, as reflected in this *Acquisition Master Plan*, represent anticipated additional costs incurred by District-wide or geographical work units as capital development is implemented. Administrative and management costs are not included in the estimates. Operating costs and associated staff/equipment are subject to the annual operating budget preparation process administered by the Superintendent and are considered formally by the Board of Commissioners.

In total, the estimated annual operational expenses total \$25,000 and there are no new anticipated operational costs attributed to acquisition of the additional 16-acre property.

Public Safety Costs

No additional public safety staff or other related operational costs are anticipated for Kingswood SRF as the facility will be served by existing public safety staff.

Maintenance Costs

Due to the cost savings associated with providing maintenance through sub-regional work clusters, much of the maintenance capital equipment and tools needed for maintenance of planned facilities are already in place.

At the time the *Acquisition Master Plan* is fully implemented and all development completed, the annual operating and maintenance costs including staffing costs are an estimated \$10,000 for Phase I and an additional \$5,000 for Phase II. Maintenance costs associated with future subsequent phases will be addressed as part of a *Development Master Plan*.

Natural Resource Costs

Due to the service-learning focus of the Kingswood SRF, the natural resource management anticipated operational costs are modest relative to the ecological significance of the resources and the importance of ongoing management to prevent significant and irreversible degradation from invasive species.

An additional \$10,000 in annual operational costs including staff costs is anticipated for Little Long Lake monitoring, prairie burns, invasive species control, and deer hunts.

Education & Recreation Costs

Significant education and recreation operational costs are not anticipated as programs are envisioned to utilize existing staff, equipment, and facilities. Education and recreation costs associated with future subsequent phases will be addressed as part of a *Development Master Plan*.

Funding

The Metropolitan Council and State of Minnesota provide partial funding for acquisition, development and redevelopment projects through the Parks Acquisition Opportunity Funds and Regional Parks Capital Improvement Program (CIP). The development proposed in this master plan may be funded through the Regional Parks CIP, through Park District bonds, donations and/or funding sources that may be available at the time of development. Opportunities for federal funding may also be explored.

Operations and maintenance costs will be funded through Three Rivers' Operating Budget. The Operating Budget's primary source of funds are property taxes with some revenue from the State of Minnesota as part of the Operations and Maintenance Fund allocations from the Metropolitan Council.

All operating costs and associated staff/equipment are subject to the annual operating budget preparation process administered by Three Rivers Superintendent and considered formally by the Board of Commissioners.

The combined total revenue from user fees, passes and facility rentals is projected to be \$8,000-\$20,000 when all facilities proposed in the master plan are fully operational.



Citizen/Agency Participation

Master Plan Engagement

Three Rivers established a planning process that involved affected agencies and the general public during the *Acquisition Master Plan*. A brief synopsis of those interactions is provided in the following summary.

Agency Engagement

On August 28, 2012, Three Rivers staff hosted a predominantly governmental stakeholder meeting. The meeting was attended by staff representatives of Hennepin County Environmental Services (HCES), Minnesota Land Trust (MLT), City of Minnetrista (City), Metropolitan Council, and the Boys and Girls Club/Camp Voyageur. At the meeting, Three Rivers expressed reasons for its interest in the acquisition of the Camp Kingswood property and asked each group to discuss their mutual interests and concerns. MnDNR was invited to participate, but unable to attend. Pioneer Sarah Creek Watershed Management Organization (PSCWMO) is staffed by HCES, and no additional representation was deemed necessary by HCES.

The governmental stakeholder comments and discussions that have occurred to date are summarized below:

Hennepin County Environmental Services (HCES)

Dave Thill, Natural Resources Specialist of HCES, expressed HCES staff support for acquisition of the property and provided technical and historical background property information. HCES interest is to maintain and improve the integrity of the natural resources, particularly the 45-acre Hennepin County/Minnesota Land Trust conservation easement. HCES staff expressed their belief that PSCWMO would be supportive of the acquisition to provide protection of Little Long Lake and the watershed.

Minnesota Land Trust (MLT)

Sarah Strommen, MLT representative, expressed support for the Park District's acquisition of the property and desire for the property to not be sold for development. MLT's main concern is the integrity of the conservation easement. She communicated the process for amending the easement if determined appropriate at a later date.

City of Minnetrista

David Abel, Senior Planner of City of Minnetrista (City), confirmed that the public acquisition of the Camp Kingswood property is consistent with the City's comprehensive plan, zoning classification and regional trail planning efforts. Mr. Abel communicated staff support for the acquisition with the understanding that acquisition would require City approval. The City reviewed the *Acquisition Master Plan* with Parks and Recreation Commission on February 12, 2013, followed by a public hearing at the Planning Commission on February 25, 2013 and ended with City Council review on March 4, 2013.

Minnesota Department of Natural Resources (MnDNR)

The MnDNR has not expressed objections to Three Rivers' ownership of the property; however, MnDNR staff expressed interest in maintaining the integrity and requirements of their conservation easement. A minor modification to the MnDNR conservation easement was necessary to for purposes of constructing a regional trail through the property. On November 19, 2012 Three Rivers staff meet with Trina Zieman, Central Regional Supervisor-Division of Lands and Minerals, Tim Bremicker, Central Regional Wildlife Manager-Division of Fish and Wildlife, and Liz Harper, Central Regional Assistant Manager-Division of Ecological and Water Resources, to discuss the conservation easement modification request and has since received a letter of support (Appendix A) from Keith Parker, MnDNR Central Regional Director, indicating MnDNR willingness to work with Three Rivers in a timely manner to modify the conservation easement (*This work has since been complete*).

Metropolitan Council

Jan Youngquist, Regional Parks and Natural Resource Planning Analyst for the Metropolitan Council, provided information on how the property may fit into the Metropolitan Parks and Open Space Plan and what the review process would entail. On October 9, 2012, both Ms. Youngquist and Arne Stefferud, Regional Park and Natural Resources Unit Manager, toured the property (*The property has since been add to the 2040 Regional Parks Policy Plan*).

Legislative Citizens Committee on Minnesota Resources (LCCMR)

Three Rivers staff participated in a joint meeting with LCCMR staff (Susan Thornton, Director, Michael McDonough, Manager Research and Planning and Mike Banker, Communications/Outreach Manager and Project Analyst) and Metropolitan Council staff (Arne Stefferud and Jan Youngquist) on February 27, 2013. The purpose of the meeting was to discuss required LCCMR review and approval of the Three Rivers' proposed purchase of the Camp Kingswood property, since state funding from the Environment and Natural Resources Trust Fund (ENRTF) was used in the past by the MnDNR and Minnesota Land Trust towards the purchase of Camp Kingswood conservation easements. Also discussed was the future oversight of the conservation easements, in consideration of appropriate use of time and public money

LCCMR staff acknowledged the Three Rivers as good natural resources managers and recognized the potential for increased public benefit through Three Rivers ownership and management of the Kingswood property as a regional special recreation feature. Three Rivers has since worked with LCCMR, Metropolitan Council and MnDNR staff to obtain all necessary approvals to acquire Camp Kingswood and modify the conservation easements.

Other Key Stakeholder Engagement

Three Rivers also coordinated with other non-governmental key stakeholders to more comprehensively identify potential concerns and opportunities of Three Rivers acquisition proposal and intent of the property as a SRF.

Minnetonka Sportsmen Club

On August 14, 2012 Three Rivers staff attended a meeting facilitated by Mr. Dale Quast, Minnetonka Sportsmen Club (MSC) President. MSC members generally expressed support for Three Rivers' acquisition of the property and requested additional information regarding the possible effects on the MSC's operation. Staff and members discussed future possible cooperative efforts; depending on future site programming. Significant concerns among MSC members were that Three Rivers operations would not impede on-going MSC activities. The MSC president offered to submit a letter of support if needed.

On January 8, 2013, Park District staff attended an additional MSC meeting to provide an update and to request confirmation of the MSC willingness to work with the Park District to repair a severely eroded side slope adjacent to the main cart way (proposed regional trail route) on the Kingswood property line shared by the MSC. The MSC membership in attendance provided supportive feedback to Park District staff. Additional MSC member comments included concern over Kingswood SRF visitors knowing the location of the property boundary for safety reasons and concern regarding materials used to address the eroded slope, in an effort to reduce sound reverberation.

Boys and Girls Club/Voyageur Environmental Center

On August 16, 2012, Park District staff met with Voyageur Environmental Center staff, Boys and Girls Club CEO, and representative Board members. Voyageur Environmental Center officials expressed support for public ownership and preservation of the Kingswood property, but offered concerns about proposed access through Voyageur property as part of the proposed regional trail corridor. Voyageur Environmental Center officials also were concerned that future development of Kingswood SRF would not be in competition with facilities/services already provided at Voyageur. After discussion of mutual interest, Voyageur Environmental Center officials indicated support of a regional trail connection that would be on the periphery of their property and would recommend approval to their Board. Other topics of joint programming and possible cooperative actions were also discussed. Voyageur Environmental Center Director, Keith Henslin, also attended the 'governmental' stakeholder meeting on August 28, 2012.

Citizen Engagement

In January 2013, the Park District added Kingswood SRF details to the Three Rivers Park District website, including a draft copy of the *Acquisition Master Plan*, and ran a press release which included open house details. Hard copies of the *Acquisition Master Plan* were distributed to stakeholders, affected public agencies, local libraries, Gale Woods Farm and Lowry Nature Center. Open house notifications were sent via U.S. mail, to property owners within 1000 feet of the Kingswood property.

The public open house, conducted by the Park District, occurred on February 5, 2013 from 4:30 P.M. to 6:30 P.M. at Gale Woods Farm Education Center in the City of Minnetrista, approximately 0.5 miles south of the Kingswood SRF property. The Startribune (in-print), Lakeshore Weekly News (in-print) and Lake Minnetonka Patch (webpage) ran open house notifications. Approximately 45 people attended the open house which provided information to the public regarding the contents of the *Acquisition Master Plan* and provided an avenue for participants to ask questions and submit comments.

A total of 18 written comments were received at the open house. Of those, 14 requested that horse trails be included as part of future development at Kingswood SRF. One comment requested that a fenced dog off-leash area be built at Kingswood SRF, one comment suggested a possible route for the future regional trail north to the Luce Line State Trail, one comment stated that the *Acquisition Master Plan* "looks good," and one comment requested that the property be left as natural as possible, with fewer buildings and "no horse trails." A petition was also submitted to the Park District during the open house, of which 257 signatures were collected to support the expansion of the Twin Cities equestrian system at the Kingswood SRF.

Three Rivers also conducted a 30-day public comment period from January 28, 2013 to February 26, 2013. Written comments were accepted through US mail, fax, email, and in person. Sixteen comments were received through the email account, kingswood@threeriversparkdistrict.org, during the public comment period. Of the comments received, 14 requested that horse trails be included as part of future development at Kingswood SRF. One comment suggested that a wellness camp be part of the future development, and one comment requested that a fenced dog off-leash area be built at Kingswood SRF, Gale Woods Farm or Lake Minnetonka Regional Park. Additionally, one comment was received through the email account prior to the official start of the comment period, which advocated for the inclusion of horse trails as part of future development at Kingswood SRF.

A summary of the written comments from the open house and public comment period were distributed to City of Minnetrista decision makers. During February and March 2013, Three Rivers staff presented the *Acquisition Master Plan* to the City of Minnetrista Parks and Recreation Commission, Planning Commission and City Council. The City of Minnetrista subsequently provided a resolution of support and is attached as Appendix B.

Master Plan Amendments 1 and 2

Due to the minor nature of the master plan amendment and sensitive nature of acquisition proceedings and negotiations, and with the support of Metropolitan Council staff, the master plan amendment process focused its efforts on working with the City of Minnetrista to ensure the master plan amendment request was locally supported, consistent with their current comprehensive planning efforts and compliant with zoning laws. The Master Plan Amendment 1 was supported by staff (see Appendix D), the Planning Commission (September 20, 2018), Parks Commission (October 9, 2018) and City Council on November 13, 2018. The Master Plan Amendment 2 has been preliminary supported by staff and will be presented to the Planning Commission on May 28, 2019, Parks Commission on June 11, 2019, and City Council on June 17, 2019, for review and approval (Appendix E).

Appendix A

Minnesota Department of Natural Resources

MN DNR Central Region
1200 Warner Road
St. Paul, MN 55106



December 21, 2012

Cris Gears
Superintendent
Three Rivers Park District
3000 Xenium Lane North
Plymouth MN 55441

RE: Metro Greenways Conservation Easement #MGW0000015

Dear Mr. Gears,

The Department of Natural Resources (DNR) supports Three Rivers Park District proposed acquisition of the Camp Kingswood property from the United Methodist Church. This acquisition would allow the Park District to provide a very important regional trail link across the property; while still maintaining open spaces, the unique geologic esker, and other rare terrestrial and aquatic plant communities present on the property. I have been assured by staff that have inspected this property that the trail can be sited, constructed and used in a manner that does not threaten the natural resources that are protected by this conservation easement.

As such, the DNR commits to assist Three Rivers Park District through the process of releasing that portion of the conservation easement to be used for the trail under M.S. 84.632 titled "Conveyance of Unneeded State Easements". As previously discussed, this conservation easement was acquired using funding from the Legislative Citizen Commission on Minnesota Resource (LCCMR) and through funds secured with bonding dollars. Therefore, approvals from LCCMR and Minnesota Management and Budget will also be required.

It is my understanding that Three Rivers Park District has agreed to pay for the internal administrative costs the DNR will incur for assisting with this process, in addition to the application fee and market value of the released easement area required under M.S. 84.632.

We look forward to working with you should the District acquire the property. If you have any questions regarding the contents of this letter or the process moving forward, please contact Trina Zieman at 651-259-5792 or by email at trina.zieman@state.mn.us. Thank you.

Best regards,

A handwritten signature in blue ink, appearing to read "Keith Parker".

Keith Parker
Central Region Director

Cc: Tim Bremicker, DNR FAW
Liz Harper, DNR EWR

Appendix B

CITY OF MINNETRISTA HENNEPIN COUNTY, MINNESOTA

RESOLUTION NO. 25-13

A RESOLUTION OF SUPPORT FOR THE KINGSWOOD SPECIAL RECREATION FEATURE ACQUISITION MASTER PLAN

WHEREAS, The City of Minnetrista recognizes Kingswood Special Recreation Feature (SRF) as an important component of the regional parks system that will serve residents of the City and the region; and

WHEREAS, the City of Minnetrista recognizes that Three Rivers Park District has negotiated with willing sellers to purchase the former Camp Kingswood property (Kingswood SRF) as defined below; and

WHEREAS, the City of Minnetrista recognizes the Kingswood SRF property as:

PIN	Acres	Metes and Bounds Description
053-0911724140001	7.28	That part of S 70 rods of SE 1/4 of NE 1/4 lying E of Kingswood Road except road
053-0911724140002	45.37	That part of the S 1155 ft of the NE 1/4 sec 9 T 117 R 24 lying wly of Kingswood Rd and E of the W 819.06 ft thof also that part of the NW 1/4 of the SE 1/4 said sec lying N of Kingwood Road and E of the W 819.06 ft thof also that part of said NW 1/4 of the SE 1/4 lying S of Kingswood Rd and E of a line run nly at R/A with the S line of said NW 1/4 of the 1/4 from a pt therein dis 991.62 ft E from the SW cor thof ex cartway
053-0911724410001	20.55	Government lot 1 in section 9 township 117 range 24; except that part taken for water access site purposes and subject to roads and cartways
053-0911724440002	6.67	That part of govt lot 2 lying E of fence line along W side of road as altered by the town board on Aug 15th 1911
053-1011724330002	16.79	That part of the southwest quarter of the southwest quarter of section 10 township 117 range 24 lying westerly of a line running from a point in the north line of said southwest quarter of the southwest quarter distant 904 feet westerly from the northeast corner thereof to a point in the south line of said southwest quarter of the southwest quarter distant 548 feet westerly from the southeast corner thereof; except that part taken for water access site purposes and subject to road
053-1611724110001	9.58	That part of lot 5 lying E of the fol line com on N line of lots 5 at a pt 146 ft W of Meander Stone on W shore of Little Long Lake th S 1 deg 52 min W a dis of 513 ft th S 7 deg 2 MIN E a dist of 810.5 ft to S line of lot 5

Total 106.24

WHEREAS, The City of Minnetrista recognizes that Three Rivers Park District has drafted the Kingswood SRF Acquisition Master Plan; and

WHEREAS, The City of Minnetrista recognizes that Three Rivers Park District has gathered significant public input in the development of the Acquisition Master Plan for Kingswood SRF; and

WHEREAS, The City of Minnetrista supports the acquisition, management and development of Kingswood SRF pursuant to the Three Rivers Park District Acquisition Master Plan; and

WHEREAS, the Planning Commission met on February 25, 2013 and in accordance with Minnesota State Statutes 462.356 sub 2, reviewed the potential purchases to be compliant with the Comprehensive Plan and future land use map; and

THEREFORE, BE IT RESOLVED, that the City, in accordance with M.S. 398.09 (B) (1), & 462.356 sub 2 approves the purchase of the Camp Kingwoods property by the Three Rivers Park District

NOW THEREFORE, BE IT FURTHER RESOLVED, that the City of Minnetrista supports the Kingswood SRF Acquisition Master Plan and hereby recommends that Three Rivers Park District acquire, manage and develop the Kingswood SRF within the conditions and guidelines delineated by the District's Board of Commissioners in the Acquisition Master Plan.

This resolution was adopted by the City Council of the City of Minnetrista on this 4th day of March, 2013, by a vote of 4 ayes and 0 nays. (Hunt absent.)


Cheryl Fischer, Mayor

ATTEST:


Terri Haarstad, City Clerk

(seal)

STATE OF MINNESOTA)

)ss.

COUNTY OF HENNEPIN)

The undersigned, duly qualified and acting City Clerk of the City of Minnetrista, hereby certifies that the attached hereto is a true and correct copy of the original:

**Resolution No. 25-13 Supporting the Kingswood Special
Recreation Feature Acquisition Master Plan**

on file in the office of the City Clerk of the City of Minnetrista.



Terri Haarstad
City Clerk

Dated this 7th day of March 2013.

(City Seal)

Appendix C



Minnetonka Sportsmen, Inc.

P.O. Box 1146 Minnetonka, MN 55345

Date: March 12, 2013

REC'D MAR 27 2013

John Gunyou, Chair
Three Rivers Park District
Board of Commissioners

RE: Permission and Future Coordination of Property Erosion Remediation Affecting Minnetonka Sportsmen's Club and Kingswood Property for Proposed Regional Trail Development and Esker Area Protection

Dear Chair Gunyou and Commissioners:

The Minnetonka Sportsmen's Club, which was founded in 1949 and consists of over 300 members, owns approximately 35 acres of land adjacent to the western edge of the Kingswood property. In addition to our Clubhouse, our property provides a rifle and pistol range, trap shooting course and archery range with programs being offered for members as well as special activities for community youth. The Minnetonka Sportsmen's Club is committed to continuing our facility operations and our mission of member service.

Club members have expressed support for the Three Rivers' proposed public ownership of the Kingswood property and believe that Park District's ownership will result in enhanced protection of the property and lake's natural resources. As a neighbor of the Kingswood property and stakeholder with an interest in its future, the Club has been in communication with Park District staff about the need for a cooperative approach to a future project designed to reinforce a section of the Club's property on a hillside along the area identified as the Kingswood cart way (see attached map). We understand that you are seeking approval from the Club, as a condition of your purchase agreement with the Methodist Church, to pursue a future engineering project to address the erosion issue.

This letter is to communicate the Minnetonka Sportsmen's Club permission for the Park District to conduct the future project, upon our review and approval of the project plans and specifications, in consideration of the Club's on-going facility operations. It is also the understanding of the Club that at the appropriate future time we will enter into an agreement specifying details of the access and permission, and that all costs associated with the project will be the responsibility of Three Rivers Park District.

The Minnetonka Sportsmen's Club wishes the Park District well in your efforts to protect and manage the Kingswood property.

Sincerely,

Dale Quast, President

Craig Bennis, Vice President

Appendix D

RESOLUTION NO. 156-18

CITY OF MINNETRISTA

A RESOLUTION OF CONSENT TO THE ACQUISITION OF 1705 RETREAT CIRCLE LOCATED IN THE CITY OF MINNETRISTA BY THREE RIVERS PARK DISTRICT

WHEREAS, the City of Minnetrista (the "City") participated in and passed Resolution No. 25-13 in of support for the Kingswood Special Recreation Feature Acquisition Master Plan (the "Acquisition Master Plan") on March 4, 2013; and

WHEREAS, the Acquisition Master Plan did not include 1705 Retreat Circle within the master plan boundary; and

WHEREAS, the property owners of 1705 Retreat Circle (the "Property") are interested in selling their property to Three Rivers Park District (the "Park District") for parkland purposes on a willing-seller basis; and

WHEREAS, the Property is legally described as:

Lot 1, Block 1, Baker Game Farm Addition, Hennepin County, Minnesota; and

WHEREAS, the Park District's acquisition of the Property requires a master plan amendment to include the Property within the approved park master plan boundaries and local municipal consent to acquire the Property;

WHEREAS, the Acquisition Master Plan envisions returning and maintaining the Property in a natural state further protecting the pristine water-quality of Little Long Lake and adjacent plant communities;

THEREFORE, BE IT RESOLVED, that the City of Minnetrista, in accordance with Minn. Stat. § 398.09 (b) (1), consents to Three Rivers Park District's acquisition of the Property should the Park District and the property owners negotiate a successful purchase agreement.

This resolution was adopted by the City Council of the City of Minnetrista this 13th day of November, 2018 by a vote of 3 ayes and 1 nays. Opposed: Molitor Absent: Bruce


Lisa Whalen, Mayor

ATTEST:


Kris Linquist, City Clerk



Appendix E

**Hold for Minnetrista Resolution of Support.
Anticipated June 17, 2019.**

RESOLUTION NO. 75-19

CITY OF MINNETRISTA

**A RESOLUTION OF CONSENT FOR THE ACQUISITION OF 1755 RETREAT
CIRCLE LOCATED IN THE CITY OF MINNETRISTA BY THREE RIVERS PARK
DISTRICT AND FOR THE INCLUSION OF THE PROPERTY WITHIN THE
KINGSWOOD ACQUISITION MASTER PLAN BOUNDARY**

WHEREAS, the city of Minnetrista (“City”) participated in and passed Resolution No. 25-13 in of support for the Kingswood Special Recreation Feature Acquisition Master Plan (the “Acquisition Master Plan”) on March 4, 2013; and

WHEREAS, the City passed Resolution No. 156-18 supporting the expansion of the master plan boundary to include 1705 Retreat Circle and ultimate acquisition of said property on November 13, 2018; and

WHEREAS, the Acquisition Master Plan and subsequent 2018 Amendment No. 1 did not include 1755 Retreat Circle (the “Property”) within the master plan boundary; and

WHEREAS, the property owners of the Property are interested in selling their property to Three Rivers Park District (the “Park District”) for parkland on a willing-seller basis; and

WHEREAS, the Property is further legally described as:

Lot 2, Block 1, Baker Game Farm Addition, Hennepin County, Minnesota

WHEREAS, Three Rivers’ acquisition of the Property requires a master plan amendment to include the property within the approved park master plan boundaries and local municipal consent to acquire the Property;

WHEREAS, the Acquisition Master Plan envisions returning and maintaining the Property in a natural state further protecting the pristine water-quality of Little Long Lake and adjacent plant communities;

WHEREAS, on May 28, 2019, the Minnetrista Planning Commission, in accordance with Minn. Stat. § 462.356, Subd. 2, reviewed the proposed land acquisition for compliance with the City’s Comprehensive Plan; and

WHEREAS, on June 11, 2019, the Minnetrista Parks Commission reviewed the proposed land acquisition for compliance with the City's Parks, Trails, and Open Space Plan.

NOW, THEREFORE, BE IT RESOLVED, that the city of Minnetrista, in accordance with Minn. Stat. § 398.09 (b) (1), consents to Three Rivers Park District's acquisition of the Property should the Park District and property owners negotiate a successful purchase agreement.

This resolution was adopted by the City Council of the City of Minnetrista this 17th day of June, 2019 by a vote of _____ ayes and _____ nays.

Lisa Whalen, Mayor

ATTEST:

Kris Linquist, City Clerk

CITY OF MINNETRISTA**BUSINESS/DISCUSSION ITEM**

Subject: **Approve Proposal for Pavement Corings for Potential Upcoming Projects**

Prepared By: **Alyson Fauske, PE, City Engineer**

Meeting Date: **June 17, 2019**

Background/Discussion:

At the June 3, 2019 work session the council discussed potential street improvement projects for 2020 and beyond. The type of improvement project- such as a mill and overlay or reclamation- was mostly based on examination of the surface condition of the subject roadways. Council indicated that the next step would be to acquire pavement corings where necessary to verify the type of project for each street.

The Pavement Coring proposal is attached and recommends that 32 cores be taken, which assumes coring every 500 feet. Corings for the Hardscrabble area, Pine Circle and Loring Drive were collected in 2018.

Fiscal Impact:

The project is proposed to be billed hourly, not to exceed \$3,486.

<p>Recommended City Council Action: Staff recommends approving Resolution No. 76-19, approving a contract with WSB for Pavement Coring services in an amount not to exceed \$3,486.</p>
--

Does Recommended Action meet City Mission Statement?

☒ Yes ☐ No

Does Recommended Action meet City Goals/Priorities?

☒ Yes ☐ No

Mission Statement:

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



June 6, 2019

Mr. Gary Peters
City of Minnetrista
7701 Co Rd 110 W
Minnetrista, MN 55364

Re: Pavement Coring
City of Minnetrista

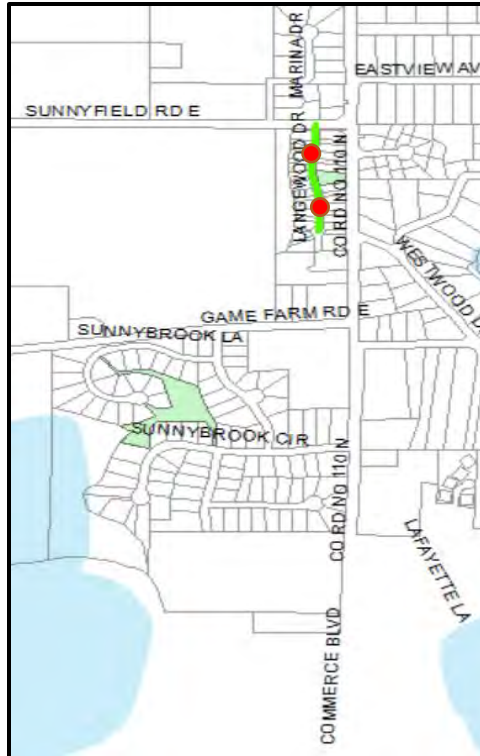
Dear Mr. Peters:

I am pleased to submit this work plan on behalf of WSB to implement a pavement forensics study for the planning of future street improvement project areas in the City of Minnetrista. The pavement forensics to be performed will include taking and analyzing (32) pavement cores on the roadway as requested by the City. WSB will identify bituminous thickness, visible lifts, and aggregate base thickness to determine viable options for pavement rehabilitation. Coring as part of a pavement forensics study is a way to show what exists under the visible layer of the pavement and can give a wealth of information including depths of the pavement layers, signs of bonding or unbonding and distresses that might not be visible from the road surface.

It is proposed that (32) cores will be taken as part of this study. The streets to be cored include Retreat Circle (1,451'), Sterling Drive (779'), Stonebridge Road (939'), Stonebridge Circle (407'), Lakeview Drive (1,360'), Margaret Circle (829'), Shady Lane (1,544'), Langewood Drive (880'), Eastview Ave (2,000'), Morningview Ter (340'), Morningview Drive (2,060'), Morningview Court (240'), Westwood Drive (1,475'), Westwood Ave (760'). We assumed taking a core every 500 feet. Depending on what the cores show, this number can be increased to ensure a firm understanding of what exists underneath the pavement is gathered or decreased if similar conditions are found throughout a roadway which will save the client money. The following maps show the proposed core locations.







Project Timeline

Pavement cores taken by	June 26, 2019
Pavement core analysis	June 28, 2019
Pavement forensics report finalized	June 28, 2019

Cost Summary

It is proposed that this project be billed on a cost not to exceed basis, with total cost not exceeding **\$3,486**. If you are in agreement with the terms as outlined above, please sign where indicated below and return one copy to our office.

Thank you for this opportunity to perform this pavement forensics study for the City of Minnetrista. I am confident that the level of service on this project will meet or exceed your expectations. If you should have any questions regarding this proposal, please contact me at 612-518-1313.

Sincerely,

WSB

Andrea Blanchette

Andrea Blanchette, PE
Pavement Engineer

ACCEPTED BY:

City of Minnetrista

By: _____
Lisa Whalen

Title: _____
Mayor

Date: _____
June 17, 2019

ATTEST:

Kris Linquist, City Clerk

RESOLUTION NO. 76-19

**CITY OF MINNETRISTA
HENNEPIN COUNTY, MINNESOTA**

**A RESOLUTION APPROVING A CONTRACT WITH WSB FOR PAVEMENT CORING
SERVICES**

WHEREAS the Minnetrista City Council desires additional information on the pavement condition of the following streets:

Eastview Avenue
Lakeview Drive
Langewood Drive
Margaret Circle
Morningview Court

Morningview Drive
Morningview Terrace
Retreat Circle
Shady Lane
Sterling Drive

Stonebridge Circle
Stonebridge Road
Westwood Avenue
Westwood Drive

NOW THEREFORE, BE IT RESOLVED by the City Council of Minnetrista, Minnesota, to approve a contract with WSB for Pavement Corings of the above-mentioned streets in an amount not to exceed \$3,486.

This resolution was adopted by the City Council of the City of Minnetrista on the 17th day of June, 2019, by a vote of _____ Ayes and _____ Nays.

Lisa Whalen, Mayor

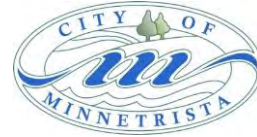
ATTEST:

Kris Linquist, City Clerk

(seal)

CITY OF MINNETRISTA

BUSINESS/DISCUSSION ITEM



Subject: **Approve Proposal for Engineering Design and Bidding Services
for the Kings Point Road Watermain and Street Repair, CP 04-19**

Prepared By: **Alyson Fauske, PE, City Engineer**

Meeting Date: **June 17, 2019**

Issue:

Should the City of Minnetrista enter into a contract with WSB for Engineering Design and Bidding Services related to the watermain and street repair within Kings Point Road?

Background/Discussion:

Earlier this year there was a break in the 20-inch diameter watermain within Kings Point Road near the Big Woods Drive intersection. Due to the extremely cold conditions at the time of the watermain break and the depth of the frost it was determined to temporarily repair the watermain and street.

The temporary repair of the watermain included installing two bends to provide sufficient distance between the watermain and the culvert below; this separation is required by the Minnesota Department of Health and provides some insulation between the watermain and the winter air within the culvert below. According to the as-builts from the original installation, there was sufficient separation during the original construction. The watermain possibly settled when water from the break washed away some of the bedding material.

While installation of the bends was a good short-term repair for the watermain, it is recommended that the watermain be reinstalled similar to the original design to prevent the thrust stresses that exist at the bends with such a large diameter pipe. Insulation above and below the new watermain section is proposed to be installed as well.

Conclusion:

Staff recommends that the watermain be repaired as outlined above, and the disturbed portion of Kings Point Road repaired.

Fiscal Impact:

The estimated cost of the repair is \$78,000, which includes a 15% contingency. A larger contingency is recommended as the extent of the watermain repair can only be verified once construction commences. The associated engineering design and bidding services outlined in the attached proposal is hourly, not to exceed \$6,567. A separate proposal for

Mission Statement:

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

construction administration services will be provided if the construction is authorized by Council. We anticipate that all of the engineering fees will be within 15% of the engineer's estimated cost of the repair.

This project will be financed by the Water Fund.

Recommended City Council Action: Staff recommends approving Resolution No. 77-19, approving a contract with WSB for Engineering Design and Bidding Services for the Kings Point Road Watermain and Street Repair in an amount not to exceed \$6,567.

Does Recommended Action meet City Mission Statement?

☒ Yes ☐ No

Does Recommended Action meet City Goals/Priorities?

☒ Yes ☐ No

Mission Statement:

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



June 17, 2019

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

Re: Proposal for Professional Services
2019 Kings Point Road Watermain Repair Project

Dear Honorable Mayor and Council Members:

WSB is pleased to provide you with our proposal for the preparation of construction documents (plans and specifications) and bidding assistance for the 2019 Kings Point Road Repair Project.

Project Understanding

On March 4th 2019, the 20" PVC watermain under Kings Point Road broke at a location near 4100 Kings Point Road. The failure resulted in a water leak that subsequently eroded out the road embankment and undermined the roadway. This resulted in the loss of part of the street section material, which was installed in 2014, and embankment material. City Public Works staff responded to the watermain break. This involved excavating the roadway to the depth of the watermain, installation of a temporary sleeve connection, backfilling the road with available material, and paving a temporary bituminous patch to allow for two-way traffic.

The temporary watermain and roadway repairs require a more permanent solution. This solution includes removal and replacement of a segment of watermain with proper bedding material and adequate insulation and separation between the existing storm sewer culvert and watermain. The proposed roadway repair will include full-width replacement of the road section including geotextile fabric, select granular material, aggregate base, and bituminous pavement. Full-width roadway replacement is proposed to reduce the probability of differential roadway settlement along the centerline of the roadway.

A topographical survey of the project area was conducted in April of 2019. The survey revealed that the existing 36" reinforced concrete pipe culvert, which is installed below of and perpendicular to the watermain, did not experience substantial settlement or movement during the watermain break. For this reason, it is not anticipated that replacement or repair of this culvert will be necessary. However, the pipe will be exposed during the watermain replacement to verify that no pipe separation has occurred.

The project will also include grading and riprap installation around the reinforced concrete flared end sections on both sides of Kings Point Road to re-establish and stabilize the areas.

Proposed Services

Professional Services:

- Coordinate location of private utility company facilities within the improvement corridor. This coordination will include performing a utility design locate request to provide a quality level D location for existing utilities.

- Preparation of estimated quantities and detailed engineer's opinion of probable construction cost as it relates to the work outlined in our scope of services.
- Prepare construction documents consisting of final plans, project specific specifications, and quote forms. Specifications will be in accordance with the City of Minnetrista and MnDOT standard specifications.
 - Construction plans will be in a general format that include plan and profile viewports with proposed construction limits shaded to identify the improvements. Construction plans will include the following:
 - Identification of removal and replacement of watermain.
 - Identification of pavement removal and replacement limits.
 - Identification of grading and riprap installation limits.
 - Typical street paving section and pavement detail insets.
 - Miscellaneous City details in the plans as needed.
 - Coordinate project advertisement for quotes. We will distribute plans and specifications to the potential contractors. We will also prepare a tabulation of quotes, and quote results letter for City Council consideration of award.
- Project management and coordination/meetings with City staff and the City Council.

Proposed Fee

We are proposing to complete the work on a cost-reimbursable basis in accordance with our current fee schedule. Proposed fees for Professional Services are an hourly not to exceed basis in the amount of \$6,567.

The opinion of probable cost for the project is \$78,000, including construction, a 15% contingency, and 15% indirect costs.

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

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

Sincerely,

WSB

Adam Gadbois, PE
Project Engineer

Attachments – Fee Estimate

cc: Alyson Fauske

aog

PROPOSAL FOR:

Professional services – 2019 Kings Point Road Watermain Repair Project

ACCEPTED BY:

City of Minnetrista, MN

Name Lisa Whalen
Title Mayor
Date June 17, 2019

ATTEST:

Kris Linquist, City Clerk

wsb

City of Minnetrista

		Senior Project Manager	Project Manager / Project Engineer	Graduate Engineer	Administrative Assistant	Total Hours	Total Fee
Phase	TASKS					Total	
001 Construction Documents							
	Plans		4	12		16	\$1,804
	Specifications		4		2	6	\$680
	Private Utility Coordination			2		2	\$218
	QA/QC	2	4			6	\$814
	Opinion of Probable Cost		2	6		8	\$902
	Meetings	2	2			4	\$566
	Project Management	1	6			7	\$903
	Bidding Administration		4		2	6	\$680
Total Fee							\$6,567
Total Hours		5	26	20	4	55	
Staff Name/Resource Name		Alyson Fauske	Adam Gadbois	Chris Bunders	Sue Buckley		

Hourly Rates	\$159.00	\$124.00	\$109.00	\$92.00	
Labor Total	\$795.00	\$3,224.00	\$2,180.00	\$368.00	\$6,567.00

Total Project Fee	\$6,567.00
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RESOLUTION NO. 77-19

**CITY OF MINNETRISTA
HENNEPIN COUNTY, MINNESOTA**

**A RESOLUTION APPROVING A CONTRACT WITH WSB FOR ENGINEERING
DESIGN AND BIDDING SERVICES FOR THE KINGS POINT ROAD WATERMAIN
AND STREET REPAIR, CP 04-19**

WHEREAS there was a break in the watermain within Kings Point Road near the Big Woods Drive intersection earlier this year, and

WHEREAS due to the size of the watermain a permanent repair is recommended, and

WHEREAS street repairs associated with the watermain repair are necessary;

NOW THEREFORE, BE IT RESOLVED by the City Council of Minnetrista, Minnesota, to approve a contract with WSB for Engineering Design and Bidding Services for the Kings Point Road watermain and street repair in an amount not to exceed \$6,567.

This resolution was adopted by the City Council of the City of Minnetrista on the 17th day of June, 2019, by a vote of _____ Ayes and _____ Nays.

Lisa Whalen, Mayor

ATTEST:

Kris Linquist, City Clerk

(seal)

CITY OF MINNETRISTA**BUSINESS / DISCUSSION ITEM**

Subject: Resolution Approving the Conditional Offer of Employment for Gary Nelson as Building Inspector

Prepared By: Cassandra Tabor, Director of Administration

Meeting Date: June 17, 2019

Issue

The City Council is being asked to approve a resolution for a conditional offer of employment for Mr. Gary Nelson as the Building Inspector for the City of Minnetrista. This position is being filled due to an opening created by the promotion of Robert Goodman to Building Official.

Background

The process to hire a Building Inspector began with advertising for the position, which originally closed on April 3, 2019 and was extended to May 13, 2019. Nine (9) total applications were received through the extended process and City Staff decided to interview three (3) applicants in the initial posting round and four (4) applicants in the extended round. A panel interview took place on May 17, 2019 and May 29, 2019 after the extended posting. City Staff considered two (2) final applicants, with Mr. Gary Nelson emerging as the choice for hire.

Summary of Qualifications and Background:

- *High School Diploma*
- *Over twenty years of construction industry and building experience, including code compliance and permitting processes*
- *Six years as a Licensed Building Contractor*
- *Earned his Building Official Limited License*
- *Currently enrolled in a B.I.T program*

The final steps in the process included a review of driving record and criminal history (all performed by the Minnetrista Police); plus checking references.

Gary Nelson would bring a breadth of experience and knowledge to this role and is recommended for hire with the terms of the employment offered as outlined in the attached conditional offer letter. We look forward to Mr. Nelson joining our staff at the City of Minnetrista.

Recommended City Council Action: Recommending approval of Resolution No. 78-19 conditional offer of employment to Mr. Gary Nelson as the Building Inspector with the City of Minnetrista, with an expected start date of June 24, 2019.

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

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

Explain:

Mission Statement:

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

RESOLUTION NO. 78-19

CITY OF MINNETRISTA

**RESOLUTION APPROVING THE CONDITION OFFER OF EMPLOYMENT
FOR GARY NELSON AS A BUILDING INSPECTOR
WITH THE CITY OF MINNETRISTA**

WHEREAS, the Building Inspector position was open due to the promotion of Robert Goodman to Building Official, and;

WHEREAS, after a hiring process was conducted, including seven (7) candidates, the conclusion of the process is a recommendation to give a conditional offer of employment to Mr. Gary Nelson to be Building Inspector, and;

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

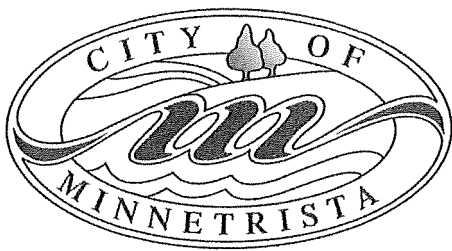
This resolution was adopted by the City Council of the City of Minnetrista on the 17th day of June, 2019, by a vote of ____ Ayes and ____ Nays.

Lisa Whalen, Mayor

ATTEST:

Kris Linqvist, City Clerk

(seal)



Municipal Offices
7701 County Road 110 West
Minnetrista, MN 55364-9552
Email: minnetrista@ci.minnetrista.mn.us

June 11, 2019

Mr. Gary Nelson

Dear Gary:

This is a conditional offer of employment for the Full-Time Building Inspector position with the City of Minnetrista. Final approval of your hiring will be granted by the Minnetrista City Council at the June 17, 2019 City Council meeting, but this conditional offer allows us to continue the hiring process.

The 2019 starting rate of pay being offered is \$27.04/hour for an annual total of \$56,243.20 with a start date of June 24, 2019.

Per City of Minnetrista policy, you will serve a one-year (1) probation period, with performance reviews at six-months and at one-year of employment. Upon a successful one-year performance review, you will be eligible for a change in job status from "probationary" employee to "full-time" employee and a 2% increase.

With satisfactory performance, you will also be eligible on January 1, 2020 for a cost of living pay adjustment, to be determined by the Council, and a 3% market adjustment. In subsequent years, your annual performance reviews will be completed at the end of each calendar year, with a possible cost of living pay adjustment granted each January 1st beginning on January 1, 2020. This position is an hourly (non-exempt) position, non-unionized, and benefits eligible on the day of hire.

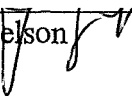
We look forward to you completing these final steps, and we are very pleased that you will be joining our staff at the City of Minnetrista.

Sincerely,

Cassandra Tabor
Director of Administration

Mr. Gary Nelson

I accept all the terms and conditions as set forth in this conditional offer of employment for the Full-Time Building Inspector position with the City of Minnetrista.

Gary Nelson 

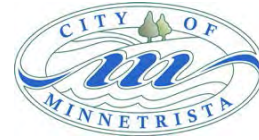
Date

June 12, 2019

cc: Personnel File
David Abel, Community Development Director

CITY OF MINNETRISTA

BUSINESS / DISCUSSION ITEM



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

Prepared By: **Cassandra Tabor, Director of Administration on behalf of the Personnel Committee; Mayor Lisa Whalen, Councilmember Pam Mortenson, Finance Director Brian Grimm, and City Administrator Mike Barone.**

Meeting Date: **June 17, 2019**

Issue

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

Background

The hiring process began with advertising for the position opening with the League of Minnesota Cities and on our website on May 6, 2019 and extended the posting for a total of four weeks, where we received two (2) applications by the extended closing date. Two (2) interviews were offered and completed. One panel, consisting of four (4) staff, performed two (2) interviews on June 6, 2019 and one strong candidate was found, Mr. Christopher Sandberg.

This position replaces an open public works position due to the resignation of Maintenance Worker Aaron Rasset.

The terms of the employment offer for Mr. Sandberg are outlined in the attached conditional offer of employment and is pending backgrounding and drug and alcohol screening. If approved, we expect Mr. Sandberg to begin his full-time employment in the beginning of July after offering notice to his current employer.

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.

Summary of Qualifications and Background:

- High School Diploma
- Class A CDL licensure with Airbrake and Tanker Endorsement
- 2 years of public works experience with a neighboring city on the streets department
- 10 years of private sector experience as large equipment operator
- Experience in large machine operation including loaders, skid steers, backhoes, and tandem plow with wing
- Experience with pavement work, sump tools, jetting, tampers, jumping jacks, and one ton plowing

Conclusion

Mr. Sandberg will bring to the City transferable skills and public works street experience that will allow him to be a successful team member. We look forward to Mr. Sandberg joining our full-time staff at the City of Minnetrista and learning the role of Public Works maintenance Worker.

Recommended City Council Action: The Personnel Committee recommends adopting Res. No. 79-19 approval of the conditional offer of employment for Mr. Christopher Sandberg as a Public Works Maintenance Worker Step 2 with the City of Minnetrista, with an expected start date in the beginning of July.

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

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

Explain:

Mission Statement:

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

RESOLUTION NO. 79-19

CITY OF MINNETRISTA

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

WHEREAS, the position opening for a Public Works Maintenance Worker was created when former employee Aaron Rasset resigned his position, and;

WHEREAS, after the staffing process was conducted, including initial panel interviews, final interviews, and reference checks, and pending a successful check of criminal history and driving record as well as a drug and alcohol screening; the recommendation of the Personnel Committee is to give a conditional offer of employment to Mr. Christopher Sandberg for a Public Works Maintenance Worker Step 2 position for the City of Minnetrista, and;

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

This resolution was adopted by the City Council of the City of Minnetrista on the 17th day of June, 2019, by a vote of ___Ayes and ___Nays.

Lisa Whalen, Mayor

ATTEST:

Kris Linqvist, City Clerk

(seal)



Municipal Offices
7701 County Road 110 West
Minnetrista, MN 55364-9552
Email: minnetrista@ci.minnetrista.mn.us

June 11, 2019

Mr. Christopher Sandberg

Dear Christopher:

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

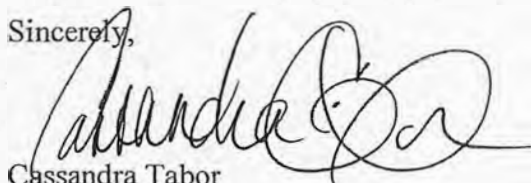
A few items need yet to be successfully completed, including a pre-placement physical examination and a pre-placement drug and alcohol screening test in order to finalize your position. These items are at the City's expense. Information provided by you to the examining physicians must be accurate and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

The 2019 Step 2 rate of pay is \$24.39 per hour (or \$50,731.20 annually), plus a full benefit package that begins on your first day of employment.

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

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

Sincerely,



Cassandra Tabor
Director of Administration

Mr. Christopher Sandberg

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

Christopher Sandberg

June 13, 2019
Date

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

CITY OF MINNETRISTA

BUSINESS/DISCUSSION ITEM



Subject: Lake Minnetonka SWAT Team Joint Powers Agreement

Prepared By: Paul Falls, Director of Public Safety

Meeting Date: June 17, 2019

The Lake Minnetonka SWAT Team was formed in 2006 to address the growing need for a tactical response to critical incidents. This multi-agency team is a collaboration of five Lake Minnetonka area agencies (Minnetrista Public Safety, West Hennepin Public Safety, Orono Police, South Lake Minnetonka Public Safety, and Wayzata Police) and currently consists of 16 officers. The Minnetrista Public Safety Department has 3 officers assigned to the team. The Lake Minnetonka SWAT Team responds to critical incidents such as barricaded suspects, hostage rescue, high risk search warrants and suspect apprehensions.

From inception, the Lake Minnetonka SWAT Team has been operating under the Lake Area Police Mutual Aide Agreement. The current mutual aid agreement was created for the purpose of providing general police mutual aid and is not specific to Lake Minnetonka SWAT Team or its specialized tactics.

As part of a routine insurance audit, the League of Minnesota Cities Insurance Trust recognized this and recommended that a joint powers agreement be formed to specifically address the Lake Minnetonka SWAT Team and its specialized operations, similar to the West Metro Drug Task Force.

The proposed joint powers agreement will provide specific insurance coverage for the Lake Minnetonka SWAT Team and its operations. This will provide much better liability protection to the participating agencies. The annual premium is estimated at around \$1500, which will be divided among the five member agencies. The annual premium will be paid from the SWAT budget at no additional expense to the City.

All of the other member agencies (West Hennepin, Orono, Wayzata and South Lake Minnetonka) have adopted the attached joint powers agreement. It is my recommendation that the Council approve the attached joint powers agreement for the Lake Minnetonka SWAT Team as presented.

Mission Statement:

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

Recommended City Council Action: Motion to approve Resolution No. 80-19 approving the attached joint powers agreement for the Lake Minnetonka SWAT Team.

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

Explain:

Mission Statement:

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

RESOLUTION NO. 80-19

CITY OF MINNETRISTA

**RESOLUTION APPROVING A JOINT POWERS
AGREEMENT FOR THE LAKE MINNETONKA SWAT TEAM**

WHEREAS, the purpose of the joint powers Agreement is to establish an organization, the LMST, to jointly and cooperatively coordinate efforts to develop and provide a response to critical incidents or high-risk situations where there is a risk of criminal violence occurring with the jurisdictions of the members of the LMST.

WHEREAS, the members are entering into the Agreement to establish, equip and operate an organization to coordinate their efforts to develop and provide a joint response to critical incidents or high-risk situations in their jurisdictions where there is a risk of criminal violence, through the use of negotiations and specialized tactics, and

WHEREAS, the Agreement is made pursuant to the authority conferred upon the parties by Minnesota Statutes Section 471.59; and,

WHEREAS, the Agreement is attached hereto as EXHIBIT A; and,

WHEREAS, the Council has reviewed the Agreement and found it to be consistent with the previously authorized involvement on the Lake Minnetonka SWAT Team;

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA, that it should and hereby does approve Minnetrista Public Safety to enter into the Agreement.

This resolution was adopted by the City Council of the City of Minnetrista on the 15th day of October 2007, by a vote of _____Ayes and _____Nays.

Lisa Whalen, Mayor

ATTEST:

Kris Linquist, City Clerk

(seal)

JOINT POWERS AGREEMENT
LAKE MINNETONKA SWAT TEAM
WITHIN HENNEPIN COUNTY MINNESOTA

This Joint Powers Agreement (“Agreement”), dated this first day of March 4, 2019, is entered into by and between the West Hennepin Public Safety Department, a Minnesota Joint Powers Police Department providing police services to the City of Maple Plain and the City of Independence, the Orono Police Department providing police services to the City of Orono, City of Mound, City of Navarre, City of Spring Park, and City of Minnetonka Beach, the Wayzata Police Department providing police services to the City of Wayzata and the City of Long Lake, the Minnetrista Police department providing police services to the City of Minnetrista and the City of St. Bonifacius, and South Lake Public Safety Department, a Minnesota Joint Powers Police Department providing police services to the City of Excelsior, City of Greenwood, City of Shorewood and the City of Tonka Bay. The parties listed above shall hereinafter be referred to collectively as the “Members” of the Lake Minnetonka SWAT Team (“LMST”).

WHEREAS, the Members are entering into this Agreement to establish, equip and operate an organization to coordinate their efforts to develop and provide a joint response to critical incidents or high-risk situations in their jurisdictions where there is a risk of criminal violence, through the use of negotiations and specialized tactics; and,

WHEREAS, this Agreement is made pursuant to the authority conferred upon the parties by Minnesota Statutes Section 471.59; and,

NOW, THEREFORE, IT IS HEREBY AGREED as follows:

**SECTION I
GENERAL PURPOSE**

1.1 The purpose of this Agreement is to establish an organization, the LMST, to jointly and cooperatively coordinate efforts to develop and provide a response to critical incidents or high risk situations where there is a risk of criminal violence occurring within the jurisdictions of the Members of the LMST.

**SECTION II
ORGANIZATION**

2.1 Governing Board. The “Governing Board” (or “Board”) of the LMST shall consist of the following: The Chief Law Enforcement Officer for each public safety entity listed above, all of whom shall have voting rights, and the Team Commander and Assistant Team Commander, neither of whom have voting rights.

A. All appointees to the Governing Board shall be full-time peace officers employed by the appointing Member.

- B. Resolutions or other documentation of the appointments shall be filed with each Member's records department.
- C. Appointees to the Governing Board shall not be deemed to be employees of the LMST and shall not be compensated by the LMST for their services.

2.2 Duties of the Governing Board.

- A. The Governing Board shall develop and adopt policies and procedures for the LMST.
- B. The Governing Board shall coordinate information between the Members and the LMST.
- C. The Governing Board shall appoint and supervise a Team Commander and Assistant Team Commander of the LMST. The Team Commander and the Assistant Team Commander shall be employees of the Members and shall remain employees of the employing Members. Appointments of the Team Commander and Assistant Team Commander shall require the concurrence of the employing Member's Chief Law Enforcement Officer. The appointment of an individual as Team Commander pursuant to this Agreement shall not obligate the appointing Member to pay to its employee so appointed either supervisory or other premium pay.

2.3 Powers of the Governing Board:

- A. The Governing Board may enter into any contract necessary or proper for the exercise of its powers or the fulfillment to its duties and enforce such contracts to the extent available in equity or at law, except that the Governing Board shall not enter into any contract the term of which exceeds one (1) year. No payment of any invoice shall be authorized unless approved by at least three of the five voting members of the Governing Board. The Team Commander shall report any invoice payments made to the Governing Board at its next meeting.
- B. The Governing Board may contract with any Member to provide budgeting and accounting services necessary or convenient for the Governing Board. Such services may include, but are not limited to: management of funds, payment for contracted services and other purchases, and necessary book-keeping and record keeping.
- C. The Governing Board shall disburse funds in a manner which is consistent with this Agreement and, if applicable, with the method provided by law for the disbursement of funds by the Member under contract to provide budgeting and accounting services.

- D. The Governing Board may apply for and accept gifts, grants or loans of money or other property (excluding real property) or assistance from the United States government, the State of Minnesota, or any person, association, or agency for any of its purposes; enter into any agreement in connection therewith; and hold, use and dispose of such money or other property and assistance in accordance with the terms of the gift, grant or loan relating thereto.
- E. The Governing Board must obtain and maintain liability insurance in amounts not less than the statutory liability limits established under Minnesota Statutes Chapter 466 and may obtain other insurance it deems necessary to insure the LMST, the Governing Board, its members and employees of the Members for actions arising out of this Agreement. Employees of Members who respond to a request for assistance will be deemed to be taking actions pursuant to this Agreement from the time they commence traveling to the location where assistance is required until the time the Team Commander or his/her designee makes the decision to recall the team.
- F. All powers granted herein shall be exercised by the Governing Board in a fiscally responsible manner and in accordance with the requirements of law.
- G. The Governing Board may cooperate with other federal, state and local law enforcement agencies to accomplish the purpose for which it is organized.

2.4 Terms. Appointees to the Governing Board shall serve at the pleasure of the appointing Member and may be removed only by the appointing Member.

2.5 Meetings. The Governing Board shall have regular quarterly meetings. Special meetings may be held by giving reasonable notice to all Members. The presence of a simple majority of the Governing Board members shall constitute a quorum. In the event that a Member's appointee to the Governing Board is unable to attend a meeting, the chief law enforcement officer of that Member may assign, in writing, an alternate to attend the meeting. That alternate shall maintain all voting rights of the Member's appointee during that meeting and his/her presence shall count toward the calculation of a quorum.

2.6 Voting. Each Board Member shall have one (1) vote at any meeting of the Governing Board. Except for alternates assigned by a chief law enforcement officer pursuant to Section 2.5, proxy votes are not permitted. The Governing Board shall function by a majority vote of Board Members or alternate Members present, provided that a quorum is present.

2.7 Organizational Structure.

- A. The Governing Board shall supervise the Team Commander and Assistant Team Commander as well as the overall operations of the LMST.
- B. The Team Commander, appointed by the Governing Board, shall direct and supervise the implementation of the operational directives of the Governing Board. The Team Commander shall be assisted by the Assistant Team Commander, also appointed by the Governing Board.
- C. Except in situations in which an emergency prohibits such collaboration, the Team Commander and/or Assistant Team Commander shall consult with the chief law enforcement officer of the agency which provides law enforcement services to the jurisdiction in which a critical event or high-risk situation is occurring and the LMST has been summoned. The chief law enforcement officer of the applicable jurisdiction shall maintain full operational authority over the scene of a critical incident or high-risk situation in that jurisdiction. However, in the event of a conflict between any directive given to the LMST by the Governing Board and one given by a chief law enforcement officer with jurisdictional authority, the directives of the Governing Board shall control.

2.8 Additional Members. Other entities may join the LMST and become a member upon approval by the Governing Board and execution of an amendment to this Agreement.

SECTION III BUDGET AND FINANCE

3.01 By April 30th of each year the Governing Board shall prepare and adopt a budget for the following calendar year and may amend the same from time to time. Each Member shall have a line item in its own budget dedicated to the LMST.

3.02 The Members intend to fund the LMST through annual contributions paid by each Member. The Governing Board shall establish the contribution amount by May 31st of the year prior to the year when the contribution is payable, in order to make certain that each Member city council and the County Board include the contribution amount in their adopted budgets.

3.03 All LMST funds shall be accounted for according to generally accepted accounting principles. A report on all receipts and disbursements shall be forwarded by the Team Commander to the Members quarterly and on an annual basis.

SECTION IV EQUIPMENT AND PROPERTY

4.01 Equipment provided by a Member pursuant to the Agreement shall remain under the direction and control of that Member and under the tactical control of the licensed peace officer in command of the scene of the jurisdiction to which assistance is being provided. All individually owned property brought into the LMST, or to the scene of an incident where the LMST is deployed, shall remain the property of that Member. Any property purchased or obtained through the 1033 Grant Program shall remain the property of the LMST. In the event the LMST is disbanded, the remaining property owned by the LMST shall be distributed equally, or sold with the proceeds distributed equally, or property obtained by the 1033 program will be returned to the current members of this Agreement.

4.02 Each Member shall be responsible for damage to or loss of its own equipment occurring during deployment of the LMST. Each Member waives the right to sue the LMST and any other Member for any damages to or loss of its equipment, even if the damages or losses were caused wholly or partially by the negligence of any other Member or its officers, employees or agents.

4.03 A standard individual uniform and equipment list shall be established by the Governing Board. LMST personnel shall be uniformed and equipped by their Member agency. The costs for individual uniform and equipment items shall be incurred by the Member's agency and not the LMST. Individual uniform and equipment costs shall not be part of the LMST budget.

SECTION V EMPLOYEES

5.01 Workers Compensation. Each Member shall be responsible for injuries to or death of its own employees in conjunction with services provided pursuant to the Agreement. Each Member shall maintain workers' compensation coverage or self-insurance coverage, covering its own personnel while they are providing assistance as a member of the LMST. Each Member to this Agreement waives the right to sue any other Member for any workers' compensation benefits paid to its own employee or their dependents, even if the injuries were caused wholly or partially by the negligence of any other Member or its officers, employees or agents.

5.02 Any employee of a Member responding to a critical incident or high-risk situation where the LMST is involved shall not be considered to be an employee of the LMST. The employee shall remain an employee of the Member that has assigned him or her to the LMST and shall be paid by that Member, not the LMST. Governing Board members also shall not be considered to be employees of the LMST. Governing Board members shall be paid by the appointing Member, not the LMST.

5.03 Employees of Members responding to a critical incident or high-risk situation where the LMST is involved will work cooperatively with other Members' employees. Assigned officers acting under this Agreement in the jurisdiction of another Member are acting in the line of duty

and in the course of employment and are authorized to exercise the powers of a peace officer therein.

5.04 The Member dispatching the employee shall furnish the employee with a weapon and a vehicle to be used on duty by that employee and pay any lease/loan payments, insurance, maintenance and operating costs for the vehicle.

SECTION VI INDEMNIFICATION

6.01 The LMST shall defend and indemnify Members for any claims arising out of actions taken by the Governing Board, its Board members, team commanders or assistant team commanders pursuant to this Agreement. The LMST shall defend and indemnify the employees of any Member acting pursuant to this Agreement except for any act or omission for which the employee is guilty of malfeasance, willful neglect of duty, or bad faith. This Agreement to defend and indemnify does not constitute a waiver by the LMST or any Member of the limitations on liability provided by Minnesota Statutes Chapter 466. In no event shall the statutory limits provided for in Minnesota Statutes Chapter 466 be aggregated to make each Party liable beyond the statutory limits.

SECTION VII DURATION, DISSOLUTION OF THE AGREEMENT

7.01 Dissolution. This Agreement shall remain in full force and effect unless a majority of the Members' governing bodies vote in favor of dissolution, if dissolution is necessitated by operation of law as a result of a decision by a court of competent jurisdiction, or when a majority of remaining Members agree to terminate the Agreement upon a date certain.

7.02 Withdrawal. Any Member to this Agreement may terminate its participation in this Agreement upon thirty days written notice to the Governing Board. No refund will be made by the LMST of the annual contribution paid by the withdrawing Member. Withdrawal by any Member shall not terminate this Agreement with respect to any Members who have not withdrawn. Withdrawal shall not discharge any liability incurred by any Member prior to withdrawal. Such liability shall continue until discharged by law or agreement.

7.03 Effect of Termination. Termination shall not discharge any liability incurred by the LMST or by the Members during the term of this Agreement. Upon termination of this Agreement and after payment of all outstanding obligations, property, equipment or surplus money held by the LMST shall be disbursed as follows:

- A. Any individually-owned property and equipment brought into the LMST by
By a Member remains the property of that Member; and
- B. Any remaining property, equipment and any surplus money owned by the
LMST shall be distributed equally to the current Members.

SECTION VIII AMENDMENT

8.01 Modification. This Agreement sets forth all understandings of the Members. All prior agreements, understandings, representations whether consistent or inconsistent, verbal or written, concerning this Agreement, are merged into and superseded by this written Agreement. No modification or amendment to the Agreement shall be binding on any Member unless each Member agrees in writing to the proposed change or amendment.

8.02 Submittal. Any member wishing to submit an amendment to this Agreement shall do so by submitting a written proposal to the Governing Board at a regularly scheduled or special meeting. The Governing Board shall forward the proposed amendment, with a recommendation, to each Member, within ninety days of receipt of the proposed amendment.

8.03 Response to Proposed Amendment. Each Member agency shall respond to a proposed amendment within sixty days of receipt from the Governing Board. If no response is received from any Member, the amendment is deemed to be rejected.

IN WITNESS WHEREOF, the parties have caused this Joint Powers Agreement to be duly executed, the day and year first above written, intending to be bound thereby.

WEST HENNEPIN PUBLIC SAFETY DEPARTMENT

By: _____
Marvin Johnson, Chair
West Hennepin Police Commission

Gary Kroells
Director of Public Safety

Date: _____, 2019

Date: _____, 2019

CITY OF ORONO

By: _____
Dennis Walsh
Mayor, City of Orono

Correy Farniok
Orono Police Chief

Date: _____, 2019

Date: _____, 2019

CITY OF WAYZATA

By: _____
Ken Willcox
Mayor, City of Wayzata

Mike Risvold
Wayzata Police Chief

Date: _____, 2019

Date: _____, 2019

CITY OF MINNETRISTA

By: _____
Lisa Whalen
Mayor, City of Minnetrista

Paul Falls
Minnetrista Police Chief

Date: _____, 2019

Date: _____, 2019

SOUTH LAKE MINNETONKA POLICE DEPARTMENT

By: _____
Mayor Gerry De La Vega, Committee Chair
South Lake PSD Coordinating Committee

Mike Meehan
South Lake Police Chief

Date: _____, 2019

Date: _____, 2019

CITY OF MINNETRISTA

BUSINESS/DISCUSSION ITEM



Subject: Halstead Drive- Options to Address Contractor Performance, City Project 01-16

Prepared By: Alyson Fauske, PE, City Engineer

Meeting Date: June 17, 2019

Issue:

Should the City act upon Article 14 or 16 of the Engineers Joint Contract Documents Committee (EJCDC) portion of the project specifications?

Background/Discussion:

At the June 19, 2017 meeting the City Council approved the construction contract with RAM Excavating, Inc. Per the project specifications substantial completion of the project includes completion of all portions of the work, including clean up, first lift of bituminous paving, turf establishment, landscaping and driveways. Per the project documents the substantial completion date was October 31, 2017. Due to private utility relocation delays the substantial completion date should be extended to November 27, 2017. As of the date this report was written, the project does not meet the definition of substantial completion. Minimal work has been done during the 2019 construction season thus far and RAM has not presented a project schedule.

Staff has looked into two options for the council to consider in order to get the work completed:

- 1) Put the contractor on notice that there is defective work. If the contractor does not fix the defective work within seven days, City can correct the defective work. Or
- 2) Provide the contractor ten days notice that the City is considering a declaration that the contractor is in default and termination the contract. The City can then have Public Works personnel and/or another contractor complete the remaining work.

At the meeting staff will distribute a handout outlining the remaining work and status of the project budget.

Conclusion:

Staff recommends that the council proceed with terminating the contract.

Fiscal Impact:

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.

Staff anticipates that the remaining construction work can be completed within the project budget.

Recommended City Council Action: Staff recommends approving Resolution No. 81-19, authorizing notice of default to Ram Excavating, Inc. for the Halstead Drive Street Improvement Project, City Project No. 01-16.

Does Recommended Action meet City Mission Statement?

☒ Yes ☐ No

Does Recommended Action meet City Goals/Priorities?

☒ Yes ☐ No

Mission Statement:

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

RESOLUTION NO. 81-19

**CITY OF MINNETRISTA
HENNEPIN COUNTY, MINNESOTA**

**A RESOLUTION TO AUTHORIZE NOTICE OF DEFAULT TO RAM EXCAVATING,
INC FOR THE HALSTEAD DRIVE STREET IMPROVEMENT PROJECT
CITY PROJECT NO. 01-16**

WHEREAS the City of Minnetrista approved the contract with RAM Excavating, Inc at the June 19, 2017 City Council meeting, and

WHEREAS per the contract documents the substantial completion date for the project was October 31, 2017, and

WHEREAS based on delays due to private utility relocation a substantial completion date of November 27, 2017 would be considered reasonable, and

WHEREAS substantial completion of work has not been completed on the project, and

WHEREAS RAM Excavating has not supplied a project schedule to complete the work, and

WHEREAS Section 16.02.A.1 of the Engineers Joint Contract Documents Committee (EJCDC) portion of the project documents allows the City to terminate the contract for cause due to failure to adhere to the project schedule and failure to supply sufficient skilled workers;

NOW THEREFORE, BE IT RESOLVED by the City Council of Minnetrista, Minnesota, City Staff is directed to send the default notice as required by Section 16.02.B. of the EJCDC to RAM Excavating, Inc.

This resolution was adopted by the City Council of the City of Minnetrista on the 17th day of June, 2019, by a vote of _____ Ayes and _____ Nays.

Lisa Whalen, Mayor

ATTEST:

Kris Linquist, City Clerk

(seal)